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MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 28th February 2017 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury, and Heather Eaton.

IN ATTENDANCE: Kate Sales, Clerk

Seven parishioners were present.

Members of the public were welcomed to the meeting and invited to address the council at item 5 on the agenda.

AGENDA

- 1) **To receive apologies for absence.** Apologies received and accepted from Cllr Ward.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Overbury declared an interest in item 7, Shepherds Barn.
- 3) **To approve the minutes of the Parish Council Meeting held on Tuesday 24th January 2017 at Brimpsfield Village Hall.** The minutes were approved and signed as a true record.
- 4) **To hear an introduction from Town Cllr Stuart Tarr, the Conservative Party candidate for the Gloucestershire County Council elections.** Cllr Tarr had sent his apologies. He was unable to attend due to illness.
- 5) **To open the meeting to the floor to discuss concerns and over Highway issues and road safety. To agree a collective course of action to address those concerns.**

The meeting was opened to the public to discuss the state of the roads and the volume and speed of the traffic through the village. The Chairman asked a member of the public, Gina Cowen for an update on actions she had raised with Gloucestershire Highways. The key areas outlined were:

- Highways had made a site visit with Gina to inspect the road at Common Hill and it was agreed that more work was needed. Gigaclear had agreed to come back and redo where they had originally dug and then if more work was subsequently needed on alternative areas this could then be picked up with Richard Gray at Highways
- Street lighting near the war memorial, if this was carried forward the light could have a shield put in place to reduce light pollution to residents.
- Reduction in speed limit, currently at 30mph in the village. Highways had advised that a reduction in a speed limit was only possible with a creation of a Traffic Regulation Order (TRO). The average TRO costs in the region of £20k and Gloucestershire County Council did not fund TRO's unless there were clear highway safety reasons - namely the location had to be at high risk with proven accidents.

- Picket fences could be installed to help reduce speeding – some funding was available towards this option
- Volunteers for the Speedwatch were all trained and Gina would be organising a rota for this once it started getting a bit lighter. The scheme would run during the Spring and Summer.
- Temporary '20 is plenty' signs could be installed in the village.
- Bin labels could be obtained to help make drivers aware of the need to slow down.

The Council took the opportunity to thank Gina for all her work with Highways to date.

Issues raised by other residents included:

- Concern over light pollution from a possible street light being installed, causing a nuisance to neighbouring properties. Concern was also raised as to whether it was appropriate to have lighting due to the village being situated in a conservation area.
- The number of large lorries and vehicles going through the village. Gina advised that lorries over 7.5T were not allowed though and if anyone saw a vehicle of that size they should take the number plate down and report it to PSCO Andrea Shutt who would then investigate. Additionally aggressive behaviour and driving should also be reported to her.
- Concern over the speed of vehicles. The Chairman reminded the meeting that the speed limit was 60mph outside the village itself and unless a reduction could be obtained the only options were to make drivers aware of the risks of speeding in a residential area. These risks could be highlighted by leaving a child's bike out in view and other outdoor toys such as a football, scooter etc.
- Whether it was possible to tarmac passing-places as these were in bad condition from erosion and almost in some places unusable. It was noted that in tarmacking passing places the road would become a two-track road in places. This improvement in the road might have the negative effect of increasing traffic.

A discussion arose as to whether a one-way system could be implemented which could prevent vehicles turning off the Cowley roundabout and using the village as a cut-through. Access to the village would be through Birdlip and Common Hill.

After discussions, the following actions were agreed by the Parish Council:

- To engage in discussions with Highways about how to action a possible one-way system through Brimpsfield.
- Not to proceed at present with any street lighting.
- Not to proceed with the purchase/installation of picket fences due to the high cost.
- To invite district and county councillor members to the Annual Parish meeting so they could hear the parish's concerns and offer advice and support for their one-way initiative.

The Chairman then closed this item and the Parish Council continued their meeting.

Other Parish Council Business

Matters Arising from previous meeting

- Gigaclear cabinet – Garden Society costings for approval. It was agreed that this item would be removed from the agenda until after the Garden Society had next met.

- Lloyds History Book bank account closed and funds transferred. Cllr Overbury had been to the bank and this was now in hand.
- Precept submitted to Cotswold District Council.
- Letter sent to Gloucestershire County Council expressing concern over the removal and changes to local bus routes. The clerk had received a response from the County Council, outlining the new service and this was read out to the meeting.
- Church Warden contacted to discover whether he was happy to house the village strimmer. Cllr Overbury had spoken to the Church Warden and he was happy to house the strimmer. Cllr Overbury agreed to double check that the Warden was happy to have his details on the Parish website if any residents wished to contact him to use the equipment.
- Locked gate Gloucester Beeches -Brimpsfield Park contacted. Cllr Overbury confirmed he had spoken to Brimpsfield Park and the locked gate was not actually part of the footpath and so was not an issue.
- Buckingham Palace nominations. GAPTC had selected Cowley and Toddington Parish Councils as the members to attend the event.

6) To consider and note planning applications and agree responses:

For consideration

Yew Tree Barn, Brimpsfield (17/00231/FUL) - Proposed garage extension. The Parish Council had no objections to this application.

Foxwood House, Climperwell Road, Brimpsfield (17/00475/FUL) - Conversion of existing storage space above garage to new bedroom. The Parish Council had no objections to this application.

For noting

Badger House, Brimpsfield (16/05304/FUL) - Erection of side extension to create 'granny' ancillary accommodation.

Elterwater House Brimpsfield Gloucester (16/01724/FUL) - Two storey rear extension. Application permitted by Cotswold District Council.

Shepherd's Barn Syde Park Farm Caudle Green (16/03870/FUL) - Full Application for Change of use of barn to dwelling, single storey lean-to extension, access track and associated site works. Application refused by Cotswold District Council.

Calley House Caudle Green Cheltenham (16/05311/TPO) - Felling of T1 beech tree due to tree being too close to the property. Application permitted by Cotswold District Council.

Redro Climperwell Road Brimpsfield (17/00023/TCONR) - Works to trees in conservation areas for Removal of 3 thuja trees due to excessive size and close proximity to house and out building also excessive shading to neighbouring property. Application permitted by Cotswold District Council.

The Old Croft Climperwell Road Brimpsfield (17/00183/TCONR) – Removal of Conifer Tree (next to garage). Application permitted by Cotswold District Council.

Enforcement

Hermits Corner, The Common, Brimpsfield (16/02014/FUL) and Appeal (16/00020/ENF) - Alterations to outbuilding to enclose space under the roof, addition of window and insulation to roof and walls (retrospective). The appeal is dismissed and the enforcement notice was upheld.

7) Highways issues update (if not covered under item 5 on the agenda).

- Confirmation from Police that the 'Access to Villages only. Unsuitable for through traffic and HGV's' sign off the Nettleton Bottom roundabout is an advisory sign and is therefore not enforceable.

8) To discuss possible funding options available to the Parish Council for a village Defibrillator.

After discussions, the Council agreed that this was not priority and so no further action was to be taken.

9) Finances

9.1 To receive current state of accounts and bank reconciliation.

A statement of accounts was accepted and approved. A bank reconciliation was also approved.

BPC EXP vs BUDGET 2016-17			BRIMPSFIELD PARISH COUNCIL				
			Actual	Antic.	Total	Spend vs	
			Income /	Income /	Income /	Budget	
		Budget	Spend to	Spend from	Spend to	to	
		2016/17	31.01.17	01.02.17	31.3.17	31.3.17	Comment
Precept	4524.32	4524.00	0.32	4524.32			
Council Tax Support Grant	115	115.00	0.00	115.00			
Sale of History books		0.00	0.00	0.00			
Bank interest	1.00	1.30	0.30	1.60			
VAT refund	99.40	87.35	12.05	99.40			
Other		0.00	0.00	0.00			
Electricity wayleave	30.00	0.00	30.00	30.00			
	4769.72	4727.65	42.67	4770.32			
Hire of Village Hall	200.00	0.00	200.00	200.00	0.00		
Insurance	300.00	276.49	0.00	276.49	23.51		
Specialist Advice	300.00	0.00	300.00	300.00	0.00		
Grants /Donations	200.00	0.00	200.00	200.00	0.00		
Maintenance & repairs	0.00	0.00	0.00	0.00	0.00		
Audit Costs	80.00	80.00	0.00	80.00	0.00		
Elections	0.00	0.00	0.00	0.00	0.00		
Grass Cutting - Brimpsfield	160.00	260.00	0.00	260.00	-100.00		Overspend due to extra cutting
Grass Cutting - Caudle Green	840.00	840.00	0.00	840.00	0.00		
GAPTC / Subscription	100.00	138.53	35.00	173.53	-73.53		Overspend due to ICO reg from 2015/16 being paid this current year
Clerk's Salary (incl PAYE)	1950.00	2061.21	344.76	2405.97	-455.97		Overspend due to £ 330 from 2015/16 financial yr showing in this current yr
Clerk's Expenses	225.00	219.60	5.40	225.00	0.00		
Payroll Management	110.00	45.00	65.00	110.00	0.00		
Training	200.00	23.75	176.25	200.00	0.00		
Village Hall Grant	300.00	0.00	300.00	300.00	0.00		
Section 137	25.00	0.00	25.00	25.00	0.00		
Un-budgeted expenditure	0.00	0.00	0.00	0.00	0.00		
VAT Paid	0.00	2.41	0.00	2.41	-2.41		
TOTALS	4990.00	3946.99	1651.41	5598.40	-608.40		
Reserves as at 1.4.16				5850.77			
Income during year				4770.32			
Expenditure during year				5598.40			
Antic. reserves at year end				5022.69			
(minus late 2015/16 salary payments)				495.69			
Adj. year end reserves				4527.00			

Bank Reconciliation			
Period to 21st February 2017			
Current account 00237343			
	Balance as per statement 21.02.17		£ 4,310.54
	Outstanding receipts in period		
	chq	384	£1,100.00
		387	£ 22.50
	Unpresented Payments in period		£ 1,122.50
	n/a		£ -
	Balance at 31st January 2017		£ 3,188.04
Deposit account 07001337			
	Balance as per statement 31.01.17		£ 3,140.76
	Outstanding receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31st January 2017		£ 3,140.76
History Group account 01359353			
	Balance as per statement 31.01.17		£ 333.14
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31st January 2017		£ 333.14
	Total Balance		£ 6,661.94
Cash Book Summary			
	Opening Balance 01.04.16		£ 5,850.77
	Add receipts to date		£ 4,758.16
	Less Payments to date		£ 3,946.99
	Cash Book Balance		£6,661.94
	Reconciled Balance		£ 6,661.94

9.2 To approve payments and to note receipts.

The following were noted and approved.

The following payments were made between meetings				
Chq no	Payee	Purpose	Auth	Cheque value
No payments made between meetings				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
389	K Sales	Expenses	LG (FP)A 1963 s.5)	30.62
390	HMRC	PAYE for February & March 2017	LGA 1972 s.112	1.20
391	K Sales	Clerk's salary – Feb	LGA 1972 s.112	172.38
392	K Sales	Clerk's salary – Mar*	LGA 1972 s.112	172.38
393	PATA Payroll	Payroll services Jan-Mar	LGA 1972 s.111	22.50
394	Information Commissioner	Data Protection renewal	LGA 1974 s.143	35.00

*Post-dated cheque as no meeting in March

10) To confirm clerk's working hours as 5 hours per week as from the 1st April 2017.

This was confirmed and agreed.

11) To confirm the date of the Annual Parish Meeting and to discuss format.

The date of the Annual Parish Meeting was confirmed as the 25th April 2017. A more informal style was decided upon with refreshments being served. Reports from the County Councillor, District Councillor and Chairman would be presented.

ACTION: Clerk to invite County and District Councillors and ask if they would like to present reports.

12) To confirm the Parish Council Meeting dates for the year 2017/18.

The dates for 2017/18 were confirmed as:

- July 11th 2017
- October 17th 2017
- 23rd January 2018
- March 20th 2018 (Annual Parish Meeting)
- May 15th 2018 (Annual Parish Council Meeting)

ACTION: CLEK to book dates in with the Village Hall.

13) To note recent correspondence and agree responses

- Gloucestershire County Council grant for activities commemorating the end of WWI. For information only

14) Items for information only

NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.

The Chairman concluded the meeting at 9.00pm and thanked everyone for their attendance. The **Annual Parish Meeting** will be held on the 25th April 2017 at 7.30pm in the Village Hall. The next Parish Council meeting will be the Annual Parish Council meeting and this will be held on Tuesday 16th May 2018, again at 7.30pm in the Village Hall.

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Chairman

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Date