

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU  
Tel: 01242 583303 E-mail: brimpsfieldpc@gmail.com  
Website: www.brimpsfieldpc.org

MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 19<sup>th</sup> July 2016 at 7.30pm.

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

IN ATTENDANCE: Kate Sales, Clerk

No parishioners were present.

## 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).** No declarations received.
- 3) **To approve the minutes of the Annual Parish Council Meeting held on Tuesday 17<sup>th</sup> May 2016 at Brimpsfield Village Hall.** Cllr Lock observed that in item 18 of the minutes it incorrectly stated that he and Cllr Ryan had agreed to volunteer onto the scheme. He had actually only offered to act as the conduit between the Parish Council and Gina Cowen who was leading the team of volunteers. This was duly noted and the minutes were then approved and signed as a true record.
- 4) **To hear representations from the public regarding any items on the Agenda.** No parishioners were present
- 5) **Matters Arising from previous meeting**
  - **Annual Return** – The Clerk informed the meeting that the Annual Return had been submitted to Grant Thornton and all items were published.
  - **Gigaclear cabinet – Garden Society ideas for planting scheme.** Cllr Lock informed the meeting that there had been no meeting of the Garden Society to discuss the planting since the last Parish Council meeting. There would be one within the next 10 days. He went on to inform the meeting that he had spoken to a Mr Pentacost from Gigaclear and they were quite happy to allow some planting around the cabinet. Their only proviso was that enough space was kept in front to allow them access to the cabinet.
  - **Speedwatch initiative and training.** The clerk informed the meeting that she had been in touch with PCSO Andrea Shutt, who required a list of volunteers to train for the initiative. She had then spoken to Gina Cowen, a Brimpsfield resident, who was happy to compile this list herself. Presently both Andrea and Gina were liaising to take this forward.

Discussions also took place regarding the increase in the volume of traffic coming from the A417 and then cutting down to Gloucester. Cllr Overbury commented that the increase was significant during the time of the Air Tattoo at Fairford and he believed that festival workers were given this route by the organisers. The amount of traffic was not appropriate for the size of the lanes

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and it was decided that the Parish Council would write to the event organisers next year to ask them not to promote this route for future events.

- **House name/location village map.** Cllr Lock informed the meeting that a map of the properties in Brimpsfield had been created. It was now available on the Brimpsfield Village website and the noticeboard in the village. Cllr Lock formally thanked Martin Smith for the creation of the map and Mr Shelley who had driven around each property to plot the exact longitude and latitude for each property. The map only displays address not residents' names.
- **Insurance renewal** – The clerk informed the meeting that the insurance had been paid and renewed.
- **Internal Control Policy** – The clerk would bring the amended policy to the October meeting.

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

##### For consideration

No items for consideration

##### For noting

**Hermits Corner Climperwell Road Brimpsfield (16/02014/FUL) Alterations to outbuilding to enclose space under the roof, addition of window and insulation to roof and walls (retrospective). This Application was refused by Cotswold District Council.**

Cllr Lock asked how the Parish Council would know if the owners were complying with the decision. Cllr Overbury said he believed the owners would appeal. The Clerk agreed to check on the status of the application again in 6 weeks as that is the length of time an appeal has if one is to be submitted. If no appeal is launched and the owners do not comply with the decision, then it can be reported through to the Enforcement Officer at Cotswold District Council.

#### 7) Highways issues

Discussions over this item took place under Matters Arising.

#### 8) Extra grass-cutting for Brimpsfield

Mr Partridge, the existing grass-cutting contractor had provided a quote for the extra areas in Brimpsfield, this came in at £50 per cut. The extra grass-cutting was required along the verges as Amey now only provided one cut per year. It was felt that tidier verges on the entrance to the village, would keep existing speed restriction signs more visible and make motorists aware they were coming into a residential area. It was decided that next year four cuts would be needed one in May, June, July and August, these would be in addition to the cut Amey perform. This year only two would be needed, in August and September.

*Clerk to contact Mr Partridge to confirm and book in extra cutting.*

#### 9) To agree winter maintenance details and salt stocks with Amey for 2016/17

It was agreed that the parish had a sufficient stock of salt for the forthcoming winter. It was also agreed that the existing snow warden and snow plough operator be contacted to ask if they were still happy to continue in these roles. Cllr Parsons agreed she was still happy to be the snow warden for Caudle Green.

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*Clerk to contact individuals to confirm they were still happy to continue in their roles.  
 Clerk to contact Amey to confirm contacts names.*

**10) To note NALC notification of mandatory increase of pay scales for 2016/17 of £0.11 per hour.** This was noted by the Parish Council.

**11) Finances**

**11.1 To receive current state of accounts and bank reconciliation.** The accounts and bank reconciliation were approved and signed as a true record.

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	30.06.16	1.07.16	31.3.17	31.3.17
Precept	4524.32	3365.00	1159.32	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	0.39	0.61	1.00	
VAT refund	99.40	0.00	99.40	99.40	
Other		0.00	0.00	0.00	
Electricity wayleave	30.00	0.00	30.00	30.00	
	<b>4769.72</b>	<b>3480.39</b>	<b>1289.33</b>	<b>4769.72</b>	
Hire of Village Hall	200.00	0.00	200.00	200.00	0.00
Insurance	300.00	276.49	23.51	300.00	0.00
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	0.00	80.00	80.00	0.00
Elections	0.00	0.00	0.00	0.00	0.00
Grass Cutting - Brimpsfield	160.00	0.00	160.00	160.00	0.00
Grass Cutting - Caudle Green	840.00	0.00	840.00	840.00	0.00
GAPTC / Subscription	100.00	105.78	-5.78	100.00	0.00
Clerk's Salary (incl PAYE)	1950.00	848.55	1101.45	1950.00	0.00
Clerk's Expenses	225.00	83.46	141.54	225.00	0.00
Payroll Management	110.00	22.50	87.50	110.00	0.00
Training	200.00	0.00	200.00	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	-2.41	0.00	0.00
<b>TOTALS</b>	<b>4990.00</b>	<b>1339.19</b>	<b>3650.81</b>	<b>4990.00</b>	<b>0.00</b>
Reserves as at 1.4.16				5850.77	
Income during year				4769.72	
Expenditure during year				4990.00	
<b>Antic. reserves at year end</b>				<b>5630.49</b>	
(minus late 2015/16 salary payments)				495.69	
<b>Adj. year end reserves</b>				<b>5134.80</b>	

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<b>Bank Reconciliation</b>			
<b>Period to 30th June 2016</b>			
<b>Current account 00237343</b>			
	Balance as per statement 30.06.16		£ 4,684.21
	Outstanding receipts in period		
	n/a		£ -
	Unpresented Payments in period		
	chq 372	£ 165.23	
		£ -	£ 165.23
	<b>Balance at 30th June 2016</b>		<b>£ 4,518.98</b>
<b>Deposit account 07001337</b>			
	Balance as per statement 30.06.16		£ 3,139.85
	Outstanding receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	<b>Balance at 30th June 2016</b>		<b>£ 3,139.85</b>
<b>History Group account 01359353</b>			
	Balance as per statement 30.06.16		<b>£ 333.14</b>
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	<b>Balance at 30th June 2016</b>		<b>£ 333.14</b>
<b>Total Balance</b>			<b>£ 7,991.97</b>
<b>Cash Book Summary</b>			
	Opening Balance 01.04.16		£ 5,850.77
	Add receipts to date		£ 3,480.39
	Less Payments to date		£ 1,339.19
<b>Cash Book Balance</b>			<b>£7,991.97</b>
<b>Reconciled Balance</b>			<b>£ 7,991.97</b>

11.2 To approve payments and to note receipts. These were noted and approved.

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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
373	K Sales	Clerk's salary - July 16 plus increased salary scale increment	LGA 1972 s.112	171.87
374	K Sales	Expenses	LG (FP)A 1963 s.5)	24.83
375	K Sales	Clerk's salary - Aug 16*	LGA 1972 s.112	166.89
376	PATA Payroll	Payroll services Apr-Jun	LGA 1972 s.111	22.50

\*Post-dated cheque as no meeting in August.

#### 12) To note recent correspondence and agree responses

- **Thames Valley Water requesting information on private sewage pumps.** Information to be displayed on Parish website.
- **Consultation on CDC's Cotswold District Local Plan 2011-2030 – consultation ends on the 8th August 2016.** Consultation available online at <http://www.cotswold.gov.uk> for comments. Poster advertising consultation and drop in events to be displayed on the Village noticeboard.
- **Consultation on CDC's Infrastructure Levy Charging Schedule – consultation ends on the 8th August 2016.** Consultation available online at <http://www.cotswold.gov.uk> for comments. Poster advertising consultation to be displayed on the Village noticeboard.
- **Amey highways – dedicated contact for Parish Councils to report Highways issues.** It was agreed to report to this new contact ongoing highway concerns on the bridge at the bottom of Common Hill on the Climperwell Road. The bridge was very rutted, and the verges subsiding. Gullies were eroding and the road was becoming narrower. *Clerk to contact Amey*

#### 13) Items for information only

The Chair took the opportunity to formally thank Cllr Lock for all his hard work and effort in organising the fantastic street party last month, which was a great success.

Cllr Lock informed the meeting that he had been approached by some residents of the village who were neighbouring properties to recent planning applications. They were concerned that they had not been directly notified by the planning officers regarding the applications, as is Cotswold District Council's procedure. The residents wondered whether the Parish Council could help? After discussions it was agreed that if the

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residents themselves complained directly to Cotswold District Council and copied the Parish Council in, then the Parish Council could follow up with a complaint as well.

Cllr Lock also informed the meeting that the Village Hall were clearing out their back room after a flood and some old records of the Parish Council had been damaged. It was agreed that these could be destroyed as they were only copies of old planning applications. It was agreed that any remaining planning applications could be given to the relevant residents if they so wished. The old filing cabinet could also be removed.

**14) Clerk's Annual Review**

*This was a confidential item and was closed to members of the public.*

The council were pleased with the clerk's performance over the past year, and it was resolved that her salary would be increased from SCP 19 on the salary scale to SCP 20.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 11<sup>th</sup> October 2016 at 7.30pm in the Village Hall.

.....  
Chairman

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Date