**BRIMPSFIELD PARISH COUNCIL**

**Agenda/summons of meeting to be held on**

**16th January 2024 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Attendance to be recorded (anticipated as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, District Councillor Julia Judd, County Councillor Joe Harris, members of the public** |
|  | **Apologies received to be accepted and recorded** |
|  | **Declaration of Interest for matters on the agenda t**o be **invited** |
|  | **Public Participation t**o be **invited for matters on the agenda after which members of the public ar**e **invited to observe the remainder of the meeting** |
|  | **Visiting speaker – Sarah Dalby to be invited to address the Council regarding amalgamation of wards** |
|  | **Report to be received from County Councillor Harris** |
|  | **Report updates to be received from District Councillor Judd (report emailed as standard** |
|  | **Minutes of previous Parish Council Meetings held on N**ovember 21st **2023 to be approved with any amendments to be approved by Council** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to approve the payment list as attached** |
|  | **Council to note update on defibrillator projects from Cllr Oakey**   * **Caudle Green is under consideration by Keir.** * **Telephone box confirmation is still being sought** |
|  | **Council to consider update on potential amalgamation of the wards of Brimpsfield and Caudle Green and Council considered its position going forward**   * **Council to consider information provided by Sarah Dalby (CDC)** |
|  | **Council to consider update on D-DAY celebrations on 6th June 2024** |
|  | **Council to receive update on Village Hall matters from Chairman of Village Hall Committee** |
|  | **Council to note outstanding planning matters** |
|  | **Council to note further update from meetings with Birdlip Pc (standard item)** |
|  | **Council to receive updates and agree actions relating to Road Safety Policy Group** |
|  | **Council to receive updates relating to Common Land Management the registration of Brimpsfield Common (NP)- none**   * **the registration of Village Hall land (NP)** * **investigation of “the Village Green” where the war memorial and telephone box is situated** * **further advice on granting rights of access (license) on Caudle Green (land registered to the PC) as recommended by NP-** * **granting of licensing /correspondence to clarify position to other “users”-** * **Bench on Caudle Green feedback**   **Clerk draws Councillors attention to previously distributed advice on Declaration of Interests** |
|  | **Council to note updates on A417 missing link**  **This**[**Link**](https://we.tl/t-BEIyyuH63c)**will take you to WeTransfer website**  **The link for Commonplace is**[**https://a417missinglink.commonplace.is/**](https://a417missinglink.commonplace.is/) |
|  | **Council to consider updates on maintenance of assets**   * **Key to village notice board has disappeared – repairs approved (clerk delegated authority)** * **Vandalism reported in the telephone kiosk- repairs approved (clerk delegated authority)** * **Caudle green noticeboard key to be given to Cllr Usmani** |
|  | **Council to consider updates and agree decisions relating to Highway/PROW matters**   * **Speed issues have been raised by residents at Climperwell entrance to the village (Cllr Lock) cfwd** * **The acquisition of 2 salt bins in Brimpsfield (What3Words) & Caudle Green (where a pile of salt is currently stored)** * **Verges are being driven on and the flow of water is causing damage /Road surface water** * **Hedge cutting not being carried out** * **Ash Place trees are reported as being dangerous** |
|  | **Council to confirm that its next meeting is scheduled for the 19th March 2024 at 7.30pm**  **Any other business for information only**  **Meeting to be closed** |

**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes of meeting held on**

**21st November 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Council agreed co-option of Lois Usmani** **for vacancy in Caudle Green Ward, Lois had confirmed that she meets the critieria for co-option. Following the signing of the acceptance of office form, Lois was invited to formally join the Council (Declaration of Interest forms have now been emailed for completion)** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, District Councillor Julia Judd, 1 member of the public** |
|  | **There were no apologies received**  **County Councillor Joe Harris did not attend** |
|  | **Declaration of Interest for matters on the agenda were invited** -none |
|  | **Public Participation was invited for matters on the agenda after which members of the public were invited to observe the remainder of the meeting – none at this point** |
|  | **Report not received from County Councillor Harris** |
|  | **Report updates were received from District Councillor Judd (report emailed as standard)**   * **Publica update** * **Boundary changes for Parliamentary elections** * **WhatsApp group for A417 missing link** * **HGV truck stop appeal outcome**   **Questions from Parish Councillors included**   * **Javelin Park visit update** * **Budget consultation 2024/25** |
|  | **Minutes of previous Parish Council Meetings held on 19th September 2023 were approved without any amendments approved by Council** |
|  | **Council agreed to implement the nationally agreed salary increases have been distributed. £1 per hour backed dated to 1/4/23**  **Council discussed an appraisal system which is not currently undertaken**  **Council also discussed salary scales and the implications** |
|  | **Council approved the financial reports as attached**  **Council agreed to appoint Iain Selkirk as independent internal auditor for 23/24** |
|  | **Council approved the payment list**   * **Hmrc £110.00** * **Expenses including wfh £62.48** * **National agreement salary backpay** * **Domain renewal (including payment method) £143.88** * **A Partridge £1050.00** |
|  | **Council approved the budget/precept for 24/25 in the sum £7350.00** |
|  | **Council approved payment for the web builder and approved method of payment £143.88 by Councillor Oakley for payment by credit card by 17/12/23 Council paid for 2 years of the domain name in 2022/23** |
|  | **Council noted update on defibrillator projects from Cllr Oakey**   * **Brimpsfield Village Hall has defibrillator installed and will be managed by the Village Hall Committee.** * **Training to be arranged in the future.** * **Caudle Green is under consideration by Keir.** * **Telephone box location will need electricity** * **Proof Telephone box ownership needed** |
|  | **Council considered update on potential amalgamation of the wards of Brimpsfield and Caudle Green and Council considered its position going forward**   * **Feedback was from public consultation from 16/20 households would like to be 2 separate wards** * **Examples of the differences between the two wards was made** * **Potential electoral costs were discussed** * **Geographical differences were discussed** * **Parish boundary review due in 2024** * **Costing potential**   **Council agreed to invite Sarah Dalby to January 2024 meeting** |
|  | **Council noted D-DAY celebrations on 6th June 2024 have been highlighted to Parish Councillors -cfwd to next meeting** |
|  | **Council received verbal update on Village Hall matters from Chairman of Village Hall Committee (minutes have now been distributed via email)** |
|  | **Council noted outstanding planning matters**  **23/03366/TCONR sent 30th October 2023 (Priory House) – no comments** |
|  | **Council noted no further update from meetings with Birdlip Pc (standard item)** |
|  | **Council received updates and agreed actions relating to Road Safety Policy Group**   * **Draft letter distributed** * **Suggested contacts were given to begin consultation process** * **Birdlip PC to be kept in the loop** * **Fix my street portal** * **How to report incidents – link to follow** |
|  | **Council noted updates relating to Common Land Management have been received**   * **the registration of Brimpsfield Common (NP)- none** * **the registration of Village Hall land (NP) -none** * **investigation of “the Village Green” where the war memorial and telephone box is situated** * **Council considered seeking further advice on granting rights of access (license) on Caudle Green (land registered to the PC) as recommended by NP- cfwd** * **Discussion on granting of licensing /correspondence to clarify position to other “users”- cfwd** * **Bench on Caudle Green has appeared and Council agreed to note it has appeared but no permission has been requested/granted**   **Clerk advised on Declaration of Interests** |
|  | **Council noted updates on A417 missing link**  **This**[**Link**](https://we.tl/t-BEIyyuH63c)**will take you to WeTransfer website**  **The link for Commonplace is**[**https://a417missinglink.commonplace.is/**](https://a417missinglink.commonplace.is/) |
|  | **Council noted War memorial wall repairs have now been completed** |
|  | **Council considered updates and agreed decisions relating to Highway/PROW matters**   * **Sharp left bend sign near Highfield has been reinstated (Cllr Lock )** * **Speed issues have been raised by residents at Climperwell entrance to the village (Cllr Lock) cfwd** * **local resident as a contact for PROW issues confirmed** * **The acquisition of 2 salt bins in Brimpsfield (What3Words) & Caudle Green (where a pile of salt is currently stored) -are available** * **Reporting now through “fix my street”** |
|  | **Council confirmed that its next meeting is scheduled for the 16th January 2024 at 7.30pm**  **Any other business for information only**   * **Verges are being driven on and the flow of water is causing damage /Road surface water next agenda** * **Hedge cutting not being carried out-next agenda** * **Key to village notice board has disappeared – repairs approved (clerk delegated authority)** * **Vandalism reported in the telephone kiosk- repairs approved (clerk delegated authority)** * **Ash Place trees are reported as being dangerous** * **Keir project money – designated funds scheme** * **Caudle green noticeboard key to be given to Cllr Usmani**   **Meeting closed at 21.40** |

**Financial reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **balance** |
| 01/04/2023 | opening balance |  |  | 5176.54 |
| 28/04/2023 | precept | receipt | 5250.00 | 10426.54 |
| 28/04/2023 | b holder | so | 225.48 | 10201.06 |
| 28/05/2023 | b holder | so | 225.48 | 9975.58 |
| 28/06/2023 | b holder | so | 225.48 | 9750.10 |
| 28/07/2023 | b holder | so | 225.48 | 9524.62 |
| 28/08/2023 | b holder | so | 225.48 | 9299.14 |
| 09/05/2023 | b holder | 625 | 67.54 | 9231.60 |
| 09/05/2023 | pata | 626 | 113.20 | 9118.40 |
| 04/05/2023 | gallagher (insurance) | 627 | 460.67 | 8657.73 |
| 09/05/2023 | GAPTC | 628 | 82.55 | 8575.18 |
| 19/07/2023 | HMRC | 629 | 165.00 | 8410.18 |
| 19/07/2023 | B HOLDER | 630 | 40.64 | 8369.54 |
| 20/07/2023 | CDC (ELECTION COSTS) | 631 | 291.65 | 8077.89 |
| 12/09/2023 | hmrc | 632 | 110.20 | 7967.69 |
| 12/09/2023 | m adams | 633 | 85.00 | 7882.69 |
| 12/09/2023 | b holder | 634 | 87.76 | 7794.93 |
| 12/09/2023 | I selkirk | 635 | 150.00 | 7644.93 |
| 30/09/2023 | b holder | so | 225.48 | 7419.45 |
| 31/10/2023 | b holder | so | 225.48 | 7193.97 |
| 31.10/23 | hmrc | 636 | 110.00 | 7083.97 |
| 14/11/2023 | b holder | 637 | 62.48 | 7021.49 |
| 28/09/2023 | cdc precept | receipt | 1750.00 | 8771.49 |
| 30/11/2023 | b holder | so | 225.48 | 8546.01 |
| 30/12/2023 | b holder | so | 225.48 | 8320.53 |
| 30/11/2023 | b holder backpay | 640 | 155.58 | 8164.95 |
| 21/11/2023 | partridge | 638 | 1050.00 | 7114.95 |
| 30/11/2023 | hmrc | 639 | 0.00 | 7114.95 |
| 30/11/2023 | go daddy website | 641 | 172.66 | 6942.29 |
| 04/01/2024 | b holder expenses inc wfh | 642 | 73.00 | 6869.29 |

**Payment list for approval**

|  |  |  |
| --- | --- | --- |
| b holder expenses inc wfh | 642 | 73.00 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/23 |  | 5176.54 |  |
|  | payments TO |  | 5307.25 |  |
|  | receipts TO |  | 7000.00 |  |
|  | **Closing balance 4/1/24** |  |  | **6869.29** |
| treasurers | bank statement 30/11/23 |  |  | 8546.01 |
|  |  | so | 225.48 |  |
|  |  | 640 | 155.58 |  |
|  |  | 638 | 1050.00 |  |
|  |  | 639 | 0.00 |  |
|  |  | 641 | 172.66 |  |
|  |  | 642 | 73.00 |  |
|  |  |  |  | **1676.72** |
|  | **current account bal** |  |  | **6869.29** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/23 | BALANCE |
| **INCOME** |  |  |  |
| Precept | 7000.00 | 7000 | 0 |
| Interest |  | 6 | -6 |
| VAT refund |  | 0 | 0 |
| Wayleave |  | 0 | 0 |
| other |  | 0 | 0 |
| **TOTAL INCOME** |  | 7006 | -7006 |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 3303 | 2523 | 780 |
| Admin / Expenses | 360 | 379 | -19 |
| Payroll Mgmt | 150 | 113 | 37 |
| Insurance | 450 | 461 | -11 |
| Audit | 120 | 150 | -30 |
| Grass cutting Brimpsfield | 500 | 0 | 500 |
| Grass cutting /trees Caudle Green | 1000 | 1135 | -135 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 80 | 83 | -3 |
| Training |  | 0 | 0 |
| legal and specialist costs | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 0 | 800 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES |  | 0 |  |
| Equip & Assets | 200 | 0 | 200 |
| Web- site | 180 | 173 | 7 |
| Sect 137 |  | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% | 2107 | 292 | 1815 |
| **EXPENDITURE TOTALS** | **10100** | **5016** | **5084** |
| **FROM RESERVES** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **reserves reconciliation** | **31/03/2021** | **31/03/2022** | **31/03/2023** |
| reserves brought forward | 6479 | 7176 | 7645 |
| general reserves | -1273 | 520 | 264 |
| earmarked DEFIB grant | 625 | 625 | 625 |
| earmarked equipment | 1500 | 1500 | 2440 |
| contingency fund | 6324 | 5000 | 5000 |
| at year end bank balance | 7176 | 7645 | 8329 |

**Employment reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll summary cash book |  |  | payroll |  |
| net | 2137.36 |  | 2137.36 | 0.00 |
| paye | 385.20 |  | 534.20 | -149.00 |
| gross | 2522.56 |  | 2671.56 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Expenses**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | May-23 |  | 01/07/2023 | Sep-23 |  |  |  | nov |  | jan |  |
| x2 | 9.90 |  | 9.90 | 9.00 |  |  |  | 9.00 |  | 9.00 |  |
|  | 4.00 |  | 4.00 | 4.00 |  |  |  | 4.00 |  | 4.00 |  |
|  | 5.44 |  | 6.00 | 8.00 |  |  |  | 8.00 |  | 8.00 |  |
|  | 6.20 |  |  | -26.50 | o/paid |  |  |  |  |  |  |
|  | 25.54 |  | 19.90 | -5.50 | expenses |  |  |  |  |  |  |
|  | 21.00 | june | 20.74 | 78.00 | july, ag,sept | 156.00 | wfh to sept | 52.00 | to 30/11 | 52.00 | to 31/1/24 |
|  | 21.00 |  |  | 15.26 | u/paid | 156.00 |  | -10.52 | s/o |  |  |
|  | 67.54 |  | 40.64 | 87.76 |  |  |  | 62.48 |  | 73.00 |  |