**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes for meeting held on**

**26th March 2024 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, & 14** **members of the public** |
|  | **Apologies received recorded from District Councillor Julia Judd**  **County Councillor Joe Harris did not attend** |
|  | **Declaration of Interest for matters on the agenda were recorded from**  **M Mandrigrin item 15.1 planning item** |
|  | **Public Participation was invited for matters on the agenda after which members of the public were invited to observe the remainder of the meeting**  **Agenda item 22- grant to churches – Request from Brimpsfield Church £300 for grave yard maintenance (email received). An outline of finance and income stream of the Church was given**  **Road to Birdlip with damaged edges noted and suggested white lines could be painted along the side of the road to define the edges of the road**  **Public session closed at 19.40** |
|  | **Council noted report not received from County Councillor Harris** |
|  | **Council noted report has been emailed from District Councillor Judd** |
|  | **Minutes of previous Parish Council Meetings held on 16th January approved** |
|  | **Council approved the financial reports as attached**  **Council approved reduction in standing order to Clerk** |
|  | **Council approved the payment list as attached** |
|  | **Council noted update on defibrillator projects from Cllr Oakey**   * **Caudle Green location is under consideration by Keir.** * **Telephone box ownership confirmation is now available. It was added to the asset register 31/3/13. There is no payment listed for £1 to BT for either of the boxes. Documentation has been found showing ownership of the Caudle Green telephone box and Cllr Oakey stated that there is no restriction on a defibrillator in the contract. Cllr Oakey will take this forward with BT** |
|  | **Council considered feedback from parishioners regarding potential amalgamation of the wards of Brimpsfield and Caudle Green following information provided by Sarah Dalby at the previous meeting (CDC)**   * **Emails have been distributed to Parish Councillors** * **24 are against, 2 for** * **Some are one email on behalf of multiple people** * **10 more residents have registered their opinion as “against” since the agenda was published** * **The Parish Council agreed to condemn the email sent to the PC regarding one Councillor, which was described as vitriolic and libellous It was felt that it was unsubstantial bullying. The Council will respond by email.**   **Council agreed to maintain the Status Quo** |
|  | **Council received update on D-DAY celebrations on 6th June 2024**  **It was noted that there does not appear to be an appetite for an event**  **it was suggested if an event could be held as a fund-raising event by other organisations**  **Council agreed not to proceed in this instance** |
|  | **Council considered Village Hall matters**   * **Verbal update from representatives of Village Hall Committee noted** * **Council considered if the deed of trust shows that the VH should be providing their own insurance. Insurance advice was that a separate lease would be advisable showing the VH are the tenants under the Deed of Trust (PC are the owners of the VH) – Council discussed if independent legal advice should be sought. Council agreed that Cllr Oakey take this forward by distributing via email to Councillors for discussing at the next meeting** * **Council noted feedback from residents from the previous meeting regarding the hall temperature.** * **Council considered if an alternative venue may be better suited in the cold/winter months. Legal position was advised on venues for PC meetings** * **Portrait of His Majesty – see email distribution- Cllr Mikhail Mandrigin** * **A suggestion of Children’s Playground next to the Village Hall was explained to the Council by Cllr Mikhail Mandrigin. Initially this was suggested by a member of the public. The Village Hall Committee has been investigating and the neighbouring landowner would in principle be agreeable to leasing a piece of land through a peppercorn rent. Costs of equipment was discussed. The Council discussed safety & insurance requirements.**   **The PC agreed for the VH to negotiate the peppercorn lease for the land**  **It was proposed/seconded and agreed that the V Hall should take this project forward**   * **Other topics included the appearance of the wall** * **Councillor Lock raised questions on the distributed minutes from the VH (sent via email). The questions included lack of progress on several items. VH Chairman responded** |
|  | **Council noted outstanding planning matters**   * **24/00481/FUL- Erection of a rear extension at The Coach House Brimpsfield- distributed via email 5th March -deadline 26th March – no comments received/submitted** * **24/00356/FUL- Full Application for Variation of condition 1 (plans) of permission 22/02933/FUL (Variation of Condition 2 (plans) of permission 20/01394/FUL (Conversion and partial demolition of**   **agricultural barns to form 4 no. dwellings with access, car parking and landscaping) to enable design amendments to approved scheme at Blacklaines Farm Birdlip -distributed via email deadline 9th March – no comments received/submitted** |
|  | **Council noted there are no further update at this time from meetings with Birdlip Pc (standard item). Cllr Saunders continues to liaise on highway matters. A meeting will be arranged by Cllr Saunders** |
|  | **Council received updates relating to Road Safety Policy Group (Cllr Saunders)-** Points raised   * White lines on the side of the road see side of road * **Repeating signage on the main road** * **Bullet point of issues to be sent to Cllr Saunders** * **“Fix my street” report issues- residents encouraged to use** * **Gloucestershire Live article /BBC follow up from August (Cllr Saunders)** |
|  | **Council received updates relating to Common Land Management the registration of Brimpsfield Common (NP)-**   * **the registration of Village Hall land – original documentation has been forwarded to NP** * **investigation of “the Village Green” where the war memorial and telephone box is situated – NP feedback is Highway Land and has sent a search to confirm ownership. Insurance situation on assets owned on land not owned to be investigated** * **Council was informed of the VH plan to plant a Living Christmas Tree on the “Highways Land”. It was suggested that the VH Committee take into consideration the Garden Club plans** * **further advice on granting rights of access and granting of licensing /correspondence to clarify position to other “users”- on Caudle Green (land registered to the PC) update from NP was that the registration of land does not affect the granting of rights. Feedback from resident given and would be keen for the pc to speak with her.** * **Location of the bench on Caudle. Council noted that the Clerk has not received any feedback – Feedback from resident given and would be keen for the pc to speak with her**   **It was proposed/seconded that the PC seek independent advice on legal land matters relating to Caudle Green. It was agreed by a majority of the Council.**  **It was proposed/seconded that the PC should look at establishing a set of rules that would help clarify the use of Caudle Green Common Land and would be supported by the communities. It was suggested that individual residents with specific interests be consulted. It was suggested that NALC/GAPTC be consulted. It was agreed by Council** |
|  | **Council noted updates on A417 missing link emailed to Councillors**  **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 considered updates on maintenance of assets**   * **Village notice board–Council noted Cllr Mandrigin has fitted the lock with a numerical lock on the PC side** * **Vandalism reported in the telephone kiosk- repairs to be done by Cllr Lock** |
|  | **Council considered updates and agreed decisions relating to Highway/PROW matters**   * **It was noted that verges are being driven on and the flow of water is causing damage /road surface water. Local farmer has now cleared the ditch** * **Further Hedge cutting requested has been carried out by the residents of Ash Plane. Hedge on the road to the right-hand side of the VH has been cut back.** * **Caudle Green stream bend markers 30% have been repaired but still a dangerous site and the verges are subsiding.** * **Bridge over stream (ongoing item) has been followed up Cllr Lock with local Highway Manager- see email updates** * **Change of Highway Manager noted** |
|  | **Council considered update from NALC on Church Donations**   * **Council agreed requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with an agreed budget- in line with standard grant application guidance** * **Council agreed any such request should be accompanied with financial reports from organisation** * **Council agreed any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year**   **Council agreed to consider request on the next agenda and will be subject to the above policy decisions – eg financial reports.** |
|  | **Council confirmed that its next meeting is scheduled for the 21st May 2024 at 7.00pm (AGM) followed by Annual Parish Assembly at 8pm**  **Any other business for information only**   * **Storage of records in the VH noted**   **Meeting closed 21.20** |

**Approved minutes of meeting held on**

**16th January 2024 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, 1**1 **members of the public** |
|  | **Apologies received and recorded District Councillor Julia Judd, County Councillor Joe Harris** |
|  | **Declaration of Interest for matters on the agenda was invited –**  **Cllr Usmani declared an interest ( non-pecuniary ) on item 19 (bench)** |
|  | **Visiting speaker – Sarah Dalby was invited to address the Council regarding amalgamation of the 2 wards of the parish (de-ward)**   * **I**t is possible to de-ward the 2 wards of the parish * Effect on elections and standing for election in the two wards * Cost implications of two wards noted * The PC would need to pass a formal resolution asking for the DC to consider de-warding * CDC would conduct a parish consultation as part of a review and CDC would decide * May 2027 would be the change date * Time scale of CDC part of the project 6-9 months (probably 2025 start date/ November 2026 cut-off date) * No cost to PC during the review process * Consultation would include DC Councillors, residents, MP and PC * Members of the public would be able to speak at the CDC |
|  | **Public Participation was invited for matters on the agenda after which members of the public ar**e **invited to observe the remainder of the meeting**   * **Was the Council minded to pursue de-ward?** * **Costs of elections on 2 wards** * **Informal consultation feedback based on Caudle Green residents** * **Status Quo favored by Caudle Green residents present** * **What would be the outcome if the two wards have different views? CDC would make the decision**   **Public session closed at 19.54** |
|  | **Report not received from County Councillor Harris** |
|  | **Updates not received from District Councillor Judd (report emailed as standard)** |
|  | **Minutes of previous Parish Council Meetings held on N**ovember 21st **2023 approved with minor amendments to be approved by Council** |
|  | **Council approved the financial reports as attached** |
|  | **Council approved the payment list as attached** |
|  | **Council noted update on defibrillator projects from Cllr Oakey**   * **Caudle Green location is under consideration by Keir.** * **Telephone box ownership confirmation is still being sought by Clerk** |
|  | **Council considered potential amalgamation of the wards of Brimpsfield and Caudle Green following information provided by Sarah Dalby (CDC)**  **Summary of points raised**   * **Residents of CG feel overwhelmingly that the wards should stay as 2 wards** * **Would residents find it easier to contact 2 specific ward Councillors** * **Does status Quo give a clearer line of communication** * **Communication within the 2 wards does seem to remain isolated to each ward (Whatsapp group etc)** * **Potential costs to Parish Council at election time noted** * **Representation of the whole parish** * **Streamlining /centralising** * **Whole parish consultation would be desirable**   **Council felt that it should also consult residents of Brimpsfield before making a decision.**  **Council agreed that Clerk to design a wording (from notes taken from Sarah Dalby section) for the website and distribute to Councillors for consultation, this will then be used to consult all households across the Parish**  **Feedback at next meeting** |
|  | **Council considered update on D-DAY celebrations on 6th June 2024 -Council agreed to collect views for next meeting** |
|  | **Council received verbal update on Village Hall matters from Chairman of Village Hall Committee**   * **Building works are ongoing** |
|  | **Council noted there were no outstanding planning matters** |
|  | **Council noted no further update at this time from meetings with Birdlip Pc (standard item)**   * **Cllr Saunders is keeping Birdlip Pc updated with ongoing A417 discussion** |
|  | **Council received updates and agree actions relating to Road Safety Policy Group**   * **Cllr Saunders has contacted Caroline Ferguson (Keir) and discussed the need for signage, Highways Manager has also been invited to a joint meeting** * **Cowley PC has also been contacted and is liaising with Cllr Saunders** |
|  | **Council received updates relating to Common Land Management the registration of Brimpsfield Common (NP)-**   * **the registration of Village Hall land (NP) none at the current time** * **investigation of “the Village Green” where the war memorial and telephone box is situated – This land is not registered, a Highway search to be undertaken by NP at cost £40. Council agreed to register it as Parish Council land - Council to consider planting a Christmas Tree or to consider requests for planting such a tree (next meeting)** * **further advice on granting rights of access and granting of licensing /correspondence to clarify position to other “users”- on Caudle Green (land registered to the PC) not received from NP- Cllr Oakey to follow up with NP** * **Location of the bench on Caudle Green feedback from resident was invited as to the history to the siting. Cllr Usmani spoke as a member of the public and recommended consultation with the landowner of the stables on the position of the bench. Council to discuss feedback at next meeting** |
|  | **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 considered updates on maintenance of assets**   * **Key to village notice board has disappeared – repairs approved in principle (clerk delegated authority rescinded) – matter was being investigation by original installer with Councillor Lock. Lock has been removed by Cllr Mandrigin and both sides are accessible. Council agreed to Cllr Mandrigin fixing the lock with a numerical lock** * **Vandalism reported in the telephone kiosk- repairs to be done by Cllr Lock** * **Caudle green noticeboard key given to Cllr Usmani** |
|  | **Council considered updates and agreed decisions relating to Highway/PROW matters**   * **Speed issues have been raised by residents at Climperwell entrance to the village (Cllr Lock). Council noted ongoing issues and possible location for “horse signs” (remove from agenda)** * **2 new salt bins in Brimpsfield & Caudle Green have been acquired. Siting to be agreed by Councillors. Glos Highways have not delivered the autumn top-up. Cllrs are working to fill bins.** * **It was noted that verges are being driven on and the flow of water is causing damage /road surface water. Local farmer is hoping to dig out the ditch prior to Spring** * **Hedge cutting has been carried out. Councillor Lock has asked for it to be cut back further.** * **Caudle Green stream bend markers have been removed and is dangerous.** * **Other hedges and dangerous overhangs should be reported to Glos Highways via Fix My Street portal** * **Ash Place trees were reported as being dangerous and will be cut back** * **Bridge over stream (ongoing item) to be followed up Cllr Lock** * **Other pot holes noted and encouraged to report** * **Cotswold Cross Cycling Sportive – 24th March 2024 – Bridlepath 11 was damaged last year- Council agreed for Clerk to submit response as proposed by Cllr Lock** |
|  | **Council confirmed that its next meeting is scheduled for the 26th March 2024 at 7.30pm**  **Any other business for information only**  **Grants to Church – GAPTC advice has been sought and Clerk will advise Council at the next meeting**  **Grants for highways – advised to contact CC Harris**  **Meeting closed at 21.13pm** |

**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 | 243.00 | 6871.95 |
| 30/11/2023 | go daddy website | 641 | 172.66 | 6699.29 |
| 04/01/2024 | b holder expenses inc wfh | 642 | 73.00 | 6626.29 |
| 31/01/2024 | b holder | so | 225.48 | 6400.81 |
| 28/02/2024 | b holder | so | 225.48 | 6175.33 |
| 31/03/2024 | b holder | so | 225.48 | 5949.85 |
| 21/01/2024 | pata | 646 | 10.00 | 5939.85 |
| 21/03/2024 | hmrc | 643 | 261.20 | 5678.65 |

**Payment list for approval**

|  |  |  |  |
| --- | --- | --- | --- |
| 21/03/2024 | hmrc | 643 | 261.20 |

**Bank reconciliation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |  |
|  | o/bal 1/4/23 |  | 5176.54 |  |  |
|  | payments TO |  | 6497.89 |  |  |
|  | receipts TO |  | 7000.00 |  |  |
|  | **Closing balance 4/1/24** |  |  | **5678.65** | 0.00 |
| **BANK RECONCILIATION** |  |  |  |  |  |
| treasurers | bank statement 26/2/24 |  |  | 6165.33 |  |
|  | 31/03/2024 | so | 225.48 |  |  |
|  | 45372.00 | 643 | 261.20 |  |  |
|  |  |  |  |  |  |
|  | **current account** |  |  | **486.68** |  |
|  | **current account bal** |  |  | **5678.65** | 0.00 |
|  | deposit account |  |  | 3152.84 |  |
|  | BANK BALANCE |  |  | **8831.49** |  |
|  | reconciled balance |  |  | 8831.49 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 31/3 |  |
| net | 2672.68 |  | 2672.68 | 0.00 |
| paye | 889.40 |  | 889.40 | 0.00 |
| gross | 3562.08 |  | 3562.08 |  |

**Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| expenses |  | feb/mar |  |  |  |
| mileage |  | 18.00 |  |  |  |
| printing |  | 6.20 |  |  |  |
| postage |  | 8.00 |  |  |  |
| year stationery |  | 9.88 |  |  |  |
| wfh |  | 52.00 |  | wfh due to 31/3 | 286.00 |
| paid |  | -94.08 |  | paid | 286.00 |
|  |  | 0.00 | expenses |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/24 | BALANCE | budget 2024/25 |  |
| **INCOME** |  |  |  |  |  |
| Precept | 7000.00 | 7000 | 0 | 7350.00 |  |
| Interest |  | 6 | -6 |  |  |
| VAT refund |  | 0 | 0 |  |  |
| Wayleave |  | 0 | 0 |  |  |
| other |  | 0 | 0 |  |  |
| **TOTAL INCOME** |  | 7006 | -7006 | 7350 |  |
| **EXPENDITURE** |  |  |  |  |  |
| Clerks Salary | 3303 | 3562 | -259 | 3600 | actual |
| Admin / Expenses | 360 | 520 | -160 | 360 |  |
| Payroll Mgmt | 150 | 123 | 27 | 150 |  |
| Insurance | 450 | 461 | -11 | 475 |  |
| Audit | 120 | 150 | -30 | 150 |  |
| Grass cutting Brimpsfield | 500 | 0 | 500 | 470 |  |
| Grass cutting /trees Caudle Green | 1000 | 1135 | -135 | 1050 |  |
| Mtg Room hire | 200 | 0 | 200 | 200 |  |
| Subs | 80 | 83 | -3 | 85 |  |
| Training |  | 0 | 0 | 100 |  |
| legal and specialist costs | 150 | 0 | 150 | 150 | reserves |
| Maintenance & repairs | 800 | 0 | 800 | 800 | earmark-war memorial? |
| Grants / Donations | 200 | 0 | 200 | 200 |  |
| FROM RESERVES |  | 0 |  |  |  |
| Equip & Assets | 200 | 0 | 200 | 200 | earmark-repairs |
| Web- site | 180 | 173 | 7 | 180 |  |
| Sect 137 |  | 0 | 0 |  |  |
| Village hall Grant | 300 | 0 | 300 | 300 |  |
| election costs 50% | 2107 | 292 | 1815 | 1000 | earmark |
| **EXPENDITURE TOTALS** | **10100** | **6206** | **3893** | **9470** |  |
| **FROM RESERVES** |  |  |  | **2120** | **council is running at a loss** |