**BRIMPSFIELD PARISH COUNCIL**

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

**17th September 2024 at 7.30pm**

**At the Brimpsfield 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 & recorded** |
|  | **Declaration of Interest for matters on the agenda to be invited** |
|  | **Public Participation to be invited for matters on the agenda after which members of the public are invited to observe the remainder of the meeting**  **Public session to be closed** |
|  | **Report to be invited from County Councillor Harris** |
|  | **Report/Updates to be invited from District Councillor Judd (report emailed as standard)** |
|  | **Minutes of previous Parish Council Meetings held on 2**3rd July **2024 to be approved with any amendments approved by Council** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to approve the payment list as discussed at the meeting** |
|  | **Council to consider email from GAPTC regarding website compliance with WCAG2.2 AA accessibility standards and strong recommendation of moving to a gov.uk domain name**  **GAPTC are recommending Parish Online** |
|  | **Council to consider email from GAPTC regarding their new website, portal and hubs.  Chair and Clerk have been told that it is essential that they attend the on-line session on 7th October 10 am to midday or 6 to 8pm** |
|  | **Council to approve its Grant policy following changes to the rules relating to Church Donations- SEE SUPPORTING PAPERS** |
|  | **Council to consider a grant request in the sum of £300 to Church as discussed at previous meetings** |
|  | **Council to consider Village Hall matters**   * **Children’s Playground next to the Village Hall- see March 2024 minutes –“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” – discussions are ongoing with the owner of the land. To be discussed again in September.**   * **As VH are the tenants under the Deed of Trust (PC are the owners of the VH): BPC to consider insurance implications (see March 2024 minutes) cfwd to next meeting** * **Matters arising from the distributed VH minutes** |
|  | **Council to consider outstanding planning matters**  **24/026026/FUL & 24/02607/LBC removal of existing rear single storey extension and construction of 2 storey extension at Pear Tree Cottage, Brimpsfield**  **24/02497/FUL – single storey extension at The Rise , Caudle Green**  **24/02392/AGFO – erection of agricultural building at Stoneyhill Farm (agricultural notice)** |
|  | **Council to consider email from Councillors expressing concern over dangerous tree at Caudle Green Common and to agree action** |
|  | **Council to consider request from Birch Utility Services requesting permission for a group of Willow Trees on Brimpsfield Common (What 3 Words- sample.functions.drags) to fell and prune and to stack branches on the site under the power line on behalf of national grid.** |
|  | **Council to receive updates relating to Road Safety Policy Group (standard item)** |
|  | **Council to consider email distributed regarding Ash-Die Back project 24/25** |
|  | **Council to receive updates on other Common Land issues (Cllr Oakey)**   * **Working Party meeting led by Cllr Oakey was to be arranged to discuss ideas to protect the Caudle Green – All Councillors to be invited and any residents from Caudle Green are invited** * **Bench on Caudle Green described as dangerous and the resident responsible has agreed to have it repaired** |
|  | **Council to note updates on A417 missing link are available**  **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 (standard item)** |
|  | **Council to consider updates and agree decisions relating to Highway/PROW matters**   * **Effect of A417 missing link on PROW in Brimpsfield (bfwd from Parish Assembly)** * **update on linking a foot path ABP24 (Parsons Pitch) Birdlip from new Air Balloon Way and changing into a bridle way is currently being considered by GCC (Cllr Parsons** * **Temporary road closure of Climperwell crossroads 1/10/24- email distributed** |
|  | **Council confirmed that its next meeting is scheduled for the 19th November 2024 at 7.30pm (budget setting)**  **Any other business for information only**  **Meeting closed at 20.28** |

**Draft minutes for meeting held on**

**23rd July 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 & 3 members of the public** |
|  | **No apologies received were accepted & recorded**  **District Councillor Julia Judd, 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**  **No matters were raised**  **Public session closed at 19.34** |
|  | **No Report was received from County Councillor Harris** |
|  | **No Updates were received from District Councillor Judd (report emailed as standard)** |
|  | **Minutes of previous Parish Council Meetings held on 21st May 2024 were approved with amendments approved by Council** |
|  | **Council approved the financial reports as attached** |
|  | **Council adopted the 2024 financial regulations as recommended by NALC and tailored to BPC** |
|  | **Council noted that the independent internal audit report has been received with no matters to be brought to the attention of the Council** |
|  | **Council approved the payment list as discussed at the meeting** |
|  | **Council noted update on defibrillator projects from Cllr Oakey/Cllr Parsons**   * **Keir has no defibrillator available at the present time for Caudle Green** * **It was agreed to remove from agenda unless further information is available)** |
|  | **Council considered grant in the sum of £300 to Church as discussed at previous meeting**   * **Council noted that on the financial reports, it was questioned if a budget should have been set as there was a previous policy against grants (adopted May 2018)** * **The Clerk recommended that the policy is reviewed before any decision is taken to make individual donations** * **It was noted that Cllr Lock has distributed a report to Councillors which will be carried forward to the next agenda** |
|  | **Council considered Village Hall matters**   * **Children’s Playground next to the Village Hall- see March 2024 minutes –“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” – discussions are ongoing with the owner of the land. To be discussed again in September.**   * **As VH are the tenants under the Deed of Trust (PC are the owners of the VH): BPC to consider insurance implications (see March 2024 minutes) cfwd to next meeting** * **Matters arising from the distributed VH minutes** * **Verbal update on the building works given** |
|  | **Council considered outstanding planning matters**  **24/01532/FUL -Alterations to roof covering at Swallows Rest Caudle Green – Council noted the report from the Conservation Office, Council had no further comments to submit** |
|  | **Council noted no updates from meetings with Birdlip Pc**   * **Council agreed to remove from future agendas unless new information is received** |
|  | **Council noted no updates relating to Road Safety Policy Group (standard item)** |
|  | **Council received updates relating to Common Land Management (Cllr Oakey)**   * **Working Party meeting led by Cllr Oakey to be arranged to discuss ideas to protect the Caudle Green – All Councillors to be invited and any residents from Caudle Green are invited** * **Bench on Caudle Green described as dangerous and the resident responsible has agreed to have it repaired** |
|  | **Council noted no updates on A417 missing link were available**  **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 (standard item)**   * **Holes in telephone box have been repaired by Cllr Lock** |
|  | **Council considered updates and agree decisions relating to Highway/PROW matters**   * **Effect of A417 missing link on PROW in Brimpsfield (bfwd from Parish Assembly) cfwd**   **Cllr Parsons reported from a forum held by Keir which considered linking a foot path ABP24 (Parsons Pitch) Birdlip from new Air Balloon Way and changing into a bridle way is currently being considered by GCC** |
|  | **Council confirmed that its next meeting is scheduled for the 17th September 2024 at 7.30pm**  **Any other business for information only**  **Dog Walkers and other volunteers are thanked for litter picking in keeping the village clean and tidy**  **Meeting closed at 20.28** |

**GRANT & Donation Policy**

**TO BE Adopted at a Parish Council Meeting on the 18TH SEPTEMBER 2024.**

DONATION POLICY ~~ISSUE~~: ~~Policy guidance on Brimpsfield Parish Council~~ donations to charities and other requests.

BACKGROUND: Parish Councils ~~occasionally~~ **MAY** receive requests from charities, social enterprises and other not for profit organisations (charities) for financial support. These include both locally based organisations and local branches of national organisations. The numbers of such requests have increased in recent years, possibly as a result of reductions of other forms of Government funding.

POLICY: In taking decisions to make donations in response to requests from charities and other sources, the Parish Council accepts the advice of NALC, (National Association of Local Councils) **as updated in 2024 and adopted by the Parish Council in March 2024** ~~and the legislation and powers enshrined in the 1894 Act that prohibits parish councils’ involvement in property relating to the affairs of the church e.g. the maintenance or improvement of buildings or land or contributing to the costs.~~

When evaluating requests for any donation from the precept, Brimpsfield Parish Council **WILL** consider the following:

a) The service provided by the applicant has a proven direct benefit to parishioners as a whole or a specific parishioner in their own rite.

b) The service or benefit cannot be provided in any other way. Particular care should be taken to avoid making a grant to one applicant that may have a funding shortfall, if other sources of funding and charities or sources exist that are able to provide the service without the need for parish council donation support.

c) Donations will not normally be made to support services that are the statutory responsibility of a Government department, local authority, (Gloucestershire Council, Cotswold District council), NHS trusts or other government bodies.

d) The donation must be used directly for the provision of services and must not be used to pay for management costs or any other overheads.

e) Donations will not be used to support continuing year on year running costs.

f) ~~The size of individual donations should be modest. Grants to individual applicants should be limited to a maximum of 1% of the precept.~~

~~g) The total amount awarded in donations to applicants should not exceed 5% of the precept in any one year~~.

h) The donation by the Parish Council is entirely discretionary. The award of a donation should not be taken to signify any agreement to make additional grants in future years. ~~A statement to this effect should be enclosed with all grant payments.~~

The following were agreed at the Parish Council meeting in March 2024 and should be included in the standard donation policy

* **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 the agreed PC budget for that financial year**
* **Council agreed any such request should be accompanied with financial reports from the organisation making the request**
* **Council agreed any Councillor who plays an active role in the management of the organisation making a request or its assets should declare an interest/seek a dispensation at the beginning of each financial year**

**Financial reports**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **balance** |
| 01/04/2024 | opening balance |  |  | 5678.65 |
| 18/04/2024 | precept | receipt | 5513.00 | 11191.65 |
| 30/04/2024 | salary | so | 204.00 | 10987.65 |
| 31/05/2024 | salary | so | 204.00 | 10783.65 |
| 30/06/2024 | salary | so | 204.00 | 10579.65 |
| 14/05/2024 | wayleave | receipt | 28.98 | 10608.63 |
| 23/05/2024 | wayleave | receipt | 28.98 | 10637.61 |
| 21/05/2024 | pata | 648 | 135.20 | 10502.41 |
| 13/05/2024 | expenses | 644 | 20.80 | 10481.61 |
| 21/05/2024 | hmrc | 645 | 178.04 | 10303.57 |
| 21/05/2024 | gaptc | 649 | 73.38 | 10230.19 |
| 21/05/2024 | expenses | 650 | 59.16 | 10171.03 |
| 21/05/2024 | hmrc | 651 | 59.14 | 10111.89 |
| 10/07/2024 | I selkirk | 652 | 155.00 | 9956.89 |
| 21/05/2024 | comm first insurance | 647 | 472.13 | 9484.76 |
| 18/07/2024 | b holder | 653 | 114.16 | 9370.60 |
| 31/07/2024 | hmrc | 654 | 118.42 | 9252.18 |
| 30/07/2024 | salary | so | 204.00 | 9048.18 |
| 31/08/2024 | salary | so | 204.00 | 8844.18 |
| 11/09/2024 | b holder salary/expenses | 655 | 104.64 | 8739.54 |
| 11/09/2024 | hmrc august | 656 | 59.20 | 8680.34 |

**Reconciliations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/24 |  | 5678.65 |  |
|  | payments TO |  | 2569.27 |  |
|  | receipts TO |  | 5570.96 |  |
|  | **Closing balance 31/3/24** |  |  | **8680.34** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 26/8/24 |  |  | 8962.60 |
|  | unpresented cheque |  |  |  |
|  |  | 654.00 | 118.42 |  |
|  |  | 655.00 | 104.64 |  |
|  |  | 656.00 | 59.20 |  |
|  |  |  |  | **-282.26** |
|  | **current account bal** |  |  | **8680.34** |

**Cheque payment list**

|  |  |  |  |
| --- | --- | --- | --- |
| 11/09/2024 | b holder salary/expenses | 655 | 104.64 |
| 11/09/2024 | hmrc august | 656 | 59.20 |

**Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| payroll summary cash book |  |  | payroll 30th august 2024 |  |  |
| net | 1069.40 |  | 1069.40 | 0.00 |  |
| paye | 414.80 |  | 414.80 | 0.00 |  |
| gross | 1484.20 |  | 1484.20 |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| expenses |  | nov | dec | jan | feb/mar |  | april/may | june/july | aug/sept |
| mileage |  | 9.00 | 9.00 | 9.00 | 18.00 |  | 9.00 | 9.00 | 9.00 |
| printing |  | 4.00 | 3.00 | 4.00 | 6.20 |  | 3.80 | 3.40 | 2.00 |
| postage |  | 8.00 |  | 8.00 | 8.00 |  | 8.00 | 8.00 | 8.00 |
| year stationery |  |  |  |  | 9.88 | y/e stationery |  |  |  |
|  |  |  |  |  |  |  |  | 20.40 | 19.00 |
| wfh |  | 52.00 | 26.00 | 52.00 | 52.00 |  |  | 33.64 | july |
| salary |  | -10.52 |  | 73.00 | -94.08 |  |  | 60.12 | 85.64 |
|  |  | **62.48** | **38.00** | **73.00** | **0.00** |  | **20.80** | **114.16** | **104.64** |

**Fixed assets**

|  |  |  |  |
| --- | --- | --- | --- |
| fixed assets |  | 2024 |  |
|  |  |  |  |
| red kiosk at brimpsfield |  | 2000 |  |
| red kiosk at caudle green |  | 2000 |  |
| land at war memorial |  | 1 |  |
| land at brimpsfield village hall |  | 1 |  |
| common land at caudle green |  | 1 |  |
| common land at brimpsfield |  | 1 |  |
| bucklewood 25 acres |  | 1 |  |
| cotswold dry wall |  | 1200 |  |
| notice board brimpsfield |  | 715 |  |
| notice board caudle green |  | 715 |  |
| church sign |  | 554 |  |
| public seat |  | 240 |  |
| war memorial |  | 17877 |  |
| castle sign |  | 300 |  |
| war memorial name plaque |  | 150 |  |
| grit bins |  | 1020 |  |
|  |  |  | 26776.00 |

**Reserves**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **reserves reconciliation** | **31/03/2021** | **31/03/2022** | **31/03/2024** | **Predicted 31/03/2025** |
| reserves brought forward | 6479 | 7176 | 8329 | 8329.00 |
| general reserves | -1273 | 520 |  |  |
| earmarked DEFIB grant | 625 | 625 | 625 | 625.00 |
| earmarked election |  |  | 1800 | 1800.00 |
| earmarked war memorial |  |  | 800 | 800.00 |
| earmarked equipment | 1500 | 1500 | 2640 | 2640.00 |
| contingency fund | 6324 | 5000 | 3000 | 3000.00 |
| at year end bank balance | 7176 | 7645 | 8865 | 8865.00 |

**Budget against actual**

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | Y TO D | BALANCE |
| **INCOME** |  |  |  |
| Precept | 7350.00 | 5513 | 1837 |
| Interest |  | 0 | 0 |
| VAT refund |  | 0 | 0 |
| Wayleave |  | 58 | -58 |
| other |  | 0 | 0 |
| **TOTAL INCOME** | 7350 | 5571 | 1779 |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 3600 | 1484 | 2116 |
| Admin / Expenses | 360 | 249 | 111 |
| Payroll Mgmt | 150 | 135 | 15 |
| Insurance | 475 | 472 | 3 |
| Audit | 150 | 155 | -5 |
| Grass cutting Brimpsfield | 470 | 0 | 470 |
| Grass cutting /trees Caudle Green | 1050 | 0 | 1050 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 85 | 73 | 12 |
| Training | 100 | 0 | 100 |
| 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 | 0 | 180 |
| Sect 137 |  | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% | 1000 | 0 | 1000 |
| **EXPENDITURE TOTALS** | **9470** | **2569** | **6901** |
| **FROM RESERVES** | **2120** |  | **6901** |