

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

DRAFT MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 17<sup>th</sup> July 2018 at 7.30pm.

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

IN ATTENDANCE: No parishioners were present.

**1) To receive and consider apologies for absence.** Kate Sales, Clerk gave her apologies

**2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Overbury declared an interest in the Shepherd's Barn planning application as he had grazing on the owner's land.

**3) To approve the minutes of a Parish Council Meeting held on the 15<sup>th</sup> May 2018 at 7.30pm in Brimpsfield Village Hall.** These were approved and signed as a true record.

**4) Matters arising from previous minutes.**

- Annual Return and Exemption of Audit submitted to auditors. This had been done.
- Notice of audit, annual return and supporting documents published on website. This had been done.
- Insurance renewed with Inspire through Came & Company. This had been done.
- Parish Council's Grant Policy published on website. This had been done.
- Cllr Overbury to report back on ownership of land at Buckholt Wood.  
*ACTION Cllr Overbury to speak with Mark Foy*
- Data Protection update – Clerk has prepared draft GDPR policies for approval. This had been done.
- War Memorial. Information on application for grants had been noted.

**5) To receive comments and concerns from the public.** None were received.

**6) To adopt a new General Data Protection Regulation Policy and Privacy Policy.** It was resolved to adopt all three documents with no amends.

*ACTION Clerk to publish these on the website.*

**7) To adopt an Information Security Policy.** It was resolved to adopt the policy with no amends.

*ACTION Clerk to publish this on the website.*

**8) To discuss quotes for the repair/restoration of the village noticeboard.** Jeremy Brookes had been approached and the Council were awaiting a reply. There is a further craftsman, Phil Manning who would be approached.

*ACTION Cllr Lock to approach him.*

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**9) To consider and note planning applications and agree responses:**

**For consideration**

**Old Malt House The Knapp Brimpsfield (18/01950/FUL and 18/01951/LBC)** - Replace modern roof structure, addition of 2 dormer windows. Internal alterations and insertion of staircases. Erection of garden wall and gates. No Comment.

**Shepherd's Barn Syde Park Farm Caudle Green (17/05191/FUL)** - Change of use of barn to dwelling, single storey lean-to extension, access track and associated site works (Variation of condition 2 of appeal decision APP/F1610/W/17/3174211 to substitute amended plans to use artificial stone tiles, additional roof lights to east elevation, stone chimney, layout and elevational changes). No Comment.

**10) Highways and PROW Update**

- Cllr Lock informed Councilors of an incident on Common Lane when a large vehicle reversed into a wall at Muzzards. The driver refused to hand over insurance details and although the Police were informed, the Police took no action.

**11) To discuss winter maintenance update from Amey and additional bagged salt for winter 2018/19**

- Cllr Overbury read a letter from Amey regarding salt bags and provision for winter 2018/19
- Cllr Lock had spoken with Mark Foyn (Snow Warden). The old bags of salt need using up. We also require another Grit Bin between the Public Bridleway 10 and the Leveretts. It was agreed that if this cost less than £100 we would order one. Mark Foyn also advised that it would be useful for councilors to have Jo Whitaker's (snow plough) 'phone number  
*ACTION Clerk to circulate Amey's letter and Jo Whitaker's 'phone number to councilors.*

**12) To note Clerk's resignation given to the Chair on the 12.06.18 (notice given until 31st August) and clarify recruitment process.** Cllr Overbury informed councilors that the Clerk had taken on a larger council and had reluctantly chosen to hand in her resignation. An advertisement had been placed for a new Clerk and to date there had been three applications. The Parish council will allow a further ten days for any remaining applications to arrive. At that point chosen applicants would be interviewed by a panel of three councilors, Cllrs Overbury, Parsons and Lock.

**13) Finances**

The accounts were unanimously approved.

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BPC EXP vs BUDGET 2018-19				BRIMPSFIELD PARISH COUNCIL			
				Actual	Antic.	Total	Spend vs
				Income /	Income /	Income /	Budget
		Budget		Spend to	Spend from	Spend to	to
		2018/19		30.06.18	01.07.18	31.3.18	31.3.19
Precept		5460.00		4095.00	1365.00	5460.00	
Council Tax Support Grant		0		0.00	0.00	0.00	
Bank interest		1.00		0.40	0.12	0.52	
VAT refund		10.00		0.00	10.00	10.00	
Other		0.00		262.40	0.00	262.40	
Electricity wayleave		30.00		28.98	0.00	28.98	
		<b>5501.00</b>		<b>4386.78</b>	<b>1375.12</b>	<b>5761.90</b>	
Hire of Village Hall		200.00		40.00	160.00	200.00	0.00
Insurance		300.00		344.11	0.00	344.11	-44.11
Specialist Advice		300.00		0.00	0.00	0.00	300.00
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		162.93	0.00	162.93	-82.93
Elections		0.00		0.00	0.00	0.00	0.00
Grass Cutting - Brimpsfield		360.00		0.00	360.00	360.00	0.00
Grass Cutting - Caudle Green		840.00		0.00	840.00	840.00	0.00
GAPTC / Subscription		140.00		76.05	63.95	140.00	0.00
Clerk's Salary (incl PAYE)		2500.00		688.09	1811.00	2499.09	0.91
Clerk's Expenses		225.00		61.01	160.00	221.01	3.99
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		300.00	0.00	300.00	0.00
Section 137		25.00		0.00	25.00	25.00	0.00
Un-budgeted expenditure		0.00		27.50	0.00	27.50	-27.50
VAT Paid		10.00		0.00	10.00	10.00	0.00
Website		100.00		0.00	100.00	100.00	0.00
Equip & Assets		250.00		0.00	250.00	250.00	0.00
<b>TOTALS</b>		<b>6140.00</b>		<b>1722.19</b>	<b>3917.45</b>	<b>5639.64</b>	<b>150.36</b>
Reserves at 01.04.18						5912.58	
Expected income during year						5761.90	
Antic. expenditure during year						5639.64	
<b>Antic. reserves at year end</b>						<b>6034.84</b>	

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<b>Bank Reconciliation</b>			
<b>Period to 30th June 2018</b>			
<b>Current account 00237343</b>			
	Balance as per statement 30.06.18		£ 5,409.69
	Outstanding receipts in period		
	n/a		£ -
	Unpresented Payments in period		
		£ -	£ -
	<b>Balance at 30th June 2018</b>		<b>£ 5,409.69</b>
<b>Deposit account 07001337</b>			
	Balance as per statement 01.04.18		£ 3,142.56
	Outstanding receipts in period		
	Interest @ 09.04.18		£ 0.13
	Interest @ 09.05.18		£ 0.13
	Interest @ 11.06.18		£ 0.14
	Payments in period		
	NIL		£ -
	<b>Balance at 30th June 2018</b>		<b>£ 3,142.96</b>
<b>History Group account 01359353</b>			
	Balance as per statement 01.04.18		£ 33.14
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	<b>Balance at 30th June 2018</b>		<b>£ 33.14</b>
<b>Total Balance</b>			<b>£ 8,585.79</b>
<b>Cash Book Summary</b>			
	Opening Balance 01.04.18		£ 5,912.58
	Add receipts to date		£ 4,095.40
	Less Payments to date		£ 1,422.19
<b>Cash Book Balance</b>			<b>£ 8,585.79</b>
<b>Reconciled Balance</b>			<b>£ 8,585.79</b>

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To approve payments and to note receipts.

Payments made between meetings				
	None made			
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
	K Sales	Clerk's Expenses – June-July	LG(FP)A 1963 s.5	41.86
	K Sales	Clerks Salary – July	LGA 1972 s.112	230.60
	PATA	Payroll July – August	LGA 1972 s.111	15.00
	K Sales	Clerks Salary – August *	LGA 1972 s.112	230.60

\* Postdated chq for 28.08.18 as no meeting in August.

**14) To note recent correspondence and agree responses.**

- Sue Ryder’s request for funding was declined in accordance with the Parish Council’s policy, but it was agreed to display their notices.
- The Long Distance Walkers’ Association’s walk on 22<sup>nd</sup> September was noted.
- An update on the ‘Missing Link’ from Highways England was noted. There will be a delay on the routing decision now put back to Spring 2019. Similarly the start of construction has been put back to 2021.

**15) Items for information only.**

- Cllr Lock sought information regarding the vehicular right of access over Public Bridleways. This needs to be clarified by reference to the Land Registry.
- Cllr Larthe asked if Cllr Lock had approached the occupant in Ash Place regarding the over-hanging hedge. Cllr Lock informed councilors that he had spoken to the gentleman concerned who had begun cutting back the hedge.

No other matters were raised.

The Chairman concluded the meeting at 8.40pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on Tuesday 16<sup>th</sup> October 2018 at 7.30pm in the Village Hall.

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 Chairman

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 Date