

Minutes of the Meeting of Brimpsfield Parish Council at the Village Hall on TUESDAY the 19<sup>th</sup> November 2019 at 7.30pm

**The Chair of Council opened the meeting followed by**

- 1) Council recorded attendance as Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Michael McWilliam, Roger Lock and Archie Larthe and District Councillor Judd. No members of the public attended
- 2) Council received no apologies for absence.
- 3) Council received Declarations of Interest on items on the Agenda for Item 11 Cllr Overbury and Cllr Larthe
- 4) Approved the minutes of a Parish Council Meeting held on the 22<sup>nd</sup> October 2019 which were then duly signed
- 5) Matters arising from previous minutes:
  - a) Village notice boards – update on Brimpsfield notice board was given by Cllr Eaton, contractor was anticipated to start the work required.
- 6) Council received comments from District Councillor Judd as part of the public session
- 7) Hermits Corner update noted
- 8) Village Hall no update to be discussed
- 9) Council considered and noted planning applications and agreed responses:
  - 19/04020/TCNR works to trees at Calley House Caudle Green-noted
  - 19/03575/FUL Conversion and partial demolition of agricultural barns to 5 dwellings at Blacklains Farm- no objections/no comment
  - 19/03087/FUL Priory Cottage – Application refused- noted
- 10) Highways and PROW updates were discussed
  - a) Public footpath running from the Knapp towards Longdole (b fwd from September meeting) update received from Cllr Lock that the livery has been removed and the field has stood empty for 3-4 weeks. Footpath is reported as being in quite a reasonable condition
  - b) Bridleway 11 –reported by Cllr Lock as being in poor condition in certain areas. Cllr Larthe will speak to landowner and Cllr Overbury will speak to Cotswold Wardens. Clerk may send a letter from the Council if requested by Chair of Council
  - c) Bridge over stream adjacent to Watercombe, has been reported and Clerk will send a follow up email to [danny.taylor@gloucestershire.gov.uk](mailto:danny.taylor@gloucestershire.gov.uk) .
  - d) Gate posts were being installed and shrubs were planted extending beyond the boundary of Gowanlea subsuming the passing place that was previously there as reported by Cllr Lock and discussed by Council. Council agreed to contact Highways and Planning Authority.
  - e) Cllr Lock reported some residents had asked for 20mph limit in the village. Council discussed various strategies.
  - f) Snow warden information given by Cllr Lock
- 11) Cutting of hedges Birdlip to Brimpsfield – Cllr Lock reported concerns from residents. Council noted individual farmers are responsible as landowners for cutting their boundary hedges.
- 12) Defibrillator for Caudle Green was discussed, noting a remittance advice of a grant has been received of a receipt of £650- Cllr Jardine gave a summary of the history and current situation. It was agreed it will be installed in the telephone box owned by the Parish Council. It was felt that the project should continue as a community project and the grant will be held by the Parish Council until needed.
- 13) Grass cutting contracts were discussed and clarification has been sought.
- 14) Finances
  - a) Council approved payments
    - PATA uk – payroll services £23.25
    - A Partridge – Grass Cutting £1200.00

HMRC Nov - £48.40

HMRC Dec -£48.40

HMRC January -£48.40

B Holder salary (Oct s/o) £194.18

B Holder salary (Nov s/o) £194.18

B Holder salary (Dec s/o) £194.18

B Holder salary (January s/o) £194.18

B Holder expenses £50.70

- b) Noted receipts £1510 (PRECEPT ) £625 (DEFIBRILLATOR)
- c) Approved cash book
- d) Noted financial reports update
- e) Grant request for Church yard was declined due to legal position of Parish Council
- f) Agreed budget for 2020/21 as attached
- g) Agreed precept for 2020/21 £6200
- h) completed internal control checklist

**15) Items for information only**

*Defibrillator for Brimpsfield for next agenda*

*Meeting closed 21.25pm*

*CASH BOOK TO 16/11/19*

01.04.19	opening credit bal (TREASURERS C/A)		3393.89	
	Opening credit bal (INSTANT /DEPOSIT)		3144.12	
26/04/2019	B HOLDER	468		194.06
26/04/2019	HMRC	469		48.52
	SEE 2018/19	470		
30/04/2019	GAPTC SUBS	471		70.78
02/04/2019	VILLAGE HALL	472		200.00
01/04/2019	DICKEN ROBERTS JOINERY	473		1200.00
12/05/2019	GAPTC AUDIT	474		160.00
24/05/2019	B HOLDER	475		194.30
25/05/2019	HMRC	476		48.28
14/05/2019	B HOLDER EXPENSES	477		64.08
14/05/2019	CAME AND CO	478		355.87
14/05/2019	PATA PAYROLL	479		23.25
28/06/2019	cancelled	480		
28/06/2019	HMRC	541		48.40
15/07/2019	B HOLDER EXPENSES	542		53.35
15/07/2019	DICKEN ROBERTS JOINERY	543		91.72
26/07/2019	HMRC	544		48.60
26/08/2019	HMRC	545		48.40
25/04/2019	CDC	REC	4531.00	
26/06/2019	B HOLDER	SO		194.18
16/07/2019	r lock- Denmans	546		18.00
10/09/2019	PATA PAYROLL	547		23.25
10/09/2019	b holder	548		43.85
20/09/2019	HMRC	549		48.40
20/10/2019	HMRC	550		48.40
26/07/2019	B HOLDER	S/O		194.18
26/08/2019	B HOLDER	S//O		194.18
26/09/2019	B HOLDER	S/O		194.18
26/10/2019	B HOLDER	S/O		194.18
04/11/2019	PATA PAYROLL	551		23.25
14/11/2019	A PARTRIDGE	552		1200.00
15/11/2019	B HOLDER EXPENSES	553		50.70
26/09/2019	PRECEPT	REC	1510.00	
09/10/2019	INTEREST	REC	0.13	
09/09/2019	INTEREST	REC	0.13	
09/08/2019	INTEREST	REC	0.13	
09/07/2019	INTEREST	REC	0.12	
09/06/2019	INTEREST	REC	0.14	
09/05/2019	INTEREST	REC	0.13	
43564.00	INTEREST	REC	0.12	
	Totals		6041.90	5276.36

<b>BANK SUMMARY</b>				
	o/balance 1/4/19		6538.01	
	payments TO 16/11/19		-5276.36	
	receipts TO 16/11/19		6041.90	
	<b>Closing balance 16/11/19</b>		<b>7303.55</b>	
<b>BANK RECONCILIATION</b>				
treasurers	bank statement 96			5600.93
	outstanding cheques			
		545	48.40	
		547	23.25	
		551	23.25	
		552	1200.00	
		<b>553</b>	50.70	
		548	48.40	
		549	48.40	
				1442.40
				4158.53
INSTANT(DEPOSIT)	Bank statement 79			3145.02
	BANK BALANCE RECONCILED			7303.55

## BUDGET AGAINST ACTUAL YEAR TO DATE 16/11/19

	BUDGET	Y TO D income/ expenditure	BALANCE	monies still due in	more income than planned	monies available to spend	over spend
<b>INCOME</b>							
Precept	6000	6041	-41	-41			
Interest	1	1	0	0			
VAT refund	10	0	10	10			
Wayleave	30	0	30	30			
other	0	0	0	0			
<b>TOTAL INCOME</b>	6041	6042	-1	-1	0		
<b>EXPENDITURE</b>							
Clerks Salary	2800	1698	1102			1102	
Admin / Expenses	225	212	13			13	
Payroll Management	110	70	40			40	
Insurance	350	356	-6				6
Audit	190	160	30			30	
Grass cutting Brimpsfield	360	360	0			0	
Grass cutting Caudle green	840	840	0			0	
Mtg Room hire	200	200	0			0	
Subs	150	71	79			79	
Training	250	0	250			250	
Specialist Advice	300	0	300			300	
Maintenance & repairs	0	110	-110				110
Grants / Donations	200	0	200			200	
FROM RESERVES (notice board)		1200	-1200				1200
Equip & Assets	250	0	250			250	
Web- site	100	0	100			100	
Sect 137	25	0	25			25	
Village hall Grant	300	0	300			300	
			0			0	
		0.00	0			0	
<b>COUNCIL TO CONFIRM</b>			0			0	
						0	
<b>EXPENDITURE TOTALS</b>	<b>6650</b>	<b>5276.36</b>	<b>1374</b>			<b>2689</b>	<b>1298</b>

*Proposed budget for 2020/21*

	BUDGET	Y TO D income/ expenditure 16/11/19	Proposed budget 20/21	notes
<b>INCOME</b>				
Precept	6000	6041	6200	Small increase
Interest	1	1	1	
VAT refund	10	0		
Wayleave	30	0	30	
other	0	0		
<b>TOTAL INCOME</b>	6041	6042	6131	
<b>EXPENDITURE</b>				
Clerks Salary	2800	1698	3000	actual
Admin / Expenses	225	212	300	Use of home and mileage
Payroll Management	110	70	100	PATA
Insurance	350	356	360	
Audit	190	160	160	
Grass cutting Brimpsfield	360	360	500	Increase allowed for new contract
Grass cutting Caudle Green	840	840	1000	Increase allowed for new contract
Mtg Room hire	200	200	200	
Subs	150	71	150	As before
Training	250	0	0	Non provided
Specialist Advice	300	0	0	Non provided
Maintenance & repairs	0	110	200	Small adhoc
Grants / Donations	200	0	200	As before
FROM RESERVES (notice board b/f)		1200		
Equip & Assets (notice board c/g)	250	0	1500	Future
Web- site	100	0	100	As before
Sect 137	25	0		Within grants and donations
Village hall Grant	300	0	300	As before
<b>COUNCIL TO CONFIRM - defibrillator</b>				
<b>EXPENDITURE TOTALS</b>	<b>6650</b>	<b>5276.36</b>	8060	
required from reserves	609		1829	