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MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 17th October 2017 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Heather Eaton, Hayley Harrison, Tom Overbury and Jane Parsons.

IN ATTENDANCE: Kate Sales, Clerk
Five parishioners were present.

Members of the public were welcomed to the meeting and to address the council at item 5 on the agenda.

1) To receive apologies for absence. Apologies were received and noted from Cllr Ryan.

2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).
No Declarations were made.

3) To approve the minutes of the Extra Ordinary Parish Council Meeting held on 21st September 2017 at Brimpsfield Village Hall.
The minutes were approved and signed as a true record.

4) Matters arising from Minutes.

- **Update from Cllr Overbury on further clarification on maintenance of bridleways.**

Cllr Overbury informed the meeting that a Landowner was responsible for “overgrowth” - vegetation encroaching from the sides or above, branches, etc. The County Council was responsible for “undergrowth” - vegetation encroaching from the surface, nettles and brambles growing upwards. However, if a landowner received Basic Payment from the Rural Payments Agency then they would be responsible for keeping the right of way “open”.

A member of the public asked who they should contact regarding a Right of Way that needed attention. The Chair informed the meeting that they could approach the Parish Council or report it directly to Highways using the online reporting tool.

- **Further update from Cllr Overbury on talks with Cowley Parish Council regarding the A417 improvements.**

The Chair informed the meeting that Cowley Parish were holding a meeting on the 20th November for Birdlip and Cowley residents, and the invite had been extended to Brimpsfield and Caudle Green residents as well. It was agreed that Brimpsfield would hold its own meeting in Brimpsfield Village Hall at a later date to allow any queries that were raised on the 20th November to be addressed.

5) To hear representations from the public regarding items on the agenda.

A member of the public informed the meeting that she had attended a talk held by Martin Lane from the ANOB group and wanted to let the Council know that the local branch in Northleach would be a good contact and be able to offer support and advice on a range of issues. The Chair thanked her for the information and they would look at getting in touch with the local branch.

A member of the public asked that when planning applications were considered noise and inconvenience that neighbouring properties would suffer from when construction work was in operation should be taken into account. She went on to add that she herself was surrounded by three such developments and the noise levels were becoming intolerable. The Chair thanked her for her input and suggested that this be discussed at the Parish's Annual Meeting early next year when the District Councillor would be in attendance and he might be able to shed more light on the noise implications of building work. The Clerk informed the meeting that she believed there may be restrictions written into the planning consent for each development and if these were breached it would be a matter for the District's Enforcement Officer to investigate.

6) To inform the meeting that the notice of vacancy had expired and therefore to co-opt a new councillor onto the Parish Council.

Archie Larthe gave a brief presentation of himself to the meeting and Cllr Eaton proposed that he should be co-opted onto the Parish Council. This was seconded by Cllr Parsons. It was therefore resolved that Archie Larthe be co-opted onto the Council. Archie signed his Declaration of Office and joined the councillors at the meeting table.

7) Kevin Dower Project Co-ordinator for the new Community Connectors scheme to provide details on the new service.

The new scheme is an amalgamation of the Village Agents and the Social Prescribers and is an independent charity. They have a dedicated team of Community Connectors, each covering a specific geographical area of the Cotswolds. Their aim is to provide support and guidance to people during times of need. It is a service open to anyone over the age of 16 and living in the Cotswolds. Community Connectors can be accessed via GP surgeries or self/friend referral directly through the GRCC website or calling the office. Contact details are: website is www.grcc.org.uk. Email info@grcc.org.uk Phone 01452 528491. The service aims to respond to requests within 24 hours.

The Chair thanked Kevin for his time and presentation.

8) To inform the meeting that an Internal Control of the Parish Council's finances and procedures was carried out by the Chair on the 21st September.

There were no items to report.

9) To approve renewal of website domain and hosting for another year with go.daddy.com and approve funding from the Transparency Grant for this.

The Council approved renewing the domain and hosting fees. It also approved submitting the funding request to GAPTC for the Transparency Grant.

10) To consider and not planning applications

For consideration

Ermin Way Works Cirencester Road Birdlip (17/03686/FUL) - Change of use from offices and joinery workshop, with ancillary external storage to microbrewery (Use Class B2) for brewing of craft beers and lagers.

The Council had no comments to submit on this application.

The Coach House Brimpsfield (17/03677/FUL) - Construction of a Garden Room on the south side of the existing Annexe.

The Council had no comments to submit on this application.

4 Newcombe Climperwell Road Brimpsfield (17/03837/FUL) - Demolition of single storey lean to at side, erection of 2 storey side and rear extension, installation of bay window to ground floor front elevation. Demolition of existing prefab garage and erection of garage and carport.

The Council felt that the scale of the development was rather large for the row of semi-detached dwellings that already exist and therefore would be out of keeping for the area. It also found the Block Plan for the development to be slightly misleading in relation to the amount of garden that would remain after the building was built. The plan makes the garden look bigger than it would actually be.

ACTION: Clerk to submit comments to Cotswold District Council.

For noting

Planning Inspectorate decision for the Appeal of Planning Application at the Barn on Syde Park Farm (16/03870/FUL) **was to Permit**

11) To discuss Highways and PROW issues arising.

No matters had arisen.

12) Training seminar for new councillors.

Currently the Council has four newish councillors, none of which have attended any formal training. It was decided that a bespoke training seminar be created for the whole council to attend. The training would cover the roles and responsibilities of councillors and would also cover some planning training as this was an area that the councillors felt they would all benefit from. It was agreed to ask Kim Bedford to provide a bespoke training package. The dates available for training were discussed and it was agreed that everyone could attend Tuesday 16th January 2018. The time to be confirmed but would be around 7pm.

ACTION: Clerk to contact Kim Bedford to confirm dates and arrange course requirements, and to confirm Village Hall availability.

13) Budget and Precept Planning for 2018/19

The Council discussed various options/scenarios that may require funding in the following year. After these discussions the Parish Council agreed to set the precept for 2018/19 at £5460. This was increase of £300 on the annual precept of 2017/18.

BRIMPSFIELD PARISH COUNCIL						
BUDGET SETTING 2018-19						
			Actual / <i>projected</i>	Proposed Budget 2018/19		
	Precept / Budget 2017/18		Spend to 31.3.18	Option 1	Option 2	Option 3
Precept	5110.00		5110.00	5410	5460	6455
Council Tax Support Grant	0		0.00	0	0	0
Bank interest	1.00		1.00	1	1	1
VAT refund	10.00		10.00	10	10	310
Other	0.00		0.00	0	0	500 *1
Electricity wayleave	30.00		30.00	30	30	30
	5151.00		5151.00	5451.00	5501.00	7296.00
Hire of Village Hall	200.00		200.00	200.00	200.00	200.00
Insurance	300.00		282.80	300.00	300.00	300.00
Specialist Advice	300.00		300.00	300.00	300.00	300.00
Grants /Donations	200.00		200.00	200.00	200.00	200.00
Maintenance & repairs	300.00		300.00	300.00	0.00	300.00
Audit Costs	80.00		80.00	80.00	80.00	80.00
Elections	0.00		0.00	0.00	0.00	0.00
Grass Cutting - Brimpsfield	360.00		260.00	360.00	360.00	360.00
Grass Cutting - Caudle Green	840.00		840.00	840.00	840.00	840.00
GAPTC / Subscription	140.00		140.00	140.00	140.00	140.00
Clerk's Salary (incl PAYE)	2200.00		2400.00	2500.00	2500.00	2500.00
Clerk's Expenses	225.00		225.00	225.00	225.00	225.00
Payroll Management	110.00		110.00	110.00	110.00	110.00
Training	200.00		200.00	200.00	200.00	200.00
Village Hall Grant	300.00		300.00	300.00	300.00	300.00
Section 137	25.00		25.00	25.00	25.00	25.00
Un-budgeted expenditure	0.00		0.00	0.00	0.00	0.00
VAT Paid	10.00		0.00	10.00	10.00	310.00
Website	100.00		100.00	100.00	100.00	100.00
Equip & Assets	0.00		0.00	0.00	250.00	1495.00 *2
TOTALS	5890.00		5862.80	6190.00	6140.00	7985.00
*1 Possible Defib funding from CDC						
*2 Salt Bin / Defib						
Opening balance			6215.61	5778.81	5778.81	5778.81
Income during year			5151.00	5451.00	5501.00	7296.00
Expenditure during year			5862.80	6190.00	6140.00	7985.00
Antic. reserves at year end			5503.81	5039.81	5139.81	5089.81
Current final year end balance made up of:						
Reserve Acc as @ 30.09.17			£3,141.66			
History Acc: as @ 30.09.17			£33.14			
Current Account (projected)			£2,604.01			
Notes						
1. With reserves untouched the PC would have an operating budget of £2604.01 at the end of March 2018. This is a decrease of £104 on the operating budget compared to March 2017.						
2. For reserves to remain the same for 2018/19 - ie emergency operating costs of 60% and election fees of £800, these funds should be left untouched.						
Options						
Option 1 - For council to operate on a similar basis to 2017/18 an increase of £300 is required.						
Option 2 - For council to operate on a similar basis to 2017/18 and be able to fund new asset purchases eg. new salt bins an increase £350 is required.						
Option 3 - For council to fund option 2 and purchase a village defibrillator an increase of £1345 is required.						

ACTION: Clerk to submit the Council's precept request to Cotswold District Council before the January 2018 deadline.

14) To discuss the option of purchasing a defibrillator for the Parish

After discussions it was agreed that the Parish Council would not be funding a defibrillator for the Parish.

15) Finances

- **To receive current state of accounts and bank reconciliation.**

The following statement of accounts was accepted and approved. A bank reconciliation was also carried out and approved.

BPC EXP vs BUDGET 2017-18				BRIMPSFIELD PARISH COUNCIL			
				Actual	Antic.	Total	Spend vs
				Income /	Income /	Income /	Budget
		Budget		Spend to	Spend from	Spend to	to
		2017/18		30.09.17	01.10.17	31.3.18	31.3.18
Precept		5110.00		5110.00	0.00	5110.00	
Council Tax Support Grant		0		0.00	0.00	0.00	
Sale of History books - n/a		0.00		0.00	0.00	0.00	
Bank interest		1.00		0.65	0.30	0.95	
VAT refund		10.00		2.17	7.83	10.00	
Other				0.00	100.00	100.00	
Electricity wayleave		30.00		0.00	30.00	30.00	
		5151.00		5112.82	138.13	5250.95	
Hire of Village Hall		200.00		0.00	200.00	200.00	0.00
Insurance		300.00		282.80	0.00	282.80	17.20
Specialist Advice		300.00		0.00	300.00	300.00	0.00
Grants /Donations		200.00		0.00	200.00	200.00	0.00
Maintenance & repairs		300.00		0.00	300.00	300.00	0.00
Audit Costs		80.00		80.00	0.00	80.00	0.00
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		75.15	64.85	140.00	0.00
Clerk's Salary (incl PAYE)		2200.00		1332.24	1095.00	2427.24	-227.24
Clerk's Expenses		225.00		92.08	132.92	225.00	0.00
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	0.00	0.00	10.00
Website		100.00		0.00	100.00	100.00	0.00
Equip & Assets		0.00		0.00		0.00	0.00
TOTALS		5890.00		2212.27	3805.27	6017.54	-227.54
Reserves at 01.04.17						6215.61	
Expected income during year						5250.95	
Antic. expenditure during year						6017.54	
Antic. reserves at year end						5449.02	

Bank Reconciliation			
Period to 30th September 2017			
Current account 00237343			
	Balance as per statement 30.09.17		£ 6,159.50
	Outstanding receipts in period		
	n/a		£ -
	Unpresented Payments in period		
	chqs 418	£ 218.14	
		£ -	£ 218.14
	Balance at 30th September 2017		£5,941.36
Deposit account 07001337			
	Balance as per statement 31.08.17		£ 3,141.66
	Outstanding receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31st August 2017		£3,141.66
History Group account 01359353			
	Balance as per statement 30.09.17		£ 33.14
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 30th September 2017		£ 33.14
	Total Balance		£ 9,116.16
Cash Book Summary			
	Opening Balance 01.04.17		£ 6,215.61
	Add receipts to date		£ 5,112.82
	Less Payments to date		£ 2,212.27
	Cash Book Balance		£9,116.16
	Reconciled Balance		£ 9,116.16

- **To approve payments and note receipts.** Received final instalment of precept (£1277.00) from Cotswold District Council on the 28.09.17. Received VAT refund of £2.17 from HMRC. These were approved.

Payments made between meetings				
		No payments made		
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
419	K Sales	Oct Salary	LGA 1972 s.112	218.14
420	K Sales	Nov & Dec salary	LGA 1972 s.112	436.28
421	SLCC	Membership renewal (1/3)	LGA 1972 s.143	42.66
422	PATA UK	Payroll services July-Sept & Oct-Dec	LGA 1972 s.111	45.00
423	K Sales	Expenses Aug-Oct	LG(FP)A 1963 s.5	40.86

16) To note recent correspondence and agree responses. No items had been received.

17) Items for information only

NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.

No items were raised.

18) To confirm Clerk’s Annual Review will be carried out.

The Council agreed that the Clerk’s Review would be carried out before the next meeting. This would be a private meeting.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The next Parish Council meeting will be held on Tuesday 23rd January 2018 at 7.30pm in the Village Hall.

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Chairman

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Date