

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

- MINUTES:** of a Parish Council meeting held in Brimpsfield Village Hall on Monday 6th July 2015 at 7.00pm.
- PRESENT:** Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury, Heather Eaton, Emma Ryan and Andrew Ward
- IN ATTENDANCE:** Kate Sales, Clerk  
4 x parishioners

*Members of the public were welcomed to the meeting.*

## **AGENDA**

- 1) To receive apologies for absence.** There were none.

*(It was agreed that Item 4 on the agenda should be heard next and now became item 2 on the agenda.)*

- 2) To hear a presentation from Barbara Pond at the GRCC**

Barbara Pond gave a detailed report over funding options available to the Village Hall. The first option was the Gloucestershire Environmental Trust who can issue grants for community buildings.

Ms Pond confirmed that as far as she understood it the Parish Council owned the land but the Hall itself was held in a charitable trust. Presently this could not be confirmed by the Charity Commission as it had no record of the documentation. It was also raised that the Village Hall Charity had not submitted annual returns to the commission for over five years. Cllr Lock clarified that this had now been put right.

Looking at more detail for the application process for funding, the Village Hall would be required to have a constitution in place. Also a bottom up approach of consultation with the community would be required to show evidence that a demand and need for the Hall was required. This consultation should be undertaken by the Hall and the Parish not the Parish Council, although a councillor could be on the committee to help steer the group. The consultation would need to demonstrate how the Hall is perceived and its role in the parish in the 21st Century. From the results of the consultation a Parish or Community-led Plan could be built.

Cllr Lock asked if a Parish Plan was essential in an application for funding. Ms Pond confirmed that it wasn't, however as funding options presently are very limited every piece of evidence helps.

A parishioner asked whether there was funding available for feasibility studies and Ms Pond confirmed that up to £10k was available for projects with a spend of less than £25k. She also confirmed that the Heritage Lottery Funding Scheme was not for capital build projects. She also recommended that a building survey should be undertaken to ascertain the life and condition of the Hall and from that the amount of money required could be ascertained. If the application was between £25-£50k a Parish Plan and public

consultation should be undertaken. If the amount required was anything greater, a Parish Plan, public consultation and a community building consultation should also be undertaken.

Ms Pond confirmed that GRCC were happy to offer guidance over the development of the public consultation and urged consultation to take place at any upcoming parish events. It was noted that some costs may be incurred for this work. It was agreed that she would remain in contact with Cllr Lock over the oncoming months.

Cllr Lock thanked Ms Pond on behalf of the Parish Council for the presentation and her time.

*(Cllr Parsons entered the meeting at this point.)*

**3) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**

There were none.

**4) To approve the minutes of the Annual Parish Council Meeting and the Ordinary Parish Council Meeting, both being held on Tuesday 12th May 2015 at Brimpsfield Village Hall.**

These were approved and duly signed as a true record.

**5) To hear representations from the public regarding any items on the Agenda.**

There were no representations made.

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

For consideration

**Highclere, Cirencester Road, Birdlip (15/02097/FUL) Erection of single storey extension to the front and side elevations and erection of double storey extension to the rear elevation.**

The Parish Council had no objections to this application.

For noting

**Stoney Hill Farm, Brimpsfield - Proposed diversion of public footpath BBR 22**

The diversion has been permitted

**Yew Tree Farm The Knapp (15/01655/LBC and 15/01654/FUL) - Conversion of existing lean-to store into habitable accommodation and internal alterations including a new opening . Permitted**

**7) Co-option of new councillors**

No co-option took place due to the candidate having a busy work schedule and therefore being unable to commit to attend meetings. The candidate offered to help the parish council where he could in a non-official capacity and the Chair thanked him for this.

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

#### 8) Highways update

- **Boulders and Green bins blocking passing place outside Gowenlea near Blacklaines.**

Cllr Lock informed the meeting the bins blocking the passing place near Blacklaines had been removed but the boulders were still present. Highways had written to the owners requesting their removal within seven days but this deadline had since expired.

*It was agreed to re-contact highways to inform them that their request still hadn't been acted upon.*

- **Other items**

- An Enquiry Trace Form had been received by the council about a property at Gowenlea regarding concern over the visibility of their entrance. This was just for information only and it was noted.
- Cllr Lock and Cllr Parsons to contact Gillian Portlock over meeting to discuss the highways within the parish.

#### 9) Village Hall update

Cllr Lock gave an overview on the upcoming events being organised; the new rental rates that had been agreed and thanked the working party who had been involved.

He also reported that they had received a generous donation from the Wheeler estate and that this money would be put towards the temporary bar being constructed in the hall. The bar was to be named the Wheeler Bar. Following this Cllr Lock reported that a permanent licence had been requested from Cotswold District Council. He confirmed that the committee could hold the licence and it did not have to be in an individual's name.

It was agreed a Parish Plan would assist towards any funding application and that the Parish Fun Day in August would provide a good opportunity for the first phase of public consultation to take place.

#### 10) Fastershire update

The Clerk confirmed that the contract for the rollout had been awarded to Gigaclear. It was agreed that this need not remain a standing item on the agenda but just raised when new information came to light.

#### 11) Website & Transparency Code update

The Clerk informed the Council that following the previous meeting all the documents needed to be compliant with the Transparency code had now been given to Cllr Ryan and notices had been displayed on the noticeboards. Cllr Ryan confirmed she had not received any requests for information so far.

The Clerk also informed the council that money to help smaller councils become compliant may become available from government. The government had confirmed that councils would not incur any penalties presently while this is sorted out. It was therefore agreed to wait to see what funding might be available towards the cost of a new website before proceeding to build one.

*Clerk to monitor the funding situation and to report back at the next meeting.*

**12) Approval of 2015/16 meeting dates as circulated**

Proposed dates:

Month	Day	Date	Council	Meeting	Start time
<b>2015</b>					
October	Monday	19-Oct	Brimpsfield	Full Parish council Meeting	7.30pm
<b>2016</b>					
February	Monday	22-Feb	Brimpsfield	Full Parish council Meeting	7.30pm
April	Monday	18-Apr	Brimpsfield	Annual Parish Meeting + Full parish council meeting afterwards*	7.30pm
May	Monday	16-May	Brimpsfield	Annual Meeting of Parish council + full parish council meeting afterwards	7.30pm

\* Following parish council meeting only held if necessary

It was discussed that Mondays may be a problem so it was agreed to move the above meetings to the Tuesday of that week. All agreed and **the new dates are Tuesday 20th October 2015, 23rd February, 19th April and 17th May 2016.**

*Clerk to circulate new dates via email and then book with the Village Hall and post new dates on the noticeboards for everyone to see.*

**13) Financial Internal Control Policy for discussion**

This was agreed and adopted. It was agreed the first internal control check would take place at the end of the meeting, along with the bank reconciliation.

**14) Finances**

**14.1. To update and finalise bank mandate**

CLlr Overbury agreed to finish getting this finalised.

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: brimpsfieldpc@gmail.com

**14.2. To receive current state of accounts**

These were received and agreed.

BPC EXP vs BUDGET 2015-16				BRIMPSFIELD PARISH COUNCIL						
				Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
				Spend	Spend	Spend	Budget	Income	Income	Income
				to	from	to	to	to	from	to
			Budget	30.06.15	01.07.15	31.3.16	31.3.16	30.06.15	01.07.15	31.3.16
			2015/16							
Precept			4538.10					3404.00	1134.10	4538.10
Sale of History books								5.00	0.00	5.00
Bank interest								0.27	0.00	0.27
VAT refund								0.00	0.00	0.00
Electricity wayleave								0.00	32.99	32.99
			4538.10							
Hire of Village Hall		200.00		0.00	200.00	200.00	0.00			
Insurance		300.00		265.00	0.00	265.00	-35.00			
Specialist Advice		300.00		0.00	0.00	0.00	-300.00			
Grants /Donations				0.00	0.00	0.00	0.00			
Grants - WWI Commemorations					0.00	0.00	0.00			
Audit Costs				80.00	0.00	80.00	80.00			
Elections						0.00	0.00			
Grass Cutting - Brimpsfield		160.00		0.00	160.00	160.00	0.00			
Grass Cutting - Caudle Green		770.00		0.00	770.00	770.00	0.00			
GAPTC Subscription		70.00		64.82	0.00	64.82	-5.18			
Clerk's Salary (incl PAYE)		1800.00		495.69	1337.44	1833.13	33.13			
Clerk's Expenses		200.00		115.99	126.00	241.99	41.99			
Payroll Management		200.00		0.00	90.20	90.20	-109.80			
Training		250.00		0.00	250.00	250.00	0.00			
Laptop		500.00		0.00	0.00	0.00	-500.00			
Village Hall Grant		300.00		300.00	0.00	300.00	0.00			
Section 137				0.00	0.00	0.00	0.00			
Un-budgeted expenditure		0.00		0.00	0.00	0.00	0.00			
VAT Paid				0.00	0.00	0.00	0.00			
<b>TOTALS</b>		<b>5050.00</b>		<b>1321.50</b>	<b>2933.64</b>	<b>4255.14</b>	<b>-794.86</b>	<b>3409.27</b>	<b>1167.09</b>	<b>4576.36</b>
Reserves as at 1.4.15						4613.22				
Income during year						4576.36				
Expenditure during year						4255.14				
Antic. reserves at year end						4934.44				

**14.3. To approve payments**  
 These were approved.

<b>The following payments were made between meetings</b>				
<b>Chq no</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth</b>	<b>Cheque value</b>
<b>No payments made between meetings</b>				
<b>The following payments to be approved</b>				
<b>Chq no</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth</b>	<b>Cheque value</b>
224	HMRC	PAYE	LGA 1972 s.112 (2)	7.80
225	K Sales	Clerk's Expenses May-June 2015	LG(FP)A 1963 s.5	41.12
226	K Sales	Clerk's salary - June	LGA 1972 s.112 (2)	165.23
227	K Sales	Approval of Clerk's salary - July	LGA 1972 s.112 (2)	165.23
228	PATA Payroll	Payroll Services (April-June 15)	LGA 1972 s.111	£19.80

**15) To approve Internal Auditor**

GAPTC were approved as the auditors for 2015/16 on the proviso that their rates did not increase dramatically.

**16) To note recent correspondence and agree responses**

- **Request for parking at Village Hall on 30th October from Walking Society.** This is to be forwarded onto the Village Hall Committee as it did not fall under the Parish Council's remit.
- **Gloucestershire Chest Fund Appeal - donation request.** A decision was taken not to support this.
- **Amey - Winter Maintenance update & salt requirements.** This update was completed and the clerk to return to Amey.

**17) Items for information only**

*No items were raised.*

The Chairman concluded the meeting at 8.35pm and thanked everyone for their attendance. The next parish council meeting will be held on TUESDAY 20th October 2015 at 7.30pm in Brimpsfield Village Hall.

.....  
**Chairman**

.....  
**Date**