*Draft minutes of Brimpsfield Parish Council meeting held at 7.30pm on 16th March 2021 via Zoom*

[*https://rau.zoom.us/j/95355125528*](https://rau.zoom.us/j/95355125528)

**The Chair of Council welcomed members of the public followed by**

1. **Record of attendance recorded as Parish Councillors Tom Overbury, Roger Lock, Heather Eaton, Claire Jardine, Michael McWilliam and Archie Larthe. District Councillor Julia Judd and Village Hall representative Mikhail Mandrigin and 1 member of the public attended.**
2. **Apologies for absence recorded from Parish Councillor Jane Parsons**
3. **There were no Declarations of Interest on items on the Agenda. (Localism Act 2011).**
4. **Council approved the minutes of the Parish Council Meeting held on the 10th March 2021**
5. **Verbal Report from District Councillor Judd was received**
6. **Members of the public were invited to speak at the discretion of the Chair of the Council**
7. **Data base flyers update *–one request for data base entry has been received by Clerk***
8. **Matters brought forward from previous meeting which are not separate items on agenda and which do not require decisions. Still waiting for Planning permission to be granted.**
9. **Village Hall update and matters relating to the Village Hall including minutes from Village Hall Committee as distributed**
10. **Highway and PROW issues were discussed by Council**
11. **Feedback from recent meeting held to discuss A417 Missing Link - Walking, Cycling and Horse Riding (including disabled users) Statement of Common Ground as distributed**
12. **Brimpsfield Common Bridge works - Ref 11302064- responses as distributed**
13. **Ivy cottage footpath update not yet available**
14. **Planning applications - outstanding planning applications considered**

**21/00936/FUL – single storey extension Priory Cottage- Council was in support – clerk instructed to submit**

**21/00939/FUL – rear dormer window – 3 Newcombe – Council was in support – clerk instructed to submit**

1. **Hermits Corner – The Council noted that there was no formal update at this stage.**
2. **Finance reports as attached were discussed and approved including payment list approved**
3. **Caudle Green Notice board was discussed – The repair is imminent and the contractor has been informed that the work must be completed by 31st March**
4. **Brimpsfield Notice board update – Council had agreed for repairs to be undertaken at no cost to the Council. The contractor has now offered to refund cost of notice board but the Council does not wish to accept this offer. Temporarily notices are to be posted in the telephone box**
5. **Village War memorial was discussed and it was agreed that Councillor Lock will arrange a volunteer group would give it a “spring clean” and to ask for a review by a stone mason. Council will consider any report at next meeting.**
6. **Appointment of independent auditor for 2020/21 agreed in the sum of £105**
7. **Approval of subscription for GAPTC for 2021/22 agreed in the sum f £73.04**
8. **Update and decisions on matters concerning working parties**
9. **Common Land Management Policy Group- Cllrs Lock, Larthe, Eaton and Parsons – waiting for the end of lockdown for meeting to be arranged. A boundary walk to be arranged. Councillor Jardine has the legal maps and will be forwarded to Clerk**
10. **Road Safety Policy Group- Cllrs Jardine and McWilliam- waiting for feedback from Glos Highways. It was noted that any road markings to be considered will need full public consultations.**
11. **Items for information only *– ideas for discussion***

***consistency in planning responses through a planning policy***

***development of the village***

***public consultations and feedback.***

***Whatsapp communication group.***

1. **Council moved into closed session to discuss confidential business – staffing matters**

Council agreed a contractual increase in line with NALC/SLCC recommendations with effect from 1st April 2021

1. ***Date of next meeting agreed. Remote meetings may not be legally allowed after the 7th May therefore as the law stands at the moment the Parish Assembly and the AGM of the Council will need to be held in “person” if they go ahead as scheduled on the 18th May***

**Meeting closed at 20.33pm**

*Draft minutes of Brimpsfield Parish Council meeting held at 7.30pm on 10th March 2021 via Zoom*

[*https://rau.zoom.us/j/95473410212*](https://rau.zoom.us/j/95473410212)

**The Chair of Council welcomed members of the public followed by**

**1. Record of attendance recorded as Parish Councillors’ Tom** **Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Roger Lock and Michael McWilliam and one member of the public**

**2. Apologies for absence recorded from Councillor Archie Larthe**

**3. Declarations of Interest on items on the Agenda. (Localism Act 2011) were invited – There were none.**

**4. Council approved the minutes of the Parish Council Meeting held on the 25th February 2021 and 26th January 2021**

1. **Planning applications discussed by Council (already distributed via email)**

Erection of extension to Dutch Barn at Brimpsfield Farm Climperwell Road 21/00054/FUL

The majority of Council agreed “ to support”. The Clerk was instructed to register as support.

One Councillor felt it was an improvement.

One Councillor objected on the basis of over-development.

1. **Council discussed notice board repairs**

Council agreed original contractor to take away and make the top waterproof and to improve the backing**.**

**Council to discuss Caudle green notice board at next meeting**

1. **Council noted update on Brimpsfield Common Bridge works - Ref 11302064**

Glos Highways Manager -Daniel Tiffney report:

“We had a scheme in place to replace the damaged railings and this was due to happen in the next couple of weeks.  Our team carried out a pre-scheme site visit and found that the condition of the actual road edge where we affix the new posts was not good enough to secure the posts properly.

I then commissioned a structural inspection of the bridge, culvert and headwall (that all make up the structure as a this will be carried out by a structural engineer in due course, I am waiting on a date for this work.  In the interim we have installed temporary barriers along the bridge.

I am sorry that this is not the news you were hoping, we had anticipated doing a straight replacement scheme, but this is not feasible now.  It does make sense now to ascertain what condition the structure as a whole is in and this will inform how we replace the railings and what, if any, additional repair work is required”

1. **Council discussed dog bin (near to Church)**

Council were informed that the dog bin has now been replaced

1. **Council discussed footpath behind Ivy Cottage**

The footpath work has been ongoing for a long time. Clerk to ask for a progress report and likely timescales. (to carry forward to next meeting)

1. **Items for information only**

Notices re electoral role to be put on website and notice boards.

Thanks were recorded to Snow Wardens – Clerk to write to express thanks

War Memorial to be put on next meeting.

Brimpsfield Village Website now has up to date planning information. (sponsored Brimpsfield Village Hall and Garden Society)

1. *Date of next meeting to be agreed as 16th March 2021 at 7.30pm via zoom*

**Meeting closed at 20.02**

**Bank payments for approval**

|  |  |  |
| --- | --- | --- |
| bholder expenses | 579 | 55.66 |
| hmrc (feb mar) | 580 | 96.80 |
| ico y/e 31/3/21) | 581 | 40.00 |
| bholder | so | 194.18 |
| GAPTC | 582 | 73.04 |

Financial reports -

Cash book

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **bfwd** | **TOTAL receipt/Payment** | **balance** |
|  |  |  |  |  |  |
| 01.04.20 | opening credit bal (TREASURERS C/A) |  | 3333.96 |  | 3333.96 |
|  | Opening credit bal (INSTANT /DEPOSIT) |  | 3145.67 |  | 3145.67 |
| 01/04/2020 | interest |  |  | 0.13 | 3145.80 |
| 01/05/2020 | interest |  |  | 0.14 | 3145.94 |
| 01/06/2020 | interest |  |  | 0.13 | 3146.07 |
| 01/07/2020 | interest |  |  | 0.13 | 3146.20 |
| 01/08/2020 | interest |  |  | 0.11 | 3146.31 |
| 17/04/2020 | precept |  |  | 4650.00 | 7983.96 |
| 27/04/2020 | b holder salary | so |  | -194.18 | 7789.78 |
| 26/05/2020 | b holder salary | so |  | -194.18 | 7595.60 |
| 02/06/2020 | b holder expenses | 562 |  | -41.80 | 7553.80 |
| 24/06/2020 | came and co | 563 |  | -365.05 | 7188.75 |
| 26/06/2020 | b holder salary | so |  | -194.18 | 6994.57 |
| 09/07/2020 | gaptc | 561 |  | -73.75 | 6920.82 |
| 27/07/2020 | b holder salary | so |  | -194.18 | 6726.64 |
| 30/07/2020 | swell and mullings | 566 |  | -149.20 | 6577.44 |
| 31/07/2020 | b holder expenses | 565 |  | -55.60 | 6521.84 |
| 26/08/2020 | b holder salary | so |  | -194.18 | 6327.66 |
| 28/07/2020 | I selkirk | #567/574 |  | -105.00 | 6222.66 |
| 14/09/2020 | b holder expenses | 568 |  | -70.13 | 6152.53 |
| 19/11/2020 | b holder expenses | 569 |  | -58.58 | 6093.95 |
| 19/11/2020 | a partridge | 570 |  | -1290.00 | 4803.95 |
| 19/11/2020 | pata payroll | 571 |  | -46.50 | 4757.45 |
| 19/11/2020 | hmrc (april to nov) | 572 |  | -387.80 | 4369.65 |
| 26/09/2020 | b holder salary | so |  | -194.18 | 4175.47 |
| 26/10/2020 | b holder salary | so |  | -194.18 | 3981.29 |
| 24/09/2020 | precept | bacs |  | 1550.00 | 5531.29 |
| 09/09/2020 | interest | bacs |  | 0.03 | 3146.34 |
| 09/10/2020 | interest | bacs |  | 0.03 | 3146.37 |
| 09/11/2020 | interest | bacs |  | 0.03 | 3146.40 |
| 09/12/2020 | interest | bacs |  | 0.03 | 3146.43 |
| 26/11/2020 | b holder salary | so |  | -194.18 | 5337.11 |
| 26/12/2020 | b holder salary | so |  | -194.18 | 5142.93 |
| 12/01/2021 | b holder expenses | 573 |  | -86.05 | 5056.88 |
| 12/01/2021 | pata payroll | 575 |  | -23.25 | 5033.63 |
| 12/01/2021 | pkf littlejohn | 576 |  | -48.00 | 4985.63 |
| 12/01/2021 | hmrc (dec;jan) | 577 |  | -96.80 | 4888.83 |
| 21/01/2021 | ICO y/e 31/3/20) | 578 |  | -40.00 | 4848.83 |
| 26/01/2021 | salary | so |  | -194.18 | 5043.01 |
| 16/03/2021 | bholder expenses | 579 |  | -55.66 | 4987.35 |
| 16/03/2021 | hmrc (feb mar) | 580 |  | -96.80 | 4890.55 |
| 23/03/2021 | ico y/e 31/3/21) | 581 |  | -40.00 | 4850.55 |
| 26/02/2021 | bholder | so |  | -194.18 | 4656.37 |
| 09/01/2021 | interest | bacs |  | 0.03 | 3146.46 |
| 09/02/2021 | interest | bacs |  | 0.03 | 3146.49 |
| 16/03/2021 | GAPTC | 582 |  | -73.04 | 4583.33 |
| 01/03/2021 | wayleave | income |  | 28.98 | 3175.44 |

Bank reconciliation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/20 |  | 6479.63 |  |
|  | payments TO 10/3/21 |  | 5338.99 |  |
|  | receipts TO 10/3/21 |  | 6229.80 |  |
|  | **Closing balance 10/3/21** |  |  | **7370.44** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 29/2/21 |  |  | 4460.47 |
|  | outstanding receipt |  |  | 28.98 |
|  | outstanding cheques |  |  |  |
|  |  | 579 | 55.66 |  |
|  |  | 580 | 96.80 |  |
|  |  | 581 | 40.00 |  |
|  |  | 582 | 73.04 |  |
|  |  |  |  | 265.50 |
|  |  |  |  | **4223.95** |
|  | INSTANT(DEPOSIT)9/2/21 |  |  | 3146.49 |
|  | BANK BALANCE |  |  | **7370.44** |

**Budget against actual**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | BUDGET | Y TO D income/ expenditure 10/3/21 | BALANCE |
|  | **INCOME** |  |  |  |
|  | Precept | 6200 | 6200 | 0 |
|  | Interest | 1 | 1 | 0 |
|  | VAT refund | 0 | 0 | 0 |
|  | Wayleave | 30 | 29 | 1 |
|  | other | 0 | 0 | 0 |
|  | **TOTAL INCOME** | 6231 | 6230 | 1 |
|  | **EXPENDITURE** |  |  |  |
|  | Clerks Salary | 3000 | 2717 | 283 |
|  | Admin / Expenses | 300 | 368 | -68 |
|  | Payroll Mgmt | 100 | 70 | 30 |
|  | Insurance | 360 | 365 | -5 |
|  | Audit | 160 | 153 | 7 |
|  | Grass cutting Brimpsfield | 500 | 380 | 120 |
|  | Grass cutting Caudle Green | 1000 | 910 | 90 |
|  | Mtg Room hire | 200 | 0 | 200 |
|  | Subs | 150 | 227 | -77 |
|  | Training | 0 | 0 | 0 |
|  | legal/Specialist Advice | 0 | 149 | -149 |
|  | Maintenance & repairs | 200 | 0 | 200 |
|  | Grants / Donations | 200 | 0 | 200 |
| \*\*\* | FROM RESERVES |  | 0 | 0 |
|  | Equip & Assets | 1500 | 0 | 1500 |
|  | Web- site | 100 | 0 | 100 |
|  | Sect 137 | 0 | 0 | 0 |
|  | Village hall Grant | 300 | 0 | 300 |
|  |  |  |  | 0 |
|  |  |  | 0.00 | 0 |
|  |  |  |  | 0 |
|  |  |  |  |  |
|  | **EXPENDITURE TOTALS** | **8070** | **5338.99** | **2731** |