

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

MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 24th February 2016 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury, Heather Eaton, Emma Ryan and Andrew Ward.

IN ATTENDANCE: Kate Sales, Clerk

2 x parishioners

Members of the public were welcomed to the meeting.

AGENDA

- 1) **To receive apologies for absence.** No apologies were received.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** None were declared.
- 3) **To approve the minutes of the Parish Council Meeting held on Tuesday 26th January 2016 at Brimpsfield Village Hall.** These were approved and duly signed as a true record.
- 4) **To hear representations from the public regarding any items on the Agenda.**
A member of the public wanted to raise concerns over a Highways issue. It was agreed that this would be discussed at item 7 on the agenda.
- 5) **Matters Arising**
 - Completion of CDC Emergency Plan and to agree new emergency plan page on website. A piece of wording was agreed to be changed regarding fallen branches. Once this has been done, the Parish Council agreed the page could go live.
Clerk to make amends and make page live.
 - Precept request submitted to Cotswold District Council. Clerk informed the meeting that this had been done.
- 6) **To consider and note planning applications and agree responses:**

For consideration

Rowanstone Climperwell Road Brimpsfield (16/00456/FUL) - Rear first floor extension to provide additional bedroom and bathroom. Due to the fact that this was a late addition to the agenda it was felt councillors had not had time to consider it properly. It was therefore decided not to make a decision at the meeting.

For noting

No items to note.

Enforcement

Hermits Corner - second dwelling reported to Cotswold District Council. (CDC REFERENCE: CDC_00000059061). The clerk informed the meeting that she had contacted the District Council and submitted a report regarding the second property. The above is the reference number for the case.

7) Highways update

Temporary road closure Notice: 400872. Birdlip House Farm To Church View Bungalow Brimpsfield. This road will be closed from 8th March 2016 to 9th March 2016, to allow for a new water connection by Severn Trent Water.

A parishioner living at Gowanlea in Blacklaines raised concerns again over the amount of traffic including large horse boxes using the single track road to the Longdole Polo Club. This traffic was causing drivers to use his driveway as a passing place, and in some instances drivers opened his gates so they could back into his drive. The owner of Gowanlea expressed concerns that he was worried about continuing damage to his property and the safety of his young children and animals. He had asked the Parish Council at previous meetings what they would do and nothing had happened.

All councillors felt that drivers opening gates and using private drives as passing places was totally unacceptable. The Chair assured the owner at Gowanlea that he personally would speak to Mr Lucas at Longdole and ask him about re-instating a one-way traffic management system through the village when large events took place.

It was also agreed that the Clerk would contact Amey to report the large potholes that were making the official passing places impossible for vehicles to use. If these were repaired, it might alleviate some of the problems.

At this point Cllr Ward informed the meeting that he had a visit from one of the occupants at Gowanlea accusing him of moving their Cotswold stones that were on the verge and had informed the police. He was very angry and concerned about these false accusations about him as the assumption was based solely on the fact that he was a Parish Councillor and drove a certain type of vehicle. The owner of Gowanlea apologised for this mistake in identity but he believed he had been harassed by a councillor over the works at Gowanlea.

He also went on to say that he couldn't understand the reason why there was any dispute over this issue, when the work that had been undertaken was carried out by Gloucestershire Highways' approved contractors, at his own expense. Cllr Lock replied that the Cotswold stones were not on private property but had been situated on an official tarmacked passing place. The owner of Gowanlea disagreed with this.

The Chair informed the meeting that any action that had been undertaken had not been undertaken on behalf of the Parish Council. He therefore suggested that as this was **not** a Parish Council matter, a meeting should take place privately after the council meeting between the parties concerned so that the situation could be settled amicably.

*Chair to contact Mr Lucas at Longdole Polo Club about re-instating a one way traffic management system through the village when large events take place.
Clerk to contact Gloucestershire Highways over repairing potholes on the road between Blacklaines and Longdole Polo Club.*

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8) Speeding through Village - police update

The Clerk had circulated an update from PCSO Shutt with list of options to help alleviate some of the speeding and careless driving issues that the parish had been experiencing. After discussion the following items were agreed to be reported back to the Police:

- The area of concern to be reported to PCSO Shutt was the unclassified road from Caudle Green into Brimpsfield Village
- It was felt volunteers for the Speed Watch Group were not necessarily the answer as it wasn't just speeding but the careless behaviour of drivers, especially ones using mobile phones.
- Provision of '20 is plenty' signage. Clerk has now found a contact at the County Council and will proceed with enquires.
- The Parish Council to request a Speed Data Recorder report to be undertaken. This should be situated on the road between Brimpsfield and Caudle Green, in the 30mph zone adjacent to the turning for Brimpsfield Park.

The Clerk also informed the meeting that a community meeting of the Neighbourhood Co-ordination Group was to be held at Daglingworth Village Hall on the 9th March at 7pm if anyone wished to attend.

After discussion it was also agreed that the Clerk would still write to the Police Commissioner outlining their concerns.

Clerk to relay information back to PCSO Shutt, circulate Neighbourhood Co-ordination Group meeting date and write to Police Commissioner, Martin Surl.

9) To discuss confirmation of ownership of Parish Council land at Caudle Green. Land to be added to asset register. Cllr Overbury produced a map of the area of land at Caudle Green and it was agreed to add this to the asset register.

Clerk to update asset register.

10) To discuss the installation of faster broadband by Gigaclear

Work will start shortly from the A417 Highcross area and then move along Climperwell Rd into Brimpsfield. A small cabinet will be installed near the village noticeboard and phone box, on a concrete plinth - this is of a similar size to a BT cabinet.

Along the route on the boundary of every property a pot and reference number will be marked. Every property can then connect up to Gigaclear if they so wish. Caudle Green is not included in this phase of the broadband rollout. Their phase is in design at the moment and it is envisaged that the build for this area will not take place until around April. Gigaclear will look into the wayleave permissions that might be needed when this network is being scoped out and get back to the Parish Council in due course.

Parish Councillors felt that the current position of the Gigaclear cabinet in the middle of the village was not in an ideal location. The Chair had spoken to the Project Manager at Gigaclear about this and he had informed him that the current position was the result of a large amount of consulting and had now finally been approved by Gloucestershire County Council Streetworks division. The site needed access to an electricity supply and must not be on private property. A Land Registry search had been conducted and this land was owned by Highways. The Village Hall site proposed by the Chair would not be

suitable, and to move to a new site would push back the installation about a year. Gigaclear had agreed to liaise with the Parish Council regarding the final precise siting of the cabinet so it wasn't so obtrusive. However, since the Chair had spoken to Gigaclear it was disappointing to note that concrete plinths had already been laid and not even in the originally suggested position of between the telephone box and the noticeboard. It was agreed that the Chair would contact the Project Manager formally about this to see if anything could be done.

Chair to contact Stephen Brealey, Project Manager at Gigaclear.

11) To agree items required for the Annual Parish Meeting on the 19th April

It was agreed to request reports from the Chair of the Parish Council, District and County Councillors, the Chair of the Village Hall Management Committee and the Chair of the Brimpsfield Parish Charitable Trust. It was noted that the Trust had now closed but as it had closed in this financial year a report should be submitted.

Clerk to invite parties and request reports

12) To agree Parish Council meeting dates for 2016/17

The following dates were agreed.

17th May (Annual parish council meeting - pre-agreed)

19th July 2016

11th October 2016(Budget/Planning meeting)

21 Feb 2017

25th April 2017 (Annual parish meeting)

16th May 2017 Annual Parish Council Meeting

Clerk to publish dates on the website and book dates in with the Village Hall.

13) Policy & Governance Updates

- To agree Brimpsfield's Publication Scheme of information. After consideration it was resolved to adopt the Scheme.

Clerk to publish on the website.

14) Finances

14.1. To receive current state of accounts

These were received and agreed. No bank reconciliation took place as the clerk had still not received a current bank statement and the accounts were at the internal auditors.

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BPC EXP vs BUDGET 2015-16				BRIMPSFIELD PARISH COUNCIL						
		Actual	Antic.	Total	Spend vs	Actual	Antic.	Total		
	Budget	Spend	Spend	Spend	Budget	Income	Income	Income		
	2015/16	to	from	to	to	to	from	to		
	2015/16	31.01.16	01.02.16	31.3.16	31.3.16	31.01.16	01.02.16	31.3.16		
Precept	4538.10					4539.00	0.00	4539.00		
Sale of History books						5.00	0.00	5.00		
Bank interest						0.52	0.00	0.52		
VAT refund						0.00	0.00	0.00		
Other						695.24	0.00	695.24		
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	0.00					
Audit Costs		80.00	0.00	80.00	-80.00					
Elections		0.00	0.00	0.00	0.00					
Grass Cutting - Brimpsfield	160.00	160.00	0.00	160.00	0.00					
Grass Cutting - Caudle Green	770.00	770.00	0.00	770.00	0.00					
GAPTC / Subscription	70.00	97.57	0.00	97.57	-27.57					
Clerk's Salary (incl PAYE)	1800.00	1744.51	330.46	2074.97	-274.97					
Clerk's Expenses	200.00	240.99	33.00	273.99	-73.99					
Payroll Management	200.00	39.60	30.00	69.60	130.40					
Training	250.00	0.00	0.00	0.00	250.00					
Laptop * see unbudgeted heading	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	530.59	0.00	530.59	-530.59					
VAT Paid		0.00	99.40	99.40	-99.40					
TOTALS	5050.00	4228.26	692.86	4921.12	128.88	5239.76	32.99	5272.75		
Reserves as at 1.4.15				4613.22						
Income during year				5272.75						
Expenditure during year				4921.12						
Antic. reserves at year end				4964.85						

14.2. To approve payments
 These were approved.

The following payments were made between meetings				
Chq no	Payee	Purpose	Auth	Cheque value
No payments made between meetings				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
241	K Sales	PAYE payment. - paid on behalf of council by clerk	LGA 1972 s.112 (2)	£22.40
242	K Sales	Expenses Feb 16	LG (FP)A 1963 s.5)	32.37
243	K Sales	Clerk's salary - Feb 16	LGA 1972 s.112	165.23
244	Information Commissioner	Renewal of subscription with ICO	LGA 1972 s.143	35.00
245	K Sales *	Clerk's salary - March 16	LGA 1972 s.112	165.23

*Post-dated cheque as no meeting in March.

Pay chq 241 (£22.40) as agreed at meeting on the 26.01.16

14.3. To approve & finalise bank mandate

This was finalised and signed. Cllr Ryan and Cllr Eaton to be new signatories. The Chair informed the meeting that a new cheque book would be on its way shortly and that once he submitted the bank mandate the Clerk would be receiving the bank statements at her address.

Cllr Ryan and Cllr Eaton to complete identity forms and Cllr Overbury to submit completed bank mandate as soon as possible.

11) To note recent correspondence and agree responses

No correspondence was received.

12) 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.

Cllr Lock asked whether the extra areas of grass in Brimpsfield could be included in the cutting programme. It was agreed that this would be an item on the next agenda and that the clerk would request a quote from the contractor.

Cllr Overbury informed the meeting that Cllr Lock had done a sterling job in providing the village with a new community website. The aim of this site was to provide a central point of information for all the groups that were in the village. The new site's address was www.brimpsfieldvillage.org. Cllr Overbury expressed his thanks to Cllr Lock.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The Annual Parish Meeting will be held on TUESDAY the 19th April at 7.30pm The next Parish Council meeting will be the Annual Parish Council Meeting and will be held on held on TUESDAY 17th May 2016 starting at 7.30pm. Both will be held at the Village Hall.

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Chairman

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Date