

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 Tuesday 20th October 2015 at 7.30pm.
- PRESENT:** Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury, Heather Eaton,
- IN ATTENDANCE:** Kate Sales, Clerk
1 x parishioners

Members of the public were welcomed to the meeting.

- 1) **To receive apologies for absence.** Apologies were received from Cllr Ryan and Cllr Ward
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** There were none.
- 3) **To approve the minutes of the Parish Council Meeting held on Monday 6th July 2015 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.** There were none.
- 5) **To consider and note planning applications and agree responses:**

For consideration

Leverets Barn Haregrove Brimpsfield (15/04028/FUL) - Full Application for Removal of condition 2 of planning permission 11/00985/FUL to allow use of building as an open market dwelling.

After discussions the Parish Council decided they did not object to the application in principle. However they were concerned over the number of planning applications this property had submitted in the past. The previous incremental changes in planning have now led them to apply for the removal of condition 2 so that property would now in effect be an open market dwelling. The Parish Council decided that they would raise these concerns to the planning officer.

For noting

St Sever Climperwell Road Brimpsfield (15/03640/FUL) - Full Application for Conversion of existing attic, new dormer roof to rear and new double garage.
Application permitted by Cotswold District Council.

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. Application permitted by Cotswold District Council.

Public Path Diversion Order BBR 22 Stoneyhill Farm, Brimpsfield. Confirmation of Notice from Gloucestershire County Council.

6) Highways update

- **Traffic Management through the Village**

The Chair informed the meeting that since the last meeting he had had discussions with the owners at Gowanlea at Blacklaines. With vehicles using this lane as a cut through for the A417 he has had numerous vehicles using his drive as a turning point and passing place, and has subsequently had property damaged. He therefore liaised with Gloucestershire Highways and using their contractors has had kerb stones installed at his own expense. Cllr Lock commented that these kerb stones were higher than Gillian Portlock (Highways representative) had previously informed them but as they were installed by approved contractors the Parish Council felt that this wasn't an area the council could get involved with. However since the installation a large event took place in the village and with the substantial increase in the volume of traffic through the village this had led to damage of the new kerb.

The Chair asked the Council how it could go about implementing a one way traffic management system through the village when large events took place. After discussions it became clear that there was no clear answer. However it was suggested that councillors, if and when they heard about events, tried to liaise with organisers to help set up a one way system to ease congestion.

Cllr Lock also informed the meeting that he had a number of residents raising concerns about the reckless driving that was taking place through the village by vehicles again using it as a cut through from the A417. Residents, especially those with young families were concerned about safety and the careless way people were driving, especially those driving whilst using mobile phones. It had been reported that two pets had recently been run-over.

It was agreed that the Parish Council would contact their local PSCO and copy in the Police & Crime Commissioner Martin Surl to explain the situation and see what could be done.

'20 are plenty' signs to be erected at the entrance to village were also suggested.

*Clerk to contact the Police and to find out about the '20 are plenty signs'.
Councillors to make event organisers aware of traffic congestion issues in the village.*

7) Village Hall update

Cllr Lock informed the meeting that the Village Hall now had a strong committee, all of whom were volunteers and they were working hard to improve the Village Hall. The Hall was now fully compliant with Health & Safety legislation and all the required electrical checks had been carried out.

He also reported that the Hall now had a full licence and due to Cotswold District Council owing the Hall money the licence was not needed to be renewed until November 2016.

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The Chair took the opportunity to thank Cllr Lock and all the volunteers for their hard work.

8) Rural Broadband update

The Chair informed the meeting that Gigaclear were the approved installers for the rollout of fibre optic broadband in the Cotswolds. Presently Brimpsfield have acquired 66% of the target number of homes needed to make Gigaclear install super fast broadband in the village. The Parish Council felt this was not a council matter as such but more a parish issue and urged residents to sign-up if they were interested in receiving a better broadband service.

9) Wayleaves Permission

Contractors working on behalf of Western Power had requested permission to fell a willow tree and side prune thorn bushes on the Common (council owned land) so that high voltage cables could be kept clear. The council agreed that this work could take place and signed the permission letter.

10) Parish Council Website & Transparency Code requirements.

- **Parish Council Website**

The Parish Council looked at the website providers/hosting companies - www.godaddy.com and www.2commune.com.

www.godaddy.com

Current offer of 24 months hosting, DIY site build package and domain name
Cost for 2 years = £172.73 incl VAT. Full price after 2 years would be £83.88 annually. Domain name included in package.

Website address for above examples is www.brimpsfieldpc.org,

www.2commune.com

2commune is a company that specialises in websites for smaller councils and approximate costs are:

- o Year 1 costs FROM £250 + VAT
- o Year 2 and onwards £250 + VAT per year

Website address for above examples is

<http://www.localcouncils.org/brimpsfield/>

Site Construction

Time to build site - approx 12 hours at £9.55 per hour of clerk's time

- Create and build test and live site
- Uploading documents and images

TOTAL £114.60

After discussion it was resolved to use www.godaddy.com and pay the clerk extra hours to build the site. The domain name of www.brimpsfieldpc.org was agreed if still available.

Clerk to purchase the site and start the website build.

- **Transparency Code Grant**

The Clerk informed the meeting that there was funding now available to help small councils fund and implement a new website. Under the Transparency Fund grant the council should be able to claim back part or all of the website set-up costs, the extra hours of the clerk's time to build the site, plus at least the first year's hosting company's fees.

The Transparency grant also included money towards the council purchasing their own hardware i.e. laptop and scanner etc. The council felt that as they presently do not have a computer one should be purchased. It was therefore agreed that the Clerk should apply for the funding for the hardware (PC & scanner), but not exceeding the limits laid out by the Transparency Code.

Clerk to submit a bid for the Transparency Code funding into GAPTC for the website & hardware costs

11) Budget & Precept Planning for 2016/17

The budget for 2016/17 was discussed. However new quotes needed to be obtained for the grass cutting as the contract was currently in its final year. It was also agreed a new budget for Maintenance & repairs for the council's assets was required as was an ongoing budget for the website. Budgets for WWI commemorations and the laptop were no longer needed. It was therefore resolved to set another meeting on Tuesday 26th January to finalise the budget before the Parish Council submitted its precept to Cotswold District Council.

Clerk to book village hall and circulate new date.

12) Policy & Governance Updates

- **Complaints Policy - this was agreed and adopted.**

13) Finances

13.1. To update and finalise bank mandate

This was completed. New signatories were added and the correspondence address update.

The Chair to return to the bank once signed

13.2. To receive current state of accounts

These were received and agreed. No bank reconciliation took place as the clerk had not received a current bank statement.

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BPC EXP vs BUDGET 2015-16			BRIMPSFIELD PARISH COUNCIL							
			Actual	Antic.	Total	Spend vs	Actual	Antic.	Total	
			Spend	Spend	Spend	Budget	Income	Income	Income	
		Budget	to	from	to	to	to	from	to	
		2015/16	30.09.15	01.10.15	31.3.16	31.3.16	30.09.15	01.10.15	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	0.50	1.02	
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	32.75	97.57	-27.57				
Clerk's Salary (incl PAYE)		1800.00	660.92	1321.84	1982.76	-182.76				
Clerk's Expenses		200.00	115.99	110.00	225.99	-25.99				
Payroll Management		200.00	19.80	79.40	99.20	100.80				
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				
TOTALS		5050.00	1506.53	2923.99	4430.52	619.48	4544.52	33.49	4578.01	
Reserves as at 1.4.15					4613.22					
Income during year					4578.01					
Expenditure during year					4430.52					
Antic. reserves at year end					4760.71					

It was noted that the final installment of the precept was received on the 04.09.15 from Cotswold DC.

13.3. To approve payments

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
229	K Sales	Approval of Clerk's salary - August & September 2015	LGA 1972 s.112 (2)	330.46
230	PATA Payroll	Payroll Services (July-Sept 15)	LGA 1972 s.111	£19.80
231	K Sales	Clerk's salary - October	LGA 1972 s.112 (2)	165.23
232	Society of Local Council Clerks (SLCC)	Brimpsfield PC contribution (25%) towards annual membership	LGA 1972 s.143	32.75
233	K Sales	Expenses July-Sept 15	LG (FP)A 1963 s.5	35.14
234	K Sales	Approval of Clerk's salary - Nov*	LGA 1972 s.112 (2)	165.23
235	K Sales	Approval of Clerk's salary - Dec*	LGA 1972 s.112 (2)	£165.23

These were approved.

* Post-dated cheques for the appropriate salary month

14) Internal Auditor - submission for midyear check

It was agreed that the clerk would submit accounts for Audit before the meeting in February 2016 now the fee had been confirmed as the same as last year - £80.00.

15) To note recent correspondence and agree responses

- **Cotswold Conservation Board - autumn/winter magazine** - for information only
- **Clerks & Councils Direct - September 2015** - for information only
- **GCC Draft Local Transport Plan Consultation** - clerk to circulate website link so councillors can view information
- **GAPTC training schedule** - for information only

16) 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.

The Chairman concluded the meeting at 9pm and thanked everyone for their attendance. The next Parish Council meeting will be held on TUESDAY 26th January 2016 starting at 7.30pm at the Village Hall.

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Chairman

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Date