

To Members of the Council**AGENDA**

Councillors are hereby summoned to attend the Meeting of Brimpsfield Parish Council via Zoom on 28th July 2020 at 7.00pm <https://rau.zoom.us/j/97592440839>

. B Holder Clerk to the Council

Members of the public are welcome to attend and are invited to address the council via

The Chair of Council will welcome members of the public followed by

1. To record attendance from Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Michael McWilliam, Roger Lock and Archie Larthe.
 2. To receive and consider apologies for absence.
 3. To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).
 4. To approve the minutes of a Parish Council Meeting held on the 30th June 2020
 5. To receive reports from District Councillor and County Councillor in relation to the Parish
 6. To receive comments from members of the public at the discretion of the Chair of the Council
 7. To approve financial reports as distributed
 8. To approve APAR report and to authorise Chair of Council to sign as appropriate
 9. To receive and note Independent Auditors report
 10. To consider HMRC update on working from home allowance
 11. To approve cheque payments list as distributed
 12. To discuss Brimpsfield Common boundary
 13. Clerk to give latest update on remote meetings and Council to then agree date and format of next meeting

 14. **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.*
- Meeting to be closed*

DRAFT MINUTES

Of the Meeting of Brimpsfield Parish Council via Zoom held on 30th June 2020 at 7.00pm for the purpose of transacting the following business

zoom<https://rau.zoom.us/j/93989832908>

The Chair of Council welcomed members of the public followed by

1. Election of Chair of Council for the year 2020/21 took place and following a proposer and seconder Cllr Tom Overbury was voted in as Chair of Council.
2. Election of Vice Chair of Council for the year 2020/21 took place and following a proposer and seconder Cllr Jane Parsons was elected as Vice Chair of Council
Acceptance of Office forms will be signed in the presence of the Clerk as soon as possible
3. Attendance of Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Michael McWilliam, Roger Lock and Archie Larthe. 6 members of the public and District Councillor Judd
4. No Apologies for absence were received
5. Declarations of Interest on items on the Agenda. (Localism Act 2011) were invited. Cllr C Jardine declared an interest in item 12- Caudle Green, Cllr T Overbury and Cllr H Eaton declared an interest in Hermits Corner.
6. Council approved the minutes of the Parish Council Meetings held on the 10th March 2020 and January 21st 2020
7. Report from District Councillor Judd (as distributed via email and posted onto the Village Website) noted
8. Comments from members of the public at the discretion of the Chair of the Council were invited. Question if Caudle Green stones have been approved by Parish Council during lockdown. See item 12
9. Council considered items raised under any other business at December meeting
 - a) It was to be formally agreed that whilst not all letters sent out following decisions made at parish Council meetings need to be viewed, some should be in advance of them being posted. Formal agreement was that the Clerk will blind copy Parish Councillors at time of sending email from cut and paste of minutes
 - b) It was to be formally agreed that emails that evoked discussion at parish Council meetings should be kept on file as an appendix to the minutes of the appropriate meeting. – This was not agreed and was not adopted as Council policy.
10. Council agreed its response to Planning Application Consultation for application no 20/01637/FUL -Cedar Cottage. Members of the public were invited to speak at this point. Council response agreed to object to the application. The Parish Council strongly objects to this application – RL email to Clerk (Clerk lost the zoom link at this point and rejoined at start of item 12)
11. Council noted "visits to website " data on the website builder site 686 visits (June) 736 (May)
12. Caudle Green Common matters were discussed
 - a) Stones- update from Chair on the matter as it has arisen since the last PC meeting. Members of the public were invited to speak on this matter and spoke about the lack of consultation and the protection of the green as an asset for the whole community (Cllr Jardine did not take part in this item). Resident who had placed the stones spoke about the safety issues and the consultation he had undertaken. The Chairman summarized that the PC are owners of the Green and safety issues would be a matter to be referred to Glos Highways. Members of the public also highlighted speeding issues in the village as a whole. Concern over the

process of communication/consultation within the Village. The planning/conservation officer may also need to be consulted. The safety aspect of the stones for the users of the Green was also mentioned. Protection of houses near to the road may be a safety issue that needs to be addressed. The role of Councillors' in consulting and being informed of the view of parishioners was also an issue that should be considered.

Process agreed – Stones to be removed and Clerk to alert Glos Highways immediately and then the Conservation Officers and then the process of consultation with the whole of Caudle Green to take place.

b) SORN vehicle has been moved - noted

13. Brimpsfield Common management was discussed and it was felt that a pro-active approach to management of all the village spaces including a consultation of the management and the way the areas could be utilized to its full capacity. It was noted that the Caudle Green common land is registered as land for recreation. Brimpsfield Common was noted as being identified as common land and ideas for the community use of the land was discussed, including nature trails. Common Land Action Plan draft (by Councillors) to be brought to next meeting.
14. Update on Hermits Corner- Note enforcement matters are confidential.
15. Fly tipping and building works were discussed. Councillor Lock brought these matters to the attention of Councillors. To be incorporated in the CLAP policy. Cllr Overbury to speak to local residents

16. Items for information only

Clerk updated Council on most recent advice for virtual meetings.

Cllr Lock to email clerk with agreed wording for planning objection within 24 hours.

Date of next meeting to be agreed.

Meeting closed at 20.55pm

Cash book for year end 31/3/20

Date	Detail	Chq no	Receipts	TOTAL Payment
01.04.19	opening credit bal (TREASURERS C/A)		3393.89	
	Opening credit bal (INSTANT /DEPOSIT)		3144.12	
26/04/2019	B HOLDER	468		194.06
26/04/2019	HMRC	469		48.52
	SEE 2018/19	470		
30/04/2019	GAPTC SUBS	471		70.78
02/04/2019	VILLAGE HALL	472		200.00
01/04/2019	DICKEN ROBERTS JOINERY	473		1200.00
12/05/2019	GAPTC AUDIT	474		160.00
24/05/2019	B HOLDER	475		194.30
25/05/2019	HMRC	476		48.28
14/05/2019	B HOLDER EXPENSES	477		64.08
14/05/2019	CAME AND CO	478		355.87
14/05/2019	PATA PAYROLL	479		23.25
28/06/2019	cancelled	480		
28/06/2019	HMRC	541		48.40
15/07/2019	B HOLDER EXPENSES	542		53.35
15/07/2019	DICKEN ROBERTS JOINERY	543		91.72
26/07/2019	HMRC	544		48.60
26/08/2019	HMRC	545		48.40
25/04/2019	CDC	REC	4531.00	
26/06/2019	B HOLDER	SO		194.18
16/07/2019	r lock- Denmans	546		18.00
10/09/2019	PATA PAYROLL	547		23.25
10/09/2019	b holder	548		43.85
20/09/2019	HMRC	549		48.40
20/10/2019	HMRC	550		48.40
26/07/2019	B HOLDER	S/O		194.18
26/08/2019	B HOLDER	S//O		194.18
26/09/2019	B HOLDER	S/O		194.18
26/10/2019	B HOLDER	S/O		194.18
04/11/2019	PATA PAYROLL	551		23.25
14/11/2019	A PARTRIDGE	552		1200.00
15/11/2019	B HOLDER EXPENSES	553		50.70

26/09/2019	PRECEPT		1510.00	
09/10/2019	INTEREST		0.13	
09/09/2019	INTEREST		0.13	
09/08/2019	INTEREST		0.13	
09/07/2019	INTEREST		0.12	
09/06/2019	INTEREST		0.14	
09/05/2019	INTEREST		0.13	
09/04/2019	INTEREST		0.12	
09/12/2019	INTEREST		0.12	
09/11/2019	INTEREST		0.14	
26/11/2019	B HOLDER	S/O		194.18
26/12/2019	B HOLDER	S/O		194.18
14/11/2019	CDC DEFIB GRANT		625.00	
19/11/2019	cancelled	554		0.00
19/12/2020	cancelled	555		0.00
19/01/2020	cancelled	556		0.00
16/01/2020	BHOLDER EXPENSES	557		46.85
21/01/2020	t overbury/big daddy	558		172.66
24/03/2020	cancelled	559		0.00
24/03/2020	b holder expenses	560		45.14
22/01/2020	wayleave		28.98	
09/03/2020	interest		0.12	
102/20	INTEREST		0.14	
09/01/2020	INTEREST		0.13	
26/01/2020	B HOLDER	S/O		194.18
26/02/2020	B HOLDER	S/O		194.18
26/03/2020	B HOLDER	S/O		194.18
31/03/2020	HMRC	564		243.00
31/03/2020				
	Totals		6696.53	6754.91

Bank reconciliation

BANK SUMMARY				
	o/bal 1/4/19		6538.01	
	payments TO 31/03/20		-6754.91	
	receipts TO 31/03/20		6696.53	
	Closing balance 31/03/20		6479.63	
BANK RECONCILIATION				
treasurers	bank statement 2			3576.96

	outstanding cheques			
	564		243.00	
				243.00
				3333.96
	INSTANT(DEPOSIT)			3145.67
	BANK BALANCE			6479.63
				0.00

(AGAR)
ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2020

descriptor	18-19	19-20	variance	%	explanation
Balances brought forward	5912	6538			
(+) Annual Precept	5460	6041	581	11	
(+) Total other receipts	35	656	621	1773	defib for caudle green
(-) Staff costs	2534	2911	377	15	
(-) Loan interest	0	0	0	0	
(-) Total other payments	2334	3844	1510	65	1200 for a notice board
(=) Balances carried forward	6538	6480	-58	-1	
Total cash & investments	6538	6480	-58	-1	
Total fixed assets	26776	26776	0	0	
Total borrowings	0	0	0	0	

Retrospective PAYMENT LIST FOR APPROVAL

Salary for Clerk (monthly standing order) £194.18

HMRC (monthly payments) £48.40

GAPTC 1/4/20 561 £73.75

B Holder expenses 29/5/20 £41.80 (wfh £36.00 stationery, postage and printing £5.80)

Came & co 31/5/20 563 £365.05 insurance

HMRC PAYE for 31/3/20 £243.00

To be approved subject to previous decision on agenda

B Holder expenses 27/7/20 £55.60 (wfh £52.00, stationery, postage and printing £3.60)

I Selkirk – independent auditor £105.00