

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 11<sup>th</sup> October 2016 at 7.30pm.

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

IN ATTENDANCE: Kate Sales, Clerk

Five parishioners were present.

*Members of the public were welcomed to the meeting and invited to address the council at item 4 on the agenda.*

## 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).**  
Declarations were received from Cllr Ward regarding the public path diversion and extinguishment orders at item 6 on the agenda. Cllr Lock and Cllr Overbury declared an interest in item 8.
- 3) **To approve the minutes of the Parish Council Meeting held on Tuesday 19<sup>th</sup> July 2016 at Brimpsfield Village Hall.** The minutes were approved and signed as a true record.
- 4) **To hear representations from the public regarding any items on the Agenda.** A member of the public, from Brimpsfield Park wanted to discuss the concerns over the Public Rights of Way issues at the Park. They believed they had done all they could to protect riders on the bridleway from livestock in the field and felt they were being unfairly targeted through a facebook campaign. The Chair agreed to discuss this in more detail when it arose later in the agenda.
- 5) **Matters Arising from previous meeting**
  - **Winter maintenance update.** Mark Foyn had agreed to continue in the role of Snow Warden for Brimpsfield, and Mr Whittaker had agreed to continue as the snow plough operator for the parish. The clerk had informed Amey of these details.
  - **Gigaclear cabinet** – Garden Society ideas for planting scheme. Cllr Lock informed the meeting that Gigaclear are happy with the idea as long as they have access to the door of the cabinet. The Garden Society have proposed a combination of trellis work and evergreen planting. The Council decided that they were happy to leave this work with the Society to pursue and to come back with some costings.
  - **Highway concerns at Common Hill on Climperwell Road.** Clerk had reported the issue to Amey (Ref: 22006859) on 29<sup>th</sup> July. Update received on the 09.08.16 stating the local Highways Safety Inspector had advised that this was scheduled for routine inspection by Mid Aug. Update again requested on the 30.09.16 and

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was informed that it had been inspected but no report received. Chased again on 03.10.16 and this had now passed to the local Highways Safety Inspector to investigate as matter of urgency. Clerk spoke on 10<sup>th</sup> and still no report. Received a report on the 11.10.16 stating that the local Highways Safety Inspector had attended the site on the 7.10.16 and advised that there were “No safety defects”. He had now requested that the local Area Highways Representative visit the site and carry out an inspection. Clerk will be kept informed once this had happened.

- **Speedwatch initiative and training.** Cllr Overbury informed the meeting that the training had taken place and they were now needing to specify sites for the speedwatch to take place. These needed to have a risk assessment carried out to ensure volunteers were safe. Sites chosen needed to be within the village’s 30mph speed limit otherwise the limits were 60mph, and although cars went fast along these lanes they probably were not breaking that limit. If a car/driver was caught and the registration could be matched, then an advisory letter from the Police would be sent to them. If a driver/car was regularly caught by the scheme, then the Police would come out to try and catch the offender themselves.
- **Extra grass cutting.** Clerk had written to Mr Partridge to confirm the extra grass cutting but not heard back him. Cllr Eaton informed the meeting that the extra work had been carried out.

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

For consideration

**Climperwell Cottage Climperwell Road Brimpsfield (16/02769/FUL)** - External alterations including first floor extension, demolition of garage and log store, erection of garage block incorporating ancillary residential accommodation. Application withdrawn.

**Elterwater House Brimpsfield Gloucester (16/01724/FUL)** - Two storey rear extension. After discussions the Parish Council had no objections to this application.

For noting

**Old Malt House The Knapp Brimpsfield (16/04038/TCONR)** - T1, T2 and T3 - Yew - Prune lateral branches, crown lift to 4m T4 - Holly - Fell to ground level T5 - Plum - Fell to ground level T6 - Plum - Fell to ground level T7 - Apple - Prune T8 - Elder - Fell to ground level T9 - Ash - 25% crown reduction, reduce height by 3-4m, reduce lateral branching by 4-5m, remove all dead branching.

**Stoneyhill Farm Climperwell Road Brimpsfield (16/03267/FUL & 16/03268/LBC)** - New single storey link extension from farmhouse to barns. Renovation of Dutch barn and existing stone barns to create single dwelling.

**Public Path Diversion and Extinguishment Orders.** Footpaths BBR 23 & BBR 26 Caudle Green, Brimpsfield. Approved on the 03.08.16.

**7) To discuss Cllr Mark Harris request for the Parish Council’s views on the need for more affordable and social housing in the parish.** After discussions, it was noted that there

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currently was only one council house now left in the village. It was agreed that the Parish was not a sensible choice for social housing due to the fact that there was very limited public transport and no shops or amenities in the village.

*ACTION: Clerk to inform Cllr Harris of the above.*

**8) To discuss queries raised regarding the ownership of the Village Hall.**

Queries had been raised over the ownership of the land and after investigation it had been established that the Parish Council owned an I-shaped area of land along the side of the village hall and the car-parking area. The main area with the hall remained unregistered, and the final piece of land at the back belonged to Cllr Overbury who had loaned it to the Village Hall for their use.

It was decided that all 3 plots should be registered under one name and that this should be the Parish Council. It was agreed that the Village Hall committee should proceed with this and bring back the proposal with costs to the next meeting.

*ACTION: Proposal & costs to be brought back to the Parish Council for the next meeting.*

**9) To agree a revised Internal Control Policy following internal auditor's report.**

After discussions, it was agreed to adopt the policy. It was also agreed that due to the Parish Council having a small precept and a limited number of transactions that the review would only be needed to be carried out twice a year. It was agreed that the first review would take place before the next meeting.

*ACTION: The Clerk to ensure a review takes place before the next Parish Council Meeting.*

**10) Budget & Precept Planning for 2017/18.**

The budget for 2017/18 was discussed and a report with figures had been circulated. However, it was decided that the Parish Council needed more time to ascertain what repairs and maintenance work would need to be carried out next year; how much it would cost in legal fees to address the registering of land for the village hall, and how much the Parish Council would lose in their council tax support grant next year from Cotswold District Council. It was therefore decided to hold an extra ordinary meeting in January. This would then give the Parish Council enough time to collate the final figures and then still submit their precept request in time.

*ACTION: To set the extra ordinary Parish Council meeting for the 24<sup>th</sup> January 2016 at 7.30pm.*

**11) Highways issues to be addressed.**

A resident had complained about traffic congestion from the A417 through the village was now affecting public transport. She reported that she had been told a return journey would not go through the village due to the driver struggling with the road earlier in the day. This was reported to the bus service provider who said that this shouldn't have happened. The Chair informed the meeting that the regular bus driver was off work at present and that the new drivers were unfamiliar with the narrow roads and bad congestion down Common Hill. He had been led to believe that while the regular driver was off work the buses would turn around in the village to avoid Common Hill and go back up to Birdlip and down to Elkstone via the A417.

*ACTION: Clerk to write to bus company to confirm this is correct and reply to resident.*

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Cllr Lock felt the situation was lamentable and there needed to be a way to impede and restrict vehicles using the village as a rat-run. Vehicles driving dangerously and drivers using mobile phones were a continuing problem. He suggested contacting the Police Commissioner again to express concerns. Cllr Overbury agreed it was a huge problem for the village but finding solutions was difficult.

Councillors discussed whether the blue 'Access to Village only' sign at the Nettleton roundabout was enforceable by the police. It was agreed that the Clerk would find out whether this was the case.

*ACTION: Cllr Overbury to supply a photograph of the sign to the clerk and she would investigate.*

Cllr Lock also informed the meeting that the white lines on the Caudle Green to Birdlip Road at the junction to the road to Climperwell, (adjacent to Longdole Polo Club), were no longer there.

*ACTION: Clerk to report this to Amey for action.*

Fly-tipping in the layby near Murock on the Birdlip road was discussed. This incident had been reported to the police as a bed company van had been seen there disposing of frames and mattresses. However, the police had not proceeded due to insufficient evidence. The rubbish had now been cleared but the Chair stressed that any fly-tipping should be reported as soon as possible to the District Council. It had been his experience that the quicker rubbish was removed the less likely it was to be repeated. He asked for people to be vigilant and report it to the District Council as soon as possible.

- 12) To discuss Public ROW issues following concerns raised over safety from a horse rider at a ROW at Brimpsfield Park.** Two concerns had been raised by a horse rider. The first concern was due to livestock, being present in the field where the bridleway went through and there was no warning of this. The second concern was that in the final field before the A417 the PROW had been diverted away from the open field to a narrow sloping edge of no more than 3.5 metres wide and had been enclosed by barbed wire, there-by making it extremely difficult to navigate. The rider also wondered whether this diversion had been agreed by the County Council.

After discussions, the Parish Council agreed that it was a landowner's right to put livestock in their fields and this was not something the Parish Council had a right to intervene over. In relation to the PROW being moved, fenced in and the width of it, this was a level of detail that Councillors felt they did not have enough knowledge about. They felt it was important that the right course of action should be undertaken and in order for this to happen it was agreed that the best solution would be to report this to the PROW officer to let him investigate.

*ACTION: Clerk to contact the PROW officer at Gloucestershire County Council and to inform the letter owner as to the Parish Council's conclusions.*

- 13) GAPTC training update** – clerk attended the planning from a Parish Council's perspective on the 6<sup>th</sup> October. **To approve payment of £23.75. This was approved and paid on Chq 383 under the Power LGA 1972 s.111**

*ACTION: Clerk to circulate notes from the course to councillors.*

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**14) Annual Return received from Grant Thornton.**

The Annual Return had been signed off with no problem. Clerk published the notice of completion, on the website, by the deadline required of the 30th September 2016.

**15) Finances**

- **To receive current state of accounts and bank reconciliation.** Statement of accounts was accepted and approved. A bank reconciliation was not performed as the clerk was waiting on bank statements.

BPC EXP vs BUDGET 2016-17		BRIMPSFIELD PARISH COUNCIL				
		Actual	Antic.	Total	Spend vs	
	Budget	Income /	Income /	Income /	Budget	
	2016/17	Spend to	Spend from	Spend to	to	
		30.09.16	1.10.16	31.3.17	31.3.17	
Precept	4524.32	4524.00	0.32	4524.32		
Council Tax Support Grant	115	115.00	0.00	115.00		
Sale of History books		0.00	0.00	0.00		
Bank interest	1.00	0.65	0.35	1.00		
VAT refund	99.40	87.35	12.05	99.40		
Other		0.00	0.00	0.00		
Electricity wayleave	30.00	0.00	30.00	30.00		
	<b>4769.72</b>	<b>4727.00</b>	<b>42.72</b>	<b>4769.72</b>		
Hire of Village Hall	200.00	0.00	200.00	200.00	0.00	
Insurance	300.00	276.49	0.00	276.49	23.51	
Specialist Advice	300.00	0.00	300.00	300.00	0.00	
Grants /Donations	200.00	0.00	200.00	200.00	0.00	
Maintenance & repairs	0.00	0.00	0.00	0.00	0.00	
Audit Costs	80.00	0.00	80.00	80.00	0.00	
Elections	0.00	0.00	0.00	0.00	0.00	
Grass Cutting - Brimpsfield	160.00	0.00	260.00	260.00	-100.00	
Grass Cutting - Caudle Green	840.00	0.00	840.00	840.00	0.00	
GAPTC / Subscription	100.00	105.78	32.75	138.53	-38.53	
Clerk's Salary (incl PAYE)	1950.00	1187.31	762.69	1950.00	0.00	
Clerk's Expenses	225.00	108.29	116.71	225.00	0.00	
Payroll Management	110.00	45.00	65.00	110.00	0.00	
Training	200.00	0.00	200.00	200.00	0.00	
Village Hall Grant	300.00	0.00	300.00	300.00	0.00	
Section 137	25.00	0.00	25.00	25.00	0.00	
Un-budgeted expenditure	0.00	0.00	0.00	0.00	0.00	
VAT Paid	0.00	2.41	0.00	2.41	-2.41	
<b>TOTALS</b>	<b>4990.00</b>	<b>1725.28</b>	<b>3382.15</b>	<b>5107.43</b>	<b>-117.43</b>	
Reserves as at 1.4.16				5850.77		
Income during year				4769.72		
Expenditure during year				5107.43		
<b>Antic. reserves at year end</b>				<b>5513.06</b>		
(minus late 2015/16 salary payments)				495.69		
<b>Adj. year end reserves</b>				<b>5017.37</b>		

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- **To approve payments and to note receipts.**

The following were noted and approved.

VAT refund received on the 10.08.16 for £87.35

Final instalment of precept from Cotswold DC of £1159.00 received on the 20.09.16

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
377	GAPTC	Internal Audit	LGA 1972 s.111	80.00
378	K Sales	Expenses	LG (FP)A 1963 s.5)	25.77
379	K Sales	Clerk's salary - Sept 16 & Oct 16	LGA 1972 s.112	345.96
380	K Sales	Clerk's salary – Nov 16*	LGA 1972 s.112	172.98
381	PATA Payroll	Payroll services Jul-Sept	LGA 1972 s.111	22.50
382	SLCC	25% of renewal feel. (Membership split between clerk's 4 councils)	LGA 1972 s.143	32.75

\*Post-dated as no meeting in November.

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

- **Cotswold District Council - Council Tax Scheme consultation.** It was decided that councillors needed more time to review and that as the consultation was open to the public councillors could respond as private individuals if they so wished.
- Introductory letter from Cllr Stuart Tarr – the prospective Conservative candidate for the County Council elections in 2017. *It was decided to invite him to the Parish Council meeting in February.*
- **Query from Cowley Parish Council regarding Surveying in fields and road near Birdlip in the week of the 12 September 2016.** Cllrs were unaware of the surveying. *Clerk to inform Cowley Parish Council know that there was no further information the Parish Council could offer.*
- **Richard Large co-ordinator for the Scout / Guide hike “The Cotswold Marathon” taking place on the 4th and 5th February during the night.** Requesting approval of route change. It was agreed that the Parish Council had no objections to this. *The clerk would confirm this with the co-ordinator and display the information on the noticeboard*
- **Cotswold District Council – Rough sleeper count request.** No rough sleepers were known. *Clerk to submit this information to Cotswold District Council.*

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**17) Items for information only**

A member of the public raised a concern over the amount of tree felling that had taken place at The Old Malt House. She wasn't aware of that number of trees that had come down and was concerned as to what the procedure was for involving the Parish Council's tree warden. The Chair was under the impression that all tree works in conservation areas went straight through to the planning officers at Cotswold District Council and the Parish Council weren't always consulted. It was decided that clarification from the District Council would be sought and brought back to the next meeting.

The Chairman concluded the meeting at 9.20pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 24<sup>th</sup> January 2017 at 7.30pm in the Village Hall.

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*Chairman*

.....  
*Date*