**Draft Minutes of** the Meeting of Brimpsfield Parish Council at the Village Hall on Tuesday the 21st January 2020 at 7.30pm

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

1. **Attendance recorded of Councillors’ Tom Overbury, Jane Parsons, Claire Jardine, Michael McWilliam, Roger Lock and Archie Larthe. District Councillor Julia Judd. One member of the public**
2. **Apologies for absence recorded from Councillor Heather Eaton**
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 6th January 2020 which were then duly signed.**

**Update on the notice board was received**

**Update on Bridleway 11 -Cllr Overbury, Cllr Lock and Cllr Larthe to progress before next meeting**

**Barrier over bridge reported and chased with reply received**

**Gowanlea comments submitted and acknowledged by Glos Highways and the District Council.**

**Clerk has now emailed copy of comments to all Councillors.**

1. **Council received a verbal report from District Councillor Judd. Councillor Lock raised concerns over the charges being made for a reduced service.**
2. **Council considered and discussed planning applications**

**Cedar Cottage application was previously discussed at 5th December Parish Council meeting. The application has now been altered but Council have not received notification of amended plans. A member of public brought this to the attention of the Council. An email of the comments of the Parish Council were submitted again with the issue of privacy highlighted as being of concern.**

1. **Council agreed grass cutting contract as previously discussed (November 2019) 2 tenders have been received. It was agreed to place the contract with the existing contractor for 3 year 2020-2022 inclusive**
2. **Council considered highway matters. Council discussed 20mph area and various ideas were signposted.**
3. **Council noted there were no PROW matters to discuss**
4. **Council noted update on Hermits Corner as distributed**
5. **Council approved financial reports as distributed**
6. **Council approved payments**

HMRC February -£48.40

B Holder salary (January s/o) £194.18

B Holder salary (February s/o) £194.18

B Holder expenses £46.85

T Overbury Website £172.66

1. Council approved the appointment of Ian Selkirk as the independent internal auditor for 2019/20
2. **Items for information only**

**Date of the next meeting agreed***Thursday 26th March 2020 7pm*

*Meeting closed at 20.52pm*

*Draft Minutes of the Extra-Ordinary Meeting of Brimpsfield Parish Council at the Village Hall on MONDAY the 6​th January 2020 at 7.00pm*

*The Chair of Council opened the meeting followed by*

*1) Council recorded attendance as Councillors Tom Overbury, Jane Parsons, Claire Jardine, Michael McWilliam, and Roger Lock. Nine members of the public attended.*

*2) Council received apologies for absence from Councillors Eaton and Larthe.*

*3) Council received no Declarations of Interest on items on the Agenda*

*4) Approved the minutes of a Parish Council Meeting held on the 5​th​ December 2019 which were then duly signed*

*5) Matters arising from previous minutes:*

*a) Cllr Overbury updated fellow councilors on the situation re the Brimpsfield notice board. The person who had been engaged to supply the board was seen working on it on Saturday 4​th​ January. Cllr Lock advised that having spoken with the supplier – he was told that the re-varnishing would have to wait until the weather was better so that the water ingress would have been reduced.*

*b) The problems regarding the section of the Bridleway 11 remained. Cllr Overbury would again approach the Cotswold wardens regarding the plastic material at the base solution.*

*c) The missing barrier on the bridge over the stream adjacent to Watercombe had still not been attended to. This is to be chased up by the Clerk.*

*d) Councillors had still not seen the comments regarding ‘Gowanlea’ that were submitted to both the Planning department of CDC and Highways. Cllr Overbury would chase this up.*

*6) Council considered the following planning application and received comments from members of the public as part of a public session: 19/04477/FUL-Proposed alterations to Woodfield House stables access track. Cllr Overbury reminded the Councillors (and members of the public) as to what, as a Parish Council it could and could not comment on regarding Planning issues. Comments were then received from members of the public that included the applicant and members of the Caudle Green community. The points and concerns were duly noted. After some discussion the Parish Council unanimously agreed to OBJECT to the said planning application on the following grounds:*

*1) There is some confusion, (and possible incongruity) in relation to the two documents vis a vis Access Track – Block Plan, Sections and Location Plan and ​t​he Design and Access Statement (point 1.6) and the reference to a ‘Turning circle’ in the latter and that is not shown on the former which could suggest that the application is flawed.*

*2) In the Parish Council’s consideration of the application, it was felt that given the existing use of the building, the scale of the changes to the access track and the substantial excavations being proposed are in excess of the current requirements and would result in a detrimental impact on the appearance of the Common.*

*7) Items for information only i) It was confirmed that the date of the next meeting was Tuesday 21​st​ January.*

*ii) There was a request for the date of the March meeting to be changed to a later date.*

*Meeting closed at 7.37pm*

*CASH BOOK*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | HMRC | 554 |  | 48.40 |
| 19/12/2020 | HMRC | 555 |  | 48.40 |
| 19/01/2020 | HMRC | 556 |  | 48.40 |
| 16/01/2020 | BHOLDER EXPENSES | 557 |  | 46.85 |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Totals |  | 6667.16 | 5856.77 |

*BANK RECONCILIATION*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/19 |  | 6538.01 |  |
|  | payments TO 16/01/20 |  | -5856.77 |  |
|  | receipts TO 16/01/20 |  | 6667.16 |  |
|  | **Closing balance 16/01/20** |  | **7348.40** |  |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 98 |  |  | 4395.17 |
|  | outstanding cheques |  |  |  |
|  | 554 |  | 48.40 |  |
|  | 555 |  | 48.40 |  |
|  | 556 |  | 48.40 |  |
|  | 557 |  | 46.85 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | 192.05 |
|  |  |  |  | 4203.12 |
|  | INSTANT(DEPOSIT) |  |  | 3145.28 |
|  | BANK BALANCE |  |  | 7348.40 |

*BUDGET AGAINST ACTUAL*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUDGET SUMMARY** |  |  |  |  |  |  |  |  |
|  | BUDGET | Y TO D income/ expenditure 16/11/19 | BALANCE |  | monies still due in | more income than planned | monies available to spend | over spend |
| **INCOME** |  |  |  |  |  |  |  |  |
| Precept | 6000 | 6041 | -41 |  |  | 41 |  |  |
| Interest | 1 | 1 | 0 |  | 0 |  |  |  |
| VAT refund | 10 | 0 | 10 |  | 10 |  |  |  |
| Wayleave | 30 | 0 | 30 |  | 30 |  |  |  |
| other | 0 | 625 | -625 |  |  |  | 625 | DEF GRANT |
| **TOTAL INCOME** | 6041 | 6667 | -626 |  | 40 | 41 |  |  |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |
| Clerks Salary | 2800 | 2232 | 568 |  |  |  | 568 |  |
| Admin / Expenses | 225 | 259 | -34 |  |  |  |  | 34 |
| Payroll Mgmt | 110 | 70 | 40 |  |  |  | 40 |  |
| Insurance | 350 | 356 | -6 |  |  |  |  | 6 |
| Audit | 190 | 160 | 30 |  |  |  | 30 |  |
| Grass cutting Brimpsfield | 360 | 360 | 0 |  |  |  | 0 |  |
| Grass cutting Caudle Green | 840 | 840 | 0 |  |  |  | 0 |  |
| Mtg Room hire | 200 | 200 | 0 |  |  |  | 0 |  |
| Subs | 150 | 71 | 79 |  |  |  | 79 |  |
| Training | 250 | 0 | 250 |  |  |  | 250 |  |
| Specialist Advice | 300 | 0 | 300 |  |  |  | 300 |  |
| Maintenance & repairs | 0 | 110 | -110 |  |  |  |  | 110 |
| Grants / Donations | 200 | 0 | 200 |  |  |  | 200 |  |
| FROM RESERVES |  | 1200 | -1200 |  |  |  |  | 1200 |
| Equip & Assets | 250 | 0 | 250 |  |  |  | 250 |  |
| Web- site | 100 | 0 | 100 |  |  |  | 100 |  |
| Sect 137 | 25 | 0 | 25 |  |  |  | 25 |  |
| Village hall Grant | 300 | 0 | 300 |  |  |  | 300 |  |
|  |  |  | 0 |  |  |  | 0 |  |
|  |  | 0.00 | 0 |  |  |  | 0 |  |
| **COUNCIL TO CONFIRM** |  |  | 0 |  |  |  | 0 |  |
|  |  |  |  |  |  |  | 0 |  |
| **EXPENDITURE TOTALS** | **6650** | **5856.77** | **793** |  |  |  | **2143** | **1350** |
| required from reserves | 609 |  |  |  |  |  |  |  |