**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes for meeting held on**

**17th January 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome from chair of the meeting**  |
|  | Attendance recorded as Parish Councillors Tom Overbury, Jane Parsons, **Claire Jardine,** Michael McWilliam, Mikhail Mandrigin, District Councillor Julia Judd & 2 members of the public.  |
|  | **Apologies recorded from Parish Councillors** Archie Larthe & Heather EatonCounty Councillor Joe Harris did not attend |
|  | Declaration of Interest for matters on the agenda were invited - none |
|  | Public Participation was invited for matters on the agenda after which members of the public were invited to observe the remainder of the meeting**Chair noted that members of the public would be invited to speak at appropriate points****Member of the public asked for clarification on salary award** |
|  | **Report not available from County Councillor Harris**  |
|  | **Report update invited from District Councillor Judd (emailed as standard)****Additional May bank holiday/Coronation noted****Keir design update on A417****Truck Stop appeal update****Barrow Wake update****Dark Skys’ survey****Planning applications – legal requirement to protect Swift nesting sites noted****“Levelling Up” bid update** |
|  | Minutes of previous Parish Council Meetings held on 15th November 2022 approved |
|  | Council approved the financial reports and agreed the budget/precept for 2023/24 in the sum of £7000.00 |
|  | **Council considered grass cutting contract -cllr Jardine****Council agreed not to create a wildflower meadow at Caudle Green** **Council agreed- “No Mow May” and then cutting from June and then monthly for the season-** **Cllr Jardine – 3 quotations on a first cut from June and then mowing monthly July, August, Sept, October with mower collector or flail . -outstanding** **Clerk to contact current contractor re Brimpsfield –to remain with monthly cutting with the with current contractor****Caudle green to be cut July, August, September, October under previous contract****Contractor has expressed an interest in both contracts depending on the way forward** |
|  | **Council noted no update on the defibrillator project at the current time -Cllr Jardine-**  |
|  | **Council approved the payment list as discussed at meeting including but limited to****clerk pay/expenses £52.49****1 year Website renewal / 2 year domain name (principal approved at previous meeting) £220.64 (member of the public queried the cost and if a different site could be used eg the Village & Village Hall website reported as being more cost-effective)** |
|  | **Council noted any updates on the A417 missing link** **Approved and anticipated start date 2/2023** |
|  | Council noted update on the war memorial & Cotswold stone wall surrounding **Council considered the wall needs repairs and noted the wall is deteriorating and needs rebuilding & volunteers will be used**Confirmation received that Brimpsfield War Memorial is added to the List of Buildings of Special Architectural or Historic Interest. The building is now listed as Grade II. (see attached) |
|  | **Council received update on Village Hall matters from Chairman of Village Hall Committee****Building works have progressed to Christmas including, electrical, plumbing, kitchen worktops etc.** **Increase in interest to hire the Hall noted****Quotes for roofing are being obtained** |
|  | **Council considered planning matters & make decisions relating****Applications received since the agenda was published have been circulated and feedback from Councillors will inform the Clerk in order for her delegated authority to be used.****Noting correspondence from residents** **Change of use of redundant – Blacklaines 22/04472/fUL (barn 6) (Council agreed to object over development)** **22/04469/FUL (barn 5) (Council agreed to object over development)** **Change of use Old Haulage Yard -22/0436/FUL (brewery to timber yard) – Clerk to submit under delegated authority** |
|  | **Council considered updates & decisions relating to** Road Safety Policy Group – Update from “Teams Meeting” with Highways Manager -Re Caudle Green **This is the Caudle Green common land that (Glos Highways) Daniel Tiffney has been asked to confirm that ground can be built up to 600mm. The Council was asked if permission could be given for this work to be done.** Previous verbal agreement was stated in that the verge could be raised and a confirmation email was to follow from Highways Manager DT stated that boulders etc would not be acceptable but would suggest road markings showing edge of carriage may be acceptable.  PC considered this suggestion and did not feel this would solve the problem & a physical presence would be needed. It was felt that the Highways have responsibility for the verge although the land is owned by the Parish Council. Full consultation of residents of Caudle Green to feedback direct to Clerk.    **See previous meeting where Clerk advised on guidance of public consultation using notice boards and website and Cllr Jardine will distribute consultation documentation- outstanding** |
|  | **Council considered updates & decisions relating to** Common Land Management Policy Group-**Cut down Ash tree estimate -cfwd (one has been received to be sent to Clerk)- Cllr Parsons** |
|  | **Council considered update on the website** **Boundary map on website was queried by Cllr Jardine – DC Judd has provided a link for parish boundary to Clerk – clerk to put on website - outstanding****Photographs of Caudle Green for website to be supplied by Cllr Jardine- outstanding – Cllr** Mandrigin has supplied photographs of Brimpsfield, **Councillors Jardine/ Overbury will look at the website and liaise with Clerk. -outstanding** |
|  | **Council to consider updates/ decisions relating to Highway matters****Report of a refuse lorry which had skidded on leaves and went into the stream at Caudle Green and the damage to the bank has not been repaired. Information required to enable the Clerk to make a submission to CDC to ask them to make repairs. Cllr Jardine to send to Clerk a list of signs that need reinstating with What3 words reference****Clerk was asked to contact homeowner to repair tracks at Caudle Green -done****Council noted update on damaged water main at Caudle Green common land has been reported by Cllr Jardine and TWA repaired but it was reported that the soil is not substantial at this point. This is the Caudle Green common land that (Glos Highways) Daniel Tiffney has been asked to confirm that ground can be built up to 600mm. The Council was asked if permission could be given for this work to be done. It was felt that residents should be consulted and feedback should be sent direct to Clerk. It was also considered if TWA have a specific policy of coverage for protection of pipe systems. Clerk to contact TWA and to ask for information on the leak. -Highways manager advised that it was to TWA to ensure their pipes are situated far enough underground** **Repairs to the Common Hill bridge to be chased at Highways- clerk chased again as it is a H & S issue that was reported** **Ditch in the hedgerow west of the Village goes through a pipe and is blocked- Cllr Overbury has investigated.****Member of the public - Hedge cutting is causing punctures (see previous meeting where Cllr Overbury investigated and reported it is up to the land owner/contractor to clear up any residual mess).****Signs for “ road impassable for Snow” suggested in conjunction with Birdlip PC and a snow warden could decide to put them up in appropriate conditions- Cllr Overbury**  |
|  | **Council confirmed that its next meeting scheduled for 21st March 2023 at 7.30pm followed by the Parish Assembly****Agenda item – Coronation****Cheque signatories** **AGM 16th May 2023 (election year) Election schedule attached** |
|  | **Meeting closed at 8.57** |

**War memorial listing**

**Brimpsfield War Memorial, Brimpsfield, Gloucester – Awarded Listed Building Status**

**List Entry Number: 1483556**

As you will know from our earlier letters we have been considering adding the above building to the List of Buildings of Special Architectural or Historic Interest.

We have taken into account all the representations made, and completed our assessment of the building. I am writing to inform you that having considered our recommendation, the Secretary of State for Digital, Culture, Media and Sport has decided to add Brimpsfield War Memorial to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II.

Please follow the link below to download a copy of our advice report, which gives the principal reasons for this decision. The List entry for this building, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=224B8BCF-58BA-4142-A4F2-8D6E8121FAE1&cn=851454EC-D25F-4DA5-8C1A-92491B41B873>

Listing helps us to mark a building’s significance and celebrate its special architectural and historic interest. It brings specific protection so that its special interest can be properly considered in managing its future. Listing does not mean, however, that no alterations can be made - in fact in the vast majority of cases applications to make changes to a listed building are approved. Further information about listed buildings can be found on the ‘Your Home’ pages of our website.

The local planning authority will now be preparing the statutory notices required under the Planning (Listed Buildings and Conservation Areas) Act 1990 Buildings of Special Architectural or Historic Interest.

Please be aware that the listing of the building took effect on the day that the List entry was published on the National Heritage List for England.

As of 25 June 2013, the Enterprise and Regulatory Reform Act (ERRA) has enabled a number of heritage reforms, including an amendment to the Planning (Listed Buildings and Conservation Areas) Act 1990 that provides two potential ways to be more precise about what is listed. Whether or not the new provisions have been invoked with regard to this building is explained in the Advice Report. A List entry that makes use of these provisions will clarify what attached and curtilage structures are excluded from the listing and/or which interior features definitively lack special interest; however, owners and managers should be aware that other planning and development management constraints might apply to these structures, and should clarify these with the Local Planning Authority. Further information is available on our website at

<https://historicengland.org.uk/listing/what-is-designation/listed-buildings/listing-and-the-erra/>

If you consider that this decision has been wrongly made you may contact the DCMS within 28 days of the date of this letter to request that the Secretary of State review the decision. An example of a decision made wrongly would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the special architectural or historic interest of the building which was not previously considered.

Factors such as the cost of upkeep/repair of listed buildings, planning considerations and local importance, cannot be taken into account. Evidence previously considered will not on its own be sufficient to trigger a review. The Secretary of State is also unable to conduct a review if you merely disagree with Historic England’s advice but do not provide new supporting evidence.

Further details of the review criteria and process and how to request a review are contained in the annex to this letter



**Financial reports for January 23 meeting**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/ Payment** | **balance** |
|   |   |   |   | 4498.26 |
| 21/04/2022 | precept | receipt | 4980.00 | 9478.26 |
| 26/04/2022 | salary/wfh | so | 225.48 | 9252.78 |
| 26/05/2022 | salary/wfh | so | 225.48 | 9027.30 |
| 26/06/2022 | salary/wfh | so | 225.48 | 8801.82 |
| 26/05/2022 | expenses | 601 | 16.81 | 8785.01 |
| 16/05/2022 | hmrc april | 602 | 50.60 | 8734.41 |
| 16/05/2022 | GAPTC | 603 | 70.00 | 8664.41 |
| 16/05/2022 | GAPTC | 604 | 4.04 | 8660.37 |
| 16/05/2022 | PATA  | 605 | 95.40 | 8564.97 |
| 16/05/2022 | hmrc may /june | 606 | 101.20 | 8463.77 |
| 17/522 | insurance | 607 | 446.53 | 8017.24 |
| 11/07/2022 | expenses/salary | 608 | 27.12 | 7990.12 |
| 01/09/2022 | hmrc | 609 | 152.20 | 7837.92 |
| 01/09/2022 | PATA  | 610 | 28.85 | 7809.07 |
| 14/07/2022 | cllr lock | 611 | 59.99 | 7749.08 |
| 03/10/2022 | b holder | 612 | 27.12 | 7721.96 |
| 15/11/2022 | a partridge | 613 | 1290.00 | 6431.96 |
| 15/11/2022 | b holder | 614 | 9.80 | 6422.16 |
| 15/11/2022 | PATA  | 615 | 28.85 | 6393.31 |
| 15/11/2022 | b holder backpay | 616 | 99.94 | 6293.37 |
| 15/11/2022 | hmrc | 617 | 191.20 | 6102.17 |
| 20/11/2022 | add backpay | 618 | 38.62 | 6063.55 |
| 26/07/2022 | salary/wfh | so | 225.48 | 5838.07 |
| 26/08/2022 | salary/wfh | so | 225.48 | 5612.59 |
| 26/09/2022 | salary/wfh | so | 225.48 | 5387.11 |
| 26/10/2022 | salary/wfh | so | 225.48 | 5161.63 |
| 26/11/2022 | salary/wfh | so | 225.48 | 4936.15 |
| 26/12/2022 | salary/wfh | so | 225.48 | 4710.67 |
|   | precept | receipt | 1660.00 | 6370.67 |
| 11/01/2023 | b holder pay/expenses | 619 | 52.49 | 6318.18 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY**  |  |   |   |   |
|   | o/bal 1/4/22 |   | 4498.26 |   |
|   | payments TO  |   | 4820.08 |   |
|   | receipts TO  |   | 6640.00 |   |
|   | **Closing balance 27/11/22** |   |  | **6318.18** |
| **BANK RECONCILIATION** |  |   |   |   |
| treasurers | bank statement 27/11/22 |   |   | 6787.35 |
|   |   | so | 225.48 |   |
|   |   | 617 | 191.20 |   |
|   |   |   |   |   |
|   |  |   |   | **416.68** |
|   | **current account balance** |   |   | **6370.67** |
|   | deposit account |   |   | 3147.33 |
|   | BANK BALANCE |   |   | **9518.00** |
|   | reconciled balance |   |   | 9518.00 |

**Budget against actual**

|  |  |  |  |
| --- | --- | --- | --- |
|   | BUDGET | Y TO D income/ expenditure 31/3/23 | BALANCE |
| **INCOME** |   |   |   |
| Precept | 6640 | 6640 | 0 |
| Interest | 1 | 0 | 1 |
| VAT refund | 0 | 0 | 0 |
| Wayleave | 30 | 0 | 30 |
| other |   | 0 | 0 |
| **TOTAL INCOME** | 6671 | 6640 | 31 |
| **EXPENDITURE** |   |   |   |
| Clerks Salary | 3060 | 2477 | 583 |
| Admin / Expenses | 360 | 319 | 41 |
| Payroll Mgmt | 100 | 153 | -53 |
| Insurance | 365 | 447 | -82 |
| Audit | 120 | 0 | 120 |
| Grass cutting Brimpsfield | 500 | 380 | 120 |
| Grass cutting Caudle Green | 1000 | 910 | 90 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 80 | 74 | 6 |
| Training | 0 | 0 | 0 |
| legal/Specialist Advice | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 60 | 740 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES | -1130 | 0 |   |
| Equip & Assets | 200 | 0 | 200 |
| Web- site | 176 | 0 | 176 |
| Sect 137 | 0 | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% |   |   |   |
| **EXPENDITURE TOTALS** | **6481** | **4820** | **1661** |
| **RESERVES to 30/11/22** |  |  |  |
| reserves brought forward | 6479 | 7176 | 7645 |
| general reserves | -1273 | 520 | 1400 |
| earmarked DEFIB grant | 625 | 625 | 625 |
| earmarked equipment  | 1500 | 1500 | 2440 |
| contingency fund | 6324 | 5000 | 5000 |
| at year end bank balance | 7176 | 7645 | 9465 |

**Payroll reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll summary cash book |   |   | payroll |   |
| net | 1981.78 |   | 1981.78 | 0.00 |
| paye | 495.20 |   | 495.20 | 0.00 |
| gross | 2476.98 |   | 2476.98 |   |

**Budget/precept briefing paper for 2023/24**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | BUDGET | Y TO D income/ expenditure 31/3/23 | budget 2023/24 |   |   |
| **INCOME** |   |   |   |  176.53 |  Tax base  |
| Precept | 6640 | 6640 | 70000 | **£39.65** | **5% inflation** |
| Interest | 1 | 0 |  |  |  |
| VAT refund | 0 | 0 |  |  |  |
| Wayleave | 30 | 0 |   |   |   |
| other |   | 0 |   |   |   |
| **TOTAL INCOME** | 6671 | 6640 |   |   |   |
| **EXPENDITURE** |   |   |   |   |   |
| Clerks Salary | 3060 | 2477 | 3303 | actual |   |
| Admin / Expenses | 360 | 319 | 360 |   |   |
| Payroll Mgmt | 100 | 153 | 150 |   |   |
| Insurance | 365 | 447 | 450 |   |   |
| Audit | 120 | 0 | 120 |   |   |
| Grass cutting Brimpsfield | 500 | 380 | 500 |   |   |
| Grass cutting Caudle Green | 1000 | 910 | 1000 |   |   |
| Mtg Room hire | 200 | 0 | 200 |   |   |
| Subs | 80 | 74 | 80 |   |   |
| Training | 0 | 0 |   |   |   |
| legal/Specialist Advice | 150 | 0 | 150 |   |   |
| Maintenance & repairs of assets | 800 | 60 | 800 | earmark-war memorial? |   |
| Grants / Donations | 200 | 0 | 200 |   |   |
| FROM RESERVES | -1130 | 0 |  -3100 |   |   |
| Equip & Assets | 200 | 0 | 200 | earmark-repairs |   |
| Web- site | 176 | 0 | 180 |   |   |
| Sect 137 | 0 | 0 |   |   |   |
| Village hall Grant | 300 | 0 | 300 |   |   |
| election costs 50% |   |   | 2107 | earmark |   |
| **EXPENDITURE TOTALS** | **6481** | **4820** | **10100** |  |   |

No provision has been made for increase in grass cutting contract, impact of grade II listing of war memorial, wildflower meadows, works in Brimpsfield common etc.