**BRIMPSFIELD PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7PM ON 21st May 2024**

**IN THE VILLAGE HALL**

|  |  |
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|  | **Welcome and introductions – by the present Chairman/Vice Chair** |
|  | **Election of Chairman – signing of acceptance of office papers** |
|  | **Election of Vice-Chairman – signing of acceptance of office papers** |
|  | **Attendance to be recorded (anticipated as Parish Councillors** Jane ParsonsMikhail Mandrigin, Harriet Saunders, Roger Lock, Lottie Goldstone, Lois Usmani and John Oakey, District Councillor Julia Judd, County Councillor Joe Harris) & members of the public. |
|  | **Apologies received to be recorded** |
|  | **Declaration of Interest for matters on the agenda to be invited-** |
|  | **Minutes of the previous Parish Council Meeting held on 26th March 2024 to be approved** |
|  | **Council to review structure of working groups and membership of working groups** |
|  | **Council to review delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held** |
|  | **Council to note changes are required to financial regulations and the draft will be presented to Council at July 24 meeting. Changes may also be required to standing orders** |
|  | **Council to consider if any changes are required to the asset register** |
|  | **Council to review representation on outside bodies** |
|  | **Council to consider if any changes are required to insurance policy for the coming year** |
|  | **Council to consider if any changes are required to banking mandate** |
|  | **Council to consider if any changes are required to its Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council to confirm it wishes to continue with its standard contracts for grass cutting £1050 caudle green £420 brimpsfield (based on previous quotation) and PATA payroll £135.20** |
|  | **Council to confirm it wishes to renew its subscription to GAPTC £73.38** |
|  | **Council to approve the financial reports and payment list as attached** |
|  | **Council to confirm that it wishes to appoint Iain Selkirk as independent internal auditor as in previous years** |
|  | **Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council to consider if it wishes to give a grant in the sum of £300 to Brimpsfield with Birdlip PCC (under s137 power)**  **Financial reports have been received and distributed**  **Council to agree budget that any such grant will be taken from as grants and donations budget for 24/25 is £200** |
|  | **Council to agree that its meeting schedule shall remain as 3rd Tuesday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Public Participation will be invited (for a period of 5 minutes or as determined by Chair of meeting)** |
|  | **Report received from County Councillor Harris (this may be deferred to the Parish Assembly which immediately follows this meeting)** |
|  | **Report received from District Councillor Judd (this may be deferred to the Parish Assembly which immediately follows this meeting)** |
|  | **Meeting to be closed** |

**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes for meeting held on**

**26th March 2024 at 7.30pm**

**At the Village Hall**

|  |  |
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|  | **Welcome** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, & 14** **members of the public** |
|  | **Apologies received recorded from District Councillor Julia Judd**  **County Councillor Joe Harris did not attend** |
|  | **Declaration of Interest for matters on the agenda were recorded from**  **M Mandrigrin item 15.1 planning item** |
|  | **Public Participation was invited for matters on the agenda after which members of the public were invited to observe the remainder of the meeting**  **Agenda item 22- grant to churches – Request from Brimpsfield Church £300 for grave yard maintenance (email received). An outline of finance and income stream of the Church was given**  **Road to Birdlip with damaged edges noted and suggested white lines could be painted along the side of the road to define the edges of the road**  **Public session closed at 19.40** |
|  | **Council noted report not received from County Councillor Harris** |
|  | **Council noted report has been emailed from District Councillor Judd** |
|  | **Minutes of previous Parish Council Meetings held on 16th January approved** |
|  | **Council approved the financial reports as attached**  **Council approved reduction in standing order to Clerk** |
|  | **Council approved the payment list as attached** |
|  | **Council noted update on defibrillator projects from Cllr Oakey**   * **Caudle Green location is under consideration by Keir.** * **Telephone box ownership confirmation is now available. It was added to the asset register 31/3/13. There is no payment listed for £1 to BT for either of the boxes. Documentation has been found showing ownership of the Caudle Green telephone box and Cllr Oakey stated that there is no restriction on a defibrillator in the contract. Cllr Oakey will take this forward with BT** |
|  | **Council considered feedback from parishioners regarding potential amalgamation of the wards of Brimpsfield and Caudle Green following information provided by Sarah Dalby at the previous meeting (CDC)**   * **Emails have been distributed to Parish Councillors** * **24 are against, 2 for** * **Some are one email on behalf of multiple people** * **10 more residents have registered their opinion as “against” since the agenda was published** * **The Parish Council agreed to condemn the email sent to the PC regarding one Councillor, which was described as vitriolic and libellous It was felt that it was unsubstantial bullying. The Council will respond by email.**   **Council agreed to maintain the Status Quo** |
|  | **Council received update on D-DAY celebrations on 6th June 2024**  **It was noted that there does not appear to be an appetite for an event**  **it was suggested if an event could be held as a fund-raising event by other organisations**  **Council agreed not to proceed in this instance** |
|  | **Council considered Village Hall matters**   * **Verbal update from representatives of Village Hall Committee noted** * **Council considered if the deed of trust shows that the VH should be providing their own insurance. Insurance advice was that a separate lease would be advisable showing the VH are the tenants under the Deed of Trust (PC are the owners of the VH) – Council discussed if independent legal advice should be sought. Council agreed that Cllr Oakey take this forward by distributing via email to Councillors for discussing at the next meeting** * **Council noted feedback from residents from the previous meeting regarding the hall temperature.** * **Council considered if an alternative venue may be better suited in the cold/winter months. Legal position was advised on venues for PC meetings** * **Portrait of His Majesty – see email distribution- Cllr Mikhail Mandrigin** * **A suggestion of Children’s Playground next to the Village Hall was explained to the Council by Cllr Mikhail Mandrigin. Initially this was suggested by a member of the public. The Village Hall Committee has been investigating and the neighbouring landowner would in principle be agreeable to leasing a piece of land through a peppercorn rent. Costs of equipment was discussed. The Council discussed safety & insurance requirements.**   **The PC agreed for the VH to negotiate the peppercorn lease for the land**  **It was proposed/seconded and agreed that the V Hall should take this project forward**   * **Other topics included the appearance of the wall** * **Councillor Lock raised questions on the distributed minutes from the VH (sent via email). The questions included lack of progress on several items. VH Chairman responded** |
|  | **Council noted outstanding planning matters**   * **24/00481/FUL- Erection of a rear extension at The Coach House Brimpsfield- distributed via email 5th March -deadline 26th March – no comments received/submitted** * **24/00356/FUL- Full Application for Variation of condition 1 (plans) of permission 22/02933/FUL (Variation of Condition 2 (plans) of permission 20/01394/FUL (Conversion and partial demolition of**   **agricultural barns to form 4 no. dwellings with access, car parking and landscaping) to enable design amendments to approved scheme at Blacklaines Farm Birdlip -distributed via email deadline 9th March – no comments received/submitted** |
|  | **Council noted there are no further update at this time from meetings with Birdlip Pc (standard item). Cllr Saunders continues to liaise on highway matters. A meeting will be arranged by Cllr Saunders** |
|  | **Council received updates relating to Road Safety Policy Group (Cllr Saunders)-** Points raised   * White lines on the side of the road see side of road * **Repeating signage on the main road** * **Bullet point of issues to be sent to Cllr Saunders** * **“Fix my street” report issues- residents encouraged to use** * **Gloucestershire Live article /BBC follow up from August (Cllr Saunders)** |
|  | **Council received updates relating to Common Land Management the registration of Brimpsfield Common (NP)-**   * **the registration of Village Hall land – original documentation has been forwarded to NP** * **investigation of “the Village Green” where the war memorial and telephone box is situated – NP feedback is Highway Land and has sent a search to confirm ownership. Insurance situation on assets owned on land not owned to be investigated** * **Council was informed of the VH plan to plant a Living Christmas Tree on the “Highways Land”. It was suggested that the VH Committee take into consideration the Garden Club plans** * **further advice on granting rights of access and granting of licensing /correspondence to clarify position to other “users”- on Caudle Green (land registered to the PC) update from NP was that the registration of land does not affect the granting of rights. Feedback from resident given and would be keen for the pc to speak with her.** * **Location of the bench on Caudle. Council noted that the Clerk has not received any feedback – Feedback from resident given and would be keen for the pc to speak with her**   **It was proposed/seconded that the PC seek independent advice on legal land matters relating to Caudle Green. It was agreed by a majority of the Council.**  **It was proposed/seconded that the PC should look at establishing a set of rules that would help clarify the use of Caudle Green Common Land and would be supported by the communities. It was suggested that individual residents with specific interests be consulted. It was suggested that NALC/GAPTC be consulted. It was agreed by Council** |
|  | **Council noted updates on A417 missing link emailed to Councillors**  **This**[**Link**](https://we.tl/t-BEIyyuH63c)**will take you to WeTransfer website**  **The link for Commonplace is**[**https://a417missinglink.commonplace.is/**](https://a417missinglink.commonplace.is/) |
|  | **Council considered updates on maintenance of assets**   * **Village notice board–Council noted Cllr Mandrigin has fitted the lock with a numerical lock on the PC side** * **Vandalism reported in the telephone kiosk- repairs to be done by Cllr Lock** |
|  | **Council considered updates and agreed decisions relating to Highway/PROW matters**   * **It was noted that verges are being driven on and the flow of water is causing damage /road surface water. Local farmer has now cleared the ditch** * **Further Hedge cutting requested has been carried out by the residents of Ash Plane. Hedge on the road to the right-hand side of the VH has been cut back.** * **Caudle Green stream bend markers 30% have been repaired but still a dangerous site and the verges are subsiding.** * **Bridge over stream (ongoing item) has been followed up Cllr Lock with local Highway Manager- see email updates** * **Change of Highway Manager noted** |
|  | **Council considered update from NALC on Church Donations**   * **Council agreed requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with an agreed budget- in line with standard grant application guidance** * **Council agreed any such request should be accompanied with financial reports from organisation** * **Council agreed any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year**   **Council agreed to consider request on the next agenda and will be subject to the above policy decisions – eg financial reports.** |
|  | **Council confirmed that its next meeting is scheduled for the 21st May 2024 at 7.00pm (AGM) followed by Annual Parish Assembly at 8pm**  **Any other business for information only**   * **Storage of records in the VH noted**   **Meeting closed 21.20** |

**Financial reports for year end 31/3/24**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **balance** |
| 01/04/2023 | opening balance |  |  | 5176.54 |
| 28/04/2023 | precept | receipt | 5250.00 | 10426.54 |
| 28/04/2023 | b holder | so | 225.48 | 10201.06 |
| 28/05/2023 | b holder | so | 225.48 | 9975.58 |
| 28/06/2023 | b holder | so | 225.48 | 9750.10 |
| 28/07/2023 | b holder | so | 225.48 | 9524.62 |
| 28/08/2023 | b holder | so | 225.48 | 9299.14 |
| 09/05/2023 | b holder | 625 | 67.54 | 9231.60 |
| 09/05/2023 | pata | 626 | 113.20 | 9118.40 |
| 04/05/2023 | gallagher (insurance) | 627 | 460.67 | 8657.73 |
| 09/05/2023 | GAPTC | 628 | 82.55 | 8575.18 |
| 19/07/2023 | HMRC | 629 | 165.00 | 8410.18 |
| 19/07/2023 | B HOLDER | 630 | 40.64 | 8369.54 |
| 20/07/2023 | CDC (ELECTION COSTS) | 631 | 291.65 | 8077.89 |
| 12/09/2023 | hmrc | 632 | 110.20 | 7967.69 |
| 12/09/2023 | m adams | 633 | 85.00 | 7882.69 |
| 12/09/2023 | b holder | 634 | 87.76 | 7794.93 |
| 12/09/2023 | I selkirk | 635 | 150.00 | 7644.93 |
| 30/09/2023 | b holder | so | 225.48 | 7419.45 |
| 31/10/2023 | b holder | so | 225.48 | 7193.97 |
| 31.10/23 | hmrc | 636 | 110.00 | 7083.97 |
| 14/11/2023 | b holder | 637 | 62.48 | 7021.49 |
| 28/09/2023 | cdc precept | receipt | 1750.00 | 8771.49 |
| 30/11/2023 | b holder | so | 225.48 | 8546.01 |
| 30/12/2023 | b holder | so | 225.48 | 8320.53 |
| 30/11/2023 | b holder backpay | 640 | 155.58 | 8164.95 |
| 21/11/2023 | partridge | 638 | 1050.00 | 7114.95 |
| 30/11/2023 | hmrc | 639 | 243.00 | 6871.95 |
| 30/11/2023 | go daddy website | 641 | 172.66 | 6699.29 |
| 04/01/2024 | b holder expenses inc wfh | 642 | 73.00 | 6626.29 |
| 31/01/2024 | b holder | so | 225.48 | 6400.81 |
| 28/02/2024 | b holder | so | 225.48 | 6175.33 |
| 31/03/2024 | b holder | so | 225.48 | 5949.85 |
| 21/01/2024 | pata | 646 | 10.00 | 5939.85 |
| 21/03/2024 | hmrc | 643 | 261.20 | 5678.65 |

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| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/23 |  | 5176.54 |  |
|  | payments TO |  | 6497.89 |  |
|  | receipts TO |  | 7000.00 |  |
|  | **Closing balance 31/3/24** |  |  | **5678.65** |
| treasurers | bank statement 26/3/24 |  |  | 5678.65 |
|  | deposit account |  |  | 3186.42 |
|  | BANK BALANCE |  |  | **8865.07** |
|  | reconciled balance |  |  | 8865.07 |

**Payroll reconciliation**

|  |  |  |  |
| --- | --- | --- | --- |
| 31/5/24 | 593.68 |  |  |
| hmrc | 236.80 |  |  |
| net | 356.88 | 52.00 | 408.88 |
|  |  | s/o | 408.00 |
|  |  | diff | 0.88 |

**Expenses reconciliation**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| expenses |  | May-23 | nov | dec | jan | feb/mar |  | april/may |  |
| mileage | x2 | 9.90 | 9.00 | 9.00 | 9.00 | 18.00 |  | 9.00 |  |
| printing |  | 4.00 | 4.00 | 3.00 | 4.00 | 6.20 |  | 3.80 |  |
| postage |  | 5.44 | 8.00 |  | 8.00 | 8.00 |  | 8.00 |  |
| year stationery |  | 6.20 |  |  |  | 9.88 | y/e stationery |  |  |
|  |  | 25.54 |  |  |  |  |  |  |  |
| A wfh less s/o |  | 21.00 | 52.00 | 26.00 | 52.00 | 52.00 |  |  |  |
| M wfh less s/o |  | 21.00 | -10.52 |  | 73.00 | -94.08 |  |  |  |
|  |  | 67.54 | 62.48 | 38.00 | 73.00 | 0.00 | expenses | 20.80 | expenses |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **reserves reconciliation** | **31/03/2021** | **31/03/2022** | **31/03/2023** | **31/03/2024** |
| reserves brought forward | 6479 | 7176 | 7645 | 8329.00 |
| general reserves | -1273 | 520 | 264 |  |
| earmarked DEFIB grant | 625 | 625 | 625 | 625.00 |
| earmarked election |  |  |  | 1800.00 |
| earmarked war memorial |  |  |  | 800.00 |
| earmarked equipment | 1500 | 1500 | 2440 | 2640.00 |
| contingency fund | 6324 | 5000 | 5000 | 3000.00 |
| at year end bank balance | 7176 | 7645 | 8329 | 8865.00 |

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| --- | --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/24 | BALANCE | budget 2024/25 |
| **INCOME** |  |  |  |  |
| Precept | 7000.00 | 7000 | 0 | 7350.00 |
| Interest |  | 34 | -34 |  |
| VAT refund |  | 0 | 0 |  |
| Wayleave |  | 0 | 0 |  |
| other |  | 0 | 0 |  |
| **TOTAL INCOME** |  | 7034 | -7034 | 7350 |
| **EXPENDITURE** |  |  |  |  |
| Clerks Salary | 3303 | 3562 | -259 | 3600 |
| Admin / Expenses | 360 | 520 | -160 | 360 |
| Payroll Mgmt | 150 | 123 | 27 | 150 |
| Insurance | 450 | 461 | -11 | 475 |
| Audit | 120 | 150 | -30 | 150 |
| Grass cutting Brimpsfield | 500 | 0 | 500 | 470 |
| Grass cutting /trees Caudle Green | 1000 | 1135 | -135 | 1050 |
| Mtg Room hire | 200 | 0 | 200 | 200 |
| Subs | 80 | 83 | -3 | 85 |
| Training |  | 0 | 0 | 100 |
| legal and specialist costs | 150 | 0 | 150 | 150 |
| Maintenance & repairs | 800 | 0 | 800 | 800 |
| Grants / Donations | 200 | 0 | 200 | 200 |
| FROM RESERVES |  | 0 |  |  |
| Equip & Assets | 200 | 0 | 200 | 200 |
| Web- site | 180 | 173 | 7 | 180 |
| Sect 137 |  | 0 | 0 |  |
| Village hall Grant | 300 | 0 | 300 | 300 |
| election costs 50% | 2107 | 292 | 1815 | 1000 |
| **EXPENDITURE TOTALS** | **10100** | **6498** | **3602** | **9470** |
| **FROM RESERVES** |  |  | **3602** | **2120** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2024** | | | | |
| descriptor |  | 2022/23 | 2023/24 |  |
| Balances brought forward |  | 7645 | 8329 |  |
| (+) Annual Precept |  | 6640 | 7000 |  |
|  |  |  |  | 7034 |
| (+) Total other receipts |  | 6 | 34 |  |
| (-) Staff costs |  | 3303 | 3562 | 0 |
| (-) Loan interest |  | 0 | 0 |  |
| (-) Total other payments |  | 2659 | 2936 | 6498 |
| (=) Balances carried forward |  | 8329 | 8865 |  |
| Total cash & investments |  | 8329 | 8865 | 0 |
|  |  |  |  |  |
| Total fixed assets |  | 26776 | 26776 |  |
|  |  |  |  |  |
| Total borrowings | 0 | 0 | 0 |  |





