

To Members of the Council

Councillors are hereby summoned to attend the Annual Meeting of Brimpsfield Parish Council at the Village Hall on TUESDAY the 16th July 2019 at 7.30pm for the purpose of transacting the following business.

10th July 2019

BHOLDER.

B Holder Clerk to the Council

Date

Members of the public are welcome to attend and are invited to address the council at item 12 on the agenda following the statutory annual meeting business that the Parish Council will conduct first.

AGENDA**Welcome members of the public by the Chair of Council**

- 1) **To agree co-option of Councillor.**
Application received from Mr R Lock
- 2) **A short pause to allow the signing of acceptance of office by newly co-opted Councillor in front of the Clerk. Declaration of interests Forms will be distributed and must be returned to District Council within 28 days of taking office, with a copy to be given to Clerk for storage**
- 3) **To record attendance from Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Michael McWilliam and Archie Larthe.**
District Councillor Judd and County Councillor Robbins
Chairman of Village Hall Committee

To receive and consider apologies for absence.
- 4) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**
- 5) **To approve the minutes of a Parish Council Meeting held on the 14th May 2019.**
- 6) **Matters arising from previous minutes:**
 - a) **Map of Parish Boundary provided for Council records to be put on website**
 - b) **Village notice board – work completed with an additional invoice for posts to be approved by council**
 - c) **White line markings opposite the War Memorial – Clerk reported**
- 7) **To receive comments and concerns from the public.**
- 8) **Appointment of Snow Warden and Tree Warden to be agreed**
- 9) **Bank Mandate update to be noted**
- 10) **Public Footpath running from the Knapp towards Longdale (Councillor Larthe) update to be noted**
- 11) **Hermits Corner update to be noted**
- 12) **Village Hall update to be noted**
- 13) **To review the following policies (all available on website)**
 - a) **the Parish Council's Code of Conduct.**
 - b) **Standing Orders for Brimpsfield Parish Council.**
 - c) **Financial Regulations for Brimpsfield Parish Council.**
 - d) **Council's internal control policy.**
 - e) **Parish Council asset register.**

- f) Parish Council's risk assessment.
- g) Parish Council's insurance policy cover remains adequate
- h) grants and donations policy.
- i) Parish Council's emergency plan
- j) any other Parish Council policies need reviewing.

14) Correspondence received regarding Woodfield House Stables (distributed)

15) To consider and note planning applications and agree responses:

- a) 19/01931/FUL – change of use at the Muzzards, Climperwell Road
- b) 19/02130/LBC – conversion of barn at Brimpsfield Park Estate
- c) 19/02129/FUL – conversion of barn at Brimpsfield Park Estate

**16) Highways and PROW Update to be noted
A417 update received as distributed**

17) Finances

- a) To approve payments as follows
 - 26/7/19 Salary - £194.06 (paid by Standing order)
 - 26/7/19 HMRC £48.40
 - 14/5/19 Expenses as submitted £53.35
 - 24/8/19 Salary £194.06 (paid by standing order)
 - 24/8/19 HMRC £48.40
 - 15/07/19 Dickon Roberts joinery £91.72 – oak posts for notice board
- b) To note financial reports update
- c) To complete internal control checklist

18) 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.