*Annual Meeting of the Parish Council*

*To be held at the Village Hall*

*18th May 2021 Starting at 7pm*

*1. Welcome by Current Chair of the Council*

*2. Election of Chair and Vice Chair of the Council (with a pause for signing acceptance of office forms)*

*3. Recording of attendance and apologies for absence*

*4. Public session at the Chair’s discretion 15 minutes at discretion of chair of the meeting*

*5. Approval of the minutes of the meeting held on March 16th 2021*

*6. Council are asked if it wishes to review the Standing orders and Financial regulations*

*7. Council is asked if it wishes to nominate Councillors to specific lead roles eg Common Land Management policy group, Trees, Highway, Road Safety policy group,*

*8. Council is asked if it wishes to review existing arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses eg grass cutting agreement, PATA payroll.*

*9. Council is asked if it wishes to review representation on or work with external bodies and arrangements for reporting back eg Village Hall*

*10. Council is asked if it wishes to consider adopting the general power of competence in the future;*

*11. Council is asked if it wishes to conduct a review of inventory of land and other assets*

*12. Council is asked if it wishes to renewal its insurance cover in respect of all insurable risks due*

*1st June 2021 noting the Council is in a 3 year LTA and the premium is £324.50*

*13. Council is asked if it wishes to review the Council’s and/or staff subscriptions to other bodies; eg GAPTC (approved at previous meeting)*

*14. Council is asked if it wishes to review the Council’s complaints procedure;*

*15. Council is asked if it wishes to review policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders);*

*16. Council is asked to agree its schedule of the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council*

*17. Council is asked to agree the financial statements and to authorise Chair of Council to sign AGAR papers.*

1. *Council is asked to approve payment list*
2. *Council to consider AshDie Back Project (Cllr Jardine)*
3. *Council to consider Access over Common Land (Cllr Jardine)*
4. *Council to consider car parking issues (Cllr Lock)*
5. *Council to consider future Policy Groups eg Communication (Whatsapp), Planning policy, Development of the Village*
6. *Council to consider other highway issues*
7. *Council to consider planning matters*
8. *Council to note Village Hall Report as submitted via email*
9. *Council to consider report on War Memorial (Cllr Lock)*
10. *Councillors are asked for any other business for information purposes only*
11. *. Close of meeting*

*Draft minutes of Brimpsfield Parish Council meeting held at 7.30pm on 16th March 2021 via Zoom*

[*https://rau.zoom.us/j/95355125528*](https://rau.zoom.us/j/95355125528)

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

1. **Record of attendance recorded as Parish Councillors Tom Overbury, Roger Lock, Heather Eaton, Claire Jardine, Michael McWilliam and Archie Larthe. District Councillor Julia Judd and Village Hall representative Mikhail Mandrigin and 1 member of the public attended.**
2. **Apologies for absence recorded from Parish Councillor Jane Parsons**
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 10th March 2021**
5. **Verbal Report from District Councillor Judd was received**
6. **Members of the public were invited to speak at the discretion of the Chair of the Council**
7. **Data base flyers update *–one request for data base entry has been received by Clerk***
8. **Matters brought forward from previous meeting which are not separate items on agenda and which do not require decisions. Still waiting for Planning permission to be granted.**
9. **Village Hall update and matters relating to the Village Hall including minutes from Village Hall Committee as distributed**
10. **Highway and PROW issues were discussed by Council**
11. **Feedback from recent meeting held to discuss A417 Missing Link - Walking, Cycling and Horse Riding (including disabled users) Statement of Common Ground as distributed**
12. **Brimpsfield Common Bridge works - Ref 11302064- responses as distributed**
13. **Ivy cottage footpath update not yet available**
14. **Planning applications - outstanding planning applications considered**

**21/00936/FUL – single storey extension Priory Cottage- Council was in support – clerk instructed to submit**

**21/00939/FUL – rear dormer window – 3 Newcombe – Council was in support – clerk instructed to submit**

1. **Hermits Corner – The Council noted that there was no formal update at this stage.**
2. **Finance reports as attached were discussed and approved including payment list approved**
3. **Caudle Green Notice board was discussed – The repair is imminent and the contractor has been informed that the work must be completed by 31st March**
4. **Brimpsfield Notice board update – Council had agreed for repairs to be undertaken at no cost to the Council. The contractor has now offered to refund cost of notice board but the Council does not wish to accept this offer. Temporarily notices are to be posted in the telephone box**
5. **Village War memorial was discussed and it was agreed that Councillor Lock will arrange a volunteer group would give it a “spring clean” and to ask for a review by a stone mason. Council will consider any report at next meeting.**
6. **Appointment of independent auditor for 2020/21 agreed in the sum of £105**
7. **Approval of subscription for GAPTC for 2021/22 agreed in the sum f £73.04**
8. **Update and decisions on matters concerning working parties**
9. **Common Land Management Policy Group- Cllrs Lock, Larthe, Eaton and Parsons – waiting for the end of lockdown for meeting to be arranged. A boundary walk to be arranged. Councillor Jardine has the legal maps and will be forwarded to Clerk**
10. **Road Safety Policy Group- Cllrs Jardine and McWilliam- waiting for feedback from Glos Highways. It was noted that any road markings to be considered will need full public consultations.**
11. **Items for information only *– ideas for discussion***

***consistency in planning responses through a planning policy***

***development of the village***

***public consultations and feedback.***

***Whatsapp communication group.***

1. **Council moved into closed session to discuss confidential business – staffing matters**

Council agreed a contractual increase in line with NALC/SLCC recommendations with effect from 1st April 2021

1. ***Date of next meeting agreed. Remote meetings may not be legally allowed after the 7th May therefore as the law stands at the moment the Parish Assembly and the AGM of the Council will need to be held in “person” if they go ahead as scheduled on the 18th May***

**Meeting closed at 20.33pm**