

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: brimpsfieldpc@gmail.com
Website: www.brimpsfieldpc.org

MINUTES: of the Annual Parish Council meeting held in Brimpsfield Village Hall on Tuesday 15th May 2018 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Emma Ryan, Heather Eaton, Tom Overbury, Jane Parsons and Archie Larthe

IN ATTENDANCE: Kate Sales, Clerk
One parishioner was present.

Members of the public were welcomed to the meeting and invited to address the council at item 21 on the agenda following the statutory annual meeting business that the Parish Council conducted first.

- 1) **To elect the Chairman of the council for the year 2018/19 and to receive the new chairman's Declaration of Acceptance of Office.** Jane Parsons proposed Tom Overbury and this was seconded by Heather Eaton. Cllr Overbury agreed to the position and duly signed his Declaration of Acceptance of Office
- 2) **To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Heather Eaton proposed Jane Parsons and this was seconded by Emma Ryan. Cllr Parsons agreed to the position and duly signed her Declaration of Acceptance of Office
- 3) **To receive and consider apologies for absence.** None were received.
- 4) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No declarations were received.
- 5) **To remind members to update their Declarations of Interest if their circumstances have changed.** Councillors were reminded to update their declarations if their circumstances had changed.
- 6) **To approve the minutes of a Parish Council Meeting held on the 20th March 2018 and an extra ordinary Parish Council meeting held on the 11th April 2018. Both held in Brimpsfield Village Hall at 7.30pm.** Both sets were approved and signed as true records.
- 7) **To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption.** The Parish Council agreed to certify themselves exempt. The Certificate was duly signed.
ACTION Clerk to submit certificate to the auditors.
- 8) **To approve the internal auditor's report carried out on the 4th May 2018 and to note recommendations.** The internal auditor's report was discussed and the following items raised were noted:

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- a specialist should undertake a survey of the cross on the war memorial.
- Parish Council should consider increasing their reserve.

ACTION: Clerk and Cllr Lock to investigate specialists to undertake war memorial inspection. Reserves to be considered at Budget Planning meeting in October.

- 9) To consider and approve the Annual Governance Statement (Section 1 of the Annual Return) for 2017-18.** After the Governance Statement was read out to the meeting it was approved by the Parish Council and duly signed by the Clerk and Chairman.
- 10) To approve Section 2 of the Annual Return for 2017/18 and to sign off the end of year accounts for 2017/18.** Section 2 of the Return and the Annual Accounts were considered by the whole Council. The Council then resolved to approve the Accounts and Section 2 of the Return. Items were duly signed. *ACTION: Clerk to publish items on the website for public inspection. (Copy of the approved accounts in appendix 1.)*
- 11) To review and adopt the Parish Council's Code of Conduct.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 12) To consider and adopt the revised 2018 Standing Orders for Brimpsfield Parish Council.** These were reviewed and it was agreed to adopt the revised orders.
- 13) To review and adopt the Financial Regulations for Brimpsfield Parish Council.** These were reviewed and no changes were deemed necessary at this stage. It was therefore agreed to adopt the existing regulations.
- 14) To review and consider whether the Council's internal control policy is adequate.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 15) To review the revised Parish Council asset register.** This was reviewed. Photographs of all assets had now been included and it was therefore agreed to adopt the register. A query on whether land at Buckholt Wood belonged to the Parish Council was raised.
ACTION: Cllr Overbury to investigate.
- 16) To review the Parish Council's risk assessment.** Discussions took place as to whether a social media and communications section be added to the risk assessment. It was decided that the council was too small to need one at present. It was therefore agreed to adopt the existing risk assessment.
- To review the Parish Council's insurance policy cover is adequate and to consider quotes for renewal.** The Council agreed its requirements had not changed.

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They considered three quotes from Inspire, Hiscox and Ecclesiastical. It was resolved to accept the 'Inspire' quote as the policy/schedule met all the requirements and the premium was slightly less than the other quotes. It was resolved to approve the payment of £344.11. *ACTION: Clerk to renew policy.*

17) To consider and adopt a new grants and donations policy. It was agreed to adopt the new policy.

ACTION: Clerk to publish on the website.

18) To consider if any other Parish Council policies need reviewing. It was agreed that no other policies needed reviewing at this point in time.

19) To confirm that the Clerk is on SCP salary scale 21. This was confirmed.

20) To receive comments and concerns from the public. No comments were raised.

21) Matters arising from previous minutes:

- Response submitted for the A417 Missing Link consultation.
- 2018/19 meeting dates had been confirmed and published on the website.
- Advert displayed on the Parish Council and the Village website advertising for quotes for the Noticeboard.
- Draft Donation and Grant Policy circulated to councillors

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

For consideration

No applications for consideration.

For noting

No items to note.

23) Highways and PROW Update

It was noted that the potholes opposite The Muzzards had been repaired but no others had. It was understood that holes marked with a cross were prioritized over others and this had been the case in this instance.

The footpath behind Common Cottage was closed due to the bank slipping. The area had been protected by gabion baskets while Amey investigated.

24) Data Protection Update.

Clerk informed the meeting that preparations were underway to become compliant with the regulations.

- Councils had just been notified that they did not need to appoint an independent data controller, however all other parts of the regulations needed to be abided by.
- All data was now stored on an encrypted USB key.
- The Parish Council now use a generic not personal email address for the clerk.

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- Confirmations were being sought from contacts whose details were being held by the PC and also displayed on their website.
- Clerk was undertaking an information audit to establish what other actions needed to be taken. It was suggested that an Information Retention policy might be needed to be considered by the Council.

ACTION: Clerk to bring this back to future meetings as next steps emerge.

25) Finances

To approve payments and to note receipts. These were noted and approved.

Receipts

- First installment of precept received from Cotswold District Council of £4095.00

Payments made between meetings				
	None made			
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
438	K Sales	Clerk's Expenses – Mar-May	LG(FP)A 1963 s.5	61.01
439	Came & Company	Insurance	LGA 1972 s.111	344.11
440	K Sales	Clerks Salary – May	LGA 1972 s.112	230.60
441	Brimpsfield Village Hall	Refreshments for Annual Parish Meeting	LGA 1972 s.150(2)	27.50
442	Brimpsfield Village Hall	Hire of hall for extra meeting	LGA 1972 s.134 (4)	40.00
443	HMRC	PAYE for March	LGA 1972 s.112	0.80
444	PATA	Payroll April – June	LGA 1972 s.111	22.50
445	K Sales	Clerks Salary – June *	LGA 1972 s.112	230.60
446	GAPTC	Internal Audit	LGA 1972 s.111	162.93

* Postdated chq for 30.06.18 as no meeting in June.

26) To note recent correspondence and agree responses

- Gloucestershire Constabulary - new PSCO for the area.
- CPRE – Spring newsletter – for information only

27) Items for information only

Cllr Lock had received comments that drivers could not find the Village Hall easily and so maybe another sign could be erected. The Parish Council thought that this was not necessary although they could not formally make a decision at this point in the agenda.

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Cllr Ryan felt that the 'Caution – Children Playing' needed to be fixed properly and not overhang the Village sign.

No other matters were raised.

The Chairman concluded the meeting at 8.40pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 17th July 2018 at 7.30pm in the Village Hall.

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Chairman

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Date

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Appendix 1

BRIMPSFIELD PARISH COUNCIL			
SUMMARY OF ACCOUNTS AT 31 MARCH 2018			
	£	£	£
Balance at 1 April 2017			
Lloyds Current Acc: 00237343	£ 2,913.84	£ 2,914.00	
Lloyds Deposit Acc: 07001337	£ 3,141.01	£ 3,141	
Lloyds Acc: 01359353 - History Books	£ 333.14	£ 333	
Less unrepresented cheques	£ 172.38	£ 172	
	£ 6,215.61	£ 6,216	
Income			
Annual Precept	£ 5,110.00	£ 5,110	
Council Tax Support Grant	£ -	£ -	
Interest	£ 1.55	£ 2	
VAT Recovered	£ 2.17	£ 2	
Wayleaves Permissions	£ 28.98	£ 29	
Grants	£ -	£ -	
History Book Sales	£ -	£ -	
Other	£ 262.40	£ 262	
Total Income	£ 5,405.10	£ 5,405	
Expenditure			
Clerk's Salary	£ 2,735.67	£ 2,736	
Administration fees / Expenses	£ 175.74	£ 176	
Grass Cutting - Caudle Green	£ 840.00	£ 840	
Grass Cutting - Brimpsfield	£ 360.00	£ 360	
Room Hire	£ 200.00	£ 200	
Subscriptions	£ 152.81	£ 153	
Audit Fees	£ 80.00	£ 80	
Insurance	£ 282.80	£ 283	
Donations	£ 300.00	£ 300	
Payroll fees	£ 130.38	£ 130	
Training	£ 257.65	£ 258	
VAT Paid	£ -	£ -	
Website costs	£ 165.58	£ 165	
Other	£ 27.50	£ 27	
Total Expenditure	£ 5,708.13	£ 5,708.00	
BALANCE			£ 5,913
Balance at 31 March 2018			
Lloyds Current Acc: 00237343	£ 3,149.91	3150	
Lloyds Deposit Acc: 07001337	£ 3,142.56	£ 3,142	
Lloyds Acc: 01359353 - History Books	£ 33.14	£ 33	
Less unrepresented cheques	£ 413.03	£ 413	
	£ 5,912.58	£ 5,913	£ 5,913
Amount to carry forward			£ 5,913

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Brimpsfield Parish Council				
Bank Reconciliation				
Period to 31st March 2018				
Current account 00237343				
	Balance as per statement 29.03.18			£ 3,149.91
	Outstanding receipts in period			
	n/a			£ -
	Unpresented Payments in period			
	chqs	431	£ 312.73	
		433	£ 35.00	
		434	£ 22.50	
		435	£ 42.80	£ 413.03
	Balance at 31 March 2018			£ 2,736.88
Deposit account 07001337				
	Balance as per statement 29.03.18			£ 3,142.56
	Outstanding receipts in period			
	NIL			£ -
	Payments in period			
	NIL			£ -
	Balance at 31 March 2018			£ 3,142.56
History Group account 01359353				
	Balance as per statement 29.03.18			£ 33.14
	Receipts in period			
	NIL			£ -
	Payments in period			
	NIL			£ -
	Balance at 31 March 2018			£ 33.14
	Total Balance			£ 5,912.58
Cash Book Summary				
	Opening Balance 01.04.17			£ 6,215.61
	Add receipts to date			£ 5,405.10
	Less Payments to date			£ 5,708.13
	Cash Book Balance			£5,912.58
	Reconciled Balance			£ 5,912.58

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BRIMPSFIELD PARISH COUNCIL					
ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2018					
				Last year 16-17	This year 17-18
1	Balances brought forward			5851	6216
2	(+) Annual Precept			4524	5110
3	(+) Total other receipts			234	295
4	(-) Staff costs			2407	2736
5	(-) Loan interest			0	0
6	(-) Total other payments			1986	2972
7	(=) Balances carried forward			6216	5912
8	Total cash & investments			6216	5912
9	Total fixed assets			26776	26776
10	Total borrowings			0	0