**BRIMPSFIELD PARISH COUNCIL**

**AGENDA/SUMMONS**

**OF MEETING TO BE HELD ON 15TH NOVEMBER 2022**

In the village hall at 7.30pm

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|  | **Welcome from chair of the meeting**  |
|  | Attendance to be recorded (anticipated as) Parish Councillors Michael McWilliam Tom Overbury, Jane Parsons,Heather Eaton, **Claire Jardine,** Archie Larthe, Mikhail Mandrigin (village hall) & members of the public. District Councillor Julia Judd County Councillor Joe Harris  |
|  | **Apologies to be recorded where received prior to the meeting** |
|  | Council to consider applications for co-option and to approve appointment to fill vacancy – following which the meeting will be paused for the signing of appropriate forms  |
|  | Declaration of Interest for matters on the agenda to be invited  |
|  | Public Participation to be invited for matters on the agenda after which members of the public are invited to observe the remainder of the meeting |
|  | **Report to be invited from County Councillor Harris**  |
|  | **Report up date to be invited from District Councillor Judd (emailed as standard)-** |
|  | Minutes of previous Parish Council Meetings held on 19th July 2022 & 3rd October 2022 .  |
|  | **Council to approve the payment list as discussed at meeting and including (but not exclusively) clerk expenses £27.12 October meeting and £9.80 for November meeting, HMRC and PATA payroll** **Other financial matters: Pay award for Clerk in line with terms of contract and national pay award as distributed by email to be approved (back dated to 1/4/22)****Council to consider any decisions relating to the Defibrillator project (PC are holding grant on behalf of the residents)****Council noted that Cllr Jardine has been informed that the grass cutting contractor is ending the 3 year contract when it finishes this year. Council to approve the tendering process. Clerk has been informed that the present contractor would not be able to continue if Caudle Green common becomes a wildflower meadow.** **Internet banking update noted at previous meeting- It is recommended by the RFO that if the Council continues to wish to move to internet banking that the Chair & other Councillors are now put onto the mandate as electronic banking users. Council to note that Councillors with Lloyds personal internet banking will need to use their personal passwords etc to log in****Full financial reports will be presented at January meeting to facilitate budget /precept setting process** |
|  | **Council to receive any updates on the A417 missing link** Council may invite updates from Village Hall representatives regard for application for Designated Funds -  |
|  | Update on the war memorial & Cotswold stone wall surrounding **Member of the public has bought to the attention of the Parish Council that the dry-stone wall needs repair – Council to consider its response****Council to consider response to Historic England 2/8/22 email as distributed to Councillors “**Historic England is considering adding the above memorial (hereafter referred to as a building) to the List of Buildings of Special Architectural or Historic Interest (‘The List').**– (forwarded to PC’s on 3rd August)** |
|  | **Council to invite update on Village Hall matters from Chairman of Village Hall Committee** |
|  | **Council to consider planning matters & make decisions relating** |
|  | **Council to consider updates & make decisions relating to** Road Safety Policy Group –  |
|  | **Council to consider updates & make decisions relating to** Common Land Management Policy Group- |
|  | **Council to consider any changes to the website and to approve renewal of licences for 12 months** |
|  | **Council to note update on election costs as distributed via email and to consider financial implications****By-election total cost for BPC = £1547.65 and Caudle Green = £1363.65 (50% in 2024 75% in 2025 and 100% 2026)- note a by-election can take place at any time if a Councillor resigns and 10 or more of the electorate call for an election****Normal 4 year election costs BPC = £393.59 and Caudle Green = £259.64 (50% in 2023 and 100% in 2027)** |
|  | **Council to consider updates & make decisions relating to Highway** **Bfwd : Question by public regarding punctures created by thorn hedges cutting and whose responsibility is it to ensure clearance from road surface? Cllr Overbury was to investigate**  |
|  | **Council to confirm that its next meeting scheduled for 17th JANUARY 2022 commencing at 7.30pm (to be confirmed by issuing of agenda with focus on BUDGET/PRECEPT)**  |
|  | **Meeting to be closed**  |

**BRIMPSFIELD PARISH COUNCIL**

**DRAFT MINUTES OF MEETING HELD AT 7.30 PM ON 3RD OCTOBER 2022**

**IN THE VILLAGE HALL**

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|  | **Welcome from chair of the meeting (Vice-Chair of Council)** |
|  | Attendance recorded as Parish Councillors, Michael McWilliam, Jane Parsons **Claire Jardine,** Archie Larthe, Mikhail Mandrigin (village hall) 5 members of the public.  |
|  | **Apologies recorded from Parish Councillor** Tom Overbury, Parish Councillor Heather Eaton & District Councillor Julia JuddCounty 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**Member of the public would like to speak on the war memorial (see agenda item)****A member of the public raised concerns of the publishing of the agenda on Brimpsfield notice board. The notice had been published on the Caudle Green notice board and the website on 27th September but due to the resignation of a Councillor, it appears the notice of the agenda was not published on the Brimpsfield website allowing for 3 clear days. Member of the public stated that on the PC website it says the notice will be posted on both notice boards, The Clerk stated that it was not clear if legally the posting in Caudle Green would satisfy but as this could have implications for the legalities of decisions, the Clerk gave advice on the legalities of meetings where 3 clear days are not met for display of notice and advised that the meeting should close, however Councillors wished to continue with the meeting but not make decisions which may be challenged. (it states in Charles Arnold Baker that it must be displayed in a conspicuous place in the locality). The member of the public had obtained advice from GAPTC on good practice of posting notices 5-7 days prior to the meeting. The Clerk confirmed that the legal requirement is 3 clear days not including a Sunday, Bank Holiday or the day of the meeting or the day of posting the notice.**  |
|  | **Report invited from County Councillor Harris – not available** |
|  | **Report update invited from District Councillor Judd (emailed as standard)- update not available** |
|  | Minutes of the previous Parish Council Meeting held on 19th July 2022 . Councillors felt that they were accurate but would be approved at the next meeting  |
|  | **Council discussed the payment list - clerk expenses £27.12 to be approved at next meeting****Other financial matters****Council noted that Caudle Green residents are being consulted on the Defibrillator project (PC are holding grant on behalf of the residents)****Council noted that Cllr Jardine has been informed that the grass cutting contractor is ending the 3 year contract when it finishes this year. Council to consider tendering process. Clerk has been informed present contractor would not be able to continue if Caudle Green common becomes a wildflower meadow, so Council will consider the matter at the next meeting.** **Internet banking update noted- Clerk has been approved but has not received card/machine. It is suggested by the RFO that Chair & other Councillors are now put onto the mandate as electronic banking users. Council noted that Councillors with Lloyds personal internet banking will need to use their personal passwords etc to log in** |
|  | **Council noted there were no updates on the A417 missing link** With regard for application for Designated Funds following an Expression of Interest made by Village Hall Committee –relating to £90k additional funds for the extension and improvement of the village hall. Councillors were informed by Clerk that this was not a PC application and therefore questions should be raised with the Village Hall Trustees – there were no updates from Village Hall representatives  |
|  | Update on the war memorial which was reported as leaning by 40mm at the previous meeting Member of the public had informed PC that the war memorial is leaning by 40mm. It was felt that The PC would need to enquire initially apply to the War Memorial Trust to receive their assessment of the threat to the monument and Roger Lock (as he was a Parish Councillor at that point) would follow up with the War Memorial Trust –Roger Lock had followed up with the War Memorial Trust and had and was informed that the leaning was within tolerance. There is also a possibility of a grant (partial and to a limit) should works be required **Member of the public has bought to the attention that the dry-stone wall needs repair – Council to consider at next meeting.** **Historic England 2/8/22 email to be brought to the PC meeting – (forwarded to PC’s on 3rd August with no feedback being received.)**  |
|  | **Council received update on Village Hall matters from Chairman of Village Hall Committee****Construction has commenced. External works completed and internal works are now being done**  |
|  | **Council considered planning matters-noted**22/02933/FUL Full Application for 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 amendments to design of Barn 3 at Blacklaines Farm Birdlip-expiry date 28th September (sent to Councillors on 13th September) -no comments received  |
|  | **Council noted updates from** Road Safety Policy Group – Daniel Tiffney has not responded to correspondence from Parish Councillors’ Jardine/McWilliam -  |
|  | **Council noted updates from** Common Land Management Policy Group-**Ash trees on Caudle Green update- photos have been sent to Sara Noons (@ Glos Highways team) by Parish Councillor Parsons** |
|  | **Council noted Highway updates - cfwd****Bfwd : Question by public regarding punctures created by thorn hedges cutting and whose responsibility is it to ensure clearance from road surface? Cllr Overbury to investigate- cfwd**  |
|  | **Council confirmed that its next meeting scheduled for 15th November 2022 commencing at 7.30pm (to be confirmed by issuing of agenda) -Cllr McWilliam will post notices on Brimpsfield Notice Board** |
|  | **Meeting closed @19.53** |