**BRIMPSFIELD PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**TO BE HELD AT 7PM ON 16TH MAY 2023**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions – by the present Chairman/Vice Chair**  **Councillors will sign the acceptance of office forms prior to the meeting** |
|  | **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 and John Oakey, District Councillor Julia Judd, County Councillor Joe Harris) & members of the public. |
|  | **Apologies received to be recorded** |
|  | **Council is asked to approve that those Councillors who are not present are able to sign their acceptance of office forms prior to next meeting.** |
|  | **Council to note that Caudle Green has one vacancy available for co-option and notices will be published shortly with Co-option to take place at July meeting** |
|  | **Declaration of Interest for matters on the agenda to be invited-** |
|  | **Minutes of the previous Parish Council Meeting held on 21st March 2023 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 consider if changes are required to standing orders or financial regulations** |
|  | **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 and payroll** |
|  | **Council to confirm it wishes to renew its subscription to GAPTC** |
|  | **Council to approve the financial reports and payment list as attached** |
|  | **Council to approve its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **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 of meeting held on**

**21st March 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
| 1. **1** | **Welcome from chair of the meeting** |
|  | Attendance recorded as Parish Councillors Tom Overbury, Jane Parsons, **Claire Jardine,** Michael McWilliam, Mikhail Mandrigin & Heather Eaton (20.25), District Councillor Julia Judd & 8 members of the public. |
|  | **Apologies recorded/accepted from Parish Councillors** Archie Larthe  County 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 after which members of the public are invited to observe the remainder of the meeting  **Points raised:**   1. **Signage highlighting horse traffic on the road. 3 Bridleway entrances within the village that do not have visual signage. New highway code rule is that drivers should allow 2 meters when passing** 2. **Walkers are feeling unsafe especially when accompanied by children as drivers are driving fast through the village** 3. **The Laws of “driving without due care and attention” and “dangerous driving” and not respecting the new highway code that “pedestrians/horse riders have precedent over vehicle drivers” are being broken** 4. **It was reported historical offer of “bends” to advise drivers had been made historical** 5. **Private landowners can put up signs on their own land and mobile road signs are allowed** 6. **It was asked if contractor for new A417 missing link could help in this matter** 7. **Members of the public were advised to use the “report it” portal and to refer to local PCSO**   **Public session closed at 19.59** |
|  | **Council considered updates/ decisions relating to Highway matters**   1. **Council considered points raised in the public session and agreed to refer to Glos Highways and County Councillor Harris** 2. **Future agenda item – speed watch initiatives** 3. **Council agreed to investigate cost and approval process of highway signs,** 4. **Council to seek advice from Road Safety Officer (Matt Parker)** 5. **Drive over Caudle green to Woodfield House has not repaired – Clerk to email again to request repair as works was completed before Christmas** |
|  | **Report not available from County Councillor Harris** |
|  | **Report noted from District Councillor Judd (emailed as standard)**  **Information shared on fly-tipping in local area** |
|  | Minutes of previous Parish Council Meetings held on 28th February 2023 approved |
|  | **Council invited update on the defibrillator project at the current time -Cllr Jardine reported that she has sought confirmation from residents of Caudle Green and 50% responded and majority were in favour and would be prepared to contribute. Anticipated cost £1500 (£625 still in PC reserve from grant). Council briefly discussed who would have ownership and placement in the telephone box**  **Council agreed to defer to next meeting to consider ownership, funding and siting** |
|  | **Council approved the payment list as discussed**  **Clerk pay/expenses £58.52**  **HMRC £110.20**  Insurance Renewal 01/06/2023 (tbc)  Year end HMRC/Pay settlement (tbc) |
|  | **Council received update on Village Hall matters from Chairman of Village Hall Committee**  **Building works update**  **Special events committee has been formed**  **Coronation party is being held** |
|  | **Council considered planning matters & make decisions**  Licensing Application Consultation C/23/00276/PRMA- TW & JT Parsons Land at Hawcote Hill Birdlip- **Council noted competition with the Village Hall use and then** **agreed to support** |
|  | **Council considered updates & decisions relating to** Road Safety Policy Group – none received  Consultation of residents of Caudle Green for grass bank height increase–**feedback direct to Clerk requested** none received and Council was asked by Cllr Jardin to give approval to work suggested by Home-owner (Cllr Jardin). In order to prevent a conflict of interest and in the interest of transparency Council agreed to consider at the next meeting and asked for a drawing representation and a work specification to be included on the next agenda. |
|  | **Council considered updates & decisions relating to** Common Land Management Policy Group- none  **Cut down Ash tree estimates - Cllr Parsons- cfwd** |
|  | ****Council noted**** Consultation on Cotswolds National Landscape Draft Revised Neighbourhood Plan Position Statement-as distributed via email |
|  | **Council considered the Kings Coronation and noted that the Village Hall special events team are organising a village street tea- party and publicity is being distributed. Brimpsfield events email address to attend. There will be a road closure application made** |
|  | **Councillor Eaton joined the meeting at this point**  **Council noted updates on election in May 2023**  <https://www.cotswold.gov.uk/about-the-council/elections-and-voting/current-and-future-elections/> **for information**  **Nomination papers available from** [parish-town-nomination-paper-pack.pdf (cotswold.gov.uk)](https://www.cotswold.gov.uk/media/vzwhk53l/parish-town-nomination-paper-pack.pdf)  The notice of election starts the process for the receipt of nominations.  Nomination papers must be hand delivered to the Council Offices, Trinity Road, Cirencester, GL7 1PX  The candidate can ask another person to deliver their nomination papers for them and one person may deliver more than one set of nominations.  The office will be open from 9am until 5pm from Monday 20 March until Monday 3 April and then from 9am until the deadline of 4pm on Tuesday 4 April.  The deadline for delivery is 4pm on Tuesday 4 April.  **The need for photo ID for voting was highlighted** |
|  | **Council confirmed that its next meeting scheduled is the AGM 16th May 2023 (election year) Cheque signatories to be on agenda** |
|  | **Parish Councillors gave a vote of thanks to Chairman**  **Meeting closed followed by Parish Assembly at 20.43** |

**Financial reports to 31/3/23**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **balance** |
|  |  |  |  | 4498.26 |
| 21/04/2022 | precept | receipt | 4980.00 | 9478.26 |
| 26/04/2022 | salary/wfh | so | 225.48 | 9252.78 |
| 26/05/2022 | salary/wfh | so | 225.48 | 9027.30 |
| 26/06/2022 | salary/wfh | so | 225.48 | 8801.82 |
| 26/05/2022 | expenses | 601 | 16.81 | 8785.01 |
| 16/05/2022 | hmrc april | 602 | 50.60 | 8734.41 |
| 16/05/2022 | GAPTC | 603 | 70.00 | 8664.41 |
| 16/05/2022 | GAPTC | 604 | 4.04 | 8660.37 |
| 16/05/2022 | PATA | 605 | 95.40 | 8564.97 |
| 16/05/2022 | hmrc may /june | 606 | 101.20 | 8463.77 |
| 17/522 | insurance | 607 | 446.53 | 8017.24 |
| 11/07/2022 | expenses/salary | 608 | 27.12 | 7990.12 |
| 01/09/2022 | hmrc | 609 | 152.20 | 7837.92 |
| 01/09/2022 | PATA | 610 | 28.85 | 7809.07 |
| 14/07/2022 | cllr lock | 611 | 59.99 | 7749.08 |
| 03/10/2022 | b holder | 612 | 27.12 | 7721.96 |
| 15/11/2022 | a partridge | 613 | 1290.00 | 6431.96 |
| 15/11/2022 | b holder | 614 | 9.80 | 6422.16 |
| 15/11/2022 | PATA | 615 | 28.85 | 6393.31 |
| 15/11/2022 | b holder backpay | 616 | 99.94 | 6293.37 |
| 15/11/2022 | hmrc | 617 | 191.20 | 6102.17 |
| 20/11/2022 | add backpay | 618 | 38.62 | 6063.55 |
| 26/07/2022 | salary/wfh | so | 225.48 | 5838.07 |
| 26/08/2022 | salary/wfh | so | 225.48 | 5612.59 |
| 26/09/2022 | salary/wfh | so | 225.48 | 5387.11 |
| 26/10/2022 | salary/wfh | so | 225.48 | 5161.63 |
| 26/11/2022 | salary/wfh | so | 225.48 | 4936.15 |
| 26/12/2022 | salary/wfh | so | 225.48 | 4710.67 |
|  | precept | receipt | 1660.00 | 6370.67 |
| 11/01/2023 | b holder pay/expenses | 619 | 52.49 | 6318.18 |
| 26/01/2023 | salary/wfh | so | 225.48 | 6092.70 |
| 26/02/2023 | salary/wfh | so | 225.48 | 5867.22 |
| 01/01/2023 | go daddy | 620 | 220.64 | 5646.58 |
| 13/03/2023 | HMRC | 621 | 110.20 | 5536.38 |
| 13/03/2023 | b holder expenses/salary | 622 | 58.62 | 5477.76 |
| 26/03/2023 | salary/wfh | so | 225.48 | 5252.28 |
| 31/03/2023 | salary underpaid | 624 | 20.74 | 5231.54 |
| 31/03/2023 | hmrc year end | 623 | 55.00 | 5176.54 |

**Reconciliations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll | Cash book |  | payroll |  |
| net | 2642.24 |  | 2642.24 | 0.00 |
| paye | 660.40 |  | 660.40 | 0.00 |
| gross | 3302.64 |  | 3302.64 |  |

**Bank**

|  |  |  |  |
| --- | --- | --- | --- |
| o/bal 1/4/22 |  | 4498.26 |  |
| payments TO |  | 5961.72 |  |
| receipts TO |  | 6640.00 |  |
| **Closing balance 31/3/23** |  |  | **5176.54** |
|  |  |  |  |
| bank statement 31/3/23 |  |  | 5252.28 |
|  | 624 | 20.74 |  |
|  | 623 | 55.00 |  |
| **current account** |  |  | **75.74** |
| **current account balance** |  |  | **5176.54** |
| deposit account |  |  | 3152.84 |
| BANK BALANCE |  |  | **8329.38** |

|  |  |  |  |
| --- | --- | --- | --- |
| bank deposit account |  |  |  |
| opening balance |  | 3146.86 |  |
| interest received |  | 5.98 |  |
| closing balance |  | 3152.84 | 31/03/2023 |

**Expenses**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| mileage |  | 9.90 |
| printing |  | 4.00 |
| postage |  | 5.44 |
| year stationery |  | 6.20 |
|  |  | 25.54 |
| A wfh less s/o |  | 21.00 |
| M wfh less s/o |  | 21.00 |
|  |  | 67.54 |

**Payment list**

**Expenses £67.54**

**PATA £113.20**

**Gallagher Insurance £460.67**

**GAPTC £82.55**

**Actual against budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/23 | BALANCE |
| **INCOME** |  |  |  |
| Precept | 6640 | 6640 | 0 |
| Interest | 1 | 6 | -5 |
| VAT refund | 0 | 0 | 0 |
| Wayleave | 30 | 0 | 30 |
| other |  | 0 | 0 |
| **TOTAL INCOME** | 6671 | 6646 | 25 |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 3060 | 3303 | -243 |
| Admin / Expenses | 360 | 415 | -55 |
| Payroll Mgmt | 100 | 153 | -53 |
| Insurance | 365 | 447 | -82 |
| Audit | 120 | 0 | 120 |
| Grass cutting Brimpsfield | 500 | 380 | 120 |
| Grass cutting Caudle Green | 1000 | 910 | 90 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 80 | 74 | 6 |
| Training | 0 | 0 | 0 |
| legal/Specialist Advice | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 60 | 740 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES | -1130 | 0 |  |
| Equip & Assets | 200 | 0 | 200 |
| Web- site | 176 | 221 | -45 |
| Sect 137 | 0 | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% |  |  |  |
| **EXPENDITURE TOTALS** | **6481** | **5962** | **519** |
| reserves brought forward | 6479 | 7176 | 7645 |
| general reserves | -1273 | 520 | 264 |
| earmarked DEFIB grant | 625 | 625 | 625 |
| earmarked equipment | 1500 | 1500 | 2440 |
| contingency fund | 6324 | 5000 | 5000 |
| at year end bank balance | 7176 | 7645 | 8329 |

**AGAR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2023** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| descriptor | 20-21 | 21-22 | 2022-23 | totals |
|  |  |  |  |  |
| Balances brought forward | 6480 | 7176 | 7645 |  |
|  |  |  |  |  |
| (+) Annual Precept | 6200 | 6324 | 6640 |  |
|  |  |  |  | 6646 |
| (+) Total other receipts | 30 | 29 | 6 |  |
|  |  |  |  |  |
| (-) Staff costs | 2911 | 3044 | 3303 | 0 |
|  |  |  |  |  |
| (-) Loan interest | 0 | 0 | 0 |  |
|  |  |  |  |  |
| (-) Total other payments | 2623 | 2840 | 2659 | 5962 |
|  |  |  |  |  |
| (=) Balances carried forward | 7176 | 7645 | 8329 |  |
|  |  |  |  |  |
| Total cash & investments | 7176 | 7645 | 8329 | 0 |
|  |  |  |  |  |
| Total fixed assets | 26776 | 26776 | 26776 |  |
|  |  |  |  |  |
| Total borrowings | 0 | 0 | 0 |  |

**Budget for 2023**

|  |  |
| --- | --- |
|  | budget 2023/24 |
| **INCOME** |  |
| Precept | 7000 |
| Interest |  |
| VAT refund |  |
| Wayleave |  |
| other |  |
| **TOTAL INCOME** | 7000 |
| **EXPENDITURE** |  |
| Clerks Salary | 3303 |
| Admin / Expenses | 360 |
| Payroll Mgmt | 150 |
| Insurance | 450 |
| Audit | 120 |
| Grass cutting Brimpsfield | 500 |
| Grass cutting Caudle Green | 1000 |
| Mtg Room hire | 200 |
| Subs | 80 |
| Training |  |
| legal/Specialist Advice | 150 |
| Maintenance & repairs | 800 |
| Grants / Donations | 200 |
| FROM RESERVES |  |
| Equip & Assets | 200 |
| Web- site | 180 |
| Sect 137 |  |
| Village hall Grant | 300 |
| election costs 50% | 2107 |
| **EXPENDITURE TOTALS** | **10100** |

**Council has budget to run at a loss and reserves will be needed if all budgeted expenditure is used.**