**BRIMPSFIELD PARISH COUNCIL**

**AGENDA OF EXTRA-ORDINARY MEETING of**

**Brimpsfield Parish Council to take place at**

**The Village Hall on thursday 9th June 2022 at 7.30pm**

**The Chair of Council to open the meeting**

1. **Record of attendance to be recorded (anticipated) Parish Councillors Tom Overbury, Roger Lock, Claire Jardine, Michael McWilliam, Jane Parsons, Archie Larthe, District Councillor Julia Judd,**
2. **Apologies for absence to be recorded**
3. **Declarations of Interest on items on the Agenda to be invited -**
4. **Council to approve the minutes of the Parish Council Meeting held on the 17th May 2022**
5. **Public Session: at the discretion of the Chair of the meeting up to 15 minutes will be set aside and Members of the public will be invited to speak at this point**
6. **County and District Councillor will be invited to present report at this point**
7. **Planning applications - planning applications received since last meeting to be discussed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| application | address | summary | Received /sent to Cllrs | Closing date | PC comments |
| [22/01381/LBC](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RADF5YFIII500&prevPage=inTray)  And  [22/01380/FUL](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RADF5WFIII400&prevPage=inTray) | Brimpsfield house | Additional details for information only | 31/5/22 | 1/6/22 | For information |
| [22/01491/OUT](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RB03VEFIIQC00&prevPage=active) | Birdlip View | dwelling | 19/11/21 | 1/6/22 | Deadline Extension sought and approved  Previous application  21/04236/PLP  2/12/21  Council objected and submitted comments as approved at December meeting (see attached) |
| [21/03856/FUL](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=R0P7HHFIM1E00) amendments noted at last meeting- | The Mill House | erection of a single storey rear extension, | 21/10/21 | DC Judd has requested a full committee decision | Discussed 14th April and January 22- Council agreed not to submit comments |
| [22/01532/FUL](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RB7O12FIITC00&prevPage=inTray) | Stokesley House | Single storey side extension | 17/5/22 | 8/6/22 | None received |

other planning matters

22/00297/FUL | Single storey side extension and demolition of single storey garage | 1 Old Rectory Brimpsfield Gloucester – permitted

1. **Date of next meeting to be confirmed as 19th July 2022 at 7.30pm-**

21/04236/PLP -previous comments submitted

Brimspfield Parish Council OBJECT to this application on the grounds that this application would be an over-development of the site and re-iterate the comments of Birdlip and Cowley Parish Council namely  
Design  
- Highway access and parking  
- Over development  
- Privacy light and noise  
Comment:Cowley and Birdlip Parish Council as the Parish most impacted by this area, Objects to  
this application.  
Over-development/Overcrowding of the Site  
The site is considered too small to allow a further residential property. The existing property on the site, Birdlip View, is a 5 bedroom cottage on 3 floors which has recently obtained permission to replace the existing ground floor extension without impact to any other residential properties and install a new car port in the front driveway. The rear garden is small and if this development is  
permitted it will have a detrimental impact on Birdlip View which will have little or no rear outdoor space.  
The surrounding area which has been known as 'Catchbar' or Parsons Pitch is approximately hal fa mile outside the centre of Birdlip and represents a small hamlet of 6 properties which are appropriately spaced on both sides of the route of what was originally Ermin Street. This development would give the impression of overcrowding and have a negative impact on the historic character of this area and an adverse impact on the vista of Hawcote Hill viewed from the south of the development.  
Overshadowing of adjacent Properties  
The proposed development will overshadow both Birdlip View and Rose Cottage opposite, particularly as the site slopes upwards from the road towards Hawcote Hill to the South and upwards towards Parsons Pitch in the East. This will place the proposed property in an elevated position that will overshadow Rose Cottage opposite. Birdlip View has been constructed perpendicular to the road and as a result will overlook the proposed development which will be in close proximity  
Highway safety  
Cirencester Road narrows considerably at the location of the site and there are no public footpaths in this area. Any on street parking would cause an obstruction to the commercial vehicles who readily need access to the Brewery and other industrial units at the end of Cirencester Road which is a cul-de-sac. Any parking for residential vehicles would need to be provided with what is an already a constrained site and it is noted that the road has become busier in recent years with the many patrons to the Clavell and Hind brewery.  
Contrary to CDC Local Planning Policy DS3  
SMALL-SCALE RESIDENTIAL DEVELOPMENT IN NON-PRINCIPAL SETTLEMENTS  
1. In non-Principal Settlements, small-scale residential development will be permitted provided it:  
- demonstrably supports or enhances the vitality of the local community and the continued availability of services and facilities locally;  
- The availability of services and facilities are already unable to support this development particularly in terms of the lack of public transport, lack of further capacity in the water and sewage system and no local shop, children's play area or community sports facilities  
- The Parish Council does not support new development to the South or east of the main high street of Birdlip Village to restrict further traffic on the already congested local roads. In particular the Parish Council does not support any new development that increases traffic near the village school as there is no specified and safe parking or school drop off area.  
- complements the form and character of the settlement; and  
The form and character of this development will have an adverse impact on the group of 6properties in this hamlet to the east of Birdlip. In particular it will have an adverse impact on the form and character of Birdlip View which is a heritage property believed to be built in the mid19th century.  
- does not have an adverse cumulative impact on the settlement having regard to other developments permitted during the Local Plan period.  
There is an adverse cumulative impact on the area of Birdlip as a whole due to the recent residential development at the Kelland's site, the recent decision on planning to permit 4 furtherresidencies at Blacklaines Farm and the permission to build 4 new homes at High Green Farm

**Draft minutes of ANNUAL MEETING OF THE COUNCIL**

**HELD AT 7PM ON 17TH MAY 2022**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome and introductions –** |
|  | **Election of Chairman took place**  **Following a Nomination/seconded – Cllr Overbury was duly elected signing of acceptance of office papers** |
|  | **Election of Vice-Chairman took place – Following a Nomination/seconded – Cllr Parsons was duly elected signing of acceptance of office papers signing of acceptance of office papers** |
|  | **Attendance recorded as Parish Councillors** Tom Overbury, **Roger Lock, Michael McWilliam**, **Jane Parsons**, **Heather Eaton**, **Claire Jardine**, District Councillor Judd & 1 member of the public |
|  | **Apologies recorded Parish Councillor** Archie Larthe  County Councillor Joe Harris did not attend |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Public Participation was invited – none at this point** |
|  | **No Report received from County Councillor Harris** |
|  | **Report received from District Councillor Judd (this was deferred to the Parish Assembly which immediately follows this meeting)** |
|  | **Minutes of the previous Parish Council Meeting held on 14th April 2022 approved following minor amendments – Chair to sign updated copy** |
|  | **Council reviewed structure of committees/working groups and any delegation of authority to those committees**  **Common Land working group -no delegated authority– members Tom, Roger, Jane, Archie & Heather**  **Road Safety working group – no delegated authority – members Claire and Michael** |
|  | **Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council is able to be held** |
|  | **Council deferred changes possibly required to standing orders or financial regulations pending new publications** |
|  | **Council considered if any changes are required to the asset register – none** |
|  | **Council reviewed representation on outside bodies -none** |
|  | **Council considered if any changes are required to insurance policy for the coming year - none** |
|  | **Council considered if any changes are required to banking mandate - still in process for electronic banking – Clerk to chase** |
|  | **Council deferred any changes possibly required to its Complaints, Freedom of Information or Data protection policies procedure -pending new publication** |
|  | **Council confirmed it wishes to continue with its standard contracts for grass cutting and payroll,** |
|  | **Council confirmed it wishes to renew its subscription to GAPTC** |
|  | **Council approved the financial reports and payment list as attached** |
|  | **Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms** |
|  | **Council agreed that its meeting schedule shall remain as 3rd Tuesday of May, July, September, November, January, March commencing at 7.30pm** |
|  | **Any other business for information**  **Planning items since received and Council asked for an additional meeting on Monday 6th June at 7.30pm**  **Meeting closed at 19.38** |

**Approved Minutes of Extra Brimpsfield Parish Council meeting**

**held on 14th April 2022 at 7.30pm**

**In the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome and introductions** |
|  | **Attendance recorded as Parish Councillors Tom Overbury, Roger Lock, Michael McWilliam**, **Jane Parsons, Heather Eaton, Claire Jardine** & 1 member of the public |
|  | Apologies for absence received – Parish Councillor Archie Larthe & District Councillor Judd  County Councillor Joe Harris did not attend |
|  | **Declaration of interests on matters on the agenda were invited -none** |
|  | **Public session – no comments at this stage as member of the public wished to speak on item 8** |
|  | **Minutes of the previous meeting approved and minor amendments were approved by Council** |
|  | **An opportunity was given for District and County Councillors to speak to the meeting regarding the proposed Boundary Review and its possible implications – not in attendance** |
|  | **Council considered and approved its response to Boundary review consultation – details distributed via email and as attached - Discussion points**  **Following 2 roadshows /information sharing by CDC, Council considered the boundary relating to Brimpsfield Parish area**  **There are some dwellings which are close geographically to Birdlip**  **It was noted that Birdlip & Cowley Parish Council is intended to split**  **Public consultation and the lack of communication by CDC and the member of public noted that he was not informed on the matter until h**e **received the agenda of this meeting. He asked for his disappointment in the lack of consultation and publicity for this review**  **The member of public felt that the original map lines were not correctly drawn on CDC documents**  **Member (Chair) of the Parish Council had contacted the “affected” homeowners on the evening of the roadshow to make sure that they were aware. Other members contacted the public subsequently**  **CDC officer discussion point was raised by Parish Councillor as one of the quoted feed -back was disputed**  **Deadline date for feedback was discussed as the CDC meeting in May 2022 is due to make a decision.**  **Effect on electoral roll and individual contributions to annual precept was noted**  **Effect on postcode /house valuations was discussed**  **The Council specifically looked at Blue dotted line and accepted that this dwelling to move to Birdlip**  **Other properties discussed as listed on post-it note**  **Gowanlea/Blacklaines Farm House – had expressed a wish to be in Birdlip Parish**  **Haregrove /Leveretes**  **Church View Bungalow, Blacklaines House, Cranmore**  **Blacklaines Cottages 1, 2- had expressed an interest in Brimpsfield**  **Blacklaines Farm**  **Boundary within NDP’s (future) was noted**  **Council agreed this map as preferred boundary (as per SD email 13/4/22)** |
|  | **Council approved letter to property owners/contractors at Woodfield, Caudle Green to repair tracks across Brimpsfield PC owned common land -Cllr Claire Jardin** |
|  | **Any other business for the purpose of information sharing as no decisions can be made at this point**  21/03856/FUL The Mill House additional information available -noted |
|  | **Date of next meeting noted as 17th May 2022 at 7.00pm- AGM and 8pm for Parish Assembly**  **Village website to be asked to publicise. Agenda for Parish Assembly to be distributed 14 days before hand. Village Hall Committee Chair to be invited to present a report,** |
|  | **Close of meeting 20.17** |

**Year- end financial reports to 31/3/22**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **Payment/receipts** | **balance** |
|  |  |  |  |  |
| 01.04.21 | opening credit bal (TREASURERS C/A) |  |  | 4029.17 |
| 22/04/2021 | precept |  | 4743.00 | 8772.17 |
| 26/04/2021 | b j holder salary | so | 194.18 | 8577.99 |
| 17/05/2021 | b holder expenses | 580 | 59.61 | 8518.38 |
| 17/06/2021 | hmrc | 584 | 149.40 | 8368.98 |
| 19/07/2021 | b holder expenses | 585 | 68.81 | 8300.17 |
| 01/09/2021 | came & co | 586 | 374.50 | 7925.67 |
| 25/05/2021 | b j holder salary | so | 194.18 | 7731.49 |
| 25/06/2021 | b j holder salary | so | 194.18 | 7537.31 |
| 25/07/2021 | b j holder salary | so | 194.18 | 7343.13 |
| 25/08/2021 | b j holder salary | so | 194.18 | 7148.95 |
| 25/09/2021 | b j holder salary | so | 194.18 | 6954.77 |
| 23/09/2021 | precept |  | 1581.00 | 8535.77 |
| 14/10/2021 | hmrc j,a,s | 587 | 149.60 | 8386.17 |
| 14/10/2021 | pata | 588 | 23.85 | 8362.32 |
| 14/10/2021 | dicon roberts | 589 | 385.00 | 7977.32 |
| 16/10/2021 | b holder expenses | 590 | 67.99 | 7909.33 |
| 16/10/2021 | I selkirk | 591 | 105.00 | 7804.33 |
| 19/10/2021 | hmrc o,n.d | 592 | 149.60 | 7654.73 |
| 01/12/2021 | I partridge | 593 | 1290.00 | 6364.73 |
| 25\*10/21 | b holder salary | so | 225.48 | 6139.25 |
| 25/11/2021 | b holder salary | so | 225.48 | 5913.77 |
| 25/12/2021 | b holder salary | so | 225.48 | 5688.29 |
| 17/01/2022 | pata | 594 | 23.85 | 5664.44 |
| 28/01/2022 | b holder salary | so | 225.48 | 5438.96 |
| 28/02/2022 | b holder salary |  | 225.48 | 5213.48 |
| 18/01/2022 | b holder expenses | 595 | 13.74 | 5199.74 |
| 20/01/2022 | wayleave | receipt | 28.98 | 5228.72 |
| 28/03/2022 | b holder salary | so | 225.48 | 5003.24 |
| 09/03/2022 | pata | 596 | 94.20 | 4909.04 |
| 08/03/2022 | b holder expenses | 597 | 13.54 | 4895.50 |
| 10/03/2022 | t overbury website fees | 598 | 195.60 | 4699.90 |
| 22/03/2022 | b holder backpay | 599 | 41.64 | 4658.26 |
| 31/03/2022 | hmrc jfm | 600 | 160.00 | 4498.26 |

**Payment list for approval at May meeting**

**Expenses/clerk £16.81**

**HMRC £50.60 x3**

**GAPTC subscription £74.04**

**PATA Payroll annual fee £95.40**

**Roger Lock paint £59.99**

**Insurance** £446.53.

**Bank reconciliations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/21 |  | 4029.17 |  |
|  | payments TO 28/12/21 |  | 5883.89 |  |
|  | receipts TO 28/12/21 |  | 6352.98 |  |
|  | **Closing balance28/3/22/22** |  |  | **4498.26** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 28/3/22 |  |  | 4658.26 |
|  | unpresented cheque | 600 | 160.00 |  |
|  |  |  |  | 4498.26 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **current account** |  |  | **4498.26** |
|  | deposit account |  |  | 3146.86 |
|  | BANK BALANCE |  |  | **7645.12** |
|  | reconciled balance |  |  | 7645.12 |

**Reserves at year end**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 2021 | 2022 |  |
|  | reserves brought forward | 6479 | 7176 |  |
|  | general reserves | -1273 | 520 | Council budgeted for £900 overspend but achieved £1377 underspend |
|  | earmarked DEFIB grant | 625 | 625 |  |
|  | earmarked equipment | 1500 | 1500 |  |
|  | contingency fund | 6324 | 5000 | Ideally = 1 yr precept |
|  | at year end bank balance | 7176 | 7645 |  |

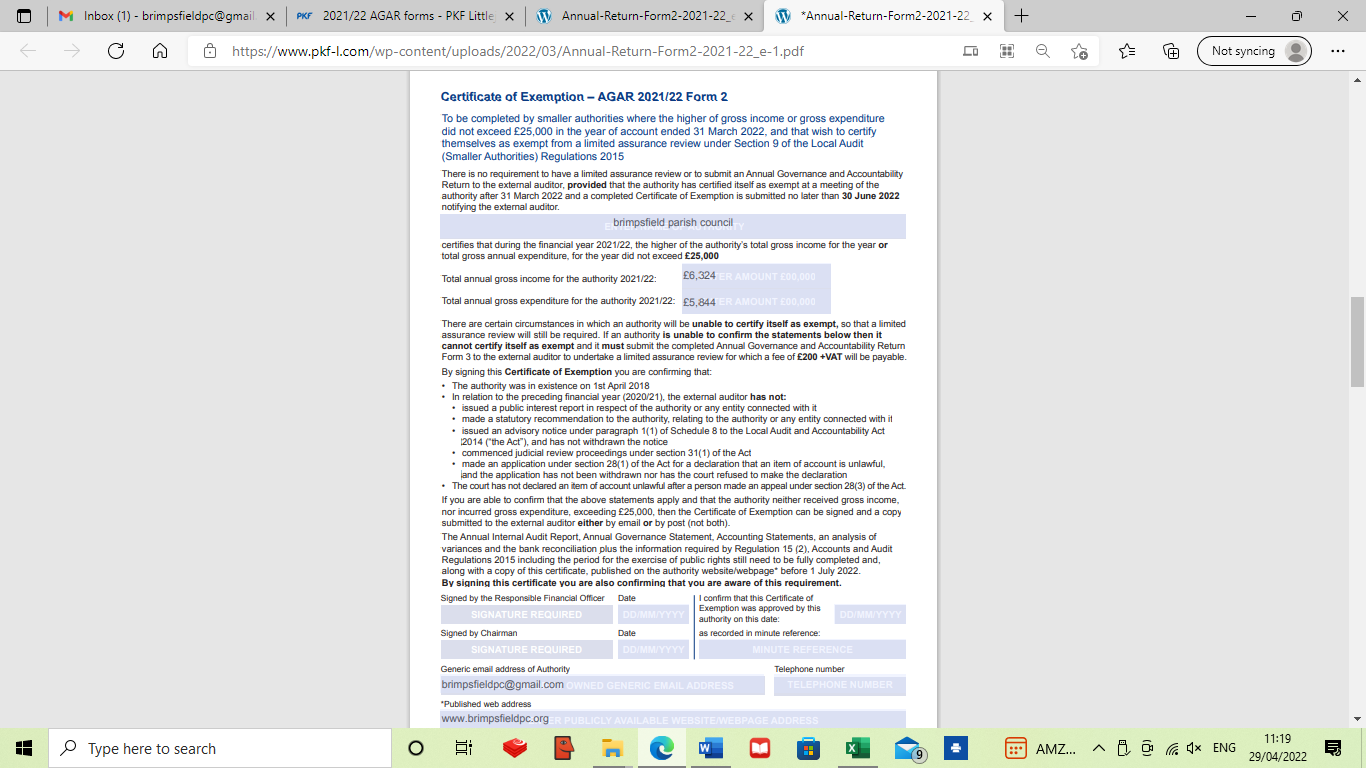
**Council approved distribution of reserves at year end.**

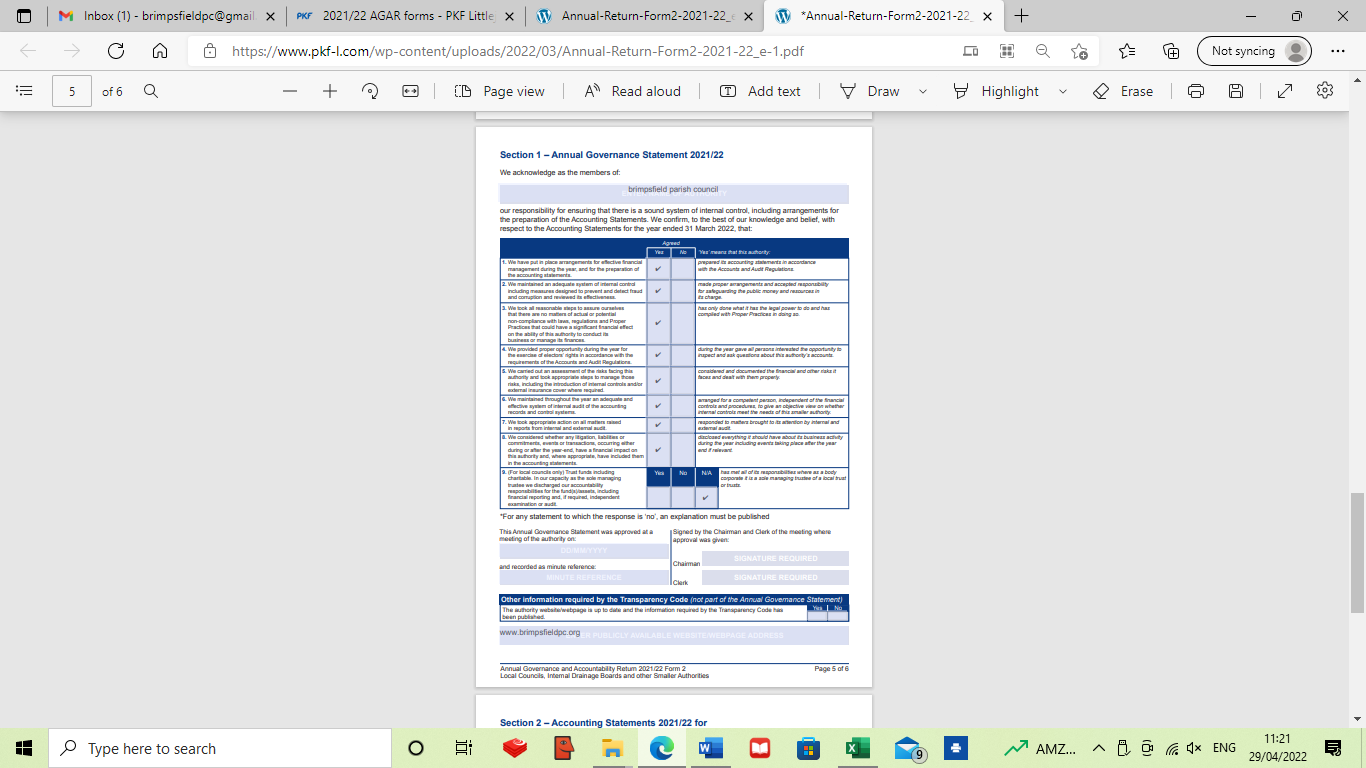
**Council to consider charges for contested elections to be imposed by District Council and considered if some of the contingency fund should be vired to new “election” earmarked reserve**

**Budget against actual at year end**

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | income/ expenditure 31/3/22 | BALANCE |
| **INCOME** |  |  |  |
| Precept | 6324 | 6324 | 0 |
| Interest | 1 | 0 | 1 |
| VAT refund | 0 | 0 | 0 |
| Wayleave | 30 | 29 | 1 |
| other | 0 | 0 | 0 |
| **TOTAL INCOME** | **6355** | **6353** | **2** |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 2910 | 3044 | -134 |
| Admin / Expenses | 360 | 348 | 12 |
| Payroll Management | 100 | 142 | -42 |
| Insurance | 365 | 375 | -10 |
| Audit | 120 | 105 | 15 |
| Grass cutting Brimpsfield | 500 | 500 | 0 |
| Grass cutting Caudle Green | 1000 | 790 | 210 |
| Meeting Room hire | 200 | 0 | 200 |
| Subscription | 80 | 0 | 80 |
| Training | 0 | 0 | 0 |
| legal/specialist Advice | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 385 | 415 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES |  | 0 | 0 |
| Equip & Assets | 0 | 0 | 0 |
| Web- site | 176 | 196 | -20 |
| Sect 137 | 0 | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| **EXPENDITURE TOTALS** | **7261** | **5884** | **1376** |
| **Anticipated from reserves** | **906** | **471** | **Actual underspend** |
|  | **6355** | **6355** |  |

**AGAR forms approved and signed**





**Annual financial statement**

