**BRIMPSFIELD PARISH COUNCIL**

**AGENDA/SUMMONS for meeting to be held on**

**18th July 2023 at 7.30pm**

**At the Village Hall**

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|  | **Welcome and introductions** |
|  | **Council noted that Caudle Green has one vacancy available for co-option and notices have been published, Council to consider any applications received by the Clerk** |
|  | Attendance to be recorded (anticipated as) as Parish Councillors **Roger Lock**, **Mikhail** **Mandrigin, John Oakey(chair), Jane Parsons &** **Harriet Saunders**, District Councillor Julia Judd, County Councillor Joe Harris & members of the public. |
|  | **Apologies to be recorded/accepted from Parish Councillor Lottie Goldstone** |
|  | 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  **Members of the public should use this opportunity to present information for any matters on the agenda** |
|  | **Report to be invited from County Councillor Harris** |
|  | **Report updates to be invited from District Councillor Judd (emailed as standard)** |
|  | Minutes of previous Parish Council Meetings held on 16th May 2023 to be approved |
|  | **Council to consider update on the resident led defibrillator project at Caudle Green including ownership, funding and siting** |
|  | **Council to review the budget set for 23/24** |
|  | **Council to approve the payment list as discussed at meeting including but not limited to**  **clerk wfh/expenses £40.64**  **HMRC £165.00 to June 23**  The cost of the Parish election held in Brimpsfield was £583.30.  As per the District Council’s decision, 50% of this is now due ( £291.65 ) |
|  | **Council to note that the Clerk has been asked to investigate if the wards of Brimpsfield and Caudle Green can be amalgamated. The Clerk has emailed the District Council for initial advice** |
|  | **Council to receive update on Village Hall matters from Chairman of Village Hall Committee** |
|  | **Council to consider outstanding planning matters & make decisions**  **Change of use from microbrewery use only to Jays Timber Limited foruse as a Timber and Fencing Yard (Use Class B2) at The Old Haulage Yard 23/00294/FUL**  **Erection of a single storey dwelling at The Coach House 23/01814/FUL** |
|  | **Council to consider updates & decisions relating to** Road Safety Policy Group –  **Membership of Road safety working party group to be agreed**  consultation of residents of Caudle Green to feedback direct to Clerk. – none received |
|  | **Council to consider updates & decisions relating to** Common Land Management Policy Group-  **Membership of Common Land working party group to be agreed**  Policy attached as adopted by Council September 2020  **Cut down Ash tree 3 estimates requested/updates - Cllr Parsons** |
|  | Council to note the recent passing of David Lonsdale, who died on 5th July, and who was a Brimpsfield Parish Councillor for 16 years and a Chairman for the latter 8 years of that time, stepping down in 2015. |
|  | **Council to consider request from member of the public to increase the height of the bank on the common land at Caudle green, noting discussions with Highways have taken place.( see attached)** |
|  | **Council to note updates on A417 missing link**  This [Link](https://we.tl/t-BEIyyuH63c)  will take you to WeTransfer website  The next meeting is booked in for Wednesday 2 August at 10:00am. |
|  | **Council to consider updates/ decisions relating to Highway matters** |
|  | **Council confirmed that its next meeting scheduled for the 19th September 2023 at 7.30pm** |

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|  | Y TO D income/ expenditure 31/3/23 | budget 2023/24 |
| **INCOME** |  |  |
| Precept | 6640 | 7000.00 |
| Interest | 6 |  |
| VAT refund | 0 |  |
| Wayleave | 0 |  |
| other | 0 |  |
| **TOTAL INCOME** | 6646 |  |
| **EXPENDITURE** |  |  |
| Clerks Salary | 3303 | 3303 |
| Admin / Expenses | 415 | 360 |
| Payroll Mgmt | 153 | 150 |
| Insurance | 447 | 450 |
| Audit | 0 | 120 |
| Grass cutting Brimpsfield | 380 | 500 |
| Grass cutting Caudle Green | 910 | 1000 |
| Mtg Room hire | 0 | 200 |
| Subs | 74 | 80 |
| Training | 0 |  |
| legal/Specialist Advice | 0 | 150 |
| Maintenance & repairs | 60 | 800 |
| Grants / Donations | 0 | 200 |
| FROM RESERVES | 0 |  |
| Equip & Assets | 0 | 200 |
| Web- site | 221 | 180 |
| Sect 137 | 0 |  |
| Village hall Grant | 0 | 300 |
| election costs 50% |  | 2107 |
| **EXPENDITURE TOTALS** | **5962** | **10100** |
|  |  |  |

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| --- | --- | --- | --- |
| reserves brought forward |  |  | 7645 |
| general reserves |  |  | 264 |
| earmarked DEFIB grant |  |  | 625 |
| earmarked equipment |  |  | 2440 |
| contingency fund |  |  | 5000 |
| at year end bank balance |  |  | 8329 |

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| --- | --- | --- |
| expenses |  | 01/07/2023 |
| mileage |  | 9.90 |
| printing |  | 4.00 |
| postage |  | 6.00 |
| Wfh balance |  | 20.74 |
|  |  | 40.64 |

**Caudle green grass bank**

**March 23**

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.

**January 23**

Update from “Teams Meeting” with Highways Manager -Re Caudle Green This is the

Caudle Green common land that (Glos Highways) Daniel Tiffney has been asked to

confirm that ground can be built up to 600mm. The Council was asked if permission

could be given for this work to be done.

Previous verbal agreement was stated (by resident) in that the verge could be raised and aconfirmation email was to follow from Highways Manager

DT stated that boulders etc would not be acceptable but would suggest road markings

showing edge of carriage may be acceptable.  PC considered this suggestion and did

not feel this would solve the problem &amp; a physical presence would be needed. It was felt that the Highways have responsibility for the verge although the land is owned by the Parish Council.

Full consultation of residents of Caudle Green to feedback direct to Clerk.

Damaged water main at Caudle Green common land has been reported by Cllr Jardine

and TWA repaired but it was reported that the soil is not substantial at this point. This

is the Caudle Green common land that (Glos Highways) Daniel Tiffney has been asked

to confirm that ground can be built up to 600mm. The Council was asked if permission

could be given for this work to be done. It was felt that residents should be consulted

and feedback should be sent direct to Clerk. It was also considered if TWA have a

specific policy of coverage for protection of pipe systems. Clerk to contact TWA and to

ask for information on the leak. -Highways manager advised that it was to TWA to

ensure their pipes are situated far enough underground

**Name of group: Brimpsfield Parish Council Common Land Review Forum**

**Title: Terms of reference (12 th September 2020) Adopted 15/9/20**

**Purpose / role of the group:**

** what is the broad purpose / role of the group?**

** The group was established at the Brimpsfield Parish Council meeting held on**

**12 th September 2020, by Parish Councillors.**

** The aims of the group are to what are the aims / responsibilities of the group?**

**Membership:**

** The membership of the group is open to Brimpsfield Parish Councillors and**

**Parishioners.**

** There are no restrictions on numbers.**

** Representatives from other organisations who can offer specialist advice may**

**also be involved.**

** The period of membership is to be reviewed annually and can it be extended.**

**Accountability:**

** Individual group members may be delegated or be responsible for reporting**

**back on activities of the group to the Parish Council and parishioners.**

**Review:**

** The group should review the relevance and value of its work and the terms of**

**reference**

**Working methods / ways of working:**

** what method / approach to working will you adopt (for example a shared**

**learning approach)?**

** It is not envisaged that any sub groups will be convened at the initial stage**

**however, ‘ad hoc’ meetings of members might occur from time to time in order**

**to expedite outcomes.**

** Working methods involved in practical terms, for example with reference to:**

**meetings**

** The number of meetings each year will not be limited and will be convened on**

**a needs basis. Meetings will normally take place at Brimpsfield Village hall,**

**although this is not the exclusive venue.**

** The organisation and the chairing of the meeting will be the responsibility and**

**choice of the group and or the members of Brimpsfield Parish Council.**

** Items for the agenda of the meetings will be generated by the Group and any**

**other relevant parties.**

** Meeting papers, Agenda and Minutes will be circulated in line with the current**

**practice of the Brimpsfield Parish Council.**

** Non-members will be invited to group meetings on a needs basis.**

** The Secretary/Minute taker will come from within the group.**

**sharing of information and resources (including confidential materials) for**

**example**

** how will group members share information and resources?**

** how will confidential materials and copyright issues be identified and dealt**

**with?**

** will there be a web space for the group and if so, will it be password protected**

**and who will be responsible for facilitating it?**

**Definition of terms**

** provide definitions of any key terms.**

**BRIMPSFIELD PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

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

**IN THE VILLAGE HALL**

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| --- | --- |
|  | **Welcome and introductions – by the Chairman 22/23**  **Councillors were invited to sign the acceptance of office forms prior to the meeting** |
|  | **Election of Chairman- Councillor J**ohn Oakey **was elected by a majority vote followed by the signing of acceptance of office papers** |
|  | **Election of Vice-Chairman- Councillor Harriet Saunders was elected by a majority vote followed by the signing of acceptance of office papers** |
|  | **Attendance recorded as Parish Councillors Lottie Goldstone**, **Roger Lock**, **Mikhail** **Mandrigin, John Oakey, Jane Parsons**, **Harriet Saunders** & 3 members of the public. |
|  | **Apologies received recorded from** District Councillor Julia Judd,  County Councillor Joe Harris did not attend |
|  | **Council noted that all Councillors were present and able to sign their acceptance of office forms prior to next meeting.** |
|  | **Council noted that Caudle Green has one vacancy available for co-option and notices have been published with Co-option to take place at July meeting** |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Minutes of the previous Parish Council Meeting held on 21st March 2023 approved** |
|  | **Council reviewed structure of working groups and membership of working groups**  **Road safety group-carry forward to next meeting with terms of reference (clerk to send via email)**  **Common Land group -carry forward to next meeting with terms of reference (clerk to send via emai)** |
|  | **Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held** |
|  | **Council agreed to review standing orders or financial regulations (clerk to send via email) cfwd to next meeting** |
|  | **Council agreed to review the asset register (clerk to send via email) cfwd** |
|  | **Council noted there are no Councillors representating the parish council on outside bodies** |
|  | **Council agreed to review the insurance policy for the coming year- Council agreed to renew** |
|  | **Council agreed to add John Oakey to banking mandate**  **Clerk to investigate delay in internet banking** |
|  | **Council considere**d **if any changes are required to its Complaints, Freedom of Information or Data protection policies procedure-**see item 12 |
|  | **Council confirmed it wishes to continue with its standard contracts for grass cutting and payroll**  **Proposed that grass cutting be limited to caudle green June to September £1000**  **Saving brimpsfield £500. Clerk to email contractor and explain that the decision is made purely on financial grounds**  **Volunteer to cut grass in brimpsfield** |
|  | **Council confirmed it wishes to renew its subscription to GAPTC (clerk to distribute log in details)** |
|  | **Council approved the financial reports and payment list as attached**  **Council to review budget at next meeting** |
|  | **Council approved its AGAR completion and delegated to the Chair of the Council to sign the appropriate forms** |
|  | **Council agreed that its meeting schedule shall remain as 3rd Tuesday of July, September, November, January, March May, commencing at 7.30pm** |
|  | **Public Participation wa**s **invited**  Member of the public noted the new Councillors elected  Thanks given to the previous Chairman of Council |
|  | **Council noted that no Report has been received from County Councillor Harris** |
|  | **Report received from District Councillor Judd has been distributed via email** |
|  | **Meeting closed at 19.57** |