**To Members of the Council**

Councillors are hereby summoned to attend the Meeting of Brimpsfield Parish Council at the Village Hall on TUESDAY the 17th September 2019 at 7.30pm for the purpose of transacting the following business.

10th September 2019

BHOLDER.

B Holder Clerk to the Council Date

*Members of the public are welcome to attend and are invited to address the council at item 12 on the agenda following the statutory annual meeting business that the Parish Council will conduct first.*

**AGENDA**

**Welcome members of the public by the Chair of Council**

1. **To record attendance from Councillors’ Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Michael McWilliam, Roger Lock and Archie Larthe. County Councillor Robbins & Chairman of Village Hall Committee**
2. **To receive and consider apologies for absence.** Apologies received from District Councillor Judd
3. **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**
4. **To approve the minutes of a Parish Council Meeting held on the 16th July 2019.**
5. **Matters arising from previous minutes:**
   * 1. **Map of Parish Boundary provided for Council records to be put on website**
     2. **Village notice board – additional work for alternative catch system to be approved by council (quotation sought)**
     3. **White line markings opposite the War Memorial – Clerk reported**
     4. **Bank Mandate update completed**
     5. **Tree warden role details to be distributed - outstanding**
     6. **Public Footpath running from the Knapp towards Longdale (Councillor Larthe) update to be noted**
     7. **Review of all policies considered and no updates have been identified**
6. **To receive comments and concerns from the public.**
7. **Hermits Corner update to be noted**
8. **Village Hall update to be noted**
9. **To consider and note planning applications as attached and agree responses:**
10. **Highways and PROW updates to be noted**
11. **Caudle green notice board replacement (£850) or repair to be discussed (£320)**
12. **Grass cutting area to be confirmed**
13. **Finances**
    * 1. To approve payments as attached
      2. To note financial reports update
      3. To complete internal control checklist
14. **Items for information only**

*NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.*

Planning applications received

19/02815/FUL – erection of two storey side and rear extensions etc at 4 Newcombe, Climperwell Road,

19/02642/TCONR -tree works in conservation area at the Old Rectory, Brimpsfield

NOTE -19/01931/FUL – woodstore to commercial food production – The Mussards -PERMITTED

**Payment list to be approved**

16/7/19- R Lock- Paint for BT box £18.00

26/9/19 Salary - £194.06 (paid by Standing order)

26/9/19 HMRC £48.40

14/9/19 Expenses as submitted £43.85

16/9/19 PATA (UK) payroll £23.25

24/10/19 Salary £194.06 (paid by standing order)

24/10/19 HMRC £48.40

*Cash book to 26/9/19*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **Receipts** | **TOTAL Payment** |
|  |  |  |  |  |
| 01.04.19 | opening credit bal |  | 6538.01 |  |
| 26/04/2019 | B HOLDER | 468 |  | 194.06 |
| 26/04/2019 | HMRC | 469 |  | 48.52 |
|  | SEE 2018/19 | 470 |  |  |
| 30/04/2019 | GAPTC SUBS | 471 |  | 70.78 |
| 02/04/2019 | VILLAGE HALL | 472 |  | 200.00 |
| 01/04/2019 | DICKEN ROBERTS JOINERY | 473 |  | 1200.00 |
| 12/05/2019 | GAPTC AUDIT | 474 |  | 160.00 |
| 24/05/2019 | B HOLDER | 475 |  | 194.30 |
| 25/05/2019 | HMRC | 476 |  | 48.28 |
| 14/05/2019 | B HOLDER EXPENSES | 477 |  | 64.08 |
| 14/05/2019 | CAME AND CO | 478 |  | 355.87 |
| 14/05/2019 | PATA PAYROLL | 479 |  | 23.25 |
| 28/06/2019 | cancelled | 480 |  |  |
| 28/06/2019 | HMRC | 541 |  | 48.40 |
| 15/07/2019 | B HOLDER EXPENSES | 542 |  | 53.35 |
| 15/07/2019 | DICKEN ROBERTS JOINERY | 543 |  | 91.72 |
| 26/07/2019 | HMRC | 544 |  | 48.60 |
| 26/08/2019 | HMRC | 545 |  | 48.40 |
| 25/04/2019 | CDC | REC | 4531.00 |  |
| 26/06/2019 | B HOLDER | SO |  | 194.18 |
| 16/07/2019 | r lock- Denmans | 546 |  | 18.00 |
| 10/09/2019 | PATA PAYROLL | 547 |  | 23.25 |
| 10/09/2019 | b holder | 548 |  | 43.85 |
| 20/09/2019 | HMRC | 549 |  |  |
| 20/10/2019 | HMRC | 550 |  |  |
| 26/07/2019 | B HOLDER | S/O |  | 194.18 |
| 26/08/2019 | B HOLDER | S//O |  | 194.18 |
| 26/09/2019 | B HOLDER | S/O |  | 194.18 |
|  |  |  |  |  |

*Bank Reconciliation to 26/9/19*

|  |  |  |  |
| --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |
|  | o/bal 1/4/19 |  | 6538.01 |
|  | payments TO 16/9/19 |  | -3711.43 |
|  | receipts TO 16/7/19 |  | 4531.00 |
|  | **Closing balance 26/09/19** |  | **7357.58** |
| **BANK RECONCILIATION** |  |  |  |
| treasurers | bank statement 94 |  | 4523.14 |
|  | outstanding cheques |  |  |
|  |  | 23.25 |  |
|  |  | 48.40 |  |
|  |  | 43.85 |  |
|  | .9/9/19 s/o | 194.18 |  |
|  | AS ABOVE |  | 309.68 |
|  | balance |  | 4213.46 |
|  |  |  |  |
|  |  |  |  |
|  | treasurers a/c | 4213.46 |  |
|  | instant a/c | 3144.12 |  |
|  | history account | 0.00 |  |
|  | **RECONCILED BALANCE** | **7357.58** |  |

*Budget year to date comparison*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUDGET SUMMARY** |  |  |  |  |  |  |  |  |
|  | BUDGET | Y TO D income/ expenditure | BALANCE |  | monies still due in | more income than planned | monies available to spend | over spend |
| **INCOME** |  |  |  |  |  |  |  |  |
| Precept | 6000 | 4531 | 1469 |  | 1469 |  |  |  |
| Interest | 1 | 0 | 1 |  | 1 |  |  |  |
| VAT refund | 10 | 0 | 10 |  | 10 |  |  |  |
| Wayleave | 30 | 0 | 30 |  | 30 |  |  |  |
| other | 0 | 0 | 0 |  | 0 |  |  |  |
|  | 6041 | 4531 | 1510 |  | 1510 | 0 |  |  |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |
| Clerks Salary | 2800 | 1407 | 1393 |  |  |  | 1393 |  |
| Admin / Expenses | 225 | 161 | 64 |  |  |  | 64 |  |
| Payroll Mgmt | 110 | 47 | 64 |  |  |  | 64 |  |
| Insurance | 350 | 356 | -6 |  |  |  |  | 6 |
| Audit | 190 | 160 | 30 |  |  |  | 30 |  |
| Grass cutting Brimpsfield | 360 | 0 | 360 |  |  |  | 360 |  |
| Grass cutting Caudle Green | 840 | 0 | 840 |  |  |  | 840 |  |
| Mtg Room hire | 200 | 200 | 0 |  |  |  | 0 |  |
| Subs | 150 | 71 | 79 |  |  |  | 79 |  |
| Training | 250 | 0 | 250 |  |  |  | 250 |  |
| Specialist Advice | 300 | 0 | 300 |  |  |  | 300 |  |
| Maintenance & repairs | 0 | 110 | -110 |  |  |  |  | 92 |
| Grants / Donations | 200 | 0 | 200 |  |  |  | 200 |  |
| FROM RESERVES |  | 1200 | -1200 |  |  |  |  | 1200 |
| Equip & Assets | 250 | 0 | 250 |  |  |  | 250 |  |
| Web- site | 100 | 0 | 100 |  |  |  | 100 |  |
| Sect 137 | 25 | 0 | 25 |  |  |  | 25 |  |
| Village hall Grant | 300 | 0 | 300 |  |  |  | 300 |  |
|  |  |  | 0 |  |  |  | 0 |  |
|  |  | 0.00 | 0 |  |  |  | 0 |  |
| **COUNCIL TO CONFIRM** |  |  | 0 |  |  |  | 0 |  |
|  |  |  |  |  |  |  | 0 |  |
| **EXPENDITURE TOTALS** | **6650** | **3711.43** | **2939** |  |  |  | **4254** | **1298** |
| required from reserves | 609 |  |  |  |  |  |  |  |