**Agenda of Brimpsfield Parish Council meeting**

**To be held on 15th March 2022 at 7.30pm**

**In the Village Hall**

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|  | **Welcome and introductions** |
|  | **Attendance to be recorded (anticipated) as Parish Councillors** Tom Overbury, Roger Lock, Michael McWilliam, Jane Parsons, Heather Eaton, Claire Jardine & Archie Larthe. District Councillor Judd and County Councillor Joe Harris |
|  | Apologies for absence to be recorded |
|  | **Declaration of interests on matters on the agenda to be invited** |
|  | **Public session to take place- up to 15 minutes at the discretion of the Chair of Council, where members of the public (and any Councillors who have declared an interest) will be invited to speak to and ask questions of the Parish Council on matters on the agenda or any other matter of interest to the Parish** |
|  | **Update on report from District Councillor Judd (as distributed via email)** |
|  | **Report from County Councillor Harris** |
|  | **Minutes of the previous meeting to be approved (as attached) and any amendments to be approved by Council** |
|  | Council to consider the issue of the A417 proposed upgrade and correspondence received as distributed via email |
|  | **Council to consider update from Village Hall Committee** |
|  | **Council to consider and approve financial reports and payment list as attached**  **Council to approve appointment of I Selkirk as independent internal auditor**  **Council to consider and approve NALC salary increase in line with contract of employment**  **Council to approve subscription for GAPTC for 2022/23 £74.04** |
|  | **Council to receive update on electronic banking and to note Clerk is still waiting for welcome pack** |
|  | **Council to consider update on highway issues**   1. **Brimpsfield Common Bridge** |
|  | **Council to consider update on PROW issues**   1. **Ivy cottage footpath – potential funding from County Councillor Harris** |
|  | **Council to consider update on Hermits Cottage** |
|  | **Council to consider hedges, hedgerows and Caudle green Ash trees**   1. **3 quotations from tree surgeon not yet received** |
|  | **Council to consider update on War Memorial (Cllr Lock)** |
|  | **Council to consider update on Queens Platinum Jubilee celebrations** |
|  | **Council to consider update from**  **Common Land Management Policy Group- Cllrs Lock, Larthe, Eaton and Parsons**  **And matters arising from the update to be agreed** |
|  | **Council to consider update on road safety issues**   1. **from Road Safety Policy Group- Cllrs Jardine and McWilliam** 2. **Twenty is plenty campaign group – as distributed via emails** 3. **Don’t miss out – as distributed via email** |
|  | **Council to consider planning matters**   1. **New applications received via email**   22/00297/FUL Single storey side extension and demolition of single storey garage at  1 Old Rectory Brimpsfield – emailed to Cllrs on 7/2/22 – no response received -expired on 3/3/22  22/00441/TCONR -4 x tree works The Old Forge Climperwell Road- emailed to Cllrs on 22/2/22 – no response received- approved on 8/3/22 |
|  | **Council to consider the CDC local plan as distributed via email** |
|  | **Any other business for the purpose of information sharing as no decisions can be made at this point** |
|  | **Date of next meeting to be confirmed as 17th May 2022 at 7.00pm for AGM and 8pm for Parish Assembly** |
|  | **Close of meeting** |

**Draft minutes**

**of Brimpsfield Parish Council meeting**

**held on 26th January 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**  Member of the public attended |
|  | Apologies for absence recorded Parish Councillor Archie Larthe.  District Councillor Judd and County Councillor Joe Harris did not attend |
|  | **Declaration of interests on matters on the agenda were invited-**  **Michael McWilliam re “Yew Tree Farm” on item 7b** |
|  | **1 member of the public attended and was invited to speak**  The member of the public spoke as the architect on 7a-  Pre-application advice has been taken including height, shallower roof, taking into account other buildings on the site, eco-measures |
|  | **Minutes of the meeting held on 18th January 2022 approved**  It was noted that the Clerk has asked for additional cutting at War memorial for Remembrance Day as instructed by Council at November meeting |
|  | **Council considered planning matters**  **New applications received /distributed via email**   1. **22/00010/FUL** - **Erection of two-storey outbuilding for garage and ancillary accommodation to existing main dwelling at Leverets Barn**   Council considered the existing building and the situation of the proposed outbuilding and discussed:  Some neighbours have been approached and did not object  Other residents have developed properties  Previous applications noted  Council considered if it would be over-development of the site  Council noted it was not in conservation area  Council considered if it would be in character of the existing buildings  Council considered if it would be within scale/size of the existing buildings  Council agreed neutral with comments to be submitted  Scale and mass of the development particularly in relation to height in comparison to the existing building is a concern  As far as the Council is aware there is only one septic tank for a number of properties which may lead to drainage issues and in which case demand on services would need particular consideration   1. **22/00003/FUL and 22/00004/ LBC for Single storey extension of existing ancillary accommodation to main dwelling. Replacement of existing large pivoting window with window and side door at Yew Tree Farm The Knapp**   Council considered If there were any original restrictions in the original planning conditions and overall Council supported the applications. |
|  | **Any other business for the purpose of information sharing as no decisions can be made at this point**  **Councillor Lock raised the issue of war memorial –“wet and forget” cleaning substance and Councillor Overbury will see if he can arrange a test sample- Clerk to put on the next agenda**  **Clerk to submit comments for objection to election charges (note spelling/grammar errors)**  **CDC Local Plan -agenda item for next meeting**  **2 further oak trees have arrived** |
|  | **Date of next meeting confirmed as 15th March 2022 at 7.30pm** |
|  | **Close of meeting 20.08** |

**Financial reports**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **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 |

**Payment list to be approved**

**Expenses £13.54**

**Website licence**

**PATA uk £94.20**

**HMRC to 31/3/22 tbc**

**Bank reconciliations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/21 |  | 4029.17 |  |
|  | payments TO 28/12/21 |  | 5153.43 |  |
|  | receipts TO 28/12/21 |  | 6352.98 |  |
|  | **Closing balance 9/3/22** |  |  | **5228.72** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 28/2/22 |  |  | 5228.72 |
|  |  |  |  | 0.00 |
|  | **current account** |  |  | **5228.72** |
|  | deposit account |  |  | 3146.84 |
|  | BANK BALANCE |  |  | **8375.56** |
|  | reconciled balance |  |  | 8375.56 |

**Budget against actual**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **BUDGET SUMMARY** |  |  |  |
|  |  | BUDGET | Y TO D 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 | 2643 | 267 |
|  | Admin / Expenses | 360 | 356 | 4 |
|  | Payroll Management | 100 | 0 | 100 |
|  | Insurance | 365 | 375 | -10 |
|  | Audit | 120 | 105 | 15 |
|  | Grass cutting Brimpsfield | 500 | 500 | 0 |
|  | Grass cutting Caudle Green | 1000 | 790 | 210 |
|  | Mtg Room hire | 200 | 0 | 200 |
|  | Subscriptions | 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 | 0 | 176 |
|  | Sect 137 | 0 | 0 | 0 |
|  | Village hall Grant | 300 | 0 | 300 |
|  | **EXPENDITURE TOTALS** | **7261** | **5153** | **2108** |