**BRIMPSFIELD PARISH COUNCIL**

**Agenda/summons for meeting to be held on**

**26th March 2024 at 7.30pm**

**At the Village Hall**

|  |  |
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|  | **Welcome** |
|  | **Attendance to be recorded (anticpated as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani) District Councillor Julia Judd, County Councillor Joe Harris &** **members of the public** |
|  | **Apologies received to be accepted/recorded** |
|  | **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 ar**e **invited to observe the remainder of the meeting**  **Public session to be closed** |
|  | **Report to be invited from County Councillor Harris** |
|  | **Updates to be invited from District Councillor Judd (report emailed as standard)** |
|  | **Minutes of previous Parish Council Meetings held on 16th January to be approved with any amendments to be approved by Council** |
|  | **Council to approve the financial reports as attached**  **Council to approve reduction in standing order to Clerk** |
|  | **Council to approve the payment list as discussed at the meeting** |
|  | **Council to note update on defibrillator projects from Cllr Oakey**   * **Caudle Green location is under consideration by Keir.** * **Telephone box ownership confirmation is not available. It was added to the asset register 31/3/13, Cllr Lock had offered to refurbish it in 2011 when CDC withdrew their objection to the PC adopting. There is no payment listed for £1 to BT for either of the boxes** |
|  | **Council to consider feedback from parishioners regarding potential amalgamation of the wards of Brimpsfield and Caudle Green following information provided by Sarah Dalby at the previous meeting (CDC)**   * **Emails have been distributed to Parish Councillors** * **24 are against, 2 for** * **Some are one email on behalf of multiple people** |
|  | **Council to receive update on D-DAY celebrations on 6th June 2024 -At the previous meeting Council agreed to collect views** |
|  | **Council to consider Village Hall matters**   * **Verbal update from Chairman of Village Hall Committee** * **Council to consider feedback from residents from the previous meeting** * **Council to consider if an alternative venue may be better suited in the cold/winter months** * **Portrait of His Majesty – see email distribution** * **Children’s Playground next to the Village Hall** |
|  | **Council to consider outstanding planning matters**   * **24/00481/FUL- Erection of a rear extension at The Coach House Brimpsfield- distributed via email 5th March -deadline 26th March – no comments received** * **24/00356/FUL- Full Application for Variation of condition 1 (plans) of permission 22/02933/FUL (Variation of Condition 2 (plans) of permission 20/01394/FUL (Conversion and partial demolition of**   **agricultural barns to form 4 no. dwellings with access, car parking and landscaping) to enable design amendments to approved scheme at Blacklaines Farm Birdlip -distributed via email deadline 9th March – no comments received** |
|  | **Council to note further update at this time from meetings with Birdlip Pc (standard item)** |
|  | **Council to receive updates and agree actions relating to Road Safety Policy Group** |
|  | **Council to receive updates relating to Common Land Management the registration of Brimpsfield Common (NP)-**   * **the registration of Village Hall land (NP)** * **investigation of “the Village Green” where the war memorial and telephone box is situated –.** * **Council to consider planting a Christmas Tree or to consider requests for planting such a tree** * **further advice on granting rights of access and granting of licensing /correspondence to clarify position to other “users”- on Caudle Green (land registered to the PC) waited from NP-** * **Location of the bench on Caudle. Council to note that the Clerk has not received any feedback** |
|  | **Council to note updates on A417 missing link**  **This**[**Link**](https://we.tl/t-BEIyyuH63c)**will take you to WeTransfer website**  **The link for Commonplace is**[**https://a417missinglink.commonplace.is/**](https://a417missinglink.commonplace.is/) |
|  | **Council to consider updates on maintenance of assets**   * **village notice board has disappeared –Council agreed to Cllr Mandrigin fixing the lock with a numerical lock** * **Vandalism reported in the telephone kiosk- repairs to be done by Cllr Lock** |
|  | **Council to consider updates and agreed decisions relating to Highway/PROW matters**   * **It was noted that verges are being driven on and the flow of water is causing damage /Road surface water. Local farmer is hoping to dig out the ditch prior to Spring** * **Hedge cutting has been carried out. Councillor Lock has asked for it to be cut back slightly.** * **Caudle Green stream bend markers have been removed and is dangerous.** * **Bridge over stream (ongoing item) to be followed up Cllr Lock** * **Change of Highway Manager** |
|  | **Council to consider update from NALC on Church Donations**   * **Council to consider if requests for grants received should be sent to Clerk prior to publication of Agenda to be included as an agenda item and should be considered in line with budget agreed.- in line with standard grant  application guidance** * **Council to consider if any such request should be accompanied with financial reports from organisation and** * **Council to consider if any Councillor who plays an active role in the management of the Church or its assets should declare an interest/seek a dispensation at the beginning of each financial year** |
|  | **Council confirmed that its next meeting is scheduled for the 21st May 2024 at 7.00pm (AGM) followed by Annual Parish Assembly at 8pm**  **Any other business for information only**  **Meeting to be closed** |

**Draft minutes of meeting held on**

**16th January 2024 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, 1**1 **members of the public** |
|  | **Apologies received and recorded District Councillor Julia Judd, County Councillor Joe Harris** |
|  | **Declaration of Interest for matters on the agenda was invited –**  **Cllr Usmani declared an interest ( non-pecuniary ) on item 19 (bench)** |
|  | **Visiting speaker – Sarah Dalby was invited to address the Council regarding amalgamation of the 2 wards of the parish (de-ward)**   * **I**t is possible to de-ward the 2 wards of the parish * Effect on elections and standing for election in the two wards * Cost implications of two wards noted * The PC would need to pass a formal resolution asking for the DC to consider de-warding * CDC would conduct a parish consultation as part of a review and CDC would decide * May 2027 would be the change date * Time scale of CDC part of the project 6-9 months (probably 2025 start date/ November 2026 cut-off date) * No cost to PC during the review process * Consultation would include DC Councillors, residents, MP and PC * Members of the public would be able to speak at the CDC |
|  | **Public Participation was invited for matters on the agenda after which members of the public ar**e **invited to observe the remainder of the meeting**   * **Was the Council minded to pursue de-ward?** * **Costs of elections on 2 wards** * **Informal consultation feedback based on Caudle Green residents** * **Status Quo favored by Caudle Green residents present** * **What would be the outcome if the two wards have different views? CDC would make the decision**   **Public session closed at 19.54** |
|  | **Report not received from County Councillor Harris** |
|  | **Updates not received from District Councillor Judd (report emailed as standard)** |
|  | **Minutes of previous Parish Council Meetings held on N**ovember 21st **2023 approved with minor amendments to be approved by Council** |
|  | **Council approved the financial reports as attached** |
|  | **Council approved the payment list as attached** |
|  | **Council noted update on defibrillator projects from Cllr Oakey**   * **Caudle Green location is under consideration by Keir.** * **Telephone box ownership confirmation is still being sought by Clerk** |
|  | **Council considered potential amalgamation of the wards of Brimpsfield and Caudle Green following information provided by Sarah Dalby (CDC)**  **Summary of points raised**   * **Residents of CG feel overwhelmingly that the wards should stay as 2 wards** * **Would residents find it easier to contact 2 specific ward Councillors** * **Does status Quo give a clearer line of communication** * **Communication within the 2 wards does seem to remain isolated to each ward (Whatsapp group etc)** * **Potential costs to Parish Council at election time noted** * **Representation of the whole parish** * **Streamlining /centralising** * **Whole parish consultation would be desirable**   **Council felt that it should also consult residents of Brimpsfield before making a decision.**  **Council agreed that Clerk to design a wording (from notes taken from Sarah Dalby section) for the website and distribute to Councillors for consultation, this will then be used to consult all households across the Parish**  **Feedback at next meeting** |
|  | **Council considered update on D-DAY celebrations on 6th June 2024 -Council agreed to collect views for next meeting** |
|  | **Council received verbal update on Village Hall matters from Chairman of Village Hall Committee**   * **Building works are ongoing** |
|  | **Council noted there were no outstanding planning matters** |
|  | **Council noted no further update at this time from meetings with Birdlip Pc (standard item)**   * **Cllr Saunders is keeping Birdlip Pc updated with ongoing A417 discussion** |
|  | **Council received updates and agree actions relating to Road Safety Policy Group**   * **Cllr Saunders has contacted Caroline Ferguson (Keir) and discussed the need for signage, Highways Manager has also been invited to a joint meeting** * **Cowley PC has also been contacted and is liaising with Cllr Saunders** |
|  | **Council received updates relating to Common Land Management the registration of Brimpsfield Common (NP)-**   * **the registration of Village Hall land (NP) none at the current time** * **investigation of “the Village Green” where the war memorial and telephone box is situated – This land is not registered, a Highway search to be undertaken by NP at cost £40. Council agreed to register it as Parish Council land - Council to consider planting a Christmas Tree or to consider requests for planting such a tree (next meeting)** * **further advice on granting rights of access and granting of licensing /correspondence to clarify position to other “users”- on Caudle Green (land registered to the PC) not received from NP- Cllr Oakey to follow up with NP** * **Location of the bench on Caudle Green feedback from resident was invited as to the history to the siting. Cllr Usmani spoke as a member of the public and recommended consultation with the landowner of the stables on the position of the bench. Council to discuss feedback at next meeting** |
|  | **Council noted updates on A417 missing link**  **This**[**Link**](https://we.tl/t-BEIyyuH63c)**will take you to WeTransfer website**  **The link for Commonplace is**[**https://a417missinglink.commonplace.is/**](https://a417missinglink.commonplace.is/) |
|  | **Council considered updates on maintenance of assets**   * **Key to village notice board has disappeared – repairs approved in principle (clerk delegated authority rescinded) – matter was being investigation by original installer with Councillor Lock. Lock has been removed by Cllr Mandrigin and both sides are accessible. Council agreed to Cllr Mandrigin fixing the lock with a numerical lock** * **Vandalism reported in the telephone kiosk- repairs to be done by Cllr Lock** * **Caudle green noticeboard key given to Cllr Usmani** |
|  | **Council considered updates and agreed decisions relating to Highway/PROW matters**   * **Speed issues have been raised by residents at Climperwell entrance to the village (Cllr Lock). Council noted ongoing issues and possible location for “horse signs” (remove from agenda)** * **2 new salt bins in Brimpsfield & Caudle Green have been acquired. Siting to be agreed by Councillors. Glos Highways have not delivered the autumn top-up. Cllrs are working to fill bins.** * **It was noted that verges are being driven on and the flow of water is causing damage /Road surface water. Local farmer is hoping to dig out the ditch prior to Spring** * **Hedge cutting has been carried out. Councillor Lock has asked for it to be cut back slightly.** * **Caudle Green stream bend markers have been removed and is dangerous.** * **Other hedges and dangerous overhangs should be reported to Glos Highways via Fix My Street portal** * **Ash Place trees were reported as being dangerous and will be cut back** * **Bridge over stream (ongoing item) to be followed up Cllr Lock** * **Other pot holes noted and encouraged to report** * **Cotswold Cross Cycling Sportive – 24th March 2024 – Bridlepath 11 was damaged last year- Council agreed for Clerk to submit response as proposed by Cllr Lock** |
|  | **Council confirmed that its next meeting is scheduled for the 26th March 2024 at 7.30pm**  **Any other business for information only**  **Grants to Church – GAPTC advice has been sought and Clerk will advise Council at the next meeting**  **Grants for highways – advised to contact CC Harris**  **Meeting closed at 21.13pm** |

**Financial reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **balance** |
| 01/04/2023 | opening balance |  |  | 5176.54 |
| 28/04/2023 | precept | receipt | 5250.00 | 10426.54 |
| 28/04/2023 | b holder | so | 225.48 | 10201.06 |
| 28/05/2023 | b holder | so | 225.48 | 9975.58 |
| 28/06/2023 | b holder | so | 225.48 | 9750.10 |
| 28/07/2023 | b holder | so | 225.48 | 9524.62 |
| 28/08/2023 | b holder | so | 225.48 | 9299.14 |
| 09/05/2023 | b holder | 625 | 67.54 | 9231.60 |
| 09/05/2023 | pata | 626 | 113.20 | 9118.40 |
| 04/05/2023 | gallagher (insurance) | 627 | 460.67 | 8657.73 |
| 09/05/2023 | GAPTC | 628 | 82.55 | 8575.18 |
| 19/07/2023 | HMRC | 629 | 165.00 | 8410.18 |
| 19/07/2023 | B HOLDER | 630 | 40.64 | 8369.54 |
| 20/07/2023 | CDC (ELECTION COSTS) | 631 | 291.65 | 8077.89 |
| 12/09/2023 | hmrc | 632 | 110.20 | 7967.69 |
| 12/09/2023 | m adams | 633 | 85.00 | 7882.69 |
| 12/09/2023 | b holder | 634 | 87.76 | 7794.93 |
| 12/09/2023 | I selkirk | 635 | 150.00 | 7644.93 |
| 30/09/2023 | b holder | so | 225.48 | 7419.45 |
| 31/10/2023 | b holder | so | 225.48 | 7193.97 |
| 31.10/23 | hmrc | 636 | 110.00 | 7083.97 |
| 14/11/2023 | b holder | 637 | 62.48 | 7021.49 |
| 28/09/2023 | cdc precept | receipt | 1750.00 | 8771.49 |
| 30/11/2023 | b holder | so | 225.48 | 8546.01 |
| 30/12/2023 | b holder | so | 225.48 | 8320.53 |
| 30/11/2023 | b holder backpay | 640 | 155.58 | 8164.95 |
| 21/11/2023 | partridge | 638 | 1050.00 | 7114.95 |
| 30/11/2023 | hmrc | 639 | 243.00 | 6871.95 |
| 30/11/2023 | go daddy website | 641 | 172.66 | 6699.29 |
| 04/01/2024 | b holder expenses inc wfh | 642 | 73.00 | 6626.29 |
| 31/01/2024 | b holder | so | 225.48 | 6400.81 |
| 28/02/2024 | b holder | so | 225.48 | 6175.33 |
| 31/03/2024 | b holder | so | 225.48 | 5949.85 |
| 21/01/2024 | pata | 646 | 10.00 | 5939.85 |
| 21/03/2024 | hmrc | 643 | 261.20 | 5678.65 |

**Payment list for approval**

|  |  |  |  |
| --- | --- | --- | --- |
| 21/03/2024 | hmrc | 643 | 261.20 |

**Bank reconciliation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |  |
|  | o/bal 1/4/23 |  | 5176.54 |  |  |
|  | payments TO |  | 6497.89 |  |  |
|  | receipts TO |  | 7000.00 |  |  |
|  | **Closing balance 4/1/24** |  |  | **5678.65** | 0.00 |
| **BANK RECONCILIATION** |  |  |  |  |  |
| treasurers | bank statement 26/2/24 |  |  | 6165.33 |  |
|  | 31/03/2024 | so | 225.48 |  |  |
|  | 45372.00 | 643 | 261.20 |  |  |
|  |  |  |  |  |  |
|  | **current account** |  |  | **486.68** |  |
|  | **current account bal** |  |  | **5678.65** | 0.00 |
|  | deposit account |  |  | 3152.84 |  |
|  | BANK BALANCE |  |  | **8831.49** |  |
|  | reconciled balance |  |  | 8831.49 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **reserves reconciliation** | **31/03/2021** | **31/03/2022** | **31/03/2023** |
| 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 |

**Employment reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll summary cash book |  |  | payroll 31/3 |  |
| net | 2672.68 |  | 2672.68 | 0.00 |
| paye | 889.40 |  | 889.40 | 0.00 |
| gross | 3562.08 |  | 3562.08 |  |

**Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| expenses |  | feb/mar |  |  |  |
| mileage |  | 18.00 |  |  |  |
| printing |  | 6.20 |  |  |  |
| postage |  | 8.00 |  |  |  |
| year stationery |  | 9.88 |  |  |  |
| wfh |  | 52.00 |  | wfh due to 31/3 | 286.00 |
| paid |  | -94.08 |  | paid | 286.00 |
|  |  | 0.00 | expenses |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/24 | BALANCE | budget 2024/25 |  |
| **INCOME** |  |  |  |  |  |
| Precept | 7000.00 | 7000 | 0 | 7350.00 |  |
| Interest |  | 6 | -6 |  |  |
| VAT refund |  | 0 | 0 |  |  |
| Wayleave |  | 0 | 0 |  |  |
| other |  | 0 | 0 |  |  |
| **TOTAL INCOME** |  | 7006 | -7006 | 7350 |  |
| **EXPENDITURE** |  |  |  |  |  |
| Clerks Salary | 3303 | 3562 | -259 | 3600 | actual |
| Admin / Expenses | 360 | 520 | -160 | 360 |  |
| Payroll Mgmt | 150 | 123 | 27 | 150 |  |
| Insurance | 450 | 461 | -11 | 475 |  |
| Audit | 120 | 150 | -30 | 150 |  |
| Grass cutting Brimpsfield | 500 | 0 | 500 | 470 |  |
| Grass cutting /trees Caudle Green | 1000 | 1135 | -135 | 1050 |  |
| Mtg Room hire | 200 | 0 | 200 | 200 |  |
| Subs | 80 | 83 | -3 | 85 |  |
| Training |  | 0 | 0 | 100 |  |
| legal and specialist costs | 150 | 0 | 150 | 150 | reserves |
| Maintenance & repairs | 800 | 0 | 800 | 800 | earmark-war memorial? |
| Grants / Donations | 200 | 0 | 200 | 200 |  |
| FROM RESERVES |  | 0 |  |  |  |
| Equip & Assets | 200 | 0 | 200 | 200 | earmark-repairs |
| Web- site | 180 | 173 | 7 | 180 |  |
| Sect 137 |  | 0 | 0 |  |  |
| Village hall Grant | 300 | 0 | 300 | 300 |  |
| election costs 50% | 2107 | 292 | 1815 | 1000 | earmark |
| **EXPENDITURE TOTALS** | **10100** | **6206** | **3893** | **9470** |  |
| **FROM RESERVES** |  |  |  | **2120** | **council is running at a loss** |