

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU  
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- MINUTES:** of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 26th January 2016 at 7.30pm.
- PRESENT:** Parish Councillors: Roger Lock, Jane Parsons, Tom Overbury, Heather Eaton and Andrew Ward.
- IN ATTENDANCE:** Kate Sales, Clerk  
3 x parishioners

*Members of the public were welcomed to the meeting.*

- 1) **To receive apologies for absence.** No apologies were received.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Overbury declared an interest on item 6 of the agenda - Shepherd's Barn Syde Park Farm Caudle Green.
- 3) **To approve the minutes of the Parish Council Meeting held on Tuesday 20th October 2015 at Brimpsfield Village Hall.** These were approved and duly signed as a true record.
- 4) **To hear representations from the public regarding any items on the Agenda.** There were none.
- 5) **Matters Arising**
  - **New website launch for compliance with Transparency Code.** The clerk had previously circulated the link for the new website and after discussion it was agreed that a 'local information' page would be added to the site so local groups could have their details displayed. It was decided that no editing rights could be given to other groups as the site belonged to the parish council. It was resolved that the site could now go live with the address [www.brimpsfieldpc.org](http://www.brimpsfieldpc.org) *Cllr Lock to contact local groups to see what information they need displaying*
  - **Successful bid from Transparency Grant.** The clerk informed the meeting that the grant had been received and paid into the council's account.
  - Grass cutting quotes tendered and circulated (item to be discussed at item 8 on the agenda).
  - Budget & Precept setting for 2016/17 (item to be discussed at item 8 on the agenda).

- 6) **To consider and note planning applications and agree responses:**

For consideration

**Shepherd's Barn Syde Park Farm Caudle Green (15/05597/FUL) - Alteration and conversion of existing barn to form 2 bed dwelling together with associated ancillary development.**

It was noted that this application was based on a similar one a few years ago (which was refused by the District Council), and the Parish Council objected to at the time. It was felt that the same objections were still relevant. The new development is located in

open countryside and would have a detrimental impact on the AONB, thereby contravening Section 19 of the current local plan. The Parish Council therefore resolved to object. (Cllr Overbury abstained and did not comment on this application.)

*Clerk to submit objections to Cotswold District Council*

For noting

**Leverets Barn Haregrove Brimpsfield (15/04028/FUL) - Full Application for Removal of condition 2 of planning permission 11/00985/FUL to allow use of building as an open market dwelling.**

Application permitted by Cotswold District Council

**Honeysuckle Cottage Caudle Green (15/05121/FUL) - Two storey rear extension with single storey lean-to side extension. Alterations to outbuilding to facilitate conversion to a home office**

Awaiting decision from Cotswold District Council

**Ermin Way Works Cirencester Road Birdlip (15/05300/FUL) - Full Application for Variation of condition 9 of 15/01717/FUL - alteration to the details of the green roof.**

Application permitted by Cotswold District Council.

**The Old Forge Birdlip (15/04695/FUL) - Single storey extension.**

Application permitted by Cotswold District Council.

**Spring Cottage Caudle Green (15/04218/FUL) - Division of property into 3 dwellings.**

Application permitted by Cotswold District Council.

**Murock Climperwell Road Brimpsfield (15/04279/FUL) - Erection of two storey extension and detached garage.**

Application permitted by Cotswold District Council.

## 7) Highways update

- TTRO 400872 Birdlip House Farm To Church View Bungalow Brimpsfield**  
 This road will be closed (as per the attached), between the 15th February 2016 & 19th February 2016, to allow for drainage repair and replacement works by Amey, working on behalf of Gloucestershire County Council. Cllr Lock asked how long the road would be shut for and Cllr Overbury informed the meeting that he understood that the road would be shut for the whole time during the specified period. However if work was finished earlier then he believed it would be opened up accordingly.

## 8) Budget & Precept Planning for 2016/17

**Grass cutting for 2016-18.** Tenders to three suppliers were sent out before Christmas and two contractors' submitted quotes. Both suppliers' quotes were very similar in price.

	<b>Allen Partridge</b>	<b>Greenfield Garden Services</b>
A - Brimpsfield	160/season	280/season
B - Caudle Green Common	120/cut	590/year
Cost per year	160 + 7x120 <b>£1000.00</b>	280 +590 <b>£870.00</b>
+ VAT	n/a	£174.00
<b>TOTAL cost per year</b>	<b>£1000.00</b>	<b>£1044.00</b>

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45678 After discussions it was resolved to accept Allen Partridge's quote. The basis of this was due to him knowing the areas well and as the previous contractor the parish council were familiar with his work.

Cllr Lock enquired whether the extra areas in Brimpsfield were included in these quotes. Cllr Overbury said they hadn't and it was decided to add this to the next agenda for discussion.

*Clerk to contact suppliers with the Parish Council's decision. Cllr Parsons to contact Mr Partridge before work commences to discuss Caudle Green verge cutting.*

**Budget 2016/17 and Precept setting.**

The clerk informed the meeting that she was aware that the County Council would, after five years of frozen rates be increasing their part of the Council Tax by around 1.99% plus the 2% ring-fenced social care addition that the Government had allowed. The Police had also indicated that they too would be adding an increase. With this in mind the Parish Council felt it needed to be prudent with its budget and after discussions the Parish Council set the precept for 2016/17 to £4524, an increase of £111.00.

	Budget 2015/16	Total Spend to 31.3.16	Spend vs Budget to 31.3.16	Total Income to 31.3.16	Proposed Budget 2016/17
Precept	4538.10			4413.00	£ 4,523.32
Council Tax discount grant				126.00	£ 115.00
Sale of History books				5.00	
Bank interest				1.02	£ 1.00
VAT refund				0.00	£ 99.40
Other				695.24	
Electricity wayleave				32.99	£ 30.00
<b>TOTAL</b>	<b>4538.10</b>				<b>£ 4,768.72</b>
Hire of Village Hall	200.00	200.00	0.00		£ 200.00
Insurance	300.00	265.00	35.00		£ 300.00
Specialist Advice	300.00	0.00	300.00		£ 300.00
Grants /Donations		0.00	0.00		£ 200.00
Grants - WWI Commemorations		0.00	0.00		£ -
Audit Costs		80.00	-80.00		£ 80.00
Elections		0.00	0.00		£ -
Grass Cutting - Brimpsfield	180.00	180.00	0.00		£ 180.00
Grass Cutting - Caudle Green	770.00	770.00	0.00		£ 840.00
GAPTC / Subscription	70.00	97.57	-27.57		£ 100.00
Clerk's Salary (incl PAYE)	1800.00	2096.76	-296.76		£ 1,950.00
Clerk's Expenses	200.00	225.99	-25.99		£ 225.00
Payroll Management	200.00	99.20	100.80		£ 110.00
Training	250.00	250.00	0.00		£ 200.00
Laptop	500.00	397.60	102.40		£ -
Village Hall Grant	300.00	300.00	0.00		£ 300.00
Section 137		20.00	-20.00		£ 25.00
Un-budgeted expenditure	0.00	114.00	-114.00		
VAT Paid		99.40	-99.40		
Maintenance & repairs	0.00		0.00		-
<b>TOTALS</b>	<b>5050.00</b>	<b>5175.52</b>	<b>-125.52</b>	<b>5273.25</b>	<b>£ 4,990.00</b>
Reserves as at 1.4.15		4613.22			4710.95
Income during year		5273.25			4768.72
Expenditure during year		5175.52			4990.00
Antic. reserves at year end		4710.95			4489.67

*Clerk to submit precept to Cotswold District Council.*

9) Policy & Governance Updates

- **External Audit for Smaller Authorities - the future from 2017.** The Clerk reported to the Council the changes happening to the external Audit from 2017. The key points highlighted were that:
  1. from 2017 the Parish Council will still be required to publish an Annual Return, but will not be required to submit it for audit.
  2. it will still be mandatory to have an auditor appointed if an occasion arises for an audit to be undertaken.
  3. a sector-led body will be created to procure auditors and manage audit contracts to ease the administrative burden, and reduce costs for smaller councils.
  4. membership of the sector led body will be automatic and parish councils need to decide whether to 'opt-out' of this arrangement and try to procure an auditor themselves. The deadline to opt-out is 31.03.16.

It was resolved that the Parish Council would stay-opted in to the new procedures.

10) Finances

- 10.1. To receive current state of accounts.** These were received and agreed. No bank reconciliation took place as the clerk had not received a current bank statement. *As a signatory on the account Cllr Overbury to visit the bank to find out where the missing bank statements were being sent and request new cheque book.*

BPC EXP vs BUDGET 2015-16				BRIMPSFIELD PARISH COUNCIL						
				Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
	Budget			Spend	Spend	Spend	Budget	Income	Income	Income
	to			to	from	to	to	to	from	to
	2015/16			31.12.15	01.01.16	31.3.16	31.3.16	31.12.15	01.01.16	31.3.16
Precept	4538.10							4539.00	0.00	4539.00
Sale of History books								5.00	0.00	5.00
Bank interest								0.52	0.50	1.02
VAT refund								0.00	0.00	0.00
Other								695.24	0.00	695.24
Electricity wayleave								0.00	32.99	32.99
	4538.10									
Hire of Village Hall	200.00			0.00	200.00	200.00	0.00			
Insurance	300.00			265.00	0.00	265.00	35.00			
Specialist Advice	300.00			0.00	0.00	0.00	300.00			
Grants /Donations				0.00	0.00	0.00	0.00			
Grants - WWI Commemorations				0.00	0.00	0.00	0.00			
Audit Costs				80.00	0.00	80.00	-80.00			
Elections				0.00	0.00	0.00	0.00			
Grass Cutting - Brimpsfield	160.00			0.00	160.00	160.00	0.00			
Grass Cutting - Caudle Green	770.00			0.00	770.00	770.00	0.00			
GAPTC / Subscription	70.00			97.57	0.00	97.57	-27.57			
Clerk's Salary (incl PAYE)	1800.00			1487.07	610.00	2097.07	-297.07			
Clerk's Expenses	200.00			151.13	74.00	225.13	-25.13			
Payroll Management	200.00			39.60	50.00	89.60	110.40			
Training	250.00			0.00	250.00	250.00	0.00			
Laptop	500.00			0.00	397.60	397.60	102.40			
Village Hall Grant	300.00			300.00	0.00	300.00	0.00			
Section 137				0.00	0.00	0.00	0.00			
Un-budgeted expenditure	0.00			0.00	114.00	114.00	-114.00			
VAT Paid				0.00	99.40	99.40	-99.40			
<b>TOTALS</b>	<b>5050.00</b>			<b>2420.37</b>	<b>2725.00</b>	<b>5145.37</b>	<b>-95.37</b>	<b>5239.76</b>	<b>33.49</b>	<b>5273.25</b>

10.2. To approve payments

These were approved. (Due to the correspondence address not being correct at the bank a new cheque book had not been received. The clerk informed the council that chq 240 would be combined with 239 with a total

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of £636.65. If no chq booked arrived in time the clerk would pay the HMRC bill approved below and reclaim at the next meeting.)

The following payments were made between meetings				
Chq no	Payee	Purpose	Auth	Cheque value
No payments made between meetings				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
236	K Sales	Approval of Clerk's salary - Jan 16 (+ agreed overtime)	LGA 1972 s.112	£257.44
237	PATA Payroll	Payroll Services (Oct-Dec 15)	LGA 1972 s.111	£19.80
238	K Sales	Expenses Nov 15-Jan 15	LG (FP)A 1963 s.5)	£72.89
239	Godaddy.com	Website builder & provider	LGA 1972 s.142	143.93
240 (now 239)	K Sales	PC, software & scanner purchase	LGA 1972 s.111	£492.72
241(now 240)	A Partridge	Grass cutting	HA 1980 s.96	£930.00
242 (now 241)	HMRC	PAYE	LGA 1972 s.112 (2)	£22.40

#### 11) To note recent correspondence and agree responses

- **CDC - Community Emergency Plan.** Document to be completed and returned to CDC. It was decided that this information should appear on the website. *Clerk to create an 'emergency page' and circulate a draft to councillors on completion.*
- **Stroud & District Motor Club - Cotswold Clouds Trial** - running on the 7th February 2016. They will be using the road/track known as 'Climperwell Farm' as an observed section on the above event. The trial is a non-speed event and un-timed. The route is fully authorised by the D of E and the County Council. The county police have also been consulted. As in previous years any residents likely to be affected will be visited before the event so personal circumstances can be taken into account. Due to the wet weather at the moment the council was concerned about the amount of mud on the road this event might cause. *Cllr Parsons to contact the land owner to ensure roads will be cleared if necessary after the event.*
- **Highways Guide & Amey Newsletter** - January edition - for information only. This was circulated via email.
- **Zurich Insurance** - asking to be kept on file for and offering to quote when renewal is up.

**12) 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.*

Cllr Parsons informed the meeting that a parishioner had enquired whether a 'wayleave' was needed for Gigaclear to install broadband as the cables would be running across the common that was parish council land. It was noted that GRCC might be able to help advise on this. It was decided that this would be an item on the next agenda. *Clerk will contact Gigaclear to discuss. Cllr Parsons to let clerk have contact details for Gigaclear representative.*

Concern was raised over a second dwelling being built and lived in at Hermits Corner that had not had planning permission. Councillors were concerned that in the future a CLEUD would be applied for. *Clerk to contact planning and enforcement to see if they know about this building.*

Cllr Ward informed the meeting that some parish council owned land at Caudle Green was not listed in the asset register. It was decided that this would be an item on the next agenda. *Cllr Overbury to look at some maps to send to the clerk.*

Cllr Lock informed the meeting that following his meeting with Gillian Portlock from Highways last year he had been in contact again to find out what was being done with the road furniture next to the Old Post Office. Gillian had informed him this had been actioned and would be done in the next six months.

The Chairman concluded the meeting at 8.40pm and thanked everyone for their attendance. The next Parish Council meeting will be held on TUESDAY 23rd February 2016 starting at 7.30pm at the Village Hall. *(Councillors were asked to attend at 7pm to sort through old archive files stored at the Village Hall.)*

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Chairman

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Date