Councillors attended the Meeting of Brimpsfield Parish Council at the Village Hall on TUESDAY the 16th July 2019 at 7.30pm

**Welcome by the Chair of Council**

1. **Following proposal and seconder, Council agreed the co-option of R Lock**
2. **A short pause to allow the signing of acceptance of office by newly co-opted Councillor in front of the Clerk. Declaration of interests Forms will be distributed and must be returned to District Council within 28 days of taking office, with a copy to be given to Clerk for storage. Councillor Lock joined the Council at this point.**
3. **Attendance recorded as Councillors’ Tom Overbury, Jane Parsons, Claire Jardine, Michael McWilliam, Archie Larthe, Roger Lock**

**Chairman of Village Hall Committee -Mikhail Mandrigin**

**District Councillor Judd**

**To noted apologies for absence -Councillor** **Heather Eaton and County Councillor Robbins**

1. **There were Declarations of Interest on items on the Agenda. (Localism Act 2011). 15b and 15c planning items from Councillor Larthe, who left the room at this point**
2. **Council approved the minutes of a Parish Council Meeting held on the 14th May 2019, which were then duly signed.**
3. **Matters arising from previous minutes:**
   * 1. **Map of Parish Boundary provided for Council records to be put on website -Clerk**
     2. **Village notice board – work completed with an additional invoice for posts to be approved by council. Clerk to ask the contractor to look at an alternative catch system and to consider making both halves lockable. Council would like to be able to lock one half and make the other side independent closure.**
     3. **White line markings opposite the War Memorial – Clerk reported**
     4. **Footpath – see item 10**
4. **comments and concerns from the public. No members of the public attended**

**A verbal report from District Councillor Judd was presented**

* **Neighbourhood plan recommended by District Council**
* **Community infrastructure Levy – 1st June 2019 (+100sqm developments =25% CIL)– information distributed via email**
* **Community Led Housing – homes for the long-term benefit of the Village**
* **Community Activities Support Fund (£2500 budget for each ward is available from District Councillor**
* **Electric Vehicle Charging points for Community use**
* **Soft plastic recycling (plastic bags etc) trial at Tesco supermarket**
* **Ermin ward facebook page ( @ermin ward )**

1. **Appointment of Snow Warden. Council agreed to ask Mark Foyn to continue for Brimpsfield. Councillor Parsons as Snow Warden for Caudle Green and Councillor McWilliam as Tree Warden. Clerk to forward information for Tree Warden role.**
2. **Bank Mandate update changes form signed- Clerk to be added along with administrative address and Councillor Jardine to be added.**
3. **Public Footpath running from the Knapp towards Longdale (Councillor Larthe) update noted**

**Chairman has forwarded information to parishioner. Council discussed different ideas for footpath surfacing to be adequate for the use involved. It was suggested to look for a community response. Councillors Overbury and Larthe will discuss the matter with the landowner.**

1. **Hermits Corner update noted as distributed as email 8th June 2019.**

**Clerk to email District Councillor Judd for further update**

1. **Village Hall update - Chairman of Village Hall attended to give update.**

* **Kitchen floor investigation – email distributed. The village hall committee was authorised to do remedial work as required.**
* **Committee meets once a month**
* **Building fund is approx. £20k (estimated costs £450k )**
* **Car park income on voluntary basis in the region of £350**
* **Investigation into funding sources ongoing**
* **Planning permission**
* **Kitchen window damage was been reported to Council**

1. **Review of the following policies (all available on website) – Councillors will email the Clerk when they have reviewed the policies (23rd July).** 
   * 1. **the Parish Council’s Code of Conduct.**
     2. **Standing Orders for Brimpsfield Parish Council.**
     3. **Financial Regulations for Brimpsfield Parish Council.**
     4. **Council’s internal control policy.**
     5. **Parish Council asset register.**
     6. **Parish Council’s risk assessment.**
     7. **Parish Council’s insurance policy cover remains adequate**
     8. **grants and donations policy.**
     9. **Parish Council’s emergency plan**
     10. **any other Parish Council policies need reviewing.**
2. **Correspondence received regarding Woodfield House Stables (distributed via email) Council discussed and will discuss further when an official application is received.**
3. **Council considered planning applications and agreed responses as:**
   * 1. **19/01931/FUL – change of use at the Muzzards, Climperwell Road – no objections**
     2. **19/02130/LBC – conversion of barn at Brimpsfield Park Estate – no objections**
     3. **19/02129/FUL– conversion of barn at Brimpsfield Park Estate – no objections**
4. **Highways and PROW Updates**

**A417 update received as distributed**

**Clerk was asked to alert Highways that the protective rail on the west side of the bridge at the bottom of Common Hill was damaged**

**Clerk to re-refer the white lines opposite the War Memorial.**

**Crops blocking footpaths has been reported – Black Lane Farm**

**The lane between Brimpsfield and Caudle Green is very overgrown and to be reported to Glos Highways (Fern Hill to Caudle Green)**

**30mph sign is obscured approaching the Village. Councillors to deal with**

1. **Finances**
   * 1. Council approved payments as follows

26/7/19 Salary - £194.06 (paid by Standing order)

26/7/19 HMRC £48.40

14/5/19 Expenses as submitted £53.35

24/8/19 Salary £194.06 (paid by standing order)

24/8/19 HMRC £48.40

15/07/19 Dickon Roberts joinery £91.72 – oak posts for notice board

* + 1. noted financial reports update
    2. Completed internal control checklist

1. **Items for information only**

* *Correspondence from Long Distance Walker -21st September 2019*
* *Telephone kiosk update*
* *Grass cutting areas for next agenda.*
* *Caudle green notice board. £320 for doors £850 for replacement for next agenda*

*Meeting closed at 21.13pm*

*CASH BOOK*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01.04.19 | opening credit bal |  | 6538.01 |  |  |
| 26/04/2019 | B HOLDER | 468 |  | 194.06 | 194.06 |
| 26/04/2019 | HMRC | 469 |  | 48.52 | 48.52 |
|  | SEE 2018/19 | 470 |  |  | 0.00 |
| 30/04/2019 | GAPTC SUBS | 471 |  | 70.78 | 70.78 |
| 02/04/2019 | VILLAGE HALL | 472 |  | 200.00 | 200.00 |
| 01/04/2019 | DICKEN ROBERTS JOINERY | 473 |  | 1200.00 | 1200.00 |
| 12/05/2019 | GAPTC AUDIT | 474 |  | 160.00 | 160.00 |
| 24/05/2019 | B HOLDER | 475 |  | 194.30 | 194.30 |
| 25/05/2019 | HMRC | 476 |  | 48.28 | 48.28 |
| 14/05/2019 | B HOLDER EXPENSES | 477 |  | 64.08 | 64.08 |
| 14/05/2019 | CAME AND CO | 478 |  | 355.87 | 355.87 |
| 14/05/2019 | PATA PAYROLL | 479 |  | 23.25 | 23.25 |
| 28/06/2019 | cancelled | 480 |  |  | 0.00 |
| 28/06/2019 | HMRC | 541 |  | 48.40 | 48.40 |
| 15/07/2019 | B HOLDER EXPENSES | 542 |  | 53.35 | 53.35 |
| 15/07/2019 | DICKEN ROBERTS JOINERY | 543 |  | 91.72 | 91.72 |
| 26/07/2019 | HMRC | 544 |  |  | 0.00 |
| 26/08/2019 | HMRC | 545 |  |  | 0.00 |
| 25/04/2019 | CDC | REC | 4531.00 |  | 0.00 |
| 26/06/2019 | B HOLDER | SO |  | 194.18 | 194.18 |
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|  |  |  |  |  |  |
|  | Totals |  | 4531.00 | 2946.79 | 2946.79 |

|  |  |  |  |
| --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |
|  | o/bal 1/4/19 |  | 6538.01 |
|  | payments TO 16/7/19 |  | -2946.79 |
|  | receipts TO 16/7/19 |  | 4531.00 |
|  | **Closing balance 16/07/19** |  | **8122.22** |
| **BANK RECONCILIATION** |  |  |  |
| treasurers | bank statement 92 |  | 5171.57 |
|  | outstanding cheques |  |  |
|  | 541 | 48.40 |  |
|  | 542 | 53.35 |  |
|  | 543 | 91.72 |  |
|  | AS ABOVE |  | 193.47 |
|  | balance |  | 4978.10 |
|  |  |  |  |
|  | treasurers a/c | 4978.10 |  |
|  | instant a/c | 3144.12 |  |
|  | history account | 0.00 |  |
|  | **RECONCILED BALANCE** | **8122.22** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 728 | 2072 |  |  |  | 2072 |  |
| Admin / Expenses | 225 | 117 | 108 |  |  |  | 108 |  |
| Payroll Mgmt | 110 | 23 | 87 |  |  |  | 87 |  |
| 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 | 92 | -92 |  |  |  |  | 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 FROM RESERVES** |  |  | 0 |  |  |  | 0 |  |
|  |  |  |  |  |  |  | 0 |  |
| **EXPENDITURE TOTALS** | **6650** | **2946.79** | **3703** |  |  |  | **5001** | **1298** |