

BRIMPSFIELD PARISH COUNCIL

Agenda/summons for meeting to be held on

27th November 2024 at 7.30pm

At the Brimpsfield Village Hall

(rearranged from 19th November 2024)

1.	Welcome
2.	Attendance to be recorded (anticipated 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
3.	Apologies received from Parish Councillors to be accepted and recorded Any other apologies to be noted
4.	Declaration of Interest for matters on the agenda to be invited
5.	Public Participation. Members of the public will be invited to speak on matters on the agenda after which members of the public are invited to observe the remainder of the meeting Public session to be closed
6.	Report from County Councillor Harris to be invited
7.	Updates invited from District Councillor Judd (report emailed as standard)
8.	Minutes of previous Parish Council Meetings held on 17th September 2024 to be approved with amendments approved by Council
9.	Council to approve the financial reports as attached and to receive update on banking matters
10	Council to approve the payment list as discussed at the meeting
11	Council to approve its budget/precept for 25/26
12	Council to consider email from GAPTC regarding website compliance with WCAG2.2 AA accessibility standards and strong recommendation of moving to a gov.uk domain name GAPTC are recommending Parish Online. Council agreed in principle at September meeting and Clerk will update with further information received
13	Council to receive feedback from training attended by Clerk/Chair re GAPTC new website, portal and hubs.
14	Council to consider Village Hall matters <ul style="list-style-type: none">• Children's Playground next to the Village Hall-• Hall internal and roof works in progress update• Matters arising from the distributed VH minutes

15	Council to consider outstanding planning matters
16	<p>Council to considered updates on dangerous tree at Bus Stop, Caudle Green Common</p> <p>Cllr Parsons delegated to lead the project to obtain 3 quotations to cut down/remove damaged parts (subject to potential risk to property/people) and to leave the wood on the common for residents.</p> <p>Clerk has not received any quotes to progress this matter</p>
17	Council to note updates relating to Road Safety Policy Group (standard item)
18	Council to consider Ash-Die Back project 24/25. Council agreed to disseminate to residents to gauge response /desire (Cllr Lock to lead)
19	<p>Council to receive updates on other Common Land issues (Cllr Oakey)</p> <ul style="list-style-type: none"> Working Party meeting led by Cllr Oakey (plus Cllrs Saunders & Usmani and 2 members of the public) Councillors to agree draft policy. Council to consider omission at previous meeting not to include Cllr Parsons
20	<p>Council to note updates on A417 missing link are available</p> <p>This Link will take you to WeTransfer website The link for Commonplace is https://a417missinglink.commonplace.is/</p>
21	Council to consider updates on maintenance of assets where available (standard item)
22	Council to note updates relating to Highway/PROW matters
23	Council to agree to move to confidential session to consider employment/legal matters
24	<p>Council to confirm that its next meeting is scheduled for the 21st January 2025 at 7.30pm</p> <p>Meeting to be closed</p>

BRIMPSFIELD PARISH COUNCIL
Draft minutes for meeting held on
17th September 2024 at 7.30pm
At the Brimpsfield Village Hall

1.	Welcome
2.	Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons, Harriet Saunders, Lois Usmani, & 8 members of the public
3.	No Apologies received from Parish Councillors District Councillor Julia Judd apologies noted County Councillor Joe Harris did not attend
4.	Declaration of Interest for matters on the agenda were received from Cllr Mandrigin -planning item
5.	Public Participation. Members of the public were invited to speak on matters on the agenda after which members of the public were invited to observe the remainder of the meeting <ul style="list-style-type: none"> • Item 14 donation to Church -clarification of Parish Share (anticipated of over £16k for 25/26 for Birdlip and Brimpsfield) & Church Commissioners income • Point 19 working party for Caudle Green – volunteer update and information sharing requested <p>Public session closed at 19.35</p>
6.	No Report from County Councillor Harris was available
7.	Updates not available from District Councillor Judd (report emailed as standard)
8.	Minutes of previous Parish Council Meetings held on 23rd July 2024 were approved with minor amendments approved by Council
9.	Council approved the financial reports as attached
10	Council approved the payment list as discussed at the meeting
11	Council considered email from GAPTC regarding website compliance with WCAG2.2 AA accessibility standards and strong recommendation of moving to a gov.uk domain name GAPTC are recommending Parish Online

	Agreed in principal and to confirm in November meeting (waiting GAPTC response)
12	Council considered email from GAPTC regarding their new website, portal and hubs. Chair and Clerk have been told that it is essential that they attend the on-line session on 7 th October 10 am to midday or 6 to 8pm- Chair and Clerk will attend separately
13	Council considered its Grant policy following changes to the rules relating to Church Donations- Proposed/seconded that the Council has a policy not to make any donations/grants- carried by majority decision.
14	Council noted a grant request in the sum of £300 to Church as discussed at previous meetings can not be agreed due to decision on item 13 as new policy agreed NOT to make any donations/grants
15	Council considered Village Hall matters <ul style="list-style-type: none"> • Children’s Playground next to the Village Hall- see March 2024 minutes – “The PC agreed for the VH to negotiate the peppercorn lease for the land It was proposed/seconded and agreed that the V Hall should take this project forward” – discussions have been held with the owner of the land to the west of the VH plot. Land Owner has offered a triangle plot abutting front car park and length of hall. 300sqm in total. The owner will charge a peppercorn rent and prepare the land ready for grass seeding and install a new fence. Draft lease being prepared. • Hall internal and roof works in progress update given • As VH are the tenants under the Deed of Trust (PC are the owners of the VH): BPC to consider insurance implications (see March 2024 minutes) cfwd • Matters arising from the distributed VH minutes (June minutes) awaiting July minutes
16	Council considered outstanding planning matters 24/026026/FUL & 24/02607/LBC removal of existing rear single storey extension and construction of 2 storey extension at Pear Tree Cottage, Brimpsfield (Cllr Mandrigin declared an interest) – Council agreed not to support any comment 24/02497/FUL – single storey extension at The Rise , Caudle Green (Cllr Usmani declared an interest) Council agreed to support 24/02392/AGFO – erection of agricultural building at Stoneyhill Farm (agricultural notice)- decided
17	Council considered email from Councillors expressing concern over dangerous tree at Bus Stop, Caudle Green Common Council was informed that it is felt that there are 3 ash trees are dying slowly. Council agreed to obtain 3 quotations to remove damaged parts/and or remove – Cllr Parsons delegated to lead the project to obtain 3 quotations to cut

	<p>down/remove damaged parts (subject to potential risk to property/people) and to leave the wood on the common for residents.</p> <p>Council would like to save the trees as much as possible.</p> <p>Clerk has delegated authority under H & S rules where risk to property/people</p>
18	<p>Council agreed request from Birch Utility Services requesting permission for a group of Willow Trees on Brimpsfield Common (What 3 Words-sample.functions.drags) to fell and prune trees under the power line on behalf of national grid and to stack branches on the site</p>
19	<p>Council noted updates relating to Road Safety Policy Group (standard item)</p>
20	<p>Council considered email distributed regarding Ash-Die Back project 24/25. Council to disseminate to residents to gauge response /desire (Cllr Lock to lead) with feedback to come to November meeting.</p>
21	<p>Council received updates on other Common Land issues (Cllr Oakey)</p> <ul style="list-style-type: none"> • Working Party meeting led by Cllr Oakey (plus Cllrs Saunders & Usmani and 2 members of the public) to be arranged to discuss ideas to protect the Caudle Green –pending draft rules/legal position, and then Parish Councillors will agree draft. • Bench on Caudle Green described as dangerous and the resident responsible has had it repaired- remove from agenda
22	<p>Council noted updates on A417 missing link are available</p> <p>This Link will take you to WeTransfer website The link for Commonplace is https://a417missinglink.commonplace.is/</p>
23	<p>Council noted no updates on maintenance of assets were available (standard item)</p>
24	<p>Council noted updates relating to Highway/PROW matters</p> <ul style="list-style-type: none"> • Effect of A417 missing link on PROW in Brimpsfield – noted from Parish Assembly • update on linking a foot path ABP24 (Parsons Pitch) Birdlip from new Air Balloon Way and changing into a bridle way is currently being considered by GCC (Cllr Parsons) remove from agenda • Temporary road closure of Climperwell crossroads 1/10/24- email distributed- noted • Pot hole reporting to Fix My street is highlighted
25	<p>Council confirmed that its next meeting is scheduled for the 19th November 2024 at 7.30pm (budget setting)</p> <p>Meeting closed 20.45</p>

Financial reports

Cash book

Date	Detail	Chq no	receipt/Payment	balance
01/04/2024	opening balance			5678.65
18/04/2024	precept	receipt	5513.00	11191.65
30/04/2024	salary	so	204.00	10987.65
31/05/2024	salary	so	204.00	10783.65
30/06/2024	salary	so	204.00	10579.65
14/05/2024	wayleave	receipt	28.98	10608.63
23/05/2024	wayleave	receipt	28.98	10637.61
21/05/2024	pata	648	135.20	10502.41
13/05/2024	expenses	644	20.80	10481.61
21/05/2024	hmrc	645	178.04	10303.57
21/05/2024	gaptc	649	73.38	10230.19
21/05/2024	expenses	650	59.16	10171.03
21/05/2024	hmrc	651	59.14	10111.89
10/07/2024	l selkirk	652	155.00	9956.89
21/05/2024	comm first insurance	647	472.13	9484.76
18/07/2024	b holder	653	114.16	9370.60
31/07/2024	hmrc	654	118.42	9252.18
30/07/2024	salary	so	204.00	9048.18
31/08/2024	salary	so	204.00	8844.18
11/09/2024	b holder salary/expenses	655	104.64	8739.54
11/09/2024	hmrc august	656	59.20	8680.34
30/09/2024	salary	so	204.00	8476.34
30/10/2024	salary	so	204.00	8272.34
30/11/2024	salary	so	204.00	8068.34
12/11/2024	b holder backpay/salary/exp	658	285.08	7783.26
10/10/2024	bh expenses oct	657	59.64	7723.62
12/11/2024	hmrc	659	199.40	7524.22
26/09/2024	precept	receipt	1837.00	9361.22
12/11/2024	payroll fee		15.00	9346.22
12/11/2024	grass cutting- alan partridge		1470.00	7876.22

Payment list

12/11/2024	b holder backpay/salary/exp	658	285.08
12/11/2024	hmrc	659	199.40
26/09/2024	precept	receipt	1837.00
12/11/2024	payroll fee		15.00
12/11/2024	grass cutting- alan partridge		1470.00

Bank reconciliation

	o/bal 1/4/24		5678.65	
	payments TO		5210.39	
	receipts TO		7407.96	
	Closing balance 31/10/24			7876.22
treasurers	bank statement 26/8/24			10049.70
	unpresented cheque			
		so	204.00	
		658	285.08	
		659	199.40	
		waiting cheque	15.00	
		waiting cheque	1470.00	
				2173.48
	current account bal			7876.22
	deposit account			3186.42
	BANK BALANCE			11062.64
	reconciled balance			11062.64

Payroll

payroll summary cash book			payroll 30th novmber 2024	
net	1869.48		1869.48	0.00
paye	614.20		614.20	0.00
gross	2483.68		2483.68	

Expenses

expenses		april/may	june/july	aug/sept	oct nov
mileage		9.00	9.00	9.00	9.00
printing		3.80	3.40	2.00	2.00
postage		8.00	8.00	8.00	8.00
year stationery					
			20.40	19.00	19.00
wfh			33.64	july	
salary			60.12	85.64	266.08
		20.80	114.16	104.64	

Fixed assets

fixed assets		2024	
red kiosk at brimpsfield		2000	
red kiosk at caudle green		2000	
land at war memorial		1	
land at brimpsfield village hall		1	
common land at caudle green		1	
common land at brimpsfield		1	
bucklewood 25 acres		1	
cotswold dry wall		1200	
notice board brimpsfield		715	
notice board caudle green		715	
church sign		554	
war memorial		17877	
castle sign		300	
war memorial name plaque		150	
grit bins		1020	
			26536.00
PER AGAR			26776.00
seat removed			-240.00

Reserves

	31/03/2021	31/03/2022	31/03/2023	31/03/2024
reserves brought forward	6479	7176	7645	8329
general reserves	-1273	520	1104	
earmarked DEFIB grant	625	625	625	625
earmarked election			1000	1800
earmarked war memorial			800	800
earmarked equipment	1500	1500	1800	2640
contingency fund	6324	5000	3000	3000
at year end bank balance	7176	7645	8329	8865
			8329	8865

Budget against actual

	BUDGET	Y TO D	BALANCE	proposed budget 2025/26	
INCOME					
Precept	7350.00	7350	0	7500	2% increase
Interest		0	0		
VAT refund		0	0		
Wayleave		58	-58		
other		0	0		
TOTAL INCOME	7350	7408	-58	7500	
EXPENDITURE					
Clerks Salary	3600	2484	1116	3800	actual incl annual increase
Admin / Expenses	360	406	-46	360	
Payroll Mgmt	150	150	0	165	
Insurance	475	472	3	480	
Audit	150	155	-5	160	
Grass cutting Brimpsfield	470	420	50	470	
Grass cutting /trees Caudle Green	1050	1050	0	1050	
Mtg Room hire	200	0	200		
Subs	85	73	12	85	
Training	100	0	100	100	
legal and specialist costs	150	0	150	1000	land registration/legal advice
Maintenance & repairs	800	0	800	800	earmark-war memorial?
Grants / Donations	200	0	200	0	no grant policy
FROM RESERVES		0			
Equip & Assets	200	0	200	200	earmark-repairs
Web- site	180	0	180	400	
Sect 137		0	0		
Village hall Grant	300	0	300		no grant policy
election costs 50%	1000	0	1000	1000	earmark
EXPENDITURE TOTALS	9470	5210	4260	10070	
FROM RESERVES	2120		4260	2570	council is running at a loss