**BRIMPSFIELD PARISH COUNCIL**

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

**17th January 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome from chair of the meeting** |
|  | Attendance recorded (anticipated as Parish Councillors Tom Overbury, Jane Parsons, **Claire Jardine,** Archie Larthe, Heather Eaton, Michael McWilliam, Mikhail Mandrigin, District Councillor Julia Judd County Councillor Joe Harris ) & members of the public. |
|  | **Apologies to be 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 are invited to observe the remainder of the meeting |
|  | **Report to be invited from County Councillor Harris** |
|  | **Report update to be invited from District Councillor Judd (emailed as standard)** |
|  | Minutes of previous Parish Council Meetings held on 15th November 2022 to be approved |
|  | Council to approve the financial reports and budget/precept for 2023/24 |
|  | **Council to consider grass cutting contract -cllr Jardine**  **Caudle Green:**  **Council to consider if Caudle Green common is to become a wildflower meadow.**  **preferred way forward- “No Mow May” and then cutting from June and then monthly for the season**  **Cllr Jardine - quotations on a first cut from June and then mowing monthly J,J, A, Sept with mower collector or flail .**  **Brimpsfield –to remain with monthly cutting with the option of remaining with current contractor**  **Contractor has expressed an interest in both contracts depending on the way forward** |
|  | **Council to consider any update on the defibrillator project -Cllr Jardine** |
|  | **Council to approve the payment list as discussed at meeting including but limited to**  **clerk pay/expenses £52.49**  **Website renewal (amount approved at previous meeting)** |
|  | **Council to note any updates on the A417 missing link** |
|  | Council to note Update on the war memorial & Cotswold stone wall surrounding  **Council to consider if the wall needs repairs and if volunteers can be used**  Confirmation received that Brimpsfield War Memorial is added to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II. (see attached) |
|  | **Council to receive update on Village Hall matters from Chairman of Village Hall Committee** |
|  | **Council to consider planning matters & make decisions relating** |
|  | **Council to consider updates & decisions relating to** Road Safety Policy Group –  Update from “Teams Meeting “ with Highways Manager -Re Caudle Green - boulders etc would not be acceptable but would suggest road markings showing edge of carriage may be acceptable.  PC to consider.  Confirmation email to follow from Highways Manager |
|  | **Council to consider updates & decisions relating to** Common Land Management Policy Group-  **Ash tree estimate** |
|  | **Council to consider update on the website**  **Boundary map on website was queried by Cllr Jardine – DC Judd can provide a link for parish boundary to Clerk – clerk to put on website - outstanding**  **Photographs for website to be supplied by Cllr Jardine- outstanding**  **Councillors Jardine/ Overbury will look at the website and liaise with Clerk. -outstanding** |
|  | **Council to consider updates/ decisions relating to Highway matters**  **Report of a refuse lorry which had skidded on leaves and went into the stream at Caudle Green and the damage to the bank has not been repaired. Information required to enable the Clerk to make a submission to CDC to ask them to make repairs. Cllr Jardine to send to Clerk. -outstanding**  **Clerk was asked to contact homeowner to repair tracks at Caudle Green -done**  **Damaged water main at Caudle Green common land has been reported by Cllr Jardine and TWA repaired but it was reported that the soil is not substantial at this point. This is the Caudle Green common land that (Glos Highways) Daniel Tiffney has been asked to confirm that ground can be built up to 600mm. The Council was asked if permission could be given for this work to be done. It was felt that residents should be consulted and feedback should be sent direct to Clerk. It was also considered if TWA have a specific policy of coverage for protection of pipe systems. Clerk to contact TWA and to ask for information on the leak. -Highways manager advised that it was to TWA to ensure their pipes are situated far enough underground**  **Clerk advised on guidance of public consultation using notice boards and website and Cllr Jardine will distribute consultation documentation- outstanding**  **Repairs to the Common Hill bridge to be chased at Highways- clerk chased again as it is a H & S issue that was reported** |
|  | **Council confirmed that its next meeting scheduled for 21st March 2023**  **AGM 16th May 2023 (election year) and it is suggested that the Parish Assembly is held on a separate date in April**  **Election schedule attached** |
|  | **Meeting to be closed** |

**War memorial listing**

**Brimpsfield War Memorial, Brimpsfield, Gloucester – Awarded Listed Building Status**

**List Entry Number: 1483556**

As you will know from our earlier letters we have been considering adding the above building to the List of Buildings of Special Architectural or Historic Interest.

We have taken into account all the representations made, and completed our assessment of the building. I am writing to inform you that having considered our recommendation, the Secretary of State for Digital, Culture, Media and Sport has decided to add Brimpsfield War Memorial to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II.

Please follow the link below to download a copy of our advice report, which gives the principal reasons for this decision. The List entry for this building, together with a map, has now been published on the National Heritage List for England, and will be available for public access from tomorrow. This List can be accessed through our website.

<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=224B8BCF-58BA-4142-A4F2-8D6E8121FAE1&cn=851454EC-D25F-4DA5-8C1A-92491B41B873>

Listing helps us to mark a building’s significance and celebrate its special architectural and historic interest. It brings specific protection so that its special interest can be properly considered in managing its future. Listing does not mean, however, that no alterations can be made - in fact in the vast majority of cases applications to make changes to a listed building are approved. Further information about listed buildings can be found on the ‘Your Home’ pages of our website.

The local planning authority will now be preparing the statutory notices required under the Planning (Listed Buildings and Conservation Areas) Act 1990 Buildings of Special Architectural or Historic Interest.

Please be aware that the listing of the building took effect on the day that the List entry was published on the National Heritage List for England.

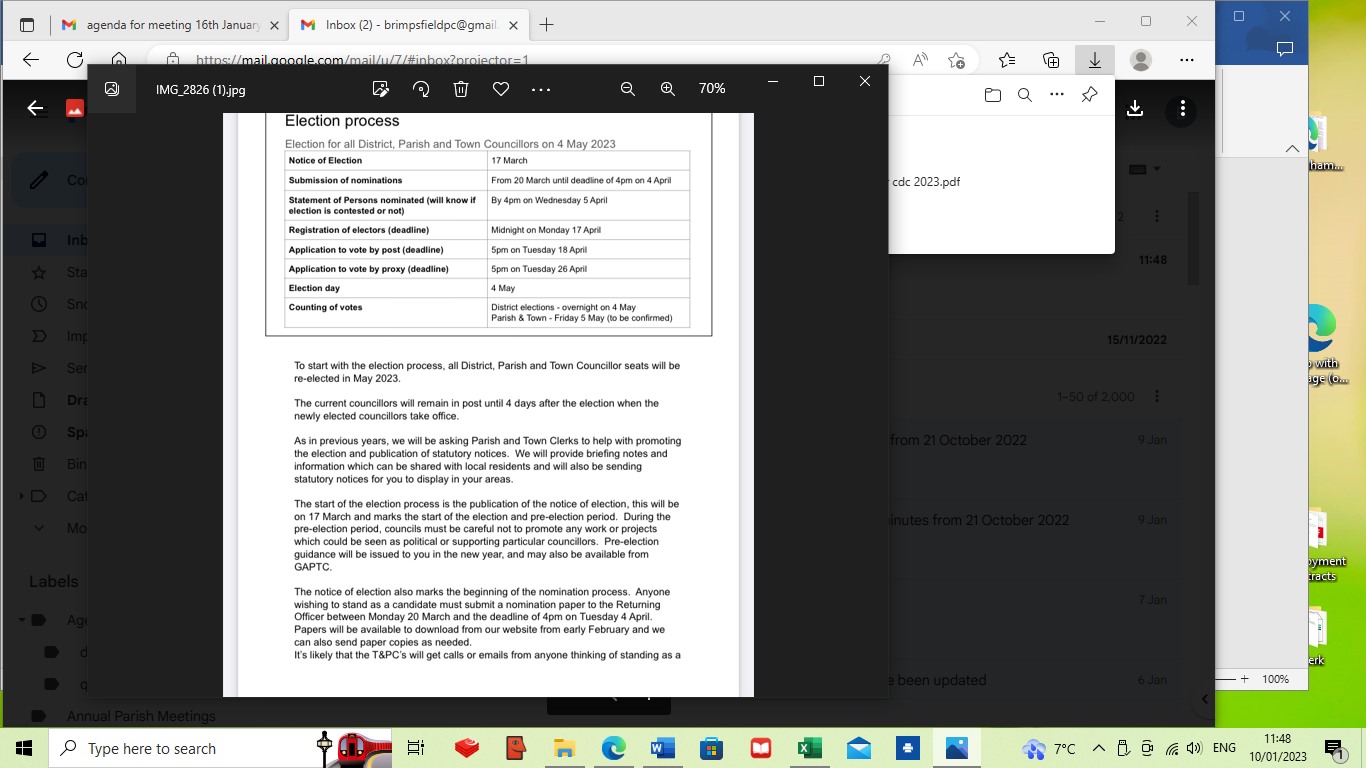
As of 25 June 2013, the Enterprise and Regulatory Reform Act (ERRA) has enabled a number of heritage reforms, including an amendment to the Planning (Listed Buildings and Conservation Areas) Act 1990 that provides two potential ways to be more precise about what is listed. Whether or not the new provisions have been invoked with regard to this building is explained in the Advice Report. A List entry that makes use of these provisions will clarify what attached and curtilage structures are excluded from the listing and/or which interior features definitively lack special interest; however, owners and managers should be aware that other planning and development management constraints might apply to these structures, and should clarify these with the Local Planning Authority. Further information is available on our website at

<https://historicengland.org.uk/listing/what-is-designation/listed-buildings/listing-and-the-erra/>

If you consider that this decision has been wrongly made you may contact the DCMS within 28 days of the date of this letter to request that the Secretary of State review the decision. An example of a decision made wrongly would be where there was a factual error or an irregularity in the process which affected the outcome. You may also ask the Secretary of State to review the decision if you have any significant evidence relating to the special architectural or historic interest of the building which was not previously considered.

Factors such as the cost of upkeep/repair of listed buildings, planning considerations and local importance, cannot be taken into account. Evidence previously considered will not on its own be sufficient to trigger a review. The Secretary of State is also unable to conduct a review if you merely disagree with Historic England’s advice but do not provide new supporting evidence.

Further details of the review criteria and process and how to request a review are contained in the annex to this letter



**Financial reports for January 23 meeting**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/ Payment** | **balance** |
|  |  |  |  | 4498.26 |
| 21/04/2022 | precept | receipt | 4980.00 | 9478.26 |
| 26/04/2022 | salary/wfh | so | 225.48 | 9252.78 |
| 26/05/2022 | salary/wfh | so | 225.48 | 9027.30 |
| 26/06/2022 | salary/wfh | so | 225.48 | 8801.82 |
| 26/05/2022 | expenses | 601 | 16.81 | 8785.01 |
| 16/05/2022 | hmrc april | 602 | 50.60 | 8734.41 |
| 16/05/2022 | GAPTC | 603 | 70.00 | 8664.41 |
| 16/05/2022 | GAPTC | 604 | 4.04 | 8660.37 |
| 16/05/2022 | PATA | 605 | 95.40 | 8564.97 |
| 16/05/2022 | hmrc may /june | 606 | 101.20 | 8463.77 |
| 17/522 | insurance | 607 | 446.53 | 8017.24 |
| 11/07/2022 | expenses/salary | 608 | 27.12 | 7990.12 |
| 01/09/2022 | hmrc | 609 | 152.20 | 7837.92 |
| 01/09/2022 | PATA | 610 | 28.85 | 7809.07 |
| 14/07/2022 | cllr lock | 611 | 59.99 | 7749.08 |
| 03/10/2022 | b holder | 612 | 27.12 | 7721.96 |
| 15/11/2022 | a partridge | 613 | 1290.00 | 6431.96 |
| 15/11/2022 | b holder | 614 | 9.80 | 6422.16 |
| 15/11/2022 | PATA | 615 | 28.85 | 6393.31 |
| 15/11/2022 | b holder backpay | 616 | 99.94 | 6293.37 |
| 15/11/2022 | hmrc | 617 | 191.20 | 6102.17 |
| 20/11/2022 | add backpay | 618 | 38.62 | 6063.55 |
| 26/07/2022 | salary/wfh | so | 225.48 | 5838.07 |
| 26/08/2022 | salary/wfh | so | 225.48 | 5612.59 |
| 26/09/2022 | salary/wfh | so | 225.48 | 5387.11 |
| 26/10/2022 | salary/wfh | so | 225.48 | 5161.63 |
| 26/11/2022 | salary/wfh | so | 225.48 | 4936.15 |
| 26/12/2022 | salary/wfh | so | 225.48 | 4710.67 |
|  | precept | receipt | 1660.00 | 6370.67 |
| 11/01/2023 | b holder pay/expenses | 619 | 52.49 | 6318.18 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/22 |  | 4498.26 |  |
|  | payments TO |  | 4820.08 |  |
|  | receipts TO |  | 6640.00 |  |
|  | **Closing balance 27/11/22** |  |  | **6318.18** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 27/11/22 |  |  | 6787.35 |
|  |  | so | 225.48 |  |
|  |  | 617 | 191.20 |  |
|  |  |  |  |  |
|  |  |  |  | **416.68** |
|  | **current account balance** |  |  | **6370.67** |
|  | deposit account |  |  | 3147.33 |
|  | BANK BALANCE |  |  | **9518.00** |
|  | reconciled balance |  |  | 9518.00 |

**Budget against actual**

|  |  |  |  |
| --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/23 | BALANCE |
| **INCOME** |  |  |  |
| Precept | 6640 | 6640 | 0 |
| Interest | 1 | 0 | 1 |
| VAT refund | 0 | 0 | 0 |
| Wayleave | 30 | 0 | 30 |
| other |  | 0 | 0 |
| **TOTAL INCOME** | 6671 | 6640 | 31 |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 3060 | 2477 | 583 |
| Admin / Expenses | 360 | 319 | 41 |
| Payroll Mgmt | 100 | 153 | -53 |
| Insurance | 365 | 447 | -82 |
| Audit | 120 | 0 | 120 |
| Grass cutting Brimpsfield | 500 | 380 | 120 |
| Grass cutting Caudle Green | 1000 | 910 | 90 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 80 | 74 | 6 |
| Training | 0 | 0 | 0 |
| legal/Specialist Advice | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 60 | 740 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES | -1130 | 0 |  |
| Equip & Assets | 200 | 0 | 200 |
| Web- site | 176 | 0 | 176 |
| Sect 137 | 0 | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% |  |  |  |
| **EXPENDITURE TOTALS** | **6481** | **4820** | **1661** |
| **RESERVES to 30/11/22** |  |  |  |
| reserves brought forward | 6479 | 7176 | 7645 |
| general reserves | -1273 | 520 | 1400 |
| earmarked DEFIB grant | 625 | 625 | 625 |
| earmarked equipment | 1500 | 1500 | 2440 |
| contingency fund | 6324 | 5000 | 5000 |
| at year end bank balance | 7176 | 7645 | 9465 |

**Payroll reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll summary cash book |  |  | payroll |  |
| net | 1981.78 |  | 1981.78 | 0.00 |
| paye | 495.20 |  | 495.20 | 0.00 |
| gross | 2476.98 |  | 2476.98 |  |

**Budget/precept briefing paper for 2023/24**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | BUDGET | Y TO D income/ expenditure 31/3/23 | budget 2023/24 |  |  |
| **INCOME** |  |  |  | 176.53 | Tax base |
| Precept | 6640 | 6640 | 6640 | £37.61 | 2022/23 |
| Interest | 1 | 0 | 10000 | £56.65 | to cover election costs plus inflation |
| VAT refund | 0 | 0 | 7000 | £39.65 | 5% inflation |
| Wayleave | 30 | 0 |  |  |  |
| other |  | 0 |  |  |  |
| **TOTAL INCOME** | 6671 | 6640 |  |  |  |
| **EXPENDITURE** |  |  |  |  |  |
| Clerks Salary | 3060 | 2477 | 3303 | actual |  |
| Admin / Expenses | 360 | 319 | 360 |  |  |
| Payroll Mgmt | 100 | 153 | 150 |  |  |
| Insurance | 365 | 447 | 450 |  |  |
| Audit | 120 | 0 | 120 |  |  |
| Grass cutting Brimpsfield | 500 | 380 | 500 |  |  |
| Grass cutting Caudle Green | 1000 | 910 | 1000 |  |  |
| Mtg Room hire | 200 | 0 | 200 |  |  |
| Subs | 80 | 74 | 80 |  |  |
| Training | 0 | 0 |  |  |  |
| legal/Specialist Advice | 150 | 0 | 150 |  |  |
| Maintenance & repairs | 800 | 60 | 800 | earmark-war memorial? |  |
| Grants / Donations | 200 | 0 | 200 |  |  |
| FROM RESERVES | -1130 | 0 |  |  |  |
| Equip & Assets | 200 | 0 | 200 | earmark-repairs |  |
| Web- site | 176 | 0 | 180 |  |  |
| Sect 137 | 0 | 0 |  |  |  |
| Village hall Grant | 300 | 0 | 300 |  |  |
| election costs 50% |  |  | 2107 | earmark |  |
| **EXPENDITURE TOTALS** | **6481** | **4820** | **10100** |  |  |

No provision has been made for increase in grass cutting contract, impact of grade II listing of war memorial, wildflower meadows, works in Brimpsfield common etc.

**DRAFT MINUTES**

**OF MEETING HELD ON 15TH NOVEMBER 2022**

In the village hall at 7.30pm

|  |  |
| --- | --- |
|  | **Welcome from chair of the meeting** |
|  | Attendance recorded as Parish Councillors **Tom Overbury**, **Jane Parsons, Claire Jardine,** **Archie Larthe**, **Heather Eaton Mikhail Mandrigin** (village hall) & 4 members of the public. District Councillor **Julia Judd** |
|  | **Apologies recorded from Parish Councillor** Michael McWilliam  County Councillor Joe Harris did not attend |
|  | Council received one application for co-option and approved appointment to fill vacancy – following which the meeting will be paused for the signing of appropriate forms -Mikhail Mandrigin signed the form and was welcomed to the Council |
|  | Declaration of Interest for matters on the agenda were invited - none |
|  | Public Participation was invited for matters on the agenda after which members of the public are invited to observe the remainder of the meeting  **Member A of the public noted a passing of a previous member of the Parish Council & express a wish to speak on item 12 and 17**  **Member A asked on the procedure of resignation of a Parish Councillor- Clerk explained the legal process and procedure** |
|  | **Report invited from County Councillor Harris -none** |
|  | **Report update invited from District Councillor Judd (emailed as standard)**  **Verbal updates given**  **CDC “Borrow to invest” strategy is not going ahead**  **DCO deadline for planning inspectorate on Missing Link – 16th November 2022**  **Planning dept staffing update**  **Barrow Wake update** |
|  | Minutes of previous Parish Council Meetings held on 19th July 2022 & 3rd October 2022 approved |
|  | **Council approved the payment list as discussed at meeting**  **clerk expenses £27.12 October meeting and £9.80 for November meeting,**  **HMRC tbc**  **PATA payroll £28.85**  **A Partridge £1290 grass cutting**  **Other financial matters: Pay award for Clerk in line with terms of contract and national pay award as distributed by email approved (back dated to 1/4/22)- agreed and back pay to be settled**  **Council considered any decisions relating to the Defibrillator project (PC are holding grant on behalf of the residents) Cllr Jardine - cfwd**  **Council noted that Cllr Jardine has been informed that the grass cutting contractor is ending the 3 year contract when it finishes this year. Council considered the tendering process. Clerk has been informed that the present contractor would not be able to continue if Caudle Green common becomes a wildflower meadow.**  **Caudle Green:**  **Cllr Jardine gave feedback and has undertaken consultation of residents of Caudle Green on the preferred way forward- “No Mow May” and then cutting from June and then monthly for the season**  **Cllr Jardine will seek quotations on a first cut from June and then mowing monthly J,J, A, Sept with mower collector or flail .**  **Clerk to look for previous tender consultation documentation**  **Brimpsfield – will remain with monthly cutting. (not including Brimpsfield Common)**  **Council briefly considered if cattle grazing could be used in the future**  **Clerk to investigate if contractor would be able to continue with Brimpsfield and resume CG after July each year.**  **Internet banking update noted at previous meeting- It is recommended by the RFO that if the Council continues to wish to move to internet banking that the Chair & other Councillors are now put onto the mandate as electronic banking users. Council noted that Councillors with Lloyds personal internet banking will need to use their personal passwords etc to log in. Matter to be discussed again after May elections**  **Full financial reports will be presented at January meeting to facilitate budget /precept setting process- noted** |
|  | **Council noted no updates on the A417 missing link**  Council invited updates from Village Hall representatives regard for application for Designated Funds –expression of interest to be submitted. |
|  | Update on the war memorial & Cotswold stone wall surrounding  **Member of the public has bought to the attention of the Parish Council that the dry-stone wall needs repair – Council considered its response as it was felt probably 50% will need rebuilding. Councillors will look at it and consider if volunteers can rebuild it. Cfwd to next meeting.**  **Council considered response to Historic England 2/8/22 email as distributed to Councillors “**Historic England is considering adding the above memorial (hereafter referred to as a building) to the List of Buildings of Special Architectural or Historic Interest (‘The List')**– (forwarded to PC’s on 3rd August)**  **Member A of the public spoke on the above item and felt that the PC should respond to the communication received.**  **Councillors discussed if there would be any benefit in listing the war memorial. Council noted they are responsible for the war memorial. Clerk to ask for further information on the benefits of such a listing and bring information to next meeting**  **Member A gave his thanks to parishioners who have tidied up the war memorial** |
|  | **Council received update on Village Hall matters from Chairman of Village Hall Committee**  **Latest approved VH Committee minutes have been distributed to Councillors**  **Phase 1 is complete and internal work is expected to be completed by Christmas and outside works will then continue** |
|  | **Council considered planning matters & make decisions relating**  **Erection of single storey annex at Leveretts Barn 22/03380/FUL withdrawn**  **(Cllr M** Mandrigin **declared an interest but gave a verbal update application is being deferred at the present time whilst a District Council policy is agreed)**  **Variation on roof tiles for Yew Tree farm – withdrawn**  [**Erection of car port structures to serve the permitted residential conversion scheme**](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RJHF8ZFIM4L00&prevPage=inTray) : Blacklaines Farm Birdlip  Council agreed to object on grounds of over development of site -done  [**Erection of single-storey side/rear extension**](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RK3SS6FIMFW00&prevPage=inTray)  Alloia Caudle Green – Council agreed not to make any comment at this stage |
|  | **Council considered updates & decisions relating to** Road Safety Policy Group –  **Nothing new to report** |
|  | **Council considered updates & decisions relating to** Common Land Management Policy Group-  Possibility of wildflower meadow considered at the grass cutting item above  **Nothing new to report**  **Ash tree estimate received – bring to next meeting** |
|  | **Council considered any changes to the website and approved renewal of licences for 12 months= £183.52**  **Boundary map on website was queried by Cllr Jardine – DC Judd can provide a link for parish boundary to Clerk**  **Photographs for website to be supplied by Cllr Jardine**  **Member A felt that the website is not accurate eg change of date of meeting not loaded up. Missing names of Councillors was reported as being noted. Member A felt that Councillors correspondence could be put on the website for informing members of the public.**  **Council felt that more information could be displayed on the website and the formatting could be improved.**  **Councillors Jardine/ Overbury will look at the website and liaise with Clerk. Other Councillors/members of the public were invited to inform the Clerk of any other matters.**  **Clerk advised that other parish Councils delegate authority to Councillors to update the website on the non-legal content** |
|  | **Council noted update on election costs as distributed via email and to consider financial implications**  **By-election total cost for BPC = £1547.65 and Caudle Green = £1363.65 (50% in 2024 75% in 2025 and 100% 2026)- note a by-election can take place at any time if a Councillor resigns and 10 or more of the electorate call for an election**  **Normal 4 yearly election costs BPC = £393.59 and Caudle Green = £259.64 (50% in 2023 and 100% in 2027)**  **Council will take this into account at the budget/precept setting meeting** |
|  | **Council considered updates decisions relating to Highway**  **Bfwd: Question by public regarding punctures created by thorn hedges cutting and whose responsibility is it to ensure clearance from road surface? Cllr Overbury investigated and reported it is up to the land owner/contractor to clear up any residual mess.**  **Report of a refuse lorry which had skidded on leaves and went into the stream at Caudle Green and the damage to the bank has not been repaired. Information required to enable the Clerk to make a submission to CDC to ask them to make repairs. Cllr Jardine to send to Clerk.**  **Clerk was asked to contact homeowner to repair tracks at Caudle Green -see previous email trail**  **Damaged water main at Caudle Green common land has been reported by Cllr Jardine and TWA repaired but it was reported that the soil is not substantial at this point. This is the Caudle Green common land that (Glos Highways) Daniel Tiffney has been asked to confirm that ground can be built up to 600mm. The Council was asked if permission could be given for this work to be done. It was felt that residents should be consulted and feedback should be sent direct to Clerk. It was also considered if TWA have a specific policy of coverage for protection of pipe systems. Clerk to contact TWA and to ask for information on the leak.**  **Clerk advised on guidance of public consultation using notice boards and website and Cllr Jardine will distribute consultation documentation**  **Repairs to the Common Hill bridge to be chased at Highways- clerk to chase again as it is a H & S issue that was reported**  **Member of the public B asked why vehicle counting is being undertaken locally. It was thought it may be related to potential A417 missing link** |
|  | **Council confirmed that its next meeting scheduled for 17th JANUARY 2022 commencing at 7.30pm (to be confirmed by issuing of agenda with focus on BUDGET/PRECEPT)**  **Council noted that PCC planning for a summer fete July 2023** |
|  | **Meeting closed at 21.07** |