**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes of meeting held on**

**21st November 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Council agreed co-option of Lois Usmani** **for vacancy in Caudle Green Ward, Lois had confirmed that she meets the critieria for co-option. Following the signing of the acceptance of office form, Lois was invited to formally join the Council (Declaration of Interest forms have now been emailed for completion)** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons & Harriet Saunders, Lois Usmani, District Councillor Julia Judd, 1 member of the public** |
|  | **There were no apologies received**  **County Councillor Joe Harris did not attend** |
|  | **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 were invited to observe the remainder of the meeting – none at this point** |
|  | **Report not received from County Councillor Harris** |
|  | **Report updates were received from District Councillor Judd (report emailed as standard)**   * **Publica update** * **Boundary changes for Parliamentary elections** * **WhatsApp group for A417 missing link** * **HGV truck stop appeal outcome**   **Questions from Parish Councillors included**   * **Javelin Park visit update** * **Budget consultation 2024/25** |
|  | **Minutes of previous Parish Council Meetings held on 19th September 2023 were approved without any amendments approved by Council** |
|  | **Council agreed to implement the nationally agreed salary increases have been distributed. £1 per hour backed dated to 1/4/23**  **Council discussed an appraisal system which is not currently undertaken**  **Council also discussed salary scales and the implications** |
|  | **Council approved the financial reports as attached**  **Council agreed to appoint Iain Selkirk as independent internal auditor for 23/24** |
|  | **Council approved the payment list**   * **Hmrc £110.00** * **Expenses including wfh £62.48** * **National agreement salary backpay** * **Domain renewal (including payment method) £143.88** * **A Partridge £1050.00** |
|  | **Council approved the budget/precept for 24/25 in the sum £7350.00** |
|  | **Council approved payment for the web builder and approved method of payment £143.88 by Councillor Oakley for payment by credit card by 17/12/23 Council paid for 2 years of the domain name in 2022/23** |
|  | **Council noted update on defibrillator projects from Cllr Oakey**   * **Brimpsfield Village Hall has defibrillator installed and will be managed by the Village Hall Committee.** * **Training to be arranged in the future.** * **Caudle Green is under consideration by Keir.** * **Telephone box location will need electricity** * **Proof Telephone box ownership needed** |
|  | **Council considered update on potential amalgamation of the wards of Brimpsfield and Caudle Green and Council considered its position going forward**   * **Feedback was from public consultation from 16/20 households would like to be 2 separate wards** * **Examples of the differences between the two wards was made** * **Potential electoral costs were discussed** * **Geographical differences were discussed** * **Parish boundary review due in 2024** * **Costing potential**   **Council agreed to invite Sarah Dalby to January 2024 meeting** |
|  | **Council noted D-DAY celebrations on 6th June 2024 have been highlighted to Parish Councillors -cfwd to next meeting** |
|  | **Council received verbal update on Village Hall matters from Chairman of Village Hall Committee (minutes have now been distributed via email)** |
|  | **Council noted outstanding planning matters**  **23/03366/TCONR sent 30th October 2023 (Priory House) – no comments** |
|  | **Council noted no further update from meetings with Birdlip Pc (standard item)** |
|  | **Council received updates and agreed actions relating to Road Safety Policy Group**   * **Draft letter distributed** * **Suggested contacts were given to begin consultation process** * **Birdlip PC to be kept in the loop** * **Fix my street portal** * **How to report incidents – link to follow** |
|  | **Council noted updates relating to Common Land Management have been received**   * **the registration of Brimpsfield Common (NP)- none** * **the registration of Village Hall land (NP) -none** * **investigation of “the Village Green” where the war memorial and telephone box is situated** * **Council considered seeking further advice on granting rights of access (license) on Caudle Green (land registered to the PC) as recommended by NP- cfwd** * **Discussion on granting of licensing /correspondence to clarify position to other “users”- cfwd** * **Bench on Caudle Green has appeared and Council agreed to note it has appeared but no permission has been requested/granted**   **Clerk advised on Declaration of Interests** |
|  | **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 noted War memorial wall repairs have now been completed** |
|  | **Council considered updates and agreed decisions relating to Highway/PROW matters**   * **Sharp left bend sign near Highfield has been reinstated (Cllr Lock )** * **Speed issues have been raised by residents at Climperwell entrance to the village (Cllr Lock) cfwd** * **local resident as a contact for PROW issues confirmed** * **The acquisition of 2 salt bins in Brimpsfield (What3Words) & Caudle Green (where a pile of salt is currently stored) -are available** * **Reporting now through “fix my street”** |
|  | **Council confirmed that its next meeting is scheduled for the 16th January 2024 at 7.30pm**  **Any other business for information only**   * **Verges are being driven on and the flow of water is causing damage /Road surface water next agenda** * **Hedge cutting not being carried out-next agenda** * **Key to village notice board has disappeared – repairs approved (clerk delegated authority)** * **Vandalism reported in the telephone kiosk- repairs approved (clerk delegated authority)** * **Ash Place trees are reported as being dangerous** * **Keir project money – designated funds scheme** * **Caudle green noticeboard key to be given to Cllr Usmani**   **Meeting closed at 21.40** |

**BRIMPSFIELD PARISH COUNCIL**

**approved minutes of meeting held on**

**19th September 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome and introductions** |
|  | **Council noted that Caudle Green has one vacancy available for co-option and notices have been published, no applications have been received by the Clerk** |
|  | **Attendance to be recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone Jane Parsons & Harriet Saunders, District Councillor Julia Judd, (NP) invited speaker & 2** **members of the public** |
|  | **No Apologies have been received**  **County Councillor Joe Harris did not attend** |
|  | **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**  **None** |
|  | **No Report was available from County Councillor Harris** |
|  | **Report updates were invited from District Councillor Judd (report emailed as standard)**   * **Town and Parish Forum** * **Planning Dept updates** * **Grant Schemes** * **A417 Missing Link** * **Cotswold Voluntary Wardens** * **Road Closures** |
|  | **Minutes of previous Parish Council Meetings held on 18th July 2023 were approved without any amendments approved by Council**  **Following the approval of the minutes, Councillors were invited to provide updates on any matters within those minutes which are not shown as separate agenda items below-none** |
|  | **Council noted that the independent internal audit has been completed with no matters to be brought to the attention of the Council** |
|  | **Council noted update on the “resident led” defibrillator project at Caudle Green from Cllr Oakey**   * **Explored with Kier for a free defibrillator and the complexity of putting into the telephone box led to Kier to withdraw.** * **Original grant (grant in pc reserves) to be confirmed by resident** * **BT contract states that approval would be required if a Defib was to be put in the telephone box**   **Update on Defibrillator project for Brimpsfield from Cllr Oakey**   * **Kier had stated that the Defibrillator will be located on the front wall of the Village Hall and electrical supply has been completed. Supply date will be October 23 and will be managed/funded going forward by the Village Hall Committee** * **Signage to the location would be provided** |
|  | **Council approved the financial reports as attached**  **Bank mandate update signed and ready to be sent off** |
|  | **Council approved the payment list as discussed at meeting**  **HMRC £110.20**  **Clerk salary/expenses £87.76**  **M AdamsTree works in the sum of £85**  **I Selkirk £150.00 (auditor)**  **Cotswold District Council contested election charges £291.65** |
|  | **Council noted update on potential amalgamation of the wards of Brimpsfield and Caudle Green. Councillor Parsons gave interim feedback of the views of residents of Caudle Green** |
|  | **Council noted email correspondence regarding D-DAY celebrations on 6th June 2024 and will discuss at budget setting meeting** |
|  | **Council received verbal update on Village Hall matters from Chairman of Village Hall Committee**  **Approved minutes and finances have been sent to Village website for uploading**  **A question relating to Management responsibility specifically the Treasurer role was discussed** |
|  | **Council considered outstanding planning matters**  **23/00571/FUL Blacklaines Farm Birdlip- email from District Councillor noted**  **Council noted email correspondence regarding Gloucestershire Call for Sites - Gypsy, Roma, Traveller, Travelling Showpeople & Bargee communities** |
|  | **Council noted update on request from Birdlip Pc to meet / discuss common items –**  **3 Councillors attended an informal meeting with Birdlip PC Councillors and discussed areas of common interests, including footpaths, roads and winter emergency plans. A further meeting will be arranged in December 23**  **Emergency plan document sourced (clerk)** |
|  | **Council considered updates relating to Road Safety Policy Group –**  **Councillors Harriet Saunders and Jane Parson presente**d **to Council a** **draft Terms of reference for Council agreement -agreed /adopted by Council** |
|  | **Council considered updates & decisions relating to Common Land Management**  **4 Ash tree on Caudle Green update- dealt with**  **Council invited speaker to address the Council relating to Caudle Green land registration**  **Title Plan and document distributed of Caudle Green Land registration completed**   * **Noted no rights of common but full proprietorship absolute, no restrictive covenants are recorded** * **Right of Way to Woodfield House- shown as pink X** * **Right of Way to Caudle Farm – shown as blue** * **Discussion on granting of licensing /correspondence to clarify position to other “users”** * **Clerk to inform the insurance company of the registration of Caudle Green**   **Council agreed for the registration of Brimpsfield Common to be pursued by NP**  **Council agreed for the registration of Village Hall land to be pursued by NP**  **Council agreed to investigate “the Village Green” where the war memorial and telephone box is situated** |
|  | **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 noted update on War memorial wall repairs as anticipated repair works were to be completed in August but have now scheduled for September 23** |
|  | **Council agreed adoption of the General Power of Competence (power to do anything that an individual can do, subject to statutory prohibitions, restrictions and limitations) Localism Act 2011 ss1-8 and to confirm it meets the necessary criteria**   1. **Fully qualified Clerk** 2. **minimum of two-thirds of the total number of councillors have been elected; (5)** 3. **it must be resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions** |
|  | **Council considered updates/ decisions relating to Highway/PROW matters**   * **Sharp left bend sign near Highfield has been knocked down and has now Highways have been to investigate and moved it out of the hedgerow (Cllr Lock )** * **Speed issues have been raised by residents at Climperwell entrance to the village which is still an issue and a motorcycle is reported as dangerous driving on a regular basis (Cllr Lock)** * **Council noted email distribution from Gloucestershire Ramblers and PC will approach a local resident as a contact for PROW issues** * **Council noted the acquisition of 2 salt bins and agreed the locations in Brimpsfield (What3Words) & Caudle Green (where a pile of salt is currently stored) and to be registered for GCC filling up** |
|  | **Council confirmed that its next meeting is scheduled for the 21st November 2023 at 7.30pm (budget and precept)**  **Meeting closed at 21.06** |

**Financial reports for November 2023 meeting**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

**Bank reconciliation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |  |
|  | o/bal 1/4/23 |  | 5176.54 |  |  |
|  | payments TO |  | 3405.05 |  |  |
|  | receipts TO |  | 7000.00 |  |  |
|  | **Closing balance 31/10/23** |  |  | **8771.49** | 0.00 |
| **BANK RECONCILIATION** |  |  |  |  |  |
| treasurers | bank statement 31/10/23 |  |  | 8943.97 |  |
|  |  | 636 | 110.00 |  |  |
|  |  | 637 | 62.48 |  |  |
|  |  |  |  |  |  |
|  | **current account** |  |  | **172.48** |  |
|  | **current account balance** |  |  | **8771.49** |  |
|  | deposit account |  |  | 3152.84 |  |
|  | BANK BALANCE |  |  | **11924.33** |  |

**Payment list**

Hmrc £110.00

Expenses including wfh £62.48

National agreement salary backpay

Domain renewal (including payment method) £143.88

A Partridge £1050.00 (as per quotation accepted)

**Other reconciliations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll summary /cash book |  |  | payroll |  |
| net | 1541.34 |  | 1541.34 | 0.00 |
| paye | 385.20 |  | 385.20 | 0.00 |
| gross | 1926.54 |  | 1926.54 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| expenses |  | Nov 23 |  |
| mileage | x2 | 9.00 |  |
| printing |  | 4.00 |  |
| postage |  | 8.00 |  |
| year stationery |  |  |  |
|  |  |  |  |
| wfh |  | 52.00 | to 30/11 |
| less s/o |  | -10.52 | s/o |
|  |  | **62.48** |  |

**Reserves**

|  |  |  |  |
| --- | --- | --- | --- |
| reserves brought forward | 2021 | 2022 | 2023 |
| 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 |

**Council was advised that reserves should include**

1. Precept reserve up to the annual precept figure
2. Legal/contingency sum for non-anticipated costs
3. Saving for future capital expenditure and maintenance of assets
4. A figure for election expenses both for 4 yearly contested (£500) and for a mid-term bye-election (£2K) for each ward
5. General reserves for under/over spend during the financial year

**Budget against actual**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | BUDGET | Y TO D income/ expenditure 31/10/23 | BALANCE | suggested budget 2024/25 |  |
| **INCOME** |  |  |  |  |  |
| Precept | 7000.00 | 7000 | 0 | 7350.00 | 5% increase |
| Interest |  | 6 | -6 |  |  |
| VAT refund |  | 0 | 0 |  |  |
| Wayleave |  | 0 | 0 |  |  |
| other |  | 0 | 0 |  |  |
| **TOTAL INCOME** |  | 7006 | -7006 | 7350 |  |
| **EXPENDITURE** |  |  |  |  |  |
| Clerks Salary | 3303 | 1927 | 1376 | 3600 | Actual including national agreement |
| Admin / Expenses | 360 | 295 | 65 | 360 |  |
| Payroll Mgmt | 150 | 113 | 37 | 150 |  |
| Insurance | 450 | 461 | -11 | 475 |  |
| Audit | 120 | 150 | -30 | 150 |  |
| Grass cutting Brimpsfield | 500 | 0 | 500 | 470 |  |
| Grass cutting /trees Caudle Green | 1000 | 85 | 915 | 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 |  |
| **Village events** |  | 0 |  |  | DDay? |
| Equip & Assets | 200 | 0 | 200 | 200 | earmark-repairs |
| Web- site | 180 | 0 | 180 | 180 |  |
| Sect 137 (grants) |  | 0 | 0 |  |  |
| Village hall Grant | 300 | 0 | 300 | 300 |  |
| election costs 50% | 2107 | 292 | 1815 | 1000 | earmark |
| **EXPENDITURE TOTALS** | **10100** | **3113** | **6986** | **9470** |  |
| **FROM RESERVES** |  |  |  | **2120** | **Noted that the council is running at a loss** |

The proposed budget was a starting point for Councillors to discuss /amend. A 5% inflation increase in the precept has been included and salary increased in line with the national agreement. Other expenses have been left at the same level as previous year or increased in line with the actual costs of 23/24.

Council was advised to consider what the priorities for 24/25 will be and if a budget should be increased /created for such activities