**BRIMPSFIELD PARISH COUNCIL**

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

**23rd July 2024 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome** |
|  | **Attendance to be recorded (anticpated 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** |
|  | **Apologies received to be accepted/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 ar**e **invited to observe the remainder of the meeting**  **Public session to be closed** |
|  | **Report to be invited from County Councillor Harris** |
|  | **Updates to be invited from District Councillor Judd (report emailed as standard)** |
|  | **Minutes of previous Parish Council Meetings held on 21st May 2024 to be approved with any amendments to be approved by Council** |
|  | **Council to approve the financial reports as attached** |
|  | **Council to adopt the 2024 financial regulations as recommended by NALC and tailored to BPC** |
|  | **Council to note that the independent internal audit report has been received with no matters to be brought to the attention of the Council** |
|  | **Council to approve the payment list as discussed at the meeting** |
|  | **Council to note update on defibrillator projects from Cllr Oakey** |
|  | **Council to consider grant in the sum of £300 to Church as discussed at previous meeting**  **If approved Council to decide the budget account for funding any grant awarded** |
|  | **Council to consider Village Hall matters**   * **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”**   * **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)** * **Matters arising from the distributed VH minutes** |
|  | **Council to consider outstanding planning matters**  **24/01532/FUL -Alterations to roof covering at Swallows Rest Caudle Green** |
|  | **Council to note updates from meetings with Birdlip Pc (standard item)** |
|  | **Council to receive updates and agree actions relating to Road Safety Policy Group** (standard item) |
|  | **Council to receive updates relating to Common Land Management** |
|  | **Council to note 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 to consider updates on maintenance of assets** |
|  | **Council to consider updates and agree decisions relating to Highway/PROW matters**   * **Effect of A417 missing link on PROW (bfwd from Parish Assembly)** |
|  | **Council confirmed that its next meeting is scheduled for the 17th September 2024 at 7.30pm**  **Any other business for information only**  **Meeting to be closed** |

**BRIMPSFIELD PARISH COUNCIL**

**ANNUAL MEETING OF THE COUNCIL**

**HELD AT 7PM ON 21st May 2024**

**IN THE VILLAGE HALL**

|  |  |
| --- | --- |
|  | **Welcome– by the present Chairman** |
|  | **Election of John Oakey as Chairman was followed by signing of acceptance of office papers** |
|  | **Election of Harriet Saunders as Vice-Chairman was followed signing of acceptance of office papers** |
|  | **Attendance recorded as Parish Councillors Jane Parsons Mikhail Mandrigin**, **Harriet** Saunders, **Roger Lock**, **Lottie Goldstone**, and **John Oakey**, District Councillor Julia Judd, & 4 members of the public. |
|  | **Apologies received recorded from Cllr Lois Usmani**  County Councillor Joe Harris did not attend |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Minutes of the previous Parish Council Meeting held on 26th March 2024 were approved with minor alterations to names.** |
|  | **Council reviewed structure of working groups and membership of working groups- cfwd to next meeting** |
|  | **Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held** |
|  | **Council noted changes are required to financial regulations and the draft will be presented to Council at July 24 meeting. Changes may also be required to standing orders** |
|  | **Council agreed no changes are required to the asset register** |
|  | **Council reviewed representation on outside bodies- Cllr H Saunders (Road Safety)** |
|  | **Council agreed changes are required to insurance policy for the coming year -premium agreed of £472.13** |
|  | **Council agreed no changes are required to banking mandate** |
|  | **Council agreed no changes are required to its Complaints, Freedom of Information or Data protection policies procedure** |
|  | **Council agreed it wishes to continue with its standard contracts for grass cutting £1050 caudle green £420 brimpsfield (based on previous quotation) and PATA payroll £135.20** |
|  | **Council agreed it wishes to renew its subscription to GAPTC £73.38** |
|  | **Council approved the financial reports and payment list as attached** |
|  | **Council agreed that it wishes to appoint Iain Selkirk as independent internal auditor as in previous years** |
|  | **Council approved its AGAR completion and delegate to the Chair of Council to sign the appropriate forms** |
|  | **Council discussed if it wishes to give a grant in the sum of £300 to Brimpsfield with Birdlip PCC (under s137 power)**  **Financial reports have been received from the Church representatives and distributed**  **A Cllr spoke against the request**  **Other Cllrs spoke in favour**  **Councillors would like to consider further information available and agreed to cfwd to the July PC meeting** |
|  | **Council agreed that its meeting schedule shall remain as 3rd Tuesday of May, September, November, January, March & 4th Tuesday of July, commencing at 7.30pm** |
|  | **Public Participation was invited**   1. **Church representations explained financial reports as distributed** |
|  | **Report not received from County Councillor Harris** |
|  | **Report received from District Councillor Judd (distributed via email) and a verbal update was given.** |
|  | **Meeting closed at 20.00pm** |

**Financial reports**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL 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 | I selkirk | 652 | 155.00 | 9956.89 |
| 21/05/2024 | insurance | 647 | 472.13 | 9484.76 |

**Bank reconciliation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BANK SUMMARY** |  |  |  |  |
|  | o/bal 1/4/24 |  | 5678.65 |  |
|  | payments TO |  | 1764.85 |  |
|  | receipts TO |  | 5570.96 |  |
|  | **Closing balance 31/3/24** |  |  | **9484.76** |
| **BANK RECONCILIATION** |  |  |  |  |
| treasurers | bank statement 26/6/24 |  |  | 9639.76 |
|  | unpresented cheque | 652 | 155.00 |  |
|  |  |  |  |  |
|  |  |  |  | **155.00** |
|  | **current account bal** |  |  | **9484.76** |
|  | deposit account |  |  | 3186.42 |
|  | BANK BALANCE |  |  | **12671.18** |
|  | reconciled balance |  |  | 12671.18 |

**Reserves**

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

**Other reconciliations**

**Payroll**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| payroll summary cash book |  |  | payroll 30th June 2024 | owing |  |
| net | 534.00 |  | 594.12 | -60.12 |  |
| paye | 237.18 |  | 296.40 | -59.22 |  |
| gross | 771.18 |  | 890.52 |  |  |

**Expenses**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| expenses |  | nov | dec | jan | feb/mar |  | april/may | june/july |  |
| mileage | x2 | 9.00 | 9.00 | 9.00 | 18.00 |  | 9.00 | 9.00 |  |
| printing |  | 4.00 | 3.00 | 4.00 | 6.20 |  | 3.80 | 3.40 |  |
| postage |  | 8.00 |  | 8.00 | 8.00 |  | 8.00 | 8.00 |  |
| year stationery |  |  |  |  | 9.88 | y/e stationery |  |  |  |
|  |  |  |  |  |  |  |  | 20.40 |  |
| A wfh less s/o |  | 52.00 | 26.00 | 52.00 | 52.00 |  |  | 33.64 | july |
| M wfh less s/o |  | -10.52 |  | 73.00 | -94.08 |  |  | 60.12 | to 30/6 |
|  |  | 62.48 | 38.00 | 73.00 | 0.00 | expenses | 20.80 | 114.16 |  |

**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 |  |
| public seat |  | 240 |  |
| war memorial |  | 17877 |  |
| castle sign |  | 300 |  |
| war memorial name plaque |  | 150 |  |
| grit bins |  | 1020 |  |
|  |  |  | 26776.00 |
| PER AGAR |  |  | 26776.00 |
|  |  |  | 0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET SUMMARY** |  |  |  |
|  | BUDGET | Y TO D | BALANCE |
| **INCOME** |  |  |  |
| Precept | 7350.00 | 5513 | 1837 |
| Interest |  | 0 | 0 |
| VAT refund |  | 0 | 0 |
| Wayleave |  | 58 | -58 |
| other |  | 0 | 0 |
| **TOTAL INCOME** | 7350 | 5571 | 1779 |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 3600 | 771 | 2829 |
| Admin / Expenses | 360 | 158 | 202 |
| Payroll Mgmt | 150 | 135 | 15 |
| Insurance | 475 | 472 | 3 |
| Audit | 150 | 155 | -5 |
| Grass cutting Brimpsfield | 470 | 0 | 470 |
| Grass cutting /trees Caudle Green | 1050 | 0 | 1050 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 85 | 73 | 12 |
| Training | 100 | 0 | 100 |
| legal and specialist costs | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 0 | 800 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES |  | 0 |  |
| Equip & Assets | 200 | 0 | 200 |
| Web- site | 180 | 0 | 180 |
| Sect 137 |  | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% | 1000 | 0 | 1000 |
| **EXPENDITURE TOTALS** | **9470** | **1765** | **7705** |
| **FROM RESERVES\*\*\*\*** | **2120** |  | **7705** |

**\*\*\*Council is running at a loss**

**Payment list**

|  |  |  |  |
| --- | --- | --- | --- |
| 10/07/2024 | I selkirk | 652 | 155.00 |
| 18/7/24 | B holder (expenses/underpaid salary) | 653 | 114.16 |
| 18/7/24 | Hmrc | 654 | 118.42 |

|  |
| --- |
| ***Brimpsfield Parish Council***  ***Annual Parish Assembly***  *Draft minutes*  ***held at 8.00pm at the Village Hall***  ***On Tuesday 21st May 2024*** |
| Welcome from Chair of meeting |
| Apologies received from **Parish Cllr Lois Usmani**  County Councillor Joe Harris did not attend  attendance recorded as  **Parish Councillors Jane Parsons Mikhail Mandrigin**, **Harriet** Saunders, **Roger Lock**, **Lottie Goldstone**, and **John Oakey**, District Councillor Julia Judd, & 6 members of the public. |
| Minutes from Parish Assembly held in March 2023 approved |
| County Councillor’s Report was not available |
| District Councillors Annual Report – noted from AGM meeting |
| Village Hall Management Committee Verbal Report was received including   * the building improvement project update * events |
| Chair of Council Report was received   * Thanks to Councillors, Clerk, Volunteers and District Councillors * Routine matters dealt with over the previous 12 months noted * General Power of Competence adopted * Registration of PC Land is ongoing * Safe Use of Roads and the Road Safety Group * A417 development impact and ongoing process * Working with Glos Highways and other Parish Councils * De-Warding consultation noted and strong support for retaining 2 wards   Questions  A417 timeline impact on Brimpsfield- answered by DC Judd  A417 impact on Bridleways and Footpaths -funding? (next PC meeting) |
| Other Village Organisations present were invited to present a report   * PCC representative gave update on meetings and vacancies |
| Open Forum: Questions and Comments from members of the public   * It was suggested that a play area on land around the Village Hall may be a pc issue rather a village hall project (sept pc meeting) |
| Close of meeting 20.44 |