

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: brimpsfieldpc@gmail.com
Website: www.brimpsfieldpc.org

MINUTES: of the Annual Parish Council meeting held in Brimpsfield Village Hall on Tuesday 16th May 2017 at 7.30pm.

PRESENT: Parish Councillors: Emma Ryan, Jane Parsons, Tom Overbury, Roger Lock, Andrew Ward and Heather Eaton.

IN ATTENDANCE: Kate Sales, Clerk

Two parishioners were present.

Members of the public were welcomed to the meeting and invited to address the council at item 16 on the agenda following the statutory annual meeting business that the Parish Council conducted first.

AGENDA

- 1) **To elect the Chairman of the council for the year 2017/18 and to receive the new Chairman's Declaration of Acceptance of Office.** Tom Overbury was proposed by Cllr Parsons, and Cllr Lock seconded this proposal. Cllr Overbury agreed to the position and duly signed his Declaration of Acceptance of Office
- 2) **To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Jane Parsons was proposed by Cllr Ryan, and Cllr Eaton seconded this proposal. Cllr Parsons agreed to the position and duly signed her Declaration of Acceptance of Office
- 3) **To receive and consider apologies for absence.** No apologies received.
- 4) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Overbury declared an interest (later in the meeting) in item 19.
- 5) **To remind members to update their Declarations of Interest if their circumstances have changed.** The Clerk reminded councillors of the need to update their declarations if necessary and this was noted.
- 6) **To approve the minutes of a Parish Council Meeting held on the 2nd May 2017 at 7.00pm in Brimpsfield Village Hall.** These were approved and duly signed as a true record.
- 7) **To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2016-17.** After the Annual Governance Statement was read through it was approved by the Parish Council and duly signed by the clerk and the Chairman.

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- 8) To approve Section 2 of the Annual Return for 2016/17 for submission to Grant Thornton's for Audit, and to note the internal auditors report and recommendations.**
The internal auditors report was considered in conjunction with the whole of the Annual Return. Section 2 of the Annual Return was considered by the whole council. The Council then resolved to approve section 2 and the end of year accounts. These were duly signed by the clerk and the Chairman. The council then approved the annual return for submission to Grant Thornton. (A set of approved accounts can be found at the end of the minutes.)
Clerk to submit return to Grant Thornton and to publish items on the website for public inspection.
- 9) To review and adopt the Parish Council's Code of Conduct.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 10) To review and adopt the Standing Orders for Brimpsfield Parish Council.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 11) To review and adopt the Financial Regulations for Brimpsfield Parish Council.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 12) To review the Parish Council asset register.** These were reviewed and it was agreed to update the register and include asset values, insurance values and where a purchase price was not known a nominal value of £1 would be entered. It was agreed to bring this back to the July meeting for approval.
Clerk to update register and bring back to the July meeting.
- 13) To review the Parish Council's risk assessment.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 14) To review the Parish Council's insurance policy cover is adequate. Brimpsfield PC is in to the start of the third year of a three-year discounted deal.** Council reviewed the policy and it was agreed that the Parish Council's requirements had not changed. It was resolved to continue into the final year of the agreement through Came and Company.
Clerk to renew the policy
- 15) To consider if any other Parish Council policies need reviewing. The only policy raised was the Internal Control Policy** This was reviewed and the Parish Council confirmed they were happy with the Internal Control taking place TWICE a year, as this was sufficient control for a small council of this size. However, it was agreed that if the Clerk or a significant number of councilors changed in the future then it may be necessary to review the frequency of the control.
- 16) To receive comments and concerns from the public**
A question was raised regarding the process of publishing the minutes. The clerk explained they were published on the website in a draft format and once they had been approved at the next Parish Council meeting they were then replaced with the final minuted version.

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A parishioner asked whether the Village Hall was included on the Parish Council's asset register, the Chairman confirmed it was. The question was raised that as the Hall belonged to the Council did it not have the responsibility to pay for the Building insurance? In paying the insurance the Parish Council would also be lifting a financial burden off the Village Hall Committee. The Chair and Cllr Lock informed the meeting that the Village Hall was passed by a Declaration of Trust to Brimpsfield Village Hall Management Committee in 1966, and the committee were responsible for the running of the Hall. The Chair informed the meeting that the Parish Council had made a donation of £300 last year and had budgeted to do so again in this financial year.

Cllr Lock explained to the meeting that the Village Hall Committee were looking to seek clarification of the Deed of Trust and in the process of trying to sort ownership of the land that the current Hall sits on and the adjoining car park.

The Chair thanked everyone for their comments and it was agreed that all of the above would be brought back to a future meeting for further discussion when clarification had been obtained.

Cllr Lock to feedback when clarification has been obtained.

17) To consider and note planning applications and agree responses:

For consideration

No items for consideration.

For noting

Yew Tree Barn Brimpsfield Gloucester (17/00231/FUL) - Proposed garage extension.

Application Permitted by Cotswold District Council

Stoneyhill Farm Climperwell Road Brimpsfield (16/05261/LBC) - Replacement of existing curtilage listed dutch barn with stone building of same footprint. **Application**

Permitted by Cotswold District Council

Stoneyhill Farm Climperwell Road Brimpsfield (16/05310/FUL) - Variation of condition 2 of planning permission 16/03267/FUL: New single storey link extension from farmhouse to barns, renovation of dutch barn and existing stone barns to create a single dwelling.

Application Permitted by Cotswold District Council

18) Highways Update

The Clerk informed the meeting of upcoming road closures in relation to re-surfacing works. The following roads would be closed from the 7-20th June 2017.

B4070 Stroud Road, from the covered reservoir to Buckholt Road and the

B4070 from Keeper's Lodge to Stroud Road.

Cllr Lock reported that new gates had appeared on the bridle path near Newcombe and Murock with no explanation. Clarification was being sought as to whether permission was needed to erect gates.

Cllr Lock to feed back when clarification had been sought.

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Following the road safety toolkit advice from the Road Safety Partnership to help reduce speeding through the village, Cllr Eaton reported that she had placed a child's scooter on the verge and had some Slow, be aware of children' signs. It was agreed these would be placed outside on the verge outside her property. The Chair thanked her for her work on this.

19) Village Hall – notice received on planning application

The Clerk informed the meeting they had received notice of the planning application for Village Hall.

20) Pension Regulator Update

The clerk informed the meeting that the Parish Council had reached their staging date and that all employees (one) had been notified that they did not meet the requirements to be automatically enrolled into a pension scheme. No requests had been received to enter one voluntarily so the Parish Council had completed and submitted the declaration of compliance with the regulator.

21) Finances

To approve payments and to note receipts. The below were noted and approved.

Receipts

- First installment of precept received from Cotswold District Council of £3833.00

Payments made between meetings				
	None made			
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
399	K Sales	Clerk's Expenses – Mar-May	LG(FP)A 1963 s.5	56.74
400	Came & Company	Insurance cover for 2016/17 (3rd year of 3 year discounted deal)	LGA 1972 s.111	282.80
401	PATA Payroll	Payroll services – April-Jun 17	LGA 1972 s.111	22.50
402	K Sales	Clerks Salary – May	LGA 1972 s.112	210.34
403	Brimpsfield Village Hall	Refreshments for Annual Parish Meeting	LGA 1972 s.150(2)	27.50
404	HMRC	PAYE for May	LGA 1972 s.112	7.80
405	HMRC	PAYE for June	LGA 1972 s.112	7.80
406	K Sales	Clerks Salary – June *	LGA 1972 s.112	210.34

* Postdated chq for 30.06.17 as no meeting in June.

22) To note recent correspondence and agree responses

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- Request for a Car Rally event on Saturday, 15 July, passing from Harcombe Farm, south to Winstone. It was stressed it was not a speed event, and the event would be limited to 20 cars. – The Parish Council had no objection to this request. Clerk to notify event organizer.

23) Items for information only

NOTE: no decisions can be made on items raised in this section. Discussions can lead to items being included on the Agenda for the next meeting only.

It was agreed that the Defibrillator be included as an agenda item for the July meeting.

It was agreed that the funding towards grass-cutting at the churchyard would be discussed at the Budget setting meeting in October/November.

The Chairman concluded the meeting at 8.35pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 11th July 2017 at 7.30pm in the Village Hall.

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Chairman

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Date

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Appendix 1: Approved Accounts for the year 2016/17

BRIMPSFIELD PARISH COUNCIL						
SUMMARY OF ACCOUNTS AT 31 MARCH 2017						
				£	£	£
Balance at 1 April 2016						
Lloyds Current Acc: 00237343				£ 2,378.17	£ 2,378	
Lloyds Deposit Acc: 07001337				£ 3,139.46	£ 3,139	
Lloyds Acc: 01359353 - History Books				£ 333.14	£ 333	
Less unrepresented cheques				£ -	£ -	
				£ 5,850.77	£ 5,851	
Income						
Annual Precept				£ 4,524.00	£ 4,524	
Council Tax Support Grant				£ 115.00	£ 115	
Interest				£ 1.55	£ 2	
VAT Recovered				£ 87.35	£ 87	
Wayleaves Permissions				£ 30.51	£ 31	
Grants				£ -	£ -	
History Book Sales				£ -	£ -	
Other				£ -	£ -	
Total Income				£ 4,758.41	£ 4,758	
Expenditure						
Clerk's Salary				£ 2,407.17	£ 2,407	
Administration fees / Expenses				£ 250.22	£ 250	
Grass Cutting - Caudle Green				£ 840.00	£ 840	
Grass Cutting - Brimpsfield				£ 260.00	£ 260	
Room Hire				£ -	£ -	
Subscriptions				£ 173.53	£ 174	
Audit Fees				£ 80.00	£ 80	
Insurance				£ 276.49	£ 276	
Donations				£ -	£ -	
Payroll fees				£ 67.50	£ 68	
Training				£ 36.25	£ 36	
VAT Paid				£ 2.41	£ 2	
Website costs				£ -	£ -	
Other				£ -	£ -	
Total Expenditure				£ 4,393.57	£ 4,394	
BALANCE						£ 6,216
Balance at 31 March 2017						
Lloyds Current Acc: 00237343				£ 2,913.84	2914	
Lloyds Deposit Acc: 07001337				£ 3,141.01	£ 3,141	
Lloyds Acc: 01359353 - History Books				£ 333.14	£ 333	
Less unrepresented cheques				£ 172.38	£ 172	
				£ 6,215.61	£ 6,216	£ 6,216
Amount to carry forward						£ 6,216

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Brimpsfield Parish Council			
Bank Reconciliation			
Period to 31 March 2017			
Current account 00237343			
	Balance as per statement 30.03.17		£ 2,913.84
	Outstanding receipts in period		
	n/a		£ -
	Unpresented Payments in period		
	chq 392	£ 172.38	£ 172.38
	Balance at 31 March 2017		£ 2,741.46
Deposit account 07001337			
	Balance as per statement 30.03.17		£ 3,141.01
	Outstanding receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31 March 2017		£ 3,141.01
History Group account 01359353			
	Balance as per statement 30.03.17		£ 333.14
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31 March 2017		£ 333.14
	Total Balance		£ 6,215.61
Cash Book Summary			
	Opening Balance 01.04.16		£ 5,850.77
	Add receipts to date		£ 4,758.41
	Less Payments to date		£ 4,393.57
	Cash Book Balance		£ 6,215.61
	Reconciled Balance		£ 6,215.61

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BRIMPSFIELD PARISH COUNCIL							
ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2017							
					Last year 15-16	This year 16-17	
1	Balances brought forward				4613	5851	
2	(+) Annual Precept				4413	4524	
3	(+) Total other receipts				862	234	
4	(-) Staff costs				1745	2407	
5	(-) Loan interest				0	0	
6	(-) Total other payments				2293	1986	
7	(=) Balances carried forward				5851	6216	
8	Total cash & investments				5851	6216	
9	Total fixed assets				26776	26776	
10	Total borrowings				0	0	