

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
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MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 12th May 2015 at 8.30pm.

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

IN ATTENDANCE: Kate Sales, Clerk

3 x parishioners

Members of the public were welcomed to the meeting.

1) To receive apologies for absence.

There were none

2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).

There were none

3) To hear representations from the public regarding any items on the Agenda.

Parishioners asked again about the council's involvement / responsibility over the Village Hall. The Chair informed the meeting that to save duplication this would be covered under item 7 on the agenda.

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

For consideration

There were no applications to consider.

For noting

Keepers Cottage, Caudle Green (15/00806/FUL) Proposal: Erection of first floor side extension, timber cladding, replacement natural slate roof, raised timber deck to rear with staircase to garden. **Permitted**

5) The election of two councillors to serve for four years as trustees of BPCT

Two councillors were requested to stand as trustees of BPCT. Cllr Ward and Cllr Overbury were suggested and this was approved.

6) Highways update

The clerk had spoken to Gillian Portlock the Area Highways Representative, at Amey. She has not yet carried out a visit in Brimpsfield, only passed through and she was happy to arrange a visit to the parish in conjunction with a councillor. She requested dates and times to be sent to her that were convenient for councillors. It was agreed at the meeting that a councillor from Brimpsfield and Caudle Green accompany her. Cllr Lock volunteered to be the Brimpsfield councillor and Cllr Parsons for Caudle Green. Tuesday and Thursday mornings were suggested as the most convenient times.

Clerk to send suggested dates to Gillian Portlock to get this set up.

7) Village Hall update

Cllr Lock informed the meeting that he had been in communication with Barbara Pond from the GRCC to help gain clarification over the ownership / responsibility of the Village Hall and he read out to the meeting the latest response he had had.

'I have passed over the documents for the hall at Brimpsfield to our umbrella body 'ACRE' (Action for Communities Rural England) for an initial interpretation which is as follows. The interpretation together with the documents were then passed onto their solicitor for a check. He agreed with our initial interpretation. So:

"I have no doubt Parish Council acquired the land as per the affidavit of Mr Partridge. The Parish Council declared charitable trusts, registered the hall as a charity (No. 268591) and appointed the managing trustees. The managing trustees are responsible for all the management, finances and maintenance of the village hall and should have made the submissions to the Charity Commission. As you discovered the CC returns are 5 years overdue. You will be aware that references to the Secretary of State now mean the Charity Commission.

The Parish Council hold the legal title and are the holding (or custodian trustees) but they have to act on the instructions of the managing trustees. Clause 21 deals with disposal of the hall.

Mr Partridge's statements in paragraphs 5 and 6 of his affidavit are wrong in so far as he implies that the Parish Council has any role or control over the village hall." '.

It was agreed to invite Barbara Pond to the next parish council meeting on the 6th July to discuss the way forward.

Cllr Lock also reported back the Historical Hysterical Event that took place last month was very well attended. The Chair expressed his thanks to Cllr Lock for all his hard work and commitment towards the Village Hall.

Cllr Lock to continue his research with Barbara Pond and to invite her to the next council meeting.

8) Fastershire update

There was no update. The council were waiting with interest to see what the new Business Secretary would do following his pledge to encourage rural businesses and the need for rural broadband.

9) Community Emergency Contact Numbers for Cotswold District Council - yearly check

This was checked and updated to reflect the new clerk's and Chair's details.

Clerk to inform Cotswold District Council of the changes.

10) Discussions on how the parish council can comply with the Local Government Transparency Code regarding the publishing of required information before the 30th June 2015 deadline.

After discussion it was decided that the council did need to build /own a website site in order to be compliant with the new transparency code that became effective in December 2014. The clerk was asked if she could put together a website and this was agreed but it was noted that this could not be built and ready by the 30th of June 2015

deadline that the code indicates. However it was suggested by Cllr Ryan that in the interim the council could put notices on all the noticeboards informing parishioners that if they wished to view any of the council's documentation then she would be happy for her contact details to be displayed and to distribute information when required. It was agreed to go ahead with this in the interim in order to be compliant.

Domain names were discussed and an address along the lines of brimpsfieldpc.org.uk was agreed to be the best option.

Clerk to prepare costs for building the parish council's website and to look up availability of domain names. Clerk to provide Cllr Ryan with the relevant documents in pdf format before the 30th June deadline.

11) Finances

11.1. Receipt of precept for 2015/16

It was noted that the first tranche of the precept for 2015/16 of £3,404.00 from Cotswold District Council had been received.

11.2. To receive current state of accounts

The accounts below were agreed to be a true statement and approved. An opening bank reconciliation for the year 2015/16 was also approved and signed.

BPC EXP vs BUDGET 2015-16				BRIMPSFIELD PARISH COUNCIL						
				Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
				Spend	Spend	Spend	Budget	Income	Income	Income
				to	from	to	to	to	from	to
			Budget	30.04.15	01.05.15.15	31.3.16	31.3.16	30.04.15	01.05.15	31.3.16
			2015/16							
Precept		4538.10						3404.00	1134.10	4538.10
Sale of History books								0.00	0.00	0.00
Bank interest								0.13	0.00	0.13
VAT refund								0.00	0.00	0.00
Electricity wayleave								0.00	32.99	32.99
		4538.10								
Hire of Village Hall	200.00			0.00	200.00	200.00	0.00			
Insurance	300.00			0.00	265.00	265.00	-35.00			
Specialist Advice	300.00			0.00	0.00	0.00	-300.00			
Grants /Donations				0.00	0.00	0.00	0.00			
Grants - WWI Commemorations					0.00	0.00	0.00			
Audit Costs					80.00	80.00	80.00			
Elections						0.00	0.00			
Grass Cutting - Brimpsfield	160.00			0.00	160.00	160.00	0.00			
Grass Cutting - Caudle Green	770.00			0.00	770.00	770.00	0.00			
GAPTC Subscription	70.00			64.82	0.00	64.82	-5.18			
Clerk's Salary (incl PAYE)	1800.00			157.43	1825.33	1982.76	182.76			
Clerk's Expenses	200.00			0.00	200.00	200.00	0.00			
Payroll Management	200.00			0.00	90.20	90.20	-109.80			
Training	250.00			0.00	250.00	250.00	0.00			
Laptop	500.00			0.00	0.00	0.00	-500.00			
Village Hall Grant	300.00			0.00	0.00	0.00	-300.00			
Section 137				0.00	0.00	0.00	0.00			
Un-budgeted expenditure	0.00			0.00	0.00	0.00	0.00			
VAT Paid				0.00	0.00	0.00	0.00			
TOTALS		5050.00		222.25	3840.53	4062.78	-987.22	3404.13	1167.09	4571.22
Reserves as at 1.4.15						4613.22				
Income during year						4571.22				
Expenditure during year						4062.78				
Antic. reserves at year end						5121.66				

Brimpsfield Parish Council			
Bank Reconciliation			
Period to 1st May 2015			
Current account 00237343			
	Balance as per statement	£	4,328.93
	Receipts in period		
	NIL	£	-
	Payments in period		
	NIL	£	-
	Balance at 1st May 2015		£4,328.93
Deposit account 07001337			
	Balance as per statement	£	3,138.03
	Receipts in period		
	NIL	£	-
	Payments in period		
	NIL	£	-
	Balance at 1st May 2015		£3,138.03
History Group account 01359353			
	Balance as per statement	£	328.14
	Receipts in period		
	NIL	£	-
	Payments in period		
	NIL	£	-
	Balance at 1st May 2015		£ 328.14
Total Balance			£ 7,795.10
Cash Book Summary			
	Opening Balance 01.04.15	£	4,613.22
	Add receipts to date	£	3,404.13
	Less Payments to date	£	222.25
Cash Book Balance			£7,795.10
Reconciled Balance			£ 7,795.10
Signed:			
-----		Responsible Financial Officer	
-----		Councillor	
Date: -----			

11.3. To approve payments

The payments below were approved and signed

The following payments were made between meetings				
Chq no	Payee	Purpose	Auth	Cheque value
No payments made between meetings				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
219	Broker Network Ltd (Came & Co)	Insurance	LGA 1972 s.111	265.00
220	HMRC	PAYE	LGA 1972 s.112 (2)	7.80
221	GAPTC	Independent Internal Audit	LGA 1972 s.111	80.00
222	K Sales	Clerk's Expenses Feb-April 2015	LG(FP)A 1963 s.5	74.87
223	K Sales	Clerk's salary - May	LGA 1972 s.112 (2)	As at agreed rate & hrs

12) Appoint Flood Wardens

It was agreed that due to the geographical location of the parish that a flood warden was not required.

13) Appoint Tree Warden

It was agreed that the clerk would contact the previous Chair to ask if he had heard whether the previous Tree Warden would be willing to continue in his role. It was agreed to appoint a vice tree warden in the interim and Cllr Ryan volunteered. This position was approved by the council.

Clerk to contact previous Chair

14) To note recent correspondence and agree responses

- Notice from Pension Regulator - 1st stage of automatic enrolment - 30th June contact nomination. *Clerk to become point of contact.*
- Came & Co - Council Matters Newsletter - *no response needed*
- GAPTC - Training dates for councillors. Councillors Update evening - Monday 8 June from 6.30pm until 8.30pm at Highnam and Being a Better Councillor - Monday 22 June - *no response needed*
- Letter from NALC Chairman - *no response needed*
- GAPTC - information workshop on 8th June covering The Sustainable Communities Act and the LCAS - *no response needed*

15) 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.

No items were raised

The Chairman concluded the meeting at 9.20pm and thanked everyone for their attendance. The next parish council meeting will be held on Monday the 6th July 2015 at 7.30pm in Brimpsfield Village Hall.

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Chairman

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Date