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MINUTES: of a Parish Council meeting held in Brimpsfield Village Hall on Tuesday 23rd January 2018 at 7.30pm.

PRESENT: Parish Councillors: Roger Lock, Heather Eaton, Hayley Harrison, Tom Overbury and Jane Parsons. (Cllr Ryan arrived shortly after the meeting started.)

IN ATTENDANCE: Kate Sales, Clerk
Three parishioners were present.

Members of the public were welcomed to the meeting and to address the council at item 5 on the agenda.

1) To receive apologies for absence.

No apologies were received.

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

No Declarations were made.

3) To approve the minutes of the Parish Council Meeting held on 17th October 2017 and an extra ordinary parish council meeting on the 12th December 2017 at Brimpsfield Village Hall.

The minutes from the 17th October 2017 had been approved at the meeting held on the 12th December 2017. The minutes from the extra ordinary Parish Council meeting were approved and signed as a true record.

4) Matters arising from Minutes.

- Renewal of website with godaddy.com.
- Precept request submitted to Cotswold District Council.
- Clerk's Appraisal had been carried out. The Council agreed that the clerk should go up one point on the salary scale as confirmed in her contract. The Council noted that this was overdue as the appraisal should have been carried out last April and agreed to backdate this increase to last April.
- Transparency Grant Application submitted.

5) To hear representations from the public regarding items on the agenda.

Parishioners had comments relating to item 13 on the agenda. The Chair agreed the public could speak at this item.

6) To consider and note planning applications

For consideration

4 Newcombe Climperwell Road Brimpsfield (17/04796/FUL) - 2 storey side and rear extensions, installation of bay window at ground floor front, rear dormer. Replacement of existing garage (re-submission ref. 17/03837/FUL).

The Council agreed that their comments from the previous application were still relevant and so it was agreed that these would be re-submitted. The Council submission would also point out to the Planning Officer that the Block Plan was inaccurate as it displayed the remaining plot larger than was it really was.

ACTION: Clerk to submit comments to Cotswold District Council.

For noting

The Coach House Brimpsfield (17/03677/FUL) - Construction of a Garden Room on the south side of the existing Annexe. **Application Permitted by Cotswold District Council.**

4 Newcombe Climperwell Road Brimpsfield (17/03837/FUL) - Demolition of single storey lean to at side, erection of 2 storey side and rear extension, installation of bay window to ground floor front elevation. Demolition of existing prefab garage and erection of garage and carport. **Application withdrawn.**

7) To discuss any actions arising from the extra ordinary parish council meeting held on the 12th December 2017.

The feedback gained at this meeting was mainly around the concern of increased traffic using the village as a rat-run. Ideas were suggested on how this could be controlled including installation of traffic lights. It was noted that there may be some transitional monies available and that this may help fund some installation of traffic lights. All comments gathered would be fed back to the next A417 bypass consultation meeting in May. No specific date had yet been set.

8) To discuss Highways and PROW issues arising – if any.

Major potholes were reported on the Sapperton road. The Chair informed the meeting that the more this item was reported the more of a priority it became. It was also noted that the gullies on the Birdlip road had been cleared out. The Council were unsure who had done this.

9) To discuss any actions arising from the training seminar held on the 16th January 2018.

At the seminar it was noted that there were some useful publications on planning. It was agreed that the clerk would enquire about purchasing copies so the Council had useful reference tools to aid them when commenting on planning applications.

ACTION: Clerk to enquire with GAPTC about purchasing copies.

10) To appoint internal auditor for 2017/18.

It was agreed to appoint GAPTC as the internal auditor.

ACTION: Clerk to write to confirm appointment.

11) To discuss the issues arising from the new Data Protection regulations that come into force in May 2018 and to look at ways the Parish Council can comply.

This was discussed at the training event on the 16th January. The Council were aware that they needed to be compliant with the new General Data Protection Regulations that would come into force on the 18th May 2018. Parish Councils needed to have an Independent Data Protection Controller. Currently it was still unclear how this would work but it seemed that the Clerk would not be able to undertake these duties. The Parish Council would not be able to hold personal details on anyone unless they had explicitly agreed. It was noted that this would have an impact on the Neighbourhood Watch scheme but this was not something that was run by the Parish Council itself. All contacts would need to be sent an email asking them if they wished to opt in and those who didn't reply would have to have their details removed. It was also agreed that the Parish Council would store all their information on encrypted USB keys. The clerk would continue to feedback updates on the new regulations as changes emerge.

ACTION: Clerk to also purchase encrypted USB Keys and to move all data onto these.

12) To discuss format of the Parish Annual Meeting that will be held on March 20th 2018.

It was agreed that the March date was too early for the Annual meeting. It was therefore decided to change the meeting on the 20th March to a Parish Council meeting

and set a new date of the 17th April 2018 as the Annual Meeting. It was agreed reports would be requested from the District and County Councillors and invite them to attend. The meeting would follow the same format as the previous year and a topic for the event would be decided upon to help focus interest.

ACTION: Clerk to request reports and Parish Councillors to decide on focus of event.

13) To consider the request from the Brimpsfield and Birdlip Parochial Church Council for a donation towards the upkeep of the local village churchyard.

After a full discussion the main points were noted.

Parishioners informed the meeting that:

- residents make use of the site, using the plots, visiting deceased relatives and attending the church for baptisms/weddings/funerals and of course church services.
- the Parish Council had a social responsibility to help maintain historical sites/places of interest sites within the parish. The council already did this with the war memorial and the green and used to with the churchyard as well.
- the churchyard was mainly maintained through volunteers and donations, although ill health was increasingly affecting the volunteers. Therefore, the grass cutting needed to go out to contract.

Cllr Lock pointed out that:

- the Church of England was a very wealthy organisation and should help parochial parishes itself with funding.
- the council should remain neutral over religious matters and therefore they had a responsibility not to use the precept raised from local tax-payers to fund one religious body over another.
- unlike the war memorial and the telephone box neither the church nor the church yard were assets of the Parish Council.

A question was raised of whether the local church had looked into ways it could raise funds itself by perhaps asking families whose relatives were buried there to pay towards the upkeep of their plot/churchyard. Cllr Ryan said parishioners already did their bit by giving donations at the end of the services and also volunteering their time to help rather than always donating money.

It was noted that the Parish Council did not have funds in their budget of £400 that the request was asking for. However, there were funds available of £200.

The Chair noted the strength of feeling over this matter and did not feel it was appropriate to call a vote for a decision. It was agreed that local opinion should be canvassed to establish whether the residents wanted the Parish Council to support this funding or not.

ACTION: Local opinion to be canvassed on this topic.

14) To note the following training dates for the Parish Council:

- Preparing for Audit 6 February - Highnam 10am - 1pm - £55. It was agreed that the Clerk would attend this event and the cost would be split evenly between all three of her councils.

15) Finances

To receive current state of accounts and bank reconciliation. The following statement of accounts was accepted and approved. A bank reconciliation was also carried out and approved.

BPC EXP vs BUDGET 2017-18				BRIMPSFIELD PARISH COUNCIL			
				Actual	Antic.	Total	Spend vs
				Income /	Income /	Income /	Budget
		Budget		Spend to	Spend from	Spend to	to
		2017/18		31.12.17	01.01.18	31.3.18	31.3.18
Precept		5110.00		5110.00	0.00	5110.00	
Council Tax Support Grant		0		0.00	0.00	0.00	
Sale of History books - n/a		0.00		0.00	0.00	0.00	
Bank interest		1.00		1.18	0.30	1.48	
VAT refund		10.00		2.17	7.83	10.00	
Other				0.00	259.00	259.00	
Electricity wayleave		30.00		0.00	30.00	30.00	
		5151.00		5113.35	297.13	5410.48	
Hire of Village Hall		200.00		0.00	200.00	200.00	0.00
Insurance		300.00		282.80	0.00	282.80	17.20
Specialist Advice		300.00		0.00	0.00	0.00	300.00
Grants /Donations		200.00		0.00	200.00	200.00	0.00
Maintenance & repairs		300.00		0.00	300.00	300.00	0.00
Audit Costs		80.00		80.00	0.00	80.00	0.00
Elections		0.00		0.00	0.00	0.00	0.00
Grass Cutting - Brimpsfield		360.00		0.00	360.00	360.00	0.00
Grass Cutting - Caudle Green		840.00		0.00	840.00	840.00	0.00
GAPTC / Subscription		140.00		117.81	22.19	140.00	0.00
Clerk's Salary (incl PAYE)		2200.00		1986.66	645.00	2631.66	-431.66
Clerk's Expenses		225.00		132.94	80.00	212.94	12.06
Payroll Management		110.00		67.50	22.50	90.00	20.00
Training		200.00		0.00	200.00	200.00	0.00
Village Hall Grant		300.00		300.00	0.00	300.00	0.00
Section 137		25.00		0.00	25.00	25.00	0.00
Un-budgeted expenditure		0.00		27.50	0.00	27.50	-27.50
VAT Paid		10.00		0.00	0.00	0.00	10.00
Website		100.00		0.00	100.00	100.00	0.00
Equip & Assets		0.00		0.00	0.00	0.00	0.00
TOTALS		5890.00		2995.21	2894.69	5889.90	-99.90

Bank Reconciliation			
Period to 31st December 2017			
Current account 00237343			
	Balance as per statement 29.12.17		£ 5,161.75
	Outstanding receipts in period		
	n/a		£ -
	Unpresented Payments in period		
	n/a	£ -	£ -
	Balance at 31 December 2017		£5,161.75
Deposit account 07001337			
	Balance as per statement 29.12.17		£ 3,142.19
	Outstanding receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31 December 2017		£3,142.19
History Group account 01359353			
	Balance as per statement 29.12.17		£ 33.14
	Receipts in period		
	NIL		£ -
	Payments in period		
	NIL		£ -
	Balance at 31 December 2017		£ 33.14
	Total Balance		£ 8,337.08
Cash Book Summary			
	Opening Balance 01.04.17		£ 6,215.61
	Add receipts to date		£ 5,116.68
	Less Payments to date		£ 2,995.21
	Cash Book Balance		£8,337.08
	Reconciled Balance		£ 8,337.08

- To approve payments and note receipts.**

The following were approved.

Wayleave received from Western Power of £28.98

Refund of £3.33 from the SLCC from overpayment of subscription renewal.

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheq value
424	K Sales	Clerk's salary – January 2018	LGA 1972 s.112 (2)	218.14
425	K Sales	Clerk's salary – February*	LGA 1972 s.112 (2)	218.14
426	Godaddy.com	Renewal of website and domain	LGA 1972 s.111	143.86
427	A Partridge Ltd	Grass Cutting for Parish	HA 1980 s.96	120.00
428	Brimpsfield Village Hall	Annual meeting room hire	LGA 1972 s.142	200.00
429	Kim Bedford	Councillor Training event	LGA 1972 s.111	257.65
430	K Sales	Expenses – Dec 2017 – Jan 2018	LG(FP)A 1963 s.5	40.38

* post-dated cheque as no meeting in February.

16) To note recent correspondence and agree responses.

- Request to advertise job centre on the council's website. It was agreed that the council did not want to advertise external items on their website. Clerk to notify the centre of their decision.
- CPRE newsletter – no action, for information only

17) Items for information only

The Chair suggested that Brimpsfield Common needed some attention and as it was an asset that perhaps the Council should take a more pro-active approach in managing. Old surveys had shown that mowing some areas would encourage different habitats and create a larger diversity in its ecology. Raising awareness in the village of it would encourage people to take an interest and perhaps a working party could be then be established. It was agreed that this would be on the agenda for discussion at the next meeting but in the meantime the Chair asked councillors to give some thought to what could be done.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The next Parish Council meeting will be held on Tuesday 20th March 2018 at 7.30pm in the Village Hall.

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Chairman

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Date