**DRAFT MINUTES** of the Annual Meeting of Brimpsfield Parish Council held at the Village Hall on TUESDAY the 14th May 2019 at 7.30pm for the purpose of transacting the following business.

**Welcome and introduction to new Councillors and District Councillor Judd by the existing Chair of Council**

1. **Council elected Councillor Overbury as the Chairman of the council for the year 2019/20**
2. **Council elected Councillor Parson as the Vice Chairman for the council year 2019/20**
3. **A short pause took place to allow the signing of acceptance of office by Chairman, Vice Chair and all Parish Councillors in front of the Clerk.**
4. **Declaration of interests Forms were distributed and must be returned to District Council within 28 days of taking office**
5. **Council recorded those present and noted apologies for absence.**

**Parish Councillors’**

**Heather Eaton, Claire Jardine, Michael McWilliam, Tom Overbury, Jane Parsons,**

**District Councillor Judd**

**Apologies: Councillor Archie Larthe – County Councillor N Robbins**

**No members of the public attended**

1. **There were no Declarations of Interest on items on the Agenda. (Localism Act 2011).**
2. **Council approved the independent auditor’s report carried out on the 30th April 2019 and noted recommendations.**
	* 1. **NALC standing order 21a amended “shall” replaced by “may”**
		2. **Financial Regulations section 11 update**
		3. **Council internal control checklist to be completed by a Councillor at end of meeting**
		4. **£13.99 appears to have been claimed twice by previous clerk for a memory stick**
		5. **VAT to be reclaimed (Clerk to arrange prior to July 19 meeting)**
		6. **Risk Management policy to be updated on website**
		7. **Draft asset register listed within 1 table to be approved by Council**
		8. **Risk inspection report to be obtained for war memorial**
		9. **Invoices to be initialed at time of cheque signing – Clerk to arrange**
		10. **Payments to be listed in minutes as well as agenda and to show Net and VAT element – Clerk to amend presentation of cash book**
		11. **Exemption certificate for annual return completed**
		12. **Condition of war memorial to be reviewed and minuted**
		13. **Data retention policy to be reviewed**
		14. **Where a declaration of interest is received – Clerk is to minute “took no part”**
		15. **Cash book to record the “power to spend” – Clerk to amend cash book presentation**
3. **It was confirmed that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption. (page 3 of 6)**
4. **Council considered and approved the Annual Governance Statement (Section 1 of the Annual Return) for 2018-19.**
5. **Council approved Section 2 of the Annual Return for 2018/19 and the end of year accounts for 2018/19.**
6. **Council reviewed the following policies and agreed:**

**policies to be reviewed by Clerk and agreed by Council at July 19 meeting**

* + 1. **The Parish Council’s Code of Conduct.**
		2. **Standing Orders for Brimpsfield Parish Council.**
		3. **Financial Regulations for Brimpsfield Parish Council.**
		4. **Council’s internal control policy.**
		5. **Parish Council asset register.**
		6. **Parish Council’s risk assessment.**
		7. **Parish Council’s insurance policy cover remains adequate**
		8. **grants and donations policy.**
		9. **Parish Council’s emergency plan**
		10. **any other Parish Council policies which the Clerk recommends for reviewing.**
1. **Council received comments and concerns from the public. District Councillor Judd was invited to speak. A Member of the public arrived at this point (7.50 pm). Order of agenda discussed. Distribution of Nomination papers for last election could have been improved.**
2. **Council approved the minutes of a Parish Council Meeting held on the 19h March 2019.**
3. **Matters arising from previous minutes:**
	* 1. **Map of Parish Boundary has been provided for Council records (Councillor Overbury). Clerk to put on website.**
		2. **Village notice board – order placed and will be funded from reserves.**

 **Other notice board to be discussed at next meeting**

* + 1. **Grass cutting contract renewal in progress- it was agreed that the Clerk asks the current contractor to continue for this season and new contract approved in Autumn with start date spring 2020**
		2. **Insurance renewal in progress-**
		3. **White line markings opposite the War Memorial – Clerk reported**
		4. **Public Footpath running from the Knapp towards Longdale (Councillor Larthe has sent an update of his communication with interested parties and a meeting will be arranged)- next agenda. Clerk to email original parishioner.**
1. **Council agreed process for Co-option, for the Brimpsfield Ward. Namely a notice is prepared for noticeboards and website setting deadline of 5pm on 30th June 2019 for interested parties to email Clerk of Council with a brief introduction and confirmation that the standard election qualifications are met ( Over 18 years old, resident of the UK, EU or Republic of Ireland, residing within the 3 miles of the Parish boundary or having employment within the Parish). Council to agree successful applicant at July 2019 meeting.**
2. **Council noted planning applications updates:**
	* 1. **Keepers Lodge Cranahm 19/00733/FUL – withdrawn**
		2. **Ash Tree- Caudle Green common – 19/00554/TCONR – no objection**
3. **Highways and PROW update noted**
	* 1. **BBR/35 Public footpath closure – adjacent to Ivy Cottage Brimpsfield**
4. **Finances**
	* 1. Council approved payments as follows

26/4/19 Salary - £194.06

26/4/19 HMRC £48.52

30/4/19 GAPTC £70.78

02/04/19 Village Hall £200.00

01/4/19 Dicken joinery £1200.00 (from reserves)

14/5/19 Expenses as submitted £64.08

09/05/19 PATA payroll £23.25

09/05/19 GAPTC audit £160.00

09/05/19 Came and Co £355.87 insurance renewal

24/5/19 Salary £194.06

24/5/19 HMRC £48.52

28/6/19 salary £194.06

28/06/19 HMRC £48.52

* + 1. Agreed payment of salary should move to standing order and authorized signing of form
		2. Bank Mandate form to include Councillor Jardine and change of address to Clerk’s address
		3. Council approved “budget against actual” report
		4. Council approved cash book and bank reconciliation report
1. **Items for information only**

*Dates of meetings for 2019-20 to be put on website*

16th July

17th September

19th November (budget setting)

21st January 2020

17th March 2020

Parish assembly 21st April

AGM 19th May 2020

Next agenda –

hermits corner

*Appointment of Snow warden and Tree warden on next agenda*

All agendas to have a Village Hall Update item and to put Public item after matters arising

Clerk to invite Chairman of Village Hall Committee to attend Council meetings.

Meeting closed at 20.31pm