

BRIMPSFIELD PARISH COUNCIL

Draft minutes for meeting held on

17th September 2024 at 7.30pm

At the Brimpsfield Village Hall

1.	Welcome
2.	Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone, Jane Parsons, Harriet Saunders, Lois Usmani, & 8 members of the public
3.	No Apologies received from Parish Councillors District Councillor Julia Judd apologies noted County Councillor Joe Harris did not attend
4.	Declaration of Interest for matters on the agenda were received from Cllr Mandrigin -planning item
5.	Public Participation. Members of the public were invited to speak on matters on the agenda after which members of the public were invited to observe the remainder of the meeting <ul style="list-style-type: none">• Item 14 donation to Church -clarification of Parish Share (anticipated of over £16k for 25/26 for Birdlip and Brimpsfield) & Church Commissioners income• Point 19 working party for Caudle Green – volunteer update and information sharing requested Public session closed at 19.35
6.	No Report from County Councillor Harris was available
7.	Updates not available from District Councillor Judd (report emailed as standard)
8.	Minutes of previous Parish Council Meetings held on 23rd July 2024 were approved with minor amendments approved by Council
9.	Council approved the financial reports as attached
10	Council approved the payment list as discussed at the meeting
11	Council considered email from GAPTC regarding website compliance with WCAG2.2 AA accessibility standards and strong recommendation of moving to a gov.uk domain name GAPTC are recommending Parish Online Agreed in principal and to confirm in November meeting (waiting GAPTC response)

12	<p>Council considered email from GAPTC regarding their new website, portal and hubs. Chair and Clerk have been told that it is essential that they attend the on-line session on 7th October 10 am to midday or 6 to 8pm- Chair and Clerk will attend separately</p>
13	<p>Council considered its Grant policy following changes to the rules relating to Church Donations-</p> <p>Proposed/seconded that the Council has a policy not to make any donations/grants- carried by majority decision.</p>
14	<p>Council noted a grant request in the sum of £300 to Church as discussed at previous meetings can not be agreed due to decision on item 13 as new policy agreed NOT to make any donations/grants</p>
15	<p>Council considered Village Hall matters</p> <ul style="list-style-type: none"> • 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” – discussions have been held with the owner of the land to the west of the VH plot. Land Owner has offered a triangle plot abutting front car park and length of hall. 300sqm in total. The owner will charge a peppercorn rent and prepare the land ready for grass seeding and install a new fence. Draft lease being prepared. • Hall internal and roof works in progress update given • 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) cfwd • Matters arising from the distributed VH minutes (June minutes) awaiting July minutes
16	<p>Council considered outstanding planning matters</p> <p>24/026026/FUL & 24/02607/LBC removal of existing rear single storey extension and construction of 2 storey extension at Pear Tree Cottage, Brimpsfield (Cllr Mandrigin declared an interest) – Council agreed not to support any comment</p> <p>24/02497/FUL – single storey extension at The Rise , Caudle Green (Cllr Usmani declared an interest) Council agreed to support</p> <p>24/02392/AGFO – erection of agricultural building at Stoneyhill Farm (agricultural notice)- decided</p>
17	<p>Council considered email from Councillors expressing concern over dangerous tree at Bus Stop, Caudle Green Common</p> <p>Council was informed that it is felt that there are 3 ash trees are dying slowly. Council agreed to obtain 3 quotations to remove damaged parts/and or remove – Cllr Parsons delegated to lead the project to obtain 3 quotations to cut down/remove damaged parts (subject to potential risk to property/people) and to leave the wood on the common for residents.</p>

	<p>Council would like to save the trees as much as possible.</p> <p>Clerk has delegated authority under H & S rules where risk to property/people</p>
18	<p>Council agreed request from Birch Utility Services requesting permission for a group of Willow Trees on Brimpsfield Common (What 3 Words-sample.functions.drags) to fell and prune trees under the power line on behalf of national grid and to stack branches on the site</p>
19	<p>Council noted updates relating to Road Safety Policy Group (standard item)</p>
20	<p>Council considered email distributed regarding Ash-Die Back project 24/25. Council to disseminate to residents to gauge response /desire (Cllr Lock to lead) with feedback to come to November meeting.</p>
21	<p>Council received updates on other Common Land issues (Cllr Oakey)</p> <ul style="list-style-type: none"> • Working Party meeting led by Cllr Oakey (plus Cllrs Saunders & Usmani and 2 members of the public) to be arranged to discuss ideas to protect the Caudle Green –pending draft rules/legal position, and then Parish Councillors will agree draft. • Bench on Caudle Green described as dangerous and the resident responsible has had it repaired- remove from agenda
22	<p>Council noted updates on A417 missing link are available</p> <p>This Link will take you to WeTransfer website The link for Commonplace is https://a417missinglink.commonplace.is/</p>
23	<p>Council noted no updates on maintenance of assets were available (standard item)</p>
24	<p>Council noted updates relating to Highway/PROW matters</p> <ul style="list-style-type: none"> • Effect of A417 missing link on PROW in Brimpsfield – noted from Parish Assembly • update on linking a foot path ABP24 (Parsons Pitch) Birdlip from new Air Balloon Way and changing into a bridle way is currently being considered by GCC (Cllr Parsons) remove from agenda • Temporary road closure of Climperwell crossroads 1/10/24- email distributed- noted • Pot hole reporting to Fix My street is highlighted
25	<p>Council confirmed that its next meeting is scheduled for the 19th November 2024 at 7.30pm (budget setting)</p> <p>Meeting closed 20.45</p>

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	l selkirk	652	155.00	9956.89
21/05/2024	comm first insurance	647	472.13	9484.76
18/07/2024	b holder	653	114.16	9370.60
31/07/2024	hmrc	654	118.42	9252.18
30/07/2024	salary	so	204.00	9048.18
31/08/2024	salary	so	204.00	8844.18
11/09/2024	b holder salary/expenses	655	104.64	8739.54
11/09/2024	hmrc august	656	59.20	8680.34

Reconciliations

BANK SUMMARY				
	o/bal 1/4/24		5678.65	
	payments TO		2569.27	
	receipts TO		5570.96	
	Closing balance 31/3/24			8680.34
BANK RECONCILIATION				
treasurers	bank statement 26/8/24			8962.60
	unpresented cheque			
		654.00	118.42	
		655.00	104.64	
		656.00	59.20	
				-282.26
	current account bal			8680.34

Cheque payment list

11/09/2024	b holder salary/expenses	655	104.64
11/09/2024	hmrc august	656	59.20

Employment

payroll summary cash book			payroll 30th august 2024		
net	1069.40		1069.40	0.00	
paye	414.80		414.80	0.00	
gross	1484.20		1484.20		

expenses	nov	dec	jan	feb/mar		april/may	june/july	aug/sept
mileage	9.00	9.00	9.00	18.00		9.00	9.00	9.00
printing	4.00	3.00	4.00	6.20		3.80	3.40	2.00
postage	8.00		8.00	8.00		8.00	8.00	8.00
year stationery				9.88	y/e stationery			
							20.40	19.00
wfh	52.00	26.00	52.00	52.00			33.64	july
salary	-10.52		73.00	-94.08			60.12	85.64
	62.48	38.00	73.00	0.00		20.80	114.16	104.64

Fixed assets

fixed assets	9/2024
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	
cotswold dry wall	1200
notice board brimpsfield	716
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
	<u>26776.00</u>

Reduce by £240

Reserves

reserves reconciliation	31/03/2021	31/03/2022	31/03/2024	Predicted 31/03/2025
reserves brought forward	6479	7176	8329	8329.00
general reserves	-1273	520		
earmarked DEFIB grant	625	625	625	625.00
earmarked election			1800	1800.00
earmarked war memorial			800	800.00
earmarked equipment	1500	1500	2640	2640.00
contingency fund	6324	5000	3000	3000.00
at year end bank balance	7176	7645	8865	8865.00

Budget against actual

	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	1484	2116
Admin / Expenses	360	249	111
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	2569	6901
FROM RESERVES	2120		6901