

BRIMPSFIELD PARISH COUNCIL

Agenda of Brimpsfield Parish Council meeting to be held at 7pm on 17th November 2020 via Zoom

<https://rau.zoom.us/j/95074695494>

The Chair of Council to welcome members of the public followed by

1. Record of attendance to be recorded (Parish Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Roger Lock and Archie Larthe) District and County Councillors and members of the public
2. Apologies for absence to be recorded
3. Declarations of Interest on items on the Agenda. (Localism Act 2011) to be recorded.
4. Council approved the minutes of the Parish Council Meeting held on the 15th September 2020.
5. Reports from District Councillor and County Councillor to be distributed via email if available for this meeting.
6. Members of the public will be invited to speak at the discretion of the Chair of the Council
7. Matters brought forward from previous meeting which are not separate items on agenda
Data base flyers to be distributed by Councillors –no requests for data base entry has been received by Clerk.
8. Highway and PROW issues to be discussed by Council
 - a) *Correspondence re PROW issue raised by Cllr Lock, it is understood that the parishioner will progress this with the Glos County Council PROW officer.*
 - b) *Bridge damage clerk to chase up with highways manager.- Done and contract details of new Highways representative has been forwarded to Councillors*
 - c) *A417 missing link consultation*
9. Planning applications to be discussed by Council
Erection of detached outbuilding (garage/stable) at The Coach House Brimpsfield 20/02544/FUL
10. Finance reports as attached to be discussed and approved
 - Cashbook
 - Bank payments for approval
 - Budget against actual report
 - Budget/precept for 2021/22
11. Village Hall update and decisions on matters relating to the Village Hall including report from Chair of Village Hall Committee
12. Update and decisions on matters concerning working parties
 - a) Common Land Management Policy Group- Cllrs Lock, Larthe, Eaton and Parsons – Including following the adoption of the terms of reference, there were 3 points that were left open for further discussion (see highlighted points)
 - b) Road Safety Policy Group- Cllrs Jardine and McWilliam- terms of reference to be agreed
13. Items for information only

Meeting to be closed

Date of next meeting to be agreed as 19th^h January 2021 at 7pm via zoom

Draft Minutes of Brimpsfield Parish Council meeting held at 7pm on 15th September 2020 via Zoom
<https://rau.zoom.us/j/96438092642> and <https://rau.zoom.us/j/94936183397>

The Chair of Council welcomed Councillors and members of the public followed by

- 1. Record of attendance recorded as Parish Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Roger Lock and Archie Larthe. District Councillor Judd attended later in the meeting. County Councillor N Robbins did not attend and there were no members of the public**
- 2. There were no Apologies for absence recorded**
- 3. Declarations of Interest on items on the Agenda. (Localism Act 2011) were invited**
- 4. Council approved the minutes of the Parish Council Meeting held on the 4th August 2020.**
- 5. Report from District Councillor Judd as distributed via email. It was discussed that recently the PC opinions on planning decisions have not been reflected in the decisions of the District Council. Cllr Lock stated his "point of issue is that currently there have been at least two planning applications where the Parish Council has been unanimous in either its support or objection to an application and CDC's planning Committee has gone against our decision/comments. The point is that I wonder why, as we, the elected representatives of our community and who should have the ears and eyes on the ground of our parishoners and look to have the best interests of the parish, we are being effectively ignored by our elected officials at CDC and it's appointees in its planning department." These concerns have been emailed to District Councillor Judd, who has responded that she will investigate further.**
- 6. There were no Members of the public were invited to speak at the discretion of the Chair of the Council**
- 7. Planning applications discussed by Council**
Erection of detached outbuilding (garage/stable) at The Coach House Brimpsfield 20/02544/FUL
Concerns were expressed on the completeness of the plans /drawings with regard to measurements.
No objection – unanimous decision of council
- 8. Finance reports as attached were discussed and approved unanimously.**
- 9. Village Hall update**
Project of proposed new building or refurbishment of hall. Carry forward on the agenda for the next meeting and invite Chair of Village hall committee to present a report.
District Councillor Judd joined the meeting at this point.
- 10. Update and decisions on matters concerning working parties**
 - c) Common Land Management Policy Group- Cllrs Lock, Larthe, Eaton and Parsons. Cllr Lock has distributed draft terms of reference for the consideration of Councillors. Council adopted the draft terms of reference by a unanimous decision.**
 - d) Road Safety Policy Group- Cllrs Jardine and McWilliam. Clerk to follow up invitation Highways Manager. Terms of reference for adoption at next meeting.**
- 11. Items for information only**
Highways issues to be on all agendas.
Data base flyers to be distributed by Councillors – Clerk to resend-done.
Bridge damage clerk to chase up with highways manager.
Correspondence re PROW issue raised by Cllr Lock, it is understood that the parishioner will progress this with the Glos County Council PROW officer.
Burning of plastic on the Climperwell Road has been reported to Councillor Lock
Councillors re-stated thanks for the support of the District Councillor on the planning matter discussed earlier.
Meeting closed at 20.05 Date of next meeting agreed as 17th November 2020 at 7pm via zoom

BRIMPSFIELD PARISH COUNCIL

Name of group: Brimpsfield Parish Council Common Land Review Forum

Title: Terms of reference (12 th September 2020) Adopted 15/9/20

Purpose / role of the group:

what is the broad purpose / role of the group?

The group was established at the Brimpsfield Parish Council meeting held on 12 th September 2020, by Parish Councillors.

The aims of the group are to what are the aims / responsibilities of the group?

Membership:

The membership of the group is open to Brimpsfield Parish Councillors and Parishioners.

There are no restrictions on numbers.

Representatives from other organisations who can offer specialist advice may also be involved.

The period of membership is to be reviewed annually and can it be extended.

Accountability:

Individual group members may be delegated or be responsible for reporting back on activities of the group to the Parish Council and parishioners.

Review:

The group should review the relevance and value of its work and the terms of reference

Working methods / ways of working:

what method / approach to working will you adopt (for example a shared learning approach)?

It is not envisaged that any sub groups will be convened at the initial stage however, 'ad hoc' meetings of members might occur from time to time in order to expedite outcomes.

Working methods involved in practical terms, for example with reference to:

meetings

The number of meetings each year will not be limited and will be convened on a needs basis. Meetings will normally take place at Brimpsfield Village hall, although this is not the exclusive venue.

The organisation and the chairing of the meeting will be the responsibility and choice of the group and or the members of Brimpsfield Parish Council.

Items for the agenda of the meetings will be generated by the Group and any other relevant parties.

Meeting papers, Agenda and Minutes will be circulated in line with the current practice of the Brimpsfield Parish Council.

Non-members will be invited to group meetings on a needs basis.

The Secretary/Minute taker will come from within the group.

sharing of information and resources (including confidential materials) for example

how will group members share information and resources?

how will confidential materials and copyright issues be identified and dealt with?

will there be a web space for the group and if so, will it be password protected and who will be responsible for facilitating it?

Definition of terms

provide definitions of any key terms.

Financial reports -15/9/20

Cash book

Date	Detail	Chq no	bfwd	TOTAL receipts/ Payment	balance
01.04.19	opening credit bal (TREASURERS C/A)		3333.96		3333.96
	Opening credit bal (INSTANT /DEPOSIT)		3145.67		3145.67
01/04/2020	interest			0.13	3145.80
01/05/2020	interest			0.14	3145.94
01/06/2020	interest			0.13	3146.07
01/07/2020	interest			0.13	3146.20
01/08/2020	interest			0.11	3146.31
17/04/2020	precept			4650.00	7983.96
27/04/2020	b holder salary	so		-194.18	7789.78
26/05/2020	b holder salary	so		-194.18	7595.60
02/06/2020	b holder expenses	562		-41.80	7553.80
24/06/2020	came and co	563		-365.05	7188.75
26/06/2020	b holder salary	so		-194.18	6994.57
09/07/2020	gaptc	561		-73.75	6920.82
27/07/2020	b holder salary	so		-194.18	6726.64
30/07/2020	swell and mullings	566		-149.20	6577.44
31/07/2020	b holder expenses	565		-55.60	6521.84
26/08/2020	b holder salary	so		-194.18	6327.66
28/07/2020	l selkirk	567	o/s	-105.00	6222.66
14/09/2020	b holder expenses	568		-70.13	6152.53
19/11/2020	b holder expenses	569	o/s	-58.58	6093.95
19/11/2020	a partridge	570	o/s	-1290.00	4803.95
19/11/2020	pata payroll	571	o/s	-46.50	4757.45
19/11/2020	hmrc (april to nov)	572	o/s	-387.80	4369.65
26/09/2020	b holder salary	so		-194.18	4175.47
26/10/2020	b holder salary	so		-194.18	3981.29
24/09/2020	precept	bacs		1550.00	5531.29
09/09/2020	interest	bacs		0.03	3146.34
09/10/2020	interest	bacs		0.03	3146.37

Bank reconciliation

	o/bal 1/4/20		6479.63	
	payments TO 17/11/20		4002.67	
	receipts TO 17/11/20		6200.70	
	Closing balance 17/11/20			8677.66
BANK RECONCILIATION				
treasurers	bank statement 9			7419.17
	outstanding cheques			
		567	-105.00	
		569	-58.58	
		570	-1290.00	
		571	-46.50	
		572	-387.80	1887.88
balance				5531.29
	INSTANT(DEPOSIT)91			3146.37
	BANK BALANCE			8677.66

BRIMPSFIELD PARISH COUNCIL

BUDGET SUMMARY		11/11/20	
	BUDGET	Year to date	BALANCE
INCOME			
Precept	6200	6200	0
Interest	1	1	0
VAT refund	0	0	0
Wayleave	30	0	30
other	0	0	0
TOTAL INCOME	6231	6201	30
EXPENDITURE			
Clerks Salary	3000	1747	1253
Admin / Expenses	300	226	74
Payroll Management	100	47	53
Insurance	360	365	-5
Audit	160	105	55
Grass cutting Brimpsfield	500	380	120
Grass cutting Caudle Green	1000	910	90
Mtg Room hire	200	0	200
Subs	150	74	76
Training	0	0	0
legal/Specialist Advice	0	149	-149
Maintenance & repairs	200	0	200
Grants / Donations	200	0	200
FROM RESERVES		0	0
Equip & Assets	1500	0	1500
Web- site	100	0	100
Sect 137	0	0	0
Village hall Grant	300	0	300
			0
		0.00	0
			0
EXPENDITURE TOTALS	8070	4002.67	4067
required from reserves	1839		

Budget /precept for 2021/22

BUDGET SUMMARY		11/11/20			
	BUDGET	Year to date	BALANCE available	proposed	notes
INCOME					
Precept	6200	6200	0	6324	2% inflation
Interest	1	1	0	1	
VAT refund	0	0	0		
Wayleave	30	0	30	30	
other	0	0	0		
TOTAL INCOME	6231	6201	30	6355	
EXPENDITURE					
Clerks Salary	3000	1747	1253	2910	actual
Admin / Expenses	300	226	74	360	Wfh, mileage, stationery, postage
Payroll Management	100	47	53	100	actual
Insurance	360	365	-5	365	actual
Audit	160	105	55	120	Based on current auditor contract
Grass cutting Brimpsfield	500	380	120	500	contract
Grass cutting Caudle Green	1000	910	90	1000	contract
Mtg Room hire	200	0	200	200	
Subs	150	74	76	80	GAPTC
Training	0	0	0	0	
legal/Specialist Advice	0	149	-149	150	To recover overspend
Maintenance & repairs	200	0	200	800	Noticeboard?
Grants / Donations	200	0	200	200	
FROM RESERVES		0	0		
Equip & Assets	1500	0	1500		Carry forward in earmarked reserves
Web- site	100	0	100	176	Annual costs
Sect 137	0	0	0	0	
Village hall Grant	300	0	300	300	
			0		
		0.00	0		
			0		
EXPENDITURE TOTALS	8070	4002.67	4067	7261	
required from reserves If 20/21 and 21/22 took these amounts from reserves only £400 would be left in deposit	1839			906	External auditor recommends at least 6 months of precept in general reserves (not earmarked)