

E-mail: brimpsfieldpc@gmail.com

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Draft Minutes of Brimpsfield Parish Council meeting held at the Village Hall on TUESDAY the 16th October 2018 at 7.30pm

Present Parish Councillors: Roger Lock, Heather Eaton, Tom Overbury, Jane Parsons and Archie Larthe

In attendance –Mrs Holder – no members of the public

- 1) **Apologies for absence received from** Councillor Emma Ryan. Absence noted of Councillor Hayley Harrison
- 2) **Council approved appointment of Mrs B Holder as Parish Clerk and Responsible Financial Officer with effect from 5th October 2018 at salary scale point 21 for 5 hours per week. Mrs Holder took up the duties of the Clerk at this point. It was agreed that the Chairman sign the Contract of Employment**
- 3) **There was no Declarations of Interest on items on the Agenda. (Localism Act 2011) from:**
- 4) **Council approved the minutes of a Parish Council Meeting held on the 17th July 2018 at 7.30pm in Brimpsfield Village Hall. These were duly approved and signed as a true record**
- 5) **Council noted Matters arising from previous minutes.**
 - Cllr Overbury to report back on ownership of land at Buckholt Wood at next meeting
 - Data Protection update – Clerk has placed policies on website -noted
 - Information Security Policy -Clerk has placed policies on website- noted
 - Snow Plough contact details to be distributed to Councillors/Clerk by Councillor Parsons
 - Additional bagged salt for winter 2018/19 has been organized
 - Councillor Lock gave update on overhanging hedge and it was agreed that he would follow up concerns on further sections. Verge erosion was also noted in certain places and further observation was agreed
- 6) **There were no comments and concerns from the public.**
- 7) **Council discussed the repair/restoration of the village noticeboard brought forward from previous meeting. It was agreed that** Councillors' make contact with possible contractors to repair and the matter would be discussed again at next meeting.
- 8) **Council noted that there were no current planning applications identified to the Clerk by the District Council for consideration. It was noted that the following application was brought to the attention of Councillors**
Reference 18/01936/FUL :Former Kellands Agricultural Ltd Site, Brimpsfield, Birdlip - Construction of 5 dwellings. Consultation Expiry Date 11th October 2018. There was some discussion on parish boundaries and it was agreed for the Chairman/Clerk to obtain a map of the parish boundaries for clarification.

The future process for considering planning applications was agreed as

- Clerk to email application details to Councillors as they are notified by District Council
- If the comment date was after the next scheduled meeting, the matter would be put on the agenda, comments then would be agreed by Council and reported back by Clerk
- If the comment date was before the next scheduled meeting, and Councillors would like a meeting to discuss, they would request the Chair to call an Extra ordinary meeting in line with legal process of notice period, published agendas and open to the public. Comments then would be agreed by Council and reported back by Clerk.

The Chairman was able to report an update from District Councillor Parsons on the matter of Hermits Corner and that the District Council were aware of the current situation with regards to occupation

9) Council noted Highways and PROW Updates

- Councillor Lock raised matter of water main burst at dip near Climperwell Farm. It was agreed Councillor Lock would report the matter on Stroud District Council website

10) Council approved the financial reports as presented on appendix 1

- Bank reconciliations
- Noted there are no payments and receipts for the period 17/7 to 9/10/18.
- Budget against actual expenditure
- It was agreed that costs of repair/replacement noticeboard may need to be taken out of reserves for current year
- Clerk was instructed to obtain quotations for grit bins
- It was agreed to transfer monies from History Book bank account to Council current account and thereafter to close the History book account. Clerk to present cheque for signature at next meeting

11) Council considered the budget proposals and precept for 2019/20 as presented on appendix 2.

- Option 2 was agreed namely precept to be set at £6041 and expenditure totaling £6650
- It was agreed that shortfall would be taken out of reserves
- Clerk to submit precept details to District Council

12) Items for information only

- Chairman distributed information from Stroud and District Motor Club event Clerk was asked to inform them of change of contact details
- The process of emails received by the Clerk was discussed and Councillors agreed to receive 1 month of email for their information, all District Council emails to be forwarded and Clerk would provide a summary of other emails for Councillors' information-to be discussed at next meeting
- Poppy event leaflet was available for Councillors

The Chairman concluded the meeting at 8.20pm

The next Full Parish Council meeting will be held on 22nd January 2019- apologies from Councillor Larthe

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Appendix 1

Bank Reconciliation

Period to 24TH August 2018

Current account 00237343

Balance as per statement 24.08.18	£ 4,891.63
Outstanding receipts in period	£ -
Unpresented Payments in period	-
	£ -
Balance at 30th August 2018	£ 4,891.63

Deposit account 07001337

Balance as per statement 01.04.18	£3,142.56
Outstanding receipts in period	
Interest @ 09.04.18	£ 0.13
Interest @ 09.05.18	£ 0.13
Interest @ 11.06.18	£ 0.14
Interest @ 9.07.18	£ 0.12
interest @ 09.08.18	£ 0.13
Payments in period	
NIL	£ -
Balance at 9th August 2018	£ 3,143.21

History Group account 01359353

Balance as per statement 30.08.18	£ 33.14
Receipts in period	
NIL	£ -
Payments in period	
NIL	£ -
Balance at 30th August 2018	£ 33.14

Total Balance

£ 8,067.98

Cash Book Summary

Opening Balance 01.04.18	£ 5,912.58
Add receipts to date	4,095.65
Less Payments to date	1,940.25

Cash Book Balance

£ 8,067.98

Reconciled Balance

£ 8 067.98

BPC EXP vs BUDGET 2018-19

BRIMPSFIELD PARISH COUNCIL

	Budget 2018/19	Actual Income / Spend to 30.08.18	Antic. Income / Spend from 01.09.18	Total Income / Spend to 31.3.18	Spend vs Budget to 31.3.19
Precept	5460.00	4095.00	1365.00	5460.00	
Council Tax Support Grant	0	0.00	0.00	0.00	
Bank interest	1.00	0.65	0.12	0.77	
VAT refund	10.00	0.00	10.00	10.00	
Other	0.00	262.40	0.00	262.40	
Electricity wayleave	30.00	28.98	0.00	28.98	
	5501.00	4387.03	1375.12	5762.15	
Hire of Village Hall	200.00	40.00	160.00	200.00	0.00
Insurance	300.00	344.11	0.00	344.11	-44.11
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	0.00	0.00	0.00	0.00	0.00
Audit Costs	80.00	162.93	0.00	162.93	-82.93
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	76.05	63.95	140.00	0.00
Clerk's Salary (incl PAYE)	2500.00	688.09	1811.00	2499.09	0.91
Clerk's Expenses	225.00	61.01	160.00	221.01	3.99
Payroll Management	110.00	22.50	87.50	110.00	0.00
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	10.00	10.00	0.00
Website	100.00	0.00	100.00	100.00	0.00
Equip & Assets	250.00	0.00	250.00	250.00	0.00
TOTALS	6140.00	1722.19	3917.45	5639.64	150.36

Reserves at 01.04.18	5912.58
Expected income during year	5762.15
Antic. expenditure during year	5639.64
Antic. reserves at year end	<u>6035.09</u>

Appendix 2

Budget proposals for 2019-20

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	Budget	Option 1	Option 2	
	2018/19			
Precept	5460.00	5460.00	6000.00	
Council Tax Support Grant	0	0	0	
Sale of History books - n/a	0.00	0	0	
Bank interest	1.00	1.00	1.00	
VAT refund	10.00	10.00	10.00	
Other	0.00	0	0	
Electricity wayleave	30.00	30	30	
	5501.00	5501.00	6041.00	
Expenditure				
Hire of Village Hall	200.00	200.00	200.00	
Insurance	300.00	300.00	350.00	overspend identified
Specialist Advice	300.00	300.00	300.00	
Grants /Donations	200.00	200.00	200.00	
Maintenance & repairs	0.00	0.00	0.00	
Audit Costs	80.00	80.00	190.00	overspend identified
Elections	0.00	0.00	0.00	
Grass Cutting – Brimpsfield	360.00	360.00	360.00	
Grass Cutting - Caudle Green	840.00	840.00	840.00	
GAPTC / Subscription	140.00	140.00	150.00	
Clerk's Salary (incl PAYE)	2500.00	2500.00	2800.00	full year at scp21
Clerk's Expenses	225.00	225.00	225.00	
Payroll Management	110.00	110.00	110.00	
Training	200.00	200.00	250.00	
Village Hall Grant	300.00	300.00	300.00	
Inscriptions - War Memorial	0.00	0.00	0.00	
Section 137	25.00	25.00	25.00	
Un-budgeted expenditure	0.00	0.00	0.00	
VAT Paid	10.00	10.00	0.00	
Website	100.00	100.00	100.00	
Equip & Assets	<u>250.00</u>	<u>250.00</u>	<u>250.00</u>	
TOTALS	<u>6140.00</u>	<u>6140.00</u>	<u>6650.00</u>	
	2018	option 1	option 2	
anticipated Reserves at 01.04.19	5912.58	6034.84	6034.84	
Expected income during year	5761.90	5501.00	6041.00	
Antic. expenditure during year	5639.64	6140.00	6650.00	
Antic. reserves at year end	6034.84	5395.84	5425.84	

Consumer price index increase (inflation) not applied as standard

Option 1 allows Council to operate on similar basis to 2018/19 but will result in a decrease in reserves and will also result in overspends in items such as Insurance

Option 2 allows for increase in expenditure where actual 2018/19 has already shown budget to be underfunded. The use of reserves remains necessary

note auditor advised to increase reserves, which is not achievable without a higher increase in precept. Ideally reserves should be 1 x annual precept