

**BRIMPSFIELD PARISH COUNCIL**  
**DRAFT MINUTES OF ANNUAL MEETING HELD AT 7.30PM**  
**ON THURSDAY 28th May 2026**  
**IN THE VILLAGE HALL**

<b>1.</b>	<b>Welcome and introductions – by the present Chairman/Vice Chair</b>
<b>2.</b>	<p><b>Election of Chairman – signing of acceptance of office papers</b></p> <p>No other nominations from any other Councillors</p> <p>Cllr Mandrigin, Cllr Saunders, Cllr Engelke voted in favour of Cllr John Oakley continuing as Chairman</p> <p>Cllr Lock voted against</p> <p>Cllr John Oakley agreed to remain as Chairman for Brimpsfield Parish Council</p> <p>Declaration of Acceptance of Office form was signed by Cllr Oakley and by the Parish Clerk Helen Ward</p>
<b>3.</b>	<p><b>Election of Vice-Chairman – signing of acceptance of office papers</b></p> <p>No other nominations from any other Councillors</p> <p>Cllr Mandrigin, Cllr Lock, Cllr Engelke and Cllr Oakey voted in favour of Cllr Saunders continuing as Vice-Chairman</p> <p>Cllr Harriet Saunders agreed to remain as Vice-Chairman for Brimpsfield Parish Council</p> <p>Declaration of Acceptance of Office form was signed by Cllr Saunders and by the Parish Clerk Helen Ward</p>
<b>4.</b>	<b>Attendance recorded Councillors</b> Mikhail Mandrigin, Harriet Saunders, Roger Lock, Katie Engelke and John Oakey. Four members of the public attended
<b>5.</b>	<p><b>Apologies received and recorded</b></p> <p>Cllr Lottie Goldstone</p> <p>Cllr Lois Usmani</p> <p>Cllr Roger Lock left the meeting at 20.13</p>
<b>6.</b>	<p><b>Declaration of Interest for matters on the agenda to be invited</b></p> <p>None</p>
<b>7.</b>	<p><b>Minutes of the previous Parish Council Meeting held on 17th March 2026 were not approved as amendments needed.</b></p> <p>Cllr Engelke gave feedback from residents –</p> <p>Residents have commented that minutes are too brief.</p> <p>If we are given informal advice on certain matters perhaps this needs to be recorded separately.</p> <p>Clerk will identify what needs to be included in the minutes</p>

	<p>Clerk to update January 2026 minutes with a paragraph from Richard Tyson. Harriet to send a paragraph to the clerk to add to these minutes. Harriet to do a separate document with a full overview of what was discussed with Richard Tyson in the meeting.</p> <p>Minutes from January 2026 and March 2026 will be approved and signed off in the June 2026 meeting</p>
<b>8.</b>	<p><b>Contract of employment for the appointment of new Clerk/RFO – To delegate signing to Chair of council</b></p> <p>Approved by the council and signed by the Chairman and Parish Clerk</p>
<b>9.</b>	<p><b>Council reviewed structure of working groups and membership of working groups</b></p> <p>No action required</p>
<b>10.</b>	<p><b>Council reviewed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held</b></p> <p>Approved</p>
<b>11.</b>	<p><b>Council considered if any changes are required to the asset register</b></p> <p>Cllr has a longer version of the asset register which he will send to Parish Clerk</p> <p>No changes needed</p>
<b>12.</b>	<p><b>Council reviewed representation on outside bodies</b></p> <p>None to review</p>
<b>13.</b>	<p><b>Council considered if any changes are required to insurance policy with Hiscox Insurance Company Limited for the coming year. The premium (including IPT and all fees) for the year will be: £485.11.</b></p> <p>Approved</p>
<b>14.</b>	<p><b>Council considered if any changes are required to banking mandate</b></p> <p>In the process of adding our Parish Clerk on the bank mandate so she can make payments on behalf of the Parish Council.</p>
<b>15.</b>	<p><b>Council considered if any changes are required to its Complaints, Freedom of Information or Data Protection policies procedures</b></p> <p>Renewal dates to be checked as councillors feel some are out of date</p> <p>Cllr Lock confirmed that it was the general feeling from councillors at the last meeting that a shorter review time on policies was needed, at present it is 5 and 10 years. Cllr Lock circulated the Risk Management draft policy and asked if councillors were happy with the reduced time line for review, he stated that nobody responded so he took this as everyone was happy with his proposal. This review time can then be transferred over to the other policies.</p> <p>Data Protection was adopted in 2018 – Cllr Lock to review this policy</p>

	<p>Privacy Policy – Cllr Lock will be reviewing this policy. Contact details will need updating as currently they are for an address in Charlton Kings</p> <p>Member of the public made a comment that if this is a general agenda item on the AGM agenda we will in fact be reviewing these policies each year.</p> <p>The above to be added to the Parish Assembly meeting – A table of policies to be presented at this meeting. Cllr Lock will send out a draft before the next full meeting on the 4<sup>th</sup> August 2026.</p>
<b>16.</b>	<p><b>Council confirmed if it wishes to continue with its standard contract for grass cutting in Brimpsfield and PATA payroll. The annual subscription to GALC is also to be confirmed.</b></p> <p>Alan Partridge (Grass Cutting) -Approved</p> <p>Pata (Payroll) – Approved</p> <p>GALC (Subscription) - Approved</p>
<b>17.</b>	<p><b>Council approved the financial reports and payment list as attached</b></p> <p>Budget Summary – Cllr Oakley made a comment regarding the Clerks salary to date which is £1,538 the reason why this is so high is because of the historic payment to Jenny, this includes her holiday pay owed. This was agreed at an earlier meeting.</p> <p>Approved</p>
<b>18.</b>	<p><b>Council confirmed that it wishes to appoint Iain Selkirk as independent internal auditor for financial year 26/27</b></p> <p>Approved</p>
<b>19.</b>	<p><b>Council approved its AGAR completion and delegate to the Chair of Council to sign the appropriate forms</b></p> <p>Deferred to next meeting in June.</p>
<b>21.</b>	<p><b>Publication Requirement &amp; the Exercise of Public Rights</b></p> <p>To review at the next Parish Assembly meeting in June.</p>
<b>22.</b>	<p><b>Council considered plans provided for stables access track</b></p> <p>Plans from Mrs Tennant and her brother have been circulated to all councillors and one of the two options seems appropriate.</p> <p>A vote was made for drawing one and two, drawing one was the preferred option. Planning permission will be needed. Permission from Mrs Tennant will be needed to share this information with the public.</p> <p>Council needs to go back and ask for more details, we have a preference for drawing one. Cllr Mandrigin will draft a response to Mrs Tennant.</p> <p>This matter will be discussed at the Parish Assembly meeting in June.</p> <p>Katie to arrange a meeting with the Caudle Green residents to share plans, Mikhail will support with this meeting. For people who can't attend the meeting it could be shared by email.</p>

	<p>An email to be sent to Issy Tennant to ask if plans can be shared with the resident of Caudle Green.</p> <p>Member of the public informed the council that large stones have now become loose on the track which are now a hazard to the public walking there.</p> <p>This will likely not be completed until next year at this stage as planning will be needed.</p>
<p><b>23.</b></p>	<p><b>Council reviewed Caudle Green related matters (woodland progress, hedges, grass cutting, dog waste bin, defibrillator, bench) to discuss matters arising and agree further actions.</b></p> <p>Ash Trees – We need to get a tree survey done this will need to go out to tender. Katie to reach out to Clerk to support. We need three tenders, we have two already so we will need a third. This needs to be done before the autumn</p> <p>Grass Cutting – Alan will do the strimming we don't have a price off him yet – This needs to be done ASAP, then again at the end of August. John can speak to Tom about the June cut now and the Sep cut- <b>Council Approved two cuts.</b></p> <p>Dog Waste – Conversations are being had with the council</p> <p>New Bench – We have a photo and a location of where this will be – Council approved this new bench</p> <p>Defibrillator – John to check if the funding in 2019/2020 ever reached our account. If we have it then we can use it. If this wasn't received, we need to find out if this funding is still available under the scheme.</p>
<p><b>24.</b></p>	<p><b><u>Planning</u></b></p> <ul style="list-style-type: none"> <li>• <b>Noted any new applications in the parish</b></li> <li>• <b>Noted determinations in the parish</b></li> <li>• <b>Noted any appeals</b></li> <li>• <b>Considered email relating to land adjacent to Longacre</b></li> </ul> <p>Modified Scheme for Yew Tree Cottage planning has been approved</p> <p>Diversion rescheduling the land to from agricultural to non-agricultural and diversion of the track at Morefield House has been side lined because the council has asked for more submissions to be done.</p> <p>Long Aches – Planning application – Council wasn't notified at the time. An investigation into why the councillors were not notified. There is no record of this being discussed in a Parish Council meeting. Babs was invited to share her concerns. It was agreed that the Clerk is to look into this matter and to make contact with CDC to investigate this matter and to find out if the council were in fact notified at the time.</p> <p>Distillery Appeal – This is Birdip not Brimpsfield notifications should have gone to Birdip</p> <p>Yew Tree Cottage Full Application - change of the stable block – No reply needed from the council</p>

25.	<p><b>Council considered and reviewed draft policies</b></p> <ul style="list-style-type: none"> <li>• Risk Management Policy</li> </ul> <p>Defer to Parish Assembly meeting in June.</p>
26.	<p><b>Council agreed that its meeting schedule shall remain as 3rd Tuesday of July, September, November, January, March commencing at 7.30pm</b></p> <p>Proposed date of the 16<sup>th</sup> June for our next Parish Assembly meeting</p> <p>Proposed date for 4<sup>th</sup> August not July date.</p>
27.	<p><b>Public Participation was invited (for a period of 5 minutes or as determined by Chair of meeting)</b></p> <p>Babs Sharps discussed her planning application which was missed by the council in March</p>
28.	<p><b>Report received from County Councillor Harris (this may be deferred to the next Parish Assembly meeting)</b> Defer to Parish Assembly meeting in June</p>
29.	<p><b>Report received from District Councillor Judd (this may be deferred to the next Parish Assembly meeting)</b> Defer to Parish Assembly meeting in June</p>
	<p><b>AOB —</b></p> <p>Cllrs Oakley was approached by Tom Wilson who lives in a cottage on the Birdip Road near Bucklewood. He can't get a mortgage at present as it sits on common land therefore, he would like the support of the council to get this changed to residential land.</p> <p>Caudle Green noticeboard needs maintenance this year so we don't have to replace it. Perhaps Alan Partridge would help or there might be a local volunteer who would be happy to help.</p>
30.	<p><b>Meeting to be closed 9.15pm</b></p>

