

Minutes of Brimpsfield Parish Council

Held at 7.30pm on 17th March 2026 at Brimpsfield Village Hall, Brimpsfield, GL4 8LD

Present: J Oakey (Chair), H Saunders, M Mandrigin, R Lock, K Engelke, L Goldstone

Apologies: L Oliveria

Clerk in attendance: No Clerk and J. Oakey assumed the role of Responsible Officer for the meeting

4 members of the public

The meeting was opened by the chairman and members of the public were welcomed. There were two points raised by members of the public:

- 1) Concern that a vehicle and horsebox had been parked on the top of the common (Caudle Green)
- 2) Appreciation of the installation of a further dog bin in the Knapp, (Brimpsfield).

BR.2025.111 **To RECEIVE apologies for absence**
Received from Cllr Oliveria

BR.2025.112 **To RECEIVE declaration of interests and request for dispensations**
None declared

BR.2025.113 **To RECEIVE AND AGREE Minutes of the previous Parish Council Meeting held on 20th January 2026**
It was AGREED to accept and publish the minutes AFTER a qualification/addition to the advice offered in the public session at the meeting had been seen and agreed by all councilors present as a true and correct record.

BR.2025.114 **To receive report from:**

- County Councillors – Ermin Ward. No reports received, No Councillors present
- Village hall committee – New entrance door, electrical works undertaken in kitchen/emergency exits etc. Remote control of heating system. Fencing of new play area. Garden work. Vehicular damage to Village Hall wall reported to police

BR.2025.115 **To agree to appoint Iain Selkirk as external auditor for 2025/26**
This was AGREED

BR.2025.116 **To agree insurance renewal**
This was AGREED

JEOakey
16 June 26

BR.2025.117 To receive a report following site biodiversity visit at Caudle Green and related matters (woodland progress, hedges, grass cutting, bench, dog waste bin, defibrillator and Grassroots Application) to discuss matters arising and agree actions
Cllr Engelke gave a thorough update on this item – Grant application had been made for whips/trees to be planted but met with objection from residents re maintenance and Deer fencing. Planting was diverted to Brimpsfield with some Maple to be planted in Caudle Green. Grassroots funding had been sought for a picnic bench from County Councillor Mark Harris and agreed, but was rejected by residents. A bench of their choosing will be obtained by residents and application for permission will be made to the Parish Council as to its situation.

Risk assessments relating to trees and ivy removal had been drawn up.

A Dog Bin was to be requested and situated close to the footpath.

A request for a defibrillator had been made and clarification was needed as to the use of funding (£620) already received. Cllr Engelke and Oakley to consult on this.

Grassland management – a conversation needs to be had with Tom Overbury re general cutting as well as footpath, verge and edge management. Allen Partridge to be approached to see if he will handle footpaths, verges and edges – Action Cllr Oakey

BR.2025.118 To receive update on common land access, tracks and parking issues and agree actions.

Cllr Oakey having sent a letter on behalf of the council to the owner of the stables relating to her tenant's parking and the restriction on parking on common land, summarised the owner's reply.

It was AGREED that Cllr. Oakey should reply to the owner requesting greater urgency in resolution of the matter and that it was not to role of the Parish Council to find a solution to the parking needs of the tenant.

BR.2025.119 To review progress with the registration of Brimpsfield common
It AGREED to pursue the application for registration of the common with the Land Registry.

BR.2025.120 To review progress with dog waste bins in Brimpsfield

The two additional bins have been installed

BR.2025.121 To receive a report on discussions relating to traffic problems on local roads due to the A417 upgrade and Highways and agree actions

Following a letter written by Cllr. Lock to Kier and Highways regarding reduction of speed limits on village roads and the resultant impact on Satnav advice to motorist in the use of village roads, Kier agreed to attend a Parish Council meeting but withdrew. It was AGREED that Kier should be approached to make a presentation and Q&A to villagers at a future date.

Planning

BR.2025.122 To note any new applications in the parish

ASEO

There were no new planning applications.

BR.2025.123 To note determinations in the parish

Change of use of land to residential and erection of a rear extension at the Granary Watercombe Farm, Brimpsfield had been granted.

BR.2025.124 To note any appeals

None received

Financial & Procedural

BR.2025.125 To note bank reconciliation

The bank reconciliation had been circulated and was approved by members.

BR.2025.126 To approve payments for February/March 2026

The following payments were APPROVED

Background support from J Walkley in February and March

- Clerk Pay Feb 2026 8 hours @ £30 per hour
- Clerk pay Mar 2026 6 hours @ £30 per hour
- Clerk working from home allowance – if claimed
- Related HMRC payment

BR.2025.127 To receive budget update

Budget update received.

BR.2025.128 To consider draft policies following review

- **Disciplinary**
- **Donations & Grants**
- **Information Security**
- **Equality & Diversity**
- **Health & Safety**
- **Biodiversity/Land Management**

The first three policies had been adopted at the previous meeting. Cllr Oakey would write an explanatory preamble to the Disciplinary policy to be inserted.

The Equality & Diversity and Health & Safety policies were adopted. It was AGREED that all policies should have the lower time limit of three years for review.

It was AGREED that the Biodiversity and land Management policy would take a general statement of intent rather than a more specific declaration. Cllrs Engelke and Saunders would take this forward.

BR.2025.129 To review councillor and clerk training needs and records

It was AGREED that these training records should be kept and with the Clerk and that they should be public.

ASEO

BR.2025.130 Any other business (for information only)
There was no other business

Closed Session-Staffing

BR.2025.131 To receive report on recruitment of a permanent Clerk and agree actions
Following the informal interview by a number of available councillors of two candidates, it was AGREED to offer the position to Helen Ward and provide her with training and a new laptop

Date of next parish council meeting: 19th May 2026

With no further business, the meeting was declared closed at 9.46

AEO