

BRIMPSFIELD PARISH COUNCIL

Draft minutes of Brimpsfield Parish Council meeting held at 7pm on 17th November 2020 via Zoom

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

The Chair of Council welcomed members of the public followed by

1. Record of attendance recorded as Parish Councillors' Tom Overbury, Jane Parsons, Heather Eaton, Claire Jardine, Archie Larthe and Roger Lock (and Mikhail Mandrigin)
District Councillor Julia Judd and 4 members of the public
2. No Apologies for absence received
3. There were no Declarations of Interest on items on the Agenda
4. Council approved the minutes of the Parish Council Meeting held on the 15th September 2020.
5. Report from District Councillor (as distributed via email if available for this meeting).
6. Members of the public were invited to speak at the discretion of the Chair of the Council
 - a) Flytipping – link to CDC portal now for reporting fly tipping noted
7. Matters brought forward from previous meeting which are not separate items on agenda
Data base flyers to be distributed by Councillors (Councillor Overbury will co-ordinate) –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. Further information has been received from Resident BBR19 gate which was read out by Councillor Lock. The communication to be added to the formal minutes once permission regarding data protection is clarified*
 - b) *Bridge damage clerk has chased up with highways manager and contract details of new Highways representative has been forwarded to Councillors*
 - c) *A417 missing link consultation update noted*
 - d) *Common Hill will be shut on December 4th – as notified by email*
9. Planning applications discussed by Council as distributed via email
10. Finance reports as attached were discussed and approved
Cashbook
Bank payments approved *and subject to further advice from provider of Brimpsfield notice board – “pot of varnish is needed” - Councillor Lock*
Budget against actual report noted
Budget/precept for 2021/22 discussed and Precept agreed £6324 and budget as attached
11. Village Hall update including report from Chair of Village Hall Committee -Mikhail Mandrigin. Designs were shared of original plan for re-development which due to funding issues could not be progressed. Updated designs for Plan C which is a “self-build re-construction of hall” including larger store area, additional toilet and extended entrance lobby along with installation of outside walls. The self-build can be undertaken in smaller individual projects cumulating in a completely new roof with dormer roof light to add light to centre to the hall. Materials would be in the region of £30k-£35k (existing funds stand at £24K which potentially would fund the extensions but not the new roof). It is anticipated labour would be on a volunteer basis.
Planning permission would be sought.
Council approved the project as presented.
12. Update and decisions on matters concerning working parties
 - a) Common Land Management Policy Group- Cllrs Lock, Larthe, Eaton and Parsons –following the adoption of the terms of reference, there were 3 points that were left open for further discussion (see highlighted points). Meeting to be set up and members of the public to be invited as soon as possible. Data base flyer to amended to include reference to joining the working parties

- b)** Road Safety Policy Group- Cllrs Jardine and McWilliam-. Meeting has been held with Glos Highways Manager (Shaun Morris), who has now been replaced by Daniel Tiffney . Note to be circulated to Councillors. Discussions focused on speeding and methods that could be implicated. Contact to be re-established with Highways Manager. Consultation with residents and CDC Conservation Officer will be a priority before any decisions on implementation. Terms of reference to be agreed

13. Items for information only

***Next meeting : Brimpsfield common land – rent for pasture to be discussed
Hermits Corner***

Meeting closed at 20.12pm

Date of next meeting to be agreed as 19th^h January 2021 at .7.30pm via zoom

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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

ACCESSIBILITY CHECKED ✓

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		

Payments for approval

19/11/2020	b holder expenses	569	o/s	-58.58
19/11/2020	a partridge	570	o/s	-1290.00
19/11/2020	pata payroll	571	o/s	-46.50
19/11/2020	hmrc (april to nov)	572	o/s	-387.80

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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
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)