**BRIMPSFIELD PARISH COUNCIL**

**Draft minutes of meeting held on**

**19th September 2023 at 7.30pm**

**At the Village Hall**

|  |  |
| --- | --- |
|  | **Welcome and introductions** |
|  | **Council noted that Caudle Green has one vacancy available for co-option and notices have been published, no applications have been received by the Clerk** |
|  | **Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, John Oakey (chair), Lottie Goldstone Jane Parsons & Harriet Saunders, District Councillor Julia Judd, (NP) invited speaker & 2** **members of the public** |
|  | **No Apologies have been received**  **County Councillor Joe Harris did not attend** |
|  | **Declaration of Interest for matters on the agenda were invited- none** |
|  | **Public Participation was invited for matters on the agenda after which members of the public are invited to observe the remainder of the meeting**  **None** |
|  | **No Report was available from County Councillor Harris** |
|  | **Report updates were invited from District Councillor Judd (report emailed as standard)**   * **Town and Parish Forum** * **Planning Dept updates** * **Grant Schemes** * **A417 Missing Link** * **Cotswold Voluntary Wardens** * **Road Closures** |
|  | **Minutes of previous Parish Council Meetings held on 18th July 2023 were approved without any amendments approved by Council**  **Following the approval of the minutes, Councillors were invited to provide updates on any matters within those minutes which are not shown as separate agenda items below-none** |
|  | **Council noted that the independent internal audit has been completed with no matters to be brought to the attention of the Council** |
|  | **Council noted update on the “resident led” defibrillator project at Caudle Green from Cllr Oakey**   * **Explored with Kier for a free defibrillator and the complexity of putting into the telephone box led to Kier to withdraw.** * **Original grant (grant in pc reserves) to be confirmed by resident** * **BT contract states that approval would be required if a Defib was to be put in the telephone box**   **Update on Defibrillator project for Brimpsfield from Cllr Oakey**   * **Kier had stated that the Defibrillator will be located on the front wall of the Village Hall and electrical supply has been completed. Supply date will be October 23 and will be managed/funded going forward by the Village Hall Committee** * **Signage to the location would be provided** |
|  | **Council approved the financial reports as attached**  **Bank mandate update signed and ready to be sent off** |
|  | **Council approved the payment list as discussed at meeting**  **HMRC £110.20**  **Clerk salary/expenses £87.76**  **M AdamsTree works in the sum of £85**  **I Selkirk £150.00 (auditor)**  **Cotswold District Council contested election charges £291.65** |
|  | **Council noted update on potential amalgamation of the wards of Brimpsfield and Caudle Green. Councillor Parsons gave interim feedback of the views of residents of Caudle Green** |
|  | **Council noted email correspondence regarding D-DAY celebrations on 6th June 2024 and will discuss at budget setting meeting** |
|  | **Council received verbal update on Village Hall matters from Chairman of Village Hall Committee**  **Approved minutes and finances have been sent to Village website for uploading**  **A question relating to Management responsibility specifically the Treasurer role were discussed** |
|  | **Council considered outstanding planning matters**  **23/00571/FUL Blacklaines Farm Birdlip- email from District Councillor noted**  **Council noted email correspondence regarding Gloucestershire Call for Sites - Gypsy, Roma, Traveller, Travelling Showpeople & Bargee communities** |
|  | **Council noted update on request from Birdlip Pc to meet / discuss common items –**  **3 Councillors attended an informal meeting with Birdlip PC Councillors and discussed areas of common interests, including footpaths, roads and winter emergency plans. A further meeting will be arranged in December 23**  **Emergency plan document sourced (clerk)** |
|  | **Council considered updates relating to Road Safety Policy Group –**  **Councillors Harriet Saunders and Jane Parson presente**d **to Council a** **draft Terms of reference for Council agreement -agreed /adopted by Council** |
|  | **Council considered updates & decisions relating to Common Land Management**  **4 Ash tree on Caudle Green update- dealt with**  **Council invited speaker to address the Council relating to Caudle Green land registration**  **Title Plan and document distributed of Caudle Green Land registration**   * **Noted no rights of common but full proprietorship absolute, no restrictive covenants are recorded** * **Right of Way to Woodfield House- shown as pink X** * **Right of Way to Caudle Farm – shown as blue** * **Discussion on granting of licensing /correspondence to clarify position to other “users”** * **Clerk to inform the insurance company of the registration of Caudle Green**   **Council agreed for the registration of Brimpsfield Common to be pursued by NP**  **Council agreed for the registration of Village Hall land to be pursued by NP**  **Council agreed to investigate “the Village Green” where the war memorial and telephone box is situated** |
|  | **Council noted updates on A417 missing link**  **This**[**Link**](https://we.tl/t-BEIyyuH63c)**will take you to WeTransfer website**  **The link for Commonplace is**[**https://a417missinglink.commonplace.is/**](https://a417missinglink.commonplace.is/) |
|  | **Council noted update on War memorial wall repairs as anticipated repair works were to be completed in August but have now scheduled for September 23** |
|  | **Council agreed adoption of the General Power of Competence (power to do anything that an individual can do, subject to statutory prohibitions, restrictions and limitations) Localism Act 2011 ss1-8 and to confirm it meets the necessary criteria**   1. **Fully qualified Clerk** 2. **minimum of two-thirds of the total number of councillors have been elected; (5)** 3. **it must be resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions** |
|  | **Council considered updates/ decisions relating to Highway/PROW matters**   * **Sharp left bend sign near Highfield has been knocked down and has now Highways have been to investigate and moved it out of the hedgerow (Cllr Lock )** * **Speed issues have been raised by residents at Climperwell entrance to the village which is still an issue and a motorcycle is reported as dangerous driving on a regular basis (Cllr Lock)** * **Council noted email distribution from Gloucestershire Ramblers and PC will approach a local resident as a contact for PROW issues** * **Council noted the acquisition of 2 salt bins and agreed the locations in Brimpsfield (What3Words) & Caudle Green (where a pile of salt is currently stored) and to be registered for GCC filling up** |
|  | **Council confirmed that its next meeting is scheduled for the 21st November 2023 at 7.30pm (budget and precept)**  **Any other business for information only**  **Meeting closed at 21.06** |

**Financial reports for September 2023 meeting**

**Cash book**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Detail** | **Chq no** | **TOTAL receipt/Payment** | **balance** |
| 01/04/2023 | opening balance |  |  | 5176.54 |
| 28/04/2023 | precept | receipt | 5250.00 | 10426.54 |
| 28/04/2023 | b holder | so | 225.48 | 10201.06 |
| 28/05/2023 | b holder | so | 225.48 | 9975.58 |
| 28/06/2023 | b holder | so | 225.48 | 9750.10 |
| 28/07/2023 | b holder | so | 225.48 | 9524.62 |
| 28/08/2023 | b holder | so | 225.48 | 9299.14 |
| 09/05/2023 | b holder | 625 | 67.54 | 9231.60 |
| 09/05/2023 | pata | 626 | 113.20 | 9118.40 |
| 04/05/2023 | gallagher (insurance) | 627 | 460.67 | 8657.73 |
| 09/05/2023 | GAPTC | 628 | 82.55 | 8575.18 |
| 19/07/2023 | HMRC | 629 | 165.00 | 8410.18 |
| 19/07/2023 | B HOLDER | 630 | 40.64 | 8369.54 |
| 20/07/2023 | CDC (ELECTION COSTS) | 631 | 291.65 | 8077.89 |
| 12/09/2023 | hmrc | 632 | 110.20 | 7967.69 |
| 12/09/2023 | m adams | 633 | 85.00 | 7882.69 |

**Bank reconciliation**

|  |  |  |  |
| --- | --- | --- | --- |
| o/bal 1/4/23 |  | 5176.54 |  |
| payments TO |  | 2543.85 |  |
| receipts TO |  | 5250.00 |  |
| **Closing balance 31/8/23** |  |  | **7882.69** |
| bank statement 31/8/23 |  |  | 8369.54 |
|  | 631 | 291.65 |  |
|  | 632 | 110.20 |  |
|  | 633 | 85.00 |  |
| **Unpresented cheques** |  |  | **486.85** |
| **current account balance** |  |  | **7882.69** |

**Payment list**

Auditor £150

HMRC £110.20

Expenses £87.76

M Adams £85.00

CDC £291.65

**Other reconciliations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| payroll summary cash book |  |  | payroll |  |
| net | 1100.90 |  | 1100.90 | 0.00 |
| paye | 275.20 |  | 275.20 | 0.00 |
| gross | 1376.10 |  | 1376.10 |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| expenses |  | May-23 |  | 01/07/2023 | Sep-23 |  |  |  |
| mileage | x2 | 9.90 |  | 9.90 | 9.00 |  |  |  |
| printing |  | 4.00 |  | 4.00 | 4.00 |  |  |  |
| postage |  | 5.44 |  | 6.00 | 8.00 |  |  |  |
| year stationery |  | 6.20 |  |  | -26.50 | o/paid |  |  |
|  |  | 25.54 |  | 19.90 | -5.50 | expenses |  |  |
| A wfh less s/o |  | 21.00 | june | 20.74 | 78.00 | july, ag,sept | 156.00 | wfh to sept |
| M wfh less s/o |  | 21.00 |  |  | 15.26 | u/paid | 156.00 |  |
|  |  | 67.54 |  | 40.64 | 87.76 |  |  |  |

**Reserves**

|  |  |  |  |
| --- | --- | --- | --- |
| reserves brought forward | 2021 | 2022 | 2023 |
| general reserves | -1273 | 520 | 264 |
| earmarked DEFIB grant | 625 | 625 | 625 |
| earmarked equipment | 1500 | 1500 | 2440 |
| contingency fund | 6324 | 5000 | 5000 |
| at year end bank balance | 7176 | 7645 | 8329 |

**Budget against actual**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET SUMMARY** |  |  |  |
|  | BUDGET | Y TO D income/ expenditure 31/8/23 | BALANCE |
| **INCOME** |  |  |  |
| Precept | 7000.00 | 5250 | 1750 |
| Interest |  | 6 | -6 |
| VAT refund |  | 0 | 0 |
| Wayleave |  | 0 | 0 |
| other |  | 0 | 0 |
| **TOTAL INCOME** |  | 5256 | -5256 |
| **EXPENDITURE** |  |  |  |
| Clerks Salary | 3303 | 1376 | 1927 |
| Admin / Expenses | 360 | 135 | 225 |
| Payroll Mgmt | 150 | 113 | 37 |
| Insurance | 450 | 461 | -11 |
| Audit | 120 | 0 | 120 |
| Grass cutting Brimpsfield | 500 | 0 | 500 |
| Grass cutting /trees Caudle Green | 1000 | 85 | 915 |
| Mtg Room hire | 200 | 0 | 200 |
| Subs | 80 | 83 | -3 |
| Training |  | 0 | 0 |
| legal and specialist costs | 150 | 0 | 150 |
| Maintenance & repairs | 800 | 0 | 800 |
| Grants / Donations | 200 | 0 | 200 |
| FROM RESERVES |  | 0 |  |
| Equip & Assets | 200 | 0 | 200 |
| Web- site | 180 | 0 | 180 |
| Sect 137 |  | 0 | 0 |
| Village hall Grant | 300 | 0 | 300 |
| election costs 50% | 2107 | 292 | 1815 |
| **EXPENDITURE TOTALS** | **10100** | **2252** | **7847** |

**ROADS AND TRAFFIC WORKING GROUP**

**Adopted Terms of Reference**

The aim of the Roads and Traffic Working Group (RTWG) is to respond to the amount of transport and traffic issues impacting the villages of Brimpsfield and Caudle Green and help the council define a community-led position to the individual and cumulative impact of these issues.

1. The Working Group will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
2. The Working Group shall consist of up to **six** members consisting of a minimum of two Parish Councillors and residents of the villages.
3. The Working Group will meet every three months or more frequently as necessary.
4. The Working Group will be responsible for the following:
   1. Making recommendations to the Parish Council relating to consultations with parishioners on the many traffic and transport issues that are currently proposed and which impact Brimpsfield and Caudle Green, already suffering from numerous traffic problems. Some of these issues are initiatives upon which the Council is invited to consult, others are proactive measures that the Council can consider to improve village life.
   2. Looking strategically at the cumulative picture and interdependence of the issues in order to inform and recommend consultation.
   3. Help with implementation when there is a council agreed position.
   4. To consider the current issues facing the village including but not limited to:
      1. traffic overload and high risk on current roadway infrastructure;
      2. upgrade of A417 and construction of The Missing Link.
      3. links with surrounding parishes, in particular Birdlip, and the impact of heavy traffic flow at particular times of the week and during emergencies with traffic diversion through the parish.
      4. Interaction on the parish road network of public rights of ways such as footpaths and bridleways, and other vulnerable road users.
      5. other transport issues facing the village.
   5. To proactively identify transport and access aspirations of the local community, not just co- ordinating a response to those presented to the council.
   6. To provide reports to Full Council on discussions and recommendations for Council to use in making decisions.
5. The Terms of Reference under which this Working Group operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.
6. The Parish Council’s adopted Code of Conduct retain precedence over these Terms of Reference.