

BRIMPSFIELD PARISH COUNCIL
AGENDA for meeting to be held on
21st January 2025 at 7.30pm
At the Brimpsfield Village Hall
Website

<https://brimpsfieldparishcouncil.gov.uk/>

1.	Welcome
2.	Attendance to be recorded (anticipated as Parish Councillors Roger Lock, Mikhail Mandrigin, Lottie Goldstone, Lois Usmani, John Oakey, Jane Parsons, Harriet Saunders, & members of the public District Councillor Julia Judd County Councillor Joe Harris did not attend
3.	Apologies received from Parish Councillors to be accepted and recorded
4.	Council to invite Declaration of Interest for matters on the agenda
5.	Public Participation. Members of the public will be invited to speak on matters on the agenda and then to observe the remainder of the meeting Public session to be closed
6.	Report from County Councillor Harris to be invited
7.	District Councillor Judd report emailed and updates to be invited
8.	Minutes of previous Parish Council Meetings held on 27th November 2024 to be approved
9.	Council to approve the financial reports as attached
10	Council to approve the payment list as discussed at the meeting Including Village Hall invoice for 2022 to 2024 in the sum of £570
11	Council to receive update on Parish Online website – now live at https://brimpsfieldparishcouncil.gov.uk/
12	Council to receive update on Village Hall matters <ul style="list-style-type: none"> • Children’s Playground next to the Village Hall- • Hall internal and roof works in progress update • Matters arising from the distributed VH minutes
13	Council outstanding planning matters Dog Walking at Birdlip application
14	Council to receive updates on dangerous tree at Bus Stop, Caudle Green Common

	<p>Cllr Parsons delegated to lead the project to obtain 3 quotations to cut down/remove damaged parts (subject to potential risk to property/people) and to leave the wood on the common for residents.</p> <p>Awaiting quotes to progress this matter</p>
15	<p>Council to discuss updates relating to Road Safety Policy Group (standard item)</p>
16	<p>Council to receive updates on other Common Land issues (Cllr Oakey)</p> <p>Parameters agreed previously</p> <ul style="list-style-type: none"> • Working Party led by Cllr Oakey (plus Cllrs Saunders & Usmani and 2 members of the public) • Documents to be distributed to Parish Councillors showing notes and source materials and highlighting key questions • Communication for information only to be shared with Clerk and other Councillors in real time • Councillors to agree key points at next meeting. <p>Update – January meeting postponed</p> <p>Request to extend working party membership</p>
17	<p>Council to note updates on A417 missing link are distributed via email in real time</p> <p>This Link will take you to WeTransfer website The link for Commonplace is https://a417missinglink.commonplace.is/</p>
18	<p>Council to note updates on maintenance of assets where available (standard item)</p> <ul style="list-style-type: none"> • Oak noticeboard needs wood treatment in Spring 25 – Clerk to ask for a quotation and advice from original supplier- original supplier not responding. Council to issue new instructions to Clerk
19	<p>Council to note updates relating to Highway/PROW matters</p> <ul style="list-style-type: none"> • salt for the winter -Clerk has sent Ann Johns (local highways manager) email address to Cllr Parsons, as Snow Warden has been requesting salt for bins since August 2024
20	<p>Council to agree to move to confidential session to consider employment/legal matters</p> <p>Employment matters</p>
21	<p>Council to confirm that its next meeting is scheduled for the 18th March 2025 at 7.30pm</p> <p>Meeting to be closed</p>

BRIMPSFIELD PARISH COUNCIL
Draft minutes for meeting held on
27th November 2024 at 7.30pm
At the Brimpsfield Village Hall
(rearranged from 19th November 2024)

1.	Welcome from Councillor Saunders who chaired the meeting in the absence of Cllr Oakey
2.	Attendance recorded as Parish Councillors Roger Lock, Mikhail Mandrigin, Lottie Goldstone, Jane Parsons, Harriet Saunders, & 1 member of the public
3.	Apologies received from Parish Councillors Lois Usmani and John Oakey accepted and recorded District Councillor Julia Judd County Councillor Joe Harris did not attend
4.	There were no Declaration of Interest for matters on the agenda
5.	Public Participation. Member of the public was invited to speak on matters on the agenda – nothing at this point Public session closed at 19.33
6.	Report from County Councillor Harris not received
7.	District Councillor Judd report emailed as standard
8.	Minutes of previous Parish Council Meetings held on 17th September 2024 approved
9.	Council approved the financial reports as attached received update on banking matters
10	Council approved the payment list as discussed at the meeting
11	Council approved its budget/precept for 25/26 in sum of £7500
12	Council agreed to move to Parish Online website to be compliance with WCAG2.2 AA accessibility standards and with the strong recommendation of moving to a gov.uk domain name. Clerk to go ahead
13	Council received feedback from training attended by Clerk/Chair re GAPTC new website, portal and hubs.
14	Council received Village Hall matters <ul style="list-style-type: none"> • Children’s Playground next to the Village Hall- • Hall internal and roof works in progress update

	<ul style="list-style-type: none"> • Matters arising from the distributed VH minutes
15	<p>Council outstanding planning matters</p> <p>Dog Walking at Birdlip application (objection) has been submitted under delegated authority</p>
16	<p>Council received updates on dangerous tree at Bus Stop, Caudle Green Common</p> <p>Cllr Parsons delegated to lead the project to obtain 3 quotations to cut down/remove damaged parts (subject to potential risk to property/people) and to leave the wood on the common for residents.</p> <p>Awaiting quotes to progress this matter</p>
17	<p>Council discussed updates relating to Road Safety Policy Group (standard item)</p> <p>Diversion via Sat Nav discussed regarding the Cowley roundabout underpass closure</p> <p>Radom diversion signs have appeared in the Village</p>
18	<p>Council considered Ash-Die Back project 24/25. Council disseminated information to residents to gauge response /desire (Cllr Lock to lead) Feedback received and remove from agenda as there was not a positive public feedback</p>
19	<p>Council received updates on other Common Land issues (Cllr Oakey)</p> <ul style="list-style-type: none"> • Working Party meeting led by Cllr Oakey (plus Cllrs Saunders & Usmani and 2 members of the public) • Document to be distributed to Parish Councillors showing notes and source materials and highlighting key questions • A further working party meeting will be held in January • It was requested that communication for information only to be shared with Clerk and other Councillors in real time • Councillors to agree key points at next meeting.
20	<p>Council noted updates on A417 missing link not available</p> <p>This Link will take you to WeTransfer website The link for Commonplace is https://a417missinglink.commonplace.is/</p>
21	<p>Council noted updates on maintenance of assets where available (standard item)</p> <ul style="list-style-type: none"> • Oak noticeboard needs wood treatment in Spring 25 – Clerk to ask for a quotation and advice from original supplier
22	<p>Council noted updates relating to Highway/PROW matters</p> <ul style="list-style-type: none"> • No salt has arrived for the winter -Clerk to send Ann Johns (local highways manager) email address to Cllr Parsons, as Snow Warden has been requesting salt for bins since August 2024
23	<p>Council agreed to move to confidential session to consider employment/legal matters</p> <p>Employment matters agreed</p>

	Cancellation of meeting discussed and way forward agreed. All Councillors should be contacted, to ascertain if quorate and if so to go ahead, if Clerk is unable to attend, the meeting will go ahead.
24	Council confirmed that its next meeting is scheduled for the 21st January 2025 at 7.30pm Meeting closed 20.51

Financial reports for January meeting

Fixed assets

fixed assets		2024	
red kiosk at brimpsfield		2000	
red kiosk at caudle green		2000	
land at war memorial		1	
land at brimpsfield village hall		1	
common land at caudle green		1	
common land at brimpsfield		1	
bucklewood 25 acres		1	
cotswold dry wall		1200	
notice board brimpsfield		715	
notice board caudle green		715	
church sign		554	
war memorial		17877	
castle sign		300	
war memorial name plaque		150	
grit bins		1020	
			26536.00
PER AGAR			26776.00
seat removed			-240.00

Reserves

	31/03/2021	31/03/2022	31/03/2023	31/03/2024
reserves brought forward	6479	7176	7645	8329
general reserves	-1273	520	1104	
earmarked DEFIB grant	625	625	625	625
earmarked election			1000	1800
earmarked war memorial			800	800
earmarked equipment	1500	1500	1800	2640
contingency fund	6324	5000	3000	3000
at year end bank balance	7176	7645	8329	8865
			8329	8865

Cash book

Date	Detail	Chq no	TOTAL receipt/Payment	balance
01/04/2024	opening balance			5678.65
18/04/2024	precept	receipt	5513.00	11191.65
30/04/2024	salary	so	204.00	10987.65
31/05/2024	salary	so	204.00	10783.65
30/06/2024	salary	so	204.00	10579.65
14/05/2024	wayleave	receipt	28.98	10608.63
23/05/2024	wayleave	receipt	28.98	10637.61
21/05/2024	pata	648	135.20	10502.41
13/05/2024	expenses	644	20.80	10481.61
21/05/2024	hmrc	645	178.04	10303.57
21/05/2024	gaptc	649	73.38	10230.19
21/05/2024	expenses	650	59.16	10171.03
21/05/2024	hmrc	651	59.14	10111.89
10/07/2024	l selkirk	652	155.00	9956.89
21/05/2024	comm first insurance	647	472.13	9484.76
18/07/2024	b holder	653	114.16	9370.60
31/07/2024	hmrc	654	118.42	9252.18
30/07/2024	salary	so	204.00	9048.18
31/08/2024	salary	so	204.00	8844.18
11/09/2024	b holder salary/expenses	655	104.64	8739.54
11/09/2024	hmrc august	656	59.20	8680.34
30/09/2024	salary	so	204.00	8476.34
30/10/2024	salary	so	204.00	8272.34
30/11/2024	salary	so	204.00	8068.34
12/11/2024	b holder backpay/salary/exp	658	285.08	7783.26
10/11/2024	b holder expenses	657	59.64	7723.62
12/11/2024	hmrc	659	199.40	7524.22
26/09/2024	precept	receipt	1837.00	9361.22
12/11/2024	payroll fee	782	15.00	9346.22
12/11/2024	grass cutting- alan partridge	783	1470.00	7876.22
10/12/2024	bh salary /expenses dec	700	70.46	7805.76
27/11/2024	go daddy website	781	196.62	7609.14
08/01/2025	b holder sal/expenses	785	89.46	7519.68
31/12/2024	b holder	so	204.00	7315.68
30/01/2025	b holder	so	204.00	7111.68
16/01/2025	hmrc dec/jan	786	124.00	6987.68

Cheques to be approved

27/11/2024	go daddy website	781	196.62
08/01/2025	b holder sal/expenses	785	89.46
16/01/2025	hmrc dec/jan	786	124.00

Reconciliations

	o/bal 1/4/24		5678.65	
	payments TO		6098.93	
	receipts TO		7407.96	
	Closing balance 16/1/25			6987.68
BANK RECONCILIATION				
treasurers	bank statement 26/12/24			7601.76
	unpresented cheque			
		781	196.62	
		785	89.46	
		so	204.00	
		786	124.00	
				614.08
	current account bal			6987.68
	deposit account			3186.42
	BANK BALANCE			10174.10
	reconciled balance			10174.10

payroll summary cash book			payroll 30th january 2025		
net	2366.40		2366.40	0.00	
paye	738.20		738.20	0.00	
gross	3104.60		3104.60		

expenses		april/may	june/july	aug/sept	oct nov	bank extra mileage /parking for banks	dec jan
mileage		9.00	9.00	9.00	9.00	43.20	9.00
parking for bank x8 journeys						16.00	
printing		3.80	3.40	2.00	2.00		2.00
postage		8.00	8.00	8.00	8.00		8.00
phone calls for bank						0.44	
			20.40	19.00	19.00	59.64	19.00

Budget against actual

	BUDGET	Y TO D	BALANCE	budget 2025/26	
INCOME					
Precept	7350.00	7350	0	7500	
Interest		0	0		
VAT refund		0	0		
Wayleave		58	-58		
other		0	0		
TOTAL INCOME	7350	7408	-58	7500	
EXPENDITURE					
Clerks Salary	3600	3105	495	3800	actual incl annual increase
Admin / Expenses	360	477	-117	360	
Payroll Mgmt	150	150	0	165	extra calculations/pension submission
Insurance	475	472	3	480	
Audit	150	155	-5	160	
Grass cutting Brimpsfield	470	420	50	470	
Grass cutting /trees Caudle Green	1050	1050	0	1050	
Mtg Room hire	200	0	200		
Subs	85	73	12	85	
Training	100	0	100	100	
legal and specialist costs	150	0	150	1000	land registration/legal advice
Maintenance & repairs	800	0	800	800	earmark-war memorial?
unallocated	200	0	200	0	no grant policy
FROM RESERVES		0			
Equip & Assets	200	0	200	200	earmark-repairs
Web- site	180	197	-17	400	
Sect 137		0	0		
Village hall Grant	300	0	300		no grant policy
election costs 50%	1000	0	1000	1000	earmark
EXPENDITURE TOTALS	9470	6099	3371	10070	
FROM RESERVES	2120		3371	2570	