

DRAFT Minutes of Brimpsfield Parish Council

Held at 7.30pm on 22nd September 2026 at Brimpsfield Village Hall, Brimpsfield, GL4 8LD

Present: J Oakey (Chair), L Goldstone, R Lock, M Mandrigin and L Oliveria.

Clerk in attendance: No Clerk – J Oakey assumed the role of Responsible Officer and R Lock agreed to take the minutes.

3 members of the public were in attendance.

The meeting was opened by the chairman and members of the public were welcomed.

The chairman declared that ongoing issues with the Monitoring Officer precluded the consideration of subjects relating to a recent allegation.

Members of the public were invited to speak with one stating that they thought councillors should engage a qualified clerk.

BR.20261 To RECEIVE apologies for absence

Received from County Councillor – Mark Harris and District Councillor – Julia Judd.

BR.20262 To RECEIVE declaration of interests and request for dispensations

None declared

BR.20263 To RECEIVE AND AGREE Minutes of the previous Parish Council Meeting held on 16th June 2026

It was AGREED to accept and publish the minutes.

BR.20264 To note matters arising from the Minutes

It was noted that Minutes should be a concise and accurate summary of the business conducted and decisions reached.

BR.20265 To receive reports from:

- County Councillor. No report was received.
- District Councillor. No report was received.
- Village Hall Committee – A written report had been received from Cllr. Mandrigin. – Framed photographs of the royal visit to Brimpsfield and historic prints will be re-hung once refurbishment had been completed.

BR.20266 To consider options for recruitment of a clerk and agree actions

a. Appointment of a councillor as temporary clerk to cover the period until a qualified clerk is appointed

It was AGREED that Cllr. Lock should be retrospectively appointed as temporary Parish Clerk, (backdated to the resignation of the previous clerk (11th August 2026). This will be on an unpaid basis and subject to review at the next full Parish Council Meeting.

b. Consider responses to/extension of the advertisement placed for a replacement clerk

There had been one application and it was AGREED to extend the date for applications to 3rd November 2026.

Cllr. Oakey will inform the relevant authority of this decision.

Cllr. Lock will both contact the one applicant and set in train a vigorous recruitment attempt.

c. Consider the offer of a neighbouring parish clerk to be appointed as a locum clerk until May 2027

It was AGREED that Cllr. Oakey would contact the individual and thank them for their offer of help and relay the resolution made at the parish council meeting.

BR.20267 To consider co-option to fill vacancies for councillors in Brimpsfield and Caudle Green

As there were not sufficient numbers requesting the holding of an election the Council AGREED that it will now proceed with its co-option process.

BR.20268 To note progress for work on Caudle Green woodland and agree actions

It was AGREED that the Ash trees in Caudle Green would be monitored every 2-4 weeks. The Tree Warden volunteered to undertake the first visit in October and he would provide a report for Council and would keep a record of the visits. Insurers had been informed of this action.

BR.20269 To note the relocation of Dog waste bins in Caudle Green

It was AGREED to review the provision once CDC funds were available.

BR.202610 To receive update on a defibrillator in Caudle Green

It was Agreed that Caudle Green residents should be informed that there was £625 grant money for a defibrillator for Caudle Green and was being held by The Parish Council. If interested in obtaining one this would be organised, owned and be the responsibility of Caudle Green residents and not the Parish Council. If after a certain period no interest was shown then the grant money would be returned.

Planning

BR.202611 To note any new applications in the parish

There was one application 266/02613/FUL. It was AGREED that the Council had No Comment to make. There were no appeals.

Financial & Procedural

BR.202612 To note bank reconciliation

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

BR.202613 To approve payments for July/August/September 2026

There were no payments required during the period.

Clarification was required for payment for the refurbishment of the Caudle Green noticeboard as well as the cutting of the verges in Caudle Green. Cllr. Lock will follow up.

BR.202614 To receive budget update

The budget showed an underspend on the Clerk's salary and any unrepresented payments.

BR.202615 To consider draft policies following review

- a. Co-option**
- b. Risk Management**
- c. Complaints**
- d. Unacceptable Behaviour**
- e. Freedom of Information**

(Freedom of Information was by AGREEMENT added to the agenda)

All policies were APPROVED with some amendment/clarification required to the Co-option policy.

Date of Next Meeting

This was provisionally set for 17th November 2026

With no further business, the meeting was declared closed at 9.11