

BRIMSCOMBE & THRUPP PARISH COUNCIL

NOTICE OF MEETING



Dear Councillor / Resident,

I hereby give notice that a **Meeting of Brimscombe & Thrupp Parish Council** will take place at **The West Suite, Port Mill, Brimscombe, GL5 2QQ**, on **Tuesday 7th June 2022 at 6.00pm** (for details of location and directions please see below). Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below. All Residents of the Parish are welcome. **There will be an opportunity during the meeting for Members of the Public to raise matters. Please note that due to COVID-19 restrictions we are putting in place special measures for the meeting, see: <https://www.brimscombeandthrupp-pc.gov.uk/covid-19-special-measures-for-co.html>**

Dated: 31st May 2022

Hannah Warren

Clerk to the Council

Agenda

1. **Apologies:** To **receive** and **accept** apologies and **note** absence
2. **Declarations of Interest:** Members are requested to declare any interest they may have in the business set out on the Agenda to which the approved Code of Practice appears
3. **Minutes of the last meeting:** To **approve** and **sign** the Minutes of the Parish Council Meeting held on Tuesday 3rd May 2022 (see papers)
4. **Public participation:** An opportunity for the public to raise issues relating to the Parish
5. **Monthly reports:** To **receive** monthly reports from:
 - (a) County Councillor – Cllr Turner (5 mins)
 - (b) District Councillor – Cllr Aldam (5 mins)
 - (c) District Councillor – Chalford Ward (5 mins)
 - (d) Neighbourhood Warden (5 mins)
 - (e) Police Community Support Officer (PCSO) (5 mins)
6. **Planning applications:** To **consider** current planning applications and **agree** any comments to be submitted by the Parish Council (see papers)
7. **Finances:**
 - (a) To **approve** the accounts for payment (see papers)
 - (b) To **receive** monthly breakdown of income and expenditure and monthly budget monitoring statement, including noting of any budget variances (see papers)
 - (c) To **receive** bank reconciliation carried out in May 2022 (see papers)
8. **Items requiring a decision:**
 - 8.1 **Annual Governance and Accountability Return (AGAR), Internal Audit and accounts:**
 - a) To **note** the Annual Internal Audit Report (blue form) and **minute actions** to be taken to address any issues (see papers)

- b) To **review** the more detailed Annual Internal Audit Report provided by GAPTC and **agree** actions to address points and recommendations raised or set a date to review and address this in more detail (see papers)
 - c) To **complete** and **approve** the Annual Governance Statement for 2021-2022 (see papers)
 - d) To **approve** the bank reconciliation form (see papers)
 - e) To **approve** the Accounting Statement for 2021-2022 (see papers)
- 8.2 Summer Party:** To **review** and **approve** changes to the budget (see papers)
- 8.3 Hope Mill Car Park:** To **receive** an update on Doocey's lease and use of Hope Mill Car Park and **agree** any actions/decisions needed in relation to this and a Councillor to take this forward in conjunction with the Clerk (see papers)
- 8.4 Brimscombe Port Hub Committee:**
- (a) To **agree** a date for a whole Council workshop with GRCC to review of options and next steps (see papers)
 - (b) To **approve** a budget to pay for extra support potentially needed from GRCC (see papers)
 - (c) To **review** and **agree** Parish Council Clerk time for this project and options for covering this. To **agree** a budget to cover clerking time (see papers)
- 8.5 Road safety working group:**
- (a) To **review** and **adopt** the Road Safety Working Group Terms of Reference (see papers)
 - (b) **Community Speedwatch Safety Fund:** To **receive** an update on this fund and application procedure and **agree** next steps
- 8.6 Playing field goal posts:** To **review** quotes and **agree** supplier for goal posts for the playing field and **approve** associated costs
- 8.7 Ukraine refugee support:** To **review** support options and **agree** any associated costs (see papers)
- 8.8 Modification Order application for an additional bridleway and footpath, Gunhouse Lane:** To **consider** submitting comments regarding this application and to agree the contents of any submission (see papers)
- 9. Reports and working groups:** Reports from committees, working groups and projects – to bring members up to date on progress since the last meeting. **No** decisions can be made under this section but can be added as an agenda item for the next meeting:
- (a) **Outstanding/pending actions:** To **note** the outstanding pending actions
 - (b) **Brimscombe Port Community Hub Committee:** To **receive** an update
 - (c) **Neighborhood Development Plan:** To **receive** an update
 - (d) **Road safety working group:** To **receive** an update (Cllr Whiteside)
 - (e) **Policies working group:** To **receive** an update (Cllr Harris and Locum Clerk)
 - (f) **Staffing committee:** To **receive** an update (Cllr Tyler and Locum Clerk)
 - (g) **Summer Parish Party:** To **receive** an update on the 2022 event
 - (h) **Clerk's report:** To **receive** the monthly report from the Clerk
- 10. Date of the next meeting:** 6pm Tuesday 5th July 2022 at **The West Suite, Port Mill, Brimscombe, GL5 2QQ**

MEETING LOCATION:

Parish Council meetings will now take place in **The West Suite, Port Mill, Brimscombe, GL5 2QQ**. This is the listed building on the port. To access The West Suite, turn off the main London Road (A419) and onto Brimscombe Hill, then take the second turning on the left (where the old Grace Network, Furniture Bank, Long Table, Kids Stuff and Food Bank buildings were located). Go to the end of the car park and the West Suite is the section of building on the left hand side. There is a door to access the building there - please just come in if you are joining the meeting.