

**MINUTES OF BRIMSCOMBE & THRUPP  
PARISH COUNCIL MEETING  
HELD AT BRIMSCOMBE & THRUPP SOCIAL CENTRE  
ON TUESDAY 7<sup>th</sup> JANUARY 2020 AT 7.30PM**



Present:	Cllr Colette Cuddihy Cllr Bob Tyler Cllr Brian Castle Cllr Roger Martin Cllr Ben Morris Cllr Greg Pilley Cllr Nicky Russell	Chair Vice-Chair
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**1. Apologies**

Cllr Bill Harvey  
County Councillor Rachel Smith  
District Councillor Martin Whiteside

**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).

There were no declarations of interest declared

**3. Approval of Minutes of Parish Council Meeting held on Tuesday 3<sup>rd</sup> December 2019**

The Minutes were approved and signed as a true record

**4. To receive the monthly County Councilor report (5 mins)**

No report given

**5. To receive the monthly District Councilor report (5 mins)**

No report given

**6. Clerks report** – progress undertaken by Locum Clerk to manage essential business

The Locum Clerk updated the Parish Council on activities undertaken and progress made during December to manage essential business.

The Councillors asked the Locum Clerk to note and report at the next Parish Council meeting

how often the public contact the PC and what about.

It was agreed that the Locum Clerk will provide a report of the hours worked and activities undertaken each month.

## 7. Finance

### (a) Accounts for approval and payment

The following accounts were presented for payment:

2commune (3 new email accounts)	£126.00
Dougal Kirkland (Donation for community art event at Studio 18)	£250.00
Hannah Warren (Locum clerk fees for December 2019)	£1180.00
Gary McCreery (Handyman – December 2019)	£265.63
Tina Balgobin (back payment for November 2019 and December 2019 salary arrears)	£332.43
HMRC (tax and NI payment – arrears for November 2019)	£237.62
HMRC (tax and NI payment – arrears for December 2019)	£29.39
<b>Total invoices for payment:</b>	<b>£2,421.07</b>

The accounts were agreed for payment.

### (b) To receive monthly breakdown of income and expenditure

There were no items of income this month

All items of expenditure were detailed in agenda item 7a)

- (c) Discuss the option for a **Parish Council grants scheme** and set a notional annual budget (identified in precept) based on the S137 figure. If agreed, identify action to establish a policy and procedure:

The Parish Council agreed to set a budget of £5,000 for grant applications for the financial year 2020/21.

Cllr Pilley will send an example grants scheme policy to all councillors as a collaborative document, on which all councillors will comment. Cllr Pilley will edit these comments into a final proposal for discussion and ratification at the February Parish Council meeting.

- (d) Annual budget review and agree precept – Report from Clerk to inform discussion

There was a discussion regarding the annual budget review, which was informed by the report from the Locum Clerk. The Parish Council set the budget for the 2020/21 financial year, as follows:

Expenditure	Budget 2020/21
Projects	£5,000.00
Donations/Grants	£5,000.00
Chairs Allow	£155.00
Training	£1,000.00
Professional Costs	£2,000.00
A419 Playing Field	£1,000.00

General Admin	£2,200.00
Web Site Management	£1,000.00
Salaries	£16,000.00
Subscriptions	£800.00
Allotments	£1,200.00
Legal Costs	£750.00
Publicity/Tourism	£500.00
Neighbourhood Warden	£400.00
Contingency	£500.00
Parish Maintenance	£6,500.00
Neighbourhood Plan	£3,000.00
Community Centre Funds	£10,000.00
<b>TOTAL</b>	<b>£57,005.00</b>

<b>Income</b>	<b>Budget 2020/21</b>
Vat Refund	£500.00
Bank Interest	£10.00
Allotment Rents	£1,200.00
Wayleave Payment	£45.00
Rental Fees	£5,000.00
Misc	£100.00
Precept requirement	£45,150.00
Contribution from reserves	£5,000
<b>TOTAL</b>	<b>£57,005.00</b>

Budgets for the following were kept the same as 2019/20:

- Chairs Allowance
- A419 Playing Field
- General Administration
- Website management
- Allotments
- Publicity/tourism
- Contingency
- Parish Maintenance
- VAT refund
- Bank interest
- Allotment rents
- Way leave payment
- Rental fees
- Miscellaneous income

Changes were made to the following budget lines – as detailed:

- Projects – This was agreed as a new budget line to cover projects, such as the bus shelter project.
- Donations and grants – This budget was increased in line with the proposed grants scheme, which is due to be set up in the coming months.
- Training – This was increased to take into account training needs for the Clerk and Parish Councillors, and training opportunities offered by GAPTC.

- Professional costs – This was increased following a review of expenditure to date in 2019-20.
- Salaries - This was increased to allow for possible changes in conjunction with the staffing review and also to take into consideration pension contributions
- Subscriptions – This was increased following a review of expenditure to date in 2019-20, and new subscriptions including for example GAPTC
- Legal costs – This was increased following a review of expenditure to date in 2019-20.
- Neighborhood warden – This was increased following a review of expenditure to date in 2019-20, and the increased cost for this service.
- Neighborhood plan – This was increased following a discussion of the needs for the coming year.
- Community Centre Funds –The Parish Council decided to decrease the budget for the 2020/21 financial year, due to delays to the Port Development plans, and the amounts already added to reserves to date for this project.

Taking into account the increased expenditure budget for the 2020/21 financial year, the Parish Council agreed to use £5,000 from reserves in order to limit the precept request to £45,150.00. This precept request represents an increase in last year's precept from £58.45 to £65.39 for a Band D charge. The Parish Council agreed to communicate with the Parish regarding the budget increase and precept increase – to be added to the agenda for the next Parish Council meeting.

Locum Clerk (Hannah Warren) to go through the cash book and budget finances with the Clerk (Tina Balgobin) on her return to work.

Locum Clerk to look into hours, pay, invoices and work instructions with Gary McCreery (PC Handyman) and report back at next Parish Council meeting

Pension – The Locum Clerk updated the Parish Council on requirements regarding pension re-enrollment and re-declaration. The Parish Council discussed options and decided to use NEST as their pension provider and contribute 3%. Locum Clerk and Cllr Tyler will work together to set up the pension scheme, administer letters and complete the re-declaration forms.

Locum Clerk to find out information and about signing up to 'Locality', for discussion at next Parish Council meeting

- (e) Discuss payroll interim options presented by Locum Clerk and agree way forward

The Parish Council agreed to appoint PATA to administer staff payroll and pension payments.  
 Locum Clerk to send all information and forms to Cllr Tyler for review  
 Locum Clerk to complete forms for PATA with Cllr Tyler

- (f) To appoint an internal financial checker (see two checklists and copy of B&T PC Financial regulations – all sent with agenda)

This item was adjourned to the February 2020 Parish Council meeting

- 8. Clerk and Parish Council contact details:** Update on, and to ratify email addresses, and agree on way forward regarding contact phone number and postal address for Parish Council business

The Parish Council ratified the three new email addresses that have been set up with the webhosts 2commune. The three new email addresses are: [clerk@brimscombeandthrupp-pc.gov.uk](mailto:clerk@brimscombeandthrupp-pc.gov.uk), [chair@brimscombeandthrupp-pc.gov.uk](mailto:chair@brimscombeandthrupp-pc.gov.uk) and [vicechair@brimscombeandthrupp-pc.gov.uk](mailto:vicechair@brimscombeandthrupp-pc.gov.uk)

The Parish Council agreed to keep the postal address the same for the time being. The Locum Clerk will contact the Clerk to arrange forwarding of all post.

The Parish Council agreed for the Locum Clerk to organise a Parish Council mobile phone and mobile contract.

- 9. Dissemination of information to Parishioners:** To agree what information should be disseminated and mechanisms for this (e.g. notice boards, emails, website, social media)

This item was adjourned to the February 2020 Parish Council meeting

- 10. Parish notice boards:** To review location, condition and number of notice boards, and review this.

This item was adjourned to the February 2020 Parish Council meeting

- 11. Local Electricity Bill:** To discuss request for Parish Council to support the Local Electricity Bill (details sent by Locum Clerk in previous email)

This item was adjourned to the February 2020 Parish Council meeting

- 12. Asset Register and Parish Online:**

(a) To discuss Parish Online services (recently cancelled) and potential alternative Asset Register Map

This item was adjourned to the February 2020 Parish Council meeting

(b) To discuss current Asset Register – location and details

The Locum Clerk will send a request to the Clerk for a copy of the Asset Register.

The Locum Clerk updated the Parish Council regarding the replacement of two existing grit bins (one on Middle Road/Rope Walk and the other on Churchill Road, Brimscombe, opposite Cotswold Close) and the placement of two new grit bins to be located in Dallaway estate, Thrupp. The Parish Council agreed the new grit bins. Locum Clerk to order grit bins and include on the agenda for the next Parish Council meeting for update and ratification of costs.

- 13. Stroud District Road Safety Group (SDRSG) meetings** – To identify a Councilor to attend temporarily, in place of Cllr Harvey

Cllr Martin agreed to stand in, until Cllr Harvey's return

- 14. Stroud District Local Plan Consultation** – To discuss and agree feedback on the Stroud District Local Plan (details sent by Cllr Cuddihy in previous email)

There were no comments to go back to Stroud District Council

- 15. Brimscombe Port:** To receive an update on planning dates (Chairperson)

There was no update on planning dates.

Cllr Morris agreed to attend the Community Centre monthly meetings until Cllr Harvey's return

- 16. Neighborhood Plan:** Details regarding workshop being held on 19<sup>th</sup> January 2020 at 10:30 am - 12:30 pm (Cllr Pilley)

Cllr Pilley updated those present on the event and requested councilors to attend

Cllr Pilley to send poster to Gary McCreery and email previous steering group about the event

- 17. Bus Shelter Project:** To receive a short update on progress (Chairperson)

This item was adjourned to the February 2020 Parish Council meeting

- 18. Gloucestershire Local Transport Plan Review – Public Consultation:** To decide on one or two Councilors to review and draw up draft recommendations for approval at the February Parish Council meeting

Cllr Tyler and Cllr Russell volunteered to review this and draw up draft recommendations for approval at the February Parish Council meeting

Locum Clerk to add to agenda for February meeting

- 19. Councilors Reports:** Councilors to report upon minor issues, which have not been included in this Agenda

No reports

- 20. To receive an update from members who have attended external meetings**

No updates

- 21. Date of the next meeting:** Tuesday 4<sup>th</sup> February 2020 at 7.30pm in the Brimscombe & Thrupp Social Centre.

**THERE BEING NO FURTHER BUSINESS  
THE MEETING CLOSED AT 9.45pm**

