

**MINUTES OF BRIMSCOMBE & THRUPP  
PARISH COUNCIL MEETING  
HELD AT BRIMSCOMBE & THRUPP SOCIAL CENTRE  
ON TUESDAY 10<sup>th</sup> MARCH 2020 AT 7.30PM**



Present:                    Cllr Colette Cuddihy                    Chair  
                                  Cllr Bob Tyler                              Vice-Chair  
                                  Cllr Roger Martin  
                                  Cllr Greg Pilley  
                                  Cllr Nicky Russell  
                                  District Councillor Martin Whiteside

**1. Apologies**

Cllr Brian Castle  
Cllr Ben Morris  
Cllr Bill Harvey

**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 4<sup>th</sup> February 2020**  
(*Copy sent with agenda*)

The Minutes were approved and signed as a true record

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

Cllr Smith circulated the following report ahead of the meeting:-

“Reinstating verges - GCC Streetworks are aware and said the wet weather means the utility company (gigaclear or their contractor complete utilities) won't do it at this time. Unfortunately national policy gives utility companies a whole 12 months to put things right! So in terms of the parish council stepping in and doing the work and then charging them for it, it would need to be after the 12 months - I believe they were working there in November? However, I also reminded Streetworks of the new guidance for road verge management for wildlife, so when the utility company do reinstate it should be in a way which will allow a greater number of wild plants to flourish, which will hopefully improve the lot of our pollinators.

Re the flooding and ongoing poor conditions of the roads, I'm meeting the highways manager tomorrow where I'll be getting an update particularly on the flooding/surface water issues and delamination of the road surface on the A419. For context, the highways team are horribly stretched, and I gather several of the highways managers were in work on Sunday to try and catch up a bit. I have been informed that sections of the A419 (near the wooden man and

bottom of Thrupp lane) should be resurfaced before end of the month, but I will know more tomorrow.”

Locum Clerk to add an action for October 2020 PC meeting – to revisit the issue of Gigaclear reinstating verges [**Action: Locum Clerk**]

The PC discussed the blocked drains on Thrupp Lane, Cllr Tyler to report to highways [**Action: Cllr Tyler**]

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

Cllr Whiteside circulated the following report ahead of the meeting:-

##### **“Coronavirus / COVID-19**

Councillors are being kept informed about the emerging situation in relation to Coronavirus. Like other organisations, the District Council is making plans to ensure core services can continue to run, should they be affected. This will include working from home, for those employees who are able to do so. The Council is also continuing to work to raise the profile of our collective responsibility to prevent the spread of illness including following normal hygiene rules and hand washing and good cleaning practices. It is also more important than ever to check on vulnerable neighbours. Relevant information can be found on the [District Council Website](#). National guidance for the public is available from the [NHS](#) and on [gov.uk](#).

##### **SDC Strategic Director of Communities**

The last of the 4 new directors, Keith Gerrard, joined on 2<sup>nd</sup> March.

##### **Elections timetable – 7 May 2020**

The Gunhouse Lane boundary change has been approved by the Boundary Commission, therefore they are now part of B&T Parish and Thrupp Ward.

Elections will be held for the Police and Crime Commissioner for Gloucestershire, all District Councillors and all Parish and Town Councillors on 7 May. To stand as a candidate, nomination papers must be received between 24 March and 8 April.

Due to the change in the bank holiday date (now on Friday 8 May). The District ward count will take place overnight on 7 May. The count for Parish and Town Councillors and the Police and Crime Commissioner will be held on Monday 11 May. All counts will take place at Stratford Park Leisure Centre in Stroud.

##### **Local Transport Plan consultation event**

A public consultation event on the Gloucestershire County Council Local Transport Plan was held on Thursday 13 February at Stroud District Council offices at Ebley Mill. This ‘drop in event’ was well attended by residents and business representatives.

Attendees at the Councillor consultation event on the same day raised the concern that the targets in the revised plan on low carbon transport were welcome - but that currently they are not supported by resources or funding - if the County Council’s carbon neutral target is to be met, low carbon transport will

be need to assigned funding – and the current priority for road building and roundabout improvements should be reconsidered.

**Local Events**

I am working with some local residents to organise:

Litter Pick – 5<sup>th</sup> April 11.00 – meet at War Memorial

Climate Action Network (B&T CAN) inaugural meeting – 22 April 6.30pm – Brewery Bar

**Recycling of plastic items**

There is now information available on the SDC website about the seven different types of plastic and how to recycle them: [link](#).”

**Types of plastic and how to recycle them**

*The 7 types of recyclable plastic.*

							
							
<b>Where you'll find it</b>	Soft drinks bottles, food packaging such as punnets	Milk cartons, cleaning products, yoghurt pots, soap dispensers	Blister packs, meat trays, pipe fittings, window fittings	Food bags, shopping bags, magazine wrapping	Margarine tubs, microwave meal trays, soup pots	Rigid items:Some yoghurt pots, meat trays, aspirin bottles Foam items: packaging	This includes other forms of plastic including composites, such as salad bags and crisp packets
<b>How to dispose of it</b>	At Kerbside Recycling	At kerbside recycling	Not yet recyclable, with general waste	At collection points in some supermarkets	At kerbside recycling	Rigid items: at kerbside recycling Foam items: with general waste	Not yet recyclable,with general waste
<b>Next life</b>	Most often used to make more PET products	Garden furniture, pipes and more milk cartons	Most often used to make PVC products	Bin liners, plastic furniture and floor tiles	Clothing fibres, food containers, speed humps	Insulation,foam packaging	Cannot usually be recycled in the UK

There was a discussion about the type and level of involvement that the PC might have with Brimscombe and Thrupp CAN. Cllr Pilley is intending to attend the CAN meeting. Other members of the PC were encouraged to attend the inaugural meeting on 22 April at 6.30pm, Brewery Bar, Stroud Brewery [**Action: All Cllrs**].

6. **Parish Council Elections – 7<sup>th</sup> May 2020:** (Locum Clerk) (*Agenda document containing further details sent with final agenda*)

**(a)** Distribution of Election Nomination papers

Nomination packs were distributed to all Cllrs present and Cllr Cuddihy took a form to pass on to Cllr Castle. The Locum Clerk will follow up with Cllrs Morris and Harvey regarding nomination packs [**Action – Locum Clerk**]

**(b)** Details of procedures which need to be followed by candidates

The Locum Clerk went through the procedures which need to be followed, as per the information circulated prior to the meeting.

Cllrs to email Locum Clerk for electoral roll numbers – and confirm with Locum Clerk when forms are submitted [**Action: All Cllrs**].

Clerk/Locum Clerk to remind Cllrs regarding nomination forms at April 2020 meeting [**Action: Locum Clerk**].

Clerk/Locum Clerk to remind Cllrs regarding expense forms at May 2020 meeting [**Action: Locum Clerk**].

**(c)** Setting date for the Annual Meeting – to take place between 12<sup>th</sup> May and 25<sup>th</sup> May

The Council set the date of 12<sup>th</sup> May 2020 for the May Parish Council meeting and the Annual Meeting.

**(d)** Update and questions on the election process

No other questions

**(e)** Posters and dissemination of information calling for residents to stand

The Locum Clerk updated the Council on posters and dissemination of information calling for residents to stand – posters will be added to the notice boards and website and a FB link sent out via the Brimscombe and Thrupp Community Development FB page [**Action: Locum Clerk**].

7. **Brimscombe Port** – To consider commissioning a report detailing the community capital currently at Brimscombe Port (Chair) (*Agenda document containing further details sent with final agenda*)

There was a discussion of this agenda item and the following actions were agreed:

- Check the procurement regulations regarding commissioning this work, and tendering, and ensuring the Parish Council contracts consultants with the necessary skills, taking into account any potential conflict of interest [**Action: Locum Clerk with Cllr Cuddihy**]
- Further clarification on what the output would be – for example a report and the scope of this, and how it might be used. There was a question regarding whether a single report will provide all the information the Parish Council would like to have. It is therefore necessary for the Parish Council to think about the information it needs and how this might be included in the brief. [**Action: Cllr Cuddihy**]
- It was agreed that there needs to be a wider understanding of the needs of the Parish. It was suggested that this is being done to some extent through the NDP. There was a question about whether there is evidence around community assets that is not being captured within the NDP, and agreed that this needs to be revisited and checked

**[Action: Cllr Pilley to share the section of the NDP that captures this with Cllr Cuddihy]**

- It was agreed that the Parish Council would review this proposal at the next meeting, once the above information has been gathered and clarified **[Action: Locum Clerk to add to next agenda]**
- The Parish Council discussed the need to communicate with the Parish about the situation on the Port. It was agreed to discuss this at the next meeting **[Action: Locum Clerk to add to next agenda]**

## 8. Clerks report

**(a)** Details of progress undertaken by Locum Clerk to manage essential business  
The Locum Clerk updated the Parish Council on activities undertaken and progress made during February to manage essential business.

**(b)** Detailed report of hours worked and activities undertaken  
A report was circulated prior to the meeting and this was discussed.  
The number of documents sent out prior to PC meetings was discussed and it was agreed that the Clerk/Locum Clerk would amalgamate all the additional documents regarding agenda items into one file, along with the agenda, to ease the process **[Action: Clerk/Locum Clerk]**

## 9. Finance

**(a)** Accounts for approval and payment – see list (*to be sent prior to meeting*)

The following accounts were presented for payment:

Staffing and expenses (including HMRC and pensions)	£1942.39
Gritbins.net (replacement bins – Middle Road and Churchill Road)	£212.56
Gary McCreery (Handyman) invoice for work in February 2020	£117.50
GAPTC Training (Clerks More Knowledge)	£40.00
Royal Mail (redirecting business mail for 6 months – payment already made via cheque)	£313.00
Gritbins.net (two new bins – Dallaway Estate, Thrupp)	£123.52
PATA (payroll set up and services for January, February and March 2020)	£50.00
GAPTC membership 2020/21	£500.32
Payment to GAPTC to refund payments made on behalf of Brimscombe and Thrupp Parish Council during January, February and early March 2020 (as detailed below – payment already made by cheque)	£5,140.33
<b>TOTAL PAYMENTS:</b>	<b>£8439.62</b>
Water Plus (Allotment water supply) (already paid by GAPTC and included in refund to GAPTC detailed above)	(£132.15)
February 2020 salaries (already paid by GAPTC and included in refund to GAPTC detailed above)	(£675.75)

The accounts were agreed for payment.

Details of payments made by GAPTC included in the refund detailed above:

<b>Recipient and details</b>	<b>Original minute reference</b>	<b>Amount</b>
Salaries	7 <sup>th</sup> January 2020 – minute 7(a)	1542.43
Gary McCreery (December 2019)	7 <sup>th</sup> January 2020 – minute 7(a)	£265.63
HMRC (payment to balance account)	Amended payment amount – original payment amount approved 7 <sup>th</sup> January 2020 – minute 7(a) - £237.62 and £29.39	£49.20
Salaries	4 <sup>th</sup> February 2020 – minute 10(a)	£2075.75
Gary McCreery (January 2020)	4 <sup>th</sup> February 2020 – minute 10(a)	£207.50
HMRC (payment for January 2020 payroll)	4 <sup>th</sup> February 2020 – minute 10(a)	£221.92
Waterplus (allotment water supply)	10 <sup>th</sup> March 2020 – minute 9(a)	£132.15
Salaries	10 <sup>th</sup> March 2020 – minute 9(a)	£675.75
<b>TOTAL:</b>		<b>£5,140.33</b>

**(b)** To receive monthly breakdown of income and expenditure  
All items of expenditure were detailed in agenda item 10a)  
Income this month – Wayleave payment - £44.65

**(c)** Discuss and agree the proposal for the Grants Scheme Policy and procedures (Cllr Pilley) (*documents circulated by Cllr Pilley ahead of meeting for comments. Agenda document and draft documents sent with final agenda*)

The Council discussed and agreed how often they will review grants, depending on the amount asked for. It was agreed to divide the grant into quarters and to review requests over £100 quarterly and requests under £100 monthly. The policy proposed was ratified on this basis.

Cllr. Pilley will finalise the grant forms and policy and send to the Locum Clerk. **[Action: Cllr Pilley]**

The Clerk/Locum Clerk will create a separate page on the Parish Council website for grants, which will include the policy, background and application form. **[Action: Locum Clerk]**

**(d)** Agreement on statement issued regarding budget increase and precept increase (*Agenda document and final draft of document sent with final agenda*)

The Parish Council approved the wording of the statement to be issued  
Locum Clerk to add document to website and arrange for it to be displayed on the notice boards. **[Action: Locum Clerk]**

**(e) Update from Locum Clerk on banking situation**

The Locum Clerk updated the Council on the banking situation.

It was agreed that the Locum Clerk will set up online banking [**Action: Locum Clerk**]

- 10. Locality** – To discuss the option of joining Locality – Report from Locum Clerk to inform discussion (*Agenda document containing further details sent with final agenda along with Partner Charter*).

The Council decided not to join Locality now, but to revisit this as and when it might be needed.

- 11. Grit bins** – Update on, and to ratify, new and replacement grit bins ordered and costing of these (Locum Clerk) (*Agenda document containing further details sent with final agenda*).

The Locum Clerk updated the Council on the bins ordered and sited. This included a replacement bin for Middle Road/Rope Walk, a replacement bin for Churchill Road, Brimscombe - opposite Cotswold Close, and two new bins for the bottom of Dallaway Estate, Thrupp. The Locum Clerk reported that the bin on Churchill Road had actually been used to replace another (also damaged bin), hence another was needed for that location, and that an additional bin is needed for Dallaway Estate, Thrupp. The Council approved the ordering of two additional bins, at an approximate cost of £150. [**Action: Locum Clerk**]

- 12. Communications and email system** – To discuss and agree system for email correspondence within the PC to ensure actions needed are clear and progress (Locum Clerk) (*Agenda document containing further details sent with final agenda*).

The Council discussed and agreed a system to ease and clarify email correspondence. This includes marking clearly whether an email is for action or information, and where action is needed stating the action required and by whom. It was agreed that emails in which the Clerk/Locum Clerk is cc'd these are for information and filing and no action is needed.

- 13. Clerk and Parish Council contact details:**

**(a)** Update on, and to ratify contact phone number for Parish Council business  
The Locum Clerk has not yet organised a mobile phone and contract. This will be done this month.

**(b)** To discuss and approve postal address for Parish Council business  
The postal address for the Parish Council has been temporarily redirected to Cllr Cuddihy's address.

- 14. Dissemination of information to Parishioners:** Update on progress with social media (Locum Clerk)

The Locum Clerk has not yet set up the Parish Council Facebook page. This will be done this month [**Action: Locum Clerk**]

- 15. Asset Register and Parish Online:**

**(a)** To discuss Parish Online services (recently cancelled) and potential alternative Asset Register Map (*Agenda document containing further details sent with final agenda*)

The Parish Council decided not to use Parish Online to map assets. The Parish Council agreed to try out other options such as Googlemaps.

**(b)** Update on Asset Register (Locum Clerk) (*Agenda document containing further*

*details sent with final agenda)*

The Locum Clerk will send out a shared document to all Councillors, with headings within, for the Parish Council to produce an updated Asset Register [**Action: Locum Clerk and Councillors**]

**16. Training courses:**

- (a) To discuss and agree GAPTC training courses attended by Locum Clerk and upcoming courses planned (Locum Clerk) (*Agenda document containing further details sent with final agenda*)

The Council approved the proposed GAPTC training courses for the Locum Clerk to attend, including one course already undertaken [**Action: Locum Clerk**]

- (b) To discuss and agree Website training required for Locum Clerk (Locum Clerk) (*Agenda document containing further details sent with final agenda*)

The Council approved the proposed Website training for the Locum Clerk [**Action: Locum Clerk**]

- (c) To discuss process for deciding on GAPTC training courses to be attended by Councillors and training needs (Locum Clerk and Staffing Committee) (*Agenda document containing further details sent with final agenda*)

The Council agreed that the staffing committee would meet and discuss the courses on offer and produce a proposal of trainings to be attended and by whom (in the form of a document) to be discussed and agreed at the April 2020 Parish Council meeting [**Action: Staffing Committee**]

**17. Stroud District Road Safety Group (SDRSG) meetings:** To receive a report (Cllr Martin)

Cllr Martin reported that there had been no SDRSG meeting since the last Parish Council meeting.

Cllr Martin reported that he is unable to attend the meeting scheduled for 18<sup>th</sup> March at 7pm at Woodchester school. It was agreed that the Locum Clerk would contact Cllr Harvey to see if he is able to attend [**Action: Locum Clerk**]

**18. Cotswolds Rural Housing Summit:** To discuss invitation to Cotswolds Rural Housing Summit (6th April 2020) and to agree Councillors to attend, if any (Locum Clerk) (*Details sent ahead of meeting via email and Agenda document and flier sent with final agenda*)

Due to lack of availability, the Parish Council decided not to send a delegate to this event.

**19. Fromeside Playing field**

- (a) Update on programme for grass cutting (Locum Clerk)

The Locum Clerk updated the Council on the grass cutting programme.

- (b) To discuss management of playing field and license details (Locum Clerk and Chair) (*Agenda document containing further details sent with final agenda*)

It was agreed that Cllr Martin would take on the management of the playing field and liaise with the Clerk/Locum Clerk on this [**Action: Cllr Martin and Locum Clerk**]

**20. Parish Council Policies:** To discuss and adopt the following Parish Council policies (*Draft copies of all policies to be sent prior to the meeting*):

- (a) Sickness absence policy  
 (b) Homeworking policy  
 (c) Anti-harassment and bullying policy

- (d) Disciplinary policy
- (e) Grievance policy
- (f) Lone working policy

The Parish Council considered the 'sickness absence policy', which was circulated ahead of the meeting. The Parish Council specifically discussed the highlighted sections which need to be finalised. Cllr Tyler proposed suggested wording for these sections, which were agreed. Cllr Tyler will finalise the draft policy for circulation before the next Parish Council meeting, for ratification. **[Action: Cllr Tyler to finalise draft policy for circulation, and liaise with Locum Clerk where necessary]**

**21. Parish Council Defibrillator:** Update on situation (Locum Clerk)

This item was adjourned to the April 2020 Parish Council meeting

**22. Chartered Parish and Town Council Meetings:** Update and discussion on Councillor to attend, if any (Locum Clerk) (*Agenda document containing further details sent with final agenda*)

This item was adjourned to the April 2020 Parish Council meeting

**23. Town & Parish Council Information Network:** Discussion and agreement for a member of the Parish Council to attend meetings (next meeting Wednesday 10th June 2020 at 6:30pm) (*Agenda document containing further details to be sent prior to meeting*)

This item was adjourned to the April 2020 Parish Council meeting

**24. Neighborhood Plan:** Update on the meeting which took place on 2<sup>nd</sup> March 2020 and next steps (Cllr Pilley)

Cllr Pilley gave an update on the meeting which took place on 2<sup>nd</sup> March 2020. The next step is to arrange a date for next Steering/working group meeting.

**25. Bus Shelter Project:** To receive a short update regarding the Grand Opening event to take place on 4<sup>th</sup> July 2020 (Chair)

Cllr Cuddihy announced that a Bingo night is being held at Stroud Brewery on 17<sup>th</sup> March 2020 to fundraise for the Bus Shelter Project.

**26. Date of the next meeting:** Tuesday 7<sup>th</sup> April 2020 at 7.30pm in the Brimscombe & Thrupp Social Centre.

**THERE BEING NO FURTHER BUSINESS  
THE MEETING CLOSED AT 9.35pm**