

**MINUTES OF BRIMSCOMBE & THRUPP
PARISH COUNCIL MEETING
HELD REMOTELY VIA ZOOM
ON TUESDAY 5th MAY 2020 AT 7.30PM**



Present: Cllr Colette Cuddihy Chair
Cllr Bob Tyler Vice-Chair
Cllr Roger Martin
Cllr Greg Pilley
Cllr Nicky Russell
Cllr Ben Morris
District Councillor Martin Whiteside
County Councillor Rachel Smith

1. Apologies

Cllr Brian Castle
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).

Cllr Russell declared an interest in planning application S.20/0773/TCA – agenda item 13
Cllr Pilley declared an interest in planning application S.20/0726/HHOLD – agenda item 13

3. Approval of Minutes of Parish Council Meeting held on Tuesday 10th March 2020

The Minutes were approved as a true record, with signing deferred to the next face-to-face meeting (as per the advice and guidance of GAPTIC)

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

Cllr Smith provided a verbal update on the following:

- Shifts that have taken place at the County Council in terms of staffing and working remotely as a result of COVID-19
- The COVID-19 response work that the County Council is leading on
- The work of children's services during the COVID-19 situation
- The work of highways – who are continuing to do emergency work

Cllr Martin asked if there would be an enquiry about Cheltenham races being allowed to go ahead in light of the imminent lock down that followed. Cllr Smith will find out and follow up on this and at what level an enquiry might take place.

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

Cllr Whiteside provided a verbal update on the following:

- The shifts that have taken place at the District Council in terms of staffing and working remotely as a result of COVID-19
- COVID-19 response work that the District Council is leading on – including the distribution of grants to local businesses; identification of and contact with vulnerable individuals within the district to check if they need additional support.
- The recycling sites in Gloucester and Cheltenham are due to reopen, but the Horsley site will not open yet due to concerns about traffic backing up to the site.
- Site visits for planning applications have stopped. Cllr Whiteside has challenged the District Council on this and was interested in finding out the views of the Parish Council on whether site visits should happen, or if they would like a say on whether a site visit should happen in specific instances. Cllr Tyler suggested that the Parish Council should be able to call for a site visit in cases where the Parish Council has a concern and Cllr Pilley suggested that site visits should still go ahead. Cllr Whiteside also reported that applicants are being asked to put up their own planning notices and then send a photo to Stroud District Council. He asked if the Parish Council could provide feedback in instances in which the Parish Council observe that any notices are not placed in a prominent position.
- The situation regarding Brimscombe Port and progress being made. The environment Agency is expected to sign-off the flood risk report soon and consultants are due to finish a wider Environmental Statement. The planning action is unlikely to be considered by Development Control before July 2020. Cllr Whiteside asked the Parish Council what the timetable was for coming back to the District Council regarding the Community Enterprise Centre heads of terms. Cllr. Cuddihy reported that as a result of the current situation this was the first meeting that the Parish Council have been able to hold to formally discuss matters and make decisions, therefore it might be a couple of months until the Parish Council discuss the heads of terms. Cllr. Cuddihy asked if there was a chance that the project might be delayed due to funding being diverted elsewhere as a result of COVID-19. Cllr Whiteside reported that the funding is earmarked and in reserves and needs to be spent on capital project. However, there remains a question about how a possible recession (as a result of COVID-19) might affect the viability of the project.

6. 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 March and April 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.

7. Finance

(a) Accounts for approval and payment – see list

The following accounts were presented for payment:

Recipient and details	Amount
2commune (1 new email account)	£42.00
Staffing and expenses (including HMRC and pensions)	£2,429.59

Gary McCreery (Handyman - April)	£262.50
Stroud Town Council (A419 Golden Valley Inspiration Study)	£200.00
Water plus (Thrupp Lane allotments water supply)	£81.83
2commune (reissue of cheque from January 2020 – original cheque number 002326 not received and cancelled)	£126.00
Gary McCreery (Handyman - April)	£157.50
Shila Brown (Consultancy – setting up Parish COVID-19 helpline)	£800.00
Hannah Thomson (Bus/Art Shelter Project)	£200.00
Hannah Shaw (Bus/Art Shelter Project)	£50.00
Hannah Warren (Reimbursement of expenses for Zoom monthly subscription)	£14.39
Martin Whiteside (Reimbursement of expenses for COVID-19 response – printing of posters and leaflets and lamination)	£78.00
BHIB insurance renewal (depending on ratification as per agenda item 14)	£717.86
TOTAL:	£5159.67

The accounts were agreed for payment.

(b) To receive monthly breakdown of income and expenditure
All items of expenditure for March and April 2020 were detailed in agenda item 7 (a)

Income for March and April 2020 included the following:

Details	Amount
Total allotment income received	£725.00
SDC COVID-19 Community Resilience Fund	£600.00
CIL Payments	£3607.16
TOTAL:	£4932.16

(c) Update on Grants Scheme Policy and procedures (Locum Clerk and Cllr Pilley)
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) Update from Locum Clerk on banking situation
The Locum Clerk updated the Council on progress with setting up online banking, which is nearly complete. It is hoped that all payments this month can be made via BACS

8. Parish Council COVID-19 helpline

(a) To retrospectively ratify the actions taken and costs of setting up the Parish Council COVID-19 helpline. Including: contracting Shila Brown, setting up a phone line and additional email address (Locum Clerk)

The Locum Clerk and Cllr Cuddihy updated the Council on what has happened so far in relation to the helpline. All actions and associated spending that have taken place so far were ratified by the Council. The Council decided that any spending in relation to this work would come from the

'project' budget [**Action: Locum Clerk to organise budget and spending**]

- (b) To discuss continuation of helpline and agree further action that is needed and associated spending (Locum Clerk)

The Council agreed to the continuation of work that is currently taking place. It was agreed that the joint COVID-19 steering group (made up of Cllrs Cuddihy and Russell, the Locum Clerk, District Councillor Whiteside, Tim Harris (website consultant) and Shila Brown) would continue to develop other ways forward with this work and how to support to the community, as the situation evolves. Ideas so far floated include the provision of 'boredom packs' to those isolating/shielding – moving up from the level of basic needs to supporting people in other ways. The Council approved an additional £200 spend (if needed) for contracting Shila Brown, for volunteer training and any further setting up and management of the helpline, as required. This work will be managed by Cllr Cuddihy and the Locum Clerk.

- (c) To receive an update on the application to the District Council COVID-19 Community Resilience Fund (Locum Clerk)

The Parish Council received a total of £600 from SDC Community Resilience Fund for the COVID-19 helpline response. This money will be used to cover the cost of the phone line and email address, posters, lamination and leaflets, a £350 community float to purchase food and essential supplies for vulnerable people and families, and to cover part of the cost of contracting Shila Brown.

9. **CIL payments** – Update on the situation regarding CIL payments and discussion on how the money might be used (Locum Clerk)

The Locum Clerk provided an update on the CIL payments recently received, totaling £3607.16, and a breakdown of applications that have made a CIL contribution (as per the information provided by SDC).

Cllr Martin asked the Locum Clerk to request more information regarding the following:

- The reason for the discrepancy in amounts paid in relation to applications S.17/2603/FUL and S.17/2748/FUL
- Why no CIL payment has been received in relation to application S.19/1127 (Woodlands)
- Why no CIL payments have been received in relation to Queen's Court
- Whether it is possible for SDC to let the Parish Council know on the planning application if they have waived the CIL payment or if it is possible once the application has been approved to let the Parish Council know details of the CIL payment due [**Action: Locum Clerk to contact SDC**]

The Council agreed to use all the money received to date from the CIL payments (£3607.16) for the Bus Shelter Project [**Action: Locum Clerk to set this up in the budget**]

10. **Parish Council Website:** Update on changes made and management of the website. Discussion of proposed ways forward suggested by website consultant (Locum Clerk)

The Council approved to upgrade the website to the 'responsive' website template at a cost of £750 + VAT – which will be paid for from the website management budget [**Action: Locum Clerk to take forward with Tim Harris and 2commune**]

11. **Dissemination of information to Parishioners and Parish Council contact details:** Update on progress with social media and contact phone number for Parish Council

(Locum Clerk)

The Locum Clerk updated the Council on the set up of the Parish Council Facebook page, which is currently being managed by Tim Harris, Shila Brown and the Locum Clerk.

The Locum Clerk updated the Council on the set up of the Parish Council phone helpline, via Grace Network. The Parish Council agreed that a mobile phone number will eventually replace this, as the Parish Council phone line, once it is possible to easily purchase a mobile phone and set this up **[Action: Locum Clerk to organise mobile phone and contract in due course]**

12. Annual Meeting of the Council: To discuss and agree a decision regarding postponing the Annual Meeting of the Council to May 2021 (Locum Clerk)

The Council agreed to postpone the Annual meeting of the Council to May 2021.

13. Planning applications: To consider current planning applications and agree any comments to be submitted by the Parish Council (Locum Clerk)

Cllr Russell declared an interest on Application S.20/0773/TCA

Cllr Pilley declared an interest on Application S.20/0726/HHOLD

Applications requiring a decision:

- **S.20/0851/HHOLD**
Proposed extensions and additional car parking
The Committee agreed to 'No Comment' on this application, neutral stance
- **S.20/0726/HHOLD**
Material change to application - S.17/2146/FUL (erection of dwelling)
The Committee agreed to 'No Comment' on this application, neutral stance
- **S.20/0773/TCA**
T1: Large Ash tree - removal of lowest branches . (388003 - 203434)
The Committee agreed to 'No Comment' on this application, neutral stance

[Action: Locum Clerk to submit comments to SDC]

14. Insurance renewal: Discussion and agreement on insurance renewal address (Locum Clerk)

The Council approved the insurance renewal with BHIB insurance, at a cost of £717.86

[Action: Locum Clerk to renew policy and arrange for payment of invoice]

15. Parish Council Policies:

(a) To discuss and adopt the final version of the sickness absence policy (Cllr Tyler)
The final version of the policy was not sent ahead of this meeting. Cllr Tyler to work on this, alongside the Locum Clerk, for distribution for, and ratification at, the June 2020 Parish Council meeting **[Action: Cllr Tyler and Locum Clerk]**

(b) To discuss schedule of policies to consider (Locum Clerk)
The Council agreed to a schedule of considering one policy a month. The homeworking policy will be considered at the Parish Council meeting in June 2020, for ratification at a future meeting

[Action: Locum Clerk to send draft NALC homeworking policy for consideration and discussion at the June Parish Council meeting]

- 16. Neighborhood Plan:** Update and discussion of how to manage this going forward under the present circumstances, and a volunteer to maintain momentum (Cllr Pilley)
Cllr Pilley updated the Council on work being undertaken and the affect of the current situation with COVID-19 on this work. Cllr Pilley will follow up with the Steering group regarding action needed and who can take this forward **[Action: Cllr Pilley]**
- 17. Date of the next meeting:** To be discussed and agreed
It was agreed that the next meeting will take place on Tuesday 2nd June 2020 at 7.30 via Zoom

CONFIDENTIAL AGENDA

- 18. Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the Public and Press leave the meeting.**
- 19. Staffing**

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 9.00pm**