

**MINUTES OF BRIMSCOMBE & THRUPP
PARISH COUNCIL MEETING
HELD REMOTELY VIA ZOOM
ON TUESDAY 23rd November 2020 AT 6.00PM**



Present: Cllr Colette Wilson Chair
 Cllr Bob Tyler Vice-Chair
 Cllr Greg Pilley
 Cllr Brian Castle
 Cllr Roger Martin
 Cllr Ben Morris

Absent: Cllr Bill Harvey

1. Apologies

Cllr Nicky Russell

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. 2021-22 budget and precept planning: To discuss and set the 2021-22 budget and precept (*documents to be shared ahead of the meeting for comment*) (Locum Clerk)

There was a discussion regarding the annual budget review, which was informed by a financial report from the Locum Clerk. The Parish Council discussed each budget line and provisionally agreed the following amounts for the 2020/21 financial year – subject to approval at a future Parish Council meeting following final discussions and overview of the precept required.

Expenditure:

Projects – The Council agreed a budget of £5,000. To cover specific projects undertaken by the PC – such as the recent bus shelter project. These projects should each have their own budgets, approved by Council ahead of their undertaking. No specific projects planned at present, however ideas floated included: Community Quilt book project and Golden Valley Cycle Route (budget to support ongoing community awareness and consultation – e.g. contributing to a joint flier – est. £250-500)

Road safety and transport – The Council decided to include this as a new budget line – with a budget of £5,000. The Council discussed a possible ANPR camera share - between 3 parties - £3500, or a single camera - approx cost - £5000.

Donations and grants – The Council agreed to a budget of £5,000 – To also include grants for public rights of way (such as stiles and kissing gates etc). The Council agreed that the donations and grants provision needs to be publicised on the website, noticeboards, newsletter, and Facebook – **ACTION:** Locum Clerk to organise this.

Chairs' allowance – The Council agreed to a budget of £155. Clarity needed on what this fund is for and how and when it can be used – **ACTION:** Locum Clerk to find out

Training – The Council agreed to a budget of £1,000. To cover PC training needs – including training for Councillors and the Clerk.

Professional costs – The Council agreed to a budget of £2,000. To cover professional costs incurred by the PC – including HR advice, payroll services, audits [Independent internal audit (£250), PATA Payroll (£150), PKF Littlejohn (external audit) (£300), Staffing review advice (£150), HR support (£300)].

A419 playing field – The Council agreed to a budget of £2,000. To cover grass cutting, and other future plans including: Lowering manhole cover; Replacement gates; Tree planting/hedging - biodiversity project.

General administration – The Council agreed to a budget of £2,000. To cover office equipment, office costs, zoom subscription, stationary etc.

Website management – The Council agreed to a budget of £1,000. The annual website management and email addresses costs £648. The extra budget will allow for any additional costs or email addresses.

Salaries – The Council agreed to a budget of £16,000. This covers Clerk salaries, pension contributions and tax and NI.

Subscriptions – The Council agreed to a budget of £800. To cover payments to: GAPTC, Stroud Road Safety, CPRE, Open Spaces, Cotswold Canal Trust etc. Also consider subscription to Locality (approx £250)

Allotments – The Council agreed to a budget of £1,900, in line with increase in allotment rents. Budget to cover handy person, water costs, potential tree felling needed. **ACTION:** Locum Clerk to ask handy person to invoice separately for hours worked at the allotments

Legal costs – The Council agreed to a budget of £1,000. To cover the insurance premium for the year. **ACTION:** Locum Clerk to enquire with insurance providers regarding public liability for hedge planting and volunteering, or composting area of car park

Newsletter – The Council decided to include this as a new budget line – with a budget of £500. To cover a quarterly newsletter – e-newsletter to start with.

Neighborhood Warden – The Council agreed to a budget of £400. To cover the costs of neighbourhood warden (SDC).

Parish Maintenance – The Council agreed to a budget of £13,000. To cover the following: Handy person - £6,000 (excluding allotments), £2,000 - for bus shelter maintenance, grit bins, bins, benches and notice boards (maintenance not replacement), £5,000 - Notice board replacement project – estimated costs 10 @ £500. **ACTION:** Cllr Castle to get quotes and work out how many notice board replacements needed.

Neighborhood Development Plan (NDP) – The Council agreed to a budget of £3,000.

Community Centre Funds – The Council agreed to a budget of £10,000 to be added to the reserve for the potential new community centre at the Port.

The Council agreed to remove the **Publicity and Tourism** budget line

The Council agreed to remove the **Contingency** budget line

ACTION: Locum Clerk to investigate potential location for reserves to be kept in a separate account. Locum Clerk to get advice from GAPTC on whether budget under-spends are put into reserves.

4. **Date of the next meeting:** Tuesday 1st December at 6.00pm via zoom

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.10pm**

Signed:.....

Date:.....