

**MINUTES OF BRIMSCOMBE & THRUPP
PARISH COUNCIL MEETING
HELD REMOTELY VIA ZOOM
ON TUESDAY 1st December 2020 AT 6.00PM**



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

In attendance: District Councillor Martin Whiteside
 Chloe Turner (Case worker representing County Councillor Rachel Smith)
 District Councillor Deborah Young
 Craig Fellowes – Neighbourhood Warden
 2 members of the public were present

1. Apologies

Cllr Roger Martin sent his apologies, which were accepted by the Council
Cllr Bill Harvey sent his apologies, which were accepted by the Council

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 3rd November 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 GAPTC)

4. Approval of Minutes of extraordinary meeting of the Parish Council held on 23rd November 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 GAPTC)

5. Approval of Minutes of extraordinary meeting of the Parish Council held on 21st July 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 GAPTC)

Craig Fellowes, the new **Neighbourhood Warden**, introduced himself to the Council. ACTION: Locum Clerk to update details on the Council website. Cllr Pilley asked Craig Fellowes if he

would be able to provide the Council with a summary report of activities carried out in the Parish – Craig will look into this.

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

Chloe Turner provided a written report prior to the meeting (see appendix 1).

Chloe gave a verbal update on the following:

- COVID activities and response
- Children's services
- The Javelin Park CR4C legal challenge
- National Active Travel fund applications
- SEN mobility consultation

7. To receive the monthly District Councillor report – Cllr Whiteside (5 mins)

Cllr Whiteside provided a written report prior to the meeting (see appendix 2).

8. To receive the monthly District Councillor report – Cllr Young (5 mins)

Cllr Young provided a verbal update on the canal work in Chalford.

9. BATCAN meeting feedback: To receive feedback from informal meeting between the Parish Council and BATCAN members

The minutes of the BATCAN meeting were circulated prior to the Council meeting (see appendix 3). These minutes were discussed.

10. BATCOM Proposal: To discuss and consider the proposal submitted by BATCOM (Brimscombe and Thrupp Community Composters) regarding the land at Hope Mill Lane.

Two members of BATCOM were present at the meeting and gave an update on the proposal submitted. The request is to use the north section of land on Hope Mill Lane car park. The Council discussed that it is at present looking into how to maximize the use of, and income from, this site – to be discussed in agenda item 24. It was agreed that members of BATCOM would be members of the working group taking this forward (see Agenda item 24 below).

11. Planning applications: To consider current planning applications and agree any comments to be submitted by the Parish Council

Applications requiring a decision:

- **S.20/2469/FUL**
Installation of double doors and erection of a covered seating area
The Committee agreed to 'No Comment' on this application
Stance: neutral
- **S.20/2470/LBC**
Installation of double doors and erection of a covered seating area
The Committee agreed to 'No Comment' on this application
Stance: neutral
- **S.20/2272/TCA**
Lower branches of mature sycamore to be trimmed & lift canopy slightly
The Committee agreed to 'No Comment' on this application
Stance: neutral

- **S.20/2368/HHOLD**

Revised application for S.20/1147/HHOLD - Proposed rear extension.

The Committee agreed to 'No Comment' on this application

Stance: neutral

[Action: Locum Clerk to submit comments to SDC]

12. Interim Plans for the Port: Update on proposal submitted to SDC (Chair)

Cllr Wilson updated the Council on the proposal that was previously submitted to SDC, which was rejected. Cllr Whiteside reported that there have been discussions within SDC of possible ways forward with existing tenants and he will keep the Parish Council briefed.

13. Clerk's report: Details of progress undertaken by Locum Clerk to manage essential business, including report of hours worked and activities undertaken.

The Locum Clerk updated the Parish Council on activities undertaken and progress made during November to manage essential business, this included a report that was circulated prior to the meeting.

14. Finance

(a) Accounts for approval and payment

Recipient and details	Payment method	Amount
Staffing and expenses (including HMRC and pension)	BACs and Direct Debit	£2300.17
Hannah Warren (Reimbursement of expenses for Zoom monthly subscription - December)	BACs	£14.39
Collingridge Employment Law Ltd (HR advice) (already paid)	BACs	£518.40
Cristal Lewis (Handy person – November)	BACs	£506.25
PKF Littlejohn LLP (AGAR)	BACs	£240.00
Gavin McClafferty (bus shelter project – framing)	BACs	£398.08
Collingridge Employment Law Ltd (HR advice)	BACs	£2,707.20
PATA (Payroll processing, October, November, December 2020)	BACs	£30.00
TOTAL		£6,714.49

The accounts were agreed for payment.

(b) To receive monthly breakdown of income and expenditure and monthly budget monitoring statement (Locum Clerk) (*to be sent prior to meeting*)

The Council received a breakdown of income and expenditure to date for the current financial year, and budget spends to date.

(c) To receive bank reconciliation (Locum Clerk)

The Council received the bank reconciliation completed in November 2020

(d) To receive report on internal control carried out in November 2020 (Locum Clerk)

The Council received the report on internal control carried out in November 2020

- (e) To appoint internal financial checkers for mid-February, May, August, and November 2021 (Locum Clerk)

The Parish Council agreed the following dates and appointed the following Councillors to act as internal financial checkers for the next 12 months:

- Mid-February 2021 – Cllr Tyler
- Mid-May 2020 – Cllr Castle
- Mid-August 2020 – Cllr Pilley
- Mid-November 2020 – Cllr Wilson

ACTION: The Locum Clerk/Clerk will organise the setting up meetings for the internal financial process to take place and update the Clerk task list accordingly.

- (f) To receive and review the external auditor report (AGAR) from PKF Littlejohn and decide what, if any action, is required

The Council received and reviewed the external auditor report (AGAR) from PKF Littlejohn. Some actions have already been taken to address some of the issues raised in the AGAR and Internal Independent Audit. The Council decided on the following actions additional actions, or amendments to previous decisions made:

- In relation to Internal Control Objective C – A Risk Assessment is to be undertaken by Cllrs Wilson and Tyler in February 2021, for presentation to Council in March 2021 – **ACTION: Cllrs Wilson and Tyler**
- In relation to Internal Control Objective H – Work is still ongoing to prepare the Asset Register. It was agreed that the Locum Clerk will send around the partially completed Asset Register, and to coordinate Councillors taking on a section to complete ready for the meeting in January 2021 – **ACTION: Locum Clerk and all Councillors**

- (g) To discuss and plan 2021-22 budget and precept planning

The Council discussed proposals made by Cllr Pilley to the 2021-22 budget. An updated version will be circulated and discussed electronically prior to the Council meeting in January 2021, when the final budget and precept will be approved – **ACTION: Locum Clerk and all Councillors**

- (h) Review of banking arrangements (Locum Clerk)

The Council agreed to review this in March 2021, with a report circulated ahead of the meeting by the Locum Clerk – **ACTION: Locum Clerk**

- 15. Staffing Committee:** To appoint a Parish Council Staffing Committee and agree a Terms of Reference (Locum Clerk)

The Council formally appointed a Parish Council Staffing Committee. The following Council members stood forward: Cllr Pilley, Cllr Tyler and Cllr Castle. Cllr Pilley proposed Cllr Tyler as Chair of the Sub Committee, this was seconded by Cllr Wilson. The Staffing Committee will prepare a draft Terms of Reference with the assistance of the Locum Clerk, for approval at the January 2021 Council meeting – **ACTION: Cllrs Pilley, Tyler and Castle, with Locum Clerk**

- 16. Grit bins:** To approve new/replacement grit bins to be placed within the Parish and associated costs (Locum Clerk)

The Council approved the new and replacement grit bins proposed for the top of Churchill Road, Thrupp Lane – new bin to be cited by the entrance to The Thrupp, Yew Tree Way – to

replace existing bin that is broken. The Council approved the approximate spend of £300-400 to purchase the bins. **ACTION: Locum Clerk to order and organise citing of the bins**

17. Bench at Brimscombe corner: To agree action needed in relation to broken bench at Brimscombe Corner and associated costs (Locum Clerk)

Cllr Castle reported that he has fixed the bench at Brimscombe Corner. The total spend was £11, which the Council retrospectively approved. **ACTION: Cllr Castle to submit expenses claim**

18. Parish newsletter: To discuss reviving this and how it might be taken forward (Locum Clerk and Cllr Pilley)

The Council discussed having a quarterly newsletter, principally in e-bulletin format, with some printed copies to be distributed via shops etc. The Council agreed to ask Tim Harris if he would be interested in preparing the bulletin – **ACTION: Cllr Tyler to ask Tim Harris**

19. Neighbourhood Plan: Update on current situation, progress made and next steps that need to be taken, including a review of the budget (Cllr Pilley)

Cllr Pilley provided an update on the Neighbourhood Plan – Alexandra Lloyd-Jones has joined the team. Place Studio have a grant of £1000 available from Locality. The next task is to engage people to gather evidence. **ACTION: Cllr Pilley and Alexandra Lloyd-Jones**

20. GDPR policy: To review and ratify GDPR policy (Locum Clerk)
Adjourned to January 2021

21. Asset register: To review asset register and discuss completion (Locum Clerk)

This was discussed in Agenda item 14 (f) and actions agreed (see agenda item 14 (f) above).

22. Code of Conduct: Feedback from Locum Clerk regarding review and update of Code of Conduct (Locum Clerk)

The Locum Clerk updated the Council that the Local Authority is currently updating the model Code of Conduct and GAPTC have recommended waiting for, and adopting, this. The Council agreed to this course of action.

23. Footpaths: Update on progress regarding access on footpath from the approach of Claypits Lane to Wasa-Wasa and other footpaths within the Parish. To discuss and agree actions needed to take this forward and potential budget requirements (Cllr Morris)

Cllr Morris provided an update on the current situation. Cllr Morris agreed to put together a plan for future action, with details and a list of actions needed and budget – **ACTION: Cllr Morris**

24. Hope Mill Lane land, County Council land between car park and playing field and improvements to the playing field: To establish sub-committee/working group and way forward (Cllr Pilley)

The Council agreed to the formation of a working group to take this forward – made up of: Cllr Pilley, Shelley Tester, Chloe Turner, and Brian Castle – to be led by Cllr Pilley. **ACTION: Cllr Pilley to take this forward and arrange meetings for discussion, copying in the Locum Clerk to all discussions and documentation**

25. Fromside playing field: To discuss field security and associated costs (Cllr Martin)
Adjourned to January 2021

26. Parish Council COVID-19 helpline: Update on helpline and any actions needed (Locum Clerk and Chair)

The Locum Clerk provided an update that this is now being managed by Grace Network, who offered to help out.

27. Parish Council Policies: To discuss and adopt the Anti Bullying and Harassment Policy (*Model NALC policy sent for review ahead of the meeting*) (Locum Clerk)

The Council adopted the Anti Bullying and Harassment Policy – **ACTION: Locum Clerk to upload the policy to the website and update the list of policies accordingly**

28. Date of the next meeting: Monday 4th January 2021 at 6.00pm via zoom

The Council agreed to move the meeting to Monday 4th January 2021 at 6.00pm via zoom

At 8.00pm, pursuant to the Standing Orders (section 3), a 30 minute extension of the meeting was proposed by the Chairperson, this was supported by all Council members present.

CONFIDENTIAL AGENDA

29. 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.

30. Staffing: Review of staffing issues

The current issues were reviewed and actions agreed accordingly

**THERE BEING NO FURTHER BUSINESS
THE MEETING CLOSED AT 8.30pm**

Signed:.....

Date:.....

Appendix 1

County Councillor Report – Nov/Dec 2020

Chloe Turner for Cllr Rachel Smith

COVID update:

In the 7 days to 18th November, there were 1,033 confirmed cases of COVID in Gloucestershire. The rate of cases for the county for the last 7 days stands at 162.1 cases per 100,000, lower than the South West and England as a whole. Stroud district stands at 161.7/100,000 while Cotswolds district has a slightly lower rate of 110.2/100,000. Preparations are underway behind the scenes for a mass vaccination programme, to be rolled out as soon as one or more vaccines gets the go-ahead, and commencing with the most at-risk groups.

Children's Services

Ofsted have conducted a visit to Children's Services, looking at the full range of services offered by the Council – Ofsted letter here [50156335 \(ofsted.gov.uk\)](https://www.ofsted.gov.uk/inspection-reports/report/50156335). Officers commended Council's response to COVID-19, describing it as "positive, proactive and well managed". An increase in the pace of change was praised, however it was noted that senior leadership are aware that some key areas still need improvement: services for children and families at the edge of care, the use of pre-proceedings to prevent delays, and the number and choice of placements available to young people.

CR4C Javelin Park challenge

The Court of Appeal has refused a bid by CR4C to appeal against the decision of the High Court, which had previously ruled against CR4C in their claim against the county council and the Javelin Park project. The council was awarded its costs of defending the High Court claim. CR4C have committed to "continue to challenge this illegal contract on the grounds of unfair competition and breach of state aid laws", including making a detailed application to DG Competition in the European Commission, as well as asking the Council's auditors, Grant Thornton, to issue a report on the value for money and legality of the contract after a three year delay.

Update on GCC's bid to the Active Travel Fund

GCC secured just under £865k in the second tranche of funding under this national scheme, much less than had been hoped. The Council have confirmed that the cycle scheme linking Cheltenham and Gloucester will be prioritised for funding, although Councillors have suggested that other funds may be made available for the two schemes proposed in Stroud district (Cainscross and the A419/Golden Valley route).

Consultations:

Overcoming barriers to mobility: a survey has been launched by GCC's SEN travel enablement team to find out more about the mobility issues experienced by people with additional needs and disabilities. Open until the new year, it can be accessed here:

www.gloucestershire.gov.uk/inclusiontravel

Appendix 2

Stroud District Councillors' Report – December 2020 – Martin Whiteside

Coronavirus Response

Covid Protection Officers (Covid Marshalls!)

The Council has teamed up with 4 other District Councils to fund a small team to provide additional advice on reducing transmission to the public and business. They do not have regulatory powers but can call in the police or Environmental Health Officers as required.

Business Grants

- **Local Restriction Support Grant (Closed) addendum LRSG**

The government has announced further grants fund support for businesses that have been forced to close due to the national restrictions.

- **Additional Restrictions Grant (ARG)**

Funding has also been made available to Local Authorities under the Additional Restrictions Grant (ARG) and will be used for discretionary payments. SDC is in the final stages of determining the local ARG policy and aims to go live and start accepting applications during the week commencing the 30th of November 2020.

For the latest information see <https://www.stroud.gov.uk/business/business-rates>

Council Business

Community resilience & wellbeing grants

To approve revised community recovery & wellbeing grant criteria and decision making process. Community Services & Licensing Committee – 26 November

2030 Climate change strategy

The SDC consultation remains open until 16 December. It sets out a Strategy and Action Plan on how Stroud District can lead the way in limiting, adapting, recovering, and responding to climate change, to protect future generations. The Council's operations are already carbon neutral and the aim of this strategy is to facilitate the whole district becoming carbon neutral by 2030, recognising that urgent action is needed to avoid severe impacts. For more information: <https://www.stroud.gov.uk/draft2030strategy>

Stroud District Council Local Plan

Additional housing sites out to consultation. Pressing ahead towards adoption before planning rules change.

Brimscombe Port

- Local Resilience Framework bid for land release funding - £1m
- Renegotiated £2m loan/grant from Homes England
- Infrastructure planning still being delayed by slow Environment Agency responses – Jan/Feb 2021

Other Local Issues

- Brimscombe & Thrupp Climate Action Network (BATCAN) information exchange with PC – see attached notes and agenda item
- Gloucestershire only received proportion of government Covid cycling money requested (£840k?) – prioritising schemes between Gloucester and Cheltenham. Therefore first stage of Golden Valley route not successful – but further funds being sought.
- Claypits Lane in schedule for resurfacing !!!
- Additional enforcement of speeds (and other highways safety checks) in operation along A419
- Stroud Goodwill Evening (till 9pm) on Friday 4th Dec.

Appendix 3:

Notes from a meeting between B&T Parish Council Members and BATCAN task leads Thursday 26th Nov 2020

Present: Colette Wilson, Greg Pilley, Tim Harris (PC) Jade Bashford (Chair)
Alexandra Lloyd-Jones, Joanna Graham, William Reddaway, Kate Cole, Dave
Judd, Martin Whiteside, Gisela Blee (BATCAN)

The purpose of the meeting was to keep the PC informed about how BATCAN is helping to deliver the PCs Climate Emergency declaration and identify any questions for the PC.

1. **Community composting** - Hope Mill lane land owned by PC seems suitable. Learning from Bisley scheme. Strong support shown in parish. Set-up costs needed but should cover running costs after a few years. *Is there a willingness for CC use? Will there be rent? Should it be combined with wider plans for the wider site? Is a sub-committee of PC needed?* Agreed to discuss at the next PC meeting.
2. **Learning in Nature** – opportunity for adults and children to work/learn together. Some discussions happening in relation to Stringers Wood. *How do we optimise community space for CC adaptation? Local food production? Could there be a shared allotment? Should we investigate under-utilised farmland? NDP to highlight green spaces and wildlife corridors - strategies for tree planting and re-wilding?*
3. **‘Solar Streets’ scheme** - for discount PV at community level. This branded scheme wont happen, but alternatives with local constructors under discussion. Savings possible due to multiple installations in ne neighbourhood with community coordination. *Could NDP help by supporting PV in Industrial Heritage Conservation Area and on listed buildings?*
4. **Home energy efficiency retrofit advice** – Dave offering webinar (or workshop post-restrictions) with follow-up home visits. How to decide what your house needs nd likely costs. Very well received in Chalford. *Is there interest for a B&T event? Virtual sooner & physical later? Could the PC promote?*
5. **Traffic, speeds, walking, cycling, riding** – better police and highways coordination developing. Alexandra in contact with police and older drivers forum. A number of initiatives underway. V. helpful when PC demonstrates support and action to tackle road safety concerns. Budget for speed sign/camera welcomed. *Will PC support police supervised training with willing volunteers? What are the desired outcomes?*
6. **Electric bike information day** - Willingness from e-bike suppliers and existing owners. Event in March 2021 (or Easter?) in Brewery car park. *Should we think about training? Buddying? Maintenance? PC website to promote business cycle to work scheme?*
7. **Community Wind turbine(s)** - ongoing conversations with neighbouring parishes but recognised as very sensitive issue. *How has Bisley NDP included in policy? Would "community owned" power development meet with local support (needs it for planning)? What is the PCs initial view?*

8. **Neighbourhood Development Plan – Links all this up.** Trying to finish, important to include a strong sustainability theme as that can enable other initiatives. Alexandra & Greg looking for volunteers for local survey work e.g. mapping green spaces.