

**MINUTES OF BRIMSCOMBE & THRUPP
PARISH COUNCIL MEETING
HELD REMOTELY VIA ZOOM
ON MONDAY 4th January 2021 AT 6.00PM**



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

Absent: Cllr Bill Harvey

In attendance: District Councillor Martin Whiteside
Chloe Turner (Case worker representing County Councillor Rachel Smith)
Craig Fellowes – Neighbourhood Warden

1. Apologies

There were no apologies received

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 1st December 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. To receive the monthly County Councillor report (5 mins)

Chloe Turner gave a verbal update on the following:

- GCC budgeting process: The County Council have put out a budget for 2021-22 for consultation on their website. This is open until 5pm on the 15th January 2021, see: <https://www.gloucestershire.gov.uk/council-and-democracy/consultations/202122-budget-consultation-have-your-say/>
- COVID activities and response
- Hope Mills site: Chloe obtained a copy of the lease contract from the County Council and is looking into whether the Parish Council can also have use of the strip of land by the car park.

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

Cllr Whiteside verbal update on the following:

- Carbon Neutral 2030 – the draft implementation plan has been consulted on and will now come back to Council for final approval.
- COVID-19 – Grants are available to businesses affected by COVID-19 measures. Cllr Martin stated that if people are aware of any category of business falling between the gaps to contact him as he can input in the process for discretionary measures.
- A grant application has been put in by the District Council for retrofitting hard to heat council houses and supported living units.

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

Cllr Young was not present at the meeting.

7. To receive a monthly update from the Neighbourhood Warden (5 mins)

Craig Fellowes provided a verbal update on the following:

- Fly tipping and what is being done to address this
- Parking issues on Thrupp Lane and measures taken to address this
- The Neighbourhood Wardens have been increasing their presence in the area

Cllr Martin updated Craig on a number of recent break-ins at the Football Club.

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

Applications requiring a decision:

- **20/0056/STMAJW**

Proposed use of field as pet cemetery. Use of site as waste transfer station for the temporary storage of clinical waste; retention of 2no. Cremators for clinical waste burning (abp cat 1 material domestic pets) and extended office building, together with associated works.

The Committee agreed to submit comments on this GCC application via email, to be prepared by the Locum Clerk and Cllr Pilley – to include previous comments and present comments: The Council would like to see an Environmental Impact Assessment and Hydrological Survey to chart where the water from this site goes. The Council also raised concerns about the change of use of this land.

[Action: Locum Clerk to prepare comments, alongside Cllr Pilley for submission via email to GCC]

- **S.20/2453/TCA**

Fell group of poplars labelled T1-T7

The Committee agreed to ‘No Comment’ on this application

Stance: neutral

[Action: Locum Clerk to submit comments to SDC]

9. Reinstatement of verges: To revisit and discuss reinstatement of verges by Gigaclear and any actions required (Locum Clerk)

The Council discussed the verges and it was agreed that Chloe Turner would follow up on this in conjunction with the Locum Clerk **[Action: Locum Clerk]**.

10. Interim Plans for the Port: To receive an update (Chair)

District Councillor Martin Whiteside provided a verbal update to the Parish Council.

11. Finance**(a)** Accounts for approval and payment

| Recipient and details | Payment method | Amount |
|---|----------------|-----------------|
| Hannah Warren (Reimbursement of expenses for Zoom monthly subscription - January) | BACs | £14.39 |
| Collingridge Employment Law Ltd (HR advice) | BACs | £806.40 |
| Salary payments | BACs | £1000.00 |
| GritBins.Net | BACs | £266.09 |
| T.W. Hawkins and Sons (Mowing Fromeside playing field) | BACs | £167.76 |
| Hannah Warren (reimbursement for postal redirection) | BACs | £321.00 |
| Hannah Warren (reimbursement for USB external hard drive) | BACs | £44.20 |
| Midwinter's Solicitors | BACs | £420.00 |
| TOTAL | | £3039.84 |

The above accounts were agreed for payment. Additional payments were also agreed in advance in relation to: a) additional salary payments, once the final breakdown has been calculated and submitted via PATA; and, b) the Handy Person, once an invoice has been received (these will be added to the accounts for approval in February 2021).

(b) To receive monthly breakdown of income and expenditure and monthly budget monitoring statement (Locum Clerk)

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

(c) To finalise and set 2021-22 annual budget and agree precept

The Parish Council reviewed the provisional budget that was discussed at the extraordinary meeting held on Monday 23rd November 2020, which had been revised electronically in the interim period. The Parish Council set the budget for the 2021/22 financial year, as follows:

| Expenditure | Budget 2021/22 |
|---------------------------|----------------|
| Projects | £4,000.00 |
| Road safety and transport | £5,000.00 |
| Donations/Grants | £3,000.00 |
| Chairs Allow | £155.00 |
| Training | £1,000.00 |
| Professional Costs | £2,000.00 |
| A419 Playing Field | £1,200.00 |
| General Admin | £1,000.00 |
| Web Site Management | £1,000.00 |
| Salaries | £16,000.00 |
| Subscriptions | £800.00 |
| Allotments | £1,900.00 |
| Legal Costs | £750.00 |

| | |
|------------------------|-------------------|
| Neighbourhood Warden | £400.00 |
| Parish Maintenance | £10,000.00 |
| Newsletter | £500.00 |
| Neighbourhood Plan | £6,000.00 |
| Community Centre Funds | £5,000.00 |
| TOTAL | £59,705.00 |

| Income | Budget 2021/22 |
|-----------------------------|-----------------------|
| Bank Interest | £10.00 |
| Allotment Rents | £1,900.00 |
| Wayleave Payment | £45.00 |
| Gifts/grants/CIL | £1,000.00 |
| Precept requirement/request | £49,250.00 |
| Contribution from reserves | £7,500.00 |
| TOTAL | £59,705.00 |

The contribution from reserves is to be made up of:

| Income | Budget 2021/22 |
|--------------------------------|-----------------------|
| Office equipment | £500.00 |
| Professional fees (legal) | £1,000.00 |
| Bus shelters | £500.00 |
| Highways/traffic projects | £2,500.00 |
| Neighbourhood Development Plan | £3,000.00 |
| TOTAL | £7,500 |

The Council agreed to a precept request/requirement of £49,250. This precept request represents an increase in last year's precept from £65.39 to £68.64 for a Band D charge, a 5% increase.

The Council agreed for the designated reserves for 'Brimscombe Port' to be combined within the 'Community Centre Project' reserves heading.

ACTION: Locum clerk to submit precept request form to SDC – with a precept request of £49,250.00.

ACTION: Council to finalise proposed spending and projects within a few of the budget lines following changes to agreed budget amounts at meeting in February 2021 – Locum Clerk to add to agenda.

12. Hope Mill Lane land, County Council land between car park and playing field and improvements to the playing field: To receive update from working group (Cllr Pilley) Cllr Pilley gave an update on the meeting held in December 2020. Another meeting is planned for January 2021, date yet to be set.

13. Fromside playing field: To discuss field security and associated costs (Cllr Martin) **ACTION:** Cllr Martin to investigate costs for pedestrian gates ready for an update at the Parish Council meeting in February 2021.

Cllr Castle provided an update regarding estimated costs for the proposed work on lowering the manhole cover. **ACTION:** Cllr Castle to provide quote details and method statement for consideration and approval at the Parish Council meeting in February 2021.

- 14. Footpaths:** To discuss and agree actions needed to take this forward and potential budget requirements (Cllr Morris)

Cllr Morris reported that the broken style previously reported has been repaired. Cllr Morris is awaiting information regarding other styles under review.

- 15. Neighborhood 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 progress towards finalizing the Neighbourhood Plan, including the application for a grant of £1,000.

The Council discussed working groups and how these operate and whether groups can be made up of members who are not Councillors. The Council asked the Locum Clerk to speak with GAPTC to get guidance on this issue [**ACTION: Locum Clerk**]

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.

- 16. Home working policy:** To discuss and adopt the home working policy (*Model NALC policy sent for review ahead of meeting*) (Locum Clerk)

The Council agreed that the Staffing Committee would take forward this policy in conjunction with the Locum Clerk. The Locum Clerk will email with and arrange a date for the staffing committee to meet [**ACTION: Locum Clerk**]

- 17. GDPR policy:** To review and ratify GDPR policy (Locum Clerk)

Adjourned to February 2021

- 18. Asset register:** To review asset register and discuss completion (Locum Clerk)

The Locum Clerk provided an update on which Councillors had agreed to update specific sections of the Asset Register, in addition to this Cllr Martin agreed to be responsible for updating the machinery section and Cllr Castle agreed to be responsible for updating the section regarding benches. It was agreed that everyone would work towards finalising their section ready for a review at the Parish Council meeting in February 2021, ready for the insurance renewal process [**ACTION: all Councillors**].

- 19. Clerk's report:** Details of progress undertaken by Locum Clerk to manage essential business, including report of hours worked and activities undertaken (*to be sent prior to meeting*)

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

- 20. Parish Council COVID-19 helpline:** Update on helpline (Locum Clerk and Chair)

The Locum Clerk updated the Council that the helpline has now been closed, as there were no calls recently received. The Locum Clerk will organise a Parish Council mobile number, which

will replace the helpline number as the contact number for the Parish Council [**ACTION: Locum Clerk**]

- 21. Standing orders:** To appoint a working group to work on this alongside the Clerk/Locum Clerk (Locum Clerk)

The Council discussed current capacity constraints and it was decided that Cllr Tyler and the Locum Clerk would begin to look at the Standing Orders ahead of a working group, and that the Locum Clerk would contact GAPTC regarding amending these in light of current capacity constraints [**ACTION: Locum Clerk and Cllr Tyler**]

- 22. Review of Financial Regulations:** To appoint a working group to work on this alongside the Clerk/Locum Clerk (Locum Clerk)

The Council discussed current capacity constraints and it was decided that Cllr Tyler and the Locum Clerk would begin to look at the Financial Regulations ahead of a working group, and that the Locum Clerk would contact GAPTC regarding amending these in light of current capacity constraints [**ACTION: Locum Clerk and Cllr Tyler**]

- 23. Allotments:**

(a) To review management of allotments

The Council agreed that Cllr Pilley would step into the role of Allotment Manager, assisting alongside the Locum Clerk

(b) To review rental amounts for grazing plots, according to the size of the plots

Cllr Pilley will work on reviewing the rental amounts for grazing plots, for presentation to the Council at a future Parish Council meeting [**ACTION: Cllr Pilley**]

(c) To review tenancy renewal dates

The Council agreed to move the tenancy renewal date from the 1st April each year to 1st January each year, with the next renewal moved from 1st April 2021 to 1st January 2022. The Locum Clerk and Cllr Pilley will write to allotment holders to communicate this amendment [**ACTION: Locum Clerk and Cllr Pilley**]

- 24. Ash Die Back Project:** To discuss and agree plans for replanting to submit to Gloucestershire County Council (*email with details sent ahead of meeting*)

The Council agreed that Cllr Wilson and the Locum Clerk will work on a proposal to be submitted [**ACTION: Cllr Wilson and Locum Clerk**]

- 25. Date of the next meeting:** Tuesday 2nd February 2021 at 6.00pm via zoom

The Council agreed to hold the next meeting on Monday 1st February 2021 at 6pm via zoom

CONFIDENTIAL AGENDA

- 26. 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.**

- 27. 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:.....