

**MINUTES OF BRIMSCOMBE & THRUPP  
ANNUAL PARISH MEETING AND PARISH COUNCIL MEETING  
HELD REMOTELY VIA ZOOM  
ON TUESDAY 11<sup>th</sup> MAY 2021 AT 6.00PM**



Present: Cllr Colette Wilson                      Chair  
          Cllr Bob Tyler                              Vice-Chair  
          Cllr Ian Ballantyne  
          Cllr Brian Castle  
          Cllr Tim Harris  
          Cllr Greg Pilley  
          Cllr Joa Robins  
          Cllr Martin Whiteside

Apologies: Cllr Gwen Grant

In attendance: County Councillor Chloe Turner  
                  District Councillor Beki Aldam  
                  Hannah Warren (Locum Clerk)

**1. Election of Chairperson**

Cllr Wilson was nominated by Cllr Ballantyne and seconded by Cllr Whiteside  
Resolved to elect Cllr Wilson as chair with unanimous vote

**2. Election of Vice-Chairperson**

Cllr Tyler was nominated by Cllr Wilson and seconded by Cllr Harris  
Resolved to elect Cllr Tyler as vice-chair with unanimous vote

**3. Apologies**

Cllr Gwen Grant sent apologies ahead of the meeting which were accepted by the Council  
Craig Fellowes – Neighbourhood Warden and Amy Webb – PCSO sent apologies ahead of the meeting

**4. 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).

**5. Approval of Minutes of Parish Council Meeting held on Tuesday 6<sup>th</sup> April 2021  
(sent with final agenda)**

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)

**6. Public participation:** An opportunity for the public to raise issues relating to the Parish  
There were no members of the public present at the meeting.

**7. Welcome to new Councillors:** Welcome to new Councillors and related housekeeping  
The Chair extended a welcome to all the new Councillors.

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

Cllr Chloe Turner was welcomed as County Councillor. Cllr Turner reported that the second contamination report for the land at Hope Mills Car Park was lost by SDC during an archiving process. She is therefore chasing this up with GCC to obtain a copy.

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

The new District Councillor Beki Aldam was welcomed. No report provided due to recent election.

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

No report provided due to recent election.

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

The Neighbourhood Warden was unable to attend the meeting

[Cllr Castle joined the meeting at 18.22]

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

Applications requiring a decision:

- **S.21/1147/TCA**  
*T1-T15 Ash with dieback- application to fell*  
**The Committee agreed to 'No Comment' on this application**  
**Stance: support**
- **S.21/0635/HHOLD**  
*Erection of cabin*  
**The Committee agreed to 'No Comment' on this application**  
**Stance: neutral**
- **S.21/1047/CPE**  
*Confirmation of the retention of an existing park home used as an independent dwelling*  
**The Committee agreed to 'No Comment' on this application**  
**Stance: neutral**
- **S.21/0983/HHOLD**  
*Construction of garden room & raised decking (retrospective)*  
**The Committee agreed to 'No Comment' on this application**  
**Stance: neutral**
- **S.21/0878/TPO**  
*T1-T7 Poplar - Fell Remaining Poplars to ground*

**The Committee agreed to ‘No Comment’ on this application  
Stance: neutral**

**[Action: Locum Clerk to submit comments to SDC]**

The Council discussed the process for dealing with and assessing planning applications. It was agreed that Cllr Whiteside and Hannah Warren would suggest a process and guidelines

**[ACTION: Cllr Whiteside and Locum Clerk]**

- 13. Committees and working groups:** To appoint Councillors to committees and working groups (Staffing Committee, Fromeside Playing field working group, Standing Orders and Financial Regulations review working group) (Locum Clerk)

The Council decided to discuss committees and working groups at the Away Day later in May 2021, for ratification at the meeting in June 2021.

- 14. Commemorative bench and event:** To receive an update on the commemorative bench and event, and discuss actions needed and agree budget where necessary (Locum Clerk and Shila Brown)

The commemorative event at Stroud Brewery is scheduled for 1<sup>st</sup> August 2021. Hannah Warren is yet to contact Hailey Saw Mill regarding the commemorative bench **[ACTION: Brian Castle and Locum Clerk to follow up on bench]**.

- 15. Training day:** To discuss training day and approve associated costs (Shila Brown)

The Parish Council Training day and Away day is scheduled for 21<sup>st</sup> May 2021. The Council agreed a budget of £300 for the event.

- 16. Parish Council office space:** To receive an update on progress and agree a provisional budget for associated costs (Locum Clerk)

The Council received an update on plans to set up a Parish Council office space in the Brimscombe and Thrupp Social Centre. The Council agreed a provisional budget of £300 for equipment. Cllr Harris will speak with Shila Brown and Hannah Warren about setting up a cellular hotspot for internet access **[ACTION: Cllr Harris, Shila Brown and Locum Clerk]**

**17. Finance**

- (a) Accounts for approval and payment**

Recipient and details	Payment method	Amount
Salary payments	BACs	£1140.00
Colours Maintenance (playing field hedge watering) (paid)	BACs	£340.00
The Phone Coop (Mobile phone contract)	DD	£2.57
Hannah Warren (Reimbursement of expenses for Zoom monthly subscription)	BACs	£14.39
2commune (Domain name hosting and management renewal – two years to 12/08/2023)	BACs	£180.00
PATA (January – March 2021 payroll)	BACs	£7.50
Centre for Sustainable Energy (NDP support)	BACs	£648.00
<b>TOTAL</b>		<b>£2332.46</b>

The accounts were agreed for payment.

- (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 appoint two new additional banking signatories

It was agreed that Cllr Ballantyne and Cllr Whiteside would be set up as two new additional banking signatories, in addition to Cllr Wilson and Cllr Tyler.

- (d) Update on AGAR and Internal Independent Audit (Locum Clerk)

The Locum Clerk provided an update on the AGAR and Internal Independent Audit process

**18. Asset register:** To finalise and approve asset register (Locum Clerk and Shila Brown)  
The Council received an update on the asset register which is almost complete. Cllr Harris suggested using 'what three words' as location points for assets **[ACTION: Shila Brown to complete asset register]**

**19. Insurance renewal:** To review and approve insurance renewal and associated costs (Locum Clerk)

The Locum Clerk reported that efforts had been made to secure three quotes for the insurance renewal, but the process had been hampered by some remaining gaps in the asset register. The Council decided to renew with the existing insurers BHIB for one year, at the cost of £725.48 and to work on getting quotes for next year once the asset register is finalised **[ACTION: Locum Clerk to renew insurance with BHIB]**

**20. Land adjacent to Fromeside playing field:** Review and sign heads of terms for leasing  
This item was adjourned to June 2021 **[ACTION: Locum Clerk to follow up with County Cllr Turner]**

**21. 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 and agree any associated costs (Cllr Pilley)

The Council agreed to discuss this working group and actions needed at the Away Day, with actions to be agreed at the Parish Council meeting in June 2021

**22. GDPR:** To receive and update and discuss next steps and template Breach Policy (Shila Brown)

This item was adjourned to June 2021

**23. Social Media Policy:** To review and ratify Social Media Policy (Shila Brown)

This item was adjourned to June 2021

**24. 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 gave an update on the current situation, work done to date and next steps needed. It was proposed that a working group is established to take this forward, to be discussed initially at the Away Day and any decision ratified at the Council meeting in June 2021.

**25. Summer Parish Party:** Update on plans and approve associated costs (Cllr Wilson)  
The Parish Council is supporting a Summer Parish Party which is taking place on 26<sup>th</sup> June. The Council agreed to a budget of £1500 to support this event. It is hoped that this sum will be recouped in revenue from ticket sales and stalls. Cllr Ballantyne will circulate a detailed budget of what this amount includes **[ACTION: Cllr Ballantyne]**.

**26. Allotment Clean up day:** Update on plans and discussion and approval of associated costs for skip hire (Cllr Pilley)  
Cllr Pilley updated the Council regarding the planned allotment clean up day, scheduled for May 15<sup>th</sup>. The Council agreed to cover 50% (approximately £150) of the cost of hiring a skip, as much of the rubbish is historic from previous allotment holders. Existing allotment holders will contribute to cover the remaining 50% of the skip hire fees.

**27. 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 during April to manage essential business via a report that was circulated prior to the meeting.

**28. Date of the next meeting:** Tuesday 22<sup>nd</sup> June 2021 at 6.00pm

**THERE BEING NO FURTHER BUSINESS  
THE MEETING CLOSED AT 19.40**

**Signed:**.....

**Date:**.....