

**MINUTES OF BRIMSCOMBE & THRUPP  
PARISH COUNCIL MEETING  
HELD AT BRIMSCOMBE AND THRUPP SOCIAL CENTRE  
ON TUESDAY 13<sup>th</sup> July 2021 AT 6.00PM**



- Present: Cllr Bob Tyler Vice-Chair  
Cllr Gwen Grant  
Cllr Tim Harris  
Cllr Greg Pilley  
Cllr Joa Robins  
Cllr Martin Whiteside
- Apologies: Cllr Ian Ballantyne  
Cllr Brian Castle  
Cllr Colette Wilson  
District Councillor Beki Aldam
- In attendance: County Councillor Chloe Turner  
Hannah Warren (Locum Clerk)  
Shila Brown (Assistant Clerk)  
Four members of the public were present

**1. Apologies**

Cllrs Ian Ballantyne, Brian Castle and Cllr Colette Wilson sent apologies ahead of the meeting 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).  
Cllr Whiteside declared an interest in Planning Application S.21/1400/LBC, agenda item 11.

**3. Approval of Minutes of Parish Council Meeting held on Tuesday 22<sup>nd</sup> June 2021**  
The Minutes were approved and signed as a true record

**4. Outstanding actions from previous meeting**

The following outstanding actions were noted, as underway or scheduled:

**Agenda item 14b – Actions from the Annual Internal Audit Report provided by GAPTC:**

**Section 1.1** – The Council agreed that current Standing orders will be reviewed with reference to the Model Standing orders 2018, for amendment. **ACTION: Locum Clerk to work on this with Cllr Harris**

**Section 1.4** – The Council agreed that the model Financial Regulations from 2019 are reviewed for adoption as soon as possible. **ACTION: Locum Clerk to work on this with Cllr Harris**

**Section 1.6** – The Council agreed that additional quotes for grass cutting will be obtained by the

Clerk for review. **ACTION: Locum Clerk**

**Section 1.7** – The Council agreed to review the code of conduct as soon as new guidance/code is available – **ACTION: Locum Clerk and Cllr Harris**

**Section 2.3** – The Council agreed that an annual list of direct debits and standing orders are to be presented to Council for approval – **ACTION: Locum Clerk**

**Section 3.1** – The Council agreed to undertake a comprehensive insurance cover review prior to renewal in 2022/23 – **ACTION: Locum Clerk**

**Section 3.3** – The Council agreed to review the Risk Management policy as soon as possible and create a separate document to be annexed to the Standing Orders – **ACTION: Locum Clerk and Cllr Harris**

**Section 3.6** – The Council agreed to finalise the asset register – **ACTION: Shila Brown**

**Section 3.7** – The Council agreed for regular inspection of assets to take place – **ACTION: Shila Brown**

**Section 3.8** – The Council agreed to periodic reviews of the bank accounts and bank mandates – to be completed as soon as possible – **ACTION: Locum Clerk**

**Section 5.2** – The Council agreed the development of a Reserves Policy – **ACTION: Locum Clerk and Cllr Harris**

**Section 6.5** – The Council agreed the pension arrangements are minuted at meeting as soon as possible after contract ratification – **ACTION: Locum Clerk/Staffing Committee**

**Section 6.6** – The Council agreed to check when the 3 year pension review is due to take place – **ACTION: Locum Clerk/Staffing Committee**

**Section 9.3** – The Council agreed that registers of interest be published on the Parish Council website – **ACTION: Locum Clerk and Cllr Harris**

**Agenda item 23 – Verge management:** It was agreed that Cllr Robins will work on a verge management policy with the handy person [**ACTION: Cllr Robins**]

**5. Public participation:** An opportunity for the public to raise issues relating to the Parish. Four members of the public attended the meeting to raise the issue of the speed and noise of traffic on the A419 through Thrupp. They noted that the lorries have increased in volume and speed, and raised the question of reducing the speed limit to 30 mph. The issue of speed cameras was also raised, and the question posed as to whether the Council had commissioned any yet, as planned in the budget for this financial year. The Council agreed with the concerns and confirmed that the speed cameras had not yet been commissioned. The following actions were agreed by the Council:

**ACTION: Locum Clerk, Cllr Whiteside and Alexandra Lloyd-Jones to meet to work on a proposal for speed cameras, to be presented to Council at the September 2021 meeting – looking at the number of cameras, type, cost and possible locations**

**ACTION: Cllr Turner will raise the questions of altering the speed limit from 40mph to 30mph on sections of the A419 and inserting refuge islands for pedestrians crossing the road with Paul Helbrow from GCC Highways.**

**ACTION: Cllr Turner will also invite Paul Helbrow to speak with the Council either meeting with the group working on the proposal and/or coming to the meeting in September 2021 – Locum Clerk to liaise with Cllr Turner**

**ACTION: Cllr Turner will find out about and liaise with the Locum Clerk regarding possible funding from the Build Back Better fund, which might be used for this project**

**6. To receive the monthly County Councillor report – Cllr Turner (5 mins)**

Cllr Turner provided a written report prior to the meeting (see appendix 1). In addition Cllr

Turner provided a verbal update on the following:

The pet cemetery planning application has been approved. Cllr Turner will send the Parish Council a list of conditions so that adherence to this can be monitored [**ACTION: Cllr Turner**]  
 The Council discussed the verge management with Cllr Turner, and it was agreed that this would now be considered and taken forward by the Parish Council in relation to any requests for the District Council on management [**ACTION: Locum Clerk, Cllr Robins and Crissie Lewis**]  
 The Council asked Cllr Turner to investigate the work undertaken by Highways on the concrete spillage on Brewery Lane – **ACTION: Cllr Turner to ask Highways if this is a patch repair pending further work, or if they consider the work to be completed**

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

Cllr Aldam was not present at the meeting and sent apologies.

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

None of the District Councillors representing the Chalford Ward were present at the meeting

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

Craig Fellowes, the Neighbourhood Warden, provided an update on activities undertaken over the month.

It was agreed that the details of the Neighbourhood Warden should be placed on the Parish Council notice boards and a notice also placed on the website drawing people's attention to the details there – so that people within the Parish are aware of the role and assistance that can be offered [**ACTION: Locum Clerk, Craig Fellowes and Cllr Harris**]

**10. To receive a monthly update from the PCSO (5 mins)**

The PCSO was not present at the meeting

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

Applications requiring a decision:

- **S.21/1400/LBC**  
*Installation of Heritage double glazed units and roof light*  
**The Council agreed to 'No Comment' on this application**  
**Stance: support**
- **S.21/1590/HHOLD**  
*Erection of retaining wall and outbuilding*  
**The Council agreed to 'No Comment' on this application**  
**Stance: support**
- **S.21/1520/TCA**  
*8 x common ash - Fell*  
**The Council agreed to 'No Comment' on this application**  
**Stance: support**

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

**12. Brimscombe Port:** To receive an update on the current situation and agree next steps

The Council agreed to form a working group to take this project forward, comprising of Cllrs Wilson, Tyler, Grant and Whiteside, with support from Hannah Warren and Shila Brown. It was agreed that this group would meet on at 10.30 on Monday 19<sup>th</sup> July 2021, to discuss next steps and would then arrange to meet with Alison Fisk and Leonie Lockwood, and report back to the full Council at the meeting in September 2021 [**ACTION: Cllrs Wilson, Tyler, Grant and Whiteside, and Hannah Warren and Shila Brown**]

### 13. Finance

#### (a) Accounts for approval and payment

| Recipient and details  | Payment method | Amount          |
|--|----------------|-----------------|
| Salary payments  | BACs           | £1820.00        |
| Hannah Warren (Reimbursement of expenses for Zoom monthly subscription - June) | BACs           | £14.39          |
| Water Plus (Allotment water supply)  | BACs           | £31.90          |
| The Cotswold Hay Bale Company (Hay bales for the Summer Party)                 | BACs           | £275.00         |
| PATA (payroll service)   | BACs           | £7.50           |
| Handy person   | BACs           | £212.50         |
| <b>TOTAL</b>   |                | <b>£2361.29</b> |

The accounts were agreed for payment [**ACTION: Locum Clerk and Cllrs Wilson and Tyler**]

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

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

#### (c) To note any significant variances in the budget

There were no significant variances in the budget

#### (d) To undertake a mid-term review of spends to date and budget lines

The Council agreed that the mid-term review of spends should be undertaken by the following Councillors and the Locum Clerk, who would then report back to the full Council at the meeting in September with a report and any recommendations [**ACTION: Cllrs Ballantyne, Grant and Wilson and Hannah Warren**]

#### (e) To receive report on internal control carried out in July 2021

The report was received by the Council. The Council noted and agreed the additional actions recommended, which include: The Locum Clerk investigating ethical accounts when undertaking the review of bank accounts [**ACTION: Locum Clerk**] and, the Locum Clerk investigating possible accounting packages to use (ideally linked to a bank account) as an alternative to spreadsheets [**ACTION: Locum Clerk**]

### 14. Committees and working groups: To agree on actions and next steps (Locum Clerk)

The Council revisited the Committees and working groups to take forward and agreed the next steps for each of these:

**Staffing Committee:** To arrange meeting over the next couple of months and liaise with Locum Clerk regarding contract [**ACTION: Cllr Tyler and Hannah Warren**]

**Brimcombe Port Working Group:** Group to meet on Monday 19<sup>th</sup> July 2021

**Parish Council Policies and Standing Orders Working Group:** Work is underway by Cllr Harris, with the Locum Clerk [**ACTION: Cllr Harris and Hannah Warren**]

**Neighbourhood Development Plan (NDP) Working Group:** Meeting on Thursday 15<sup>th</sup> July 2021 to work out next steps

In addition to these working groups it was agreed that although the Fromeside Playing Field Working Group would remain on hold until the NDP was finalised, that Cllr Whiteside would work with BATCOM regarding the Community Composting proposals [**ACTION: Cllr Whiteside**], Shila Brown would follow up with the contractors regarding the contamination report [**ACTION: Shila Brown**] and coordinate a visit to other composting schemes [**ACTION: Shila Brown**]. It was also agreed that a possible review of the commercial use of the Car Parking site would be placed on the September Council meeting agenda for consideration [**ACTION: Locum Clerk**]

**15. Commemorative bench and event:** To receive an update on the commemorative bench and agree supplier and cost (Shila Brown)

The Council considered the options and quotes provided and agreed on option 1 – to purchase a soft wood heavy duty picnic table from Hailey Wood sawmill at a cost of £190+VAT, a commemorative plaque at circa £95, and the installation of a concrete base [**ACTION: Shila Brown to organise the order and investigate the concrete base and contractors to carry out this work**]. It was also agreed that a commemorative tree would be planted [**ACTION: Shila Brown to look into options**].

**16. Land adjacent to Fromeside playing field:** Review and sign heads of terms for leasing (Cllr Pilley)

The Council agreed to go ahead with the heads of terms drafted by Cllr Turner [**ACTION: Locum Clerk to liaise with Cllr Turner to take this forward**]

**17. Summer Parish Party:** Update on plans and budget (Cllrs Wilson and Ballantyne)  
Cllrs Wilson and Ballantyne were not present at the meeting. The Locum Clerk updated the Council regarding the date confirmation of Saturday 31<sup>st</sup> July 2021 for the event. The Council requested that Cllrs Wilson and Ballantyne send an email update to all Councillors, with details of what they would like Councillors to do on the day [**ACTION: Cllrs Wilson and Ballantyne**]. The Council agreed that the Parish Council should have a stand/board at the event, with details of what the Parish Council do and contact details etc, and also for a light-touch consultation on what people would like to see on the Fromeside Playing Field site. It was suggested that this could be done on the side of the beer tent [**Hannah Warren and Shila Brown to take this forward ahead of the event to pass over to Councillors who are able to attend**]

**18. GDPR:** To receive an update and carry out quick audit exercise (Shila Brown)  
The Council carried out an audit exercise to think about the types of data dealt with. Further training will be provided at the next meeting in September 2021 [**ACTION: Shila Brown**]

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

No update, the Working Group will be meeting on Thursday 15<sup>th</sup> July 2021.

**20. Boundary Review:** To consider requesting a Parish Boundary Review and agree on actions (Locum Clerk)

The Council agreed to request a Parish Boundary Review, and asked the Locum Clerk to begin the process and find out the process of such a review [**ACTION: Locum Clerk**]

- 21. Parliamentary Constituency Boundaries:** To consider making a comment from the Parish Council regarding proposed changes to boundary changes, with Chalford Ward moved from the Stroud to Cotswold Constituency (Cllr Whiteside)

The Council agreed with the wording of the formal comment drafted by Cllr Whiteside, including the optional text (option 3) [**ACTION: Locum Clerk to submit comments by 2<sup>nd</sup> August 2021**]

- 22. Grant application:** To consider grant application from Sue Ryder Leckhampton Court Hospice

The Council considered the grant application submitted and decided not to fund the application, as it would like to prioritise small local initiatives [**ACTION: Locum Clerk to contact applicant**].

The Council also agreed that the Grant Policy should be checked to see that it reflects this [**ACTION: Policies and Standing Orders Working Group – Cllr Harris and Hannah Warren**]

- 23. Verge management:** To discuss the cutting and management of roadside verges within the Parish (Cllr Robins)

This item was adjourned to September 2021 [**ACTION: Locum Clerk to add to agenda for September 2021**]

- 24. Parish Council office:** Update on progress and discussion and approval of associated costs, including monthly lease agreement (Shila Brown)

Shila Brown provided an update on discussions so far, and it was agreed that she should continue with this and report to the Council again at the meeting in September 2021 [**ACTION: Shila Brown**]

- 25. Disciplinary and Grievance policy:** To review Disciplinary and Grievance policy (Locum Clerk)

The Council reviewed the existing Disciplinary and Grievance Policy and agreed that no changes need to be made [**ACTION: Locum Clerk to update document for the website**]

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

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

- 27. Date of the next meeting:** Tuesday 7<sup>th</sup> September 2021 at Brimscombe and Thrupp Social Centre

**THERE BEING NO FURTHER BUSINESS  
THE MEETING CLOSED AT 20.10**

**Signed:**.....

**Date:**.....

## Appendix 1: County Councillor Report

### County Council update

Do contact me any time on:

[Chloe.turner@gloucestershire.gov.uk](mailto:Chloe.turner@gloucestershire.gov.uk) (county)

[Cllr.chloe.turner@stroud.gov.uk](mailto:Cllr.chloe.turner@stroud.gov.uk) (district)

Tel: 07710514689

#### News from Shire Hall:

##### [Funding for digital community projects](#)

Gloucestershire County Council is offering £200,000 to support digital community projects across the county – click the subtitle for details of how to apply for your community group.

##### [Metal recycling campaign](#)

In a countywide social media campaign, residents are being encouraged to recycle their metal packaging to make every can count. Metal items such as aluminium cans are not only endlessly recyclable, they generate funds for the council that can pay for the recycling of other items.

##### [Holiday Hunger Fund/activities programme](#)

£1.39m of funding, from the Department for Education, will be used to delivery the Holiday Activities and Food Programme (HAF) for four weeks in August, and one week at Christmas. Parents and carers who think their children and young people might benefit from free holiday clubs should visit <https://www.gloucestershire.gov.uk/HAF> for more information.

##### [Doubling of EV charger rollout](#)

GCC will invest £620k in the first of 500 double charging points (1000 charging points in total) around the county adding to the privately owned points already in place in car parks and fuel stations. The roll out of the first 25 double charge points will start in Gloucester and Cheltenham later this financial year.

#### Full Council Meeting – 30<sup>th</sup> June

A Lib Dem motion for a presumption of 30mph in residential areas received widespread support across the party but was still relegated to Scrutiny by the administration. Similar treatment was received by motions on EU Settlement and voter ID, but a motion to lobby government for hybrid (virtual and in-person meetings, to widen participation) was passed.

#### Accounts inspection period

The council has published its draft, unaudited accounts for the year to 31 March 2021 <https://www.gloucestershire.gov.uk/council-and-democracy/performance-and-spending/statement-of-accounts/>. From now until 11<sup>th</sup> August (weekdays 9-4pm), members of the public have the right to inspect the documents underlying these accounts. To take up this opportunity, email [FinAccounts@gloucestershire.gov.uk](mailto:FinAccounts@gloucestershire.gov.uk).

#### Local casework

1. *Claypits Lane* – the capital team at Shire Hall have as yet been unable to provide a start date for the resurfacing, following the failed attempt earlier this year. In the meantime, the local Highways Manager has completed some pothole repairs and is speaking to a contractor about patching around Heavenswood Cottage. More details to follow.
2. *Limekiln Farm – Pet Cemetery Application* – this goes to GCC Planning Committee on Thursday (8<sup>th</sup>, after time of writing) – I will update the council on the outcome next week.

3. *Verge Management* – update from the Community Services Officer about SDC’s verge management in B&T parish

“We do not actually maintain much in the Brimscombe and Thrupp area. I attach a couple of maps to illustrate this. The areas in purple are hard standing areas and these are edged back and weeded during winter works from January to March.

If weeds are particularly bad during the summer then we may apply herbicide but sometimes we will clear off by hand depending on resources.

We have greatly reduced the use of chemicals over the years and do not use any insecticides at all or selective weed killers in open spaces.

Weedkillers have also been much diluted down over the years and are formulated now so that they become inactive when they come into contact with the soil.”