

# BRIMSCOMBE & THRUPP PARISH COUNCIL

## NOTICE OF MEETING



Dear Councillor / Resident,

I hereby give notice that a **Meeting of Brimscombe & Thrupp Parish Council and Annual Meeting** will take place at **The West Suite, Port Mill, Brimscombe, GL5 2QQ**, on **Tuesday 14<sup>th</sup> May 2024 at 6.00pm** (for details of the meeting location and directions go to: [Council Meetings | Brimscombe & Thrupp Parish Council \(brimscombeandthrupp-pc.gov.uk\)](https://brimscombeandthrupp-pc.gov.uk)). Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below. All Residents of the Parish are welcome. **There will be an opportunity during the meeting for Members of the Public to raise matters.**

Dated: 9<sup>th</sup> May 2024

**Hannah Warren**

**Clerk to the Council**

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### Agenda

#### 1. **Annual Meeting items:**

- (a) **Election of Chairperson:** To **elect** the Chairperson to the Council and for the declaration of acceptance of office to be signed
- (b) **Election of Vice-Chairperson:** To **elect** the Vice-Chairperson to the Council and for the declaration of acceptance of office to be signed
- (c) **Committees and working groups:** To **appoint** Councillors to committees and working groups
- (d) **Internal control:** To **approve** system of Internal Control and **appoint** Councillors to conduct internal control in June 2024, September 2024, December 2024, and March 2025

#### 2. **Apologies and declarations of interest:**

- (a) **Apologies:** To receive and accept apologies and note absence
- (b) **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

#### 3. **Minutes of the last meeting:**

- (a) To **approve** and **sign** the Minutes of the Parish Council Meeting held on Tuesday 9<sup>th</sup> April 2024
- (b) To **approve** and **sign** correction to 9<sup>th</sup> January 2024 minutes – item 8.5

#### 4. **Public participation:** An opportunity for the public to raise issues relating to the Parish

#### 5. **Monthly reports:** To **receive** monthly reports from:

- (a) County Councillor – Cllr Turner
- (b) District Councillor – Cllr Aldam
- (c) District Councillor – Chalford Ward
- (d) Police Community Support Officer (PCSO)
- (e) Neighbourhood Warden

#### 6. **Planning applications:**

- (a) To **consider** the following planning applications and **agree** any comments to be submitted by the Parish Council:
  - **S.24/0662/TCA** – 2 Cleeve House, Brimscombe Hill, Brimscombe, Stroud
  - **S.24/0539/FUL** – Land Adjacent to Dencroft, Brimscombe Lane, Brimscombe, Gloucestershire

- **S.24/0576/HHOLD** – Ardmore, Bourne Lane, Brimscombe, Stroud
  - **S.24/0705/HHOLD** – Cotswold, Gunhouse Lane, Bowbridge, Stroud
  - **S.24/0737/TCA** – Canal Iron Works, London Road, Brimscombe, Gloucestershire
  - **S.24/0735/TCA** – Canal Iron Works, London Road, Brimscombe, Gloucestershire
  - **S.24/0732/VAR** – 68 Thrupp Lane, Thrupp, Stroud, Gloucestershire
- (b) To **receive** applications received since the posting of the agenda, **consider** these and **agree** any comments to be submitted by the Parish Council
- (c) To **note** decisions made by Stroud District Council on planning applications

## 7. **Finances:**

- (a) To **approve** the accounts for payment
- (b) To **receive** the year end accounts statement for 2023/24
- (c) To **approve** virement of underspends (as detailed) from 2023/24 budget to 2024/25 budget
- (d) To **note** the 2024-25 budget and earmarked reserves, and **approve** adjustments applied
- (e) To **receive** and **note** monthly breakdown of income and expenditure
- (f) To **receive** monthly budget monitoring statement, including **noting** of any budget variances
- (g) To **receive** monthly bank reconciliation
- (h) To **approve** the internal transfer of £20,000 between bank accounts, from the Treasurers Account to the savings account
- (i) To **note** Assistant Clerk's acceptance of the offer of a pension
- (j) To **note** submission of VAT reclaim

## 8. **Items requiring a decision/resolution:**

### 8.1 **Committee and Working Group Terms of Reference:**

- (a) To **review** and **adopt** the Brimscombe Port Committee Terms of Reference
- (b) To **review** and **adopt** the Green Spaces and Biodiversity Working Group Terms of Reference
- (c) To **review** and **adopt** the Neighbourhood Development Plan Working Group Terms of Reference
- (d) To **review** and **adopt** the Party on the Playing Field Working Group Terms of Reference
- (e) To **review** and **adopt** the Road Safety Working Group Terms of Reference
- (f) To **review** and **adopt** the Staffing Committee Terms of Reference

### 8.2 **Parish Council Policies:**

- (a) To **review** and **adopt** the Brimscombe and Thrupp Parish Council Members Code of Conduct
- (b) To **review** and **adopt** the Brimscombe and Thrupp Parish Council Standing Orders
- (c) To **review** and **adopt** the Brimscombe & Thrupp Parish Council Finance Regulations
- (d) To **review** and **adopt** the Brimscombe and Thrupp Parish Council Risk Management Schedule
- (e) To **review** and **adopt** the Sickness and Absence Policy
- (f) To **review** and **adopt** the Anti-Harassment and Bullying Policy
- (g) To **review** and **adopt** the Disciplinary Policy
- (h) To **review** and **adopt** the Grievance Policy
- (i) To **review** and **adopt** the Data Protection
- (j) To **review** and **adopt** the Asset Register
- (k) To **review** and **adopt** the Councillor Training Policy
- (l) To **review** and **adopt** the Training and Development Policy
- (m) To **review** and **adopt** the Data Protection Policy
- (n) To **review** and **adopt** the Records Management and Retention Policy

- 8.3 Green space behind Queen's Court:** To **reconsider** the decisions made on 5<sup>th</sup> December 2023, agenda item 8.1, and 9<sup>th</sup> January 2024, agenda item 7(f), and to **agree** funding from the Parish Council, the budget from which this is allocated and any future budgetary provisions needed as a result.
- 8.4 Development of Hope Mill Lane Site for composting purposes:** To **approve** works at the Hope Mill Lane Site for composting purposes for use by BATCOM and to **approve** contractor and associated costs.
- 8.5 Football Club car parking agreement:** To **review** and **approve** agreement regarding parking on Fromeside playing field by Brimscombe and Thrupp Football Club on match days
- 8.6 Training:**
- (a) To **approve** the Assistant Clerk undertaking the following training courses and **approve** the associated costs: i) Clerk's the Knowledge Part 1 £45; ii) Clerk's the Knowledge Part 2 £45; and, iii) Councillors Social Media Skills £30
  - (b) To **approve** Councillor training courses and costs
- 8.7 Asset register:**
- (a) To **review** and **approve** the Parish Council asset register
  - (b) To **confirm** that the method of asset valuation is on the basis of replacement value
- 8.8 Insurance renewal:** To **review** insurance renewal quotes, **decide** on length of insurance cover (1 year or 3 years), and **approve** associated costs (see papers) and to **confirm** that cover is still fit for purpose
- 8.9 Asset inspection:**
- (a) To **receive** a progress report on actions agreed from previous asset inspections and **note** actions taken/ still outstanding
  - (b) To **review** the asset inspection carried out during July 2023 and **agree** actions to be taken and associated costs
- 9. Reports and working groups:** Reports from committees, working groups and projects – to bring members up to date on progress since the last meeting. **No** decisions can be made under this heading but can be an agenda item for the next meeting:
- (a) **Clerk's report:** To **receive** the monthly report from the Clerk
  - (b) **NDP Working Group:** To **receive** an update (Cllr Pilley)
  - (c) **Port Community Hub Committee:** To **receive** an update (Cllr Grant)
  - (d) **Green Space and Biodiversity Working Group:** To **receive** an update (Cllr Pilley)
  - (e) **Road Safety Working Group:** To receive an update (Cllr Whiteside)
  - (f) **BATCOM:** To receive an update (Cllr Pilley)
  - (g) **Party on the Playing Field:** To receive an update (Cllr Harris)
- 10. Agenda items:** To **agree** items for the next agenda or forward to Clerk by **Friday 31<sup>st</sup> May 2024**
- 11. Date of the next meeting:** 6.00pm Tuesday 11<sup>th</sup> June 2024 at **The West Suite, Port Mill, Brimscombe, GL5 2QQ**

#### **MEETING LOCATION:**

Parish Council meetings will now take place in **The West Suite, Port Mill, Brimscombe, GL5 2QQ**. This is the listed building on the port. To access The West Suite, turn off the main London Road (A419) and onto Brimscombe Hill, then take the second turning on the left (where the old Grace Network, Furniture Bank, Long Table, Kids Stuff and Food Bank buildings were located). Go to the end of the car park and the West Suite is the section of building on the left hand side. There is a door to access the building there - please just come in if you are joining the meeting.