

Brimpton Parish Council
Minutes of Meeting of the Council

Date: Tuesday 3rd July 2018 **Time:** 7.30pm
Place: Brimpton Village Hall
Present: Mr John Hicks (Chairman) Mr Phil Bassil (Vice Chairman)
Mr Rod Smallwood Mr Dennis Cowdery
Mrs Mary Cowdery
In Attendance: Christine McGarvie (Clerk)
4 members of the public
Callum Hutchinson - Thames Water

Action

66/18 **Apologies for absence**

Mr Charles Brims gave his apologies which were accepted by the Council.
District Councillor Dominic Boeck gave his apologies which were accepted by the Council.

67/18 **To receive declarations of interest relating to items on the agenda**

None received

68/18 **Minutes of the previous meeting**

68.1 It was unanimously agreed that the Minutes of the meeting held 5th June 2018 were a true and accurate record. The Minutes were signed by the Chairman.

68.2 Matters arising from the minutes not otherwise on the agenda

58/18 - Farhad Jaffari has had to withdraw from membership of the Parish Plan Steering Group. The group will continue with 11 members.

61.3 Footpath wardens. Currently only 2 volunteers taking 4 paths each. No volunteers from Brimpton Common.

69/18 **Thames Water – Callum Hutchinson Incident Customer representative**

Mr Hutchinson acknowledged that there had been issues with communication regarding the work carried out in March. The Communications director and contractors involved have been informed. The problems with verges and uneven roads left behind by the contractors will be resolved by the end of July.

Thames Water replaced 480 metres of cast iron pipes with new polymer pipes which will be more resilient in extreme weather conditions and less likely to burst or leak. These new pipes are also more resistant to limescale build up so will result in better water quality.

A resident reported that work to fix a leak was complete in Brimpton Road but signs and traffic lights are still there. Mr Hutchinson took the action to chase this up.

Thames Water provide a free water sampling service where they will test homeowners water quality coming into the house for lead levels and if it is too high they will replace pipes outside the home with polymer pipes.

70/18 **To consider consultation from West Berkshire on the draft Sustainable Drainage Systems Planning Document**

Mr Hicks proposed that the council return no comment and all agreed. Clerk to action Clerk

71/18 **To consider consultation from West Berkshire on the draft Highway Winter Service plan**

Mrs. Cowdery pointed out that Crookham Common Road is listed as an unknown road in the document.

The pricing for filling grit bins needs to be clarified. Is the price per bin or is it for a set amount of grit which could be put in several bins if they only needed topping up ?

It was proposed to ask for pavements to be gritted from the pub car park to the school in addition to Enborne way to school.

Clerk to pass these comments to West Berkshire Council and seek clarification.

Clerk

72/18 **To provide an update on the proposal to hold a Brimpton Village Fete in 2019**

20 people have volunteered to be involved in the planning of a village fete and have been divided into teams to pursue different aspects of the organisation. It has not yet been decided where the fete will be held. A provisional date for the event is 29th June 2019. The group will meet again at end of July.

73/18 **Parish Plan : progress report from Chairman of the Steering group**

The Parish Plan Steering Group met on 21st June. Liz Masters was elected as Chair, John Dolphin as vice-chair and Catherine Bamforth as secretary. The aims and objectives of the group were discussed and agreed upon. It was agreed that it was the community's opportunity to say how the village should look and feel.

The group plan to hold a workshop meeting in September for residents so there is good engagement with the community early on.

The group will meet every third Thursday in the village hall.

The questionnaire will be similar to the previous one with some of the same questions. There will be the option to complete the survey online or by paper. The link to the survey could then be sent to the parish council mailing list.

A working sub group has been set up to look at the key areas that the questionnaire should cover.

The group are looking at other parish plans and hope to get advice from other parishes that have been through the process.

Mrs Cowdery reported on the Landscape Character Assessment workshop organised by West Berkshire Council that she attended along with 2 members of the Parish Plan Steering Group. The Landscape Character Assessment was last carried out in 2002. Land Use Consultants have been employed to do the assessment. The aim of the workshop was to find out if residents agreed with their classification. Brimpton Parish falls into 4 different classifications. It is expected that the assessment will be complete by the end of September and will then go out to consultation. The Landscape Character Assessment will be used as part of planning policy.

74/18 **Speeding**

74.1 **To consider whether councillors and/or volunteers should attend West Berkshire Speed Indicator training**

At present there are no confirmed volunteers to attend this training. Chairman will continue to advertise.

74.2 To discuss the problem of speeding outside of Brimpton School

Mr Hicks read out an email that had been sent to the Council by a parent of a child at Brimpton School raising safety concerns about the road outside the school. The consensus was that real evidence of speeding would be needed before any action could be taken. It was suggested that the Clerk should ask the parent or other parents whether they would be willing to be trained to operate the SID unit so that it can be deployed outside the school. *Clerk*

It was also suggested that it would be safer for parents to park in the pub car park as then they do not need to cross the road. A resident at the meeting raised a concern about the barrier outside the school gates being inadequate and the suggestion was made that they could be made more visible.

Clerk to ask West Berkshire if there is any equipment which can be used to measure the size of lorries going through the village in order to supplement SID data. *Clerk*

Clerk to advise parent to raise issue with the district councillor as well.

Highways and speed issues will also be considered as part of the Parish Plan.

75/18 Parish Environment

75.1 Broadband update

Gigaclear continue work in the village but so far no one has service. Mr. Bassil raised a concern about the mess that the contractors have left behind. Mr. Smallwood to follow up with West Berks contact and raise this issue. RS

75.2 Mobile signal

Mr. Smallwood reported that the mobile signal in the village is very poor and that relays could be installed to improve the situation. 4G signal will also be looked at under the parish plan. Mr. Smallwood to provide details of equipment available to the Parish Plan Steering Group. RS

75.2 Defibrillator for Village Hall

Equipment has been ordered and will be delivered to the Clerk's address in a few weeks. Cost will be £1687.50 (incl VAT).

76/18 Planning and Development

76.1 No new applications

77/18 Finance

77.1 To approve payments and reconciliation against bank statements.
See Appendix A below. It was unanimously agreed to approve the payments for July, Clerk to process. *Clerk*

Clerk to determine whether the Council needs to register with the Information Commissioners Office at a cost of £40 a year. *Clerk*

78/18 To consider Clerk’s annual appraisal and recommendations

Following a successful probationary period Mr Hicks proposed that the Clerk be awarded an increment to SCP23 effective from 1st July and also be awarded an honorarium to acknowledge the extra work done before officially starting employment with the Council. The Council agreed unanimously to accept this proposal.

79/18 Reports

**79.1 District Councillor’s Report –
No report.**

79.2 Clerk’s Report

Annual return – External Auditors PKF Littlejohn requested a number of clarifications which have now been answered. There is an outstanding issue with the stated fixed asset value for 2016/17 for which they are waiting management approval.

Clerk to attend the West Berkshire Clerk’s forum on 5th July. On the agenda is Community Infrastructure Levy and also an opportunity to make links with other parishes.

Clerk is currently working on an updated planning procedure to be reviewed by the Council at the August meeting.

79.3 Report from Village Hall Committee

Village Hall committee has agreed that the Parish Plan Steering Group can meet at the hall free of charge once a month.

A dog walkers breakfast to be held in the hall on 28th July.

The Committee are looking at the possibility of obtaining use of additional land at the back of the hall.

79.4 Report from Parish Council representatives on external bodies

AWE- nothing new to report. Next LLC meeting 4th July.

80/18 Public Forum

No comments

81/18 Date of Next Meeting : 7th August 2018

Meeting finished at 9 pm

Signed: **Date:**.....
(Chairman)

Appendix A

Meeting Report 3rd July 2018

Community Account

Statement balance 22/6/18	Cashbook balance as at 26/06/2018	Cashbook balance after new payments made
£23,303.07	£23,303.07	£22,954.68

**Payments made since
last meeting**

Cheque No	Payee	Details	TOTAL COST
100396	Came & company	insurance renewal subscription and NALC	300
100397	BALC	levy	154.35
100398	BALC	Financial year end training	51.6
100399	Claire Connell	Internal Audit	150
100400	Mrs C McGarvie	Clerk's salary May	219.06
TOTAL			£875.01

New items for payment

Cheque No	Payee	Details	TOTAL COST
100401	Mr P Bassil	Annual meeting refreshments	99.35
100402	Mrs C McGarvie	clerk's salary June 18	219.06
100403	Mrs C McGarvie	Springback binders	29.98
TOTAL			£348.39

**Receipts since last
meeting date**

Receipt Date	Payer	Details	TOTAL AMOUNT
TOTAL			£0.00

**Payments not yet
presented**

Cheque No	Payee	Details	TOTAL COST
TOTAL			£0.00

Receipts not yet cleared

Receipt date	Payer	Details	TOTAL COST

Grants reserve	£2,617.43
CIL	£2,806.40
Byway Fund	£91.00
INRG solar donation	£20,000.00
	£25,514.83

received 27/10/2016 16/00416

Savings Account balance 22/6/18	£31,784.47
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Bank Reconciliation 26th June 2018

Authority name Brimpton Parish Council

Prepared by	Christine McGarvie	Clerk and
Date	26th June 2018	RFO
Approved by	John Hicks	Chair of council
Date		

Balance per bank statements as at 22nd June 2018	£	£
Community Account	23,303.07	
Saving account	31,784.47	
		55,087.54
Less any un-presented cheques at 26th June 2018		0
Add any uncleared cheques/cash/payments		0
 Net Bank balances as at 26th June 2018		£55,087.54

CASH BOOK

Opening balance current account	32,406.32
Add: Receipts in the year	12,229.65
Less: Payments in the year	21,332.90
Closing balance as per cash book as at 26th June 2018	£23,303.07
 Opening balance savings account	11,771.92
Add: Receipts in the year	£20,012.55
Less: Payments in the year	0
Closing balance as per cash book as at 26th June 2018	£31,784.47
 Overall closing balance	£55,087.54