

**Brimpton Parish Council  
Minutes of Meeting of the Council**

**Date:** Tuesday 6<sup>th</sup> February 2018 **Time:** 7.30pm  
**Place:** Brimpton Village Hall  
**Present:** Mr John Hicks (Chairman) Mr Phil Bassil (Vice Chairman)  
Mr Charles Brims Mr Dennis Cowdery  
Mrs Mary Cowdery Mr Rod Smallwood  
**In Attendance:** Christine McGarvie (Clerk)  
3 members of the public  
District Cllr Dominic Boeck  
Tim Malpas – Wasing Estate manager

**Action**

12/18 **Apologies for Absence**  
None received.

13/18 **Declarations of Interest**  
None received.

14/18 14.1 It was unanimously agreed that the Minutes of the meeting held 11<sup>th</sup> January 2018 were a true and accurate record. The Minutes were signed by the Chairman.

**14.2 Matters arising from Minutes not otherwise on the Agenda**

**Clerk**

Regarding Minute 6/18, Mr. Hicks reported that the Minute Books from 1941 to 1975 are missing and have not been seen for a number of years. An appeal has been made to the public via social media and the parish magazine to attempt to locate them.

Mrs Cowdery stated that West Berkshire Council will be cutting back on litter picking and street cleaning in rural areas. District Councillor Dominic Boeck clarified that there will be street cleaning in rural areas but it will only be in response to the condition of the streets and fly tipping clearance will continue.

15/18 **The Chairman asked for the agenda item relating to the Wasing Estate CA17 notice to be brought forward; this was agreed.**

**CA17 Notice from Wasing Estate**

Mr. Cowdery explained that Wasing Estate have lodged a CA17 notice with West Berkshire Council. A CA17 notice is part of a formal process whereby a landowner can submit documents to the local authority to prevent additional public rights of way from being claimed. Mr. Cowdery reported that the map includes an area of land known as the Brimpton Common Fuel Allotment which has been managed by the Brimpton Common Fuel Allotment charity for many years. It is believed that two areas of land were defined in the enclosure act of 1815 to be 'for the poor of the parish' to be looked after by the overseers of the poor which later became the Parish Council.

Mr Malpas from Wasing Estate indicated that the title is very complex as the estate owns many small areas of land. The estate has lodged a section 31(6) Highways Act 1980 Statement and map in order to preserve and protect their land. At this time, it is unclear who owns the land in question. The estate's lawyers are investigating and they are also working with West Berkshire's commons officer to resolve the issue.

Mr Cowdery proposed a resolution that the council should raise concerns about the ownership of the Brimpton Fuel Allotment as defined in the CA17 map and resolve the matter with West Berks district council and the Wasing Estate. Mr. Smallwood

seconded this resolution and all agreed. A sub-committee may need to be set up to discuss the issues and recommend a way forward.

**16/18 To agree new policies**

16.1 Risk Management Scheme – unanimously approved by the Parish Council.

16.2 Grants Policy and application form – unanimously approved by the Parish Council.

16.3 Amendment to Standing Orders and approval for electronic summons – unanimously approved by the Parish Council. Approval forms for electronic summons received by the Clerk from all councillors.

16.4 Financial regulations

*Clerk*

Regulation 6.7 to be amended to require two electronic approvals for future electronic payments. The Clerk to make amendment. The amended Financial Regulations were unanimously approved by the Parish Council.

**17/18 To confirm date of the Annual Parish Meeting**

The AGM must be in May but the Annual Parish Meeting could be held on a separate evening in April or May. It was decided to go ahead with a combined AGM, council meeting and Annual Parish meeting on 1<sup>st</sup> May this year and to ask attendees whether they would like the format to be changed in future years.

*Clerk*

The Clerk to invite the PCSO to the annual parish meeting and councillors to let the Clerk know if they would like to invite any other organisation other than those normally invited.

*All*

**18/18 Parish Environment**

**18.1 Replacement of Brimpton Common Post Box**

The Clerk had raised a complaint about the missing post box with the Royal Mail on 15<sup>th</sup> Jan and received two automatic replies but no formal response. The Clerk followed up with a phone call on 5<sup>th</sup> February and was told that they are waiting for a response from the regional manager. The next level of complaint would be the escalated customer complaints department, then postal review panel and then Postal Redress Services (Ombudsman).

*Clerk*

**18.2 Replacement Bin by Bus Shelter**

The Clerk had contacted West Berkshire Council to ask if the Parish Council could renew the bin by the bus shelter. WBC replied to say that the bin cannot be replaced by the Parish Council and they have no plans to replace it themselves.

District Councillor Dominic Boeck offered to look into this issue.

*DB*

**18.3 Broadband Update**

Mr. Smallwood gave an update on the Gigaclear cabling installation that has been going on for a number of weeks. Mr. Hicks reported that Gigaclear are due to complete their work on 16<sup>th</sup> February and Thames Water will be replacing pipes in the centre of the village from 26<sup>th</sup> February.

Mrs Cowdery report that Thames Water will also be carrying out work along Brimpton Common Byway with traffic lights.

Thames Water road works are expected to continue into the middle of March.

**19/18 Bus Service Changes**

Mr Hicks reported that there will be changes to the bus service and in particular the afternoon service is being withdrawn. Complaints have been received from two

residents. The changes will particularly impact those who use the service to shop as there will be a longer wait to return home. Unfortunately, the service was not well used especially by customers without bus passes and is therefore unlikely to be financially viable. Councillor Boeck pointed out that there is no statutory obligation to provide a bus service.

20/18 **Planning and Development**

No new applications had been received in advance of the day of the meeting. However, application **18/00072/FULD** Kiln Cottage was received on the day so an extension of the deadline for comments will be requested and the application will be put on the agenda for the next meeting.

There have been reports in the local press that after April 1st paper copies of planning applications will no longer be sent to parish councils. There is concern about how this will impact the consultation process if it is true. Clerk to contact WBC to clarify the proposed changes to the process.

*Clerk*

21/18 **Finance**

21.1 To approve payments and reconciliation against bank statements.

See Appendix A below. It was unanimously agreed to approve the payments for February, Clerk to process.

*Clerk*

21.2 To acknowledge any receipts – see Appendix A below

21.3 Approval of updated Asset Register as provided to councillors before the meeting. Mrs Cowdery asked for an amendment to the number of grit bins in Hyde End Lane. The Council unanimously approved the Asset Register.

*Clerk*

21.4 Claire Connell has been appointed as Internal Auditor. A copy of the engagement letter was signed by the Chairman. The internal audit has been scheduled for 24th April

22/18 **Reports**

22.1 **District Councillor's Report**

District Councillor Boeck gave an update on the green waste consultation that was carried out in December 2017. WBC are currently looking at two options for dealing with food waste as a consequence of changes to the green waste collection. Either residents will have a dedicated food caddy or they will be able to use the green bins even if they don't subscribe to the green waste collection service.

The cut to the Citizen Advice Bureau funding is still being considered.

The final proposals relating to boundary changes have been published by the Local Government Boundary Commission and there will be no changes for Brimpton.

22.2 **Clerk's Report**

*Clerk*

The Clerk is booked for GDPR training on 21<sup>st</sup> February with HALC.

There have been issues with changing the bank mandate but these have now been resolved.

HMRC payroll submissions online are all set up and will be used from now on.

The Clerk requested that councillors check their information in the Register of Members' Interests. New signed copies may be needed for the Clerk's records.

22.3 **Report from Village Hall Committee**

A new fence has been erected outside the hall and the hedges are to be cut by Triangle landscape contractors. There is a schedule of maintenance that will be carried out by the new contractor.

There is one new member on the committee but more volunteers are still needed.

22.4 **Other information items not previously notified**

Mr. Bassil explained that AWE have made an application to the Environmental Agency to increase an environmental permit limit relating to the discharge of radioactive

material. The impact on the public is very small at 0.16 microsieverts per year and would bring the level back to what it was in the 1990s (to put this into context eating a bag of brazil nuts would give a person a dose of 5 microsieverts).

**JH**

Mrs Cowdery stated that the school warning lights are not working. Mr. Hicks will contact the school about this.

A member of the public asked about the ownership of Water Lane as it is not being maintained well. Mr. Malpas from Wasing Estate agreed to look into the issue.

23/18 **Date of Next Meeting 6<sup>th</sup> March 2018**

Meeting finished at 8.45pm

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

## Appendix A

Meeting report 6/2/2018

Community Account

Statement balance 24/1/18	Cashbook balance as at 06/02/2018	Cashbook balance after new payments made
£13,917.70	£12,917.70	£12,696.15

### Payments since last meeting

Cheque No	Payee	Details	TOTAL COST
100383	Littlethorpe of Leicester Ltd	Bus shelter and delivery	7818
100384	Mrs C McGarvie	McAfee security software	31.99
100385	Mr P Bassil	Christmas lights	39.98
100386	Digital House MD limited	Website training for new clerk	180
100387	Mrs M Cowdery	Christmas party presents	67.4
<b>TOTAL</b>			<b>£8,137.37</b>

### New Items for payment

Cheque No	Payee	Details	TOTAL COST
100389	Mrs C McGarvie	Clerk's salary January	214.83
100390	Mrs C McGarvie	Postage - 12 second class	6.72
<b>TOTAL</b>			<b>£221.55</b>

### Receipts since last meeting date :

Receipt Date	Payer	Details	TOTAL AMOUNT
19/12/2017	BALC	cheque refunded. Raised in error (reported late as received Dec statement late)	£16.90

### Payments not yet presented

Cheque No	Payee	Details	TOTAL COST
100388	Residents against Gravel Extraction Brimpton	Grant as agreed 1/8/2017	£1,000
<b>TOTAL</b>			<b>£1,000.00</b>

<b>Earmarked Funds</b>	
Grants reserve	£2,617.43
CIL	£2,806.40
Byway Fund	£91.00
	£5,514.83

received 27/10/2016  
16/00416

Savings Account balance  
24/1/18

£11,763.99  
10

**Bank Reconciliation****01/02/2018****Authority name** Brimpton Parish Council**Prepared by** Christine McGarvieClerk and  
RFO**Date**

01-Feb-18

**Approved by**

John Hicks

Chair of council

**Date**

Balance per bank statements as at 24th January 2018

£ £

Community Account

13917.70

Saving account

11766.05

25683.75

Less any un-presented cheques at 1 February 2018

11/01/2018 Brimpton Rage - grant

1000

1000

Add any uncleared cheques/cash/payments

Net Bank balances as at 1 February 2018

**24683.75****CASH BOOK**

Opening balance current account

16044.44

Add: Receipts in the year

21143.14

Less: Payments in the year

24,269.88

Closing balance as per cash book as at 1st February 2018

**£12,917.70**

Opening balance savings account

11763.99

Add: Receipts in the year

£2.06

Less: Payments in the year

0

Closing balance as per cash book as at 1st February 2018

**£11,766.05**

Overall closing balance

**£24,683.75**