

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

Date: Thursday 11th January 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)
4 members of the public
Apologies District Cllr Dominic Boek

Action

1/18 **Apologies for Absence**
District Councillor Dominic Boek sent his apologies

2/18 **Declarations of Interest**
None received.

3/18 3.1 It was unanimously agreed that the minutes of the meeting held 7th December were a true and accurate record. The minutes were signed by the Chairman.

3.2 Matters arising from minutes not otherwise on the agenda

Clerk

The bus shelter has been installed and is in use. Mrs Cowdery received a maintenance pack for the shelter which Mr. Bassil agreed to take ownership. Clerk to write a formal thank you letter to Bob Hope of Hope and Clay for erecting the new bus shelter. The Council thanked Mrs Cowdery for her assistance in project managing the installation of the new shelter.

Gigaclear – Mr. Smallwood reported that the Gigaclear box has been removed but he has received assurances from Gigaclear that it will be reinstated on the other side of the road. Installation of the necessary cabling appears to be going ahead. Mr Smallwood to contact Gigaclear about the removal of concrete plinth.

RS

West Berks consultation on proposed budget – Mr Hicks had responded to the consultation on behalf of the council, outlining the council's objections to cuts to Citizens Advice funding and to charging residents to empty green bins.

4/18 **Budget 2018/19**

It was agreed that the £2000 for churchyard grass cutting should remain in the budget but that the Parochial Church Council should be asked about their plans for funding this in the future, taking into account the parochial boundary of the church. The community payback scheme maybe able to cut the grass once there are toilet facilities in place.

Mr Bassil suggested that the bin at the bus shelter should be replaced and the council agreed to add this to the budget with an estimated cost of £300. Clerk to check before ordering that West Berks would still empty it.

Clerk

Mr. Brims proposed that the precept should remain at £18000, seconded by Mr Bassil and unanimously approved by the council. The council agreed that there was a requirement for a reserve to cover the likelihood of further services being devolved from the district council.

Mr Brims clarified that the money received from the dissolution of the Brimpton Parish Research Association was given as a free resource with no requirements set on its use. It was agreed to set this aside as a grants reserve and to further publicise it.

5/18 To agree new policies

- 5.1 Health and Safety policy – approved by council
- 5.2 Grievance Procedure - approved by council
- 5.3 Disciplinary Procedure - approved by council
- 5.4 Equality policy – approved by council
- 5.5 Publication scheme – approved by council

Clerk

All policies to be reviewed annually at the AGM and clerk to inform council of any changes to legislation which impact these policies. Clerk to upload policies to the website

6/18 Transfer of minute books to Berkshire Records office -

Mr Hicks proposed that old minute books from 1894 onwards should be transferred to the Berkshire Record Office in Reading. The council unanimously agreed.

The majority of the historical records have already been scanned and stored on disk. Clerk to work with Mr. Cowdery to ensure that the remaining records, which are not already electronic, are also scanned to complete the record.

Clerk

7/18 Parish Environment

7.1 Replacement of Brimpton Common Postbox

Mrs Cowdery reported that the postbox in Brimpton Common was stolen in October 2017 and it still has not been replaced. Clerk to send a formal letter of complaint to Royal Mail.

Clerk

8/18 Planning and Development

APP/WO340/W/17/3183547 – appeal land adjacent to the Firs, Hyde Lane – No additional comments to be made.

9/18 Finance

- 9.1 To approve payments and approve reconciliation against bank statements. See Appendix A below. It was unanimously agreed to approve the payments for December, Clerk to process.

Clerk

Christmas lights had to be upgraded to work with the batteries that we already have in the village. Mr. Bassil to investigate a more industrial set of lights to use in the future.

PB

- 9.2 To acknowledge any receipts – see appendix A below

- 9.3 To approve appointment of new internal auditor for 2017/18 accounts. 2 quotes were circulated to councillors for discussion.

Clerk

The council unanimously agreed to appoint Claire Connell as the internal auditor for 2017/18. Clerk to issue appointment letter.

10/18 Reports

10.1 District Councillor's Report- No report given

10.2 Clerk's Report

Clerk

Clerk has completed training in updating the website and has been updating the site. Finance spreadsheet has been set up for cashbook and will be maintained going forward.

Clerk requested online viewing access for the bank accounts and this was agreed.

West Berks 'health and wellbeing' parish conference on 18th March. Councillors to let clerk know if they wish to attend.

All

Clerk has set up online access to make PAYE returns to HMRC using basic payroll software and will be used from now on.

Clerk booked on GDPR training on 21st February with HALC.

Asset register and risk management scheme are being updated.
Council agreed that a loose-leaf minute book could be used in future.

10.3 Report from Village Hall Committee –

Mr Cowdery reported that the Children’s Christmas party went ahead but it wasn’t well attended and will not be held next year. A pilates group started a 6-week trial at the hall. Village hall meeting to be held next Thursday to include annual checks of the hall. A quote has been obtained for a new noticeboard outside the village hall.

10.4 Report from AWE LLC –

Mr Bassil reported the following :- There is a pipeline from Aldermaston to Pangbourne which hasn’t been used for many years and some Pangbourne residents want it to be removed. The MOD are currently investigating how much it would cost to remove it. Work would not start until 2026.

There are 5000 drums of high level waste at Aldermaston which AWE have been told to remove by the ONR. Sellafield are going to take the waste to reprocess it or store it.

A new ‘no notice’ site exercise was carried out and it all went well. A demonstration was given of drones which AWE hope to use to help with building maintenance.

10.5 Other information items not previously notified

Mr Smallwood has set up a mail list which could be used to keep parishioners informed of parish business. He asked Councillors to test the site first.

Mrs Cowdery asked for the Annual Parish Meeting to be added to next month’s agenda.

Mrs Cowdery informed the meeting that Baughurst Post office has been closed. The post office was providing a service to Brimpton in the pub but it is not clear whether this will continue now the post office has closed. To be added to next month’s agenda.

11/18 Date of Next Meeting 6th February 2018

Meeting finished at 8.38pm

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

Appendix A

Meeting report 11/1/2018

Community Account

Statement balance 24/11/17	Cashbook balance as at 08/01/2017	Cashbook balance after new payments made
£22,250.07	£22,038.17	£12,900.80

Payments since last
meeting date :

Cheque No	Payee	Details	TOTAL COST
100381	BALC	BALC booklets	16.9
100382	B.Harding	Salary	450
TOTAL			£466.90

New Items for payment

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
100388	Residents against Gravel Extraction Brimpton	Grant as agreed 1/8/2017	£1,000
TOTAL			£9,137.37

Receipts since last
meeting date :

Receipt Date	Payer	Details	TOTAL AMOUNT
04/01/2018	Cash	BPRA funds	255.00
			£255.00

Earmarked Funds		
BPRA	£2,617.43	received 27/10/2016 16/00416
CIL	£2,806.40	
Byway Fund	£91.00	
	£5,514.83	

Savings Account balance
24/11/17

£11,763.99

Bank Reconciliation**14/12/2017****Authority name** Brimpton Parish Council**Prepared by** Christine McGarvieClerk and
RFO**Date** 14-Dec-17**Approved by** John Hicks

Chair of council

Date

Balance per bank statements as at 24th November 2017	£	£
Community Account	22250.07	
Saving account	11763.99	
		34014.06
Less any un-presented cheques at 14th December 2017		
05/12/2017 100381 BALC		16.9
05/12/2017 100382 B.Harding		450
		466.9
Add any uncleared cheques/cash/payments		

Net Bank balances as at 24th November 2017 **33547.16**

CASH BOOK

Opening balance current account 16044.44

Add: Receipts in the year 20871.24

Less: Payments in the year 15,132.51

Closing balance as per cash book as at 14 December 2017 **£21,783.17**

Opening balance savings account 11763.99

Add: Receipts in the year £0.00

Less: Payments in the year 0

Closing balance as per cash book as at 14 December 2017 **£11,763.99**

Overall closing
balance **£33,547.16**