

**Brimpton Parish Council**

<b>Minutes of Meeting of the Council</b>			
<b>Date:</b>	Tuesday 4 <sup>th</sup> June 2019	<b>Time:</b>	7.30pm
<b>Place:</b>	Brimpton Village Hall		
<b>Present:</b>	Mr John Hicks (Chairman)	Mr Phil Bassil (Vice Chairman)	
	Mrs Mary Cowdery	Mr Peter Main	
	Mr John Dolphin	Mr Charles Brims	
<b>In Attendance:</b>	Christine McGarvie (Clerk) 12 members of the public		
			<b>Action</b>
67/19	<b>Apologies for absence</b> Cllr Dominic Boeck gave his apologies		
68/19	<b>To receive declarations of interest relating to items on the agenda</b> None received		
69/19	<b>Minutes of the previous meeting</b>		
69.1	It was unanimously agreed that the Minutes of the meeting held 7th May 2019 and the Annual Parish Assembly held on 28 <sup>th</sup> May 2019 were a true and accurate record. The Minutes were signed by the Chairman.		
69.2	<p><b>Matters arising from the minutes not otherwise on the agenda including review of action tracker</b></p> <p>43.1/18 Footpaths – The tree that had fallen on footpath 6 has been moved off of the footpath</p> <p>43/19 Parish environment – Mrs Cowdery raised the issue that some road signs in the parish are obscured by overgrown hedges/shrubs. Mr. Hicks to draw up a list of signs which are obscured.</p> <p>12/19 – Drain outside of Three Horseshoes pub. West Berkshire Council carried out a survey on 15<sup>th</sup> May which confirmed that the pipe between the two gullies has collapsed. They have indicated that it will be several weeks before the road can be excavated and the repair carried out as they need to request the location of any pipes, ducts and cables from over 20 companies. Clerk to continue to chase.</p> <p>Mrs Cowdery asked about the replacement of the school’s railings. Mr. Hicks reported that the school are going to order them.</p>		
70/19	<p><b>To appoint council representatives to the village hall committee and St. Peter’s Almshouse Charity</b></p> <p>Mr Hicks proposed that Mr. Dolphin be appointed as the Parish Council representative on the Village Hall Committee and all agreed.</p> <p>Mr. Hicks proposed that Patrick Bowring be appointed as the Parish Council representative on St.Peter’s Almshouse Charity and all agreed.</p>		
71/19	<p><b>Parish Plan : To discuss draft Parish Plan</b></p> <p>The draft Parish Plan was accepted by the Parish Council. Mr. Hicks will write the foreword and there is some work to be done by the steering group on the school survey.</p>		

	<p>The next step is for the steering group to meet with West Berkshire Council to discuss the draft plan. A copy of the Parish Plan report will be given to every household once it has been finalised.</p> <p>The Parish Council's Action Plan, which has been drawn up based on the survey responses, was then discussed. It was agreed that another column should be added to indicate whether the actions will be completed in the short, medium or long term.</p> <p>West Berkshire Council has indicated that it has a small budget which could help to fund one of the actions that have been identified from the Parish Plan.</p> <p>It was agreed that Action Plan would be put on the website once complete and it would be updated as the actions are achieved.</p> <p>Mr Brims requested some changes to the wording of the actions to ensure that they are achievable and these were agreed.</p> <p>It was agreed that Mr. Hicks would revise the Action Plan and it would be discussed again at the July meeting.</p>	JH
72/19	<p><b>Parish environment</b></p> <p><b>72.1 Footpaths – update from wardens.</b></p> <p>No new reports.</p>	
73/19	<p><b>Planning and Development</b></p>	
73.1	<p><b>To consider new planning applications and provide updates on any already considered. See appendix C below.</b></p> <p>19/01171/FULD – Blacknest Farm. Demolition, salvage and rebuild of existing buildings to create three live-work units together with access and landscaping.</p> <p>The Parish Council resolved to <b>SUPPORT</b> the application as long as the buildings are single storey only and on the same footprint as the existing buildings. It was also decided to ask Cllr Dominic Boeck to refer the application to the planning committee because of the previous refusals of similar planning applications.</p> <p>19/01131/HOUSE, 19/01290/COMIND – will be discussed at the July meeting as they were received too late for the June agenda. Extensions to the consultation deadline have been granted.</p>	
74/19	<p><b>VE day 75 celebrations</b></p> <p>The Parish Council have received a letter from SSAFA, the Armed Forces Charity about plans for the 75<sup>th</sup> anniversary of VE day on 8<sup>th</sup> May 2020. It was agreed that Mr. Hicks would contact other local organisations to find out what their plans are for the event and will report back to the Council.</p>	JH
75/19	<p><b>Finance</b></p>	
75.1	<p><b>To approve payments and reconciliation against bank statements.</b></p> <p>See Appendix A below. It was unanimously agreed to approve the payments for May, Clerk to process. The bank reconciliation was checked and signed by Mr. Bassil and Mr. Hicks</p>	Clerk

75.2	<p><b>To consider request from the fete committee for additional funds</b></p> <p>A request has been made by the fete committee for £850 to cover the cash floats for the event.</p> <p>The Parish Council agreed to this request as it is within the budget set aside for the event. It is expected that the money will be returned to the Parish Council from income received at the event.</p>	
75.3	<p><b>To consider the request from West Berkshire Council for a contribution towards library services</b></p> <p>West Berkshire Council has requested the Parish Council make a contribution of £570 towards the public library service.</p> <p>Mr. Hicks proposed that the request should be refused and all agreed.</p>	
75.4	<p><b>To discuss the possibility of setting up a credit card for parish clerk's use when purchasing items</b></p> <p>It was suggested that it would be easier for items to be purchased on-line if the Clerk had a business credit card instead of using her own funds.</p> <p>Barclaycard offer a free business credit card which could be linked to the bank account and paid off each month. Financial regulations do currently allow for this.</p> <p>Some concerns were raised about the fact that this would not have the same dual authority as is currently in place on the Council's bank account. Clerk to contact Internal Auditor to find out her view on the proposal.</p>	
76/19	<b>Reports</b>	
76.1	<p><b>District Councillor's Report</b></p> <p>No report.</p> <p>District Councillor Boeck has been appointed as Executive Member for Children, Young People and Education.</p>	
76.2	<p><b>Clerk's Report</b></p> <p>Nothing to report</p>	
76.3	<p><b>Report from Brimpton Fete committee</b></p> <p>Plans for the fete on 29th June are progressing well and Mr. Main reported that the spending on the event is within budget.</p> <p>Publicity for the event has been increased around the parish and on social media.</p>	
76.4	<p><b>Reports from village hall committee</b></p> <p>The Village Hall Committee is looking for a builder to carry out some brickwork at the front of the building. There is a spring clean planned and volunteers will be needed to help paint the outside of the building.</p> <p>There will be a breakfast event on 27<sup>th</sup> July in the village hall, all are welcome to attend.</p>	
76.5	<p><b>Report from Parish Council representatives on outside bodies</b></p> <p>No report from AWE LLC.</p> <p>Mr Dolphin asked whether the AWE drone could be borrowed to carry out a survey of the village hall and church roof. Mr. Bassil to arrange with AWE.</p>	
77/19	<p><b>Public Forum</b></p> <p>77.1 A resident raised a concern about the trees around the Solar Farm. 21 of the trees have died and a promised copse at the east of the site has not been planted. Clerk to raise the concern with Wasing Estate.</p> <p>77.2 A resident raised a concern about the garden waste refuse collectors leaving bins at the end of Church Road instead of returning them to outside residents' homes. JH will raise this with District Councillor Boeck.</p>	<p>Clerk</p> <p>JH</p>

	77.3 Several residents raised a concern about a new gateway which has been installed on to the Brimpton Common byway by the Wasing Estate. Clerk to ask a representative from the Wasing Estate to attend the July meeting to address residents' concerns. Clerk to contact West Berkshire Council to find out who is responsible for the ditches along the byway.	Clerk
78/19	<b>Date of Next Meeting : 2<sup>nd</sup> July 2019 at 7.30pm</b>	
	Meeting finished at 8.45pm	

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

## Appendix A

Meeting Report 4th June 2019

### Community Account

Statement balance 24/5/19	Cashbook balance as at 30/5/2019	Cashbook balance after new payments made
£28,535.08	£26,535.08	£25,788.46

### Payments made since last meeting

Cheque No	Payee	Details	TOTAL COST
100430	Mrs C McGarvie	folders, binder, TEN	42.98
100432	PCC of Brimpton	Grant for grass cutting	1000.00
100433	BALC	membership	133.87
100434	Zurich Insurance Ltd	Insurance	305.00
			<b>£1,481.85</b>

### New items for payment

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	June salary	232.80
100435	Toilets + Ltd	Balance of toilet hire fete	396.00
100436	PPL PRS LTd	Fete music licence	117.82
<b>TOTAL</b>			<b>£746.62</b>

### Receipts since last meeting date

Receipt Date	Payer	Details	TOTAL AMOUNT
30/04/2019	WBC	precept	£7,000.00
<b>TOTAL</b>			<b>£7,000.00</b>

### Payments not presented as of 24/5/2019

Cheque No	Payee	Details	TOTAL COST
100431	Brimpton School Fund	grant for school hall	2000.00
<b>TOTAL</b>			<b>£2,000.00</b>

### Receipts not cleared as of 24/5/2019

Receipt date	Payer	Details	TOTAL COST
			0

Grants reserve	£929.93	Defib paid for received 27/10/2016 16/00416 - £2000 spent on school hall
CIL	£806.40	
Byway Fund	£91.00	
INRG solar donation	£20,000.00	
	<b>£21,827.33</b>	

<b>Savings Account balance 24/5/19</b>	£31,832.04
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Amount spent on Fete to date

<u>2019/2020</u>		Funding Agreed in 2018/19	2000
Gazebos	419.40	Fete budget 2019/20	£500
TEN	21.00		
Toilets hire	396.00	New request for grant	850
Music Licence	117.82	Total spend by PC	2364.22
<u>2018/19</u>			
Grant	500.00		
Toilet deposit	60.00		
<b>TOTAL</b>	1514.22		

## Appendix B

### Bank Reconciliation 30th May 2019

**Authority name** Brimpton Parish Council

**Prepared by** Christine McGarvie Clerk and RFO

**Date** 30th May 2019

**Approved by** John Hicks Chair of council

**Date**

Balance per bank statements as at 24th May 2019	£	£
Community Account	28,535.08	
Saving account	31,832.04	
		<u>60,367.12</u>
Less any un-presented payments at 24th May 2019		
07/05/2019 School hall grant		<u>2,000.00</u>
Add any uncleared cheques/cash/payments		
Net Bank balances as at 30th May 2019		<u>£58,367.12</u>

#### CASH BOOK

Opening balance as per cashbook 1st April 2019	24,107.65
Add: Receipts in the year	7,015.00
Less: Payments in the year	<u>4,587.57</u>
Closing balance as per cash book as at 30th May 2019	<u>£26,535.08</u>

Opening balance savings account 1st April 2019	31,832.04
Add: Receipts in the year	
Less: Payments in the year	<u>0</u>
Closing balance as per cash book as at 30th May 2019	<u>£31,832.04</u>

Overall closing balance	<u>£58,367.12</u>
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diff £0.00

## Appendix C

Brimpton Parish Council Meeting - 4<sup>th</sup> June 2019

### Planning Applications for Consideration

1	19/01171/FULD - Blacknest Farm. Demolition, salvage and rebuild of the existing buildings to create three live-work units together with access and landscaping	Deadline for comment 11 <sup>th</sup> June 2019
2	19/01131/HOUSE – Mulberry Lodge, Brimpton Lane. Construction of two storey extension, internal alterations, addition of pitched roof to existing flat roof at rear and replacement timber windows	Deferred to July meeting
3	19/01290/COMIND - Land West Of Gravel Works Station Road Woolhampton . Section 73: Variation of conditions	Deferred to July meeting

### Planning Application Decisions made

1	19/00557/HOUSE - Larkwhistle Farm, Brimpton Common. Erection of new garage and new access drive	GRANTED
2	19/00518/HOUSE and 19/00519/LBC2 Old Thatch, Crookham Common Road. Proposed demolition of 1960's single storey extension and erection of single storey extension to rear of property.	REFUSED
3	19/01008/HOUSE – Thornton House, Brimpton Lane. Single storey rear and side extensions to form family room, study and kitchen enlargement	GRANTED

### Planning Applications Awaiting Decisions

1	19/00353/PACOU – Hyde End Farm, Hyde End Lane. Change of use of agricultural building to a dwelling.	Permitted development. Deadline 20 <sup>th</sup> June
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