

**Brimpton Parish Council**

| <b>Minutes of Annual Meeting of the Council</b> |   |                                |               |
|---|---|--------------------------------|---------------|
| <b>Date:</b>                                    | Tuesday 7 <sup>th</sup> May 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                  |               |
|   |   |                                |               |
| <b>In Attendance:</b>                           | Christine McGarvie (Clerk)<br>7 members of the public   |                                |               |
|   |   |                                | <b>Action</b> |
| 51/19   | <p><b>To Elect a Chairman of the Parish Council</b></p> <p>Mr. Bassil proposed that Mr Hicks be elected as Chairman for the municipal year and this was seconded by Mrs Cowdery. The Council resolved unanimously that Mr Hicks should be appointed as Chairman. Mr Hicks took the chair.</p>   |                                |               |
| 52/19   | <p><b>To Elect a Vice-Chairman of the Parish Council</b></p> <p>Mr Hicks proposed that Mr Bassil be elected as Vice-Chairman for the municipal year and this was seconded by Mr. Main. The Council resolved unanimously that Mr. Bassil be appointed as Vice-Chairman.</p>  |                                |               |
| 53/19   | <p><b>To accept councillors 'Declaration of acceptance of office' forms (signed before the meeting) and to agree that councillors not present can sign their declarations before the next meeting.</b></p> <p>The Parish Council resolved that any councillors not present can sign their declarations before the June meeting.</p> <p>Mr. Hicks welcomed Mr Peter Main to the Council.</p>   |                                |               |
| 54/19   | <p><b>Apologies for absence</b></p> <p>Mr Brims and Mr Dolphin gave their apologies and these were accepted by the meeting.</p>   |                                |               |
| 55/19   | <p><b>To receive declarations of interest relating to items on the agenda</b></p> <p>None received</p>  |                                |               |
| 56/19   | <p><b>Minutes of the previous meeting</b></p>   |                                |               |
| 56.1  | <p>It was unanimously agreed that the Minutes of the meeting held 2<sup>nd</sup> April 2019 were a true and accurate record. The Minutes were signed by the Chairman.</p>   |                                |               |
| 56.2  | <p><b>Matters arising from the minutes not otherwise on the agenda including review of action tracker</b></p> <p>43.1/18 Footpaths – A tree has fallen down on footpath 6 (between the church and the hall) which is blocking the route. Clerk to follow up with the landowners.</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 suggested that list of signs should be put together for discussion at the next meeting.</p> |                                |               |

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|       | <p>32.4/19- West Berkshire Council have indicated that the 40mph repeater sign on Brimpton Lane will be replaced and the signs in the immediate area cleaned in early Summer 2019.</p> <p>The Action tracker was reviewed and updates given.</p>  |       |
| 57/19 | <p><b>To appoint council representatives to outside bodies</b></p> <p>AWE LLC – Mr Bassil.</p> <p>Brimpton Common Fuel Allotment Trustees – Colin Evans and Gail Adair were appointed as trustees. The Parish Council will meet with the trustees on 23<sup>rd</sup> May to discuss the future direction of the trust.</p> <p>It was agreed to defer the appointment of representatives on St. Peter’s Almshouse Charity and the Village Hall Committee until the meeting in June.</p>  |       |
| 58/19 | <p><b>To reconfirm that the conditions for the General Power of Competence have been met</b></p> <p>Following the elections on 2<sup>nd</sup> May 2019 all councillors have been duly elected and the Clerk is CiLCA qualified. The conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 have therefore been met and the council resolved unanimously to adopt the General Power of Competence.</p>  |       |
| 59/19 | <p><b>To review policies and procedures including Code of Conduct, Standing Orders, Financial Regulations, Risk Assessment schedule, Health and Safety Policy. Data protection policy.</b></p> <p>The Clerk confirmed that no changes were needed to the ‘Health and Safety Policy’ and the Data Protection Policy.</p> <p>The Risk Assessment Schedule has been updated in light of the new policies that have been adopted. The Council resolved to adopt the new version of the Risk Assessment Schedule.</p> <p>The Clerk presented a report on changes needed to the Standing Orders and Financial regulations. All changes were agreed and new versions of the Standing Orders and financial regulations were adopted.</p> <p>A new version of the Code of Conduct was reviewed and adopted.</p> <p>Clerk to ensure that versions of policies on the website are updated.</p> | Clerk |
| 60/19 | <p><b>To review and adopt the Brimpton Fete Risk Assessment</b></p> <p>Mr. Main presented the Brimpton Fete Risk Assessment. It has been reviewed by a health and safety specialist.</p> <p>The Parish Council agreed the risk assessment and thanked Mr. Main for his work on the document.</p>  |       |
| 61/19 | <p><b>Parish Plan: Progress report and to agree final steps</b></p> <p>The minutes of the last steering group meeting have been circulated to all councillors.</p> <p>The next steps proposed by the steering group were agreed. The draft of the parish plan will be sent to the Parish Council by 26<sup>th</sup> May. Discussions will</p>   |       |

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|       | then be held with West Berkshire District Council and the Parish Council to finalise the Action Plan. The Action Plan and Parish Plan will then be combined and formally presented to the Parish Council at the July meeting.   |       |
| 62/19 | <b>Planning and Development</b>   |       |
| 62.1  | <p><b>To consider new planning applications and provide updates on any already considered. See appendix C below.</b><br/> 19/00518/HOUSE, 19/00519/LBC2 – Old Thatch, Crookham Common Road. Replacement extension<br/> <b>The Council resolved to respond with no objections.</b></p> <p>19/01008/HOUSE – Thornton House, Brimpton Lane. Single storey rear and side extensions to form family room, study and kitchen enlargement – deadline 21<sup>st</sup> May.<br/> <b>The Council resolved to respond with no objections.</b></p>  |       |
| 63/19 | <b>Finance</b>  |       |
| 63.1  | <p><b>To approve payments and reconciliation against bank statements.</b><br/> 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 |
| 63.2  | <p><b>To discuss internal auditors report and review internal controls (appoint an internal checker)</b><br/> The Internal auditor’s report was sent to all councillors for review. The auditor raised an issue with the purchase of the defibrillator as according to financial regulations two quotes should have been sought. This has been noted and Clerk will ensure that regulations are followed in future.</p> <p>Mr. Hicks proposed that Mr. Main should be the internal checker for 2019/2020 accounts. Mrs. Cowdery seconded this proposal and all agreed.</p>                  |       |
| 63.3  | <p><b>To approve the Annual Governance statement</b><br/> The Annual Governance statements were sent to all councillors before the meeting. The Council considered the statements and resolved to reply Yes to each one. The Chairman signed the Annual Governance Statement as approved by the Council.</p>  |       |
| 63.4  | <p><b>To approve the end of year statement of Accounts for 2018/19 and amended asset register</b><br/> The Council resolved to accept the end of year statement of accounts prepared by the clerk/RFO and the form was duly signed.<br/> The Council resolved to adopt the amended asset register with the addition of items bought during the year.<br/> The Council resolved to declare itself exempt from the requirement for a limited assurance review as the higher of the authority’s gross income for the year or gross annual expenditure, for the year did not exceed £25,000</p> |       |
| 63.5  | <p><b>To agree the dates for the public exercise of rights</b><br/> Council resolved to hold the exercise of public rights from 17<sup>th</sup> June to 26<sup>th</sup> July as suggested by PKF Littlejohn the external auditors. Clerk to arrange for documents to be uploaded to the website and for the required notices to be put up on 16<sup>th</sup> June.</p>  |       |
| 63.6  | <p><b>To consider insurance quotes for 2019/2020</b><br/> Three quotes were obtained by the Clerk and considered by the Council.</p>  |       |

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|       | The Council resolved to proceed with the quotation from Zurich Insurance Ltd and to agree to a Long-Term Agreement for 3 years to obtain an additional discount.   |  |
| 64/19 | <b>Reports</b>   |  |
| 64.1  | <b>District Councillor's Report</b><br>No report.  |  |
| 64.2  | <b>Clerk's Report</b><br>Clerk attended a workshop on unauthorised encampments which gave information on Police and Local authority powers in this situation. West Berkshire District Council have agreed to provide more guidance for private landowners when dealing with unauthorised encampments.  |  |
| 64.3  | <b>Report from Village Hall Committee</b><br>Annual General Meeting will be held on 16 May 2019 at 7.30pm. More volunteers are needed to help run the hall.  |  |
| 64.4  | <b>Reports from Parish Council representatives on external bodies</b><br>AWE LLC – AWE have been required to have a Structured Improvement Programme to improve its operations. The Office of Nuclear Regulation (ONR) have said that the Structured Improvement Plan is adequately developed.<br><br>Brimpton Fete - Mr. Hicks reported that the Fete preparations are proceeding well. Raffle tickets are now on sale. Mr. Main to arrange for the competition schedule to be delivered to residents in Brimpton Common. |  |
| 65/19 | <b>Public Forum</b><br>65.1 A resident asked who will be speaking at the Annual Parish meeting and Mr. Hicks listed the speakers.<br>65.2 Mr. Hicks reported that he had attended a meeting with neighbouring parishes, Thames Valley Police, MOD Police and the Wasing Estate to discuss how security could be improved in the area.<br>65.3 A resident thanked councillors for all the work they do in the community.  |  |
| 66/19 | <b>Date of Next Meeting : 28<sup>th</sup> May – Annual Parish Meeting 7.30pm with refreshments and opportunity to talk to residents.</b><br><b>4<sup>th</sup> June – Parish Council meeting.</b>   |  |
|       | Meeting finished at 8.27 pm  |  |

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



## Appendix A

Meeting Report 7th May 2019

### Community Account

| Statement balance 24/4/19 | Cashbook balance as at 30/4/2019 | Cashbook balance after new payments made |
|---------------------------|----------------------------------|--|
| £23,249.73                | £30,016.93                       | £26,302.28                               |

### Payments made since last meeting

| Cheque No | Payee          | Details                       | TOTAL COST     |
|-----------|----------------|-------------------------------|----------------|
| SO        | Mrs C McGarvie | March Salary                  | 225.50         |
| 100426    | Mr J. Dolphin  | Parish Plan meet refreshments | 36.56          |
| 100427    | Mrs C McGarvie | Litter pick signs             | 184.50         |
| 100428    | Mrs C McGarvie | stamps                        | 6.96           |
| 100429    | Mrs C McGarvie | Gazebos for fete              | 419.40         |
|           |                |                               | <b>£872.92</b> |

### New items for payment

| Cheque No    | Payee                | Details                 | TOTAL COST       |
|--------------|----------------------|-------------------------|------------------|
| SO           | Mrs C McGarvie       | May Salary              | 232.80           |
| 100430       | Mrs C McGarvie       | folders, binder, TEN    | 42.98            |
| 100431       | Brimpton School Fund | grant for school hall   | 2000.00          |
| 100432       | PCC of Brimpton      | Grant for grass cutting | 1000.00          |
| 100433       | BALC                 | membership              | 133.87           |
| 100434       | Zurich Insurance Ltd | Insurance               | 305.00           |
| <b>TOTAL</b> |                      |                         | <b>£3,714.65</b> |

### Receipts since last meeting date

| Receipt Date | Payer | Details        | TOTAL AMOUNT  |
|--------------|-------|----------------|---------------|
| 08/04/2019   | cash  | Brimpton story | 15.00         |
| <b>TOTAL</b> |       |                | <b>£15.00</b> |

### Payments not presented as of 24/4/2019

| Cheque No    | Payee          | Details      | TOTAL COST     |
|--------------|----------------|--------------|----------------|
| SO           | Mrs C McGarvie | April Salary | 232.80         |
| <b>TOTAL</b> |                |              | <b>£232.80</b> |

### Receipts not cleared as of 24/4/2019

| Receipt date | Payer | Details | TOTAL COST       |
|--------------|-------|---------|------------------|
| 30/04/2019   | WBC   | precept | <b>£7,000.00</b> |

|                     |            |  |
|---------------------|------------|--|
| 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 |  |
|                     | £21,827.33 |  |

|  |                   |
|--|-------------------|
| <b>Savings Account balance 24/4/19</b> | <b>£31,832.04</b> |
|--|-------------------|

## Appendix B

### Bank Reconciliation 30th April 2019

|  |                         |                          |                   |
|--|-------------------------|--------------------------|-------------------|
| <b>Authority name</b>                                  | Brimpton Parish Council |                          |                   |
| <b>Prepared by</b>                                     | Christine McGarvie      | Clerk and RFO            |                   |
| <b>Date</b>  | 30th April 2019         |                          |                   |
| <b>Approved by</b>                                     | John Hicks              | Chair of council         |                   |
| Balance per bank statements as at 24th April 2019      | £                       | £                        |                   |
|  | Community Account       | 23,249.73                |                   |
|  | Saving account          | 31,832.04                |                   |
|  |                         |                          | <u>55,081.77</u>  |
| Less any un-presented payments at 24th April 2019      |                         |                          | <u>232.80</u>     |
|  | 30/04/2019              | Clerks salary April      |                   |
| Add any uncleared cheques/cash/payments                |                         |                          |                   |
|  | 30/04/2019              | First instalment precept | 7000              |
| Net Bank balances as at 30th April 2019                |                         |                          | <u>£61,848.97</u> |
| CASH BOOK  |                         |                          |                   |
| Opening balance as per cashbook 1st April 2019         |                         | 23,882.15                |                   |
| Add: Receipts in the year                              |                         | 7,015.00                 |                   |
| Less: Payments in the year                             |                         | 880.22                   |                   |
| Closing balance as per cash book as at 30th April 2019 |                         | <u>£30,016.93</u>        |                   |
| Opening balance savings account 1st April 2019         |                         | 31,832.04                |                   |
| Add: Receipts in the year                              |                         |                          |                   |
| Less: Payments in the year                             |                         |                          | 0                 |
| Closing balance as per cash book as at 30th April 2019 |                         | <u>£31,832.04</u>        |                   |
| Overall closing balance                                |                         | <u>£61,848.97</u>        |                   |

## Appendix C

### Planning Applications for Consideration

|   |   |   |
|---|---|---|
| 1 | 19/01008/HOUSE – Thornton House, Brimpton Lane. Single storey rear and side extensions to form family room, study and kitchen enlargement   | Deadline 21st May 2019.<br><br>Clerk has not received normal request for comments |
| 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. | Deadline 7th May 2019   |

### Planning Application Decisions made

|   |  |   |
|---|--|---|
| 1 | 19/00095/FUL- Little Park Farm Bungalow, Crookham Common Road - Erection of replacement dwelling with parking and amenity space                      | Approved with various conditions including contaminated land report |
| 2 | 19/00370/HOUSE - Lea Cottage, Wasing Road - Demolition of existing conservatory and new single storey side extension to single storey detached house | Approved  |
| 3 | 19/00274/HOUSE – 3 The Osiers, Brimpton Road. Erection of a detached garage.   | Refused<br><br>(PC had no objections)                               |

### Planning Applications Awaiting Decisions

|   |   |                                 |
|---|---|---------------------------------|
| 1 | 19/00557/HOUSE - Larkwhistle Farm, Brimpton Common. Erection of new garage and new access drive             | Deadline 2nd May<br><br>GRANTED |
| 2 | 19/00353/PACOU – Hyde End Farm, Hyde End Lane.<br><br>Change of use of agricultural building to a dwelling. | Permitted development.          |