

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

Date: Tuesday 5<sup>th</sup> May 2020 Time: 7.30pm

Place: Zoom video conference due to the Coronavirus (Covid-19) restrictions.

Attending call: Mr John Hicks (Chairman)

Mr John Dolphin

Mr Phil Bassil

Mr Peter Main

In Attendance: District Councillor Dominic Boeck

Christine McGarvie (Clerk)

3 members of the public were also in attendance

The Chairman introduced councillors for the benefit of the recording and outlined the procedures to be followed during the meeting.

There were 3 members of the public on the call

**33/20 Apologies for absence**

Mr. Brims and Mrs Cowdery gave their apologies.

**34/20 To receive declarations of interest relating to items on the agenda**

None received

**35/20 Minutes of the previous meeting**

**35.1** It was unanimously agreed that the Minutes of the meeting held 7<sup>th</sup> April were a true and accurate record. The Chairman will sign these at a future date.

**35.2 Matters arising from the minutes not otherwise on the agenda including review of the Action Tracker.**

142.3/19 West Berkshire Council have confirmed that the relining of Brimpton Road is in the programme of works for 2020/21 and should be done in late Summer or Autumn 2020.

**36/20 To discuss Parish Council response to the Coronavirus (Covid-19) epidemic**

Mr Hicks reported that the number of requests for helps has decreased in the last 10 days. There has only been one from the Crookham Common area in the last week.

Mr. Dolphin reported that there has been a total of 37 requests for help from the village area and these have been easily met by the volunteer group.

Mr. Main reported that they have only received two requests for help with getting medication and 3 or 4 for help with getting a veg box via Wasing Estate.

Mr Hicks also reported that 8 new people have joined the email update list recently.

**37/20 Parish Environment**

**37.1 To report changes to school bus timings and payment**

It was agreed to defer this item to the next meeting.

**38/20 Planning and Development**

**38.1 To consider new planning applications and provide updates on any already considered. See appendix C below.**

There were no new applications to consider.

**39/20 Finance**

**39.1 To approve payments and approve reconciliation against bank statements**

The payments for May were agreed. Clerk to action.

**Action: Clerk**

### **39.2 To agree with current insurer under Long Term Agreement**

The insurance renewal is due on 1<sup>st</sup> June 2020 and quoted cost from Zurich is £306.87 under a Long-Term Agreement. Clerk has confirmed that the cover offered is adequate. All agreed to continue with this Long-Term Agreement with Zurich. Clerk to raise a cheque and action.

**Action : Clerk**

### **39.3 To discuss internal auditors report and review internal controls**

The Internal auditor's report was sent to all councillors for review. The only item raised by the auditor was that VAT had only been reclaimed annually and the financial regulations currently state that this should be done quarterly or every 6 months. All agreed that the financial regulations should be updated as annually is sufficient. Clerk to action.

**Action: Clerk**

Mr Main agreed to continue in the role of internal checker for 2020/2021.

### **39.4 To approve the Annual Governance statement**

The Annual Governance statements were sent to all councillors before the meeting. Mr. Hicks read out the statements. The Parish Council considered the statements and resolved to reply Yes to statements 1 to 8. Statement 9 is not applicable. The Chairman will sign the Annual Governance statement on behalf of the Parish Council.

### **39.5 To approve the end of year Statement of Accounts for 2019/20 and amended asset register**

The Parish Council resolved to accept the end of year statement of accounts prepared by the Clerk and the form will be signed by the Chairman on behalf of the Parish Council.

The Parish Council resolved to adopt the amended asset register with the addition of items bought during the year.

### **39.6 To agree to certify as exempt from external audit**

The Parish 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

### **39.7 To agree the dates for the public exercise of rights.**

The Parish Council resolved to hold the exercise of public rights from 15<sup>th</sup> June to 24<sup>th</sup> July. Clerk to arrange for documents to be uploaded to the website and for the required notices to be put up on 14<sup>th</sup> June.

## **40/20 Reports**

### **40.1 District Councillor report**

Cllr Boeck sent a report before the meeting which will be made available on the Parish Council website.

Cllr Boeck thanked the Parish Council, on behalf of residents, for all it is doing to support the most vulnerable in the community at this time.

There has been discussion amongst the executive at West Berkshire Council regarding when recycling centres should be reopened. The Government have indicated that there is no legal reason why they can't be reopened but there are safety challenges which need to be considered such as maintaining social distancing and increased traffic in the surrounding areas.

### **40.2 Clerk's report**

Nothing to report.

### **40.3 Report from Village Hall Committee**

Mr. Dolphin reported that the Village Hall is still closed. The roof repairs have been done and they suspect the damage was caused by vandalism.

### **40.4 Report from Parish Council representatives on external bodies**

Mr. Bassil reported that the AWE LLC has not met but AWE is sending out weekly updates outlining the situation on site. There are currently 11 people off of work with infectious disease and 132 with sickness.

In total they have 645 unavailable for work which is 11% of their workforce. Many staff are working from home but essential activities are continuing as normal.

The LLC are considering holding the next planned meeting remotely.

**41/20 Public Forum**

41.4 A resident asked, via email, what is happening about affordable housing in Brimpton.

Mr. Hicks reported that although there is reference to affordable housing in the Parish Plan it is dependant on the review of the settlement boundary which cannot be progressed at the moment due to the Coronavirus restrictions. Mr. Brims is the lead on this action and has setup a working party to make recommendations to the Parish Council on whether there should be changes to the settlement boundary and where changes could be made.

41.2 A resident asked, via email, how much CIL the Paris Council have left to spend

The Clerk reported that the Parish Council have £806.40 of CIL from the £2806.40 which was received in 2016. £2000 of CIL was given to the school for improvements to the school hall.

41.3 The Parish Council considered an email from a resident complaining about noise levels behind Tarkwa in Wasing Road. Councillors asked the Clerk to contact the complainant. It was agreed that the Clerk should ask the WBC Environmental Health department if they had received any previous complaints.

**Action : Clerk**

41.4 Mr. Dolphin has been informed that Gigaclear will be carrying out road works in the village over the next few weeks. Clerk to publish the schedule of works on the Parish Council website.

Mr. Dolphin will continue to chase Gigaclear for updates on when residents can expect to receive service.

41.2 Mr Dolphin asked whether there were any plans to reopen the school playing fields as some residents would like to have access again. Mr. Hicks pointed out that this is a decision for the school governors.

**42/20 The next meeting will be held on Tuesday 2<sup>nd</sup> June 2020**

Signed: .....  
(Chairman)

Date:.....

## Appendix A

Meeting Report 5th May 2020			
<b>Community Account</b>			
<b>Statement balance 24/4/2020</b>	<b>Cashbook balance as at 30/4/2020</b>	<b>Cashbook balance after new payments made</b>	
<b>£27,909.24</b>	<b>£33,517.44</b>	<b>£33,134.64</b>	
<b>Payments made since last meeting</b>			
<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
DD	Barclaycard	Laptop battery	35.98
DD	Mrs C McGarvie	March salary	232.80
			<b>£268.78</b>
<b>New items for payment</b>			
<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
100456	Mrs C Connell	Internal Auditor fees	150.00
SO	Mrs C McGarvie	May Salary	232.80
<b>TOTAL</b>			<b>£382.80</b>
<b>Receipts since last meeting date</b>			
<b>Receipt Date</b>	<b>Payer</b>	<b>Details</b>	<b>TOTAL AMOUNT</b>
			<b>£0.00</b>
<b>Payments not presented as of 24/4/2020</b>			
<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
100453	P.Hiscock	Fuel allotment grass cutting	60.00
SO	Mrs C McGarvie	April salary	232.80
100454	Brimpton Village Hall	Hall rental	75.00
100455	Digital House Md Ltd	Domain name	24.00
<b>TOTAL</b>			<b>£391.80</b>
<b>Receipts not cleared as of 24/4/2020</b>			
<b>Receipt date</b>	<b>Payer</b>	<b>Details</b>	<b>TOTAL COST</b>
<b>28/04/2020</b>	West Berkshire District Co	Precept	<b>£6,000.00</b>

Appendix B

<b>Date</b>	30th April 2020		
<b>Approved by</b>	John Hicks	Chair of council	
Balance per bank statements as at 24th April 2020		£	£
Community Account		27,909.24	
Saving account		31,890.86	
			<u>59,800.10</u>
Less any un-presented payments at 24th April 2020			
03/03/2020 P. Hiscock		60.00	
30/04/2020 Mrs C McGarvie		232.80	
07/04/2020 Digital House MD Ltd		24.00	
07/04/2020 Brimpton Village Hall		75.00	
			391.80
Add any uncleared receipts			
28/04/2020 Precept			6000
Net Bank balances as at 24th April 2020			<u>£65,408.30</u>
 CASH BOOK			
Opening balance as per cashbook 1st April 2020		27,885.22	
Add: Receipts in the year		6,000.00	
Less: Payments in the year		367.78	
Closing balance as per cash book as at 30th April 2020		<u>£33,517.44</u>	
Opening balance savings account 1st April 2020		31,890.86	
Add: Receipts in the year		£0.00	
Less: Payments in the year		0	
Closing balance as per cash book as at 30th April 2020		<u>£31,890.86</u>	
Overall closing balance		<u>£65,408.30</u>	
	diff	£0.00	

Appendix C

Brimpton Parish Council Meeting – 5<sup>th</sup> May 2020

Planning Applications for Consideration

1	None	
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Planning Application Decisions made

1	20/00263/HOUSE – Thornton House, Brimpton Lane. Proposed front boundary fence and landscaping, gates and piers	Withdrawn
2	20/00414/FUL – Blacknest Bungalow, Brimpton Common. Alterations and extension to existing bungalow to create a 2-storey house (original number 20/00265/HOUSE)	Granted
3	20/00416/PACOU – Hyde End Farm, Hyde End Lane. Prior notification of proposed change of use of agricultural buildings to 5 dwelling houses	Rejected – Planning Application is required

Planning Applications Awaiting Decisions

1	<b>20/00737/COMIND - Shalford Farm.</b> Conversion and redevelopment of land and buildings	Deadline 19 <sup>th</sup> June
2	<b>20/00587/HOUSE – The Lodge, Brimpton Common. Addition of orangery</b>	Deadline 12 <sup>th</sup> June
3	<b>20/00581/FULD – Blacknest Farm, Brimpton Common. Development of 4 dwellings.</b>	Deadline 30 <sup>th</sup> April
4	<b>19/03155/FULD – Wasing Cottage, Wasing Road.</b> Demolition of existing dwelling and proposed replacement	Deadline 18 <sup>th</sup> Feb
5	<b>APP/W0340/W/19/3237503 - Planning Appeal in relation to 18/02635/COMIND at Shalford Farm</b>	Postponed