

Brimpton Parish Council - Action Tracker January 2022					
Date of original minute	Minute Ref	Description	Action	Current Status (Ongoing/Completed/P ending)	Latest update
07/12/2021	122.4	Repairs and cleaning of war memorial	JD/Clerk	Ongoing	Jan/21 - Mr Dolpin has contacted the War memorial trust and they have indicated that the memorial could be gently cleaned and this would not necessarily need a specialist. They also provided advice on selecting a contractor to do the work. Parish council need to discuss next steps.
02/11/2021	109/21	Street Name plates for Back Lane	Clerk	ongoing	Clerk has raised a case to request street name plates ref: 202512 Jan/21- WBC have replied to say that a name plate can't be installed as Back Lane is not an official street name.
6/7/2021	70/21	Parking issues around Brimpton Primary School	JH	Ongoing	Mr. Hicks to write to WBC Highways to ask them attend a meeting at the school to see issue first hand. Mr. Hicks to update residents via the parish email update. July/21 request sent to WBC and update sent to residents. Awaiting a response from WBC. Nov/21 Mr Hicks to ask school their view on parking being provided at end of Enborne way . Dec/21 Clerk has asked for clarification from headteacher on the schools view of parking at the allotment area at end of Enborne Way Jan/21 - Headteacher replied to say they are still interested in parking at end of Enborne Way but problem seems to have been improved by staggered start times.
02/03/2021	30.3/21	Flooding on Brimpton Road near Willow Wands	Clerk	Ongoing	Clerk raised a case on 3rd March. Ref 193427 but did not receive any response. Chasing email sent. May 21 - Enquiry was forwarded to the Drainage and Flood Risk team but still no response has been received. Clerk chased again. June 21 - West Berks have inspected the problem and instructed contractors to clear the drainage channel. Estimated completion date by end of May. July/21 Clerk has asked West Berks whether this work has been done yet. Aug/21 - Chased again. Work may have been done but WBC have not informed us. Sept/21 - some work was done to clear drainage channels by Mr. Bassil believes it was the wrong location. Need to arrange site meeting with West Berks. Nov/21 site visit held with West Berkshire drainage engineer. Major work would be needed to resolve problem. Waiting to hear back from West Berks whether this will be added to their works programme Dec/21 - Mr. Bassil sent photos of the flooding. Clerk has chased via email but no response yet. Jan/21 - WBC have confirmed that the job will be added to the list of drainage works for 2022/2023

1/9/2020	69.2/20	Enborne Way allotment area	Clerk	Completed	Sovereign have had the area strimmed but it is still untidy and there is still a large pile of rubbish which is attracting vermin and the gate is broken. Clerk has contacted Sovereign to pass on complaints and the person responsible has come out to look. Discussions are continuing to determine what still needs to be done in the short and longer term. Sovereign have agreed that the contractor needs to come back to remove the mound of rubbish and cut some grass that was missed. Clerk is still chasing and has also raised concern about the gate/fence. 26/11/20 - Sovereign have asked another contractor to remove the pile of wood chippings etc from the area and to give it another cut and clear now. They have also asked them to quote to provide a new fence and gate to the area. March/21 contractor has started work on the area. Fence will be replaced. April/21 - new fence has been installed and area tidied. Sovereign have added it to their schedule of regular maintenance.
1/12/2020	101.3	Maintenance of grass verge on Brimpton Lane , Brimpton Common	Clerk	Completed	Clerk raised a case with WBC and they agreed to do the work however, it appears that they cut Blacknest Lane by mistake. Clerk chased for an update on 17th December but no response. Jan 21 - it appears that some of the verge has been cut back but there are still overgrown shrubs etc so Clerk has raised another case.ref 192349 and West Berks has indicated that the shrubs will be cut back in the next couple of weeks. Shrubs have been cut back and verge is now clear.
5/1/2021	9.1/21	Road works sign left in Hyde End Lane	Clerk	Completed	Clerk raised a case with WBC to ask for the sign to be moved. Ref 191639. It has not been moved yet. Clerk has chased and sent supporting photos. Sign has been removed
03/11/2020	96.2	Covid volunteer helpers	JH/JD/PM	Completed	Mr. Hicks, Mr Main and Mr Dolphin to send emails to volunteers asking if they are still able to help anyone self isolating.
05/01/2021	7.1/21	West Berkshire Council Minerals and Waste Local Plan	Clerk	Completed	Clerk responded on behalf of the Parish Council in support of the plan
05/01/2021	9.2/21	Road signs and barriers left in Brimpton Road	Clerk	Completed	Clerk raised a case with WBC 191150 and WBC have replied to say that they will remove the barriers as they don't know which contractor left them.Clerk chased again and told them that some of the barriers are covering holes. Cllr Boeck has chased on behalf of the Parish Council. May 21 - The barriers have now been removed.
1/12/2020	102.1	Washoe Lodge - complaint regarding decision report	Clerk/JH	Completed	A letter of official complaint was drafted by Mr. Hicks and sent to the Chief Executive Officer of West Berkshire Council. It is being dealt with under their official complaints procedure and a response is expected by the end of December 2020. A stage 2 review has been requested but WBC have indicated that the response should be by 15th February but this may be delayed. A letter was sent to the Executive Member for planning (Hilary Cole) on 9th March but no response has yet been received. A response was received from the Executive member for planning which was not considered to be satisfactory. Mr Hicks investigated the possibility of making a complaint to the Local Government Ombudsman but this is only an option for individuals who can show they have suffered hardship.

3/12/2019	142.3/19	The white lines at the sides of Wasing Road and Brimpton Lane are faded and need to be refreshed. Clerk to raise as a case on this	Clerk	Completed	Clerk has raised two enquiries 179414 and 179413. WBC have confirmed that this work is in the programme of works for this year at the end of Summer or early Autumn. 26/11/20 - Lining has been delayed as drain clearance in Brimpton Lane and Wasing Road has to be done first. Gulleys have now been cleared and patching done. Latest update from WBC on 3/12 The works order for the lining has been raised and we are awaiting a programme date from Volker, hopefully there will be a dry period where this can be undertaken March/21 still waiting for lining work to be scheduled. April/21 Wasing Road lining has been redone but not Brimpton Lane. Clerk has asked West Berks for an update. May 21 - Centre line on Brimpton Lane has been repainted.
6/4/2021	35.3	Safety of Enborne Way/Brimpton Lane Junction	Clerk	Completed	Clerk contacted west berkshire Highways to ask them to meet with the PC and residents on site to discuss safety of the junction. They declined the offer as they say that the junction has a good safety record. They are going to look at whether the hedge to the North of the junction needs to be cut back but that is all. Do the Parish Council wish to take any further action ?
03/11/2020	96.1	Request to move post box on Brimpton Lane outside Old Post office	Clerk	Completed	Clerk has raised a case with Royal Mail. It is with their Collections Planning manager to carry out an assessment but work of this nature is on hold due to Covid. A poll of residents views was carried out on facebook and the majority were in favour of moving it to a location near the bus stop. Mrs Cowdery reported that Royal Mail staff have been out to look at the postbox but there has no been official response yet. Clerk has emailed Royal Mail customer services requesting an update. May 21 - Still no update. Clerk has chased again. June 21- A new post box has been installed on the opposite side of the road and the old one has been painted black.
04/05/2021	48/21	To upload the updated policies to the website	Clerk	Completed	Policies and procedures reviewed. Updated versions uploaded to the website.
6/4/2021	40/.1	Councillor vacancy	Clerk	Completed	The required notices to allow the public to request a by-election were published and the deadline for this request is 30th April. If no by-election is requested the Clerk will then publish the notice of casual vacancy to be filled by co-option at the June meeting (assuming that candidates come forward by then.) June 21 - Deadline for applications was 25th May. One application received.
04/05/2021	50.1/21	Eastbank planning enforcement issue	Clerk	Completed	Clerk raised a planning enforcement case regarding the garage that has been built without permission. Planning enforcement have visited site but are yet to respond. July/21 Clerk asked for an update but the planning application has now been approved.
6/7/2021	75.1	West Berkshire Parish and Town Council engagement survey	Clerk	Completed	Clerk has sent in response on behalf of Parish Council and also attended a workshop with WBC and Clerks.

6/7/2021	71/21	Brimpton Arts and Crafts Exhibition	Clerk	Completed	Clerk to find out if CIL could be used to fund the Exhibition. WBC have given their opinion that it would not be appropriate use of CIL
6/7/2021	66.4/21	Email addresses on Parish Council website	Clerk	Completed	Mrs Cowdery asked for councillors email address to be listed on the website. Clerk has updated the page.
6/7/2021	66.2	Washoe Lodge development	JH	Completed	Mr Hicks to contact the trustees of the Almshouses to let them know about the Parish Council's concerns regarding the development before the decide whether to release the covenant. This has been done.
6/7/2021	66.1	Wasing Road fence down	CB	Completed	Mr Brims to speak to landowner. This has been done.
7/7/2020	60.3/20	The Parish Council agreed to move to electronic banking.	Clerk	Completed	Lloyds provide the necessary dual authorisation via electronic banking but are not currently taking new application because of the Coronavirus restrictions Jan 21 - new applications are now open for the account needed but there is no switching facility. This should not be an issue as there is only one DD and one SO to switch. March/21 after several calls with Lloyds they have now said that they can't open an account at the moment because the PC already have an account with another bank. Still waiting for Lloyds to start taking applications for their account. Barclays branch in Tadley is closing in June. June 21- Clerk has sent an email to internal auditor asking whether legally the Parish Council could setup internet banking having the Clerk put through payments and one councillor approve as Lloyds are still not allowing new accounts to be opened.July/21 - It was decided to use Barclays online banking. Councillors are in the proecess of setting up online accounts. Aug/21 - two of signatories now have online access.
6/4/2021	35.1/21	No Cold Calling Zone	JH	Completed	Mr Hicks to ask residents whether they would support the setting up of a cold Calling Zone. June 21 - Volunteers are delivering information packs to residents along with a voting slip. July/21 - Brimpton Common, Hyde End Lane, Hatch Lane, Church Lane and Wasing Road were all accepted as NCCZs Aug/21 - Signs have been received. Any further action required ?
03/08/2021	78.1	Dog warden details to be publicised	JH	Completed	Mr Hicks included details of how to report nuisance dog behaviour in the Parish email update. Details have also been put on the Parish Council website.
04/05/2021	49.3/21	Register ownership of Brimpton Fuel Allotment with land registry	Clerk	Completed	There are four forms that need to be completed , including a statement of truth as we do not have the title deeds. Clerk is working on this. July/21 Clerk is trying to find a solicitor to verify id but this is proving difficult due to Covid restrictions and offices being closed. Aug/21 - PC need to decide whether to proceed with this. Sept/21 - Mr. Hicks has met with Wasing Estate. PC to decide whether to proceed. It was agreed at the September meeting that the PC would not proceed with this.
07/09/2021	93.5	Plaque for War Memorial Oak Tree	Clerk	Completed	Agreed that brass plaque on wooden mount with metal stake would be purchased. Wording agreed and order made. Oct/21- Plaque has been installed

3/8/2021	85.4	Spending CIL funds	Clerk	Completed	Clerk has sent an email to WBC to ask whether CIL could be spent on bulbs and gazebos. No reply as yet. Oct/21 - WBC confirmed that this is an acceptable way to spend the CIL.
07/09/2021	93.6	Bulb planting as part of Big Green Week	Clerk/JH	Completed	Bulbs have been purchased and planting arranged for 9th October. Clerk to complete Risk Assessment for the activity as volunteers will be planting bulbs. Oct/21 bulbs have been planted
04/05/2021	52.2/21	West Berkshire Climate Forum	JH	Completed	Mr. Hicks found a volunteer to attend the West Berks Climate forum on behalf of the Parish Council and they will report back.
05/10/2021	85.4/21	Purchase of gazebos for community events	Clerk	Completed	Clerk has raised a sales order for 3 gazebos and guttering. For approval at November meeting. Gazebos have been purchased and are at the village hall
1/6/2021	61.4/21	Queen's canopy project	JH	Completed	Mr. Hicks to ask residents for suggestions for where trees could be planted for the Queen's platinum jubilee canopy project. Aug/21 Clerk has applied for one of the free tree packs. Nov/21 trees have been delayed Dec/21 Trees have been given to the Fuel Allotment and planted.
04/05/2021	46/21	MP Laura Farris attended meeting and several concerns about West Berkshire's planning departments policies were raised	LF/clerk	completed	MP Laura Farris has asked the new West Berks Executive member for planning to arrange a meeting with the Parish Council to discuss planning issues. July/21 no response from West Berkshire Council. Clerk has sent an email to Laura Farris's office manager to chase. Aug/21 - This has been chased by Laura Farris's office manager but still no response. Sept/21 It was agreed that Clerk should seek to arrange meeting directly with WBC exec member. Beenham and Aldermaston have confirmed they would also be interested in attending the meeting. Oct/21 - Still no response. Clerk will chase again. Nov/21 Meeting with Richard Somner arranged for 30th November Dec/21 - meeting held on 30th November.
2/11/2021	113.3	Policy for lending out gazebos	Clerk	Completed	Clerk has contacted insurers and they will not cover the gazebos if lent out to other users. A policy has been drafted for discussion at the December meeting. Jan/21 - Policy agreed at December meeting and published on website
02/11/2021	113.2	Community speedwatch - Clerk to find out whether PC could purchase equipment to record number plates	Clerk	completed	Clerk has sent email to Thames Valley Police asking for clarification. Jan/21 - TVP confirmed that equipment could be used but would still need a volunteer to stand at side of road.
7/9/2021	93.4	West Berkshire's Blossom into Spring Project	Clerk	Completed	Agreed that Parish Council would request two Cherry Trees. Clerk has informed WBC. Trees should be delivered in November. Dec/21 Trees still delayed but have been in contact with WBC regarding delivery Jan/21 - Trees have been delivered and planted at the hall and fuel allotment.
01/06/2021	56/21	Allotment area at end of Enborne Way overgrown again	Clerk	Completed	Clerk has raised the issue with Sovereign again and they asked their contractor to tidy the area up. Aug/21 - Area is still very overgrown. Clerk has taken pictures and sent them Sovereign Sept/21 - the area still has not been properly tidied, despite assurances from Sovereign Oct/21 - Clerk has emailed the Land and Planning Director at Sovereign about the PC taking over responsibility for the land but no response received. Cllr Boeck has also chased this up with Sovereign Nov/21 - Sovereign are willing in principle to sell the land to the Parish Council. waiting for clarification on how this would be done and the estimated price. Dec/21 - Clarification that they are now offering to lease the land for 3 years. To be discussed at meeting. Jan/21 Parish Council decided to decline the offer of a 3 year licence for use of the land.

05/03/2019	99/18	Speeding : address residents concerns	Clerk	Completed	<p>It has been agreed to jointly purchase a SID with Aldermaston, Padworth and Beenham PC. A members bid request has been made by Cllr Boeck and if this is successful Aldermaston PC will go ahead and purchase the SID then invoice the other parishes. Members bid grant was successful. Aldermaston PC have drafted an MOU to be signed by all parishes involved. Waiting for confirmation from WBC that they are happy with the unit being purchased and that they will accept the data provided. APC have obtained more information from Thames Valley Police about a Community Speedwatch scheme which will be launched in 2021. Recommendation is to still go ahead with the purchase of the SID Jan/21 SID has been ordered but the lead time will be 4 to 6 weeks. March/21 SID is on order . APC have requested the TME licence but waiting for the document from legal. April/21 SID has now been delivered. All sites where the SID will be used need to approved and risk assessed. Two volunteers have been found to help. May/21 - Padworth PC currently have the SID and are doing the risk assessments. Clerk will meet with one of the volunteers once we have the SID to risk assess our sites and request approval from WBC. Several volunteers have come forward via the school July/21 - Risk assessments have been carried out at 4 locations in Brimpton. Waiting for approval from WBC. SID is currently being used to collect data in Aldermaston. Aug/21 - SID will be in Brimpton in the next two weeks Sept/21 - SID has been used to collected data. West Berks rejected the proposed site in Brimpton Common. They will provide a cost for a post but need to decide where it should go. Oct/21 Clerk to look at whether SID could go at junction of Brimpton Lane and Wasing Road when get the unit back again. Nov/21 SID has been set up on a post in Wasing Road, waiting for approval to use it there. In process of trying two other locations. Dec/21 approval given for locations in Wasing Road and Brimpton Common but SID is currently being fixed. Jan/21 SID has been fixed and is being used at approved locations.</p>
------------	-------	---------------------------------------	-------	-----------	---

