

Brimpton Parish Council
Minutes of the Annual Meeting of the Parish Council

Date: Tuesday 3rd May 2022 Time: 7.30pm
Place: Brimpton Village Hall
Attending: Mr John Hicks (Chairman)
Mr Phil Bassil
Mrs Mary Cowdery
Mr John Dolphin
Mr Nicholas Matthews
In Attendance: District Cllr Dominic Boeck
Christine McGarvie (Clerk)
7 members of the public including the owner of Hyde End Farm and Architect,
Francis Terry

48/22 To elect a Chairman

Mr Dolphin proposed that Mr Hicks be elected as Chairman and Mrs Cowdery seconded this proposal. The proposal was unanimously agreed and Mr. Hicks was duly elected as Chairman for the forthcoming municipal year.

49/22 To elect a Vice-Chairman

Mr Dolphin proposed that Mr Bassil be elected as Vice-Chairman and Mr Matthews seconded this proposal. The proposal was unanimously agreed and Mr. Bassil was duly elected as Vice-Chairman for the forthcoming municipal year.

50/22 Open Forum

The owner of Hyde End Farm attended to outline his proposal for a new house before the planning application is submitted. Hyde End Farm is a 130-acre farm which includes a redundant dairy.

The planning application will seek approval under Paragraph 80e of the National Planning Framework.

Francis Terry the architect of the scheme explained that Paragraph 80e allows new homes to be built in the countryside as long as the following 3 criteria are met – it must be of truly outstanding architecture – it must significantly enhance the immediate setting – it must be sensitive to the defining characteristics of the local area.

West Berkshire Council have already given pre-planning advice and the proposal has been presented to a Design Review Panel who have suggested changes which have been incorporated into the scheme. The aim is to submit the planning application in the Summer. The proposed house will be made from Bath Stone in a Georgian design. The existing views will not be compromised by the new building.

There is already planning permission for the dairy to be converted into a house.

It will take up to two years to build. The current farmhouse will remain.

They will be looking at creating additional passing places along Hyde End Lane to ease construction traffic.

51/22 Apologies for absence

Mr Brims gave his apologies.

52/22. To receive declarations of interest relating to items on the agenda

None

53/22. Minutes of the previous meeting

53.1 It was unanimously agreed that the Minutes of the meeting held on 5th April 2022 were a true and accurate record. The Chairman signed the minutes.

53.2 Matters arising from the Minutes not otherwise on the agenda including review of the Action Tracker

42/22 The lease for the additional land at the back of the hall has not yet been received from Wasing Estate's solicitors.

39.2/22 A Litter pick took place on Saturday 30th April. The group collected 30 bags. Unfortunately, West Berkshire Council weren't able to collect the waste so a resident took the bags to the recycling centre. Cllr Boeck pointed out that this could be considered commercial waste and therefore should not be accepted at the Household Waste Recycling Centre. Cllr Boeck to follow up with the Council to find out why they weren't able to collect the waste.

27/22 The programme for Jubilee events was sent out with the church newsletter.

54/22 To review current policies and procedures including Code of Conduct, Standing Orders, Financial Regulations, Risk Assessment Schedule, Health and Safety Policy and Data Protection Policy

The Clerk's suggested changes to policies were reviewed and all changes were accepted. Clerk to ensure that the updated policies are uploaded to the website.

It was agreed that the Parish Council's Code of Conduct would not be changed at this time but if West Berkshire Council update their code of conduct, then it would be looked at again.

Action : Clerk

55/22 To discuss plans to celebrate Queen's Platinum Jubilee

The programme has been delivered to residents and includes a lucky number for the chance to win a hamper which will be provided by Rosebourne Garden Centre. The lucky number will be drawn at the June Parish Council meeting. Clerk to add to agenda.

Action: Clerk

It was agreed that in place of paying Mrs Cowdery's expenses for paper and printing the Jubilee programme, the Parish Council would re-imburse her for a Jubilee cake to be shared with the residents of Brimpton Common.

Action:MC

It was agreed that the Chairman would write to the Queen to congratulate her on the Platinum Jubilee.

Action: JH

Beacon lighting – The beacon has been delivered. Mr. Matthews will purchase 2 gas bottles. 70 tickets have been sold for the event. The beacon will be lit at 9.45pm. Mr. Matthews will be on Radio Berkshire tomorrow to talk about the planned jubilee celebrations.

Flower festival – plans are progressing well.

Parish Walk - two families have indicated an interest in joining the walk; others are known to be waiting for the weather forecast.

Barn Dance – The draft risk assessment to be reviewed by Mr. Dolphin. The floor of barn will be flattened before the event. The required electrics will be installed by an electrician a couple of weeks before the event. There are only a few tickets left. Clerk to liaise with Mr Dolphin to agree how best to reimburse expenses.

Action: JD/Clerk

Community lunch – 88 attendees confirmed. Brimpton Lane will be closed at 12 and reopened at 4pm. The bollards and road closure signs will need to be put out and taken in at the correct times. Clerk to contact West Berkshire highways to find out if the road closure signs can be borrowed.

Action: Clerk

56/22. Parish Environment

56.1 To provide an update on the use of the Speed Indicator Device (SID) in the Parish

Since the last meeting the SID was used in Wasing Road and on Brimpton Lane at the top of Wasing Road.

In Wasing Road facing traffic coming down the hill from the village the SID recorded 37.2% of drivers travelling at over the ACPO limit of 35mph. In the opposite direction, facing drivers coming into the village on Wasing Road, 33.5% of drivers were travelling over 35mph (the ACPO limit). This information will be passed to the West Berkshire Highways department. Clerk to follow up.

Action: Clerk

The SID was also put outside The Old Post Office on Brimpton Lane at the junction with Wasing Road for 24 hours. It didn't show a high percentage of speeding only 1% of drivers over ACPO limit and 9% over speed limit. The average speed was 24mph and maximum speed 41mph. It was agreed that this location would be tried again but for a longer period of time and overnight.

56.2 To discuss possible repair or replacement of bench in the Churchyard

The Church have confirmed that they would like the bench to be repaired if possible. Clerk to seek quotes for repair of the bench.

Action: Clerk

56.3 To appoint Nick Paus as a trustee of the Brimpton Common Fuel Allotment Trust

It was agreed to appoint Nick Paus as a trustee of the Brimpton Common Fuel Allotment Trust.

56.4 Potholes in Brimpton Lane.

Mrs Cowdery reported that there are several potholes along Brimpton Lane. Clerk to report pothole on Able Bridge. Mrs Cowdery to let Clerk know of any other holes that need to be reported.

Action: Clerk/MC

57/22. Planning and Development

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

No new applications

58/22 Finance

58.1 To approve payments and approve reconciliation against bank statements

The payments and bank reconciliation were agreed. Mr. Hicks to approve the online payments as per the payment list.

58.2 To consider quotations for insurance 2022/23

The Clerk has obtained 3 quotes for insurance with comparable levels of insurance. It was agreed to accept a quote from Zurich for a 5-year Long Term Agreement at a cost of £332.48. Clerk to action.

Action: Clerk

58.3 To discuss the internal auditor's report and review internal controls including appointment of internal auditor for 2022/23 and internal checker.

The Parish Council considered and accepted the internal auditor's report. It was agreed to appoint Claire Connell as the internal auditor for the year and Mr. Bassil as the internal checker.

58.4 To approve the updated Asset Register

The updated asset register was agreed.

58.5 To approve the Annual Governance statement

The Parish Council considered the Annual Governance statements and resolved to reply Yes to statements 1 to 8 and n/a to statement 9. It was agreed that the Chairman should sign the Annual Governance Statement on behalf of the Parish Council.

58.6 To approve the end of year Statement of Accounts for 2021/22

The Statement of Accounts for 2021/22 were approved and it was agreed that the Chairman should sign on behalf of the Parish Council.

58.7 To agree to certify as exempt from external audit

Both income and expenditure in 2021/22 were below £25k. The Parish Council agreed to declare itself exempt from external audit.

58.8 To agree the dates for the public exercise of rights

It was agreed to set the dates for the public exercise of rights as 13th June to 22nd July 2022.

58.9 To consider grant request from Citizens Advice West Berkshire

It was agreed to grant Citizens Advice West Berkshire £150 and to pay this via The Good Exchange so that it could be match funded. Clerk to Action

Action: Clerk

59/22 Reports

59. 1 District Councillor's Report

Mr Boeck reported that his monthly report is in progress and the Annual Report was provided today. The Annual report will be presented at the Annual Parish Assembly meeting on 24th May.

59.2 Clerk's report

Nothing to report

59.3 Report from Village Hall Committee

The hall is still being well used. The Solar panels have been fixed and CCTV cameras have been installed to monitor the outside of the building.

59.4 Report from Parish Council representatives on external bodies

Nothing to report.

**60/22 The next Parish Council meeting will be held on Tuesday 7th June 2022 in the Village Hall.
The Annual Parish Assembly will be held on 24th May.**

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

Appendix A

Meeting Report 3rd May 2022

Community Account

Statement balance 22/4/2022	Cashbook balance as at 26/4/2022	Cashbook balance after new payments made
£32,791.04	£32,791.04	£32,382.04

Payments made since last meeting

Cheque No	Payee	Details	TOTAL COST
EP	Mrs C McGarvie	Back pay for 21/22	94.80
DD	Barclaycard	Deposit for toilets for jubilee	100.00
EP	Sign of the Times Ltd	Aluminium village map (£220 plus VAT)	294.00
EP	Digital House MD Ltd	Domain name renewal (£25 plus VAT)	30.00
EP	Brimpton PCC	grass cutting grant for 22/23	2000.00
TOTAL			£2,518.80

New items for payment

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	May Salary	259.00
EP	Mrs C Connell	Internal Audit	150.00
TOTAL			£409.00

Receipts since last meeting date

Receipt Date	Payer	Details	TOTAL AMOUNT

£0.00

Payments not presented as of 22/4/2022

Cheque No	Payee	Details	TOTAL COST
TOTAL			

Receipts not cleared as of 22/4/2022

Receipt date	Payer	Details	TOTAL COST
			0

Savings Account balance 22/4/2022	£31,908.63
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Appendix B

Prepared by Christine McGarvie
Date 26th April 2022

Clerk and RFO

Approved by John Hicks

Chair of
council

Balance per bank statements as at 22nd April 2022	£	£
Community Account		32,791.04
Saving account		31,908.63
		<u>64,699.67</u>
Less any un-presented payments at 26th April 2022		
		0.00

Add any uncleared receipts

Net Bank balances as at 22nd April 2022	<u>£64,699.67</u>
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CASH BOOK

Opening balance as per cashbook 1st April 2022	35,309.84
Add: Receipts in the year	0.00
Less: Payments in the year	<u>2,518.80</u>
Closing balance as per cash book as at 26th April 2022	<u>£32,791.04</u>

Opening balance savings account 1st April 2022	31,908.63
Add: Receipts in the year	£0.00
Less: Payments in the year	<u>0</u>
Closing balance as per cash book as at 26th April 2022	<u>£31,908.63</u>

Overall closing balance	<u>£64,699.67</u>
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diff	£0.00
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Appendix C

Brimpton Parish Council Meeting – 3rd May 2022

Planning Applications for Consideration

1	None	
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Planning Application Decisions made

1	22/00303/FULD - 5 The Willows. Demolition of existing dwelling. 5 bedroomed dwelling (amendment to 21/02055/FULD)	Approved
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Planning Applications Awaiting Decisions

1	22/00808/HOUSE 22/00595/LBC2 – Willow Wands, Brimpton Road. Construct Swimming Pool and paved surround	Deadline 26 th May
2	22/000065/AGRIC – Hyde End farm, Hyde End Lane, Removal and replacement of 2 barns.	10 th Feb deadline