

Brimpton Parish Council
Minutes of Meeting of the Council

Date: Tuesday 1st May 2018 **Time:** 7.30pm
Place: Brimpton Village Hall
Present: Mr John Hicks (Chairman) Mr Phil Bassil (Vice Chairman)
Mr Rod Smallwood Mr Dennis Cowdery
Mrs Mary Cowdery
In Attendance: Christine McGarvie (Clerk) District Cllr Dominic Boeck
6 members of the public

Action

- 42/18 **To Elect a Chairman of the Parish Council**
Mr Cowdery proposed that Mr John 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.
- 43/18 **To Elect a Vice-Chairman of the Parish Council**
Mr Hicks proposed that Mr Phil Bassil be elected as Vice-Chairman for the municipal year and this was seconded by Mr. Cowdery. The Council resolved unanimously that Mr. Bassil be appointed as Vice-Chairman.
- 44/18 **To appoint a council representative to outside bodies**
The Council resolved that the following appointments to outside bodies be confirmed.
AWE LLC – Phil Bassil
Village Hall committee – Mary Cowdery
Brimpton Common Fuel Allotment Trustees – Colin Evans and Gail Adair
- 45/18 **Apologies for Absence**
Mr Charles Brims gave his apologies and these were accepted by the meeting.
- 46/18 **Declarations of Interest**
Mr Bassil, Mr and Mrs Cowdery declared that they know the residents of Lane End Cottage which will be discussed under planning. The Clerk had advised prior to the meeting that although this could be declared at the meeting it did not constitute a disclosable pecuniary interest or even a personal interest according to the Council's Code of Conduct and would not preclude the Councillors from expressing a view or voting on the matter.
- 47/18 **Minutes of the Previous Meeting**
- 47.1 It was unanimously agreed that the Minutes of the meeting held 3rd April 2018 were a true and accurate record. The Minutes were signed by the Chairman.
- 47.2 **Matters arising from Minutes not otherwise on the Agenda**
38.3 Clerk has completed the application to list the war memorial with Historic England.

37.18 Parish Plan. Mr Hicks will bring terms of reference for the Parish Plan steering group to the next Council meeting in June for approval and ask the Council to appoint the Chairman of the group. Currently there are 10 volunteers for the steering group.

48/18 **To consider arrangements and funding of refreshments for the Annual Parish Meeting** **JH**

In previous years refreshments were paid for by councillors themselves. Mr. Smallwood proposed that the Council pay for the refreshments and Mr. Bassil seconded this proposal. 4 voted in favour and 1 against. The Council therefore resolved to fund refreshments but costs will be kept low.

Mrs Purchase (Brimpton Primary School), Catherine Hartz (RAGE), Revd Macdonald (St. Peter's Church), Mr Cowdery (Village Hall Committee) and Brimpton WI are the speakers confirmed so far. Mr. Cowdery will also arrange to show a slideshow of the history of the village.

49/18 **Parish Environment**

49.1 **Broadband update**

A member of the public reported that Gigaclear has caused a trip hazard on a pavement in the village by raising a cover and that the plinth still has not been removed from the centre of the village. Mr Smallwood continues to pursue this with Gigaclear. **RS**

Gigaclear continue to work in the village and Mr. Smallwood will assess the state of the highway when they have finished. District Councillor Boeck pointed out that Gigaclear are contractually required to put the highway back to a good standard.

The Village hall have taken a booking from Gigaclear 29th May at 6.30pm for an information session for residents.

49.2 **To update on working party for litter picking**

22 people attended the litter pick (in the rain) and collected over 30 bags of rubbish. 4 other people tidied Brimpton Common earlier in the week and produced several more bags. It was noted that if this is done again signs should be put up in the road to warn drivers that litter picking is underway.

The Chairman thanked everyone who took part.

Clerk to report the broken chevron sign on the Brimpton Road past the Baptist Chapel to West Berkshire highways and ask them to remove the discarded concrete bollards. **Clerk**

49.3 **To consider the provision of defibrillators in the parish**

Martin Hayes is still willing to be contacted in an emergency and has his own defibrillator.

The Village Hall committee are in favour of having a defibrillator at the hall but request that it is sited in an inconspicuous place. The Village Hall will not take responsibility for any of the costs involved including insurance and maintenance.

Cost is approximately £1800 to purchase with a cabinet. Ongoing maintenance costs would include , replacement pads £30 every 3 years (or more if used), battery every 5 years £150 to replace and running costs in electricity £5 a year. There will also be an initial installation cost for a qualified electrician.

Mr. Bassil proposed that the Council pay for a defibrillator to be installed on the wall at the village hall. Mr. Smallwood seconded and it was resolved unanimously. Clerk to contact Heartstart Thatcham and work with them as well as the Village Hall Committee to arrange.

Clerk

50/18 **Planning and Development**

50.1 **18/00737/LBC2 – Lane End Cottage – replacement of thatched roof**

Application to replace thatched roof on extensions that were built in the 1970s with tiles. The house is not in a conservation area but is listed. The Council resolved to make 'no comment' on this application as the decision will be made by Historic England.

51/18 **Finance**

- 51.1 To approve payments and reconciliation against bank statements. See Appendix A below. It was unanimously agreed to approve the payments for May, Clerk to process.

Clerk

51.2 **To discuss internal auditor's report and review internal controls including appointing internal checker.**

Clerk reported that internal auditor made some observations about the asset register which clerk has implemented and suggested that the Chairman should initial bank statements and bank reconciliation to indicate that they have been reviewed as part of internal controls. Mr. Smallwood will continue as internal checker for this financial year.

51.3 **To approve the Annual Governance statement**

Annual Governance statements were sent to all councillors before the meeting and these were also read out by the Chairman at 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.

51.4 **To approve the end of year Statement of Accounts for 2017/18 and amended Asset Register**

The Council resolved to accept the end of year statement of accounts prepared by the clerk/RFO and the form was duly signed.

The Council resolved to adopt the amended asset register with changes suggested by the auditor.

51.5 **To agree the dates for the public exercise of duties**

Council resolved to hold the exercise of public rights from 4th June to 13th July. Clerk to arrange for documents to be uploaded to the website and for the required notices to be put up. AGAR will be sent to external auditors as soon as possible.

Clerk

52/18 **Reports**

52.1 **District Councillor's Report – District Councillor Boeck gave his annual report which is given below in Appendix C**

A member of the public asked how much it costs West Berks District Council to clear fly tipping. Cllr. Boeck said that this is commercially sensitive information. Chairman encouraged residents to report any fly tipping in the parish to West Berks Council.

Fly tipping on private land isn't generally included in West Berks figures although Wasing and Englefield estates do report incidences on their land to West Berkshire. Mr. Cowdery asked about legal responsibility for clearing footpaths and byways if there is no landowner. Cllr. Boeck to look into this and report back.

52.2 **Clerk's Report**

Clerk continues to work on the requirements of the new GDPR regulations for data protection. The SLCC have released a good set of templates which will be used. The

Clerk

ICO (Information Commissioners Office) have indicated that councils need to demonstrate that they are committed to making progress towards embedding the right processes and procedures.

The government has tabled an amendment to its own Data Protection Bill to EXEMPT all Parish and Town Councils and Parish Meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

Clerk attended the BALC training on changes to the audit process.

52.3 Report from Village Hall Committee

Mr. Cowdery will present a full report at the Annual Parish Meeting on 22nd May. The Village Hall AGM will be held on 10th May 8pm. All welcome and there will be refreshments. Village hall is doing well and is booked most evenings.

52.4 Report from Parish Council representatives on external bodies

AWE- Mr. Bassil – AWE held informal drop in sessions on 23rd April which were advertised on the Council's website. New REPPIR brochure has been delivered to residents.

Chairman thanked councillors for their support over the last year.

53/18 Date of Next Meeting : 22nd May 2018 Annual Parish Assembly. Full Council meeting 5th June 2018

Apologies for the meeting 5th June from District Cllr Boeck and Mr. Smallwood.
Meeting finished at 8.42pm

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

Appendix A

Meeting report 1/5/2018

Community Account

Statement balance 24/4/18	Cashbook balance as at 26/04/2018	Cashbook balance after new payments made
£12,266.49	£15,421.14	£15,178.08

**Payments made since
last meeting**

Cheque No	Payee	Details	TOTAL COST
100393	Mrs C McGarvie	Clerk's salary March	214.83
	Transfer	Transfer to savings	20000
TOTAL			£20,214.83

New items for payment

Cheque No	Payee	Details	TOTAL COST
100394	Digital House	Domain renewal	24
100395	Mrs C McGarvie	Clerk's salary April 18	219.06
TOTAL			£243.06

**Receipts since last
meeting date**

Receipt Date	Payer	Details	TOTAL AMOUNT
04/04/2018	BPRA	cash from book sales	£75.00

**Payments not yet
presented**

Cheque No	Payee	Details	TOTAL COST
TOTAL			£0.00

Receipts not yet cleared

Receipt date	Payer	Details	TOTAL COST
26/04/2018	HMRC	VAT refund	£3,154.65

Grants reserve	£2,617.43
CIL	£2,806.40
Byway Fund	£91.00
INRG solar donation	£20,000.00
	£25,514.83

received 27/10/2016 16/00416

Savings Account balance 26/4/18	£31,771.92
--	------------

Appendix B

Bank Reconciliation 26th April 2018

x

Authority name Brimpton Parish Council

Prepared by Christine McGarvie

Clerk and
RFO

Date 26-Apr-18

Approved by John Hicks

Chair of council

Date

Balance per bank statements as at 24th April 2018	£	£
Community Account	12,266.49	
Saving account	31,771.92	
		44,038.41
Less any un-presented cheques at 26 April 2018		0
Add any uncleared cheques/cash/payments		
HMRC VAT refund 26/4/18		3154.65
Net Bank balances as at 26 April 2018		£47,193.06

CASH BOOK

Opening balance current account	32,406.32
Add: Receipts in the year	3,229.65
Less: Payments in the year	20,214.83
Closing balance as per cash book as at 26th April 2018	£15,421.14

Opening balance savings account	11,771.92
Add: Receipts in the year	£20,000.00
Less: Payments in the year	0
Closing balance as per cash book as at 26th April 2018	£31,771.92

Overall closing balance	£47,193.06
-------------------------	-------------------

DOMINIC BOECK WARD MEMBER FOR ALDERMASTON

ANNUAL REPORT

APRIL 2018

Introduction

During the year I remained a member of the Executive Council of West Berkshire Council under the leadership of Graham Jones, Ward Member for Lambourn. Graham had previously been Council Leader for 7 years until he stood down in 2012. Following the terrible accident that Roger Croft suffered in February 2017, Graham was appointed interim leader and, after Roger's accident sadly proved fatal, he was confirmed as Council Leader in May.

Graham's long experience and calm leadership has helped WBC maintain focus on the important challenges of providing the services that residents need while managing finances effectively.

My responsibilities continued to be Culture and Environment and in this report I will expand on some of the challenges and initiatives that I have been part of in the past year.

Waste

In September charges for disposal of non-household waste at our recycling centres were introduced, which included soil, rubble, ceramics, plasterboard and tyres, in line with many of our neighbouring authorities.

Later, WBC consulted on the introduction of a charge for the collection of garden waste from homes. This is expected to deliver savings of £900,000 a year and the £50 annual charge will begin in July. WBC will write to all households next month to explain how residents will be able to subscribe to the service, if they choose.

Changes to street cleaning and litter bin emptying have been made. Except for the town centre areas of Newbury and Thatcham, in future bins will be emptied before they are full rather than by a schedule, as was previously the case and streets will be cleaned when they are dirty and not according to a schedule. If residents are concerned about particular bins or streets and think they need attention then they are invited to report them to WBC's Streetcare service, online or by telephone.

The latest figures from our waste contractor, Veolia, tell us that fly-tipping on council land and the public highway is at an all-time low.

Libraries

I reported last year on the library transformation project which was expected to make savings of £690,000 a year. This has gone very well and our 8 libraries across the district have gone from strength to strength, largely due to the great support from 210 volunteers and the financial contribution from parish and town councils.

Corn Exchange

As part of a long-term plan to preserve this much loved asset, WBC handed over the building to the Corn Exchange Trust. This resulted from discussions triggered by WBC's decision not to fund the Trust when the current contract expires in March 2019. The new arrangement will allow the Trust to continue to provide arts and culture to future generations.

Property

I last year's budget setting round, West Berkshire Council set up a property investment scheme that allowed investment of up to £50M from government loans in commercial property. We are now close to being fully invested which will give WBC an annual income of around £1M.

As well as supporting the investment scheme, officers in the property department have had to respond to calls from central government, following the Grenfell disaster, to provide reports on the risks attendant to high-rise buildings, especially residential. WBC holds almost no housing stock, other than special care facilities, and neither we nor any of our partner organisations are responsible for high-rise buildings. There are no privately owned high-rise residential buildings in West Berkshire and I am pleased that we were able to report to government that the risk of a Grenfell type accident here is very low.

Broadband

This excellent project is in delay but by the end of the year superfast broadband will be almost ubiquitous across the district and much of Aldermaston ward will have access to ultrafast broadband, putting West Berkshire to the forefront of highly connected rural areas.

Boundary Reviews

My last point is on the parliamentary and local government boundary reviews. It would appear that the proposed changes to parliamentary boundaries due before the next general election are very unlikely to be introduced, due in large part to the dependence of the government's majority on DUP members, who do not support the proposals.

By contrast, the local government boundary changes will almost certainly be introduced in time for the local elections next year. The Local Government Boundaries Commission for England listened at least in part to the feedback given to them last year and they have abandoned their plans for a giant ward including Aldermaston and Bucklebury and they have reshaped Aldermaston ward to include Aldermaston, Beenham, Brimpton, Padworth and Wasing. It would appear, to my regret, that I will no longer be representing Midgham and Woolhampton next year, whether I am selected and elected or not.