

Brimpton Parish Council
Minutes of Meeting of the Council

Date: Tuesday 4th September 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 Mr Charles Brims
District Councillor Dominic Boeck
In Attendance: Christine McGarvie (Clerk)
7 members of the public

Action

- 95/18 **Apologies for absence**
None received
- 96/18 **To receive declarations of interest relating to items on the agenda**
Mr Brims announced that he has been appointed the Chairman of Greenham Trust. The Parish Council congratulated Mr Brims on his appointment and the register of interests will be updated accordingly.
- 97/18 **Minutes of the previous meeting**
- 97.1 It was unanimously agreed that the Minutes of the meeting held 7th August 2018 were a true and accurate record. The Minutes were signed by the Chairman.
- 97.2 **Matters arising from the minutes not otherwise on the agenda**
- 89.3 – Regarding the provision of an Epi Pen in the defibrillator cabinet. Clerk has received advice from the paramedic service which advises that this is not advisable as they are a prescription only medicine which is patient specific. In view of this advice this idea will not be pursued further.
- 89.4 The missing post-box at end of Hyde End Lane has been reported but according to Royal Mail it may take up to 12 weeks to be replaced.
- 98/18 **Parish Plan: Progress report from the Chair of the Steering Group**
The steering group met with a representative from West Berkshire Council. They have agreed to allow the group to use their online survey subscription which will be a substantial cost saving. West Berkshire Council advised that there are 501 people over 18 in the parish and that 237 responses will be needed for the survey to be considered meaningful.
- The group working on the questionnaire will have a final meeting on 11th September and then this will be presented at the public meeting on 25th September at 7.30pm in the village hall. Posters will be going up to advertise the public meeting and it has also been advertised in the parish magazine.
- 99/18 **Speeding: To receive update on WBC speed indicator training and discuss possible actions**
- Clerk and resident attended SID training on 15th August. Clerk wrote to Cheryl Evans, Senior Road Safety Officer to raise residents' concerns about speeding and Councillor Boeck also contacted her. In order for the

department to take any action there needs to be sufficient evidence that there is an issue. It was therefore resolved to request the Speed Indicator Device in the next few weeks so that it can be used to collect data in the approved locations. Clerk also to ask for data to be collected outside school either using the SID, if possible, or using a device which can be mounted on a lamp post.

Clerk

100/18 Parish Environment

100.1 Broadband update

Mr. Smallwood reported that Gigaclear are now gradually connecting properties but he has not yet had confirmation that any residents have signed up to the service.

100.2 Defibrillator for Village Hall

A defibrillator has been installed outside of the village Hall and is registered with the ambulance service. The Parish Council thanked John Dolphin for installing the cabinet and arranging for an electrician to install it. Clerk will carry out monthly checks on the unit.

Clerk

100.3 Reports from footpath wardens

Footpath wardens have been checking paths and reported incidents such as overgrown or flooded footpaths have been referred to the relevant authorities to be dealt with.

100.4 To discuss school entrance markings outside Brimpton School

Mrs Cowdery reported that the road markings outside the school are faded. Clerk to raise a case with West Berkshire to ask for them to be renewed. It was also suggested that the railings outside of the school should be painted a more visible colour. Clerk to ask the school governors their views on painting the railings.

Clerk

Clerk

100.5 To discuss overgrown shrubs by the village post-box

Mrs Cowdery raised a concern about overhanging shrubs by the village post-box outside the old post office. A report was raised to West Berkshire Council by the Clerk and the owners have been given 28 days to complete the work from 9th August. Clerk to follow up on the original enquiry if no action is taken and find out what the next step would be.

Clerk

A resident has raised a concern about overgrown hedges in Brimpton Common around the post-box at the end of Hockford Lane and the junction with the B3051 around the Blacknest site. Clerk to raise the issue with West Berkshire Council.

Clerk

There has been a report that the Laurel hedge at Washoe Lodge on the pavement down to the school is overgrown again. Clerk to raise and enquiry with West Berkshire Council.

Clerk

100.6 To discuss drainage from Ashford Hill development

Mrs Cowdery raised a concern about the arrangements for sewage treatment at a new development of houses in Ashford Hill. The effluent

from these houses will be pumped into the brook at Ashford Hill and this runs into the Enborne which goes through Brimpton. West Berkshire Council were not consulted on this plan as it is out of their area. Thames Water were consulted and were involved in the decision to deal with the sewage in this way. Mr Brims pointed out that existing houses at Ashford Hill already use this method of sewage treatment.

Clerk to contact Ashford Hill Parish Council and seek their views.

Depending on the outcome of this Clerk may contact Thames Water to find out their plans for monitoring the quality of the water in the Enborne once these houses are occupied.

Clerk

101/18 **Planning and Development**

101.1 **To consider new planning applications and provide updates**

No new applications and no new decisions received.

102/18 **Finance**

102.1 **To approve payments and reconciliation against bank statements.**

See Appendix A below. It was unanimously agreed to approve the payments for September, Clerk to process.

Clerk

102.2 **To approve the setting up of a direct debit to pay Clerk's salary**

The Parish Council resolved to pay the Clerk's salary by standing order. This was proposed by Mr. Cowdery and seconded by Mr. Smallwood. The letter to the bank was signed by two signatories.

103/18 **Reports**

103.1 **District Councillor's Report –**
Nothing to report.

103.2 **Clerk's Report**

The Clerk asked if the Parish Council would be willing to contribute to the cost of her attendance at the SLCC conference. The cost would be shared with the other Councils that the Clerk works for and would be £30 each. All agreed.

103.3 **Report from Village Hall Committee**

The defibrillator is up and running but currently on a temporary electricity supply. The permanent connection will be installed by an electrician this week and the Village Hall Committee will pay for this. Bookings are healthy and a block booking for Tuesday and Thursday's during the day has recently been received.

103.4 **Report from Parish Council representatives on external bodies**

AWE – LLC. The radioactive discharge permit has been approved so work will go ahead.

EMCOR who provide facilities management at AWE now have 5 electric vehicles

The DEPZ area was mentioned as part of the Grazeley development consultation as there was a proposal to build railway station. West Berkshire council confirmed that there should not be a railway station in the DEPZ zone.

104/18 **Public Forum**

A resident reported that Revd Jane Manley will take up the role of Rector within the Benefice of Aldermaston & Woolhampton with effect from 6 September 2018. A service will be held on 5th September at Woolhampton Church to introduce her to parishioners.

Mr. Hicks has sent an email to the Reverend Manley on behalf of the Council to welcome her to the parish.

105/18 **Date of Next Meeting : 2nd October 2018**
Meeting finished at 8.22pm

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

Appendix A

Meeting Report 4th September 2018

Community Account

| Statement balance 24/8/18 | Cashbook balance as at 28/08/2018 | Cashbook balance after new payments made |
|------------------------------|--------------------------------------|---|
| £20,259.32 | £20,224.32 | £19,845.66 |

Payments made since last meeting

| Cheque No | Payee | Details | TOTAL COST |
|-----------|----------------------|----------------------------|------------------|
| 100404 | Digital House MD Ltd | website hosting | 207.36 |
| 100405 | PKF Littlejohn LLP | External audit | 240.00 |
| 100406 | Mrs C McGarvie | July salary and bonus | 504.30 |
| 100407 | HMRC | PAYE | 71.20 |
| 100408 | WEL Medical Ltd | Defibrillator Village Hall | 1,687.50 |
| | | | £2,710.36 |

New items for payment

| Cheque No | Payee | Details | TOTAL COST |
|--------------|-----------------------|--------------------|----------------|
| 100409 | Brimpton Village Hall | 6 months hall hire | 75.00 |
| 100410 | Mrs C McGarvie | Salary | 296.70 |
| 100411 | Mrs C McGarvie | Postage | 6.96 |
| TOTAL | | | £378.66 |

Receipts since last meeting date

| Receipt Date | Payer | Details | TOTAL AMOUNT |
|--------------|-------|---------|-----------------|
| TOTAL | | | £0.00 |

Payments not yet presented

| Cheque No | Payee | Details | TOTAL COST |
|--------------|-------|------------------|---------------|
| DD | ICO | ICO registration | 35 |
| TOTAL | | | £35.00 |

Receipts not yet cleared

| Receipt date | Payer | Details | TOTAL COST |
|--------------|-------|---------|---------------|
| | | | |

| | | |
|---------------------|-------------------|---|
| Grants reserve | £929.93 | Defib paid for received 27/10/2016 16/00416 |
| CIL | £2,806.40 | |
| Byway Fund | £91.00 | |
| INRG solar donation | £20,000.00 | |
| | £23,827.33 | |

| | |
|--|-------------------|
| Savings Account balance 24/8/18 | £31,784.47 |
|--|-------------------|

Bank Reconciliation 28th August 2018

Authority name Brimpton Parish Council

| | | |
|--------------------|--------------------|------------------|
| Prepared by | Christine McGarvie | Clerk and RFO |
| Date | 4th September 2018 | |
| Approved by | John Hicks | Chair of council |
| Date | | |

| | | |
|--|-----------|-----------|
| Balance per bank statements as at 24th August 2018 | £ | £ |
| Community Account | 20,259.32 | |
| Saving account | 31,784.47 | |
| | | 52,043.79 |
| Less any un-presented cheques at 28th August 2018 | | |
| DD | ICO | 35 |
| Add any uncleared cheques/cash/payments | | 0 |

Net Bank balances as at 28th August 2018 **£52,008.79**

CASH BOOK

| | |
|---|-------------------|
| Opening balance current account | 32,406.32 |
| Add: Receipts in the year | 12,244.65 |
| Less: Payments in the year | 24,426.65 |
| Closing balance as per cash book as at 28th August 2018 | £20,224.32 |

| | |
|---|-------------------|
| Opening balance savings account | 11,771.92 |
| Add: Receipts in the year | £20,012.55 |
| Less: Payments in the year | 0 |
| Closing balance as per cash book as at 28th August 2018 | £31,784.47 |

Overall closing balance **£52,008.79**