

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

Date: Tuesday 4th May 2021 Time: 7.30pm

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

Attending call: Mr John Hicks (Chairman)

Mr Phil Bassil

Mr Charles Brims

Mrs Mary Cowdery

Mr John Dolphin

In Attendance: Christine McGarvie (Clerk)

Laura Farris MP (during Open Forum)

1 member of the public

42/21 To Elect a Chairman

Mr Brims 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.

43/21 To elect a Vice-Chairman

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

44/21 Apologies for absence

Cllr Dominic Boeck gave his apologies as he was attending the West Berkshire Council Annual meeting.

45/21 To receive declarations of interest relating to items on the agenda

None received.

46/21 Open Forum – Laura Farris, Member of Parliament for Newbury

Laura Farris MP thanked the Parish Council for the invitation to speak at the meeting and asked the councillors to tell her what the main concerns were in the Parish.

Mr. Brims explained that the Parish Council are setting up a working group to look at whether the settlement boundary should be extended to allow for a limited number of small houses to be built in the Parish. The Parish Plan questionnaire showed that 70% of residents would like to see a small number of smaller houses built which would be suitable for young families and people who are downsizing.

Mrs Cowdery raised a concern that West Berkshire planning department do not seem to take into account that residents would like smaller houses built when they are considering planning applications. Mrs Cowdery also raised a concern that when the planning department carry out site visits, they do not invite parish councillors or residents to attend. It also seems as though immediate neighbours are no longer informed about new planning applications.

There is a new Executive Member for planning and Laura Farris agreed to set up a meeting between this individual and the Parish Council to discuss these issues.

Mr. Bassil outlined concerns about the volume and speed of traffic through the village. Pot holes and the poor condition of the roads is also a concern for residents.

Mr. Hicks explained that there are increasingly parking issues around the school and in the village more generally. This is likely to get worse when the pub closes and the car park can no longer be used for parking by parents collecting their children from school. Mr. Hicks explained that the Parish Council are hoping to get all the stakeholders together to consider the options to resolve this problem.

Mr. Dolphin raised concerns about increased fly tipping. Mr. Bassil suggested that this is partly caused by the fact that it is harder for residents to access the recycling centre due to the need for permits and having to book in advance.

Laura Farris agreed to speak to West Berkshire Council about the condition of the roads and to ask about the possibility of installing a speed camera in the village.

47/21 Minutes of the previous meeting

47.1 It was unanimously agreed that the Minutes of the meeting held on 6th April 2021 were a true and accurate record. The Chairman will sign these at a future date.

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

35.3 Enborne Way/Brimpton Lane junction - West Berkshire Council are going to look at whether the hedge to the north of the junction needs to be cut back.

96.1 A new post-box has been installed near to the bus stop on Brimpton Lane to replace the one outside the old Post Office which is on a dangerous bend. Comments to the Chairman and on social media suggest more residents are in favour than against the new location for the post box.

48/21 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.

Action : Clerk

49/21 Parish Environment

49.1 To discuss progress in setting up a 'No Cold Calling Zone'

Six volunteers will be delivering the 'No Cold Calling Zone' information packs to residents along with a voting slip. West Berkshire Council will be providing the packs and there will be one vote per household.

Action : JH

49.2 To provide an update on the joint purchase of a Speed Indicator Device

The shared Speed Indicator Device (SID) is currently with Padworth Parish Council so they can carry out risk assessments and obtain approval for their sites. Several parents from the school have volunteered to help and two residents. Clerk to organise for potential sites to be risk assessed and approval obtained once the SID is available.

Action : Clerk

49.3 To consider registering ownership of Brimpton Common Fuel Allotment with the Land Registry.

It was agreed that the Parish Council should seek to register the Brimpton Common Fuel Allotment with the Land Registry. Clerk to action.

Action : Clerk

50/21 Planning and Development

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

21/00617/HOUSE and 21/00618/LBC2, – Eastbank, Brimpton Lane. Erection of a single storey timber garage

The Parish Council resolved to object and respond as follows :-

When planning permission was granted for the extension to Eastbank in 2013, 13/01468, concern was expressed that the proposal would be overdevelopment of the site unless adequate provision was made for the parking of cars at Eastbank. This was because Hatch Lane was already short of parking places and also because Eastbank's neighbours have a right of way over Eastbank's land to their own properties. In response, WBC stipulated there should be five parking spaces on the site. The Parish Council is concerned that despite this there are only two such parking spaces.

Furthermore, the Parish Council understands that as a condition of the original planning permission for the house there were no permitted development rights on the site, and permission was not obtained for the sheds currently on the site. The garage cannot therefore be considered to be a replacement for these sheds as they are not permitted to be there.

Mr. Hicks to respond to the applicant.

Clerk to inform planning enforcement that work has already started on building the garage.

Action : JH/Clerk

51/21. Finance

51.1 To approve payments and approve reconciliation against bank statements

The payments and bank reconciliation were agreed. Clerk to action the payments.

Action:Clerk

51.2 To agree to continue with current insurer under Long Term Agreement (last year)

It was agreed to continue with the current insurer. The cost of renewal is £323.27 under the Long Term Agreement. The Long-Term Agreement ends on 31st May 2022.

51.3 To discuss the Internal Auditor's report and review internal controls including appointment of an Internal Auditor for 2021/22 and the Council's Internal Checker.

The Internal Auditor's report was accepted by the Parish Council, no points of concern were raised in the report.

The Parish Council agreed to appoint Claire Connell as the Internal Auditor this year.

Mr. Bassil agreed to be the Internal Checker this year.

51.4 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.

51.5 To approve the end of year Statement of Accounts for 2020/21 and the Asset Register

The end of year Statement of Accounts for 2020/21 were approved.

The Asset Register was approved.

51.6 To agree to certify as exempt from external audit

The Parish Council resolved to declare itself exempt from external audit.

51.7 To agree the dates for the public exercise of rights

The exercise of public rights period was agreed to be held between Monday 14 June and Friday 23 July 2021.

52/21 Consultation documents requiring consideration

52.1 Review of West Berkshire Council's Rights of Way Improvement

It was agreed the Parish Council had no comments to make on this consultation.

52.2 West Berkshire Community Climate Forum

It was agreed that Mr. Hicks would seek a volunteer to attend the forum and report back to the Parish Council.

53/21 Reports

53.1 District Councillor's report

Cllr Dominic Boeck gave his apologies.

53.2 Clerk's report

The notices have been published advertising that the vacancy for a councillor will be filled by co-option. The closing date for applications is 25th May with the aim of co-opting at the June meeting. The court case which sought to argue that Parish Council meetings held via video conference were lawful was not successful. The legislation allowing virtual meetings expires on 7th May after which councils will be expected to go back to face to face meetings.

53.3 Report from Village Hall Committee

The Village Hall will be opening up again soon. A breakfast event has been booked for 24th July and the committee hope to hold a post lockdown social event once restrictions have been lifted.

53.4 Reports from Parish Council representatives on external bodies

AWE – Mr. Bassil reported that numbers of AWE employees not able to work due to sickness or self-isolation was only 2 in the last report.

Alison Atkinson has been confirmed as the new CEO.

The high court case brought by a developer to appeal the decision made in March 2020 to extend the DEPZ area has been dismissed. The planned large development of houses on the outskirts of Grazeley is therefore unlikely to go ahead.

54/21 Public Forum

54.1 The issue of lack of parking in the village and especially for the school was raised again. Mr. Bassil suggested that the Parish Council could consider purchasing the allotment area at the end of Enborne Way from Sovereign for parking.

54.2 Mrs Cowdery asked whether the Parish Council might consider funding a school bus to reduce the number of parents taking their children to school.

54.3 Mrs Cowdery has been litter picking in the village. Mr. Bassil agreed to pick up some larger items of litter found in a gateway on Brimpton Lane.

55/21. To discuss the date of next meeting- Tuesday 1st June 2021

It was agreed that the meeting would be held in the Village Hall. Members of the public will be asked to let the Clerk know if they wish to attend so that the hall can be set up with the appropriate social distancing measures. Clerk to carry out a risk assessment for the meeting.

Action : Clerk

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

Appendix A

Meeting Report 4th May 2021

Community Account

Statement balance 24/4/2021	Cashbook balance as at 4/5/2021	Cashbook balance after new payments made
£30,376.03	£30,376.03	£29,526.01

Payments made since last meeting		
Cheque No	Payee	Details
100474	Brimpton PCC	Grass cutting grant (approved at March meeting)
100475	Aldermaston Parish Council	Shared SID
DD	Barclaycard	Donation to Tadley Citizens Advice (approved at March meeting)
TOTAL		

New items for payment

Cheque No	Payee	Details
SO	Mrs C McGarvie	May salary
100476	Zurich Municipal	Annual insurance
100477	Mrs C Connell	Internal Audit
100478	Hampshire Association of Local Councils Ltd	Subscription
TOTAL		

Receipts since last meeting date

Receipt Date	Payer	Details
16/04/2021	Cash	Sale of Brimpton Story

Payments not presented as of 24/4/2021

Cheque No	Payee	Details
TOTAL		

Receipts not cleared as of 24/4/2021		
Receipt date	Payer	Details

Savings Account balance 24/4/2021	£31,905.43
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Appendix B

Bank Reconciliation 28th April 2021

Authority name	Brimpton Parish Council	
Prepared by	Christine McGarvie	Clerk and RFO
Date	28th April 2021	
Approved by	John Hicks	Chair of council

Balance per bank statements as at 24th April 2021	£
Community Account	30,376.03
Saving account	31,905.43

Less any un-presented payments at 28th April 2021

Add any uncleared receipts

Net Bank balances as at 28th April 2021

CASH BOOK

Opening balance as per cashbook 1st April 2021	32,848.53
Add: Receipts in the year	20.00
Less: Payments in the year	<u>2,492.50</u>
Closing balance as per cash book as at 28th April 2021	<u>£30,376.03</u>

Opening balance savings account 1st April 2021	31,905.43
Add: Receipts in the year	£0.00
Less: Payments in the year	<u>0</u>
Closing balance as per cash book as at 28th April 2021	<u>£31,905.43</u>

Overall closing balance	<u>£62,281.46</u>
diff	<u>£0.00</u>

Appendix C

Brimpton Parish Council Meeting – 4th May 2021

Planning Applications for Consideration

1	21/00617/HOUSE and 21/00618/LBC2, – Eastbank, Brimpton Lane. Erection of a single storey timber garage	Deadline 12 th May
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Planning Application Decisions made

1	21/00171/HOUSE and 21/00172/LBC2 – Old Thatch, Crookham Common Road. Demolition of early 1960s extension and new garden room at rear of cottage	Refused
2	20/03037/HOUSE – Blacknest Bungalow. Erection of extension to side, extension/bay to rear, porch and bay window to front and replacement windows/doors	Approved
3	21/00462/FUL Blacknest Bungalow, Brimpton Common. Change of use from agricultural to equestrian use, new menage and erection of a new stable block	Approved

Planning Applications Awaiting Decisions

1	21/00468/HOUSE Blacknest Bungalow, Brimpton Common. Erection of a new garage and upgrade works to existing outbuilding	Deadline 27 th April
2	APP/W0340/W/20/3256559 – Blacknest Farm. Development of 4 dwellings through conversion of existing buildings. 20/00581/FULD. PC responded with no objections	Not yet decided