

BRIGHTWALTON PARISH COUNCIL

Annual General Meeting Held Monday 16th May 2022 at 7.50pm in Brightwalton Village Hall

Present

| | | | |
|---------------------|------------|----------------|-------|
| Shaun Orpen | Chairman | Sarah Youldon | Clerk |
| Christine Delahunty | Councillor | 3 Parishioners | |
| Sue Sayers | Councillor | | |
| Annie Agnew | Councillor | | |
| Tim Wyatt | Councillor | | |
| Mike Cooper | Councillor | | |

| | Action |
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| <p>Election of Chairman: S Orpen was proposed, seconded and accepted the position as Chairman. Declaration of Acceptance of Office was signed and returned to Clerk.</p> <p>Minutes: The minutes of the March meeting were agreed and signed as an accurate record.</p> <p>Declaration of Interests: None</p> | Resolved |
| <p>Planning</p> <p>Parishioners attended the meeting to discuss initial plans to extend their property and replace their garage. Councillors reviewed photos and talked through plans. Councillors thanked the owners for taking the time to discuss their plans before submitting. No concerns were raised at this point. PC will respond once plans have been submitted to WBC and we have been consulted for comment.</p> | |
| <p>Committee Updates</p> <p>Village Hall Committee: Anna Britnor Guest passed on thank you on behalf of the VHC to everyone who assisted with the fete. They were pleased to report a profit of £5,500 which was up there with one of the most successful fetes.</p> | |
| <p>Matters Arising</p> <p>Village Coordinator Role: S Orpen was pleased to report that the full amount had been raised to recruit for the role on a 2 year contract. Role description to be finalised and agreed with the steering committee and PC.</p> <p>Ultrafast Broadband: T Wyatt had written an article for the Brickleton News. Letter to follow to the individual houses that are directly affected within the next few weeks. TW to draft and circulate for review. Letter to ask households to express an interest and outline costs (probably only monthly subscription cost possible at this stage)</p> <p>Cricket Net Installation: Councillors approved updated quote to include the installation of PVC skirts at the foot of the nets to prevent wildlife getting caught. £1,444.02 to come from CIL funds held, £1,222 from the Brightwalton School House Trust and £2,512 from West Berkshire Council under the Parish Plan grant scheme. Supplier hoped to start in around 4 weeks. Clerk to raise PO.</p> <p>Playground Report: Clerk to obtain quotes for repairs to the small climbing frame and replacement of bridge chains.</p> <p>Queens Jubilee: Clerk to set up meeting to finalise arrangements. Guidance documents received from the insurance company, Clerk to produce risk assessment.</p> <p>Village Housing: Clerk had reported on email that when the housing association properties were transferred over from Southern Housing to Stonewater, Southern Housing failed to pass on the Section 106 agreement. A copy has now been sent and put on file. Stonewater stated that the incorrect allocation wouldn't happen again and apologised that they were unaware of Section 106 agreement at the time.</p> <p>Reports to WBC: Clerk stated that the following issues had been reported to WBC as the landowners/responsible party:</p> <ul style="list-style-type: none"> - Partially fallen trees on Browns Lane – reported to Rights of Way team & the Tree team - Concerns about debris under the trees in the verge opposite school where children were playing – reported to the Grounds Maintenance team. <p>Concerns raised to Councillors: Village verges being cut to keep sightline cleared, Clerk to report. Complaint on peacocks considered not to be a PC issue.</p> <p>Drainage works behind village hall: Permission had been granted for Stonewater housing to replace their soakaways in the field behind the village hall by the landowners, the Diocese of Oxford. Onsite</p> | <p>TW</p> <p>SY</p> <p>SY</p> <p>SY</p> <p>SY</p> <p>SY</p> |

Brightwalton Parish Council Clerk – Sarah Youldon

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| <p>meeting had taken place with clerk and VH and work start date agreed for the end of July to minimise disruption to VH bookings and school parking. Agreed area would be re-seeded and requirements confirmed in writing with the contractors.</p> <p>Village Prescription Service: PC was grateful that this had been taken on by 14 Ash Close. Clerk confirmed that those needing to collect prescription locally need to make arrangements through the Downland Practice Pharmacy.</p> <p>Information Boards: Deferred to July meeting</p> <p>Brickleton News Articles: With a vast amount of content already in place including the Broadband article, fete write up and Picnic in the Park advertising Councillors approved a 6 page fold out version at an additional cost of £49.</p> | SY |
| Finance | |
| <p>2021/2022 Accounts – Internal Auditors Report</p> <p>Clerk had forwarded the full report and audit plan on email prior to the meeting for review. The auditor stated that: <i>“I am satisfied that the Parish Council has put in place safe and efficient arrangements and maintains robust controls on payments as an integrated part of the overall financial control system”</i>. Councillors thanked Mr D Weller for the thorough review and report.</p> <p>2021/2022 Accounts – Account Statements</p> <p>Councillors reviewed and the Chairman and Clerk signed the Certificate of Exemption, Accounting Statements, Bank Reconciliation and the Explanation of Differences. Clerk to submit and upload to website. Clerk to prepare Electors Rights of Account Inspection notice for the 10th June and display.</p> <p>Asset Register: Councillors reviewed and the Chairman signed the Councils Asset Register as correct.</p> <p>Annual Review of Regulations: Clerk had circulated the updated Standing Orders, Financial Regulations, Code of Conduct, 2022/23 Risk Assessment and General Policies & Procedure. Councillors reviewed the minor changes and agreed to adopt all. Clerk to upload to website.</p> <p>Income & Expenditure</p> <p>Current account balance as of the 9th May £9,433.11</p> <p>Deposit account balance: £9,035.80</p> <p>The following transactions have been processed since the March meeting:</p> <p>23/03 C Delahunty Jubilee Crowns £18.58 (inc £3.10 VAT)</p> <p>23/03 Imprint March Brickleton News and Jubilee flyers £100</p> <p>28/03 January – March Clerk wages £514.70</p> <p>28/03 Q4 PAYE £24.20</p> <p>31/03 WBC grounds maintenance (bins) £34.46 (inc £5.74 VAT)</p> <p>31/03 TP Jones 2021/22 Payroll admin £78.00 (inc £13.00 VAT)</p> <p>20/04 BACS D Weller internal audit payment £50.40</p> <p>20/04 Received £2,512 WBC Cricket Net Grant</p> <p>26/04 Received £3,727.50 WBC precept 1st payment</p> <p>The following payments were agreed and set up for BACS payment to go out 18th May –</p> <ul style="list-style-type: none"> - Playsafety Limited – playground inspection & check list £100 plus VAT - BALC – Association of Local Councils subscription £86.11 (no VAT) - Scofell April mowing £216.71 plus VAT - S Youldon – Holt Notice Board expenses £34.75 <p>Councillors agreed 5 year long term agreement with Zurich for the insurance at a cost of £366.96 against the £363.79 paid last year.</p> | SY SY |
| Clerk Reports & Any Other Business | |
| <p>Concert for Ukraine: It was noted that the 31st July set for the concert in the Church</p> <p>Defibrillator Training: Clerk reported that South Central Ambulance were still not offering this, agreed Red Cross would be approached with a view to offering first aid & defib training.</p> <p>Highways: Clerk to check on road re-surfacing on Common Lane and report back</p> <p>Millennium Green Trust: Meeting moved back to follow the July PC meeting.</p> | SY SY |

Meeting closed at 9.30pm

The remaining 2022 Meetings will be held: 11th July, 12th September and 14th November at **7.30pm**

Signed: S K Youldon 17th May 2022

Brightwalton Parish Council Clerk – Sarah Youldon

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