

## BRIGHTWALTON PARISH COUNCIL

General Meeting Held Monday 15<sup>th</sup> January 2024 7.30pm in Brightwalton Village Hall

### Present

Tim Wyatt	Chair	Sarah Youldon	Clerk
Christine Delahunty	Councillor	1 Parishioner	
Sue Sayers	Councillor	<b>Apologies:</b>	
Annie Agnew	Councillor	Anna Britnor	Guest – Village Hall Committee
Damien Goatley	Councillor	Clive Hooker	– Downland Ward Councillor
Mike Cooper	Councillor	Katharine Matheson	– Churchwarden
Katherine Moore	Community Coordinator		

(7.30-8.10)

	Action
<b>Declaration of Interests:</b> None. <b>Apologies:</b> As above	Resolved
<b>Minutes:</b> The minutes of the November meeting were agreed. Clerk to pass printed copy to TW for signing	
<b>Open Session</b>	
Nothing Raised	
<b>Updates</b>	
<p><b>Community Coordinator Update:</b> Youth club turnout remains good, PCSO has been invited to next session. Quiz Night has been arranged for the 2<sup>nd</sup> Feb. KM organising licence. Cantemus Choir booked for Wednesday 16<sup>th</sup> March, agreed ticket price to include glass of wine. Berkshire Music Festival keen to set something up, and KM also working on another Childrens Choir in the autumn. Along with parents and children brunch in the main term holidays. KM requested more storage. CD to review, agreed it would be good to be able to add a filing cabinet too for PC records.</p> <p><b>Brightwalton Church:</b> Clerk to organise thank you for use of neighbouring power for Xmas tree again. Churchwarden submitted report, showing excellent attendance for Christmas Day service and Catmore Christmas Eve. New electrical work has been completed to improve lighting and power point, unfortunately external socket outstanding. New Rector, Reverend Mike Griffiths starts on the 1<sup>st</sup> February following his Induction and Installation service in Brightwalton on the 31<sup>st</sup> January. Noted that this will be a large service with drinks at the village hall after. Expecting 150-200 people. Agreed parking could be an issue, DG to share on Facebook that day, and assist with parking, 2 other volunteers will help manage parking too. Request to car share to be sent out by the Benefice.</p> <p><b>Village Hall Committee:</b> ABG submitted report stating that the AGM is on the 26<sup>th</sup> February. Fete planning is underway with D Judge leading. Insurance covered in next section.</p>	CD KM SY
<b>Matters Arising</b>	
<p><b>Clerk Resignation:</b> Following 10 plus years S Youldon gave 3 months notice in December. Leaving date is planned as 12<sup>th</sup> March. Role to be advertised in Brickleton News, notice boards, and Facebook. Clerk to circulate to other clerks and post vacancy with BALC, will also speak to Cllr Hooker. Obtain price for Weekly Newbury News and share for decision. To put the role in line with commercial PC Clerk contracts hours increased to up to 6 hours per week. This reflects the increased workload for Parish Clerks. Salary discussions held in closed session.</p> <p><b>Village Hall Insurance:</b> Following conversation with the VHC an agreement to clarify the original constitute has been agreed and drawn up by Clerk. This states that it is the VHC responsibility to insure the hall and indemnify the PC and Landlord against any claims. Wording follows that of the Lease agreement. Agreed and signed. VHC to sign at AGM. To go with this, Clerk is also providing photocopies of the lease agreement, to ensure both parties have up to date records.</p> <p><b>WBC Local Plan:</b> Clerk had forwarded update on this, debate about withdrawal of plan still going on. Clerk to make contact with new Planning Policy Office at WBC and ask about attendance of a PC meeting to talk through options and implications.</p> <p><b>BT LandLine Switch Off:</b> TW still following progress on Gigabit Britain re extension of fibre broadband to the village. TW to write an article about the landline switch off and gauge interest on local workshops to help advise.</p>	SY  SY  TW

<b>Parish Plan:</b> No further volunteers have come forward at this stage. Agreed this would be postponed until later in the year when PC has more information on the Neighbourhood Plan and a new Clerk in place. TW to advise volunteers.	TW
<b>Ideas for Brickleton News November articles:</b> Landline switch off TW; Clerk advert SY; Welcome to new Rector and new Headmistress SY; DG to make enquiries about Mrs Slade writing an introduction article.	SY,TW, DG
<b>Planning</b>	
23/01101/FUL Manor Farm, Brightwalton – it was stated for the record – WBC Approved; demolition of existing framed agricultural building and construction of a new steel framed building at the same location for general purpose agricultural storage.	
<b>Finances</b>	
Balance of Current Account £3,643.03; Savings £13,368.17 Payments made since the November meeting: 17/11 Royal British Legion donation £30.00; 17/11 Brickleton News Expenses £66.66 plus VAT; 01/12 Brickleton News January printing £77.00; 11/12 Arkells Brewery, Christmas Carol Service £57.06 plus VAT 28/12 PAYE Q3 payment £128.60; 28/12 Q3 Clerk wages £514.90. Balance of Coordinator Account £11,713.34 Youth Club subs and event payment £381.95; November wages; Youth Club expenses £32.45 and Christmas activity £189; Donations from Christmas Crafts £30.62; December wages <b>Payments to be authorised:</b> Youth Club hall hire autumn and spring term £550 and Quiz hall hire £44.00 <b>2024 Contracts &amp; 2023 Contributions:</b> Scofell agreed to hold price for next two years, £1,800 per annum, Councillors agreed, Clerk to sign contract. It was agreed that £250 contributions would be made to the PCC for the churchyard upkeep, with a note that this will be reviewed next year. Agreed projects would be able to come from CIL funds next year. Agreed to request the annual £250 contribution to playing field mowing from the Village Hall Committee. <b>Precept:</b> Clerk presented year to date and 2-year forecasts. Spend for 2024/25 was forecasted at £10,484. To reflect latest commercial Clerk rate, the Clerk salary allowance was increased, this added £2030 to the budget. To meet rising costs it was agreed that the Precept should be raised by £2000 to help cover this. Councillors were cautious of a 36% increase but on review impact on a Band D house in the village was £12 a year taking precept contribution from £43.72 to £55.11. Agreed this was required to keep Parish Council finances secure.	
<b>Clerk Reports &amp; Any Other Business</b>	
<b>Salt Bins:</b> check levels and report back	All
<b>Highways:</b> Clerk to enquire why only part trench was filled outside the school.	SY

**Session closed at 21.02pm**

<b>Parish Council Meeting as Sole Trustee of Brightwalton Millennium Green Trust</b>	Action
Clerk apologised for missed November meeting. Next meeting scheduled for 9th September 2024	
£9.82 held in bank account. No maintenance to report. Clerk to catch up with nursery on creation of a outdoor learning area.	SY

**Session closed at 21.05pm**

<b>Closed Section of Parish Council Meeting</b>	Action
This section of the meeting was closed to the public due to salary discussions.	
Councillors reviewed current clerk salary, it was agreed the hours and rate weren't in line with the latest Clerk pay rates and hour expectation. It was agreed that the advert would be for up to 6 hours a week and the median clerk guideline rate would be used in the calculation to enable budget planning and precept request. Councillors didn't feel they could offer the new rate to new applicants without back dating current clerk pay. Back payment of £1,060 would be made to current clerk. Agreed 8% pay increase for Coordinator Role, to reflect excellent work and a full year in the role.	

**Meeting closed at 21.55pm**

**The 2024 Meeting will be held:** 11<sup>th</sup> March, 13<sup>th</sup> May, 15<sup>th</sup> July, 9<sup>th</sup> September and 11<sup>th</sup> November **7.30pm**

*Signed: S K Youldon 17<sup>th</sup> January 2024*

Brightwalton Parish Council Clerk – Sarah Youldon

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