

BRIGHTWALTON PARISH COUNCIL

General Meeting Held Monday 17th July 2023 7.30pm in Brightwalton Village Hall

Present

Tim Wyatt	Chair	4 Members of the Public	
Christine Delahunty	Councillor	Anna Britnor Guest	Village Hall Committee
Sue Sayers	Councillor	Apologies:	
Annie Agnew	Councillor	Clive Hooker	Downland Ward Councillor
Mike Cooper	Councillor	Katherine Moore	Community Coordinator
Sarah Youldon	Clerk		

	Action
Declaration of Interests: None received.	Resolved
Minutes of the May meeting: Agreed as accurate and signed.	
Addition to Standing Orders: Agreed to adopt the process of co-opting as per HALC Key Topic Note: Casual Vacancies. Clerk to copy into existing Standing Orders. An online training session was held with Councillors on the 12 th July to ensure everyone fully understood the process.	Resolved
Co-option of New Councillor: Chairman thanked the 4 that had applied and taken the time to provide background to their application. The Clerk had forwarded these applications together with the confirmation that they were eligible to the Councillors for review prior to the meeting. Of the 4 applicants, 2 were nominated and seconded and taken forward to the voting. Damien Goatley was appointed with the majority votes. Clerk to send out Council policy documents, together with the Declaration of Interest forms and acceptance of office. On receipt of these completed, DG will be appointed and included in the PC correspondence. TW thanked other candidates and asked them to consider taking part through working parties, volunteering, and events.	SY DG
Committee Updates	
Community Coordinator: TW and SY had held a review with Katherine prior to the meeting. Pleased to share that the Youth Club is proving popular with 30 children on the books and 22 regularly attending. KM has a good team of volunteers and is working hard with new ideas for each week. Running costs are being covered which shows this is sustainable. Another successful event was the school concert, this was held in conjunction with Great Shefford school and good numbers attended. Peasemore Ukulele Group is booked for an upcoming event. Soup lunch is on a summer break and will return in the autumn. Other events such as the summer wreath making / choir concert although attract early interest that hasn't come through in bookings.	
Village Hall Committee: The VHC were sorry to have lost the long standing committee member Heather Cantlay last month, Heather had been part of the team for many years. The committee had sent their condolences to Heather's family. Evelyn Bracey will step in temporarily on the committee on behalf of the Young Farmers. ABG stated that the committee were still discussing constitution changes and would come back to the PC when they were ready to continue the conversation. ABG to pick up the conversation on insurance again with the VHC treasurer.	
Matters Arising	
Code of Conduct: Councillors agreed to adopt the updated NALC Code of Conduct, in line with the internal auditors' recommendations. Clerk to upload to website.	SY
Cherry Trees: Agreed that the hedge needs to be cut back manually around each of the Cherry Trees on the far side of the playing field. Clerk to obtain cost for contractor to do and put together article for Brickleton News, requesting volunteers.	SY
Playground: Several jobs identified as necessary in the playground, including hedges and topping up the play bark. It was noted that Clerk and Councillors end up taking on these tasks and numbers of volunteers in working parties have dropped. Agreed that it would be worth putting a notice in the Brickleton News to see if there would be anyone interested in a self-employed handyperson job. ABG added that the VHC had been discussing similar, so could potentially have an interest. Councillors agreed to place notice and see if any interest - budget and tasks would then need to be agreed.	SY
Dog Bin: As previously agreed and since the new waste contract with WBC has settled and appears to be working as it should, the dog waste bin has been removed. Councillors agreed this could be offered	SY

<p>elsewhere in the village if any individual was prepared to empty it weekly. Clerk to make enquiries. Failing that it was agreed it could be sold to another parish rather than stored for an unknown period.</p> <p>Complaint to Highways: Clerk reported that a resident on the B4494 at Lilley had made an anti-social complaint about motorcyclist speed and noise to the WBC Highways. Clerk had been copied, as no response had been received, Councillor Clive Hooker was asked to follow up. The Senior Road Safety Officer and Principal Engineer had replied, stating it was not something the council could enforce but would discuss with TVP. Clerk will follow up to ensure a response is received. Parishioner added that the road is dangerous, and Chair reiterated that the Parish Council has no powers to enforce or reduce speeds, PC had already battled to get the white gates installed in the Holt and the VAS.</p> <p>Patient Participation Group Representative: Following the passing of Geoff Grayer, the representative for Brightwalton is vacant. TW to write notice in Brickleton News.</p> <p>Diseased Chestnut Tree on the Common: Removal agreed, SS organising.</p> <p>Parish Plan: Agreed to add to the September agenda with view to agreeing process and putting together a working party. Clerk to find previous questionnaire and add printing costs to the 2024/25 budget.</p> <p>Brickleton News: Articles agreed as above.</p> <p>Clerk Updates: Defib: In line with requirements the defibrillator pads have been replaced, new pads expire January 2026. Cost was £125.95, £35 more than original budget. Clerk updated and installed.</p> <p>Memorial Bench Repair: Following the breaking of the bench uprights, to which the cause is unknown, replacement uprights had been purchased from the supplier at a cost of £45.83. Councillors thanked Scott Youldon for volunteering to install these and Jeremy for the repair he had done too.</p> <p>Highways: Clerk chasing highways for a response on repair / replacement of the village signs as raised at the May meeting. Clerk will follow up once more and if no response refer to Councillor Hooker. Landowner on the B4494 had requested highways to cut back hedging around the VAS, needs to be done by hand but cannot be done safely here without sufficient warning sign or partial road closure. Noted that the verges needed cutting back, WBC had only completed one cut back in February. Clerk to request. Several boundary verges in need of cutting back too. Thank you to Christine for installing the new Slow signs on Ash Close.</p>	<p>TW</p> <p>SS</p> <p>SY</p> <p>SY</p>
<p>Finances</p>	
<p>Current Account Balance: £3,490.42 - Payments made since the last meeting:</p> <p>16th May ICO Data Protection fee£35.00; 8th June CJM Services Notice Board £180.00 plus VAT; 8th June Scofell May Mowing £216.71 plus VAT; 13th June Replacement Bench Slats – Sustainable Furniture UK £45.83 plus VAT; 13th June Chair Allowance £16.66 plus VAT; 13th June Refund to Clerk for Signage £23.38 plus VAT; 13th June Oxford Diocese Village Hall Rent/ Playing Field Annual Rent £529.00 plus VAT 13th June Zurich Insurance renewal year 3 of 3 £383.28; 28th June Clerk Wages April, May, June £514.90 10th July HMRC Q1 PAYE £128.60; 7th July BALC Annual subscription (original payment failed) £86.17 7th July Scofell June Mowing, and 3 Months Playground £336.74; 7th July Wel Medical Defib Pads £125.95 plus VAT. Received £119.88 Youth Club subs – transferred to the Coordinator Account</p> <p>Savings Account Balance £7,624.40 - 5th June interest received £15.86</p> <p>Coordinator Account Balance £12,464.98. Payments Made since last meeting:</p> <p>24th May First Aid Training £65; 9th June Hall Hire for Youth Club £110; 9th June May hours (12); 9th June Expenses £2.91 plus VAT; 27th June June hours (8.5); 27th June Expenses £83.33 plus VAT; 7th July PCC Payment for Church use Feb – June £40.00. Youth Club subs received £119.98</p>	

<p>Bank Mandates: Mandate forms to add AA and remove SO have been completed for TSB and Barclays, awaiting confirmation. Clerk will follow up w/c 24th July.</p> <p>2022/23 External Audit: Clerk reported that the external auditor had raised 6 queries, Clerk putting together the additional information on the spending and income comparisons with the previous year. Correction made to the AGAR Statement of Accounts p5, re-signed for Clerk to submit with the additional information. Response due to the external auditor by the 21st July.</p>	
<p>Clerk Reports & Any Other Business</p>	
<p>WBC Clerk & Officers update in September: Being held in Shaw House on the 14th September, with guest speaker from a Planning Consultant firm. Clerk to send on details.</p> <p>Telephone Box: ABG confirmed that they were still planning to sand and repaint the telephone box. Clerk had checked paint costs, still in line with the budget set aside.</p> <p>Aggressive Dog on Public Right of Way: Parishioner reported additional issues with a dog on BRIG/21/1. Owner and PROW officer had been informed.</p>	<p>SY</p>

Meeting closed at 8.30pm

The 2023 Meeting will be held: 11th September and 13th November at 7.30pm

Signed: S K Youldon 18th July 2023

DRAFT