

BRIGHTWALTON PARISH COUNCIL

Annual General Meeting Held Monday 16th May 2023 7.40pm in Brightwalton Village Hall

Present

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

	Action
Chairman: TW was nominated, seconded and accepted the role of Chairman. Agreed no Vice Chair required at this stage.	Resolved
Declaration of Interests: None. Councillors reminded to notify Clerk of any changes to their Declaration of Interest forms. Apologies: As above	Resolved
Minutes: The minutes of the March meeting were agreed and signed as an accurate record.	SY
Acceptance of Office & Vacancy: All councillors signed the acceptance of office form. SY to return to WBC. Discussed process for filling the vacant seat. SY to put notices on boards, in Brickleton News and website, Councillors to ask around. Eligibility criteria including need to have been on the Electoral role or employed in Parish for a minimum of a year discussed, details included in advert. Aim to co-opt at the July meeting	SY
Finances	
2022/23 Accounts	
- Internal auditors report reviewed and agreed. SY to action the updated Code of Conduct. No matters of concern raised.	Resolved
- Councillors reviewed the Annual Governance statement and Accounting Statements, agreed and signed off. SY explained that as the income had gone over the £25,000 threshold, due to the Coordinator fundraising the Accounts would also be reviewed by the external auditor at a cost of £250. SY to submit completed documents, upload and display notices.	SY
- Council asset list reviewed and approved. SY to post online.	SY
- Policies and Procedures – Councillors agreed the updated document, SY to review the Code of Conduct and update in line with the auditor’s recommendations. Updated policies to be posted online. Confirmed that the Youth Club policies and procedures had been prepared and were filed with the Youth Club in line with Berkshire Youth’s recommendations. Risk Assessment agreed and approved, update to be posted online.	SY
Income & Expenditure since March meeting	
As of the 15 th March, Current Account Balance £6,690.69. Clerk reported the following transactions since the March Meeting:	Resolved
16/03 Respond First Aid Training £378.80	
20/03 Contribution for mowing from the village hall £250	
28/03 HMRC PAYE Q4 £128.80	
28/03 Clerk Salary Q4 £514.70	
28/03 Imprint Brickleton News £77.00	
29/03 TP Jones Annual Payroll Administration £85.92 (inc VAT)	
29/03 WBC Bins £27.95 (inc VAT)	
05/05 Scofell April Mowing £260.05 (inc VAT)	
05/05 Playsafety playground inspection £94.20 (inc VAT)	
03/05 Transfer Youth Club Payments taken on Sum Up £134.54	
05/05 Precept Payment £3,876.50	
Payments authorised: HALC membership £86.17 and Internal Auditor fee £90.00	
Savings Account Balance £7,608.54 includes £9.43 interest payment 01/03	
Community Coordinator Account Balance £12,909.59	
Following transactions since the March meeting – payment of coordinators March hours and expenses £179.36 and April £236.37. Soup kitchen expenses £47.48, Benefice reimbursement for DBS check £42.79 and transfer from current account youth club payments £134.54	
Agreed AA would replace SO as a signatory on the bank mandates.	

Matters Arising	
<p>Playground Report: Clerk pleased to report that recent works had brought the playground up to date, only two minor tasks noted, can be included in working party tasks.</p> <p>Signage on Ash Close: Suggestion made that 'Slow! Children playing notices would be useful on Ash Close. All agreed it was nice to see children out playing in the centre of village but with the bends agreed warnings signs would help slow traffic. SY to order 2 x A3.</p> <p>Village Notice Board Repair: Quote of £180 accepted for new post, digging out and concreting in. SY to instruct.</p> <p>West Berkshire Local Plan: SY distributed the comments from the Planning Policy team reference the Settlement Boundary feedback provided over a year ago. Some points the PP team had agreed with and others not. The draft is now with the Government for final review. All agreed that this would be worth referencing in the Parish Plan update, which is plan for review later this year.</p> <p>Bricketon News May Articles: SY to submit Chairmans report along with the AGM minutes and vacancy notice. TW to submit notice on slow signs and Ash Close. Mike including the submitted April Patient Participation Group report from the late Geoffrey Grayer, together with paragraph in his memory. SY to ask about paragraph for the late Stuart Breadmore.</p> <p>Budget allowed for a double May edition to include fete photos.</p>	<p>Resolved SY</p> <p>Resolved SY</p> <p>Resolved SY</p> <p>Resolved SY, TW</p>
Clerk Reports & Any Other Business	
<p>Tree on Brightwalton Common: It was noted that a branch had fallen on one of the young Horse Chestnut at the Common. Initial quote received to pollard, but all agreed that as tree isn't looking healthy, would be best to remove. SS to make enquiries.</p> <p>Village Signage: Noted that a number of the 30mph signs around the village are now damaged, plus one of the Fingerpost signs on the B4494 is down and another at The Green. SY to speak to WBC Highways</p>	<p>SY</p>

Meeting closed at 9.00pm

The 2023 Meeting will be held: 17th July, 11th September, 13th November at 7.30pm

Signed: S K Youldon 17th May 2023