

# BRIGHTWALTON PARISH COUNCIL

**Meeting Held on Monday 15<sup>th</sup> January 2018 at 8pm in the Village Hall**

## **Present**

Shaun Orpen	Chairman	John Draper	PCC
Polly Swann	Councillor	Clive Hooker	Downlands Ward Councillor
Tim Wyatt	Councillor	Sarah Youldon	Clerk
Mike Cooper	Councillor		

## **Apologies**

Jackie Boxall	Councillor	Sue Sayers	Councillor
Anna Britnor-Guest	Village Hall Committee		

<b>Minutes of the Last Meeting</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>The minutes of the November meeting were agreed and signed.</li> <li>There were no declarations of interest.</li> </ul>	
<b>General West Berkshire Council Update</b>	
<ul style="list-style-type: none"> <li>Councillor Clive Hooker updated the PC on the results of consultations that had taken place regarding budgets. A number of decisions have been made to increase income / reduce costs including new charges for the green bins, 20% rise in the cost of a planning application, reduction in planning paperwork to neighbouring properties and to Parish Councils. Reduction of District Councillors from 52 to 43, various restructuring and redundancies within the Council as well as the introduction of sharing services with Bracknell Forest/ Wokingham Council. Council elections take place in May 2019.</li> </ul>	
<b>Matters Arising</b>	
<ul style="list-style-type: none"> <li><b>Update of Parish Councillors Declaration of Interests:</b> Councillors reviewed their interest forms and amended as necessary. S Youldon to send update to WBC.</li> <li><b>B4494 Highways Update:</b> Installation of white entrance gates at either end of Brightwalton Holt has been agreed and work will take place in the next couple of months. Highways have not yet agreed to the installation of Vehicle Activated Signs and would like to review again in April. Cllr Hooker to assist S Youldon with moving this forward. As agreed at the November meeting, all residents within The Holt that have hedges bordering the highway will be written to as a polite reminder to keep them cut back. Draft letter was approved, S Youldon to send out. Concern over an overhanging hedge in the centre of the village was raised - S Orpen to speak with the landowners directly.</li> <li><b>2018 Mowing Contract:</b> Three quotes were presented to the PC for the 2018 mowing contract with options for fortnightly and weekly cuts, all agreed on the quote from Scofell for £1,305 for the weekly cutting on a fixed price two year contract.</li> <li><b>New Playground Surface:</b> Was laid in December, all agreed new safety surface looks good, concern raised over children throwing the chippings around. This has been a big investment for the PC, agreed S Youldon would write an article for the Brickleton News to raise awareness and ask users to treat the playground accordingly for the benefit of all.</li> <li><b>Website Update:</b> S Youldon presented the website usage figures which averaged 40 unique visitors a day. New security certificate has been installed making this now a HTTPS site. This improves security and positioning within search results.</li> <li><b>Grazing at Malt House Farm:</b> M Cooper advised the PC that sheep will be grazing the field at Malt House Farm over the coming weeks. The field has several footpaths running across it from The Green to Pudding Lane. These are pregnant Ewes so it is essential that all dogs are kept on a lead. Clear signage will be installed. MC to write a notice for the Brickleton News, S Youldon to post on website/Facebook.</li> <li><b>Parish Plan – Proposed Actions for 2018:</b> The 2017 Parish Plan Update proposed a number of actions over the next five years, these were reviewed and the PC agreed which actions would be addressed in 2018, a number of items were already being addressed and work on these would continue. S Youldon to add to the meeting agendas as agreed.</li> </ul>	<div>SY</div> <div>SY SO</div> <div>SY</div> <div>SY</div> <div>Resolved</div> <div>MC SY</div> <div>SY</div>

<ul style="list-style-type: none"> <li>▪ <b>Annual Parish Meeting:</b> Will be held after the AGM on the new date of Monday 14<sup>th</sup> May, this will be an opportunity for Parishioners to raise any matters they would like to discuss with the Parish Council. Suggested that this meeting also includes an update from the other key Parish committees. S Youldon to ask the PCC and VHC to present their updates at the meeting and also ask the school if they would like to contribute. Agreed that AGM will start at 7.00pm with Parish meeting following at 7.30pm. Notice to be published in the March Brickleton News.</li> <li>▪ <b>New Clerk Contract:</b> PC reviewed and agreed to update the Clerk's contract to more accurately reflect the responsibilities and hours required to 4 hours to per week. The revised contract will commence 1<sup>st</sup> April 2018.</li> <li>▪ <b>Brickleton News Articles:</b> The Downland Gardening Club has supplied new details for this year's meetings and social events which will be published in the January Brickleton News – they can also be found on the parish website. M Cooper to write notice of sheep grazing at Malt House Farm, S Youldon to write notice on the new playground surface.</li> </ul>	<p>SY</p> <p>MC SY</p>
<b>Parochial Church Council Update</b>	
<ul style="list-style-type: none"> <li>▪ The new vicar will be inducted at a formal service on Monday 12<sup>th</sup> February at 7.30pm, all welcome - refreshments will follow in the hall after.</li> <li>▪ ASPIRE Project – the Church has been upgraded from Grade II to a Grade II* building. Work is continuing on the Statements of Significance and Needs which are required to progress the plans further. The ASPIRE team are in the process of organising a number of fund raising events for the next 12 months, further details will be published in the Brickleton News and on the Village Events calendar. S Youldon to investigate if event reminders can go out from the village calendar automatically.</li> </ul>	<p>SY</p>
<b>Village Hall Committee Update</b>	
<ul style="list-style-type: none"> <li>▪ The VH AGM will be held on 6<sup>th</sup> February at 7.30, S Youldon to attend. It was reported that hire costs will be increased slightly to help meet the rising maintenance costs; these will be effective from the 1<sup>st</sup> April.</li> </ul>	
<b>Planning</b>	
<ul style="list-style-type: none"> <li>▪ 17/03267/HOUSE - 2 Saxons Acre, Brightwalton - Proposed single storey extension and garage conversion to create large open plan kitchen and dining room with new play room. Conversion of existing car port into garage/storage. The PC previously submitted no objections to this application and West Berkshire granted planning permission 10/01/18.</li> <li>▪ 17/03247/HOUSE - Pudding Lane House, Pudding Lane, Brightwalton – Proposed new front porch. The PC previously submitted no objections to this application and West Berkshire granted planning permission 10/01/18.</li> </ul>	
<b>Finance</b>	
<p>Current account balance as of the 15/01 is £6,893.01; Business account balance is £6,235.22</p> <p>This following payments have been made:</p> <p>Chq 691 13/11 M Ananin Brickleton News expenses £79.99</p> <p>Chq 692 28/11 Imprint November Brickleton News £65.00</p> <p>Chq 693 28/11 C Austin Website Hosting 12 months £120.00</p> <p>Chq 694 08/12 W Lyford additional mowing £160.00</p> <p>Chq 695 08/12 Active Toy Company playground surface £2754.16</p> <p>SO 04/01 S Youldon Q3 Clerk Wages £320.00</p> <p>SO 04/01 HMRC Q3 PAYE £80.00</p> <p>The following payments were received:</p> <p>05/12 Parish Grant for playground surface £774.00</p> <p>05/12 Transfer from S106 funds of £1,500.30 for playground surface</p> <p><b>2018/19 Budget Matters Considered:</b></p> <ul style="list-style-type: none"> <li>- Mowing has proved a challenge to the PC budget over the last year and it has been difficult to find a cost effective way to maintain the playing field. In 2017 34% of the precept was spent on cutting the grass and hedges. The VHC were asked if they would contribute to the</li> </ul>	

<p>maintenance of the playing field going forward as hall users benefit from being able to use the field too. Agreed that a donation of £250 for 2018/19 would help the PC to minimise the increase in precept.</p> <ul style="list-style-type: none"> <li>- New Audit Arrangements: The PC has been advised of the new Government audit procedures for the end of this financial year, the cost to the PC will increase from £0 to £200 for the external audit.</li> <li>- Churchyard Maintenance: historically the PC has donated £500 per year to the PCC to help towards the upkeep of the Churchyard. With pressures on both the PCC budget with the ASPIRE project and on the PC budget it was agreed that £250 donation would be set aside for 2018/19. If savings are made throughout the year then this will be reviewed again in January 2019. S Youldon to issue the 2017 cheque.</li> <li>- West Berkshire Library Contributions: WBC continues to request donations from Parish/Town Councils to help towards the running of the libraries including the mobile library. Usage figures for the library and mobile library showed only a very small percentage of the parish using the service. The PC therefore agreed that there would be no donation from the precept for 2018/19.</li> </ul> <p><b>2018/19 Precept Setting:</b> To meet the increase in general Parish running costs it was agreed to increase the Precept by 8% to £6,500. S Youldon to submit request to WBC.</p> <p><b>HMRC</b> Following the third letter and evidence sent to HMRC regarding the supposed unpaid PAYE debt dating back to 2012/13. HMRC has now agreed that the PC has done all it can to prove these payments were made and has cleared the outstanding debt from their system. They apologised for the matter taking so long to resolve.</p> <p><b>VAT Return:</b> The VAT return was submitted on the 4<sup>th</sup> January for £733.21</p> <p><b>Section 106 Balance:</b> There is £206.53 of S106 money remaining for open spaces projects.</p>	SY
<b>Any Other Business</b>	
<p><b>Old Churchyard:</b> The PC wished to thank Nick Arkell for dealing with the fallen trees at the Old Churchyard.</p> <p><b>Village Housing:</b> No response has been received from either WBC housing or Southern Housing to the PC request to be involved and kept informed on housing swaps. S Youldon to send details on to Councillor Hooker to assist in moving this forward.</p>	SY

**The remaining 2018 meetings will be held:**

12<sup>th</sup> March, 14<sup>th</sup> May (AGM & APM), 9<sup>th</sup> July, 10<sup>th</sup> September and the 12<sup>th</sup> November.