

BRIGHTWALTON PARISH COUNCIL

Meeting Held on Monday 13th March 2017 at 8pm in the Village Hall

Present

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| Shaun Orpen | Chairman | Sarah Youldon | Clerk |
| Sue Sayers | Councillor | Clive Hooker | Downlands Ward Councillor |
| Polly Swann | Councillor | John Draper | PCC |
| Tim Wyatt | Councillor | | |

Apologies

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| Jackie Boxall | Councillor | Mike Cooper | Councillor |
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| Minutes of the Last Meeting | Action |
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| <ul style="list-style-type: none"> The minutes of January's meeting were agreed and signed. There were no declarations of interest. | |
| Matters Arising | |
| <ul style="list-style-type: none"> Downlands Ward Report: Cllr Hooker updated the PC on the WBC budget for next year which will mean a 5% increase in council tax. 3% of this will be solely for welfare services. It was also reported that upon legal review, Parish Councils do have the authority to donate towards the WB libraries, some local PC's have now done so; the services that can be provided on the funds received will now be reviewed. The initial consultation on the Ward Boundary reviews and reduction of WB Councillors from 52 to 42 has ended, input will now be reviewed and a draft presented in June. The proposed changes would increase Councillor workloads and our Ward Councillor would have to cover 13 Parish Councils, in addition to the other committee meetings. The next District Parish Conference is 21/03. Standing Orders & Financial Regulations: The updated regulations circulated to the Councillors on email were adopted. Dunmore Pond Transfer: The Brightwalton Millennium Green Trustees have signed the amended Trust document appointing the PC as Sole Trustee, final approval and signature from Natural England is now awaited. S Youldon continuing to chase and will issue a deadline of Friday 17/03, to enable the expensive individual Trustee insurance to be cancelled. S Youldon to draw up guidelines for the Councillors on the role of the PC as Sole Trustee. Going forward the PC will meet as Brightwalton Millennium Green Trust twice a year, following the PC meeting. Dunmore Pond Signage: It was agreed that a permanent lectern style sign would be designed and placed at the entrance to Dunmore Pond. This would contain historic information about the Pond, along with details of the current wildlife habitat and safety notices. T Wyatt is obtaining a quote from a designer based in Thatcham who would visit the site to gather wildlife details. S Youldon presented quotes of £517 plus VAT for an A2 recycled plastic lectern and print. Agreed that this could come from the S106 funds. Parish Website: S Orpen to write a brief introduction to the PC for the Parish Website, S Youldon to upload Councillor photos. Jess Boon has requested space for Village Agent and Neighbourhood Watch information, PC agreed, content to be supplied to S Youldon. B4494 Speed Review: The PC's request for a Speed Limit Review on the B4494 through The Holt has been accepted and will be heard in October / November 2017. The residents have agreed to put forward the case for the reduction to 40mph and will present to the PC for their views at the July meeting. Parish Plan Update: WBC has reviewed the draft plan and provided their input. Following the quotes, Sarah Orpen who is studying Graphic Design agreed to produce the final format for the PC at the cost of £100. The Councillors reviewed and agreed the final draft. S Youldon to obtain further print quotes and forward to the Councillors for consideration. A hard copy will be delivered to every household, with spares kept for new residents and a PDF version will be uploaded to the Parish website. | <p>SY</p> <p>TW</p> <p>SY</p> <p>SY</p> |

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| <ul style="list-style-type: none"> ▪ Telephone Box Library: Thank you to B Buchanan for replacing the telephone signs, all 4 have been replaced as each panel was damaged; these have been kept and stored. S Youldon has met with L Gordon and discussed the requirement for fitting shelves. Quotes are in the process of being sought and will be forward to Councillors. ▪ Section 106 Money: Proposed projects for further investigation include Dunmore Pond signage and purchase of a PC mower. | SY |
| Planning | |
| <p><u>16/03439 Windy Ridge, The Green</u> – the PC were advised that this application had been re-submitted for technical reasons with no design changes on application number 17/00179. On further review it appears that there are changes to the access, PC has no objections but S Youldon will contact WBC Planning regarding the incorrect information received.</p> <p><u>17/00432/HOUSE Spraywood, Southend</u> – application for a single storey glazed extension replacing the current conservatory. PC reviewed plans and agreed a verdict of No Objections. S Youldon to submit response.</p> <p><u>General:</u> PC had also been previously advised that all plans should show a ground level and measurements. The planning department are missing this requirement on occasions – S Youldon to raise the matter.</p> | <p>SY</p> <p>SY</p> <p>SY</p> |
| Village Hall Committee Update | |
| <ul style="list-style-type: none"> ▪ Fete planning meeting will be held Tuesday 21st March at 7.30 in the Village Hall | |
| Parochial Church Council Update | |
| <ul style="list-style-type: none"> ▪ The re-organisation committee has now seen plans from the appointed architect. The PC were disappointed to hear that the committee has decided not to display the proposal at the Village Fete to help engage the village, and has recommended that this is reconsidered. ▪ Reverend Townend's last Brightwalton service before his retirement will be Easter Sunday. His last United Benefice service will be held in Brightwalton on the 7th May followed by lunch in the Village Hall. Details to be published in the Brickleton News and on Parish website. | |
| <p>Current account balance as of the 16/01 £5,121.22 Business account balance is £6,983.13</p> <p>This following payments have been made:</p> <ul style="list-style-type: none"> ▪ 25/01 chq 653 Imprint – January Brickleton News £65.00 ▪ 31/01 chq 654 Brightwalton PCC – Donation towards Churchyard upkeep £500.00 ▪ 21/02 VAT Refund received of £389.42 ▪ S Youldon presented invoice for Clerk expenses from October to February for £49.32, agreed and cheque issued. ▪ Cheque issued to Sarah Orpen for £100.00 for the Parish Plan design, as previously agreed on email 24/01. ▪ J Lowe has kindly agreed to carry out the PC Internal Audit. | |
| Any Other Business | |
| <ul style="list-style-type: none"> ▪ Cricket Club & Mowing: PC were disappointed to hear that following the Cricket Club AGM it had been decided to suspend the club for the coming season due to lack of support. Traditionally the Cricket Club have always mown the playing field throughout the summer, this unexpected news poses a problem for the PC as budget hadn't been made in the Precept for this coming financial year. S Youldon to make contact with R Lyford to see if he would continue regular mowing for the next couple of months whilst the PC look into solutions. Two solutions considered; first is that the PC purchases a mower using the S106 funds and a volunteer rota is set up. S Sayers to obtain idea on mower costs, S Youldon to look into insurance, training and storage issues. Second option is to obtain quotes from local contractors. S Youldon to present costs to Councillors for both on email. | <p>SS</p> <p>SY</p> |

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| ▪ Bus Stop Signage: WBC is proposing to attach the bus stop flag and timetable directly to the bus shelter on the Village Hall. PC in agreement, S Youldon to check with VHC. | SY |
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The remaining 2017 meetings will be held:

15th May – AGM, 3rd July, 11th September, 13th November