BRIGHTWALTON PARISH COUNCIL

Annual General Meeting Held on Monday 15th May 2017 at 8pm in the Village Hall

Present

Shaun Orpen Chairman Jackie Boxall Councillor Sue Sayers Councillor Sarah Youldon Clerk

Polly Swann Councillor Clive Hooker Downlands Ward Councillor

Mike Cooper Councillor John Draper PCC

Tim Wyatt Councillor

Apologies

Anna Britnor-Guest VHC

Minutes of the Last Meeting	Action
The minutes of the March and EO April meetings were agreed and signed.	71011
There were no declarations of interest.	
Matters Arising	
Election of Chairman: Shaun Orpen was nominated, seconded and accepted the position	
of Chairman for the next term. The Acceptance of Office declaration was signed, S	SY
Youldon to send on to West Berks.	
■ Downlands Ward Update: Clive Hooker updated the PC on the new leader elections for	
WBC that were held last month. The Boundary Review is still continuing, with further	
proposals due in June, Cllr Hooker expressed his concerns that the rural parishes are	
likely to suffer as the proposed boundaries would increase the number and spread of	
parishes within the wards.	
• Grass Cutting: Following the Extra Ordinary meeting held on 12 th April further quotes	
were obtained and a decision made to contract W Lyford to carry out the mowing of the	
playing field. Costs were agreed at £50 / week for the playing field mowing,	
£20/fortnight for strimming around the hall and mowing of the area behind the village	
hall car park. A contract has been signed and returned. The Scofell contract for mowing	
the children's playground has been cancelled, T Wyatt has kindly volunteered to mow	SO
this going forward, thus saving the Parish Council £735/year. SO to post a request for	
additional mowing volunteers on Facebook.	
Parish Plan Update: WBC has endorsed the updated Parish Plan, the final version has	
been sent to print and will be distributed with the May Brickleton News. SY to write a	SY
piece introducing the Parish Plan for the Brickleton News	
Playground Safety Inspection: Several low to medium risk issues were noted in the	
report, it was agreed that the rotten bannister would be replaced at a cost of £39.00 and	
the missing rubber tile replaced at a cost of £4.98. SY to organise. The deteriorating	SY
posts surrounding the large climbing frame bark will be monitored and replaced when	
necessary using S106 money. The fixings on the beam above the baby swings have been	
tightened, it was noted that this central beam may need to be replaced next year.	
Dunmore Pond Signage: T Wyatt created a draft for the A2 sign, all agreed with the design same outre historic information was provided and will be added the warning.	T\A/
design, some extra historic information was provided and will be added, the warning	TW
symbols will also be increased in size. T Wyatt to update and send round to all for final approval. Cost of £517.00 including the graphic panel, was approved for the recycled	
plastic lectern style sign, with a £35.00 installation cost.	
B4494 Highways Update: WBC Highways have agreed and signed off the costs to install	
white entrance gates to either end of The Holt on the B4494 to raise awareness of the	SY
community. This is not considered a safety priority by WBC so will be completed later in	51
the year. Parishioners to present the proposed Speed Review case at the July PC meeting	
- S Youldon to send round a reminder.	

■ Congestion Outside Brightwalton School: Following the observations and safety	
recommendations provided by WBC Highways last summer, the PC were pleased to hear	
that the School have asked WBC Highways to hold a safety presentation at the school. S	
Youldon has put Mrs Patterson in touch with the Highways team to make arrangements.	
■ Telephone Box Library: Has been completed and stocked with books. Request for	
additional lower shelf has been put forward; the PC will review this later in the year once	
the extent of usage is known.	
 Parish Portal and Devolution of Services: WBC has just launched a new Parish Portal to 	
assist with the devolution of some services down to Parish Council level. The portal	
provides details on what maintenance PC's can take on and guidance on how they would	
go about the tasks. There are minor tasks that the PC is already doing as and when	
required and will continue to do so, but will not look to take these on permanently at	SY
this stage. S Youldon to forward web link to Councillors for reference.	31
Testion 200 money. The gatepost at the playing held has been replaced at the cost of	
£83.00, this has been taken from S106 money and £2,297.83 remains. It was agreed that	
quotes would be obtained for the following projects: improvements to the speed bump	
at the village hall car park – M Cooper to obtain quote; hedge planting at the playing	
field to fill in the gaps along the roadside – S Youldon to obtain quote. It was also agreed	MC
that the replacement of the playground climbing frame surround could come from the	SY
remaining monies.	
Brickleton News Articles: Summary of the year and introduction to the new Parish Plan	
articles proposed.	SO, SY
Planning	
16/03439 Windy Ridge, The Green – was rejected by West Berkshire Council. The planning	
team apologised for the slightly incorrect information given the PC.	
<u>17/00432/HOUSE Spraywood, Southend</u> – application for a single storey glazed extension	
replacing the current conservatory. This was approved by the WBC.	
General: It was raised at the March meeting that ground level measurements were not	
always provided on the plans. WBC have confirmed that this is only a requirement on new	
builds, they have agreed to monitor this more closely in the future to ensure they are	
provided, as the PC has found these are often missing from new build plans.	
Village Hall Committee Update	
■ The VHC were pleased to report a profit of c. £3,000 from the fete and thanked	
everybody who helped to raise these important funds for the hall. The profits were	
slightly down from previous years, so as always; they would be pleased to hear any	
suggestions for next year.	
Parochial Church Council Update	
■ The PCC reported a good turnout for the Easter service and Rev John Townend's last	
service and lunch in May before his retirement. Meetings are now being held with the	
neighbouring Churchwardens to agree the job specification and advert for the new vicar.	
There is general agreement across the Parishes on the profile of the vicar that is being	
sought. It is hoped that the position will be advertised in September, with interviews	
held in October and if all goes to plan a new vicar could be in place for January /	
February next year.	
 There was positive feedback from the proposed re-organisation plans displayed at the 	
fete, feedback is now awaited from the Diocese. English Heritage have requested a re-	
grade of the Church from Grade II to Grade II*, if this is approved any plans would also	
have to be approved by the Victorian Society. An inspection is due shortly and more will	
be known then.	
DE KHOWH HIEH.	

	T
- 2045/475 6. O	
■ 2016/17Summary: S Orpen presented a summary of the year and the PC's	60
achievements, agreed that the summary should be printed in the May Brickleton News	SO
along with the Parish Plan announcement.	
■ 2016/17 Audit: The Annual Return, along with bank reconciliation, explanation of	C) (
difference and details of the 2017/18 budget were reviewed. Section 1 & 2 of the return	SY
were completed and signed. The internal audit raised no concerns and the PC thanked J	
Lowe for kindly carrying out the audit. S Youldon to return documents, upload to the	
website and post public rights notice on boards.	
Current account balance as of the 14/05 £7,396.23 Business account balance is £6,825.13	
This following payments have been made:	
Chq 657 23/03 – Imprint – March Brickleton News £65.00	
Chq 658 23/03 – West Berkshire Council – Dog Bin Annual Charge £48.84	
Chq 659 28/03 – Thirsk Payroll – Payroll Admin April 16 to March 17 £65.00	
04/04 – S Youldon – Clerk Wages Jan-March £320.00	
04/04 – HMRC – PAYE Jan-March £80.00	
Chq 660 07/04 – Brightwalton Millennium Green Trust – Return of Land Reg Fee £20.00	
Chq 661 12/04 – J Stiles – Telephone Box Shelves £75.00 (S106 money)	
Chq 662 24/04 – J Harron – Replacement of Thirsk Payroll Chq 659 (incorrect Payee)	
£65.00	
Chq 663 24/04 – Playsafety Ltd – Annual Playground Inspection £79.80	
The following cheque was signed at the meeting:	
Chq 664 15/05 – J Stiles – Replacement of playing field gate post £83.00 (S106 money)	
The following payments have been received:	
30/03 – Land Registry Refund for Brightwalton Millennium Green £20.00	
26/04 West Berkshire Council – 1 st Precept payment £3,000.00	
The following transfers from the Business to Current Account have been made:	
04/04 –S106 Money for telephone box library shelves £75.00	
03/05 – S106 Money for playing field gate post £83.00	
Any Other Business	
 Local Business / Services Advertising: The PC had been asked about taking adverts for 	
local businesses in the Brickleton News and website. It was agreed that the Brickleton	
News would not run adverts but business adverts on the website would be encouraged.	66
Businesses within Brightwalton would be advertised free of charge, and an annual fee	SS
would be agreed for business outside of the Parish. SS to research and report back on	
what others are charging. Post to be placed on Facebook reminding Parishioners that	SS
they can advertise their business on the website	
 War Memorial, Road Signs & Old Churchyard Maintenance: C Boxall has kindly offered 	
to cut back the weeds in the Old Churchyard again, PC were in agreement. Agreed that	
the cutting back of the hedge behind the War Memorial would be carried out at the	
September working party. It was noted that there are also some village signs that need	
the hedge cutting back around them, this should be carried out by the landowner. Those	
still requiring attention in September will be added to the working party list.	

The remaining 2017 meetings will be held: 3rd July, 11th September, 13th November