

BRIGHTWALTON PARISH COUNCIL

Annual General Meeting

Held on Monday 13th May 2019 at 7.30pm in the Village Hall

Present

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| Shaun Orpen | Chairman | Polly Swann | Councillor |
| Mike Cooper | Councillor | Annie Agnew | Councillor |
| Sue Sayers | Councillor | Sarah Youldon | Clerk |
| Tim Wyatt | Councillor | John Draper | PCC |

Apologies Received

Anna Britnor-Guest VHC

| | Action |
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| <ul style="list-style-type: none"> ▪ Co-option of New Councillors & Appointment of Chairman: Following the election process, the PC has two Councillor vacancies. S Orpen offered to continue as Chair until a replacement can be found, P Swann proposed S Orpen, this was seconded by T Wyatt. A Agnew agreed to step forward and was proposed as a Councillor by P Swann and seconded by S Sayers. All Councillors completed the Acceptance of Office paperwork. S Youldon to update WBC. A Agnew to complete and return the Registration of Interest form, no changes required on the other current Interest forms held. | Resolved |
| <ul style="list-style-type: none"> ▪ Minutes: The meetings from the March meeting were agreed and signed as an accurate record. | Resolved |
| <ul style="list-style-type: none"> ▪ Declaration of Interests: There were no declarations of interest. | Resolved |
| Matters Arising | |
| <ul style="list-style-type: none"> ▪ Playground: The annual ROSPA inspection report was reviewed, with action required on the surround of the large climbing frame and monitoring of the ladder on the smaller climbing frame. As agreed at the March meeting an application for a Parish Plan grant had been submitted, S Youldon reported that this had been approved and £3,814 had been received to replace the surround on the large climbing frame and replace the junior swings and surface under. This leaves the PC to contribute £948.48, of which £846.46 will come from CIL funds held and £102.02 from the annual budget. S Youldon to instruct work to commence. | SY |
| <ul style="list-style-type: none"> ▪ Working Party: Following the tree work at The Old Churchyard there is a significant amount of clearance work to be completed, it was agreed to hold a specific summer working party on Saturday 29th June. S Youldon to advertise in the Brickleton News etc. With added incentive that volunteers are welcome to take firewood for themselves. | Resolved All SY |
| <ul style="list-style-type: none"> ▪ Millennium Green/Football Group Bank Account: S Orpen had been advised of the finding of an old bank account referring back to the Millennium Green and Football group, holding c. £400, this appears to be a charity that was set up at a similar time to the Dunmore Millennium Green Trust. S Youldon to look into the regulations regarding folding this charity and transferring the funds held to either the Millennium Green account or the PC account, depending on the regulations. | Resolved SO SY |
| <ul style="list-style-type: none"> ▪ Playing Field – Cricket Club Items: Thank you to the former Cricket Club for removing the shed, storage container and other items on the playing field prior to the fete. Also thank you to the work done by Peter and Hugo as part of their Duke of Edinburgh award in clearing the ground and overgrowth around here. There is some metal work remaining, agreed clearance of this will be incorporated into the summer working party. S Youldon to look at disposal options. | Resolved SY |
| <ul style="list-style-type: none"> ▪ Highway Road Signs: As noted at the January meeting there are a number of fallen and damaged road signs throughout the village. WBC has now confirmed that the work will be carried out to replace/fix these over the next couple of months. | Resolved |
| <ul style="list-style-type: none"> ▪ Land behind Butts Furlong: Following letters and photos to Sovereign Housing Association to get this ground cleared, the PC was pleased to see this has now been done. | Resolved |
| <ul style="list-style-type: none"> ▪ Brickleton News Articles: The PC was advised that a write up with photos of the fete was underway. S Youldon to send notice re update on Councillors and summer working party. S Sayers and T Wyatt putting together notice for open gardens and village walk and games event on the 23rd June. | SY SS TW |
| Planning | |
| <ul style="list-style-type: none"> ▪ 19/00980/HOUSE Llamados, The Green – proposal for porch, side and rear extensions and alterations. PC agreed a response of No Objections, S Youldon to submit. | Resolved SY |

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| <ul style="list-style-type: none"> ▪ 19/00873/HOUSE Poplars Barn, Brightwalton – proposal for extensions and internal alterations. PC had submitted a response of No Objections, WBC decision pending. ▪ 18/02338/OUTD Isbury, Brightwalton – Appeal following the refusal of the planning permission for demolition of the existing bungalow and replacement with 3 new dwellings. S Youldon reported that there is no decision showing from the Planning Inspectorate on the WBC website yet. S Youldon to investigate when this is likely and if there will be any hearing for the appeal. | <p>Resolved</p> <p>SY</p> |
| <p>Finance</p> | |
| <p>2018/19 Accounts and Audit: The accounts and audit report had been circulated to the Councillors prior to the meeting following the independent audit in April; the report confirmed that all the accounts and procedures were in order. Councillors reviewed and completed the audit document; the Certificate of Exemption was signed. S Youldon to submit the PJK Littlejohn (government appointed external auditors) and post the accounts and official notices online and on the notice boards. At year end the PC had an underspend of £160.</p> <p>Current account balance as of the 13/05 £12,804.95 Business account balance is £5,350.75. This includes the following transactions:</p> <ul style="list-style-type: none"> ▪ Chq 200022 18/03 – Imprint – March Brickleton News £65.00 ▪ Chq 200023 26/03 –TP Jones & Co 2018/19 Payroll Admin £78.00 (inc £13 VAT) ▪ Chq 200024 26/03 – West Berkshire Council – Dog Bins £33.10 (inc £5.52 VAT) ▪ 02/04 Receipt of £120 from D Whidborne towards Old Churchyard tree work ▪ S/O 04/04 – S Youldon Jan to March Wages £418.84 ▪ S/O 04/04 – HMRC Q4 PAYE £104.80 ▪ Chq 200025 11/04 – Replaced with Chq 200028 PJ Forestry £1,116.00 (inc £186 VAT) ▪ 13/04 Transfer of CIL funds from Savings Account £930 for tree work ▪ Chq 200026 15/04 – D R Weller Completion of Internal Audit £49.40 ▪ Chq 200027 15/04 – ROSPA Annual Playground Inspection £82.80 (inc £13.70 VAT) ▪ Chq 200028 as above ▪ 28/04 Receipt of CIL funds reference Wheatlands 17/01614 £18.23 ▪ 28/04 Receipt of Precept – 1st Payment £3,347.50 ▪ 05/04 Receipt of Parish Plan Grant ref Playground £3,814.00 ▪ Chq 200029 04/05 – Pop Up Drinks Funds Band Payment £200.00 <p>The following cheques were signed at the meeting:</p> <ul style="list-style-type: none"> ▪ Chq 200030 BALC membership £86.95 ▪ Chq 200031 Scofell April mowing £223.70 (inc £37.28 VAT) <p>It was noted that there is:</p> <ul style="list-style-type: none"> ▪ £846.46 remaining of CIL funds – allocated to playground improvements. ▪ £37 to add to the Pop Up Drinks pot, plus another £40 from a previous event. Taking the total held to £370.32. PC agreed that this money should go towards the 2020 Brickleton Party. <p>Bank Mandate Update: S Youldon to obtain forms and remove J Boxall as signatory and add T Wyatt.</p> | <p>Resolved</p> <p>SY</p> <p>SY</p> |
| <p>PCC & APSIRE Project Update</p> | |
| <ul style="list-style-type: none"> ▪ J Draper reported that Julie Howell will join as the new Curate to assist Rev. Miriam Keen. She will start at the end of June and move into the Rectory at Chaddleworth. ▪ ASPIRE update – ongoing dialogue on the proposed plans with the DAC (Diocesan Advisory Committee), particularly on the placement of the organ and gallery seating. Positive response received from the Victorian Society, architect is agreeing the finer details with them. ▪ Fundraising is going well – confirmed open garden/walk event planned for 23rd June, and Rock Choir booked for March 2020. | |
| <p>Village Hall Committee Update</p> | |
| <p>Anna Britnor-Guest forwarded the following report:</p> <ul style="list-style-type: none"> ▪ The Village Hall committee wished to thank Jeremy Snow for taking the lead for this year’s fete and to everyone who helped. They are finalising the figures but reported that profits are the best for many years, at around £4,500. ▪ Work has been carried out at the hall with the field and road facing cladding having been stripped | |

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| <p>back and treated. They intend to monitor the side facing Butts Furlong for the time being.</p> <ul style="list-style-type: none"> ▪ They also wished to share that there is a charity ball event booked to use the playing field on the 1st June. Ticket details can be found on the Brightwalton Facebook page. | |
| <p>Any Other Business</p> | |
| <ul style="list-style-type: none"> ▪ Mowing: Following several last minute additional cuts by Scofell to clear dead grass at the playing field in preparation for the fete, it was agreed that the 2020 contract should incorporate a cut and collect mow the week before the fete. In addition it was agreed that any users requiring the grass to be collected on the field need to notify the Parish Council in advance, and costs would have to be passed on. | <p>SY</p> |

Meeting Closed at 8.30pm

The 2019 meetings will be held: 15th July, 16th September and 11th November.