

BRIGHTWALTON PARISH COUNCIL

**Parish Council Annual General Meeting Held via Video Conference on
Wednesday 5th May 2021 at 8.45pm**

Present:

Shaun Orpen – Chairman
Annie Agnew – Councillor
Sue Sayers – Councillor
Tim Wyatt – Councillor
Christine Delahunty – Councillor
Mike Cooper – Councillor
Sarah Youldon – Clerk
2 Parishioners

Election of Chairman: S Orpen was nominated, seconded and agreed to continue as Chairman. Declaration of Acceptance of Office to be sent on for signature. **Resolved**

Minutes: The minutes of the March and April meeting were agreed and signed as accurate records.

Declaration of Interests: There were no declarations of interest.

MATTER ARISING

Financial Regulations, Standing Orders and General Policies and Procedures: The updated versions were reviewed and adopted. Clerk to upload to website. **Action - SY**

Playground: Inspection conducted in April; report awaited. It was reported that children had climbed on the toddler swings had purposefully broken the bird spikes, plus chippings were regularly being thrown around the playground. The new combination goalpost crossbar had also been broken. Councillors were disappointed that the playground and goalpost was not being treated with respect. T Wyatt to write article for Brickleton News stating that repairs cost money and volunteers time. Clerk reported that the banister to the large climbing frame had been removed due to a rotten post – Clerk to check inspectors report before looking at replacements. It was agreed that the playground bin would be removed and the village hall bin which is on contract would be moved across the car park closer to the playground. This would solve the ongoing problem of volunteers having to empty the playground bin. **Action - SY, TW**

Memorial Bench: PC was pleased to hear that the Memorial Bench for John Hall-Craggs had been installed at the front of the Church. Private donations had totalled £500, PC agreed to contribute the remaining £120.75.

Resolved

Cricket Nets: Further investigation was required to see if height of current posts was sufficient and also if the surface would need to be replaced. Report back at July meeting. **Action - MC**

Downland Practice Covid-19 Memorial Bench: East Ilsley Clerk had circulated a proposal for a metal Covid-19 memorial bench for the front of the Downland Practice at a cost of £1,250, 16 parish councils had been approached for donations, meaning if all contributed a donation of £73 would cover cost. PC agreed a donation up to £73. Clerk to report back. **Action - SY**

Brickleton News: Several articles had already been submitted including the new permissive footpath, the new memorial bench plus fete committee update. Playground note to be added to the July edition. It was noted and accepted that printed costs had risen by £2 per edition. **Resolved**

PLANNING

21/00688/FULD West Glebe, Common Lane – erection of a separate 4 bedroom dwelling in the residential curtilage of West Glebe. Some questions were raised on the impact of school parking and removal of trees. Applicant confirmed that minimal drive width had been proposed so only one space removed, question raised over extending the pavement further. It was confirmed that only 1 class B tree Hornbeam would have to be removed, all remaining trees would be protected as required by the tree officer. Concern was raised if the land was to go to a developer could this proposal be changed. Applicant confirmed their wish to stay in the current property and it was therefore in their own interests to put relevant covenants on the land should a sale go ahead. Councillors agreed that the proposal was in line with the Parish Plan and agreed a response of No Objections.

Resolved

It was stated for the record the response of No Objections on **21/00564/HOUSE Hope Cottage**, replacement of sleepers, post and rail fence, new screening and repositioning of gate. WBC granted the application. **Resolved FINANCE**

Internal Audit Report and Internal Control Review: Clerk completed the end of year process and delivered all documents to the internal auditor, David Weller for review. He completed his report on the 12th April reporting: 'I am satisfied that the Parish Council has put in place safe and efficient arrangements and maintains robust controls on payments as an integrated part of the overall financial control system.' The Internal Audit Report had been signed and dated. **Resolved**

Accounts 2020/21: End of year accounts were presented showing a carry forward of £12,393 reserves. The Councillors reviewed and signed off the Certificate of Exemption and the Bank Reconciliation, together with the Accounting Statements. Clerk to submit information to PKF Littlejohn to complete the end of year requirements. Clerk confirmed that all documents to meet the Transparency Code would be uploaded the village website. In addition the period for Exercise of Public Rights would be published on the notice boards and online as the 14th June to 23rd July. **Action - SY**

Asset List: Councillors agreed published asset list. **Resolved**

Account Balances: Balance of the Current Account as of 05/05 is £3984.22, savings account £7,865.32 The following transactions had been made since the March meeting:

- 22/03 Additional Donation received towards JHC Memorial Bench £50
- CHQ 200097 WBC Grounds Maintenance (Bin emptying) £34.27 (inc £5.71 VAT)
- 01/04 SO HMRC Q4 PAYE £104.80
- 01/04 SO Clerk Jan-Mar wages £418.84
- 29/04 CHQ 200098 Winckworth Sherbourne Playing Field Lease fees £1776.00 (inc £296 VAT)

The following BACS payments were approved:

- TP Jones 20/21 Payroll Admin £78.00 (inc £13 VAT)
- D Weller Internal Audit £45.00
- Insurance Renewal £363.79 – 2nd year of 3 year agreement
- BALC annual membership £88.24
- Scofell April Mowing £247.10 (inc £41.18 VAT)

Transfer of £1,480 had been made to move savings to current account to cover playing field lease solicitor and agent fees.

Clerk informed that all Parish Councils now had to have ICO registration costing £35.00. Agreed, Clerk to set up. **Action - SY**

Notice of a CIL payment of £2,649.59 had been received reference 17/027/28/FULD, payment would be made by WBC by the 10th May. Funds could be used to improve community infrastructure including open space maintenance, playground improvements etc.

ANY OF BUSINESS

Working Group: Small Councillor working group agreed for Sunday 9th at 2pm, to deal with the old Churchyard wall, goalpost repair, removal of playground bin and tree survey, meeting at the old Churchyard. **Action - All**

Meeting closed at 9.44pm

The remaining 2021 Parish Council Meetings will be held:

12th July, 13th September and 8th November