

**MINUTES OF THE REMOTE MEETING OF BRILL PARISH COUNCIL HELD ON
TUESDAY 21ST APRIL 2020 VIA ZOOM VIDEO CONFERENCING**

Present Cllr Dickinson, Cllr Bugghey, Cllr Newman, Cllr Cadle, Cllr Fisher, Cllr Hamilton, Cllr Turner, Cllr Macpherson (B.C.C.) and Cllr Branson (A.V.D.C.)

AGENDA

- 020/071 To receive and accept the apologies for absence**
- 020/072 Any Declarations of Interest - None**
- 020/073 To approve the minutes of the previous meeting – Approved, Clerk to email copy for the Chairman to sign**
- 020/074.1 Planning**
- 20/01019/APP – BRIL 18 Brae Hill Brill Buckinghamshire HP18 9TF
Loft conversion, new front storm porch, internal alterations and new bi-fold doors on rear elevation
No objections**
- 20/00972/ALB – BRILL Stable Block 3 Manor House Oakley Road Brill Buckinghamshire HP18 9RS
Conversion of and extension to the stable block to provide a 3 bedroom dwelling together with various associated external works including the relocation of a shed
No objections**
- 20/00975/APP – BRILL Stable Block 3 Manor House Oakley Road Brill Buckinghamshire HP18 9RS
Conversion of and extension to the stable block to provide a 3 bedroom dwelling together with various associated external works including the relocation of a shed
No objections**
- 020/074.2 Decisions Received – None**
- 002/074.3 Enforcement Issues - *The Paddocks Oakley Road- Comments on website
The Pointer – 18 Church Street – Following a site visit the owner has been asked to submit an application as the structure is in breach of what is permitted without further consideration.
When the application is submitted it will take up to eight weeks to determine the outcome.
Action Clerk to chase**
- Land off Touchbridge Lane – This has previously had an injunction served to prevent travellers occupying the site. There has been renewed interest in the site and the Parish Council would like to investigate further.
Action Cllr Turner to follow up**
- 002/075.1 COVID 19 – Community help
The scheme currently stands at approximately 30 requiring help and 100 volunteers available to help. One volunteer per day is assigned to the prescription service and there is capacity to take on more people requiring**

this service too. The Parish Council will contact the Practice Manager to find out whether the service can be extended, reducing the numbers collecting prescriptions from Brill Surgery.
Action Cllr Dickinson

There is an independent meal service run through The Pointer Butchers, servicing approximately 50 people twice a week.

Notices have been placed on public benches discouraging their use, but it isn't within the Parish Council's remit or capability to police.

Concern over social distancing in the local shops has been raised by a resident – see correspondence. This again is not within the remit of the Parish Council. The shops have been given grants to help over this difficult period. The shop owners have a responsibility to adhere to the Government guidelines and the financial support available should enable them to do this.

The Parish Council has however advised on where the information and support is available.
Action Clerk to respond

002/075.2 *COVID 19 – Business continuity plan. The Clerk circulated a draft for consideration. All were happy with the format. Cllr Hamilton and the Clerk will populate the document for further review at the meeting in May.
Action Cllr Hamilton and Clerk

**002/076 * Street Lights – Deferred due to COVID 19 –
Remove from agenda to Outstanding Parish Issues (OPI) for periodic review**

020/077 Common Land

020/077.1 The Walks – Update on trees – No further work required

020/077.2 Common Land Policy to include access issues – Assess common boundary for intent to register with the HM Land registry
Action Cllr Turner and Cllr Fisher

020/077.3 Maintenance Span Green - source and price barriers as previously agreed
Action Cllr Turner
Plan to carry out maintenance work post relaxation of Lockdown restrictions
TBA

020/077.4 Shed on common land – Letter sent – Resident to complete work w/c 20.04 and relocate the shed within the property boundary.
Action Clerk to confirm

020/078 Cambridge to Oxford expressway – Paused – Remove from agenda and put on the Outstanding Parish Issues (OPI) for periodic review.

020/079 * Financial report – The audit information was circulated to all prior to the meeting. Cllr Hamilton and the Clerk will review the values on the asset register prior to renewing the insurance later this year.
Action Cllr Hamilton and Clerk

020/080 Annual return for the year ended 31 March 2020 – Deferred to May as

AGAR documents are not available

- 020.080.1** To agree the completion of section one of the annual return – Deferred as Item 020.080
- 020/080.2** To approve and adopt the accounts for 2019/2020 - Deferred as Item 020.080
- 029/081** * Clerk's Annual Review – Cllr Dickinson and Cllr Buggiey to carry out the Clerk's Annual review prior to the May meeting.
A copy of the template will be sent to both. Action Clerk
- 020/082** MVAS – Cllr Fisher will update and circulate stats. Action Cllr Fisher
- 020/083** Website – COVID 19 – Annual report and Food appeal all updated
Action Clerk to promote the Aylesbury foodbank appeal on FB daily
- 020/084** Parking – Cllr Dickinson to review plans and liaise with Cllr Macpherson to source any available Buckinghamshire Council support.
Action Cllr Dickinson
- 020/085** MUGA – See item 020/086
- 020/086** Playground – Promote the need for a sub-committee to support
The Clerk will promote the need to raise funds for the playground and/or MUGA. Posters will be displayed and details sent to a targeted audience of residents that have expressed an interest to support. Action Clerk
- 020/087** Footpath – Cllr Cadle will arrange a site meeting with another post the relaxation of COVID 19 lockdown restrictions.
- 020/088** * Devolved services – Deferred due to COVID 19 – Move to OPI
- 020/089** Agree grass cutting contract 2020/21 – Agreed
Action Clerk (RFO) to sign agreement
- 020/090** * To review the Correspondence Report
Shops concerns – See item 020/075.1
Request to paint Windmill Street railings – The Parish Council cannot support this voluntary group activity due to COVID 19 lockdown restrictions and social distancing. The volunteers will be thanked for their offer and asked if they would like to support the playground initiative – see item 020/086

The Parish Council will investigate the refurbishment/replacement of the railings and appreciate that contractors would need to carry the appropriate licence for roadside working. Action Clerk
- 020/091** * To review the report of Outstanding Parish Council Issues – Clerks review
On agenda. Include items 020/076, 020/078 and 020/088
- 020/092** * To review the report of Repairs, Defects and Queries
Obtain quotes to repair/replace the traffic calming gates on Tram Hill and Thame Road
Action Clerk

The temporary fencing posts sited on the common need removing when not in use. Cllr Turner will draft a letter to BVCH for all to review.

Action Cllr Turner

020/093 Requests and Permissions – None

020/094 Report on meetings attended by Councillors – None due to COVID 19
BSSC updates – Cllr Cadle advised that Cllr Hamilton was successful in obtaining a small business grant from the GVT's small business COVID 19 initiative and was also investigating funds from Sport England.
The Cllrs congratulated Cllr Hamilton's his tremendous efforts here.
BMH updates – Cllr Dickinson reported that the recent roof work had been successful and it was also advised that subsequent work to repair the gutters was now completed.
The Fire Alarm system needs updating and the Hall Committee are in the process of getting quotes for the work.
Cllr Dickinson had also participated in a planning Webinar and felt the Information slides were useful reference information for new Councillors.
He also felt that it would benefit the Parish to develop and adopt Neighbourhood plan. This item will be included in the May agenda for consideration.

Action Clerk

020/095 Receipts and Payments

Receipts – April

Santander	38.89 Interest
B.C.C.	1671.22 Devolution
Rural Payment Agency	1148.40 Stewardship scheme
HMRC	9367.85 VAT Refund

It was proposed by Cllr Hamilton and seconded by Cllr Turner that the following payments be approved. Carried unanimously

Payments - April

R Timms	77.50 Bins and casual work
G Govier	80.00 Casual work BACS
Briants	70.75 Fence components
N Power	402.98 Street lighting DD
BT	53.38 Charges DD
Lesley Shaw	619.50 Clerk salary BACS
Aspire	480.00 Grass cutting
Boden and Ward	4344.00 War Mem. Repair BACS
Mark Dickinson	134.38 PC tablet and Zoom subs
Sanders Electrical	804.00 Windmill Lights
BALC	209.27 BALC Subs
BVCH	600.00 Quarterly donation