

**MINUTES OF THE REMOTE ANNUAL MEETING OF BRILL PARISH COUNCIL HELD
ON TUESDAY 19TH MAY 2020 VIA ZOOM VIDEO CONFERENCING**

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

AGENDA

Note: There will be a public comment period of ten minutes at the beginning of the meeting.

- 020/096 Election of Chairman and Vice Chairman**
 Cllr Buggey took nominations for the election of Chairman. It was moved by Cllr Hamilton and seconded by Cllr Turner, that Cllr Dickinson be elected Chairman.
This was carried unanimously
 Cllr Dickinson took nominations for vice-chair and it was proposed by Cllr Turner that Cllr Buggey should be elected as vice-chair, it was seconded by Cllr Hamilton.
This was carried unanimously

- 020/097 To receive Declarations of Acceptance of Office and Register of Members interest**

- 020/098 Appointments of Council Representatives to Committees**

All Councillors	Common Land maintenance and encroachment
Cllr Hamilton	Funding Applications
Cllr Dickinson	Expressway
Cllr Hamilton	Editor – Windmill Times/Annual Report
All Cllrs /Clerk	Community Board (Quarterly Meetings)
All Councillors	NAG/ Police liaison
Cllr Fisher	MVAS
Cllr Fisher	Village Website/Media page
Clerk	Playground Inspection
Cllr Turner	Farmer/BVCH Liaison
Cllr Buggey	School Liaison
Cllr Dickinson	Memorial Hall
All Councillors	Highways
Cllr Newman	Brill Society/Windmill
Cllr Cadle	Brill Sports and Social Club
Cllr Buggey	Walks Management Committee (Bi- monthly)
All Councillors	Street lighting, litter, benches, planning and dog fouling

- 020/099 To receive and accept the apologies for absence - None**

- 020/100 Any Declarations of Interest - None**

- 020/101 To approve the minutes of the previous meeting – Approved**
Actions arising from the minutes have largely been completed, some of which will be updated during the meeting

- 020/102.1 Planning - 20/01355/APP – BRILL 2 Church Street Brill Buckinghamshire
HP18 9RT Install an air source heat pump on rear patio
No Objections**
- 020/102.2 Decisions Received – None**
- 020/102.3 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.
Land – Touchbridge – The notice on the land relates to the changes in the
governing area under the newly created Buckinghamshire Council.
The enforcement team will monitor any changes in ownership and activity.**
- 020/103.1 COVID 19 – Community help – No issues to report. Cllr Bugey reported
regular checks on the process are happening and updated regularly.**
- 020/103.2 Business continuity – Cllr Hamilton would like to include assets where the
management has been devolved to a management group.
The Parish Council need to be able to access their processes and procedures
and this needs to be evident within the Business Continuity Plan.
Contact information needs to be referenced not detailed.
The main remit of the Parish Council is to adequately manage the precept and
and community funds.
Cllr Hamilton and the Clerk will work on the amendments to the plan for
review at the meeting in June.
Action Cllr Hamilton and Clerk**
- 020/103.3 Code and conduct – All Cllrs were reminded to remain professional and
respectful at all times during remote meetings. This also includes refraining
from the consumption of alcohol. **Action All****
- 020/104 Common/Parish Council Land**
- 020/104.1 The Walks – Update on the Joy Boutell funding application – Cllr Bugey
advised that the majority of applications are being declined as the main
priority is to support foodbanks during the COVID 19 pandemic.

Update on the fence near the badgers set – Cllr Bugey advised that the
boundary fence needs to be repositioned away from the badger’s set.
Clerk will arrange a site meeting with parties concerned to confirm the
exact position. This will be carried out within the Government’s social
distancing guidelines. **Action Clerk**

Cllr Bugey to monitor the condition of a Horse Chestnut tree.**
- 020/104.2 Common Land registration – Cllr Turner has contacted the Solicitor
and he requires evidence of ownership with defined boundaries.
The Clerk will follow up on previous work carried out here.
Action Clerk**

- 020/104.3 Maintenance Span Green – Barriers – Footpath**
Footpath
 Cllr Cadle will provide wooden pallets to bridge the wet area over the footpath.
 This is a temporary measure and attempts to find the source of the excess water will be made when clearing the area under the maintenance plan. Barriers are deemed to be a permanent structure and require permission from the Secretary of State under Section 38 of the Common Law Act. The Cllrs would like to investigate the use of removal lockable stobbs as an alternative.
 Action Cllr Turner
- 020/104.4 Shed on common land – Cllr Turner advised that the shed has now been relocated within the property boundary. No further action required.**
- 020/104.5 HLS – Annual Claim submitted of Wednesday 13th May 2020. Receipt of the email has been acknowledged.**
- 020/104.6 Encroachment on the playing field rear of 1 Godfrey’s Close**
 The Clerk will submit a unilateral notice to the land registry claiming the correct boundary line as per the title deeds.
 Action Clerk
- 020/104.7 Damaged stobbs by triangle of wild flowers – Cllr Turner will organise a contractor to supply and install replacement stobbs.**
 Action Cllr Turner
- 020/105 Annual return for the year ended 31 March 2020**
- 020.105.1 To agree the completion of section one of the annual return – Agreed**
 Section 1 to be signed and returned to the Clerk. Action Cllr Dickinson
- 020/105.2 To approve and adopt the accounts for 2019/2020 – Approved**
 Section 2 to be signed and returned to the Clerk. Action Cllr Dickinson
- 020/106 * Clerk’s Annual Review recommendations – Deferred until June**
- 020/107 * Risk Assessment – Cllr Dickinson circulated revised draft to all prior to the meeting**
 The Clerk will continue to advise the Cllrs on training opportunities and ensure the Common Volunteers have carried out risk assessments for the use of common machinery.
 No action will be taken on the continuity of grazing. This will be addressed as and when any issues arise.
 Changes will be made to the document to reflect these updates.
 Action Clerk
- 020/108 *Asset register – Annual review – Values will be reviewed ahead of the Insurance renewal in October.**
 Action Cllr Hamilton/Clerk
- 020/109 MVAS – Cllr Fisher has circulated stats prior to the meeting. No further action required.**
- 020/110 Website – Updates – Cllr Fisher advised all updates and corrections are complete. Need to assess the number of hits on the website.**
 Action Clerk to investigate

- 020/111** **Parking – Work in progress**
 Cllr Turner advised that the school will reopen to yrs R, 1 and 6 on the 1st June. This will increase traffic by approximately 40 cars as there will be no dedicated school transport. The Clerk will advise the school on where to instruct parents and carers to park.
 Rear of Memorial Hall, by the common, away from The Firs and the Fire Station etc. Action Clerk
- 020/112** **Playground**
020/112.1 **Review the ROSPA report – Not received, deferred until June**
020/112.2 **Update from the funding committee – A committee of approximately 10 volunteers has been formed. They will obtain plans and prices for review with a wider group. Cllr Hamilton will report on further updates**
- 020/113** *** To review the Correspondence Report**
- **Parking – Windmill Street/High Street junction – Clerk to contact Highways to inquire about painting a white line up to 10 metres of the junction. This should deter vehicle users from parking there as per rule 243 of the Highway Code.** Action Clerk
 - **Crab apple tree – Brae Hill Road – Quote received to reduce accepted. Contractor to carry out work ASAP. Resident TBA**
Action Clerk to advise
 - **Footpath Span Green** See item 020/104.3
- 020/114** *** To review the report of Outstanding Parish Council Issues**
Expressway – This has been recorded as an outstanding parish issue. The project is currently paused but will be discussed as necessary. Cllr Dickinson will contact the ‘No Expressway Way’ and ask them to remove the signs for the period of no activity. Action Cllr Dickinson
- 020/115** *** To review the report of Repairs, Defects and Queries**
 – **Traffic Calming barriers – Work complete**
Windmill railings, prepare and paint– 3 quotes received as follows
R Timms - £1000
LAG Services - £1430 + VAT
Murray Nicholls £1675
The Councillors were unanimous in their decision to instruct R Timms to carry out the work. Action Clerk to advise
- 020/116** **Requests and Permissions – None**
- 020/117** **Report on meetings attended by Councillors – None**
- 020/118** **Receipts and Payments**

Receipts – May

Santander	38.89 Interest
Buckinghamshire Council	21700.00 Precept
Brill Society	670.00 Windmill lights

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

Payments - May

R Timms	125.00 Bins and casual work
G Govier	70.00 Labour traffic calming gate
AW Mobbs	50.67 Barrier materials
N Power	DD
BT	DD
SLCC	126.00 Membership
Lesley Shaw	619.50 Clerk salary
Aspire	480.00 Grass cutting
Briants	92.52 Components for gates
M Dickinson	14.39 ZOOM
DE and BE Philips	420.00 Playing field weed and feed
Melanie Rose	50.00 Internal Audit
<u>Late invoices received</u>	
D Turner	76.99 Paint for gates