

A Bimonthly meeting of East Garston Parish Council was held as a virtual meeting on Wednesday 1st July 2020 at 7 p.m.

MINUTES

1. Present: - David Ruse (DR) -Chair, Councillors: - Jonathan Rabbitts (JR), Chris Tonge (CT), Sue Tulloch (ST), Annabelle Eyre (AE), Deana Carpenter (DC), District Councillor Clive Hooker (CH) Clerk :Alison Blackmore (Clerk). A Breadmore Parishioner for item 4d. Apologies: - None
2. Declarations of Interest: None
3. Minutes of Bimonthly meeting held 6th May 2020 – were read and signed as correct.
4. Matters Arising: -
 1. Clerk reported that Sovereign had advised in mid May that they were currently carrying out essential visits & emergency works only. They would update us when the site visit to inspect the garages was scheduled.
 2. DR reported that he & AE had undertaken the Clerks review. There were no issues & some broad objectives had been agreed & set for the forthcoming year. Distribution had been streamlined & DR & Clerk were having weekly meetings.
 3. Maidencourt Newbury Rd signage – Highways had now carried out their inspection & advised that, as the previous hazard marker posts had disappeared, 5 new posts would be installed on the bend.
 4. SSE grant application for laptop & walkie talkies – Due to a high volume of applications our bid had been rejected. It was agreed to apply next year.
5. Finance and Compliance : -
Clerk had emailed to Councillors all detailed papers ahead of the meeting.

a. Payments since last meeting

Payments & receipts Name	Goods or Service	Amount inc VAT	Approved
A Blackmore	Clerks expenses	£13.60	DC CT
Data Centre Hosting	Domain Name	£24.00	DC CT
Penny Post	Annual Newsletter	£265.00	DC CT
West Berks Council	Election Costs Recharge	£75.00	DC CT
Zurich Municipal	Insurance Renewal	£496.55	DC CT
Scofell Landscapes	Mowing	£504.00	DC CT
Auditing Solutions	Internal Audit	£276.00	DC CT
Wilkins Kennedy	Payroll	£300.16	DC CT
BALC	Subscription	£127.60	DC CT

b. To be paid by next meeting

Name	Goods or Service	Amount Inc VAT
Scofell Landscapes	Mowing	£504.00
CCB	Subscription	£32.00
Unity Trust	Bank Charges	£18.00

c. Received since last meeting

Name	Goods or Service	Amount Inc VAT
R Wilkins	Millennium Field Hire	£190
West Berks Council	CIL payment	£4,097.12

d. To be received by next meeting

Name	Goods or Service	Amount Inc VAT
N/a		

Clerk advised that funds were healthy with £3,120 in the current account & £20,636 in the reserve account. The CIL funds of £4,097 had been put into reserves & would be assessed during Parish Plan review. There were no budget issues with little spent to date, although income was slightly down too. A request had been received to fund the libraries for a further year at a cost £528 being £1 per resident. Approved CT, seconded DC.

- e. Risk Assessment – DR & Clerk had reviewed NALC's published guidance on Risk Assessment for Covid - 19. It was concluded that our existing document covered all relevant matters.
- f. Website accessibility - Alan Breadmore, parishioner (AB) joined the meeting. DR advised that all Councillors had read the NALC guidance on website accessibility requirements. After discussion it was agreed that AB would undertake the evaluation of our website & identify the remedial work required & potential costs. Also AB would draft an accessibility statement for the website. To be reviewed at September meeting.

- g. Domain name. The government digital service had raised some issues with our domains. It was a requirement to have a Domain Name Administrator with the authority to fix domain name issues. AB agreed to be the Domain Name Administrator for our parish council domain name. Approved DR, seconded ST.
 - h. River website. AB updated the meeting on progress on the river data on the website. DR requested a link to health & safety matters. AB was thanked for all his work & support on the website.
 - i. Training. Clerk reported that she had now attended the new clerks training course which had been held via Zoom.
6. Emergency co-ordination & coronavirus response:- CT reported that Covid -19 responses had slowed & were mainly for prescription requests now. CT to thank volunteers & advise moving to a monitoring phase. DR thanked CT for his efforts & DC for the prescription runs.
7. Planning Status:-
- a. Clerk reported that an application for a certificate of lawfulness at Pounds Farm House had been received. There were no objections.
 - b. Mabberleys – DR advised that an enforcement notice had been placed by West Berkshire Council on the unauthorised conversion of stables into offices at Mabberleys. A formal planning application was now being drawn up.
8. Jubilee Meadow:-
- a. DC reported that the ROSPA report recommended replacing the timber posts of the swings due to decay. The 2 formal quotes received were reviewed. It had not been possible to obtain further quotes due to insurance cover issues. After discussion it was agreed to accept the Outdoor Play quote to replace the entire swing with galvanised feet for £2,177 plus VAT. Funding to be from reserves if no other sources identified. Approved DR, seconded CT.
 - b. A quote of £395 had been received for the inspection & maintenance of the outdoor gym equipment. Approved DC & CT. Clerk to include this in the budget in future.
 - c. DC had reviewed the government guidance regarding reopening of outdoor play areas. After discussion it was agreed that the Parish Council was not yet in a position to meet them & so Jubilee Meadow would remain closed for the time being. Clerk to investigate risk assessment templates & put an update on the website.
9. Village Maintenance & Millennium Field :- JR had reviewed the winter highways plan which seemed in order. JR propose repairs to 5 of the salt bins to prevent the lids blowing off in strong winds. Cost £150. Approved DC, seconded DR. DC confirmed she had checked all the benches and they were structurally fine.
10. Volunteers:- ST had nothing to report
11. Speedwatch:- DR updated the meeting on the SID & black cat situation. It was agreed DR would respond to the speed management framework document based on previously circulated comments.
12. Sewage/River flooding:- AE had nothing to report
13. Parish Plan review: – DR & ST had reviewed the last Parish Plan & confirmed a huge amount of progress had been made. The next step was to decide what issues to take forward into the next 5 year plan. DR & ST to bring proposals to next meeting.
14. Parish Clerk Report :- Clerk reported she had received one community grant application from the Over 60's coffee club for the purchase of a gazebo for outdoor events. Agreed to review at the September meeting after the final deadline for applications of 31st July.
15. Any other business:-
- a. It was agreed to hold village clean up day on Sunday 25th October . Clerk to look into hiring 2 skips since the previous clean up in March had been cancelled.
 - b. CH advised that there was the opportunity for the Council to draw on members BID money. There was up to £5,000 available subject to matching.

Meeting ended – 9.00 p.m. Next meeting – Wednesday 2nd September 2020 at 7.00pm