Brimpton Parish Council
Minutes of the Annual Parish Council meeting

Date:	Tuesday 5th May 2026	Time:	7.30pm
Place:	Brimpton Village Hall		
Attending:	Mr Nick Matthews - Chairman		
	Mr Philip Bassil		
	Mr Charles Brims		
	Mr John Dolphin		
	Mr John Hicks		
	Mrs Wendy Matthews		
In Attendance:	District Cllr Dominic Boeck		
	Christine McGarvie (Clerk)		
	21 members of the public		

33/26 To Elect a Chairman of the Parish Council
Mr Brims proposed that Mr Matthews be elected as Chairman for the municipal year and this was seconded by Mr Dolphin. Mr Matthews accepted the nomination. The Council resolved unanimously that Mr Matthews should be appointed as Chairman.

Mr Matthews thanked Mr Hicks for his 9 years of service as Chairman and presented him with a gift to thank him for his hard work, patience and humour.

34/26 To Elect a Vice-Chairman of the Parish Council
Mr Hicks proposed that Mr Bassil be elected as Vice-Chairman for the Municipal Year and this was seconded by Mrs Matthews. The Council resolved unanimously that Mr Bassil be appointed as Vice-Chairman.

35/26 Apologies for absence
None

36/26 To receive declarations of interest relating to items on the agenda
Mr Dolphin declared an interest in the grant application from the Village Hall Committee.

37/26 Minutes of the previous meeting
37.1. The minutes of the meeting held on 7th April 2026 were agreed as a true and accurate record. The Chairman duly signed the minutes.

37.2. **Matters arising from Minutes of previous meeting not otherwise on the agenda (including review of Action Tracker)**
There were no matters arising
Action Tracker
127.3/24 Thames Water have sent another update saying that they are still investigating the Parish Council complaint.

38/26 To appoint council representatives to outside bodies
Village Hall Committee Representative– Mr. Dolphin agreed to continue as the representative.
AWE LLC - Mr Bassil agreed to continue as the Parish Council representative.

Almshouses Charity – no current representative
Brimpton Fuel Allotment Charity – no current representative

39/26 To review policies and procedures including financial regulations, risk management scheme and standing orders
It was agreed to defer this agenda item to the June meeting to give the Clerk time to carry out a review.

40/26. Planning and Development
40.1 To consider new planning applications received and provide updates on any already considered
26/00865/HOUSE – Martingales, Brimpton Common. Proposed single storey side and rear extension with alterations to the existing porch and internal alterations with a new car port.
The Parish Council resolved to respond with no objections.

40.2 To provide an update on the planning enforcement issue at Twin Paddocks, Brimpton Common
District Cllr Boeck has been informed that three new planning applications have been submitted for the site. The applications have been reviewed by the planning department, and they have determined that there is missing information. The enforcement action has been suspended whilst these new applications are determined.
The Planning department has said that the new planning applications are materially different from the original application which was refused but there is no further detail at this stage.
A resident raised concern that the enforcement action has been suspended. An enforcement officer at West Berkshire Council had informed the Brimpton Common Residents Group that a new planning application would not stop the enforcement action.
Cllr Boeck said he would go back to the Planning department and enforcement to find out why the enforcement action is on hold.

Action: DB

41/26. Parish Environment
41.1 To provide an update on the purchase of a new Speed Indicator Device
The grant money has been received from the Police and Crime Commissioner's office. Clerk has ordered a new SID to the same specification as the previous unit. Clerk will add the SID to the asset register and insurance once it arrives.

42/26 Finance
42.1 To approve payments & approve reconciliation against bank statements
Please see appendix below
All payments were approved. Mr Matthews to approve the payments online.

42.2 To discuss internal auditors report and review internal controls (including appointing internal checker)
The Parish Council considered and accepted the internal auditor's report. There were no matters of concern raised. Mrs Matthews agreed to take on the role of internal checker for the current financial year.

42.3 To approve the Annual Governance statement

The Parish Council considered the Annual Governance statements and resolved to reply Yes to statements 1 to 8, n/a to statement 9 and yes to statement 10 It was agreed that the Chairman should sign the Annual Governance Statement on behalf of the Parish Council.

42.4 To approve the end of year Statement of Accounts for 2025/26 and asset register

The Statement of Accounts for 2025/26 was agreed and signed by the Chairman.
The Asset Register was agreed by the Parish Council.

42.5 To agree to certify as exempt from external audit

The Clerk confirmed that both income and expenditure in 2025/26 were below £25k therefore the Parish Council is eligible to declare itself exempt from external audit. The Parish Council agreed to declare itself exempt from external audit. The Chairman duly signed the exemption certificate.

42.6 To agree the dates for the public exercise of rights

It was agreed to set the dates for the public exercise of rights as Wednesday 3rd June – Tuesday 14 July 2026 the earliest possible dates as suggested by PKF Littlejohn the external auditor.

42.7 To confirm insurance on Long Term Agreement

Zurich insurance has quoted £394.76 on the Long-Term Agreement.
The Parish Council agreed to accept the quote. Clerk to arrange for payment to be made.

Action: Clerk

42.8 To consider a grant request from the PCC for wall repairs

Mrs Scott, the Churchwarden, explained that two trees had to be removed in the churchyard and then during a storm the Church wall partially collapsed. The PCC have quotes for the work and are looking at ways of reducing the cost.
The Parish Council agreed to grant £5000 of CIL funds towards the work.
Clerk to arrange for payment to be made.

Action: Clerk

42.9 To consider a grant request from the Village Hall for a kitchen refit

The Village Hall Committee are requesting £2375 towards a kitchen refit.
Mr Dolphin explained that a full condition survey was carried out on the hall and the kitchen refit is the final job that needs to be carried out. The kitchen surfaces are delaminating and some of the cupboard carcases are rotten following a water leak in the past.
Questions were asked about the hall's current reserves and whether they had investigated putting up prices to hirers to cover the cost of a new kitchen.
It was decided to give the hall a grant of £1400 from CIL funds. (Mr Dolphin did not vote on the matter as he is the Chairman of the Hall Committee).

43/26 The next meeting will be held on 2nd June 2026 in Brimpton Village Hall.

Signed _____ Date _____

Appendix A

Meeting Report 5th May 2026

Community Account

Statement balance 24/04/2026	Cashbook balance as at 24/04/2026	Cashbook balance after new payments made and income received
£5,358.72	**£5,358.72**	**£8,938.42**

Payments made since last meeting

Payment method	Payee	Details	TOTAL COST
EP	Mr P Bassil	Christmas lights (VAT 22.15)	132.89
EP	Digital House MD Ltd	Domain name renewal 2 years (£6 VAT)	36.00
DD	Mrs C McGarvie	Salary March	321.60
EP	Tadley Citizens Advice	Grant	150.00
TOTAL			**£640.49**

New items for payment

Payment method	Payee	Details	TOTAL COST
DD	Mrs C McGarvie	Salary May	321.60
EP	Hampshire ALC	Berkshire ALC membership	145.70
EP	Claire Connell	Internal Audit report	150.00
EP	Traffic technologies	SID, tablet,battery, setup (£718 VAT)	4308.00
			£4,925.30

Receipts since last meeting date

Receipt Date	Payer	Details	TOTAL AMOUNT
09/04/2026	HMRC	VAT reclaim	309.40
			£309.40

Payments not presented as of 24/04/2026

Cheque No	Payee	Details	TOTAL COST
TOTAL			

Receipts not cleared as of 24/04/2026			
Receipt date	**Payer**	**Details**	**TOTAL COST**
28/04/2026	West Berkshire Council	Precept	£5,250.00
27/04/2028	Thames Valley Police	grant	£3,255.00
			£8,505.00

Savings Account balance 24/04/2026	£33,242.42	
CIL	**£6,414.44**	**From Washoe Lodge must be spent by 2029.**

Appendix B

Bank Reconciliation 28th April 2026

Authority name	Brimpton Parish Council		
Prepared by	Christine McGarvie	Clerk and RFO	
Date	28th April 2026		
Approved by		Chair of council	

Balance per bank statements as at 24th April 2026		£	£
	Community Account	5,358.72	
	Saving account	33,242.42	
			38,601.14
Less any un-presented payments at 24th April 2026			
			0.00
Add any uncleared receipts			
Net Bank balances as at 31st March 2026			£38,601.14

CASH BOOK	
Opening balance as per cashbook 1st April 2026	5,368.21
Add: Receipts in the year	309.40
Less:Payments in the year	318.89
Closing balance as per cash book as at 24th April 2026	£5,358.72
Opening balance savings account 1st April 2026	33,242.42
Add: Receipts in the year	£0.00
Less:Payments in the year	0
Closing balance as per cash book as at 24th April 2026	£33,242.42
Overall closing balance	£38,601.14
diff	£0.00

Appendix C

Brimpton Parish Council Meeting - 5th May 2026

Planning Applications for Consideration

		Comment dead-line
1	**26/00865/HOUSE – Martingales, Brimpton Common.** Proposed single storey side and rear extension with alterations to the existing porch and internal alterations with a new car port.	15th May 26

Planning Application Decisions made

1	**26/00215/HOUSE – Jakari, Bannister Place.** New single storey front extension to garage and conversion to utility/storeroom; extension to rear gable projection to form a larger floor area at ground floor level to enable additional bedroom with dormer and roof terrace; additional dormer to existing first floor; new Velux rooflights	WITHDRAWN

Planning Applications Awaiting Decisions

1.	**25/00767/OOD – 25/00799/RET** Hockford Lane erection of fencing , gate and hardstanding retrospective	Not decided. Deadline 25th Sept 25. B&DBC
2.	**26/00402/FUL** – Lyra Stables, Wasing Road. Retrospective single storey extension. Change of use of building from mixed office and ancillary residential use (originally approved under 08/00426/FUL) to office use	29/4/26 deadline. Not yet decided