

BRILL PARISH COUNCIL

ANNUAL REPORT 2015 - 2016



Introduction

With the exception of Councillor Derek Turner and Lesley Shaw our Parish Clerk, at the time of the annual meeting the remaining councillors and myself will be a year or less into our roles. We now have a very good team on board and I would take this opportunity to thank each of them for the time and effort they have put in to help achieve the highlights outlined in this report.

Clearly there is a lot to be done each year to maintain and improve the services and facilities the village requires, and this can only be achieved through the time freely given by the councillors and the many others who assist us. Thank you all.

Appointment of new Cllrs May – November 2015

At the May elections, 5 Councillors were appointed by an uncontested election result, enabling the Parish Council to proceed with a straight co-option for the remaining two seats.

These vacancies were filled in May and June, providing a 7 strong Council.

Following the resignation of Cllr Tuffley in October and no call for a further election, the replacement seat was filled by co-option in November bringing the Parish Council back up to full strength.

All Councillors have been appointed to sub committees as follows:

All Councillors	Common Land maintenance and encroachment
Clerk	S106 Money
Cllrs Edmonds/McGough	Elderly Carers and Trinity Health
Cllr Sebire	Editor – Windmill Times/Annual Report
Cllrs McGough/Clerk	LAF Meetings (Quarterly Meetings)
Cllrs Birmingham/Sebire	NAG/ MVAS/Police liaison
Clerk	Playground Inspection
Cllr Turner	Farmer/BVCH Liaison
Cllr Lambert	School Liaison
Cllr Edmonds	Memorial Hall
All Councillors	Highways
Cllr Sebire	Brill Society/Windmill
Cllr Cadle	Brill Sports and Social Club
Cllrs Turner/Cadle	Walks Management Committee (Bi- monthly)
All Councillors	Street lighting, litter, benches, planning and dog fouling

Countryside Stewardship

For the past 5 years the PC has been receiving government funding for the upkeep of the Common via the Entry Level Stewardship scheme (ELS). With the ending of the ELS and no viable replacement, the PC decided to apply for the Higher Tier Stewardship (HTS). A Natural England advisor was assigned to help with the application and after a six month process the funding was granted.

The success was largely down to the existence of the management regime which has been implemented by several groups of volunteers, namely: Brill Village Community Herd, the Common Volunteers, Friends of Brill Common and also various individuals who have given their time to preserve this wonderful village asset.

The Walks

Part of the HTS funding will go towards the upkeep of the Walks and a new group of volunteers are helping to do similar work to that on the Common. In the next couple of weeks the PC will appoint a grazier with a view to grazing a small number of sheep in the walks. Access will not be affected and the sheep will only graze half of the field at any one time.

An application was made by Liz Osborn to the Joy Boutell Trust and a donation of £2000 was received which has paid for tree work, upgrading the fencing and repairs to the entrance gates.

Risk Assessment on the Walks and Windmill

Following the acquisition of both The Walks and the Windmill, risk assessments have been carried out on both and they have been added to the Parish Council insurance.

Windmill Car Park

The windmill continues to attract plenty of visitors to the village and as a consequence the car park and adjoining access road were in need of attention. A local contractor was therefore employed to fill crater sized potholes and re-surface the worst areas with approved material. Further work is planned to improve the Common side of the roadway that runs from Windmill Street to South Hills, where parking has seriously eroded the grass bank.

Common Policy Document

A revised Common policy document was distributed during the year and, after a couple of minor amendments concerning grazing rights, it appears to have been well received. Your views would be welcomed.

Whilst the document covered a number of village issues, it is already necessary for us to re-iterate the policy concerning Common boundaries, tracks that cross the Common and parking on the Common.

There have recently been a number of complaints to the PC about incursions/encroachments onto Common land and we take these very seriously. If residents alter boundaries, erect structures or otherwise encroach onto Common land the Parish Council will take action to have the situation rectified. In the first instance the

residents will be asked to correct the problem but, if this is not done, the Parish Council will get the job done and the resident in question will receive the bill.

Common tracks are on land managed by the Parish Council and are covered by legislation and rules about repairs and maintenance which are clearly detailed in the Common Policy document. Permission must be obtained before any repair work is undertaken and prescribed materials must be used. If unapproved materials are used, the Parish Council can insist that they are removed at the resident's expense. Should this not happen, the Parish Council have the right to have the materials removed and the resident will receive a bill for the costs involved.

Some residents have taken to parking their cars on the Common despite having garages or off street parking and this is causing excessive erosion. Could residents please avoid using the Common for regular parking unless there is no alternative. Where parking is necessary, please take extra care in the wet weather.

Common Boundaries / Access

A project is underway to map and photograph all Common boundaries and accesses across Common land to provide a detailed register of all properties that have a boundary on the Common. The register, once completed, will be maintained at the Parish Council office and can be viewed by appointment with the Parish Clerk.

Current photographs will be compared to Google Street view images and historical records to ensure the definitive record is the official boundary. All future enquiries, disputes or complaints will be measured against this register.

Any boundary or access found to differ substantially from historical records will be discussed with the residents and remedial action will be required where necessary.

As stated clearly in the last Annual Report, the crucial point to remember is that the Common belongs to the entire village, not just those who live on it, with the PC acting as guardians of the Common.

Devolution & Grass Cutting

As highlighted in the last Annual Report, the PC was informed that the County Council were planning further devolution of services to local parishes including grass cutting. It was not initially our intention to take this on until absolutely necessary but late in the year we were informed that there was to be a freeze by the County Council on all but the most essential expenditure. Appreciating that this was a sign of things to come, the PC took the opportunity to make budgetary provision for taking on the grass cutting and other essential services if necessary. Some financial contribution is coming from the County Council but this is expected to disappear in the next couple of years leaving us to cover the full cost through the local precept.

After considering 4 tenders, the contract has been given to 'S and D Environmental', initially for a 12 month 'probationary' period, starting on March 3rd. They will be cutting the grass on a fortnightly basis in the following areas: the Green, the Square, the playing field (adjacent to the cricket pitch and play areas) and a 50 metre stretch of verge on Thame Road, Tram Hill and Oakley Road. The smell of new mown grass – summer is on its way!

Brill Parish Council Budget Position 31st March 2016

			<u>Budget</u>	<u>Spend</u>	<u>Variance</u>
Audit			350.00	333.80	16.20
Computer			100.00	0.00	100.00
Insurance			2,000.00	£1,736.57	263.43
Legal			600.00	0.00	600.00
Membership			300.00	284.92	15.08
Office Rent			800.00	883.54	-83.54
Phone			700.00	655.08	44.92
Print			500.00	281.65	218.35
Salary			7,000.00	6,500.76	499.24
Stationery			250.00	116.90	133.10
Training			400.00	95.22	304.78
Bins			1,100.00	665.94	434.06
General Maintenance			1,500.00	1,719.23	-219.23
Common Maintenance			3,800.00	6,098.01	-2,298.01
Grass cutting			2,000.00	1,743.01	256.99
Street Lighting			3,400.00	3,732.92	-332.92
Donations			1,500.00	900.00	600.00
Play Around The Parishes			200.00	200.00	0.00
Hall Grant			2,500.00	2,500.00	0.00
Election Reserve			2,000.00	125.00	1,875.00
<u>Total Precept</u>			<u>31,000.00</u>	<u>28,572.55</u>	<u>2,427.45</u>
Reserve Spend			Gross	VAT	Net
Blake Morgan	Purchase of The Walks	17.04.15	£42,627.20		£42,627.20
BMH *	Quantum Electric	21.04.15	£1,202.83	200.48	£1,002.35
Agripower *	Playing Field	19.05.15	£10,885.50	1814.25	£9,071.25
BMH *	Repair hall electrics	31.05.15	£78.10	13.02	£65.08
BMH *	New exterior door	02.07.15	£2,660.28	443.38	£2,216.90
BMH *	Quantum Electric	21.07.15	£1,144.77	190.79	£953.98
BMH *	Omega Homestyle	18.08.15	£2,180.00	363.33	£1,816.67
D Munson *	Windmill Entertainment	19.05.15	£150.00		£150.00
Agripower *	Playing Field	29.09.15	£3,628.50	604.75	£3,023.75
BMH *	Quantum Electric	31.07.15	£1,593.76	265.63	£1,328.13
Wybone	Bins x6 Dog x1	17.11.15	£861.63	143.60	£718.03
Wybone	Binx 1	21.12.15	£114.79	19.13	£95.66
Oxgord I.T. Solutions *	Deposit for website	05.02.16	£269.70	44.95	£224.75
Adv. Electrical Systems *	Work on Brill Windmill	16.02.16	£639.98	106.66	£533.32
					<u>£63,827.07</u>

*Denotes that the net funds were reimbursed by the associated funding bodies
Reserve required to enable the initial spend

BRILL PARISH COUNCIL

BANK RECONCILIATION – FINANCIAL YEAR ENDING 31 MARCH 2016

Balance as per Bank Statements at 31 March 2016

Current Account	£ 707.52
Deposit Account	£ 47,008.48
Total Bank Account	£ 47,716.00
Net Bank Balance at 31 March 2016	£ 47,716.00
Add Value of Investments	NIL

Total Cash & Investments

At 31 March 2016 **£ 47,716.00**

Cash Book

Opening balance 01 April 2015	£ 81,088.02
Add: Receipts	£ 65,390.62
	£146,478.64
Less: Payments During Year	<u>(£98,762.64)</u>

Closing Balance per Cash Book

At 31 March 2016 **£ 47,716.00**

Add: Value of Investments Sold

Total Cash & Investments

At 31 March 2016 **£ 47,716.00**

Post office outreach service

After an initial hiccup in securing a postmaster for the outreach service, we were able to find the right person who was able to provide the service. The post office opened on the 15th of January 2016. The post office outreach service is now open every Friday morning at the Sports and Social Club.

Completion of playing field

The work on the playing field was completed in June and the Parish Council took delivery of four 5 aside goal posts and line marking machine. This has been a great addition to the village and has provided hours of use for the football and rugby clubs, the school and general play for everyone.

New Hayter Mower

The existing Kubota mower purchased in 2014 was deemed unfit for purpose. The Parish Council have managed to upgrade this to the Hayter cylinder mower which is more suited to the ground work required here. This was used successfully at the end of the season last year and will continue to be used on the cricket and football pitches ensuring that they are at match standard.

S106 Fund – Provided by new home developers

The Sports & Social Club are currently exploring the possibility of purchasing, with the help of S106 monies, a set of 8 portable floodlights. The LED lights, with a life of 40,000 + hours, are powered by rechargeable Lithium Ion batteries, have adjustable output settings and extend from 1.5 to 3.5 metres in height. A set of 8 would illuminate a full-sized football pitch for 2 hours 15 minutes at maximum output and would be an asset for the whole community. The PC is happy to support an application to acquire the lights with S106 funding.

Test and inspection of all street lights

A full inventory and inspection test has been carried out on all street lights.

The Parish Council are currently reviewing the usage as a result of the outcome to this, with further consideration to the ongoing supplier. All work carried out in this area makes the Parish Council compliant and will hopefully enable cost savings moving forward.

Budget & Precept

The Parish Clerk has worked very hard to see that expenditure remains broadly within budget during the past financial year. The previous 2 pages clearly demonstrate that the financial controls have held down costs against a background of rising prices.

However, with services being devolved from the County Council, the ending of the subsidised Charlton Bus service to Bicester and the additional support needed to maintain the Common and the Walks, the Parish council took the decision to increase the precept for 2016/17. As a result, we are now in a position to take on the devolved services, consider alternative transport support, invest in initiatives for the elderly & carers and still maintain a healthy reserve.

Elderly Carers and Trinity Health

In this area, our aim is to help Brill elderly and carer community understand what support is available, where to get it and how to access it. Councillors Sally Edmonds and Paul McGough are liaising with local organisations in Brill and Aylesbury Vale.

Their brief is to find out what's happening for Elderly and Carers, trying to understand what's working well, what might work here in Brill and identify any funding we can get.

It's vital we consult with you and our Brill GP practice Trinity Health and Patient Participation Group proactively on an ongoing basis to seek your views and to move things along.

The PC role is primarily one of communication, facilitation and initiating action where we have support to do so from you and our partner organisations.

To get the right balance - we intend to prepare a draft plan for elderly and carers which we will post on the new website inviting your views (from anyone young and older).

We have some initial ideas for Wellbeing Initiatives, a Good Neighbourhood Scheme and helping to address some older person Health and Social care issues. It makes sense to have an holistic plan so that everyone can understand how the component parts work together. We can then agree realistic priorities and focus on specific themes and events in a phased way over time.

Some highlights: -

Community care consultation event "making it easier to get the care you need closer to home". We've been promoting this locally on behalf of Buckinghamshire Healthcare NHS Trust and we'll be able to report back after the consultation is assessed.

Wellbeing: We are thinking about resourcing the setting up a games café for elderly and younger. Ideas welcome!

Transport for elderly: BPC is part of the wider project looking into the possibility of setting up a volunteer run community based bus or car scheme in consultation with Age Concern Brill, local government and local villages. Your views would be much appreciated.

Medicines home delivery service: This is an idea at this stage but it's on our, and Trinity Health's agenda.

Dementia Friendly Community (dementia awareness): We will be consulting about what practical steps could help locally.

Updates: Keep an eye out for the new website (www.brillvillage.co.uk/), Windmill Times and Bernwode News - or Trinity Health's new website -

www.trinity-health.co.uk/online-services/ : When there's something to say about elderly or carers it'll be in one of these.

Waste Bins/Dog Bins

The Parish Council have purchased 6 replacement waste bins and an additional dog bin. We would like to urge you all to continue to keep the village litter and dog poo free.

Support community market

The Parish Council gave their full support to the community market which operates 9 – 12 noon every Saturday morning beside the Pointer. We would like to remind everyone to keep this area free from vehicles during this time frame.

Monitored enforcement issues Oakley/Brill and Wotton Road

The Parish Council continue to monitor the use of two specific areas of land on the Brill and Wotton Roads. Any unusual activity needs to be reported to the Parish Council as a matter of urgency.

Buckinghamshire County Council Granted funds for school parking signs

The Parish Council have been successful in their application for 'No Parking' signs at the school. These should be available to erect in April/May. Please ensure you park considerately outside the immediate vicinity of the school gates, this includes the approach via The Firs.

The Moveable Vehicle Activated Sign (MVAS)

Due to a technical issue the MVAS sign has not been in operation for a couple of months. We expect this to be rectified shortly, but in the meantime we would ask that all residents continue to observe the speed limits within the village.

Clean for the Queen initiative

The Parish Council took part in the national 'Clean for The Queen' initiative as part of their annual litter picking obligation.

Litter bags were made available prior to the event for people who were happy to volunteer but couldn't make the actual day. Litter was collected from the central areas in Brill and the four main roads entering the village. With over 50 bags of litter collected, not to mention other objects, the event was a great success. Please look out for the next one and in the meantime, please keep the village litter free.

Queen's 90th celebrations

We are planning to put together a village celebration for the Queen's 90th birthday on Saturday 11th June 2016. The event aims to bring together the whole community with a torch lit procession and lighting of a beacon at the windmill, with food, drinks and live music.

The Annual Parish Meeting will be held on Tuesday 3rd May at 8pm in the Sports and Social Club. Please do make the effort to attend, as it is your opportunity to hear reports on the activities of village groups.

The Clerk's contact details are: 01844 238662 or brillparish@btconnect.com and there is an answerphone when the office is closed. Normal opening hours are Tuesdays and Thursdays from 9.15am until 12.45 pm in the Old Library Room.