



SPEEN PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING & ORDINARY MEETING
HELD ON MONDAY 12th June 2017 AT THE MAJENDIE HALL, ST. MARY'S CHURCH, SPEEN STARTING AT 7.30 P.M.

Present	Parish Councillors	S Larkins (<i>Chair</i>), T Mathers (<i>Vice Chair</i>), A Amirtharaj, J Apicella, R Scorey, K Phillips, A Winn, A Newell-Hart
	WBDC Councillor	Paul Bryant
	Parish resident	Four members of public
	Clerk & RFO	M Gould

Open Session: No guests or press were present.

Chair welcomed Cllr Bryant and parishioners.

Resolution	Item	Action																																								
Item 2 resolved	<p>1. Apologies for absences: Apologies were received from Cllrs S Taylor, A Booth, L Tull. Reasons for absence were approved.</p> <p>2. Minutes of previous meeting to consider accuracy and approve Minutes of the full council meeting held on Monday 15-5-17</p> <p>Proposal: to approve Minutes of the full council meeting held on Monday 15-5-17 and for Chair to sign these. Proposer Cllr Larkins, seconder Cllr Apicella, all in favour.</p> <p>3. Declarations of Interest: Cllr Phillips declared prejudicial interest in item 14.2 (Part II) as he lives adjacent to Stockcross Recreation Ground.</p>																																									
Item 4.3 and 4.4 resolved	<p>4. Financial report: Clerk as RFO</p> <p>4.1 Balance in bank as at 12-6-17 is £79,511.72</p> <p>4.2 Finance report – to end May 2017</p> <p>Started year with £46,338.36 in bank. Bank balance per cashbook as at 31st May 2017 is £73,058. Add income due but not yet invoiced, VAT due gives total of £77,216. Budget 2017/18 is £53,576 less spend to date of £6,824 leaves a remaining budget of £46,752. Once specific reserves of £39,733 taken into consideration, unallocated balance is currently £19,691.</p> <p>4.3 Endorse invoices paid since last meeting</p> <p>Proposal: To endorse invoices paid since last meeting. Proposer Cllr Larkins, seconder Cllr Scorey. All in favour.</p> <p>Up to end March 2017 (as no meeting held in April) - Total = £5991.88</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">24/03/17</td> <td style="width: 5%;">2454</td> <td style="width: 40%;">Advance Printing</td> <td style="width: 10%;">305.00</td> <td style="width: 35%;">1000 Newsletters</td> </tr> <tr> <td>24/03/17</td> <td>2455</td> <td>Stephen Pearce</td> <td>243.00</td> <td>Monthly maintenance (Feb)</td> </tr> <tr> <td>24/03/17</td> <td>2456</td> <td>Newbury Office supplies</td> <td>59.40</td> <td>Printer cartridge</td> </tr> <tr> <td>31/03/17</td> <td>2457</td> <td>WBDC</td> <td>875.87</td> <td>Annual dog bins & 3x annual ROSPA</td> </tr> <tr> <td>31/03/17</td> <td>2458</td> <td>CT Electrical</td> <td>95.32</td> <td>Replace light on Speen heater</td> </tr> <tr> <td>31/03/17</td> <td>2459</td> <td>C Alves</td> <td>60.00</td> <td>Clean Speen Pavilion</td> </tr> <tr> <td>31/03/17</td> <td>2460</td> <td>Sundog Grounds</td> <td>400.00</td> <td>Monthly maintenance</td> </tr> <tr> <td>31/03/17</td> <td>2461</td> <td>Triangle Management Co</td> <td>1,260.00</td> <td>Monthly maintenance & fly-tip</td> </tr> </table>	24/03/17	2454	Advance Printing	305.00	1000 Newsletters	24/03/17	2455	Stephen Pearce	243.00	Monthly maintenance (Feb)	24/03/17	2456	Newbury Office supplies	59.40	Printer cartridge	31/03/17	2457	WBDC	875.87	Annual dog bins & 3x annual ROSPA	31/03/17	2458	CT Electrical	95.32	Replace light on Speen heater	31/03/17	2459	C Alves	60.00	Clean Speen Pavilion	31/03/17	2460	Sundog Grounds	400.00	Monthly maintenance	31/03/17	2461	Triangle Management Co	1,260.00	Monthly maintenance & fly-tip	
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31/03/17	2462	Dr MM Carr (Gould)	1,307.20	Administration costs
31/03/17	2463	SSE Enterprise Ltd	216.70	Street light maintenance
31/03/17	2464	Stephen Pearce	228.00	Monthly maintenance (March)
31/03/17	2465	Dr MM Carr (Gould)	63.37	Expenses
31/03/17	2466	HMRC (PAYE)	189.92	Q4
31/03/17	2467	S Hicks (Larkins)	119.05	NEST Pension for Clerk
31/03/17	2467	S Hicks (Larkins)	79.00	Chair Dropbox full access
31/03/17	2467	S Hicks (Larkins)	246.91	HMRC (PAYE) Q2 & 3
31/03/17	2468	SSE	243.14	Street lighting

Up to end April 2017 - Total = £3,414.43

18/04/2017	2469	Foxes Tree Services	1,176.00	Tree remedial work
30/04/2017	2470	Sundog	400.00	Monthly Maintenance (April)
30/04/2017	2471	Triangle	900.00	Monthly Maintenance (April)
30/04/2017	2472	Dr MM Carr	938.43	Administration costs

4.4 Approve further invoices for payment and signature
Proposal: To approve further invoices for payment and signature. Proposer Cllr Larkins, seconder Cllr Mathers. All in favour.

Cheques for Approval & signing up to end May 2017 - Total = £4191.05

2473	Mr Stephen Pearce	238.00	Rec ground & historic monument maintenance (April)
2474	Newbury Weekly News	357.07	Advert Clerk role
2475	David Weller	50.00	Internal audit
2476	SSE	81.52	Speen Pavilion
2477	Triangle	900.00	Environmental maintenance
2478	Speen Village Fete (s137)	200.00	Brass band at Speen Fete
2479	Sundog	400.00	Recreation ground grass cutting
2480	Dr MM Carr	1,132.06	Administration costs
2480	Dr MM Carr	214.60	Expenses
2481	Playground services	382.80	Rec Grd repairs highlighted in ROSPA reports
2482	Mr Stephen Pearce	235.00	Rec ground & historic monument maintenance (May)

5. Finance & General Purposes Committee: (Cllr Larkins)

5.1 Health & safety: items not covered in Committee Minutes or elsewhere on this agenda.

- Vandalised slats at Speen Recreation ground playground have been repaired in time for Speen Village fete.
- Fire extinguisher annual safety testing: Clerk to remind Cllr Winn of due date.

5.2 New bank signatories:

Proposal: to nominate Cllr Mathers & Cllr Amirtharaj as bank signatories. Proposer Cllr Larkins, seconder Cllr Winn. All in favour. Cllrs Mathers and Amirtharaj abstained.

5.3 Scribe Account Trial: Cllr Larkins reported that the 3 month free trial started on 1st June and due to end in August.

Clerk

Item 5.2 resolved

6. Planning & Highways Committee: (Cllr Scorey in absence of Cllr Booth)

6.1 Receive Minutes of meetings held on 2-5-17 (Final) and 30-5-17 (Draft).
 Cllr Scorey highlighted the appeal against WBDC planning decision in Minutes of 30-

Clerk

Item 6.3 resolved

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<p>Item 6.4 resolved</p>	<p>5-17. Also, DPD document finalised recently giving permission to site behind allotments in Speen. Only important change from previous version is that now two vehicle access points instead of three. Cllr Scorey ran through history of the DPD document and previous public consultation exercises. Parish council had objected.</p> <p>6.2 To receive Planning & Highways Committee meeting dates 2017-18. Full council noted these dates.</p> <p>6.3 Location of Vehicle Indicator Device (VID): to consider recommendations from NAG and Planning & Highways committee and comments from Cllr Booth. Cllr Scorey explained the rationale behind the SSDNAG recommendations of location of VID. Cllr Scorey also read out recommendations from Cllr Booth including information on sources of electricity. SPC can only suggest the location. Final decision of VID will be made by WBDC based on engineering necessities and limitations.</p> <p>Proposal: to accept recommendations from SSDNAG and SPC Planning & Highways Committee and for Clerk to inform WBDC accordingly.</p> <p>6.4 Training requirements for 2017/18 related to Planning. Proposal: to agree three places on next Planning Course (Cllrs Newell-Hart, Amirtharaj & Taylor) – date to be confirmed. Cost £40+VAT per delegate. Proposer Cllr Scorey, seconder Cllr Winn. Cllrs Newell-Hart & Amirtharaj abstained. Six in favour. Proposal: to agree one place on Chairmanship course (Cllr Booth) – date to be confirmed. Cost £40+VAT per delegate. Proposer Cllr Scorey, seconder Cllr Winn, all in favour.</p> <p>Clerk to find dates of next training courses and book for delegates</p>	<p>Clerk</p>
<p>Item 7.3 resolved</p>	<p>7. Communications Committee: (Cllr Mathers)</p> <p>7.1 To receive Minutes of inaugural meeting held on 5-6-17 (Draft).</p> <p>7.2 To receive Communications Committee meeting dates 2017-18. Full council noted these dates.</p> <p>7.3 Newsletter Production Working Party: Proposal: to approve set up a Working Party reporting to Communications Committee for preparation of Speen Parish Scene newsletters. Proposer Cllr Scorey, seconder Cllr Apicella. All in favour.</p> <p>Clerk to confirm whether non-councillors permitted to join Working Party.</p> <p>7.4 Speen Village fete: feedback from councillors in attendance. Chair thanked all councillors who attended; Cllrs Mathers, Newell-Hart, Apicella, Amirtharaj and also Clerk for organising stand. Good attendance and lots of stalls. SPC had funded the Cold Ash Brass Band via s137 donation. Large number of parishioners stopped to participate in ‘Sweets in Jar’ and also ‘Where in parish is the bottle of fizz hidden?’.</p>	<p>Clerk Clerk</p>
	<p>8. Maintenance Committee:</p> <p>8.1 To receive Minutes of inaugural meeting held on 22-5-17 (Draft). Cllr Apicella highlighted key points.</p> <p>8.2 To receive Maintenance Committee meeting dates 2017-18. Full council noted these dates.</p> <p>8.3 To receive Environmental Maintenance contractor report – May 2017. Nothing of particular note collected this month.</p>	
	<p>9. Development Committee:</p> <p>To receive agenda for inaugural meeting (7:30pm on 15/6/17 at Speen Pavilion).</p>	



	Full council noted the agenda.	
Item 10 resolved	<p>10. s137 grant requests (Clerk): After previous full council meeting, Clerk had requested and received application in SPC format along with accounts data. This meets criteria of being within parish boundary as based at Deanwood Golf Course.</p> <p>Proposal: to grant £300 to Rosemary Appeal to fund an infusion pump. Proposer Cllr Scorey, seconder Cllr Winn. All in favour. Clerk to advise and make arrangements for payment.</p>	Clerk
	<p>11. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible, dealt with by relevant Committee – see Committee Minutes) (Clerk)</p> <p>To receive Minutes of last SSDNAG meeting & note dates of SSDNAG meetings as follows: Thursdays at 6.30pm at Robert Sandilands School on 13th July, 28th September & 23rd November.</p> <p>Thames Valley Police (TVP) have been talking to residents door-to-door in a 'Have Your Say' exercise. SSDNAG Minutes summarise TVP findings.</p>	
Item 12 resolved	<p>12. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>Speen Recreation Grounds height restriction bar and side supporting struts: Cllr Apicella advised council of damage to height bar, presumed to be due to persons attempting to access site with large vehicles. This is currently open and gates closed to deter long-term parking of large vehicles. This is inconvenient and unsafe at busy periods when Recreation Grounds used by footballers. Cllr Apicella had received outline quote of approx. £1,000 to rectify. This had been sent to Clerk on 12-6-17 just previous to council meeting and had not yet been circulated to council.</p> <p>Proposal: Clerk to call an Extraordinary meeting of full council on 19-6-17 to decide on action. Proposer Cllr Larkins, seconder Cllr Amirtharaj. All in favour.</p> <p>Clerk to arrange meeting, circulate email received to full council and request further detail on quote from contractor to be received in advance of Extraordinary meeting.</p>	Clerk
	13. Date of next meeting - 10th July 2017	
	<p>14. Exclusion of the Press and Public</p> <p>To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda item 12-13 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Proposer Cllr Larkins, seconder Cllr Amirtharaj, all in favour</p>	

Cllr Bryant & four members of public left the meeting at 8:35pm.

Part II – Confidential meeting continued and is Minuted separately to secure confidentiality.

There being no further business to conduct, the meeting ended at 8:44pm

Signed:	Name (print):	Date:
	Position:	

Abbreviations used:

SPC = Speen Parish Council

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SSDNAG = Speen, Shaw and Donnington Neighbourhood Action Group
WBDC = West Berkshire District Council

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