



SPEEN PARISH COUNCIL
MINUTES OF THE MEETING HELD ON MONDAY 13th February 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>), J Apicella, A Booth, R Scorey, K Sullivan, L Tull, S Taylor & A Winn
	WBDC Councillor	Paul Bryant
	Clerk & RFO	M Gould

Open Session: No parishioners, guests or press were present. Chair welcomed Cllr Bryant.

	<p>1. Apologies for absences: Apologies were received from Cllrs Phillips & A Newell-Hart</p> <p>2. Declarations of Interest: Cllr Scorey declared a prejudicial interest in item 14 having submitted the grant application for Cherub's Playgroup.</p>																																					
Item 3 resolved	<p>3. Proposal: to approve Minutes of the full council meeting held on Monday 12-12-16. The Minutes of the full council meeting held on Monday 16-1-17 were reviewed. Item 6.1 should also have 'War Memorial pathway' included. Item 16.4 should read 'Speen Parish Scene'. No other amendments were required. Proposer: Cllr Larkins, Seconder Cllr Mathers. Cllrs Taylor, Tull and Winn abstained. Six in favour.</p>																																					
Item 4.3 resolved	<p>4. Financial report: The Clerk referred Councillors to documentation sent in advance.</p> <p>4.1 Balance in bank as at 13th February 2017 is £56,378.67CR</p> <p>4.2 Finance report – to end January 2017: bank balance per cashbook at end Jan 2017 was £56,308.71. Income to date is £62,360.55 and expenditure to date is £43,153.94. £31,023 is restricted funding for specific reserves / provisions. Projected unallocated funds at the end of 2016/17 are currently £8,835.</p> <p>4.3 Proposal: To endorse invoices paid since last meeting:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 15%;">21/12/2016</td><td style="width: 10%;">2423</td><td style="width: 55%;">Mr Stephen Pearce</td><td style="width: 20%; text-align: right;">228.00</td></tr> <tr><td>21/12/2016</td><td>2424</td><td>Newbury Office supplies</td><td style="text-align: right;">126.80</td></tr> <tr><td>21/12/2016</td><td>2425</td><td>Triangle Management Company</td><td style="text-align: right;">900.00</td></tr> <tr><td>21/12/2016</td><td>2426</td><td>The Label People</td><td style="text-align: right;">43.20</td></tr> <tr><td>21/12/2016</td><td>2427</td><td>Chris Hook</td><td style="text-align: right;">23.97</td></tr> <tr><td>21/12/2016</td><td>2428</td><td>Administration services</td><td style="text-align: right;">963.38</td></tr> <tr><td>21/12/2016</td><td>2429</td><td>Sundog Grounds Maintenance</td><td style="text-align: right;">400.00</td></tr> <tr><td>01/04/2016</td><td>2303</td><td>Canc HMRC cheq - lost?</td><td style="text-align: right;">- 25.67</td></tr> <tr><td colspan="3" style="text-align: right;">Total</td><td style="text-align: right;">£2,659.68</td></tr> </table>	21/12/2016	2423	Mr Stephen Pearce	228.00	21/12/2016	2424	Newbury Office supplies	126.80	21/12/2016	2425	Triangle Management Company	900.00	21/12/2016	2426	The Label People	43.20	21/12/2016	2427	Chris Hook	23.97	21/12/2016	2428	Administration services	963.38	21/12/2016	2429	Sundog Grounds Maintenance	400.00	01/04/2016	2303	Canc HMRC cheq - lost?	- 25.67	Total			£2,659.68	
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Item 4.4 resolved	<p>4.4 Proposal: to approve signing of cheques up to end Jan 2017. Proposer Cllr Winn. Seconder Cllr Tull. All in favour. No abstentions.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 10%;">2430</td><td style="width: 60%;">Carla Alves (Cleaning)</td><td style="width: 30%; text-align: right;">30.00</td></tr> <tr><td>2431</td><td>CT Electrical (Newbury)</td><td style="text-align: right;">315.13</td></tr> <tr><td>2432</td><td>Mr Stephen Pearce</td><td style="text-align: right;">238.00</td></tr> <tr><td>2433</td><td>SSE</td><td style="text-align: right;">238.43</td></tr> <tr><td>2434</td><td>Triangle Management Company</td><td style="text-align: right;">1,318.20</td></tr> <tr><td>2435</td><td>Administration services</td><td style="text-align: right;">880.29</td></tr> </table>	2430	Carla Alves (Cleaning)	30.00	2431	CT Electrical (Newbury)	315.13	2432	Mr Stephen Pearce	238.00	2433	SSE	238.43	2434	Triangle Management Company	1,318.20	2435	Administration services	880.29																			
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Page approved by (initials) & date:



		2436	SSE Enterprise Ltd	216.70		
		2437	Triangle Management Company	900.00		
			Total	£4,136.75		
	<p>5. Planning Committee: (<i>Cllr Booth</i>) There had been no SPC Planning or Newbury Town Plan Steering Committee meetings since the last full council meeting. Cllr Booth to attend the 3rd Newbury Town Plan Steering Committee meeting w/c 13-2-17.</p>					
	<p>6. Communications WP: (<i>Cllr Sullivan</i>)</p> <p>6.1 <u>Speen Parish Scene newsletter:</u> a meeting had been held primarily to discuss the content of the newsletter. Cllr Sullivan passed round copies of the newsletter for comment. This had already been circulated electronically for proof-reading. Cllr Scorey requested the strap line 'Inside knowledge of Planning Concerns' is removed. The council has no 'inside knowledge' and this is misleading to residents. The council is indebted to ex-councillor Chris Hook for all his work in editing the newsletter. On behalf of the full council, the Chair thanked the Comms WP for the excellent newsletter. Will go to printer on Wed 15-2-17.</p> <p>6.2 <u>Website and email:</u> draft website was considered. Positive response from council; looks clean, modern, easy to use. A few glitches to iron out, missing links etc. Some discussion of image of Ladywell on front page. Clerk explained image chosen to be in keeping with simple, B&W, modern style yet our oldest historical monument representative of the parish. Cllr Mathers commended the Clerk on the website and learning new software so quickly. Email system still to be looked at. Website and email addresses will eventually be transferred over in one process. There will be no change in addresses. Clerk requested that Comms WP consider the detail of the new website before it goes live.</p> <p>6.3 <u>Free NHS checks for parishioners:</u> these are confirmed as 11th March at Sutton Hall. Details included in the Speen Parish Scene Newsletter. Bookings to be made via West Berks Council.</p>					Clerk
	<p>7. Finance and General Purposes</p> <p>7.1 <u>Co-option of new councillor:</u> SPC has two vacancies currently. Chair reminded councillors to encourage anyone showing an interest to contact the Clerk.</p> <p>7.2 <u>Health & safety:</u> (items not considered elsewhere on agenda).</p> <p><i>Nails at Stockcross:</i> Cllr Mathers advised council of two large nails sticking out of fence at Stockcross. The Clerk had spoken to the Rec Grd Maintenance Contractor about this but he had been unable to deal with it satisfactorily. Cllr Winn kindly agreed to remove the nails. Clerk to find out when contractor first tried to remove nails, check playground inspection reports and request that such items are reported immediately to council for action.</p> <p><i>Give Way warning signs on A34:</i> Cllr Booth asked Clerk to contact Highways Agency regarding lack of signage on the short slipways onto the A34 at the A4 junctions in the parish. Cllr Bryant suggested Clerk contact West Berkshire Highways Department to discuss. Cllr Scorey advised of an A34 Action group on Facebook. Clerk to add item to next planning committee meeting for discussion.</p>					Clerk
Item 7.3 resolved	<p>7.3 Proposal: to appoint David Weller to conduct the Internal Audit 2016/17 at a cost of £50 + VAT. Proposer Cllr Larkins, seconder Cllr Scorey. All in favour.</p> <p>7.4 <u>Internal Control:</u> Clerk had attended a BALC training course on End of Year Procedures. SPC should be performing quarterly internal checks on financial procedures, employment matters etc to feedback to council. This is how council is reassured that correct procedures are being followed to reduce risk of fraud. Council is required to nominate a member and for a standard checklist to be agreed for the purpose. There was some discussion of minor items on the checklist to which the Clerk replied.</p>					Clerk



Item 7.4.1	7.4.1 Proposal: to approve Internal Control Checklist. Proposer Cllr Scorey, seconder Cllr Tull. All in favour.	
resolved		
Item 7.4.2	7.4.2 Proposal: to nominate an Internal Control auditor. Cllr Mathers & Cllr Apicella both volunteered for this role. Ideally, the checker is a member of F&GP. Cllr Mathers is a member of this group; Cllr Apicella is not. Therefore, Cllr Mathers was proposed for nomination. Proposer Cllr Larkins, seconder Cllr Apicella. Cllr Mathers abstained. 8 in favour	
Resolved		
	7.5 Proposal: to agree 2017/18 full council meeting dates. Cllr Larkins requested amendments as follows:	
	<ul style="list-style-type: none"> • remove April meeting • add an August meeting • October meeting date to become 16th instead of 9th due to quarter end 	
Item 7.5	Council accepted amendments. Proposer Cllr Winn, seconder Cllr Tull. All in favour. Clerk to update with revised dates.	Clerk
resolved		
	Cllr Larkins also would like to move meetings around the parish. This is to increase visibility of the council across the whole parish and to reduce confusion with the Parochial Church Council of St Mary's Speen. Clerk to identify availability of other suitable venues.	Clerk
	7.6 Proposal: to permit the Clerk to carry forward to 2017/18 up to 5 days from the 2016/17 holiday allowance. This is permitted under the terms of the employment contract but must be agreed by council. Proposer Cllr Taylor, seconder Cllr Booth. All in favour.	
Item 7.6		
resolved		
	7.7 <u>Parish Conference</u> on 21 March 2017 6-8pm; topics are Devolution Prospectus and Planning Enforcement: Clerk, Cllrs Larkins & Apicella to attend. Clerk to book places.	
		Clerk
	7.8 Proposal: to decide on re-allocation or cancellation of spare place on 'Chairmanship course' on Tues 13 June 2017 at 6pm. Cllr Larkins requested this place is held until committee structure in place and Chairmen / Vice-Chairmen are appointed. Proposal not moved.	
	Proposal: to agree number of Councillors to attend 'Fundamental Councillor Training' on Tues 27 June 2017 at 6pm in Calcot at cost of £40.00 + VAT per delegate. Cllr Taylor cannot attend. Cllr Apicella to attend. All others to register interest with Clerk as soon as possible. Proposal not moved.	
	8 Governance WP (Cllr Mathers):	
	13.1 <u>Minutes</u> from meeting held on 5-12-16 (Final) and 1-2-17 (Draft) were noted.	
	13.2 <u>Draft Committee Terms of Reference.</u> Cllr Mathers outlined reasons and advantages of having correct committee structure formalised. This is codifying exactly how the council operates, for the most part, already. Clerk to design templates to assist committees for finance, Minutes and Agendas. All committee meetings must be held in public, potentially incurring a cost. Speen Pavilion can be used, though some repair work may be required – to be discussed at Rec Grd meeting. Cllr booth brought some minor amendments to the attention of council. Clerk to re-draft. Cllr Larkins reminded councillors of their responsibility to read meeting papers. The terms of Reference document will be voted for / against in March thereby confirming the Committee structure, duties and powers. Comments to be sent to Governance WP as soon as possible.	Clerk All councillors
	14 Recreation Grounds: (Cllr Apicella)	
	14.1 <u>Minutes</u> from meeting held on 23-1-17 (Draft) were noted. Cllr Apicella ran through the salient points.	
	14.2 <u>Bagnor Bench:</u> bench has been delivered and will be installed very soon. Cllr Booth queried the use of 'Donated' on the plaque. Cllr Larkins confirmed that the bench remains the property of SPC and Clerk to ensure this is added to the asset	Clerk



	10 Stockcross Pavilion WP (Cllr Larkins). Inaugural meeting will be on 22 nd February 2017. Cllr Larkins encouraged councillors to participate if interested.	
	11 Environmental Maintenance WP: Cllr Tull reviewed contractors report (included in meeting papers). Clerk to add reports to Dropbox as part of full council meeting papers. Cllr Tull keeps a close watch on parish for litter / fly-tipping etc. Previously contractor was not covering the parish in its entirety. However, contractor's January report shows most roads now checked. Hill Road / Moor Lane reported as still littered. Cllr Tull has advised contractor of this and should be done soon and appear in February report. Thames Valley Police (TVP) have commented that Speen parish is cleaner than many others in Newbury area. The Chair thanked Cllr Tull for her significant efforts in ensuring the environmental maintenance contract is being well-managed and effective.	Clerk
	12 Historic Monuments WP: No progress to plans for pathway to Speen War memorial. Item deferred.	
	13 Speed Indicator Device WP: Cllr Tull has submitted a grant application to Cllr Franks for £5K to fund a permanent SID for Grove Road: Clerk to find out when successful grants are announced. Application is not match-funded and this may be a weakness. Should the grant be successful, there may be some funds still to find as costs could be nearer £5.5K, depending on which model proposed by WBDC / TVP. Council may agree to cover some additional costs out of unallocated funds if necessary. Maintenance will be approx £250/year but unit has a 6 year warranty so no regular maintenance costs until 2023 at earliest.	Clerk
	<p>14. Consultations:</p> <p>14.1 <u>WBDC consultation on parish contributions to library service:</u> further communications had been received from WBDC and these had been brought to attention of councillors by the Clerk. Cllr Larkins pointed out that these issues will arise more frequently in future as district councils ask parish councils to shoulder responsibility for more services.</p> <p>14.2 <u>Electoral Review - Warding arrangements:</u> to receive notification that the Local Government Boundary Commission has formally started an electoral review of West Berkshire council. 52 ward members to become 42. Speen ward likely to have minimal impact due to a fairly small population increase. Consultation is vague on detail so council cannot comment when unclear impact on Speen Ward. Possible that current members representing Speen (Cllr Bryant and Franks) may be reduced to only one representative. This is not clear from consultation. Councillors can respond as individuals. Closing date 3rd April. Clerk to forward any additional information received to council. Item to be added to Facebook.</p>	Clerk / Comms WP
Item 15 resolved	<p>15. Grants: S137 grants requests update. Clerk advised council of one grant request of £16.99 from Cherubs playgroup to purchase a First Aid kit. Cllr Larkins identified that no accounts etc had been presented according to SPC policy. Clerk reminded council that the policy does not require for all organisations to present this information. Cllr Scorey, who had declared a prejudicial interest in this item, left the meeting. The need for the playgroup to own a First Aid kit when the church provides one was discussed. Cllr Scorey was invited back into the meeting to explain. As Cherubs Playgroup work with small children, they consider it necessary to have full control of the First Aid kit so that it can be re-stocked as required and contents tailored to their specific needs. Cllr Scorey left the meeting once again before the item was moved.</p> <p>Proposal: that a grant of £16.99 be awarded to Cherub's Playgroup for the purchase of a First Aid kit. Proposer Cllr Larkins, seconder Cllr Tull. All in favour. No abstentions.</p> <p>Cllr Scorey returned to the meeting.</p>	Clerk



	<p>16. Correspondence: All correspondence received but not on the agenda will be available for consideration by the Councillors (<i>Clerk</i>). Some items on agenda were drawn to councillor attention only.</p> <p><i>Salt bin on Odiham Drive request:</i> Clerk has been in contact with WBDC, Sovereign Housing and a maintenance company. The ownership and maintenance of streets in the new Castle View development is complex. In short, the site in question appears to be the responsibility of the residents. The maintenance company claim that grit bins have been provided in the areas they maintain. Clerk has been in contact with resident during the process and will update with final outcome.</p> <p><i>Bagnor phone box</i> Clerk met resident who owns land on which BT phone box stands. Electricity to the box is now under his ownership. BT is expected to remove the old phone kiosk. Residents are considering purchasing a red phone box to install in place. Electricity can be used in future for village Christmas tree.</p>	<p>Clerk</p> <p>Clerk</p>
	<p>17. Matters for consideration and information: (all Councillors)</p> <p>17.1 SSDNAG: (Cllr Tull) Minutes from the last meeting had been included in full council papers as a number of items relate directly to the parish. Next meeting to be held on Thursday 23-3-17 at 6:30pm at Robert Sandilands School. Cllr Tull invited councillors to attend.</p> <p>17.2 Parish Assembly (Cllr Larkins): this was poorly attended by residents in spring 2016 despite efforts to advertise it and a great speaker. Chair considers the cost and effort involved not justifiable, especially when the council is undergoing fundamental change and the workload is very high as a result. Having a Parish Assembly is not a statutory duty. Therefore, there will be no Assembly this year.</p> <p>17.3 Speen Village fete (Cllr Scorey): council to consider activities to engage with residents. Comms WP to discuss. Chair considers it an excellent opportunity to meet parishioners. Treasure hunt was popular last year.</p>	<p>All to note</p> <p>All to note</p> <p>Comms WP</p>
	<p>18. Date of next meeting - provisional date 13th March 2017.</p>	<p>All to note</p>

There being no further business to conduct, the meeting ended at 9:14pm

<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date:</p>
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Abbreviations used:

- F&GP WP = Finance & General Procedures Working Party
- SID = Speed Indicator Device
- SPC = Speen Parish Council
- SSDNAG = Speen, Shaw and Donnington Neighbourhood Action Group
- T&Cs = Terms & Conditions
- VAT = Value Added Tax
- WBDC = West Berkshire District Council
- WP = Working Party