



SPEEN PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING & ORDINARY MEETING
HELD ON MONDAY 15th May 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, S Taylor & K Phillips, A Winn
	WBDC Councillor	Paul Bryant
	Parish resident	Antony Amirtharaj (<i>reference item 7 - co-option of new councillor</i>)
	Clerk & RFO	M Gould

Open Session: No guests or press were present.

Chair welcomed Cllr Bryant.

Resolution	Item	Action
Item 1 resolved	<p>1. Election of Chair Proposal: To elect and receive the Chairman's Declaration of Acceptance of Office. Cllr Larkins nominated for Chair. Proposer Cllr Scorey, seconder Cllr Winn. All in favour. Cllr Larkins abstained. Cllr Larkins was duly elected Chair for 2017/18 and signed the Chairman's Declaration of Acceptance of Office.</p>	
Item 2 resolved	<p>2. Election of Vice-chair Proposal: To elect and receive the Vice Chairman's Declaration of Acceptance of Office Cllr Mathers nominated for Chair. Proposer Cllr Scorey, seconder Cllr Phillips. All in favour. Cllr Mathers abstained. Cllr Mathers was duly elected Vice-Chair for 2017/18 and signed the Vice-Chairman's Declaration of Acceptance of Office.</p>	
Item 4 resolved	<p>3. Apologies for absences: Apologies were received from Cllrs A Newell-Hart, L Tull & K Sullivan. Reasons for absence were approved.</p> <p>4. Minutes of previous meeting Proposal: to consider accuracy and approve Minutes of the full council meeting held on Monday 13-3-17. Proposer Cllr Apicella, seconder Cllr Taylor, all in favour. Cllr Winn & Phillips abstained. To receive minutes of the F&GP meeting held on 3-5-17 with implications for items in the Annual Meeting to be conducted.</p>	

One parish resident (Antony Amirtharaj) arrived at 7:47pm (*reference item 7 - co-option of new councillor*). Chair welcomed parishioner to the meeting

	<p>5. Declarations of Interest: Cllr Phillips declared prejudicial interest in item 23 as he lives adjacent to Stockcross Recreation Ground.</p>	
Item 7 resolved	<p>6. Resignation of Cllr Sullivan: Chair advised council of Cllr Ken Sullivan's resignation with regret. Cllr Sullivan has been a long-standing member of the council and his contribution to the parish is significant. Chair had offered informal thanks. Clerk will write to Cllr Sullivan on behalf of council.</p> <p>7. Co-option of new councillor - Antony Amirtharaj Clerk confirmed that the statutory notice of a vacancy had been duly posted on noticeboards on 8-11-16. Clerk had checked all relevant documentation & Mr Amirtharaj had signed declaration to confirm eligibility. Proposal: to co-opt Antony Amirtharaj onto council uncontested. Proposer Cllr Larkins, seconder Cllr Mathers. All in favour, no abstentions. Cllr Antony Amirtharaj signed the Acceptance of Office Form (Register of Interests Form to follow. Clerk to ensure this is received & sent to Monitoring Officer at earliest opportunity).</p>	Clerk / Cllr Amirtharaj



	The Chair welcomed Cllr Antony Amirtharaj onto the council and invited him to sit with councillors. Chair requested that Cllr Amirtharaj abstain during voting due to not having received background papers for the items. Cllr Amirtharaj agreed.	
Item 8 resolved	8. Proposal: To delegate powers to committees for 2017/18 term according to Terms of Reference adopted by Full Council at the meeting held on 13-3-17. Proposer Cllr Mathers, seconder Cllr Winn. All in favour, Cllr Amirtharaj abstained.	
Item 9 resolved	9. Proposal: To consider & delegate budgets to committees (according to recommendations in Minutes from F&GP on 3-5-17). Chair explained that in future, Committees will request funds from F&GP in advance of budget and precept setting in January. For this initial year of committee structure, budget has been allocated retrospectively to committees by F&GP. Chair advised council of size of budget for each of 4 committees, as per Minutes of F&GP meeting held on 3-5-17. Clerk to confirm budgets, budget breakdown and limits of discretionary spending to each committee at their inaugural meetings. Development Committee has no budget allocation yet as no on-going projects. Where appropriate, and only if agreed by council via discussion with F&GP, s106 and CiL monies may be used. Proposer Cllr Larkins, seconder Cllr Apicella. All in favour, Cllr Amirtharaj abstained.	Clerk
Item 10 resolved	10. Proposal: To receive nominations and appoint councillors to delegated committees Chair thanked councilors for their nominations and willingness to support the committee structure. Chair requested council to advise if any changes required to current list of nominations. Cllr Scorey nominated to Communications Committee to secure quorate. No other changes. Proposer Cllr Larkins, seconder Cllr Winn. All in favour, Cllr Amirtharaj abstained.	-
Item 11.1 resolved	11. Standing Orders & policies: 11.1 Proposal: To resolve that the following documents be revised & updated for 2017/18 term: <ul style="list-style-type: none"> • Standing Orders (revision to be based on NALC LCE-2 Model Standing Orders 2013) • Freedom of Information Act 2000 request arrangement policy • Data Protection Act 1998 arrangements policy • Financial reserves policy • Electronic communications policy • Document retention policy • Standing orders for procurement and entering into contracts Proposer Cllr Mathers, seconder Cllr Taylor, All in favour, Cllr Amirtharaj abstained.	Clerk / F&GP
Item 11.2 resolved	11.2 Proposal: To approve the following documents for the 2017/18 term: <ul style="list-style-type: none"> • Financial Regulations (as approved at full council meeting held on 12/12/16) • Complaints Procedure (as approved at full council meeting held on 12/12/16) • Press/media arrangements (as approved at full council meeting held on 12/12/16) Proposer Cllr Larkins, seconder Cllr Scorey, All in favour, Cllr Amirtharaj abstained.	Clerk / F&GP
Item 12.2 resolved	12. Review of inventory of land and assets including buildings and office equipment 12.1 To review current inventory of land and assets: current register signed off by auditor. Recent changes to legislation allow for smaller authorities to present asset register in different way, allowing for depreciation. Currently assets valued at cost. Cllr Phillips commended Clerk on presentation of asset register and workload involved. 12.2 Proposal: To appoint Development Committee to undertake detailed inventory review. Proposer Cllr Larkins, seconder Cllr Mathers, All in favour, Cllr	Clerk / DevComm



	<p>Amirtharaj abstained.</p> <p>Review to include cross-check of items, condition, removal of obsolete items, replacement value etc.. Cllr Scorey confirmed that Clerk had discussed the need for this action previously and that playground companies are usually willing to give insurance quotes for replacement. Clerk requested this review be completed before next insurance due on 30th September.</p>	
Item 13 resolved	<p>13 Confirmation of arrangements for insurance cover in respect of all insured risks To note that long-term arrangement expires on 30th September 2017</p> <p>Proposal: To instruct F&GP Committee to review requirements and obtain quotes. Proposer Cllr Larkins, seconder Cllr Winn, All in favour, Cllr Amirtharaj abstained.</p>	Clerk / F&GP
-	<p>14. Members Register of Interest To confirm that member ROI forms are current and to advise Clerk if updates are required. Chair requested that councillors check their ROI forms with the Clerk and update as required.</p>	Clerk / All to note
-	<p>15. Review of members representation on or work with external bodies and any arrangements for reporting to council. Cllr Scorey is deputy to Cllr Booth on Newbury Town Council Steering Committee. Cllr Winn is Trustee of Sutton Hall, Stockcross and Speen Village Hall only. Otherwise no changes.</p>	-
Item 16 resolved	<p>16. Year End Accounts 2016/17 (Clerk as RFO / Cllr Larkins) To review and agree Year End Accounts for 2016/17 Clerk advised council that year started with £37,102.10 in bank. Income for the year was £63,110.55 and expenditure was £53,874.29. Ended the year with balance of £46,338.36 in bank. Once VAT is added and specific provisions are taken away, the year ended with unallocated funds of £19,654. This is relatively high but F&GP will be looking at prudence of increasing reserves to cover more than 3 months running costs. Cllr Larkins ran through year end budget vs actual, highlighting particular areas of discrepancy. Total underspend for year is £11,137. Of note was:</p> <ul style="list-style-type: none"> • Recreation grounds underspend of £1,360 due to lower than expected equipment repairs. • Clerk costs overspend - £2,855 due to increased hours, clearing backlog from previous clerk absence, development of new website (due to launch soon) and review of policies, implementation of formal committee structure replacing informal working parties and overall governance. • Contingency £2,000 – none spent and has been reduced for 2017-18 budget • Future planning fund £2,572 – none spent • Neighbourhood warden scheme – underspend as not replaced with a similar service – environmental maintenance only. <p>Proposal: to agree Year End Accounts for 2016/17 Proposer Cllr Larkins, seconder Cllr Apicella, all in favour, Cllr Amirtharaj abstained.</p>	
Item 17.1 resolved	<p>17. Annual Return for year ended in 31 March 2017 (Clerk as RFO)</p> <p>17.1 Proposal: To approve annual internal audit report (detailed auditor report and Page 5 annual return). Clerk explained purpose of internal audit & high-lighted items of interest to councillors. Proposer Cllr Larkins, seconder Cllr Mathers. All in favour, Cllr Amirtharaj abstained.</p>	Clerk
Item 17.2 resolved	<p>17.2 Proposal: To approve Section 1 – Annual Governance statement (page 2). Clerk explained purpose of Annual Governance statement and the legal responsibility of councillors by approving it. Proposer Cllr Larkins, seconder Cllr Apicella. All in favour, Cllr Amirtharaj abstained.</p>	Clerk

Page approved by (initials) & date:



Item 17.3 resolved	<p>17.3 Proposal: To approve Section 2 – Accounting Statements 2016/17 (page 3) Cllr Larkins explained the purpose of Accounting statement and how it relates to the Year End figures approved in item 16 above. Proposer Cllr Larkins, seconder Cllr Winn. All in favour, Cllr Amirtharaj abstained.</p>	Clerk
Item 17.4 resolved	<p>17.4 Proposal: To approve Annual Return for 2016/17 for sending to External Auditor Proposer Cllr Larkins, seconder Cllr Taylor. All in favour, Cllr Amirtharaj abstained.</p>	Clerk
Items 18.1 and 18.2 resolved	<p>18. Ordinary Meeting dates 2017/18 and Annual Meeting 2018/19</p> <p>18.1 Proposal: To adopt the Ordinary meeting dates agreed on 13-2-17 for the 2017/18 term Proposer Cllr Larkins, seconder Cllr Scorey. All in favour, Cllrs Amirtharaj, Booth & Phillips abstained.</p> <p>18.2 Proposal: To set the date of the Annual Meeting for the next term (2018/19) as 14-5-18 Proposer Cllr Larkins, seconder Cllr Taylor. All in favour, Cllrs Amirtharaj & Phillips abstained.</p>	

AGENDA – Ordinary council meeting items

Item 19.4 resolved	<p>19. Financial report to May 2017: Clerk as RFO</p> <p>19.1 Balance in bank as at 15th May 2017 is £79,511.72</p> <p>19.2 Finance report – to end April 2017. Started year with £46,338.36 in bank. Add 1st half precept (£27,350.29) and CiL (£6,975) monies to total of £34,325.29, minus expenditure to date of £3,414.43 gives balance in bank at end of April of £77,249.22.</p> <p>19.3 <u>Projected bank balance summary</u>: anticipated unallocated funds at end of 2017/18 is £19,653</p> <p>19.4 Proposal: to endorse invoices paid since last meeting: Total = £ 4,706.46: Clerk advised council that as there had been no April meeting, some of the cheques appear to date from some time previously. Proposer Cllr Larkins, seconder Cllr Phillips, all in favour. Cllrs Amirtharaj & Scorey abstained.</p>																																																																													
	<table border="1"> <tr><td>08/02/2017</td><td>2439</td><td>Marmax</td><td>486.00</td><td>Bagnor bench</td></tr> <tr><td>08/02/2017</td><td>2440</td><td>Sundog Grounds Maintenance</td><td>400.00</td><td>January 2017</td></tr> <tr><td>08/02/2017</td><td>2441</td><td>Mr Stephen Pearce</td><td>238.00</td><td>January 2017</td></tr> <tr><td>08/02/2017</td><td>2442</td><td>Dr MM Carr (Gould)</td><td>85.76</td><td>Expenses</td></tr> <tr><td>13/02/2017</td><td>2443</td><td>Castle Water</td><td>48.93</td><td>Previously was Thames Water</td></tr> <tr><td>13/02/2017</td><td>2444</td><td>Newbury Office supplies</td><td>68.00</td><td>Clerk's stationery</td></tr> <tr><td>28/02/2017</td><td>2445</td><td>Cherubs</td><td>16.99</td><td>S137 grant</td></tr> <tr><td>28/02/2017</td><td>2446</td><td>PCC of Speen</td><td>34.00</td><td>Majendie Hall hire</td></tr> <tr><td>28/02/2017</td><td>2447</td><td>Triangle Management Company</td><td>900.00</td><td>February 2017</td></tr> <tr><td>28/02/2017</td><td>2448</td><td>Sundog Grounds Maintenance</td><td>400.00</td><td>February 2017</td></tr> <tr><td>28/02/2017</td><td>2449</td><td>SSE (Speen Pavilion)</td><td>84.21</td><td></td></tr> <tr><td>28/02/2017</td><td>2450</td><td>Triangle Management Company</td><td>564.00</td><td>Wet pour ground works</td></tr> <tr><td>28/02/2017</td><td>2451</td><td>Triangle Management Company</td><td>88.80</td><td>Install bench</td></tr> <tr><td>28/02/2017</td><td>2452</td><td>Dr MM Carr (Gould)</td><td>1,243.77</td><td>February 2017</td></tr> <tr><td>28/02/2017</td><td>2453</td><td>Berkshire County Training</td><td>48.00</td><td>Training</td></tr> </table>	08/02/2017	2439	Marmax	486.00	Bagnor bench	08/02/2017	2440	Sundog Grounds Maintenance	400.00	January 2017	08/02/2017	2441	Mr Stephen Pearce	238.00	January 2017	08/02/2017	2442	Dr MM Carr (Gould)	85.76	Expenses	13/02/2017	2443	Castle Water	48.93	Previously was Thames Water	13/02/2017	2444	Newbury Office supplies	68.00	Clerk's stationery	28/02/2017	2445	Cherubs	16.99	S137 grant	28/02/2017	2446	PCC of Speen	34.00	Majendie Hall hire	28/02/2017	2447	Triangle Management Company	900.00	February 2017	28/02/2017	2448	Sundog Grounds Maintenance	400.00	February 2017	28/02/2017	2449	SSE (Speen Pavilion)	84.21		28/02/2017	2450	Triangle Management Company	564.00	Wet pour ground works	28/02/2017	2451	Triangle Management Company	88.80	Install bench	28/02/2017	2452	Dr MM Carr (Gould)	1,243.77	February 2017	28/02/2017	2453	Berkshire County Training	48.00	Training		
08/02/2017	2439	Marmax	486.00	Bagnor bench																																																																										
08/02/2017	2440	Sundog Grounds Maintenance	400.00	January 2017																																																																										
08/02/2017	2441	Mr Stephen Pearce	238.00	January 2017																																																																										
08/02/2017	2442	Dr MM Carr (Gould)	85.76	Expenses																																																																										
13/02/2017	2443	Castle Water	48.93	Previously was Thames Water																																																																										
13/02/2017	2444	Newbury Office supplies	68.00	Clerk's stationery																																																																										
28/02/2017	2445	Cherubs	16.99	S137 grant																																																																										
28/02/2017	2446	PCC of Speen	34.00	Majendie Hall hire																																																																										
28/02/2017	2447	Triangle Management Company	900.00	February 2017																																																																										
28/02/2017	2448	Sundog Grounds Maintenance	400.00	February 2017																																																																										
28/02/2017	2449	SSE (Speen Pavilion)	84.21																																																																											
28/02/2017	2450	Triangle Management Company	564.00	Wet pour ground works																																																																										
28/02/2017	2451	Triangle Management Company	88.80	Install bench																																																																										
28/02/2017	2452	Dr MM Carr (Gould)	1,243.77	February 2017																																																																										
28/02/2017	2453	Berkshire County Training	48.00	Training																																																																										



Item 19.5 resolved	<p>19.5 Proposal to approve & authorise signing of cheques</p> <ul style="list-style-type: none"> • up to end March 2017 - Total = £5991.88 and • up to end April Total = £3,414.43 <p>Cheques for Approval & signing up to end March 2017 - Total = £5991.88</p> <table border="1"> <tr> <td>2454</td> <td>Advance Printing</td> <td>305.00</td> <td>1000 Newsletters</td> </tr> <tr> <td>2455</td> <td>Stephen Pearce</td> <td>243.00</td> <td>Monthly maintenance (Feb)</td> </tr> <tr> <td>2456</td> <td>Newbury Office supplies</td> <td>59.40</td> <td>Printer cartridge</td> </tr> <tr> <td>2457</td> <td>WBDC</td> <td>875.87</td> <td>Annual dog bins & 3x annual ROSPA</td> </tr> <tr> <td>2458</td> <td>CT Electrical</td> <td>95.32</td> <td>Replace light on Speen heater</td> </tr> <tr> <td>2459</td> <td>C Alves</td> <td>60.00</td> <td>Clean Speen Pavilion</td> </tr> <tr> <td>2460</td> <td>Sundog Grounds Maintenance</td> <td>400.00</td> <td>Monthly maintenance – grass cutting</td> </tr> <tr> <td>2461</td> <td>Triangle Management Company</td> <td>1,260.00</td> <td>Monthly maintenance & fly-tip</td> </tr> <tr> <td>2462</td> <td>Dr MM Carr (Gould)</td> <td>1,307.20</td> <td>Administration costs</td> </tr> <tr> <td>2463</td> <td>SSE Enterprise Ltd</td> <td>216.70</td> <td>Street light maintenance</td> </tr> <tr> <td>2464</td> <td>Stephen Pearce</td> <td>228.00</td> <td>Monthly maintenance (March)</td> </tr> <tr> <td>2465</td> <td>Dr MM Carr (Gould)</td> <td>63.37</td> <td>Phone & mileage expenses Q4</td> </tr> <tr> <td>2466</td> <td>HMRC (PAYE)</td> <td>189.92</td> <td>NEST Pension for Clerk</td> </tr> <tr> <td>2467</td> <td>Sandra Hicks (Larkins)</td> <td>119.05</td> <td>Chair Dropbox full access</td> </tr> <tr> <td>2467</td> <td>Sandra Hicks (Larkins)</td> <td>79.00</td> <td>HMRC (PAYE) Q2 & 3</td> </tr> <tr> <td>2467</td> <td>Sandra Hicks (Larkins)(PAYE)</td> <td>246.91</td> <td>Street lighting</td> </tr> <tr> <td>2468</td> <td>SSE</td> <td>243.14</td> <td></td> </tr> </table>			2454	Advance Printing	305.00	1000 Newsletters	2455	Stephen Pearce	243.00	Monthly maintenance (Feb)	2456	Newbury Office supplies	59.40	Printer cartridge	2457	WBDC	875.87	Annual dog bins & 3x annual ROSPA	2458	CT Electrical	95.32	Replace light on Speen heater	2459	C Alves	60.00	Clean Speen Pavilion	2460	Sundog Grounds Maintenance	400.00	Monthly maintenance – grass cutting	2461	Triangle Management Company	1,260.00	Monthly maintenance & fly-tip	2462	Dr MM Carr (Gould)	1,307.20	Administration costs	2463	SSE Enterprise Ltd	216.70	Street light maintenance	2464	Stephen Pearce	228.00	Monthly maintenance (March)	2465	Dr MM Carr (Gould)	63.37	Phone & mileage expenses Q4	2466	HMRC (PAYE)	189.92	NEST Pension for Clerk	2467	Sandra Hicks (Larkins)	119.05	Chair Dropbox full access	2467	Sandra Hicks (Larkins)	79.00	HMRC (PAYE) Q2 & 3	2467	Sandra Hicks (Larkins)(PAYE)	246.91	Street lighting	2468	SSE	243.14	
	2454	Advance Printing	305.00	1000 Newsletters																																																																			
2455	Stephen Pearce	243.00	Monthly maintenance (Feb)																																																																				
2456	Newbury Office supplies	59.40	Printer cartridge																																																																				
2457	WBDC	875.87	Annual dog bins & 3x annual ROSPA																																																																				
2458	CT Electrical	95.32	Replace light on Speen heater																																																																				
2459	C Alves	60.00	Clean Speen Pavilion																																																																				
2460	Sundog Grounds Maintenance	400.00	Monthly maintenance – grass cutting																																																																				
2461	Triangle Management Company	1,260.00	Monthly maintenance & fly-tip																																																																				
2462	Dr MM Carr (Gould)	1,307.20	Administration costs																																																																				
2463	SSE Enterprise Ltd	216.70	Street light maintenance																																																																				
2464	Stephen Pearce	228.00	Monthly maintenance (March)																																																																				
2465	Dr MM Carr (Gould)	63.37	Phone & mileage expenses Q4																																																																				
2466	HMRC (PAYE)	189.92	NEST Pension for Clerk																																																																				
2467	Sandra Hicks (Larkins)	119.05	Chair Dropbox full access																																																																				
2467	Sandra Hicks (Larkins)	79.00	HMRC (PAYE) Q2 & 3																																																																				
2467	Sandra Hicks (Larkins)(PAYE)	246.91	Street lighting																																																																				
2468	SSE	243.14																																																																					
<p>Cheques for Approval & signing up to end April 2017 - Total = £3,414.43</p> <table border="1"> <tr> <td>2469</td> <td>Foxes Tree Services</td> <td>1,176.00</td> <td>Tree remedial work</td> </tr> <tr> <td>2470</td> <td>Sundog</td> <td>400.00</td> <td>Monthly Maintenance (April)</td> </tr> <tr> <td>2471</td> <td>Triangle</td> <td>900.00</td> <td>Monthly Maintenance (April)</td> </tr> <tr> <td>2472</td> <td>Dr MM Carr</td> <td>938.43</td> <td>Administration costs</td> </tr> </table> <p>Proposer Cllr Larkins, seconder Cllr Mathers, all in favour. Cllr Amirtharaj abstained.</p>				2469	Foxes Tree Services	1,176.00	Tree remedial work	2470	Sundog	400.00	Monthly Maintenance (April)	2471	Triangle	900.00	Monthly Maintenance (April)	2472	Dr MM Carr	938.43	Administration costs																																																				
2469	Foxes Tree Services	1,176.00	Tree remedial work																																																																				
2470	Sundog	400.00	Monthly Maintenance (April)																																																																				
2471	Triangle	900.00	Monthly Maintenance (April)																																																																				
2472	Dr MM Carr	938.43	Administration costs																																																																				
	<p>20. Planning Committee: (Cllr Booth)</p> <p>20.1 <u>Minutes of meeting</u> held on 3-4-17 (FINAL). Cllr Booth gave a brief review of planning applications received and SPC responses.</p> <p>20.2 <u>Newbury Town Plan Steering Committee</u>: General update. Cllr Booth gave a brief review of the previous meeting. The Working Groups are reporting their progress into the main committee monthly.</p>																																																																						
	<p>21. Communications: (Cllr Mathers)</p> <p>21.1 <u>Website & email</u>: update. Cllr Mathers advised council that due to other commitments, little progress is being made by the Clerk on the email & website update. Target is to complete this work before end July. Old website is being kept up to date meantime.</p> <p>21.2 <u>Attracting new councilors</u>: SPC has at present two vacant councilor positions. Various means have been used already to advertise these positions including newsletter, noticeboard, social media, website etc. Cllr Booth suggested a post on 'NextDoor' which is a local community site with a growing membership. Clerk &</p>			Clerk / Comms Committee																																																																			



	<p>Comms Committee to investigate. Cllr Amirtharaj would like to work to make the council more visible for supporting the parish in less usual ways and this may attract new councilors. Cllr Apicella commented that the Committee structure should help attract councilors as they can concentrate on those areas which interest them most.</p>	
	<p>22. Finance & General Purposes WP: (Cllr Larkins)</p> <p>22.1 <u>Health & safety</u>: items not discussed elsewhere. Cllr Mathers had received a call this evening from a parishioner regarding damage at Speen recreation Ground with a broken fence and nails sticking out. Cllr Apicella will investigate first thing in the morning and report to Clerk.</p> <p>22.2 <u>New accounts software package</u>: Currently using an Excel spreadsheet which is cumbersome and open to error and will be difficult to keep abreast of committee spending. Cllr Larkins has selected Scribe Accounts Package for a 3 month free trial. This appears to be very popular with parish councils of a similar size to Speen. This will make committee budgeting much easier than at present as can be set up to give reports.</p>	<p>Cllr Apicella</p> <p>Clerk / Cllr Larkins</p>
	<p>23. Recreation Grounds: Car park extension – to be discussed in Part II meeting. No further discussion.</p>	-
	<p>24. Environmental Maintenance WP (Cllr Tull) Review contractor report for previous month. Nothing of any great note e.g. drug waste, fly-tipping etc. Some branches had been found at Stockcross but these had subsequently disappeared.</p> <p>Cllr Mathers requested that contractor gives additional information of numbers of bags removed. Current contract is a flat rate.</p> <p>Cllr Booth requested that the pathway from the end of Speen Lane up to the entrance to Speen House is cleared of over-hanging brambles, nettles etc. and the soil is encroaching on the pathway. This is making the path very narrow and potentially very dangerous for users next to the busy A4. Clerk to contact contractor to request. Additional work in that area may require reporting to WBDC to request landowners clear over-hanging branches.</p>	Clerk
Item 25.1 resolved	<p>25. Grants: s137 grants requests (Clerk)</p> <p>25.1. <u>Speen Village Fete</u>: proposal: to grant request for £200 to fund the brass band. Proposer Cllr Booth, seconder Cllr Winn, all in favour. Cllr Amirtharaj abstained.</p> <p>25.2. <u>Rosemary Appeal</u>: request for donation not received in SPC format. Council in support of application. Meets criteria as address is Deanwood Golf Club so within parish. Clerk to request that application is made on SPC forms for presentation again at future meeting.</p> <p>25.3 <u>Grant guidelines</u>: Clerk and F&GP to re-consider detail of policy as some grant requests of value to parishioners are currently not eligible for support.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk / F&GP</p>
	<p>26. Correspondence: To receive & consider correspondence (circulated electronically) (Clerk). No additional correspondence. Clerk circulates relevant material as received rather than wait for a month until next meeting. No further comment from council.</p>	-
	<p>27. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors) Cllr Phillips reported that work has commenced on the Lord Lyon public house. Also, that anyone living in Stockcross needs to be aware of potential damage to water softener when water turned off.</p>	



	28. Date of next meeting - provisional date 12 th June 2017	
	29. Exclusion of the Press and Public 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 29 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960. Proposer Cllr Larkins, seconder Cllr Winn. All in favour, Cllr Amirtharaj abstained.	

Cllr Bryant left the meeting at 8:50pm.

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

There being no further business to conduct, the meeting ended at 9:05pm

Signed:	Name (print): Position:	Date:
----------------	--	--------------

Abbreviations used:

- F&GP WP = Finance & General Procedures Working Party
- SPC = Speen Parish Council
- SSDNAG = Speen, Shaw and Donnington Neighbourhood Action Group
- VAT = Value Added Tax
- WBDC = West Berkshire District Council

Page approved by (initials) & date: