

# Annual Parish Meeting Full Council – 13-05-19



To all members of Speen Parish Council,

You are duly summoned to attend the Annual Parish Meeting of Speen Parish Council at The Sutton Hall, Stockcross starting at 7.00pm on Monday 13<sup>th</sup> May 2019. This will be followed by an Ordinary Council Meeting. Both meetings will be open to the press and public and will consider the items set out below.

Jean Lindsell (*dated 07-05-19*)

## Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Ten minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

## AGENDA – Annual Meeting Items

### 1. Election of Chair

To elect the Chairman and receive the Chairman's Declaration of Acceptance of Office (or to resolve this is done at a later date)

### 2. Election of Vice-Chair

To elect the Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office (or to resolve this is done at a later date)

### 3. Apologies: To receive apologies and to approve reasons for absence.

### 4. Proposal: To resolve that receipt of the signed Declaration of Acceptance from absent Councillor may be completed prior to the next Full Council meeting.

### 5. Minutes: To consider accuracy and approve the minutes of the full council meeting held on Monday 18-03-19

### 6. Declarations of interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda.

### 7. To consider the re-instatement of Committees

### 8. Standing Orders & Policies:

**Proposal:** To resolve that the following documents be revised and updated for 2019/20 term. Revisions to be presented for adoption at next Full Council meeting.

- Standing Orders (revision to be based on NALC LCE-2 Model Standing Orders 2018)
- Financial Regulations (revision to be based on Model Financial Regulations (England) 2016)

**Proposal:** To resolve that the following documents be adopted for the 2019/20 term:

- Code of Conduct – as approved 12/09/16 revised May 2019
- Complaints Procedure – as approved 12/09/16 revised May 2019
- Press & Media Policy – as approved 12/09/16 revised May 2019
- Freedom of Information Act 2000 – as approved 28/01/19
- Data Protection Policy – as approved 28/01/19
- Electronic Communications Policy – as approved 28/01/19
- Document Retention Policy – as approved 28/01/19

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- 9. Review of Inventory of Land and Assets including buildings and office equipment**  
**Proposal:** To review and approve the current SPC Fixed Asset Register FY 2019/20 of land and assets
- 10. Confirmation of arrangements for Insurance cover in respect of all insured risks**
- 11. Members Register of Interest** –To confirm that member ROI forms are current and to advise Clerk if updates are required
- 12. Review of members representation on or work with external bodies and any arrangements for reporting to Council**
- 13. Year End Accounts 2018/19** (Clerk as RFO)  
To review the Year End Accounts for 2018/19
- 14. Ordinary Meeting Dates 2019/20 and Annual Meeting 2020/21**  
To adopt the Ordinary meeting dates agreed on 28-02-18 for the 2019/20 term  
To set the date of the Annual Meeting for the next term (2020/21) as 11-05-20

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## AGENDA – Ordinary Council Meeting Items

### 15. Financial Report Clerk as RFO

Balance in bank as at 13-05-19

**Proposal:** To accept Finance reports end April

**Proposal:** To endorse invoices paid since last meeting

**Proposal:** To approve further invoices for payment

### 16. Finance & General Purposes

#### 16.1 Risk Assessments

**Proposal:** To approve the following Risk Assessments:

- Speen Pavilion
- Noticeboards
- War Memorial
- The Obelisk
- Stockcross Pavilion
- Speen Recreation Ground
- Stockcross Recreation Ground
- Marsh Benham Recreation Ground
- The Ladywell

#### 16.2 Election Expenses

To confirm all Councillors have received candidate expense forms from WBDC to be submitted by 31<sup>st</sup> May 2019.

#### 16.3 SSE

To review the potential overcharge by SSE for street lighting – update from Cllr Booth

#### 16.4 Online Invoice Payments – update from Clerk

#### 16.5 To review Clerks new 2019/20 Payscale as recommended by SLCC.

**Proposal:** To approve pay rate increase in line with agreed NALC rate for L1 SCP 25 (the Clerk's pay rate) effective 1 April 2019

#### 16.6 AFC Newbury Fun Day – update from Clerk

#### 16.7 Lions Club Fete – update from Clerk

#### 16.8 Health & safety: items not discussed elsewhere

### 17. Planning and Highways

#### 17.1 To consider the following planning application(s)

WBDC Ref No	Details
19/00941/FUL	The Lynchets, Bagnor, Newbury, Berkshire RG20 8AQ Retrospective application for floodlights to approved barn Ref 15/00763/FUL
19/00940/HOUSE	The Lynchets, Bagnor, Newbury, Berkshire RG20 8AQ Retrospective application for regularisation of floodlights erected to front and side elevation of the main dwelling and garage block elevations
19/00864/HOUSE	Well House Speen Lane Newbury Berkshire RG14 1RW Rear extension, side dormer, new roof to front lobby and associated landscape works to rear
19/00809/HOUSE	34 Groveland Road Speen Newbury Berkshire RG14 1SS Ground floor extension to side and rear. Part Garage conversion

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17.2 To review West Berks Case Officer's documentation and decisions received

WBDC Ref No	Details	Case Officer's Report	WBDC Decision and Date
19/00791/CERTP	7 Speen Place Speen Newbury Berkshire RG14 1RX Conservatory	18/04/19	Approved 8/04/19
19/00415/HOUSE	46 Speen Lane, Speen, Newbury, Berkshire RG14 1RN Demolition of existing garage and outbuilding and replacement with new single storey side/rear extension with internal alterations	18/04/19	Approved 18/04/19
19/00587/HOUSE	Homend, Bath Road, Speen, Newbury, Berkshire RG14 1QT Demolish outbuilding. Proposed single storey extension and first floor timber frame dormer extension.	02/07/19	Approved 02/05/19

17.3 Road Safety A4/Brummel Road Junction – update from Cllr Booth/Clerk

17.4 Speen Lane Traffic Speed – update from Cllr Booth/Clerk

## 18. Communications

18.1 Stockfest 2019

**Proposal:** To create a stall promoting and representing SPC at Stockfest 2019 on 18<sup>th</sup> August

**Proposal:** To create a display board in the style of a recruitment poster delineating what SPC do and the need for new Councillors for Stockfest 2019 at a cost of no more than £250+VAT

18.2 Newsletter – update from Cllr Amirtharaj

18.3 New Website and Email Hosting – update from Clerk

## 19. Development

19.1 Parish Improvement Plan – update from Cllr Dudman

19.2 War Memorial Project – update from Cllr Booth

## 20. Maintenance

20.1 To review contractor reports for March and April 2019

20.2 Parish Maintenance and Repairs Register – update from Clerk

**Proposal:** To approve quotation for the supply and installation of two emergency light bulkheads and two fire exit keep clear signs at Speen Pavilion under Health and Safety for no more than £220 +VAT

21. **Correspondence:** To receive & consider correspondence (circulated electronically) (Clerk)

22. **Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent:** (all Councillors)

23. **Date of next meeting** - provisional date 11<sup>th</sup> June 2018

24. **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 12-13 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

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## Part II

25. **Proposal:** To approve replacement of a further 5 stepping stones/logs at Stockcross Recreation Ground by the approved Play Area Repairs contractor at an additional cost of £1052.50+VAT
26. **Tennis Club Lease**  
To provide answers to remaining questions raised by solicitors.

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