

# Ordinary Full Council Meeting

## Full Council – 10<sup>th</sup> June 2019

### AGENDA



To all members of Speen Parish Council,

You are duly summoned to attend the Ordinary Full Council Meeting of Speen Parish Council at Speen Pavilion, Speen Recreation Ground starting at 7.30pm on Monday 10<sup>th</sup> June 2019. This meeting will be open to the press and public and will consider the items set out below.

Jean Lindsell, Clerk (4<sup>th</sup> June 2019 dated)

### 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.

1. **Apologies:** To receive apologies and to approve reasons for absence.
2. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda.
3. **Minutes:** To consider, approve and sign the Minutes of the Annual Parish meeting and Full Council meeting held on 13-05-19 (draft)
4. **Year End Accounts 2018/19**  
**Proposal:** To review and agree Year End Accounts for 2018/19
5. **Annual Return 2018/19**  
**Proposal:** To approve annual Internal Audit Report (detailed Auditor report and page 5 Annual Return)  
**Proposal:** To approve Section 1- Annual Governance Statement (page 4)  
**Proposal:** To approve Section 2 – Accounting Statements 2018/19 (page 5)  
**Proposal:** To approve Annual Return for 2018/19 for sending to External Auditor
6. **Internal Auditor Report 2018/19**  
**Proposal:** To agree level of SPC reserves and approve Internal Auditor's recommendation to transfer agreed amount to a deposit account to be actioned by RFO
7. **Standing Orders**  
**Proposal:** To resolve that the updated SPC Standing Orders (based on NALC LCE-2 Model Standing Orders 2018) be adopted for the 2019/20 term
8. **Financial Regulations**  
**Proposal:** To resolve that the updated SPC Financial Regulations (based on Model Financial Regulations (England) 2016) be adopted for the 2019/20 term
9. **Committee Terms of Reference**  
**Proposal:** To resolve that the revised SPC Committee General Terms of Reference be adopted for the 2019/20 term  
**Proposal:** To resolve that the revised Planning Committee Terms of Reference be adopted for the 2019/20 term
10. **Review of Fixed Asset Register – update from Cllr Booth/Clerk**

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#### 11. Financial Report Clerk as RFO

- 11.1 Balance in bank as at 10-06-19
- 11.2 **Proposal:** to accept Finance Reports to end May
- 11.3 **Proposal:** To endorse invoices paid since last meeting
- 11.4 **Proposal:** To approve further invoices for payment and signature

#### 12. Finance & General Purposes:

- 12.1 Online Invoice Payments  
**Proposal:** To approve SPC Online Banking Invoice Payment Policy
- 12.2 SSE Contracting – update from Cllr Booth regarding potential overcharging
- 12.3 Parish Emergency Plan – to review communication from WBDC
- 12.4 WBDC Library Funding Request – to consider WBDC request for funding
- 12.5 Speen Fete – feedback from Councillors present
- 12.6 Replacement of Clerk's Laptop  
**Proposal:** To approve payment for new laptop be made by Clerk's personal card and reimbursed via expenses
- 12.7 Health & Safety: items not covered elsewhere on this agenda

#### 13. Planning & Highways

- 13.1 To consider the following planning application(s):

Item	WBDC ref no.	Details
	19/01060/FUL	60 Grove Road Newbury Berkshire RG14 1UL Part retrospective application for erection of domestic shed to be used for hair salon (A1 use) to rear amenity and application for dropped kerb to highway

- 13.2 To review West Berks. Case Officer's documentation & decisions received:

Item	WBDC ref no.	Details	Case Officer's Report	WBDC Decision and Date
	18/02433/FUL	Land To The Rear Of The Red House Marsh Benham Newbury Berkshire RG20 8LY Conversion of existing derelict agricultural buildings to tourist accommodation.		15/05/19 Withdrawn
	19/01085/TPC	Watermill Theatre Bagnor Newbury Berkshire RG20 8AE Nos. 3-6 Lawson's Cypress/Leylandii - fell No. 7 - Goat Willow - Fell - although we may retain until newly planted trees are established No. 26 - Magnolia - prune back as described in survey No. 29 Willow - inspect wound and prune back as described in survey. This is the most pressing request as the tree overhangs our public car park.		16/05/19 Approved
	19/00809/HOUSE	34 Groveland Road Speen Newbury Berkshire RG14 1SS Ground floor extension to side and rear. Part garage conversion	22/05/19	22/05/19 Approved

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	19/00864/HOUSE	Well House Speen Lane Speen Newbury Berkshire RG14 1RW Rear extension, side dormer, new roof to front lobby and associated landscape works to rear.	22/05/19	22/05/19 Approved
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13.3 Road Safety A4/Brummel Road Junction – update Cllr Booth

13.4 Speen Lane Traffic Speed – update from Cllr Booth

#### 14. Communications

14.1 Stockfest19

14.1.1 SPC Stall – updates from Cllr Dudman/Cllr Black/Clerk

14.1.2 Display Posters – to agree on designs and timetable for creation/production

14.2 Newsletter – update from Cllr Amirtharaj/Clerk

14.3 New SPC Website and Email Hosting – update from Clerk

#### 15. Development

15.1 Parish Improvement Plan – update from Cllr Dudman

15.2 War Memorial Improvement Project – update from Cllr Booth

15.3 Stockcross Recreation Ground Footpath

**Proposal:** To approve the revised proposal from Stockcross School for the construction of a pathway across Stockcross Recreation Ground (*original proposal approved 12/02/18*)

#### 16. Maintenance

16.1 Maintenance Contractor – May 2019 Work Report to be reviewed

16.2 Maintenance/Repairs Register – update from Clerk

16.3 Speen Recreation Ground Grass Cutting – to consider frequency of grass cutting under current contract – update from Clerk

16.4 Speen Stockcross and Marsh Benham Recreation Grounds Strimming – to consider frequency of strimming under current contract - update from Clerk

16.5 RoSPA Inspections

**Proposal:** To approve RoSPA Inspections of all play areas be carried out by WBDC for 2019/20 at a cost of £41.50+VAT each for June, December and March inspections and £48.50+VAT each for September inspections plus WBDC 10% handling fee

**17. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible, dealt with by Clerk)**

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

**19. Date of next meeting –** Provisional date of Monday 8<sup>th</sup> July 2019

**20. Exclusion of the Press and Public**