

Ordinary Full Council Meeting

Full Council – 28th January 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 28th January 2019. This meeting will be open to the press and public and will consider the items set out below.

Jean Lindsell, Clerk (22nd January 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 Full Council meeting held on 10-12-18 (draft)
4. **Minutes:** To consider, approve and sign the Minutes of the Extra-Ordinary Council meeting held on 14-01-19 (draft)
5. **Financial Report Clerk as RFO**
 - 5.1 Balance in bank as at 28-01-19
 - 5.2 **Proposal:** to accept Finance Reports to end December
 - 5.3 **Proposal:** To endorse invoices paid since last meeting
 - 5.4 **Proposal:** To approve further invoices for payment and signature
 - 5.5 **Proposal:** To accept Budget v Actual Report (Q3)
6. **Finance & General Purposes:**
 - 6.1 **Proposal:** To approve Precept FY2019/20
 - 6.2 Replacement of Clerk's Laptop – review previously agreed costs
 - 6.3 Risk Assessments – review feedback
 - 6.4 Contractor/Supplier/Utilities Payments – update from Clerk
 - 6.5 Salt Bins – update from Clerk
 - 6.6 SSE Contracting – update from Cllr Booth / Clerk on continuous energy cost queries
 - 6.7 Health & Safety: items not covered elsewhere on this agenda
7. **Planning & Highways**
 - 7.1 To consider the following planning application(s):

| Item | WBDC ref no. | Details |
|------|----------------|--|
| | 18/03296/FULD | 36 Grove Road, Newbury, Berkshire RG14 1UL Demolish existing dwelling - proposed replacement dwelling |
| | 18/03205/CERTP | 1 Sylvester Close, Speen, Newbury, Berkshire RG14 1SU |

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|--------------|--|---|
| | | Construction of a porch (3 sq.m) to main entrance to include a dwarf wall containing electricity meter, double-glazed window and solid door. Existing garage roof to be replaced with a 'warm roof' to include porch. |
| 18/03410/TPC | | <p>Milford House, Bath Road, Speen, Newbury Berkshire RG14 1RG</p> <p>Laurel Bush - Front of Property - Pruning to be done in keeping with the rest of the hedge row, new growth only to keep restrict spread onto driveway. 100mm to 250mm depending on stem</p> <p>Leylandii Hedge - Front of Property - Trimming and cutting back cut back measurement depends on height - varies between 100mm to 500mm as it needs to be maintained as it is encroaching on the parking area of the property and is untidy. Cutting back of some lower branches near to waste bin store that prevent access to the store lid</p> <p>L13 - Leylandii - Front of Property - reducing height by 1000mm - 1250mm approx to remove excessive growth impacting telephone line.</p> <p>To the rear of the property Trimming/cutting back of branches from tree overlaying Holly bush H3.</p> <p>O1 - Unknow Species- Rear of Property - 10% - 15% crown thin, tree is suffering from heavy moss as little light is penetrating</p> <p>L14-L16 - Leylandii - Rear of Property - Removal of dead trees and replace with native deciduous trees</p> <p>B1-B5 - Beech - Rear of Property - General tidying around the base (removal of bottom growth and dead branches)</p> |

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

| Item | WBDC ref no. | Details | Case Officer's Report | WBDC Decision and Date |
|------|-------------------------------|---|-----------------------|---------------------------------------|
| | 18/02694/HOUSE | Bayford Lodge Stockcross Newbury Berkshire RG20 8LB Infill rear porch to form utility room and new patio doors | | 06/12/2018 Approved |
| | 18/02803/LBC2 18/02802/FUL | Hare and Hounds Hotel Bath Road Speen Newbury Berkshire RG14 1QY Replacement of existing garage storage outbuilding with 6 bedroom guest accommodation rooms, ground floor convertible to registry/function room space to the rear of the Hare and Hounds. | | 19/12/2018 Withdrawn |
| | 17/00734/FUL | Mill House Woodspeen Newbury Berkshire RG20 8BT Change of use to first floor of the new garage building from storage to residential | | 04/01/2019 Approved |
| | 18/03066/HOUSE | Ladywell, Speen Lane, Speen, Newbury Berkshire RG14 1RJ Proposed demolition, extension and alteration to existing dwelling including the construction of a new single storey garage. | | 16/01/2019 Approved |

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8. Communications

- 8.1 SPC New Website and Email System – update from Clerk
- 8.2 Recruiting New Councillors
- 8.3 Newsletter – update from Cllr Amirtharaj
- 8.4 Policies

Proposal: To approve renewal of adoption of the following four policies:

| Adoption |
|---------------------------|
| Freedom of Information |
| Data Protection |
| Document Retention |
| Electronic Communications |

9. Development

- 9.1 Parish Improvement Plan
- 9.2 War Memorial Improvement Project – update from Cllr Booth

10. Maintenance

- 10.1 Review of general state of Parish and SPC assets
 - 10.1.1 The Ladywell
 - 10.1.2 The Pound
 - 10.1.3 Noticeboards
 - 10.1.4 Bus Shelter
 - 10.1.5 Phone Box
 - 10.1.6 Newbury Obelisk
- 10.2 Maintenance Contractor – December 2018 Work Report to be reviewed
 - 10.2.1 Speen and Marsh Benham Recreation Grounds litter issues – update from Clerk
- 10.3 Maintenance/Repairs Register – update from Clerk/Cllr Booth

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

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

13. Date of next meeting – Provisional date of Monday 11th February 2019

14. Exclusion of the Press and Public

15. Part II

15.1 Grass Cutting Contract

Proposal: To approve new contractor cuts hedges at Speen Recreation Ground in February 2019 and grass at Speen, Stockcross and Marsh Benham Recreation Grounds once in March 2019 and invoiced independently to the new contract which will commence 1st April 2019.

15.2 Tennis Club Lease – update from Clerk

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15.3 Clerk Contract of Employment

Proposal: To carry a motion to approve an amendment to the proposal recorded under Part II Item 18 of the Minutes of the Full Council Meeting held on Monday 10th December 2018 to change the Clerk's Contracted Hours of Work. A scale of hours cannot be used in a Contract of Employment as contracted hours per week are used as the basis for holiday entitlement, pay and sick pay.

Proposal: To amend Clerk's Contracted Hours of Work to 20 hours per week.

FINAL