



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 8TH JULY 2019 AT SUTTON HALL, STOCKCROSS STARTING AT 7.00 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Dudman (Vice Chair) Cllr Booth, Cllr Newell-Hart, Cllr Black,
	WBDC Councillor/Employee	Cllr Lynne Doherty
	Parish residents	Vanessa Hilsden, Glenn Renshaw, Paul Pugh (Speen Ward)
	Clerk & RFO	Jean Lindsell

Meeting started at 7.03pm

Open Session: Parishioners present open session started at 7.04pm

The Chair welcomed Cllr Doherty and parishioners to the meeting.

Cllr Doherty advised she issues a monthly Parish Report which would be sent to the Council although she hoped to attend as many meetings as possible.

The Rising Sun

Mr Renshaw raised the issue of the increasingly poor state of The Rising Sun. The property is looking dilapidated and the outside is totally unkempt with fences falling down and weeds growing all over the front and car park. Mr Renshaw added that it is an eye sore and is having a detrimental effect on a beautiful village. He further advised that another parishioner had written to the owner and West Berks Brewery about the condition of the property but had received no response.

Cllr Newell-Hart stated the current tenants could not walk away from their responsibilities particularly as their tenancy still has 6/7 years to run. He also advised that the ACV had still not been listed on the WBDC website.

Cllr Amirtharaj asked if there were any specifics under the terms of the ACV relating to pursuing this matter as it is a private property.

Cllr Doherty offered to look into this and advise the Council.

Mr Renshaw further advised he had witnessed cars parked in the car park with lights on in the early hours of the morning. The car park is unsecured at the front of the property.

Cllr Newell-Hart mentioned that if the property were to be deemed unsafe at any time Building Regulations would then be involved.

Cllr Dudman suggested the Clerk write to all three parties involved in the first instance requesting their plans to rectify the situation. This was agreed by all and the Clerk will keep Mr Renshaw updated.

Mr Renshaw left the meeting at 19.19pm

Vote to extend open session

Proposer: Cllr Dudman

Secunder: Cllr Newell-Hart

All in Favour

Items moved to Open Session to allow Parishioners to speak

Item 6.3 Road Safety A4/Brummel Road Junction

Cllr Booth confirmed there had been a second SID deployment on the A4 eastbound in June which had indicated no vehicles exceeding the speed limit but the formal results had not been received from WBDC. He advised he was chasing WBDC for these.

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Mrs Hilsden said she was very surprised that preliminary results indicated no excessive speeds based on her experience of regularly crossing the A4 and was keen to see the results from WBDC.

Mrs Hilsden advised Robert Sandilands have raised road safety in their newsletter regarding Brummel Road but the A4 issue appears to have gone off their radar. She added that Speen Shaw and Donnington Community Form were meeting on 12th July and speeding on the A4 was on their agenda.

It was agreed by all that the presence of a speed indicator appeared to act as a deterrent.

Cllr Dudman suggested contacting WBDC regarding the installation of a VAS.

Cllr Doherty advised that further data should be collected and presented to the Speed Review Board at WBDC.

It was agreed that the SID should be deployed on the A4 westbound.

Cllr Booth asked if the school had advised children and parents that the crossing on Brummel Road was not a proper pedestrian crossing.

Mrs Hilsden confirmed this had been done and that Cheryl Evans from WBDC has been into the school to talk about road safety.

There was discussion regarding the different parties involved in this matter and it was agreed that Mrs Hilsden and the Clerk would work together to ensure a co-ordinated approach.

Item 6.4 Speen Lane Traffic Speed

Cllr Booth confirmed there had been a second SID deployment on Speen Lane in June which had again indicated no vehicles exceeding the speed limit but the formal results had not been received from WBDC. He confirmed he was chasing WBDC for these.

The Clerk advised that she had received an email from another resident of Speen Lane raising concerns over the speed of vehicles and road safety on Speen Lane

It was agreed to review the matter again at the next Full Council meeting in August.

Mrs Hilsden left the meeting at 19.42pm.

Cllr Doherty advised that applications for capital funding up to a maximum of £5000 under the Members' Bid scheme needed to be submitted by 1st September 2019. Cllr Doherty further advised that match funding is required.

Paul Pugh arrived 19.47pm

1. Apologies: Cllr Phillips
2. Declarations of Interest: None

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 10th June 2019 (draft)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p> <p>4 Financial Report Clerk as RFO</p> <p>4.1 Balance in bank as at 08-07-19 was £85,077.98.</p>	

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Resolved	<p>4.2 Proposal: To accept Finance Reports to end June 2019</p> <p>All reports accepted subject to correction of addition error on Bank Reconciliation</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Black 4 in Favour 1 Abstention</p>	Clerk																																																																
Resolved	<p>4.3 Proposal: To accept Quarterly Budget v Actual Report (Q1)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p>																																																																	
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Resolved	<p>4.5 Proposal: To approve Invoices for Payment</p> <p>Due to the change to making online invoice payments via internet banking as approved at the Full Council meeting on 10th June 2019 the Clerk presented the Invoice Payment Approval Request Form together with copy invoices.</p> <p>All payments were duly initialled by Cllr Amirtharaj and Cllr Booth as bank signatories and the approval form signed off by the Chair Cllr Amirtharaj. Payments were also approved by vote.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in Favour</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">Invoices for Approval</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11/06/2019</td> <td>ARD Playgrounds</td> <td style="text-align: right;">390.00</td> </tr> <tr> <td style="text-align: center;">21/06/2019</td> <td>Brabazons Garden Maintenance</td> <td style="text-align: right;">480.00</td> </tr> <tr> <td style="text-align: center;">21/06/2019</td> <td>WBDC</td> <td style="text-align: right;">388.55</td> </tr> <tr> <td style="text-align: center;">27/06/2019</td> <td>J Hilton Building</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td style="text-align: center;">27/06/2019</td> <td>Clerk Expenses</td> <td style="text-align: right;">189.64</td> </tr> <tr> <td style="text-align: center;">28/06/2019</td> <td>C & D Grounds Maintenance Ltd</td> <td style="text-align: right;">1836,15</td> </tr> <tr> <td style="text-align: center;">30/06/2019</td> <td>Clere Bookkeeping Services Ltd</td> <td style="text-align: right;">18.90</td> </tr> <tr> <td style="text-align: center;">30/06/2019</td> <td>HMRC</td> <td style="text-align: right;">317.88</td> </tr> <tr> <td style="text-align: center;">30/06/2019</td> <td>Clerk Wages</td> <td style="text-align: right;">947.06</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">2932.03</td> </tr> </tbody> </table>	Invoices for Approval			11/06/2019	ARD Playgrounds	390.00	21/06/2019	Brabazons Garden Maintenance	480.00	21/06/2019	WBDC	388.55	27/06/2019	J Hilton Building	200.00	27/06/2019	Clerk Expenses	189.64	28/06/2019	C & D Grounds Maintenance Ltd	1836,15	30/06/2019	Clere Bookkeeping Services Ltd	18.90	30/06/2019	HMRC	317.88	30/06/2019	Clerk Wages	947.06			2932.03	
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Resolved	<p>5 Finance & General Purposes:</p> <p>5.1 Co-Option of New Councillor Proposer: Anthony Newell-Hart Seconder: Cllr Amirtharaj All in Favour to co-opt Paul Pugh as a Councillor. Cllr Pugh duly signed the Declaration of Office and took his seat at the table. Cllr Amirtharaj welcomed Cllr Pugh to the Council. Clerk to receive all other completed paperwork.</p> <p>5.2 Transfer of SPC Reserves to Deposit Account The Clerk advised she had been unable to progress this matter but added that an Investment Policy needed to be place prior to the transfer of any funds.</p> <p>5.3 Review of Fixed Assets The Clerk advised she had received a response from the Council's insurers regarding the level of increase in the insured sums for fixed assets and had been advised this was index linked at a rate of 4%. Clerk to request more detail. Cllr Booth and the Clerk have been unable to meet to date to review the list of assets. Updated to be presented to the next Full Council meeting in August.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk Cllr Booth /Clerk</p>																																	

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Resolved

5.4 SSE Business Energy Overcharges

Communication had been received from SSE Business Energy acknowledging overcharging. The Council has been billed on the basis that each switching device consumed 3 watts continuously. However SSE Enterprise Lighting had informed Cllr Booth that the photocell controllers installed in each of the street lights consume 1 watt. SSE Business Energy have issued a revised certificate and confirmed they will rebill the account back to February 2018 and issue credit notes and revised invoices.

The matter of overcharging however goes back for many more years. Cllr Booth and the Clerk to pursue further credits from SSE.

Cllr Booth / Clerk

5.5 Parish Emergency Plan

The Clerk has advised WBDC that the Council will look into this matter. Cllr Pugh offered to own this. Clerk to forward all information and templates to Cllr Pugh.

Cllr Pugh / Clerk

5.6 Textile Recycling Bank

A request had been received from an independent consultant who specialised in finding sites for textile recycling banks to place a bank in the Parish. It was unanimously agreed by all that there were no suitable sites within the Parish.

Clerk to advise consultant.

Clerk

5.7 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda

Cllr Booth reported that a drain cover on the A4 bridge north side was missing. Clerk to report to WBDC.

Clerk

6 Planning & Highways Committee

6.1 To consider the following planning application(s):

WBDC Ref No	Details	SPC Comments
19/01469/TPW	The Vineyard Stockcross Newbury Berkshire RG20 8JU T1546 - Ash - Fell. T1551 - Oak - Fell. T1553 - Cedar - Remove broken/hanging branch.	Approved prior to meeting
19/01349/TPC	Churchways Speen Lane Speen Newbury Berkshire RG14 1RL Laurel Bush - fell overgrown laurel bush in back garden currently restricting light into garden and started growing into old oak tree on neighbour's land at Woody Nook.	Proposer: Cllr Amirtharaj Second: Cllr Newell-Hart Abstention: Against: In Favour 7
19/01438/TPC	Craven Lodge Speen Lane Speen Newbury Berkshire RG14 1RJ Hornbeam (T1) - reduce by crown cleaning and raising /crown lifting lower branches to 4m Adjacent hedge (H1) - reduce height to 3m. Laurel (T3) – complete removal or reduce height to 2m and width and depth to 2m Pussy Willow (T2) - cut back forward	Proposer: Cllr Amirtharaj Second: Cllr Newell-Hart Abstention: Against: In Favour 7

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	<p>stems to 2m and rear stems to 4m Cherry, Plum & Apple (Trees H2) - overhanging branches cut back by 2m</p>		
<p>6.2 To review West Berks. Case Officer's documentation & decisions received: None</p>			
<p>WBDC Ref No</p>	<p>Details</p>	<p>Case Officer's Report</p>	<p>WBDC Decision and Date</p>
<p>6.3 Road Safety A4/Brummel Road Junction</p>			
<p>Covered in Open Session</p>			
<p>6.4 Speen Lane Traffic Speed</p>			
<p>Covered in Open Session</p>			
<p>7 Communications</p>			
<p>7.1 Stockfest19</p>			
<p>The plan and ideas list were reviewed.</p>			
<p>Cllr Newell-Hart left the meeting at 20.59pm</p>			
<p>SPC Posters</p>			
<p>It was agreed 1 'Wanted' and 1 SPC Map poster be displayed at the Inn of the Glebe and 1 SPC Map poster at the stall.</p>			
<p>Clerk to arrange printing of posters.</p>			
<p>Cllr Newell-Hart returned to the meeting at 21.05pm</p>			
<p>SPC Stall</p>			
<p>It was agreed the stall would be open from 10am to 3pm on Sunday 18th August and a preliminary rota for manning the stall in 2 hour slots was agreed. The rota will be finalised nearer the date.</p>			
<p>Cllr Amirtharaj and Cllr Black offered to set up the stall at 9.30am</p>			
<p>It was further agreed that the activities and information on the stall would include the following:</p>			
<ul style="list-style-type: none"> • Buzz the Wire Game 			
<ul style="list-style-type: none"> • Guess How Many Sweets in the Jar 			
<ul style="list-style-type: none"> • Flip Chart or notebook asking visitors to the stall for suggestions and ideas as to what they would like to see in the Parish if the Council had spare funds 			
<ul style="list-style-type: none"> • How to become a Councillor Flyer 			
<p>Cllr Pugh left the meeting at 21.23pm</p>			
<p>Cllr Dudman confirmed he has the SPC banner and stand and offered to provide bunting with displaying the SPC logo</p>			
<p>Clerk to purchase all items required</p>			
<p>Cllr Pugh returned to the meeting at 21.28pm</p>			
<p style="text-align: right;">Clerk Cllr Black / Cllr Amirtharaj Cllr Booth Clerk Clerk Clerk Cllr Dudman Clerk</p>			

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	<p>Vote to extend length of time of meeting but to defer certain items to the next Full Council meeting in August.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in Favour</p> <p>7.2 Newsletter – deferred to Extra-Ordinary meeting</p> <p>8 Development</p> <p>8.1 Parish Improvement Plan</p> <p>Cllr Dudman had previously circulated a document containing the Improvement Plan Principles which he confirmed were based on affordability, safety, meeting environmental concerns and benefit to parishioners. All agreed on these principles. The Register of Improvements will be built on from suggestions and ideas from parishioners.</p> <p>8.2 War Memorial Improvement Project</p> <p>Cllr Booth advised he been in touch with WBDC and had received a copy of their standard footpath specification. Cllr Booth will contact Streetworks to provide information they appear to have mislaid. Streetworks will inspect the proposed footpath area.</p> <p>8.3 Remembrance Day 2019 – deferred to next Full Council meeting in August</p> <p>8.4 Stockcross Recreation Ground Footpath</p> <p>Proposal: To approve summary Specification of Works for Footpath</p> <p>Proposer: Cllr Dudman Seconder: Cllr Newell-Hart All in Favour</p> <p>Proposal: To approve level of grant from SPC for Footpath Project</p> <p>The Clerk confirmed the Council would be unable to re-claim any VAT attributable to the amount being received from the PTFA as they would get direct benefit from the project. The Council would only be able to re-claim VAT attributable to the proportion of the invoice funded by SPC.</p> <p>It was agreed the Council would approve a grant of 15% up to a maximum of £3000 on the costs of the project including VAT subject to the project costs being approved by the Council</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Booth All in Favour</p> <p>The Clerk advised members the meeting had extended over the hall booking time. It was agreed that the meeting be closed. Cllr Amirtharaj called for an Extra-Ordinary meeting to be held on Monday 15th July to cover urgent outstanding items on the agenda. All other items to be moved to the next Full Council meeting in August. It was agreed to consider Item 10 as the final item of this meeting.</p>	<p>Cllr Dudman</p> <p>Cllr Booth</p>
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	<p>9 Maintenance</p> <p>9.1 Maintenance Contractor – June report – deferred to next Full Council Meeting in August</p> <p>9.2 Stockcross Pavilion – deferred to Extra-Ordinary Meeting 15th July</p> <p>Proposal: To resolve to demolish Stockcross Pavilion subject to approval of contractor tenders and to approve the installation of a container by AFC Newbury for equipment storage purposes on the site of the Pavilion subject to planning approval (if required) and sufficient funds being raised by AFC Newbury to meet costs</p> <p>Proposal: To resolve to work with AFC Newbury in investigating the potential siting of a portacabin/container fitted out to provide pavilion facilities at Stockcross Recreation Ground.</p> <p>9.3 Maintenance and Repairs Register – deferred to Extra-Ordinary Meeting 15th July</p> <p>10 S137 Grant Requests</p> <p>Proposal: To approve s137 grant application for £29.99 from Cherubs Playgroup for foam playmats</p> <p>Proposer: Cllr Dudman</p> <p>Seconder: Cllr Booth</p> <p>All in Favour</p> <p>11 Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</p>	
	<p>12 Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>13 Date of next meeting Extra-Ordinary Meeting 15th July 2019 Full Council Meeting 12th August 2019</p> <p>14 Exclusion of Press and Public - PART II deferred to Extra-Ordinary Meeting 15th July</p> <p>The Meeting ended at 21.52 pm</p>	

Signed:	Name (print):	Date:
	Position:	

Abbreviations used:

- SPC = Speen Parish Council
- SSDCF = Speen, Shaw and Donnington Community Forum
- WBDC = West Berkshire District Council
- EM = Extraordinary Meeting
- ACV = Asset of Community Value
- TOR = Terms of Reference

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