



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD ON MONDAY 10<sup>TH</sup> JUNE 2019 AT SPEEN PAVILION, SPEEN RECREATION GROUND STARTING AT 7.30 P.M.**

<b>Present</b>	<b>Parish Councillors</b>	Cllr Amirtharaj (Chair), Cllr Dudman (Vice Chair) Cllr Booth, Cllr Newell-Hart, Cllr Black, Cllr Phillips
	<b>WBDC Councillor/Employee</b>	None
	<b>Parish residents</b>	Ellen Hunter Smart, Kenneth Steel, David & Jennifer Compton, Paul Pugh
	<b>Clerk &amp; RFO</b>	Jean Lindsell

**Meeting started at 7.30pm**

**Open Session:** Parishioners present open session started at 7.30pm

Items moved to Open Session to allow Parishioners to speak

**Item 13.1 Part Retrospective Planning Application - 60 Grove Road**

Mrs Compton requested the Council's support in objecting to this planning application for the following reasons:

- There are two businesses being run from this small linked detached property
- Residents of Grove Road, Sutton Road and Groveland Road have been adversely affected by the increase in traffic, noise and inconsiderate parking.
- Immediate neighbours have had their driveways obstructed.
- Due to the position of the shed the privacy of neighbouring residents is compromised due to noise from hairdryers and conversations can be clearly heard.
- The smell of chemicals is extremely unpleasant

All Councillors examined photographs supporting the Parishioners comments.

Vote to extend open session time period:

Proposer: Cllr Amirtharaj

Seconder: Cllr Newell-Hart

All in favour

Councillors raised the following concerns:

- Running a commercial hairdressing business from a private residence
- The adverse effect on a purely residential area e.g. if permitted this could set a precedent
- Road Safety due to increase volume of traffic and indiscriminate parking
- An intrusion of privacy to neighbouring residents
- The storage of chemicals e.g. Health & Safety, COSHH
- Fire Risks e.g. adherence to Fire Safety Regulations for a business, Fire Risk Assessment
- Provisions for dealing with waste e.g. excess hair, chemicals
- Unacceptable increase in noise levels

Mr Steele advised the shed is 1.5m off his boundary and higher than his fence therefore causing visual intrusion of his privacy.

The Council confirmed its objection to the part retrospective planning application and comments would be submitted to WBDC.

Proposer: Cllr Booth

Seconder: Cllr Dudman

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All in Favour

The Council further added that had an original planning application been in front of the Council for consideration it would have objected.

Mr & Mrs Compton and Mr Steele left the meeting at 7.55pm

### Item 15.3 Stockcross Recreation Ground Footpath

Mrs Hunter Smart advised that Stockcross School would like resurrect the proposal (originally approved by the Council in February 2018) for the construction of a footpath across Stockcross Recreation Ground to provide a safe way to get children to and from school.

The Clerk advised on the conditions of approval agreed in February 2018.

Cllr Phillips asked why fund raising fell down last year. Mrs Hunter Smart believed it was solely due to a lack of momentum.

Mrs Hunter Smart advised that the school had registered with The Good Exchange and would launch the project on this fund raising platform.

**Proposal:** To approve the revised proposal from Stockcross School for the construction of a footpath across Stockcross Recreation Ground.

Proposer: Cllr Phillips

Seconder: Cllr Dudman

All in Favour

All Councillors agreed this approval was in principle and subject to the following conditions:

- SPC to oversee / manage the project
- Stockcross School is responsible for raising the all funds for every aspect of the project
- SPC will ensure all standards and regulatory requirements are satisfied
- The specification for the footpath including the final line of the path and seating area(s) to be reviewed and approved by SPC
- If SPC is to be involved in the tendering process then it must follow the Council's tendering procedure
- SPC to approve the contractor
- SPC to sign off completed works
- SPC will need to seek approval from Fields in Trust
- The footpath and bench will become the property of SPC
- Any applications made to West Berkshire District Council will be made by SPC and funded by the School

The question of who would engage the contractor and therefore pay the contractor was raised. Quoted costs are exclusive of VAT which indicates that VAT will be claimed. If this were to be SPC then the funds would have to be transferred from the School to the Council. Clerk to investigate if this is permissible.

Clerk to arrange meeting to review the specification with Mrs Hunter Smart, Cllr Booth, Cllr Phillips and Cllr Newell-Hart.

The revised specification to be presented at the next Full Council meeting in July.

Open session ended at 8.19.pm

Mrs Hunter Smart left the meeting at 8.19pm.

1. **Apologies: None**

2. **Declarations of Interest:**

Cllr Phillips declared an interest as he lives adjacent to Stockcross Recreation Ground



Resolution	Item	Action
Resolved	<p><b>3 Minutes</b></p> <p>To consider, approve and sign the Minutes of the Annual Parish meeting and Full Council meeting held on Monday 13<sup>th</sup> May (draft)</p> <p>Annual Parish and Full Council 13-05-19 (draft)</p> <p>Proposer: Cllr Phillips</p> <p>Seconder: Cllr Black</p> <p>1 Abstention</p> <p>5 in Favour</p>	
Resolved	<p><b>4 Year End Accounts 2018/19</b></p> <p><b>Proposal: To review and agree Year End Accounts for 2018/19</b></p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Dudman</p> <p>All in Favour</p>	
Resolved	<p><b>5 Annual Return 2018/19</b></p> <p><b>Proposal: To approve annual Internal Audit Report (detailed Auditor report and page 3 Annual return)</b></p> <p>Proposer: Cllr Phillips</p> <p>Seconder: Cllr Black</p> <p>All in Favour</p>	
Resolved	<p><b>Proposal: To approve Section 1 – Annual Governance Statement (page 4)</b></p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Dudman</p> <p>All in Favour</p>	
Resolved	<p><b>Proposal: To approve Section 2 – Accounting Statements 2018/19 (page 5)</b></p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Black</p> <p>All in Favour</p>	
Resolved	<p><b>Proposal: To approve Annual Return for 2018/19 for sending to External Auditor</b></p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Dudman</p> <p>All in Favour</p>	
Resolved	<p><b>6 Internal Auditor Report 2018/19</b></p> <p><b>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</b></p> <p>Proposer: Cllr Dudman</p> <p>Seconder: Cllr Booth</p> <p>All in Favour</p>	Clerk

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Resolved	<p><b>7 Standing Orders</b></p> <p><b>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</b></p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Black                  All in Favour</p>													
Resolved	<p><b>8 Financial Regulations</b></p> <p><b>Proposal: To resolve that the updated SPC Financial Regulations (based on Model Financial Regulations (England) 2016) be adopted for the 2019/20 term</b></p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Phillips                  All in Favour</p>													
Resolved	<p><b>9 Committee Terms of Reference</b></p> <p><b>Proposal: To resolve that the revised SPC Committee General Terms of Reference be adopted for the 2019/20 term</b></p> <p>Proposer: Cllr Newell-Hart                  Seconder: Cllr Amirtharaj                  All in Favour</p>													
Resolved	<p><b>Proposal: To resolve that the revised Planning Committee Terms of reference be adopted for the 2019/20 term</b></p> <p>Proposer: Cllr Newell-Hart                  Seconder: Cllr Amirtharaj                  All in Favour</p>													
Resolved	<p><b>10 Review of Fixed Asset Register</b></p> <p>Clerk to arrange to meet with Cllr Booth to review Register in detail</p>	Clerk / Cllr Booth												
Resolved	<p><b>11 Financial Report Clerk as RFO</b></p> <p>11.1 Bank balance as at 10-06-19 was £87,837.90.</p>													
Resolved	<p>11.2 Finance Reports Accepted</p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Newell-Hart                  All in favour</p>													
Resolved	<p>11.3 To endorse cheques since last meeting</p> <p>Proposer: Cllr Phillips                  Seconder: Cllr Dudman                  All in Favour</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheques for Endorsement</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01/03/2019</td> <td style="text-align: center;">DD</td> <td style="text-align: center;">NEST</td> <td style="text-align: right;">50.58</td> </tr> <tr> <td style="text-align: center;">04/03/2019</td> <td style="text-align: center;">2725</td> <td style="text-align: center;">Grass Cutting Contractor</td> <td style="text-align: right;">168.00</td> </tr> </tbody> </table>			Cheques for Endorsement				01/03/2019	DD	NEST	50.58	04/03/2019	2725	Grass Cutting Contractor	168.00
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04/03/2019	2726	Clerk Expenses	74.13
04/03/2019	2727	Clerk Wages	892.76
04/03/2019	2728	Maintenance Contractor (cheque rejected by bank)	
04/03/2019	2729	Payroll Services	18.90
20/03/2019	DD	Vodafone	20.00
28/03/2019	2730	Contractor	2,708.50
28/03/2019	2731	Unused Chq Invoice Incorrect	
28/03/2019	2732	West Berkshire District Council	223.08
28/03/2019	2733	West Berkshire District Council	256.18
28/03/2019	2734	Maintenance Contractor	1,836.15
28/03/2019	2735	HMRC	246.44
28/03/2019	2736	Castle Water	12.65
28/03/2019	2737	Clerk Wages	892.76
29/03/2019	2738	Clerk Expenses	39.60
29/03/2019	2739	Clerk Expenses	67.89
29/03/2019	2740	Maintenance Contractor	1,836.15
29/03/2019	DD	NEST	50.58
		<b>March 2019 Total</b>	<b>9,394.35</b>
10/04/2019	2741	Berkshire MS Therapy Centre	195.00
10/04/2019	2742	SSE Contracting	228.13
10/04/2019	2743	Payroll Services	18.90
10/04/2019	2744	Grass Cutting Contractor	482.40
15/04/2019	2745	SSE Continuous Energy	66.18
15/04/2019	2746	SSE Dusk to Dawn Energy	297.18
16/04/2019	2747	New Website Provider	810.00
16/04/2019	2748	Fire Extinguishers	132.00
20/04/2019	DD	Vodafone	20.50
23/04/2019	2749	Unused Chq Invoice Incorrect	
23/04/2019	2750	WBDC	60.17



	23/04/2019	2751	HMRC	246.44																																																																																	
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	Resolved	<p><b>12 Finance &amp; General Purposes:</b></p>																																																																																			
		<p>12.1 <b>Online Invoice Payments</b>  <b>Proposal:</b> To approve SPC Online Banking Invoice Payment Policy                      Proposer: Cllr Phillips                      Seconder: Cllr Dudman                      All in Favour                      Clerk to implement process</p>																																																																																			

Clerk

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	<p><b>12.2 SSE</b></p> <p>Cllr Booth to chase SSE as no response regarding potential energy overcharges and duplicate standing charges for street lighting has been received.</p>	Cllr Booth														
Resolved	<p><b>12.3 Parish Emergency Plan</b> – to review communication from WBDC</p> <p>Clerk to respond to WBDC stating SPC will consider the matter but further investigation is required.</p>	Clerk														
Resolved	<p><b>12.4 WBDC Library Funding Request</b> – to consider WBDC request for funding</p> <p>As the Council does not have the General Power of Competence and BALC/NALC legal position remains the same no contribution will be made.</p>															
Resolved	<p><b>12.5 Speen Fete - feedback</b></p> <p>Cllr Amirtharaj opened the fete and agreed with all others who had been present that it was a good day although attendance was down on last year.</p>															
Resolved	<p><b>12.6 Replacement of Clerk's Laptop</b></p> <p><b>Proposal:</b> To approve payment for new laptop be made by Clerk's personal card and reimbursed via expenses</p> <p>The Clerk advised that all suppliers require immediate card payment and as SPC do not hold a card this is the only course of action. The Clerk further advised that this could only be approved in exceptional circumstances as the use of personal debit/credit cards for payment of goods or services for the Council was not generally acceptable under Financial Regulations.</p> <p>Proposer: Cllr Amirtharaj Seconder Cllr Dudman All in Favour</p> <p><b>12.7 Health &amp; Safety:</b> items not covered in Committee Minutes or elsewhere on this agenda None</p> <p><b>13 Planning &amp; Highways Committee</b></p> <p>13.1 To consider the following planning application(s):</p> <table border="1" data-bbox="292 1541 1457 1818"> <thead> <tr> <th>WBDC Ref No</th> <th>Details</th> <th>SPC Comments</th> </tr> </thead> <tbody> <tr> <td>19/01060/FUL</td> <td>60 Grove Road Speen 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</td> <td><b>Item covered in Open Session</b> Proposer: Seconder: Abstention: Against: In Favour:</td> </tr> </tbody> </table> <p>13.2 To review West Berks. Case Officer's documentation &amp; decisions received:</p> <table border="1" data-bbox="292 1912 1457 2007"> <thead> <tr> <th>WBDC Ref No</th> <th>Details</th> <th>Case Officer's Report</th> <th>WBDC Decision and Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	WBDC Ref No	Details	SPC Comments	19/01060/FUL	60 Grove Road Speen 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	<b>Item covered in Open Session</b> Proposer: Seconder: Abstention: Against: In Favour:	WBDC Ref No	Details	Case Officer's Report	WBDC Decision and Date					
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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.		<b>15/05/19 Withdrawn</b>	
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.		<b>16/05/19 Approved</b>	
19/00809/HOUSE	34 Groveland Road Speen Newbury Berkshire RG14 1SS Ground floor extension to side and rear. Part garage conversion	<b>22/05/19</b>	<b>22/05/19 Approved</b>	
<p><b>13.3 Road Safety A4/Brummel Road Junction –</b></p> <p>Cllr Booth had deployed the SID device a second time in term time. Steve Masters was present. The results showed no vehicles speeding. TVP have agreed to use a camera and enforce the speed limit.</p> <p><b>13.4 Speen Lane Traffic Speed</b></p> <p>Cllr Booth advised the results of SID deployment showed no vehicles speeding.</p> <p><b>14 Communications</b></p> <p><b>14.1 Stockfest19</b></p> <p><b>SPC Stall</b></p> <p>It was agreed by all Councillors that the stall should have a fun theme to encourage people to visit the stall.</p> <p>Cllr Black confirmed he could borrow a gazebo and will get the measurements.</p> <p>Cllr Dudman suggested a game such as Don't Buzz the Wire.</p> <p>Cllr Black Suggested 'Guess how many Jelly Beans in the Jar'.</p> <p>The Clerk suggested a Lucky Dip for children.</p> <p>Cllr Booth suggested a questionnaire that could be completed to indicate what the community would like to see regarding improvements in the Parish.</p> <p><b>Display Posters</b></p> <p>The Clerk advised that no information regarding the size of posters had been received and will chase this.</p> <p>Cllr Dudman offered to create a draft 'Wanted' poster.</p> <p>Clerk to create a brief task plan</p>				<p>Cllr Booth</p> <p>Cllr Booth</p> <p>Cllr Black</p> <p>Clerk Cllr Dudman Clerk</p>

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	<p><b>14.2 Newsletter</b></p> <p>The Clerk confirmed she had received the draft Newsletter from Cllr Amirtharaj but had been unable to progress with the formatting.</p> <p><b>14.3 New SPC Website and Email Hosting</b></p> <p>The Clerk advised the new website was progressing and should soon be ready for full testing. Cllr Black offered to carry out testing.</p> <p>The Clerk asked if Councillors could review their speenpc email accounts and delete any old emails to reduce the number to be transferred to the new hosting company.</p> <p>Vote to extend length of meeting in order to cover all agenda items.</p> <p>Proposer: Cllr Amirtharaj          Secunder: Cllr Booth          All in Favour</p> <p><b>15 Development</b></p> <p><b>15.1 Parish Improvement Plan</b></p> <p>Cllr Dudman advised he will create a broad outline of how the plan will be put together for consideration at the next Full Council meeting on July.</p> <p><b>15.2 War Memorial Improvement Project</b></p> <p>Cllr Booth is seeking advice on standard specification for footpaths.</p> <p><b>15.3 Stockcross Recreation Ground Footpath</b></p> <p><b>Proposal: To approve the revised proposal from Stockcross School for the construction of a footpath across Stockcross Recreation Ground (original proposal approved 12/02/18)</b></p> <p>Covered in Open Session</p> <p><b>16 Maintenance</b></p> <p><b>16.1 Maintenance Contractor</b></p> <p>May 2019 Report - accepted.</p> <p>Clerk to check maintenance contract regarding grass cutting at The Pound</p> <p>Cllr Phillips questioned maintenance of the grass area outside The Lord Lyon as this is very overgrown. Clerk to raise this matter with the owner of The Lord Lyon.</p> <p><b>16.2 Maintenance/Repairs Register</b></p> <p>The Clerk reported on the following:</p> <ul style="list-style-type: none"> <li>• Stockcross Pavilion – the Clerk had met with AFC Newbury to discuss the state of disrepair of the Pavilion. Clerk to arrange meeting with AFC and Councillors to discuss way forward.</li> <li>• Speen and Stockcross Recreation Ground Play Area Repairs – the contractor has had delays in receiving materials</li> <li>• Speen Pavilion Fire Exit Light and Signs - completed</li> <li>• Speen Recreation Ground Swings – the Clerk had received a complaint regarding the state of the swings due to birds sitting on the crossbar. Clerk to investigate non-drying paint (anti climb), plastic spikes, colour etc.</li> <li>• Foul Drain Inspection Pit – the Clerk advised the cover was cracked and the</li> </ul>	<p>Clerk</p> <p>Cllr Dudman</p> <p>Cllr Booth</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
Resolved		
Resolved		

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<p>Resolved</p>	<p>frame had been broken. A quote had been obtained for replacement and accepted on Health and Safety grounds.</p> <ul style="list-style-type: none"> <li>• Wire Fencing – the Clerk advised that she had received a complaint that the wire fencing along Sutton Road boundary of Speen Recreation Ground had fallen down due to rust. Clerk will carry out temporary repairs and obtain quotes for replacement.</li> <li>• Street Lighting (Speen Lane) obscured by overhanging branches – The Clerk has chased WBDC but still no response</li> <li>• Obelisk failed lamp – fixed</li> <li>• Lambourn Road Street Light – the Clerk reported that thanks to Cllr Booth’s assistance the works required and quote from SSE had now been agreed. The job has been raised.</li> </ul> <p><b>16.3 Speen Recreation Ground Grass Cutting</b> – to consider frequency of grass cutting under current contract</p> <p>The Clerk advised on discussions with AFC Newbury and SPC’s contractor regarding the length of the grass at Speen Recreation Ground. Currently the grass is only cut twice a month during the cutting season and due to the type of grass growth is excessive in between cuts. The Clerk suggested increasing the frequency of cuts. All Councillors agreed Clerk to obtain quotation from the contractor to cut 3 times per month.</p> <p><b>16.4 Speen, Stockcross and Marsh Benham Recreation Grounds Strimming</b> – to consider frequency of strimming under current contract.</p> <p>The Clerk advised on complaints received from parishioners and discussions with SPC’s contractor that the frequency of strimming currently only once a month at Stockcross and Speen and once every two months at Marsh Benham during the cutting season was insufficient. Clerk to obtain quotation from the contractor to trim twice a month.</p> <p><b>16.5 RoSPA Inspections</b></p> <p><b>Proposal:</b> 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.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All in Favour</p> <p><b>17 Correspondence: To receive &amp; consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</b></p> <p>None</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>Resolved</p>	<p><b>18 Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</b></p> <p>None</p> <p><b>19 Date of next meeting</b> – 8<sup>th</sup> July 2019 (Cllr Phillips will be unable to attend)</p> <p><b>20 Exclusion of Press and Public</b> No vote required as no Confidential Agenda items</p> <p>Paul Pugh left the meeting at 22.20pm</p> <p>The Meeting ended at 22.20pm</p>	

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<b>Signed:</b>	<b>Name (print):</b>  <b>Position:</b>	<b>Date:</b>
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Abbreviations used:

SPC = Speen Parish Council

SSDNAG = Speen, Shaw and Donnington Neighbourhood Action Group

WBDC = West Berkshire District Council

EM = Extraordinary Meeting

ACV = Asset of Community Value

TOR = Terms of Reference

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