



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 10th DECEMBER 2018 AT SUTTON HALL, STOCKCROSS STARTING AT 7.30 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Booth, Cllr Newell-Hart, Cllr Winn, Cllr Dudman,
	WBDC Councillor/Employee	None
	Parish residents	None
	Clerk & RFO	Jean Lindsell

Meeting started at 7.34pm

Open Session:

Gareth Jones was present.

Cllr Amirtharaj welcomed Gareth Jones to the meeting who attended to observe proceedings following a positive meeting with Cllr Amirtharaj, Cllr Booth and Cllr Newell-Hart to discuss becoming a Councillor. Mr Jones gave a brief overview of his background and reasons for wishing to become a Councillor.

1. **Apologies** – Cllr Kinge (work commitments), Cllr Phillips (prior commitment intends to join meeting late)
2. **Declarations of Interest:**
None to declare

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 12th November 2018 (draft) Full Council 12-11-18 (draft)</p> <p>Cllr Booth advised that the use of the word battery referring to the fire exit sign was incorrect. Minutes approved subject to change being made as follows: 'battery operated illuminated fire exit sign' be changed to 'emergency light'.</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Winn</p> <p>All In Favour</p>	
Resolved	<p>4 Financial Report Clerk as RFO</p> <p>4.1 Balance in bank as at 10-12-18 was delivered by the Clerk.</p>	
Resolved	<p>4.2 Finance Reports Accepted</p> <p>Proposer: Cllr Amirtharaj</p>	

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Resolved	<p>Seconder: Cllr Winn</p> <p>All in favour</p> <p>The Clerk presented two examples of potential new formats for the Projected Bank Balance report. It was agreed that the Clerk would continue to present these at future meetings in addition to the existing report.</p> <p>4.3 To endorse cheques since last meeting</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Dudman</p> <p>All in Favour</p>	Clerk																																																						
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08/11/2018	2686	Clerk Wages	812.84
08/11/2018	2687	Maintenance Contractor	1,862.55
08/11/2018	2688	SLCC	159.00
08/11/2018	2689	Sutton Hall	45.00
08/11/2018	2690	Castle Water	29.90
20/11/2018	DD	Vodafone	20.00
			3,045.98

5 Finance & General Purposes:

5.1 Consider Draft Precept for FY2019/20

The format for the Draft Precept was discussed and it was agreed the Clerk should prepare a new format as follows:

2017/18 to show budget and actual expenditure. Variances to be highlighted with reasons.

2018/19 to show budget, actual expenditure to date and projected to 31st March 2019. Variances to be highlighted with reasons.

2019/20 to show budget

The level of increase in the draft precept was questioned. Clerk to check rules regarding acceptable levels of increase.

Cllr Amirtharaj suggested that as discussion regarding the draft precept was likely to be lengthy that an Extraordinary Meeting be held on 14th January 2019 and the scheduled Full Council Meeting be moved to 21st January 2019. He further added a suggestion to include on that Agenda the co-option of Gareth Jones to the Council as his expertise in accountancy would be beneficial.

Standing Orders suspended at 20.09pm to allow Gareth Jones to speak.

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

All in favour

Mr Jones confirmed his availability for 14th January 2019 and acceptance of his co-option to the Council being on the Agenda.

Standing Orders re-instated at 20.13pm

Proposal: to convene an Extraordinary Meeting on 14th January 2019 and re-schedule the Full Council Meeting to 21st January 2019. The Agenda for the Extraordinary Meeting to include Co-Option of New Councillor and Review of Draft Precept 2019/20.

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

All in favour

5.2 Risk Assessments

The Clerk advised that no feedback had been received. Cllr Amirtharaj requested that all Councillors provide feedback to the Clerk by 10th January 2019.

Clerk

Clerk

Clerk

All Cllrs

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Resolved	<p>5.3 Contractor/Supplier/utility Payments</p> <p>The Clerk confirmed that Lloyds Bank had acknowledged the mandate variance and it was being processed but until that is completed it was not possible to progress with implementing BACS payments and direct debits.</p>	Clerk
	<p>5.4 P O Box Address Change</p> <p>The Clerk advised that Royal Mail had confirmed the request to change the delivery address to Cllr Amirtharaj's address and the registration of Speen Pavilion as a postal address was in progress.</p>	Clerk
	<p>5.5 Salt Bins</p> <p>The Clerk confirmed that WBDC had been requested to re-fill the 4 salt bins as agreed at the previous Full Council Meeting on 12th November 2018.</p> <p>Cllr Winn suggested that alternative sources should be investigated due to WBDC's excessively high costs.</p> <p>Clerk to chase WBDC regarding re-filling bins as this has not been done to date.</p> <p>Clerk to obtain quotes from other salt suppliers.</p> <p>Cllr Phillips joined the meeting at 20.32pm</p>	Clerk Clerk
	<p>5.6 SSE Contracting</p> <p>Cllr Booth advised there had been communication with SSE Unmetered Distribution regarding the continuous energy costs and it appears that the street lights are operated via switching devices linked to older thermal photocells using 3w power consumption rather more modern electronic photocells generally rated between 0.25w to 1w. SSE have requested a full declaration from SPC of all lamps and their associated switching devices.</p> <p>Cllr Booth is investigating exactly which switches are in the street lights and will respond to SSE and update at the next Full Council Meeting.</p>	Cllr Booth
	<p>5.7 Speen Pavilion Hire</p> <p>The existing Application Form and Terms and Conditions of Hire documents were reviewed and it was agreed that there were still applicable subject to minor changes regarding the hire charges.</p> <p>It was further agreed that hire charges should be set at £5 per hour for Parishioners and £10 per hour for non-Parishioners. Deposits required would remain as £30 for private hirers and £50 for organisations.</p> <p>The Clerk will manage all applications to hire Speen Pavilion and advise all Councillors of the details via email prior to accepting any bookings.</p>	Clerk
	<p>5.8 Speen Recreation Ground Play Area Noticeboards</p> <p>The Clerk advised there had been no progress on obtaining quotations due to other priorities.</p> <p>Clerk to schedule this task as appropriate and update the Full Council once quotations have been received.</p>	Clerk

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Resolved	<p>5.9 CIL Settlements</p> <p>The Clerk had received an email from WBDC requesting that all Parish Councils ensure that CIL settlement declarations have been made public.</p> <p>Clerk to check with WBDC that this procedure has been followed.</p>			Clerk								
	<p>5.10 Recreation Ground Rules of Use</p> <p>The Clerk advised she had been unable to complete the document due to other priorities.</p> <p>It was agreed this was not a high priority and that the Clerk would schedule this task as appropriate and update the Full Council once it is completed.</p>			Clerk								
<p>5.11 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda</p> <p>None to report</p>												
<p>6 Planning & Highways Committee</p>												
<p>6.1 To consider the following planning application(s):</p>												
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<p>6.2 To review West Berks. Case Officer's documentation & decisions received:</p>												
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		same location as the recently removed modern telephone box.			
	18/02414/CERTP	3 Odiham Drive, Speen, Newbury, Berkshire RG14 1GA Installation of a wooden log cabin/summer house on a concrete base topped with patio stones	Full Planning Application Required	16/11/18 Refused	
	18/02261/HOUSE	Ladywell, Speen Lane, Speen, Newbury, Berkshire RG14 1RJ Proposed demolition, extension and alteration to existing dwelling to form new single storey garage and first floor bathroom		16/11/18 Approved	
	18/02410/COMIND	Land East Of Winterbourne Stream, Bagnor, Newbury, Berkshire Erection of open lambing shelter and bee keeping equipment store		28/11/18 Approved	
	18/03012/TPC	Alma House, Speen Lane, Speen, Newbury, Berkshire RG14 1RJ Fell and replace eucalyptus with a smaller tree		26/11/18 Approved	
	18/02994/TPC	Manisty, Speen Lane, Speen, Newbury, Berkshire RG14 1RJ 1 - Leylandii - Fell		23/11/18 Approved	
Resolved	<p>6.3 Grove Road VAS Reports</p> <p>Clerk advised based on reports received from WBDC the introduction of the VAS had been positive regarding the speed of vehicles on Grove Road</p> <p>7 Communications</p> <p>7.1 Review of SPC website and Email System</p> <p>Proposal: To obtain quotations from website design agencies for new SPC website and email system.</p> <p>Proposer: Cllr Phillips</p> <p>Seconder: Cllr Dudman</p> <p>All in favour</p> <p>Clerk to obtain quotations.</p> <p>7.2 Recruiting New Councillors</p> <p>Cllr Amirtharaj requested further suggestions on how SPC could promote joining the Council.</p> <p>Cllr Newell-Hart suggested distributing the posters to Stockcross, Wickham and Robert Sandilands schools to pass on to the PTA.</p> <p>Cllr Booth to have posters put up at the golf club and the church.</p> <p>Cllr Dudman to contact West Berkshire Volunteer Centre.</p> <p>Clerk to contact Newbury Town Council regarding putting posters on their noticeboards.</p> <p>Standing Orders suspended at 21.34pm to allow Gareth Jones to speak.</p> <p>Proposer: Cllr Amirtharaj</p>				Clerk
					Cllr Newell-Hart Cllr Booth Cllr Dudman Clerk

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	<p>Secunder: Cllr Winn</p> <p>All in favour</p> <p>Cllr Amirtharaj asked his views on recruiting new Councillors. Mr Jones agreed posters were useful but felt that face to face communication would be beneficial.</p> <p>Standing Orders re-instated at 21.35pm</p> <p>Cllr Winn suggested displaying posters on Public Rights of Way and Access Rights.</p> <p>Cllr Newell-Hart will ask to speak at the next Probus meeting.</p> <p>Cllr Booth will approach U3A.</p> <p>7.3 Newsletter</p> <p>Cllr Amirtharaj had received no further articles for the Newsletter. It was agreed that all articles will be sent to Cllr Amirtharaj prior to the next Full Council Meeting so that they may be accepted at that meeting.</p> <p>Cllr Amirtharaj plans to send the Newsletter to print in February 2019 and be distributed in March 2019.</p> <p>7.4 Policies</p> <p>Clerk advised that all SPC policies approximately 25 documents required review with priority to be given to the following:</p> <ul style="list-style-type: none"> • Electronic Communication • Freedom of Information • Data Protection • Document Retention <p>It was suggested that references to the specific names of the Chair and Clerk be removed from the documents.</p> <p>Clerk to review top 4 priority documents to be reviewed and approved at the next Full Council Meeting.</p> <p>Clerk to make all remaining policy documents available to Councillors to review on Dropbox.</p> <p>8 Development</p> <p>8.1 Parish Improvement Plan</p> <p>Clerk presented the draft Register of Improvements but advised this included maintenance/repairs. Clerk suggested that a separate Maintenance Register be produced and in future all day to day maintenance should covered under the heading of Maintenance Programme on the Agenda in future rather than individual items.</p> <p>All Councillors supported this suggestion.</p> <p>Clerk to compile Maintenance Register.</p> <p>Cllr Amirtharaj suggested that the Improvement Register document format be adopted and that a Working Party be formed to take the Parish Improvement Plan forward. The Working Party would present the Improvement Plan to the Full Council.</p> <p>The formation of a Working Party was agreed and will comprise Cllr Amirtharaj, Cllr Winn, Cllr Booth and Cllr Newell-Hart.</p>	<p>Cllr Newell-Hart</p> <p>Cllr Booth</p> <p>All Cllrs</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>8.2 War Memorial Improvement Project Cllr Booth to update at next Full Council Meeting.</p> <p>9 Maintenance</p> <p>9.1 Review of general state of Parish and SPC assets</p> <p>9.1.1 The Ladywell – No issues reported 9.1.2 The Pound– No issues reported 9.1.3 Noticeboards– No issues reported 9.1.4 Bus Shelter– No issues reported 9.1.5 Phone Box– No issues reported 9.1.6 Newbury Obelisk– No issues reported</p> <p>9.2 Maintenance Contractor November 2018 Report – concerns regarding litter picking at Speen and Marsh Benham Recreation Grounds. Clerk to raise this with Maintenance Contractor.</p> <p>9.3 Obstruction of Street Lighting Clerk to contact highways authority regarding obstruction of street lights by overhanging branches.</p> <p>9.4 Multiplay Junior Playground Equipment Repair Cllr Booth advised the company to whom the specification had been submitted had requested this be re-submitted with metric measurements and diagrams. Cllr Booth will action this and update at the next Full Council Meeting.</p> <p>10 Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</p> <p>10.1. West Berkshire Local Plan Review – email from WBDC regarding Local Plan Review consultations. Comments to be submitted by 21st December. Clerk to send all Councillors the relevant links to WBDC documents.</p> <p>10.2. WBDC Budget Proposals – email from WBDC regarding public consultation on budget proposals. No action required.</p> <p>10.3. Payroll Update – email regarding changes to more secure payroll communications incurring an additional charge of 75p per month.</p> <p>10.4. Hare and Hounds – email from Hare and Hounds thanking the Council for their support.</p>	<p>Cllr Booth</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Booth</p> <p>Clerk</p>
	<p>11 Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>Clerk advised of email on received on 10th December regarding planning application as yet not submitted requesting attendance at the next Full Council Meeting to discuss proposals. Clerk to advise applicant that representation to the Council may only be made after a planning application has been submitted to WBDC.</p>	<p>Clerk</p>

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<p>12 Date of next meeting – 21st January 2019.</p> <p>13 Exclusion of Press and Public</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Winn All in Favour</p> <p>Gareth Jones left the meeting at 10.26pm The Meeting ended at 10.27pm</p>	
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Signed:	Name (print):	Date:
	Position:	

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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