



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 10th July 2017 AT THE MAJENDIE HALL, ST. MARY'S CHURCH, SPEEN STARTING AT 7.30 P.M.

Present	Parish Councillors	S Larkins (<i>Chair</i>), T Mathers (<i>Vice Chair</i>), A Booth, R Scorey, K Phillips, A Winn, A Newell-Hart
	WBDC Councillor	Paul Bryant
	Parish resident	Four members of public
	Clerk & RFO	M Gould (out-going) & Lisa Blake (in-coming)

Open Session: No guests or press were present.

Resolution	Item	Action
Item 2 resolved	<p>1. Apologies for absences: Apologies were received from Cllrs <i>S Taylor, A Amirtharaj, K Phillips</i>. Cllr L Tull is on a 6 month voluntary suspension. Reasons for absence were approved.</p> <p>2. Minutes of previous meeting to consider accuracy and approve Minutes of the full council meeting held on Monday 12-6-17. Errors: Cllr Booth was not present and apologies had been received. Item 7 (Communications Committee) should be attributed to Cllr Scorey, not Cllr Mathers.</p> <p>Proposal: pending above corrections, to approve Minutes of the full council meeting held on Monday 12-6-17 and for Chair to sign these. Proposer Cllr Booth, seconder Cllr Mathers, all in favour.</p> <p>3. Declarations of Interest: none</p> <p>4. Introduction and welcome to new Clerk: Cllr Larkins welcomed Lisa Blake, who has been appointed as the new Clerk starting 10-7-17. Lisa will shadow the current Clerk until 31-7-17.</p>	

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	<p>Chair welcomed Cllr Bryan to the meeting at 7:35pm</p> <p>5. Resignation of Cllr Apicella: Council was advised of Cllr Apicella's resignation. The Chair thanked Cllr Apicella for his hard work in service to the parish. The Clerk will write to thank Cllr Apicella on behalf of council.</p> <p>6. Financial report: Clerk as RFO</p> <p>6.1 Balance in bank as at 10-7-17 is £72,698.66</p> <p>6.2 Finance report – to end June 2017</p> <p>Started year with £46,338.36 in bank. Bank balance per cashbook as at 30th June 2017 is £68,845.49. Budget 2017/18 is £53,576 less spend to date of £10,567 leaves a remaining budget of £43,009. Once specific reserves of £39,733 taken into consideration, unallocated balance is currently £19,716.</p> <p>6.3 Endorse invoices paid since last meeting - Total = £4191.05</p> <p>Proposal: To endorse invoices paid since last meeting. Proposer Cllr Winn, seconder Cllr Newell-Hart. All in favour.</p>	<p>Clerk</p>																																																							
<p>Item 6.3 resolved</p>	<table border="1"> <tr> <td>09/05/2017</td> <td>2473</td> <td>Mr Stephen Pearce</td> <td>238.00</td> <td>RecGrd maintenance (April)</td> </tr> <tr> <td>15/05/2017</td> <td>2474</td> <td>Newbury Weekly News</td> <td>357.07</td> <td>Advert Clerk role</td> </tr> <tr> <td>12/05/2017</td> <td>2475</td> <td>David Weller</td> <td>50.00</td> <td>Internal audit</td> </tr> <tr> <td>30/05/2017</td> <td>2476</td> <td>SSE</td> <td>81.52</td> <td>Speen Pavilion</td> </tr> <tr> <td>30/05/2017</td> <td>2477</td> <td>Triangle Speen Village Fete</td> <td>900.00</td> <td>Environmental maintenance</td> </tr> <tr> <td>30/05/2017</td> <td>2478</td> <td>(s137)</td> <td>200.00</td> <td>Brass band at Speen Fete</td> </tr> <tr> <td>30/05/2017</td> <td>2479</td> <td>Sundog</td> <td>400.00</td> <td>Recreation ground grass cutting</td> </tr> <tr> <td>30/05/2017</td> <td>2480</td> <td>Dr MM Carr</td> <td>1,132.06</td> <td>Admin expenses</td> </tr> <tr> <td>30/05/2017</td> <td>2480</td> <td>Dr MM Carr (expenses)</td> <td>214.60</td> <td>Expenses</td> </tr> <tr> <td>30/05/2017</td> <td>2481</td> <td>Playground services</td> <td>382.80</td> <td>Rec Grd repairs</td> </tr> <tr> <td>30/05/2017</td> <td>2482</td> <td>Mr Stephen Pearce</td> <td>235.00</td> <td>RecGrd maintenance (May)</td> </tr> </table> <p>6.4 Approve further invoices for payment and signature - £4212.68</p> <p>Proposal: To approve further invoices for payment and signature. Proposer Cllr Larkins, seconder Cllr Mathers. All in favour.</p>	09/05/2017	2473	Mr Stephen Pearce	238.00	RecGrd maintenance (April)	15/05/2017	2474	Newbury Weekly News	357.07	Advert Clerk role	12/05/2017	2475	David Weller	50.00	Internal audit	30/05/2017	2476	SSE	81.52	Speen Pavilion	30/05/2017	2477	Triangle Speen Village Fete	900.00	Environmental maintenance	30/05/2017	2478	(s137)	200.00	Brass band at Speen Fete	30/05/2017	2479	Sundog	400.00	Recreation ground grass cutting	30/05/2017	2480	Dr MM Carr	1,132.06	Admin expenses	30/05/2017	2480	Dr MM Carr (expenses)	214.60	Expenses	30/05/2017	2481	Playground services	382.80	Rec Grd repairs	30/05/2017	2482	Mr Stephen Pearce	235.00	RecGrd maintenance (May)	
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<p>Item 6.5 resolved</p>	<p>6.5 Quarterly budget vs actual report (Cllr Larkins)</p> <p>Cllr Larkins ran through key points. Underspend due to timing differences in receipt of invoices. Overspend in 'miscellaneous' due to advert in Newbury Weekly news for recruitment of clerk.</p> <p>Proposal: to accept Quarterly budget vs actual report. Proposer Cllr Larkins, seconder</p>																																																								

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	<p>Clrr Newell-Hart, all in favour.</p>	
<p>Item 7.4 resolved</p> <p>Item 7.5 resolved</p> <p>Item 7.6 resolved</p>	<p>7 Finance & General Purposes Committee: (Cllr Larkins)</p> <p>7.1 To receive Minutes of F&GP meeting held on 29-6-17 (draft).</p> <p>7.2 Health & safety: no additional items (i.e. not already on agenda) were brought to council attention</p> <p>7.3 To note dates of forthcoming meetings of F&GP Committee (term 2017-18). Council noted these – approximately two-monthly.</p> <p>7.4 Berkshire Association of Local Councils (BALC) annual subscription. NALC subscription has increased since last year. Chair considers the BALC subscription value for money as council had used their specialist services and advice in 2016/17 and in previous years.</p> <p>Proposal: to approve BALC subscription & NALC levy of £557.94+VAT. Proposer Cllr Larkins, seconder Cllr Booth. All in favour.</p> <p>7.5 Budget for F&GP:</p> <p>Proposal: to approve the budget for F&GP of £22,521 being the remainder of total budget once all committee expenditure allocated. Proposer Cllr Mathers, seconder Cllr Winn. All in favour.</p> <p>7.6 Budget for Planning & Highways. Cllr Scorey commented that the Planning & Highways committee has no discretion to spend. Therefore, this budget may be best incorporated in to F&GP budget for 2018/19 term. Chair agreed.</p> <p>Proposal: to approve £2,500 budget allocated to Planning & Highways. Proposer Cllr Larkins, seconder Cllr Mathers, all in favour.</p>	
<p>Item 8.2 deferred to next meeting pending review of lighting</p>	<p>8 Planning & Highways Committee: (Cllr Booth)</p> <p>8.1 Receive draft Minutes of meetings held on 26-6-17. Cllr Booth ran through salient points.</p> <p>8.2 To consider recommendations from P&H and F&GP committees regarding 3-year contract and costs from SSE for street light maintenance. Cllr Larkins advised council that this had not been discussed at the F&GP meeting. Planning & Highways recommends acceptance of this contract to council. Contract from SSE had arrived late and is already 3 months into term. Clerk had confirmed that financial regulations do not require tendering process for electricity. Some query over location and type of lights managed by SPC had arisen during the development Committee’s current review of assets and requires clarification.</p> <p>Action: Clerk to provide detailed schedule to Cllrs Booth and Mathers.</p> <p>Action: Cllr Booth offered to walk parish to check location and type of lights for purposes of inventory / asset register and this contract.</p> <p>Action: Clerk to write to SSE to explain delay.</p> <p>Action: Clerk to ensure that added to agenda of next meeting</p> <p>Proposal: to accept 3-year contract and costs from SSE for street light maintenance. Proposal not moved – defer to next meeting pending information gathering exercise.</p>	<p>Clerk</p> <p>Cllr Booth</p> <p>Clerk</p> <p>Clerk</p>
<p>Item 9.1 resolved</p>	<p>9. Communications Committee: (Cllr Scorey).</p> <p>Minutes of last meeting had been considered at June full council. Cllr Scorey circulated hard copies of a ‘Becoming a councillor’ poster to advertise positions on council for local shops, noticeboards etc.</p> <p>9.1 Committee membership</p> <p>Non-councillors can join this committee and this would be especially helpful for the newsletter production Working Party.</p>	<p>Cllr Newell-Hart</p> <p>Cllr Scorey</p>

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	<p>Action: Cllr Newell-Hart to talk to Stockcross Grapevine. Action: Cllr Scorey will contact past councillors involved in newsletter production. Proposal: to appoint Cllr Newell-Hart to Communications Committee (term to begin in October 17). Proposer Cllr Larkins, seconder Cllr Mathers. Cllr Newell-Hart abstained. All others in favour.</p>	
<p>Item 10.4 resolved</p> <p>Item 10.5 resolved</p>	<p>10. Maintenance Committee: As Chair has resigned and Vice-Chair not present, this section was presented by Cllr Larkins.</p> <p>10.1 To receive Minutes of inaugural meeting held on 19-6-17 (Draft). Council noted these. Cllr Larkins commented that under AOB, 'Electrical & Maintenance' should read 'Electrical maintenance'.</p> <p>10.2 To receive Environmental Maintenance contractor report – June 2017. No mention of Marsh Benham or Bagnor having been checked or litter-picked. Clerk to contact Triangle to confirm these areas are being covered regularly. 'Housing Estate' is too generic a term. Clerk to request that contractor details actual streets checked and litter-picked.</p> <p>10.3 Speen Pavilion Cavity wall Insulation: This was provided free of charge by a contractor. This course of action was not discussed or agreed by committee so officially wasn't approved by SPC. This should have been referred to the Development Committee. At the Maintenance Committee meeting, Cllr Apicella had proposed a retrospective proposal approving the installation of the cavity wall insulation free of charge. This was not seconded so was not moved. Prior to his resignation, Cllr Apicella had advised the Maintenance committee that the Clerk had instructed him to proceed and would provide written evidence to that effect. This has not been received. The Clerk had in fact asked Cllr Apicella to wait until agreed by Committee. The Clerk has provided Council with the full paper trail of communications as evidence</p> <p>10.4 Speen Pavilion front posts: specification of works Proposal: To approve specification and instruct Clerk to seek tenders. Proposer Cllr Larkins, seconder Cllr Winn. All in favour. Clerk to send to tender.</p> <p>10.5 Environmental Maintenance Contract & Maintenance Committee recommendations. Council considered the documentation. Remove 'relationship' and change to 'scope of works'. Proposal: to approve proposed 3-year contract for tendering. Proposer Cllr Larkins, seconder Cllr Scorey. All in favour. Clerk to send to tender.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>11. Development Committee:</p> <p>11.1 To receive Minutes of inaugural meeting held on 15/6/17 (Draft). Council received these. There was discussion over quoracy. Proposal: to suspend Standing orders to seek advice from Cllr Bryant. Proposer Cllrs Scorey, seconder Cllr Newell-Hart. All in favour. Standing Orders were suspended. Cllr Bryant confirmed that an abstention still counts as a vote, therefore a meeting at which 3 councillors are present when quoracy equals three can still move a motion even if one member abstains. Proposal: to re-instate Standing orders to seek advice from Cllr Bryant. Proposer Cllrs Scorey, seconder Cllr Larkins. Six in favour. Cllr Booth abstained. Standing Orders were re-instated.</p> <p>11.2 To note dates of forthcoming meetings of Development Committee (term 2017-18). Council received these.</p> <p>11.3 Asset register: Development committee is working to update this in preparation for the new insurance tendering exercise for end September. Location of dog bins</p>	<p>Clerk</p>

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	and salt bins needs clarification. Clerk to investigate with WBDC.	
Item 12 deferred	12. s137 grant requests (Clerk):	
	12.1 Request from church in Stockcross to maintain graveyard and grass-cutting. This has been funded for the last 3 years and therefore is becoming a maintenance fund, rather than a project. Clerk to investigate the detail of policy wording and advise council. Defer to next meeting. 12.2 Young People and Children First: charity supporting homeless based in Thatcham. Out of Speen area. Clerk to advise that grant request rejected due to location.	Clerk Clerk
	13. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible, dealt with by relevant Committee – see Committee Minutes) <i>(Clerk)</i> 13.1 Next SSDNAG meeting is TUESDAY 11th July at 6.30pm, at Robert Sandilands School. Council noted change of date. 13.2 Request for Stockcross parishioner training on vehicle indicator device (VID). Training is free and provided by WBDC but requested through SPC. Cllr Larkins and Clerk to meet with insurance representative next week. Clerk to clarify whether SPC can insure individuals using the VID.	Clerk
	14. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors) No further items were brought to council attention.	
	15. Date of next meeting – 14th August 2017	
	16. Exclusion of the Press and Public To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda item 12-13 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960. Proposer Cllr Larkins, seconder Cllr Winn, all in favour	

Cllr Bryant left the meeting at 8:40pm.

Part II – Confidential meeting continued and is Minuted separately to secure confidentiality.

There being no further business to conduct, the meeting ended at 8:51pm

Signed:	Name (print):	Date:
	Position:	

Abbreviations used:

SPC = Speen Parish Council

SSDNAG = Speen, Shaw and Donnington Neighbourhood Action Group

WBDC = West Berkshire District Council

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