



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 12TH AUGUST 2019 AT SPEEN PAVILION, SPEEN RECREATION GROUND STARTING
AT 7.00 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Dudman (Vice Chair) Cllr Booth, Cllr Newell-Hart, Cllr Phillips, Cllr Pugh
	WBDC Councillor/Employee	Cllr Doherty
	Members of the Public/Parish Residents	Paul Hutchins (Chairman AFC Newbury), Steve Taylor (Secretary AFC Newbury), Paul Hargrave (Parishioner)
	Clerk & RFO	Jean Lindsay

Meeting started at 7.00.pm

Open Session: Members of the Public/Parishioners present open session started at 7.04.pm

Items moved to Open Session to allow Members of the Public/Parishioners to speak

Item 14 Stockcross Pavilion

Mr Hutchins presented the proposal for the siting of a portacabin at Stockcross Recreation Ground to provide proper pavilion facilities. The proposed portacabin would have a kitchen area, toilet facilities and a small changing room. Mr Hutchins went on to say AFC Newbury appreciated the urgency regarding the demolition of the existing timber pavilion and this solution would make more sense rather than obtaining another container. Once the new pavilion (portacabin) was in place the long crossbars would be stored underneath it and all other equipment currently in the timber pavilion would fit in the Vodacabin thus emptying the existing pavilion.

Mr Hutchins further advised that once demolition works were completed AFC Newbury would move the Vodacabin on to the concrete base where the timber pavilion previously stood.

The question of planning permission was raised and Mr Hutchins said he had been advised that this would not be required for two years. All Councillors agreed that approval of this project would be subject to receiving confirmation from WBDC that planning permission was not required.

Cllr Doherty offered to follow up on this question and report back to the Council.

Cllr Phillips advised that only temporary planning permission had been obtained for the Vodacabin and although it would be seen as replacement of the existing timber pavilion once it was moved this also required confirmation.

Cllr Doherty also offered to follow up on this matter.

Cllr Newell-Hart asked that a modular approach to the new portacabin be considered as this would offer potential opportunities to expand the facilities in the future.

Mr Hutchins and Mr Taylor left the meeting at 7.17pm

1. Apologies: Cllr Black
2. Declarations of Interest: Cllr Phillips lives adjacent to Stockcross Recreation Ground



Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>3.1 To consider, approve and sign the Minutes of the Full Council meeting held on Monday 8th July 2019 (draft)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman 1 Abstention 5 In Favour</p>	
Resolved	<p>3.2 To consider, approve and sign the Minutes of the Extra-Ordinary meeting held on Monday 15th July 2019 (draft)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman 2 Abstentions 4 In Favour</p>	
Resolved	<p>4 Planning & Highways Committee</p> <p>4.1 Proposal: To resolve that the approved Planning Committee Terms of Reference having been revised to now be the Planning & Highways Committee Terms of Reference be adopted for the 2019/20 term.</p> <p>Cllr Dudman requested an amendment to the ToR to clearly state responsibility only for SPC owned street lights</p> <p>Cllr Newell-Hart left the meeting at 19.23</p> <p>Cllr Dudman pointed out there was a duplicated paragraph in the Committee's General ToR document. Clerk to amend</p> <p>Cllr Newell-Hart returned to the meeting at 19.25</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p> <p>Planning & Highways Committee Terms of Reference adopted subject to change as requested by Cllr Dudman</p>	<p>Clerk</p> <p>Clerk</p>
Resolved	<p>4.2 Proposal: To delegate powers to the Planning & Highways Committee for the 2019/20 term according to the Terms of Reference</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p>	
Resolved	<p>4.3 Proposal: To receive nominations and appoint Councillors to the Planning & Highways Committee</p> <p>Cllrs Booth, Dudman, Pugh and Newell-Hart appointed to the Planning & Highways Committee</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Phillips All In Favour</p>	
Resolved	<p>5. Finance & General Purposes Committee – to consider the re-instatement of the Finance & General Purposes Committee</p>	

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	<p>The Clerk advised that it had been suggested that if the F&GP Committee was re-instated it should have responsibility for the approval of invoice payments. She added that if this was agreed the Committee would need to meet monthly and all bank signatories would have to be members of the Committee. All Councillors agreed that this responsibility should not be delegated to the Committee.</p> <p>All Councillors further agreed that the F&GP Committee should be re-instated with a membership of 4 being the Chair and Vice Chair of the Full Council plus 2 other members.</p> <p>Frequency of meetings to be a minimum of quarterly.</p> <p>Clerk to present F&GP Committee Terms of Reference for approval at the next Full Council meeting.</p>	Clerk
Resolved	<p>6. District Councillor's Report Questions were raised concerning the proposed University Centre Newbury (UCN). Cllr Doherty advised this would be Level 4 grading to address the needs of employers in West Berkshire. The main driver being to keep people in the area and would not be geared just towards graduates but also up skilling. Cllr Pugh commented on the significant number of empty offices in Newbury and why these were not being considered as potential sites. Cllr Doherty advised these were not deemed to be viable for what was envisaged. Cllr Doherty advised that Earth Hour 2020 will be on 28th March at 8.30pm when it is hoped that the community will switch off their lights for 1 hour.</p>	
	<p>7. Member's Bids – to consider if SPC wishes to submit an application (deadline 1st September 2019)</p> <p>All Councillors agreed that SPC should submit an application for £2500 for the Stockcross Recreation Ground Footpath project.</p> <p>Cllr Doherty offered to work with the Clerk on the application</p>	Cllr Doherty /Clerk
Resolved	<p>8. Financial Report Clerk as RFO</p> <p>8.1 Balance in bank as at 12-08-19</p>	
Resolved	<p>8.2 Proposal: To accept Finance Reports to end July Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p> <p>The Clerk advised that she was still producing 3 versions of the Projected Bank Balance Summary report and asked if Councillors could select which version they would like to see on an ongoing basis to reduce the number of reports being presented.</p> <p>Cllr Dudman felt that Format 2 was the most beneficial. All Councillors agreed this should be the format presented in the future.</p>	Clerk
Resolved	<p>8.3 To endorse invoices paid since last meeting Proposer: Cllr Amirtharaj Seconder: Cllr Pugh All In Favour</p>	



Invoices for Endorsement			
03/06/2019	DD	SSE	118.45
04/06/2019	DD	NEST	186.24
06/06/2019	2764	Clere Bookkeeping Services	18.90
06/06/2019	2765	C & D Grounds Maintenance	1,836.15
06/06/2019	2766	Circle Fire	260.40
06/06/2019	2767	Clerk Wages	1,023.35
17/06/2019	DD	Castle Water	15.95
20/06/2019	DD	Vodafone	20.50
			3479.94

8.4 Proposal: To approve Invoices for payment

Resolved

Proposer: Cllr Amirtharaj
Seconder: Cllr Dudman
All In Favour

Invoices for Approval			
15/07/2019	2768	ABA (Construction) Ltd	390.00
15/07/2019	2769	Brabazons Garden Maintenance	480.00
15/07/2019	2770	WBDC (Speen RoSPA & Dog Bins)	388.55
15/07/2019	2771	J Hilton Building (Manhole)	200.00
15/07/2019	2772	Clerk Expenses	189.64
15/07/2019	2773	C&D Grounds Maintenance	1,836.15
15/07/2019	2774	Clere Bookkeeping Services	18.90
15/07/2019	2775	HMRC	317.98
15/07/2019	2776	Clerk Wages	947.06
15/07/2019	2777	Unused Chq Incorrectly Written	-
15/07/2019	2778	HMRC	279.28
17/07/2019	DD	Castle Water	15.43
22/07/2019	DD	Vodafone	20.50
31/07/2019	DD	NEST	173.53
			5757.02



<p>Resolved</p>	<p>9 Finance & General Purposes:</p> <p>9.3 SSE Business Energy Contract</p> <p>Proposal: To approve 12 month SSE Choice Contract for SPC Street lighting supply and payment to be made by direct debit</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Phillips All In Favour</p> <p>Clerk to complete paperwork</p> <p>9.2 Transfer of SPC Reserves to Deposit Account</p> <p>No further update</p> <p>9.3 Review of Fixed Assets</p> <p>The Clerk advised she had met with Cllr Booth to carry out a full review of the Fixed Assets Register. As a result of that meeting the Clerk presented a new format for the register showing more clearly the location of SPC assets and unit costs. The Clerk further advised she had inspected all SPC assets at Stockcross, Speen and Marsh Benham Recreation Grounds and had amended the register accordingly.</p> <p>It was agreed that the Clerk should work with Cllr Booth in finalising the register and present to the Council once completed.</p> <p>9.4 Insurance Renewal</p> <p>Councillors reviewed the current sums insured and agreed these adequately reflected the replacement costs and that the index linking option should be removed from the policy.</p> <p>Clerk to advise brokers.</p> <p>9.5 SSE Business Energy Overcharges</p> <p>The Clerk advised that SSE had issued revised invoices and credit notes dated back to February 2018. However the overcharging of 3 watts relating to the switching devices instead of the correct 1 watt has been going on for considerably longer.</p> <p>Clerk to chase for rebilling and credits for all previously years together with the open question of why SPC has to pay 2 standing charges as SSE produce 2 invoices (Continuous and Dusk to Dawn energy).</p> <p>9.6 Tennis Club Lease – to agree the way forward regarding finalising the lease plan</p> <p>The Clerk confirmed she had advised the solicitor that the current plan was not 100% accurate. The solicitor had advised that the plan must comply with Land Registry requirements and if the Council wished to have a new plan this would need to be provided by SPC.</p> <p>Cllr Phillips suggested that SPC should considered engaging with a surveyor to have a new plan created. This was agreed by all Councillors.</p> <p>Clerk to obtain costs for new plan.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Booth / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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Resolved	<p>9.7 Data Protection & Freedom of Information Consultancy – to consider if SPC has a need to retain this consultancy at a cost of £25 for the 2019/2020 term</p> <p>The Clerk advised that she had no call to request consultancy over the previous year. It was agreed this was not required in the future.</p>													
Resolved	<p>9.8 Speen Fete</p> <p>Proposal: To approve the use of Speen Recreation Ground by Lions Club Newbury on 13th June 2020 to host Speen Fete</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All In Favour</p> <p>Clerk to advise Lions Club Newbury</p>	Clerk												
	<p>9.9 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda</p> <p>Cllr Doherty advised she had passed an issue regarding road signage and speed of vehicles on the B4000 Lambourn Road just passed Woodspeen to WBDC Transport for investigation.</p> <p>Cllr Booth confirmed that he too was involved in a speeding issue near Woodspeen Cookery school and was arranging further SID deployment.</p> <p>Cllr Doherty left the meeting at 20.34pm</p> <p>10 Planning & Highways Committee</p> <p>10.1 To consider the following planning application(s):</p>													
	<table border="1"> <thead> <tr> <th>WBDC Ref No</th> <th>Details</th> <th>SPC Comments</th> </tr> </thead> <tbody> <tr> <td>19/01779/HOUSE</td> <td>Portaas Speen Lane Newbury Berkshire RG14 1RW Demolition of conservatory and construction of two storey extension</td> <td>Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart Abstention: Against: In Favour: 6 No Objections</td> </tr> <tr> <td>19/01744/TPW</td> <td>The Pines Caunter Road Speen Newbury Berkshire RG14 1QZ Crown reduction of Scots Pine interfering with TV reception via the communal satellite aerial for block of 8 flats</td> <td>Proposer: Cllr Newell-Hart Seconder: Cllr Amirtharaj Abstention: Against: In Favour: 6 No Objections</td> </tr> <tr> <td>19/01933/HOUSE</td> <td>12A Manor Place Speen Newbury Berkshire RG14 1RB Rear Extension and Alterations</td> <td>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman Abstention: Against: In Favour: 6 No Objections</td> </tr> </tbody> </table>	WBDC Ref No	Details	SPC Comments	19/01779/HOUSE	Portaas Speen Lane Newbury Berkshire RG14 1RW Demolition of conservatory and construction of two storey extension	Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart Abstention: Against: In Favour: 6 No Objections	19/01744/TPW	The Pines Caunter Road Speen Newbury Berkshire RG14 1QZ Crown reduction of Scots Pine interfering with TV reception via the communal satellite aerial for block of 8 flats	Proposer: Cllr Newell-Hart Seconder: Cllr Amirtharaj Abstention: Against: In Favour: 6 No Objections	19/01933/HOUSE	12A Manor Place Speen Newbury Berkshire RG14 1RB Rear Extension and Alterations	Proposer: Cllr Amirtharaj Seconder: Cllr Dudman Abstention: Against: In Favour: 6 No Objections	
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	<p>10.2 To review West Berks. Case Officer's documentation & decisions received:</p>													
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		restricts the light into our garden and started growing into the beautiful old oak tree on our neighbour's land - this property is Woody Nook				
	19/01469/TPW	The Vineyard Stockcross Newbury Berkshire RG20 8JU T1546 - Ash - Fell. T1551 - Oak - Fell. T1553 - Cedar - Remove broken/hanging branch	None	Approved 04/07/2019		
	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 stems to 2m and rear stems to 4m Cherry, Plum & Apple (Trees H2) - overhanging branches cut back by 2m	None	Approved 05/07/2019		
	19/01060/FUL	60 Grove Road 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.	22/07/2019	Refused 22/07/2019		
Resolved	<p>10.3 Road Safety A4/Brummel Road Junction</p> <p>Cllr Booth advised that further SID deployment was required as WBDC had been unable to provide the data from the previous deployment due to technical issues with the device.</p> <p>10.4 Speen Lane Traffic Speed</p> <p>Cllr Booth advised that SID deployment had produced no indication of speeding. The Council agreed that no further action should be taken.</p>					Cllr Booth
	<p>11 Communications</p> <p>11.1 Stockfest19</p> <p>The Clerk advised that the posters had been printed and all items purchased. It was agreed to have one further poster printed.</p> <p>Councillors reviewed the 2 proposed handout designs and agreed a quantity of both should be printed. Clerk to action.</p> <p>The final rota for manning the SPC stall was agreed.</p> <p>11.2 Newsletter</p> <p>The Clerk advised that she had not received any articles yet for inclusion in the Autumn/Winter Newsletter</p> <p>11.3 SPC New Website and Email</p> <p>The Clerk advised good progress had been made with the new website and that Cllr Black would be assisting with testing in preparation for go live.</p> <p>Cllr Amirtharaj asked all Councillors for up to date photographs for the new website to be sent to the Clerk</p>					Clerk All Cllrs All Cllrs

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<p>Resolved</p>	<p>12 Development</p> <p>12.1 Parish Improvement Plan</p> <p>Cllr Dudman advised he hoped to gather input from visitors at Stockfest to provide a good basis on which to progress the plan.</p> <p>12.2 War Memorial Improvement Project</p> <p>Cllr Booth advised he had received an email from WBDC requesting plans which he will supply. WBDC have also made mention regarding adopting the footpath following construction. Cllr Booth confirmed that the WBDC standard footpath specification will be used.</p> <p>12.3 Parish Emergency Plan</p> <p>Cllr Pugh advised he had received templates and further information from the Clerk but compilation of the information required would take some time especially in gathering all contact details required e.g. doctors, nurses, farmers etc. Cllr Pugh is waiting on dates of proposed seminars to be run by WBDC and will attend the District Parish Conference where this subject is intended to be on the agenda.</p> <p>12.4 Remembrance Day 2019 – to confirm dates and arrangements for 2019</p> <p>Cllr Booth confirmed the date as 10th November 2019 and requested that Volker Highways be approached again to provide the barriers.</p> <p>Clerk to contact Volker Highways.</p> <p>The Clerk confirmed that arrangements were in place for the wreaths.</p> <p>12.5 Stockcross Recreation Ground Footpath Project</p> <p>Proposal: To consider request from PTFA for early release of SPC funding or proportion of agreed funding for Stockcross Recreation Ground Footpath Project</p> <p>The Clerk advised she had received a request from the PTFA asking if funds could be released to encourage funding activity for the project on The Good Exchange.</p> <p>The Clerk confirmed that the PTFA had accepted their first offer of funding 'Trust Top Up' match funding by Greenham Trust Ltd. This funding is on a 1:1 ration up to a maximum of £5000 based on new funds raised through the Good Exchange for the project.</p> <p>All Councillors agreed to a proportion of SPC funding to be released early in the sum of £1000.</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Dudman All In Favour</p> <p>Clerk to action.</p> <p>Vote to extend length of time of meeting Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All in Favour</p> <p>13 Maintenance</p> <p>13.1 Maintenance Contractor – June & July Reports accepted</p>	<p>Cllr Dudman</p> <p>Cllr Booth</p> <p>Cllr Pugh</p> <p>Clerk Clerk</p> <p>Clerk</p>
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<p>Resolved</p>	<p>13.2 Stockcross Recreation Ground Re-Seeding – to consider request to re-seed penalty areas and centre circles</p> <p>The Clerk advised she had received a request from AFC Newbury to re-seed areas of the pitches at Stockcross Recreation Ground.</p> <p>All Councillors agreed wear to the pitches was solely due to football activities and was therefore the responsibly of AFC Newbury to rectify.</p> <p>Clerk to advise AFC Newbury.</p> <p>13.3 Maintenance and Repairs Register</p> <p>The Clerk advised on the following:</p> <p>Stockcross Recreation Ground Play Area Repairs – these had now all been completed and inspected.</p> <p>24 Lambourn Road Street Light Repairs – SSE had advised that the bracket and lantern had not been replaced as on attendance to site it was found that the termination type in the lower box was not up to the required standard.</p> <p>Cllr Booth offered to follow up on this matter as the box is not the responsibility of SPC.</p> <p>14 Stockcross Recreation Ground Pavilion</p> <p>14.1 Demolition of Existing Timber Pavilion</p> <p>The Clerk advised she had requested quotes from several contractors but had only received one response requesting an asbestos survey.</p> <p>Cllr Dudman advised there was a testing company based in Witney.</p> <p>Cllr Newell-Hart suggested contacting T J Mole.</p> <p>Cllr Booth advised the asbestos roof sheets were corrugated asbestos cement.</p> <p>Clerk to action.</p> <p>14.2 Proposal: To approve project with AFC Newbury to site a portacabin on Stockcross Recreation Ground to provide pavilion facilities. Approval subject to agreement between SPC and AFC Newbury regarding responsibility for all individual project costs</p> <p>See Open Session for details of discussions.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p> <p>Proposal subject to confirmation regarding planning permission query.</p> <p>14.3 Proposal: to approve re-siting of green Vodacabin to existing concrete base following demolition of wooden pavilion. Approval subject to agreement between SPC and AFC Newbury regarding responsibility for all individual project costs</p> <p>See Open Session for details of discussions</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Booth All In Favour</p> <p>Proposal subject to confirmation regarding planning permission query.</p> <p>15. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</p>	<p>Clerk</p> <p>Cllr Booth</p> <p>Clerk</p> <p>Cllr Doherty / Clerk</p> <p>Cllr Doherty / Clerk</p>
	<p>16. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p>	

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<p>17. Date of next meeting Monday 9th September 2019 (Cllr Phillips apologies already received, Cllr Newell-Hart apologies given)</p> <p>.</p> <p>18. Exclusion of Press and Public No vote required as no Part II Items</p> <p>The Meeting ended at 21.45pm</p>	
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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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