



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 12th FEBRUARY 2018 AT THE MAJENDIE HALL, ST. MARY'S CHURCH, SPEEN
STARTING AT 7.30 P.M.

Present	Parish Councillors	Cllr Larkins (<i>Chair</i>), Cllr Mathers (<i>Vice Chair</i>), Cllr Amirtharaj, Cllr Phillips, Cllr Booth, Cllr Newell-Hart, Cllr Kinge, Cllr Winn
	WBDC Councillor/Employee	Paul Bryant
	Parish residents	Tony Hersh, Edward Vandyk, Zoe Adler
	Clerk & RFO	Lisa Blake

Meeting started at 7:35pm

Open Session: Edward Vandyk highlighted the issue of acoustics in Majendie Hall. The parishioner requested a public address system to be used at future council meetings and also asked if the process could be reviewed for publishing draft minutes prior to the meeting.

Cllr Larkins explained that SPC haven't previously published draft minutes but the minutes procedure can be reviewed

Cllr Larkins confirmed why Majendie Hall is used as the venue for Full council meetings. Cllr Larkins explained that the Clerk is in the process of investigating alternative venues for future meetings.

Cllr Booth confirmed that there is a public address system that can be used in Majendie Hall for future meetings

Edward Vandyk commented that he couldn't see the correct agenda for the 12th February meeting on the SPC website. Clerk to check.

Edward Vandyk queried the timelines for submitting the Asset of Community Value form to WBDC. Clerk confirmed that the form had been submitted but there had been problems with the WVDC website. Submission receipt has been received

7:46pm Open session ended

1. **Apologies** were received from Cllr Scorey (Maternity leave). Cllr Harris (Illness)
7:46pm Cllr Booth left the meeting
2. **Declarations of Interest:**
Cllr Phillips declared an interest as he is a resident of Stockcross and an agenda item relates to Stockcross

Resolution	Item	Action
	<p>3 Minutes</p> <p>Full Council minutes from four meetings to be considered 7:50pm Cllr Booth returned to the meeting.</p> <p>3.1 Minutes from EM 19/06/2017</p> <p>Proposer: Cllr Larkins</p> <p>Seconder: Cllr Newell-Hart</p> <p>4 in Favour 4 Abstentions</p>	

Page approved by (initials) & date:



3.2 Minutes from EM 23/10/2017

Proposer: Cllr Larkins

Seconder: Cllr Mathers

6 in Favour

2 Abstentions

3.3 Minutes from Full council meeting 15/01/2018

Proposer: Cllr Mathers

Seconder: Cllr Newell-Hart

6 in Favour

2 Abstentions

3.4 Minutes from EM 22/01/2018

Proposer: Cllr Larkins

Seconder: Cllr Amirtharaj

6 in Favour

2 Abstentions

4 Financial report Clerk as RFO

4.1 Balance in bank as at 12-2-18 was delivered by the Clerk

4.2 Finance reports accepted

Proposer: Cllr Larkins

Seconder: Cllr Mathers

All in Favour

4.3 To endorse Cheques since last meeting, Proposer Cllr Larkins, Seconder Cllr Newell-Hart, All in favour

Cheques for Endorsement			
11/12/2017	2582	Maintenance Contractor	800.00
11/12/2017	2583	Maintenance Contractor	1631.36
19/12/2017	2584	S Hicks	74.91
19/12/2017	2585	Clerk	122.49
19/12/2017	2586	Clerk	934.65

4.4 To approve Cheques since last meeting, Proposer Cllr Larkins, Seconder Cllr Amirtharaj, All in favour

Cheques for Approval			
15/01/2018	2587	CD Gutter Services	75.00
15/01/2018	2588	BALC	96.00
15/01/2018	2589	Maintenance Contractor	1451.36
15/01/2018	2590	SSE Contracting	220.82
15/01/2018	2591	SSE	28.40
15/01/2018	2592	SSE	200.62
15/01/2018	2593	HMRC	111.59



15/01/2018	2594	Maintenance Contractor	400.00
31/01/2018	2595	Clerk	1006.95
31/01/2018	2596	Clerk	31.95
31/01/2018	2597	PCC Speen	72.00
31/01/2018	2598	Newbury Office Supplies	138.54

Item 10 moved to 7:58pm to enable Tony Hersh to discuss the proposal

10 Stockcross Recreation Pathway Working Party (Cllr Phillips)

10.1 Proposal – To accept the Proposal from the Stockcross Recreation Ground Working party (documents attached)

Cllr Phillips explained the footpath proposal for Stockcross Recreation ground. The points are:

- 1) SPC needs to approve any specification before the project can move forward. Stockcross school would like to liaise with the Development committee
- 2) SPC would need to approve any build
- 3) SPC would need to sign of completed works
- 4) Approval would need to be gained from Fields in Trust.
- 5) Footpath and bench would become the property of SPC when completed
- 6) Any applications made to WBDC, would be made by SPC

Cllr Larkins queried which entity will engage the contractor. Costs are quoted excluding VAT which indicates that VAT will be claimed.

Cllr Phillis confirmed that the school is raising the money for the project. Tenders could be sent to contractors with SPC's help.

Cllr Larkins confirmed that if SPC were involved in the tendering process, then SPC's tending procedure must be followed. Cllr Larkins also queried the material that would be used for the footpath. Gravel is not suitable.

Cllr Phillips confirmed that Tarmac was the most cost effective material for the pathway.

Cllr Winn estimated the lifespan of a tarmac pathway would be appx 20 years.

Cllr Amirtharaj also queried who would pay for the project

Cllr Phillips confirmed that the school would fund the project

Cllr Mathers explained the funding process for the Pathway project.

All above conditions must be met for the project to be backed by SPC

Fields in Trust Charge to be checked by the Clerk

Clerk

Proposer: Cllr Larkins

Seconder: Cllr Booth

All in Favour

8:14pm All Parishioners left the meeting

5 Finance & General Purposes Committee: (Cllr Larkins/Cllr Mathers)

5.1 2018/19 Full council meeting dates

Clerk to add 2019 to meeting table

Proposer: Cllr Larkins

Seconder: Cllr Booth

All in Favour



8:17pm Cllr Larkins left the meeting

8:19pm Cllr Larkins returned to the meeting

5.2 Standing Orders and Policies

Proposal : To Propose that the following documents be reviewed for 2018/19 term:

- Standing Orders (NALC LCE-2 Model Standing Orders 2013)

Cllr Larkins confirmed that the council have to confirm yearly that the correct most recent version of the Standing orders are being used by SPC

Proposer: Cllr Larkins

Seconder: Cllr Winn

All in Favour

5.3 Appointment of Internal Auditor

Proposal : To appoint David Weller to conduct the Internal Audit 2017/18

Cllr Larkins confirmed the name of the proposed Internal auditor

Proposer: Cllr Larkins

Seconder: Cllr Amirtharaj

All in Favour

5.4 Cooption of councillor Kinge to Comms and Maintenance Committees

Proposal – To Propose that Hemant Kinge is coopted to the Communications and Maintenance committees

Proposer: Cllr Larkins

Seconder: Cllr Winn

7 in Favour, 1 Abstention

5.5 To consider a range of new meeting venues for Full Council meetings in the future

The venues suggested were:

- 1) Robert Sandilands School was discussed, this is just outside the parish Boundary.
- 2) Stockcross school was also discussed.
- 3) Newbury Town Hall was discussed but parking could be an issue.
- 4) Shaw Cum Donnington Parish Hall
- 5) Richens lodge – Sutton Estates
- 6) Boxford Village Hall
- 7) Donnington Valley Golf Club

Clerk to investigate alternative meeting venues and provide a list and potential costs at the next Full Council meeting.

Cllr Newell-Hart highlighted a potential conflict of interests if a Sutton estates venue is selected and also highlighted that any potential venues should comply with the disability act.

Cllr Mathers highlighted the need to hold SPC meetings at a new potential venue every Monday to secure the venue



	<p>5.6 Health & safety: items not covered in Committee Minutes or elsewhere on this agenda - None</p> <p>6.0 Planning & Highways Committee: (Cllr Booth / Cllr Scorey)</p> <p>6.1 Minutes of meeting held on 29-01-18 received</p> <p>6.2 VAS on Grove Road – The application has formally made and SPC are awaiting delivery.</p> <p>6.3 The difficulties of the proposed changes were highlighted. An email has been sent to WBDC from SPC highlighting the difficulties posed by the changes. Clerk to check with Cllr Booth to determine the cost of printing planning applications, after the proposed changes. Paul Bryant confirmed that neighbours will not be sent Planning applications in future.</p> <p>6.4 Proposal – To send a request to WBDC that the following areas are included for speed limit reassessment by the next meeting of the Speed Limit Task Group: Main Road – Marsh Benham, B4000 – Stockcross and Lambourn Road (Woodspeen)</p> <p>Cllr Booth explained that an email had been received from a Parishioner, highlighting a speeding issue.</p> <p>Paul Bryant confirmed that SPC can make suggestions about speeding. There is an annual meeting with the TVP where speeding limit changes can be discussed. It was proposed to defer the proposal until more information is gathered.</p> <p>Proposer: Cllr Larkins Seconder: Cllr Phillips All in Favour</p> <p>6.5 Parking issues on the B4000, Stockcross – Update (Cllr Larkins)</p> <p>Emails have been received from a Stockcross parishioner regarding Sunday morning football parking</p> <p>Cllr Phillips confirmed that some traffic control had been used on Sunday to restrict parking</p> <p>Cllr Larkins confirmed that AFC had made efforts to improve parking after the Email was received.</p> <p>7 Communications Committee: (Cllr Scorey/Cllr Amirtharaj)</p> <p>SPC newsletter</p> <p>Proposal – To have the newsletter printed at a cost of no more than £305 + VAT</p> <p>Cllr Mathers queried some text in the newsletter and the positioning of the Clerk picture and text.</p> <p>Cllr Larkins also suggested a change, Clerk should be singular and not plural</p> <p>Two amendments in total to the newsletter.</p> <p>Cllr Mathers queried the distribution of the newsletter</p> <p>Cllr Amirtharaj confirmed that the newsletter will be printed in approximately two week's time.</p> <p>The Council meeting dates can be included in the newsletter.</p>	
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	<p>Proposer: Cllr Larkins Seconder: Cllr Amirtharaj All in Favour</p> <p>Cllr Amirtharaj asked if the distribution of the newsletter needs to be a proposal on the next agenda. Clerk to deliver copies to councillors and Cllr Amirtharaj to confirm how many copies to which councillor.</p> <p>8:59pm Cllr Bryant left the meeting</p>	
	<p>8 Development Committee (Cllr Mathers/Cllr Winn)</p> <p>8.1 Minutes received of meeting held on 8-1-18 (Draft) Working party for the War Memorial Improvement project was discussed and it was agreed to draw up a specification for the project, to be completed by Nov 2018.</p> <p>Proposer: Cllr Mathers Seconder: Cllr Larkins All in Favour</p> <p>It was proposed that Cllr Booth and Cllr Newell-Hart would be members of the Working party for the War Memorial Improvement project</p> <p>Proposer: Cllr Mathers Seconder: Cllr Amirtharaj All in Favour</p> <p>8.2 Consider Renewal of Contract for Speen Recreation ground (Sports) Cllr Larkins would like to defer this item until the Grass cutting contract has been discussed and the quotes reviewed.</p> <p>8.3 Stockcross Recreation Pathway Proposal Proposal - In the event of SPC agreeing to a path across Stockcross recreation ground, to help parents take their children safely to school from the carpark to the far gate, the council will look favourably and sympathetically to assisting with funding of the project, given the obvious benefits to the local community.</p> <p>Cllr Mathers explained the project and this item was covered earlier in the meeting. The Working party has been disbanded as the proposal has been completed.</p> <p>Cllr Phillips said that the school will set up a WP and liaise with the Development Committee.</p> <p>Cllr Mathers highlighted the TOR for a WP</p> <p>Cllr Booth has concerns about SPC being involved in fund raising for the pathway.</p> <p>Cllr Newell-Hart supports the idea of the school being involved in fund raising for the pathway.</p> <p>Cllr Mathers confirmed that the scope of the WP was to look at the proposal and recommend an option, which the WP has done</p> <p>Cllr Phillips confirmed that the school will be involved in the tendering process, not SPC.</p> <p>Cllr Mathers would like this proposal removed</p>	



	<p>9 Maintenance Committee (Cllr Harris/Cllr Larkins)</p> <p>9.1 Minutes from meeting held on 22-01-2018 received</p>	
	<p>10 Stockcross Recreation Pathway</p> <p>10.1 Discussed earlier in the meeting</p>	
	<p>11 Asset of Community Value</p> <p>11.1 Form has been submitted to WBDC by the Clerk. Clerk to chase the progress of the ACV. Cllr Newell-Hart confirmed that the Stockcross residents were informed of the submission process. The WP will still be operational until the process is finished.</p>	
	<p>12 s137 grant requests – Request received from Berkshire Multiple Sclerosis Therapy Centre</p> <p>Running costs are confirmed in section five of the form. As per s137 policy guidelines, SPC are not able to grant this request. Clerk to contact the applicant and explain the reason why and let them know they are welcome to apply again next year.</p> <p>13 Correspondence: To receive & consider correspondence - None</p>	
	<p>14 Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>Cllr Booth confirmed that there is PA equipment in Majendie Hall and training will be given to the Chair prior to the March meeting. Cllr Booth will check with the Church for an extra set of keys. Cllr Phillips highlighted a problem with litter in the Stockcross car park Cllr Newell-Hart also highlighted the issue with litter in car parks No other issues</p>	

There being no further business to discuss, the meeting finished at 9:17pm
Date of next Ordinary Full council meeting 12th March 2018

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

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