



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 12th MARCH 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 Winn
	WBDC Councillor/Employee	None
	Parish residents	None
	Clerk & RFO	Lisa Blake

Meeting started at 7:32pm

Open Session: No parishioners

1. **Apologies** were received from Cllr Kinge (Illness). It was noted that Cllr Scorey and Cllr Harris have both resigned from SPC. Cllr Phillips suggested that a card could be sent to Cllr Harris thanking her for her work at SPC.
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
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 12-2-18 (draft). Change the word tending to tendering</p> <p>Proposer: Cllr Larkins Seconder: Cllr Booth All in Favour</p>	
Resolved	<p>4 Financial report Clerk as RFO</p> <p>4.1 Balance in bank as at 12-3-18 was delivered by the Clerk. Cllr Amirtharaj requested a report showing the variance on each months</p>	
Resolved	<p>4.2 Finance reports accepted</p> <p>Proposer: Cllr Larkins Seconder: Cllr Newell-Hart All in Favour</p>	
Resolved	<p>4.3 To endorse Cheques since last meeting, Proposer Cllr Larkins, Seconder Cllr Winn, All in favour</p>	

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	Cheques for Endorsement			
	15/01/2018	2587	CD Gutter Services	75.00
	15/01/2018	2588	BALC	96.00
	15/01/2018	2589	C&D Facilities	1,451.36
	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	Sundog Maintenance	400.00
	31/01/2018	2595	Clerk	1,006.95
	31/01/2018	2596	Clerk	31.95
	31/01/2018	2597	PCC of Speen	72.00
	31/01/2018	2598	Newbury Office Supplies	138.54
	4.4 To approve Cheques since last meeting, Proposer Cllr Larkins, Seconder Cllr Mathers, All in favour			
	Cheques for Approval			
	20/02/2018	2599	Castle Water	17.20
	20/02/2018	2600	C&D Facilities	1,451.36
	21/02/2018	2601	Sundog Maintenance	400.00
	22/02/2018	2602	SSE	176.44
	28/02/2018	2603	Clerk	982.85
Resolved	5 Finance & General Purposes Committee: (Cllr Larkins/Cllr Mathers)			
	5.1 To receive Minutes of meeting held on 01-02-18 (draft) – No questions raised about the minutes			
	5.2 Policy approval – Terms of Reference			
Resolved	There are two proposed changes to the TOR, to add the ability to have a budget added to the Planning Committee and the Development Committee. Cllr Booth queried point 5.6 in the TOR. Cllr Larkins answered Cllr Booth's question			
	Proposer: Cllr Larkins			
	Seconder: Cllr Phillips			
	All in Favour			
Resolved	5.3 Proposal – To Propose that Hemant Kinge is co-opted to the Development committee			
	Proposer: Cllr Larkins			
	Seconder: Cllr Mathers			
	All in Favour			
	5.4 New Meeting Venue for SPC – The clerk has been investigating alternative venues for the weekly SPC meetings. A smaller hall is available at Sutton Hall; the clerk			
				Clerk

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	<p>will visit the smaller Sutton hall Venue on the 16th March 2018. The SPC AGM meeting is definitely booked at Majendie Hall in Mid-May. Newbury Library has also been considered as a possible venue but parking was highlighted as a potential issue. The Clerk has also contacted Deadwood Golf Course. The clerk will collate availability and prices for all venues. VAT to be excluded from price comparison. Cllr Amirtharaj asked the Clerk to contact St Joseph's hall in Newbury. Clerk asked to collate all meeting room information for the AGM in May.</p>	
Resolved	<p>5.5 Cllr Mathers highlighted that Parishioners only look at minutes with contentious issues. Cllr Larkins stated that minutes would be reviewed before they are published as a draft version. Cllr Newell-Hart enquired about whether Draft minutes would be posted on the noticeboards. Cllr Phillips would like to add a proposal to approve publishing draft minutes to the next meeting.</p> <p>5.6 Proposal – To approve new meeting dates for all Communications and Development Committees</p> <p>Proposer: Cllr Larkins</p> <p>Seconder: Cllr Newell-Hart</p> <p>6 Councillors in Favour</p> <p>1 Abstention</p>	Clerk
Resolved	<p>5.7 Proposal – Replacement of Clerk IT equipment</p> <p>The Clerk's printer has not been working since December 2017. The Clerk's laptop is 7 years old and will be used more at future meetings, especially in Planning meetings. MS Office cost quoted is the maximum cost, could be lower than the cost quoted. Cllr Amirtharaj suggested Google Docs as an alternative to MS Excel. Cllr Larkins confirmed that here are some complicated transactions in the Finance spreadsheet that cannot be replicated in Google Docs. Cllr Phillips queried MS Office category selected; it is business or personal use. Cllr Larkins confirmed that MS Office charge is a one off charge.</p> <p>Proposer: Cllr Larkins</p> <p>Seconder: Cllr Newell-Hart</p> <p>All in Favour</p>	Clerk
Resolved	<p>5.8 Proposal – To Allow the Clerk to upgrade to a Smartphone, at no extra cost to SPC. Cllr Mathers pointed out that it was easier to tether a laptop to a Smartphone in meetings if the internet is required.</p> <p>Proposer: Cllr Larkins</p> <p>Seconder: Cllr Phillips</p> <p>All in Favour</p>	
Resolved	<p>5.9 To propose that the Clerk attends a Health and Safety Training session in March 18 at a cost of no more than £200 + vat</p> <p>Proposer: Cllr Larkins</p> <p>Seconder: Cllr Newell-Hart</p> <p>All in Favour</p>	
Resolved	<p>5.10 Training – To propose that the Clerk attends BALC Finance and Audit Training session on 27 March 18 at a cost of no more £50 vat</p> <p>Proposer: Cllr Larkins</p> <p>Seconder: Cllr Winn</p>	



	<p>All in Favour</p> <p>5.11 Cllr Mathers reported that a bollard has been damaged at the War Memorial in Speen. Cllr Booth will check the bollard and report at the Maintenance committee.</p> <p>6 Planning & Highways Committee: (Cllr Booth / Cllr Scorey)</p> <p>6.1 Planning minutes from 26-02-18 were received. Cllr Booth highlighted the withdrawn planning application for the Red House at Marsh Benham. Cllr Winn clarified the reason why the application had been withdrawn.</p> <p>6.2 VAS on Grove Road – WBDC have confirmed that the unit is on schedule to be installed in April 2018.</p> <p>6.3 Proposed Planning changes - Cllr Booth and the Clerk attended the WBDC meeting to discuss the proposed Planning changes. WBDC are unable to send a zip file to parishes containing planning data. Cllr Amirtharaj highlighted the environmental impact of printing planning applications. Cllr Booth explained why the changes are being proposed by WBDC. WBDC don't receive many paper copies for planning applications, 85% are submitted online. Cllr Amirtharaj highlighted the opportunity to investigate printing options outside of WBDC.</p> <p>6.4 Cllr Larkins is in support of investigating printing options and would like to defer this proposal. Cllr Booth to investigate number of planning applications in the year so the Clerk can accurately provide printing costings for the next meeting.</p> <p>Proposer: Cllr Larkins Seconder: Cllr Booth Cllr Amirtharaj - Against Cllr Phillips - Abstained</p>	<p>Cllr Booth</p> <p>Clerk/Cllr Booth</p> <p>Clerk/Cllr Booth</p>
Resolved	<p>7 SPC newsletter – Cllr Amirtharaj confirmed that the newsletter has been printed and distribution is in progress. Cllr Newell-Hart will distribute the newsletter on the A4 on the opposite side to Robert Sandilands School. Cllr Phillips would like more copies to distribute in Stockcross. Cllr Booth has delivered copies to Deanwood, Vineyard, and Foley Cottages. The clerk will distribute more newsletters to Cllr Winn to deliver in Marsh Benham</p> <p>8 Development Committee (Cllr Mathers/Cllr Winn)</p> <p>8.1 Tennis Club lease – See Part II</p>	
Resolved	<p>9 Maintenance Committee: (Cllr Harris/Cllr Larkins)</p> <p>9.1 To receive Minutes of meeting held on 19-2-18 (Draft) – Minutes received. No questions received</p> <p>10 Stockcross Recreation Pathway Working Party (Cllr Phillips)</p> <p>10.1 Cllr Phillips confirmed that Tony Hersh has consulted the School Governors about funding this project. A path has started to develop from natural usage across Stockcross Recreation ground.</p>	
Resolved	<p>11 Asset of Community Value Working Party) (Cllr Phillips)</p> <p>11.1 WBDC are due to consider this project in the week commencing 12th March. Clerk to progress</p> <p>12 s137 grant requests – Request received from Stockfest</p> <p>The Chair confirmed that there is £500 left in the s137 budget for FY 2017/18. Greenham Trust will double any donations received for Stockfest. Cllr Mathers highlighted that the form is not correctly completed. Cllr Newell-Hart highlighted the community benefits of the festival. Cllr Amirtharaj would like to support this</p>	

