



SPEEN PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH MEETING
HELD ON MONDAY 13th MAY 2019 AT THE SUTTON HALL, STOCKCROSS STARTING AT 7.00 P.M.

Present	Parish Councillors	Cllr Amirtharaj, Cllr Phillips, Cllr Booth, Cllr Dudman, Cllr Black
	WBDC Councillor/Employee	None
	Parish residents	None
	Clerk & RFO	Jean Lindsell

Meeting started at 7:02pm

Open Session: No Parishioners

Resolution	Item	Action
Resolved	<p>1. Election of Chair</p> <p>To elect the Chairman and receive the Chairman's Declaration of Acceptance of Office. Cllr Amirtharaj nominated as Chair.</p> <p>Proposer: Cllr Booth Seconder: Cllr Phillips All in favour</p> <p>Cllr Amirtharaj was duly elected Chair for 2019/20 and signed the Declaration of Acceptance of Office.</p> <p>Clerk to send Declaration of Acceptance of Office for Chair to WBDC.</p>	Clerk
Resolved	<p>2. Election of Vice-Chair</p> <p>To elect the Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office. Cllr Dudman nominated as Vice Chair.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Phillips All in favour</p> <p>Cllr Dudman was duly elected Vice Chair for 2019/20 and signed the Declaration of Acceptance of Office.</p> <p>Clerk to notify WBDC of new Vice Chair. Clerk to send Declaration of Acceptance of Office to WBDC</p>	Clerk
Resolved	<p>3. Apologies - Apologies were received from Cllr Newell-Hart. Reasons for absence were approved.</p>	
Resolved	<p>4. Proposal: To resolve that receipt of the signed Declaration of Acceptance from absent Councillor may be completed prior to the next Full Council meeting in June.</p> <p>Proposer: Cllr Booth Seconder: Cllr Dudman All in favour</p>	
Resolved	<p>5. Minutes</p> <p>To consider accuracy and approve the minutes of the full council meeting held on Monday 18-03-19</p>	

Page approved by (initials) & date:



	<p>Proposer: Cllr Amirtharaj Seconder: Cllr Black All in favour</p> <p>6. Declarations of Interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda.</p> <p>Cllr Phillips lives adjacent to Stockcross Recreation Ground</p> <p>7. To consider the re-instatement committees</p> <p>Cllr Amirtharaj raised the question of whether consideration should be given to the re-instatement of Committees. Cllr Dudman and Cllr Phillips both felt this was not practicable due to the very small number of Councillors. Cllr Booth suggested that should the number of Planning Applications increase then the re-instatement of a Planning Committee should be considered rather than applications being reviewed in detail at the Full Council meeting as these can be very time consuming. All Councillors agreed with this suggestion.</p> <p>It was agreed that a proposal would be presented at the Full Council meeting in June to form a Planning Committee. This Committee would then meet as required based on the level of planning applications.</p> <p>Clerk to revise Terms of Reference in advance.</p> <p>8. Standing Orders & Policies</p> <p>Proposal: To resolve that the following document be revised and updated for the 2019/20 term. Revisions to be presented for adoption at the next Full Council meeting.</p> <ul style="list-style-type: none"> • Standing Orders (revision to be based on NALC LCE-2 Model Standing Orders 2018) • Financial Regulations (revision to be based on Model Financial Regulations (England) 2016) 	<p>Clerk</p> <p>Clerk</p>
<p>Resolved</p> <p>Resolved</p>	<p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p> <p>Proposal: To resolve that the following documents be adopted for the 2019/20 term.</p> <ul style="list-style-type: none"> • Code of Conduct – as approved 12/09/16 revised May 2019 • Complaints Procedure – as approved 12/09/16 revised May 2019 • Press & Media Policy – as approved 12/09/16 revised May 2019 • Freedom of Information Act 2000 – as approved 28/01/19 • Data Protection Policy – as approved 28/01/19 • Electronic Communications Policy – as approved 28/01/19 • Document Retention Policy – as approved 28/01/19 <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p> <p>9. Proposal: To review and approve the current SPC Fixed Asset Register FY2019/20 of land and assets.</p> <p>The Clerk advised that the difference between the replacement costs set by the Council and insured values set by the Council's insurers were significant. It was agreed this should be investigated further.</p> <p>The list of land and assets was reviewed. Cllr Dudman pointed out that not all the</p>	



	<p>salt bins were on the register.</p> <p>It was agreed by all Councillors the proposal to approve the Register would be deferred until a full review of the land and assets was carried out and the insured values resolved with the Insurers.</p> <p>Cllr Booth will review the Register with the Clerk. Clerk to arrange to meet with Cllr Booth.</p> <p>Clerk to seek advice from other Parish Councils.</p> <p>Proposer: Cllr Phillips Seconder: Cllr Amirtharaj All in favour</p>	<p>Cllr Booth /Clerk</p> <p>Clerk</p>
Resolved	<p>10. Confirmation of arrangements for Insurance cover in respect of all insured risks.</p> <p>To note the long term arrangement expires 30th September 2020.</p>	
Resolved	<p>11. Members Register of Interests</p> <p>To confirm that member ROI forms are current and to advise Clerk if updates are required.</p> <p>Cllr Amirtharaj and Cllr Black confirmed no changes. Cllrs Dudman, Booth and Phillips advised they had changes. Clerk distributed new ROI forms. Councillors will advise Clerk were completed.</p>	<p>Cllr Dudman Cllr Booth Cllr Phillips</p>
Resolved	<p>12. Review of members representation on or work with external bodies and any arrangements for reporting to council</p> <p>Cllr Booth is no longer SPC representative on Newbury Town Planning Steering Group as this group has been folded. Clerk to update form. No other changes.</p>	<p>Clerk</p>
	<p>13. Year End Accounts 208/19</p> <p>To review the Year End Accounts for 2018/19</p> <p>The Clerk advised the accounts were for review only and would be presented at the next Full Council meeting in June for approval following the Internal Audit.</p>	<p>Clerk</p>
Resolved	<p>14. Ordinary Meeting dates 2019/20 and Annual Meeting 2020/21</p> <p>To Adopt the Ordinary meetings dates agreed on 28-2-19 for the 2019/20 Term</p> <p>Proposer: Cllr Dudman Seconder: Cllr Black All In favour</p>	
Resolved	<p>To set the date of the Annual meeting for the next term (2020/21) as 11-05-20</p> <p>Proposer: Cllr Phillips Seconder: Cllr Dudman All in favour</p> <p>The meeting closed at 20.05pm</p>	



MINUTES – Ordinary Council Meeting Items 13-05-19

15 Financial report Clerk as RFO

Balance in bank as at 13-05-19 is £92,509.27.

Proposal: To accept the Finance reports to end April 2019.

Proposer: Cllr Amirtharaj
Seconder: Cllr Dudman
All in favour

Resolved

Proposal: To endorse invoices paid since last meeting,

Proposer: Cllr Phillips
Seconder: Cllr Black
All in favour

Resolved

Invoices for Endorsement			
11/02/2019	2719	Maintenance Contractor	1,836.15
11/02/2019	2720	Sutton Hall	25.50
11/02/2019	2721	Clere Bookkeeping Services	18.90
11/02/2019	2722	Edge Impact Consulting	36.00
11/02/2019	2723	Castle Water	15.71
15/02/2019	2724	SSE	124.45
20/02/2019	DD	Vodafone	20.00
Total			2,076.71

Proposal: To approve invoices since last meeting,

Proposer: Cllr Dudman
Seconder: Cllr Phillips
All in favour

Resolved

Invoices for Approval			
01/03/2019	DD	NEST	50.58
04/03/2019	2725	Grass Cutting Contractor	168.00
04/03/2019	2726	Clerk Expenses	74.13
04/03/2019	2727	Clerk Wages	892.76
04/03/2019	2728	Maintenance Contractor (cheque rejected by bank)	0.00
04/03/2019	2729	Clere Bookkeeping Services	18.90
20/03/2019	DD	Vodafone	20.00



28/03/2019	2730	Speen Pavilion Post Replacement Contractor	2,708.50
28/03/2019	2731	Unused Chq (Invoice Incorrect)	0.00
28/03/2019	2732	West Berkshire District Council	223.08
28/03/2019	2733	West Berkshire District Council	256.18
28/03/2019	2734	Maintenance Contractor (replacement for rejected chq)	1,836.15
28/03/2019	2735	HMRC	246.44
28/03/2019	2736	Castle Water	12.65
28/03/2019	2737	Clerk Wages	892.76
29/03/2019	2738	Clerk Expenses	39.60
29/03/2019	2739	Clerk Expenses	67.89
29/03/2019	2740	Maintenance Contractor	1,836.15
29/03/2019	DD	NEST	50.58
		March 2019 Total	9,394.35
10/04/2019	2741	Berkshire MS Therapy Centre	195.00
10/04/2019	2742	SSE Contracting	228.13
10/04/2019	2743	Clere Bookkeeping Services	18.90
10/04/2019	2744	Grass Cutting Contractor	482.40
15/04/2019	2745	SSE Continuous Energy	66.18
15/04/2019	2746	SSE Dusk to Dawn Energy	297.18
16/04/2019	2747	Website Provider	810.00
16/04/2019	2748	Fire Extinguishers	132.00
20/04/2019	DD	Vodafone	20.50
23/04/2019	2749	Unused Chq (Invoice Incorrect)	0.00
23/04/2019	2750	WBDC	60.17
23/04/2019	2751	HMRC	246.44
		April 2019 Total	2,556.90

16. Finance & General Purpose

16.1 Risk Assessments

Proposal: To approve the following Risk Assessments

Resolved

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	<ul style="list-style-type: none"> • Speen Pavilion • Noticeboards • War Memorial • The Obelisk • Stockcross Pavilion • Speen Recreation Ground • Stockcross Recreation Ground • Marsh Benham Recreation Ground • The Ladywell <p>Proposer: Cllr Phillips Seconder: Cllr Amirtharaj All in favour</p>							
Resolved	<p>16.2 Election Expenses The Clerk advised all Councillors that Candidate Expense forms even if there is a zero claim must be submitted to WBDC by 30th May 2019 at the latest.</p> <p>16.3 SSE – to review the potential overcharge by SSE for street lighting Cllr Booth confirmed he had written to SSE regarding SPC potentially being charged 3x the actual consumption. Cllr Booth also raised the question of why standing charges for both continuous energy and dawn to dusk energy were being charged when both use the same infrastructure. Awaiting SSE response.</p>	Cllr Booth						
	<p>16.4 Online Invoice Payments The Clerk advised that the Financial Regulations along with an Online Invoice Payment policy would be presented to the Full Council meeting in June for approval.</p>	Clerk						
Resolved	<p>16.5 Proposal: To approve pay rate increase in line with agreed NALC scale for L1 SCP 25 (the Clerk's pay rate) effective 1st April 2019.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p>							
Resolved	<p>16.6 AFC Newbury Fun Day The Clerk advised AFC had a successful Fun Day at Speen Recreation Ground.</p> <p>16.7 Lions Club Speen Fete The Clerk reported the Lions Club had advised they wished to have two large waste bins at Speen Recreation Ground but these would have to be on site for 1 week due to delivery restrictions. All Councillors raised concerns over indiscriminate use or potential vandalism. Clerk to advise Lions Club that bins should be lockable and if not Lions Club to accept liability for any costs incurred due to vandalism. The Clerk had also received a request for the Chair to open the fete. Cllr Amirtharaj confirmed he was happy to do this.</p>	Clerk						
	<p>16.8 Health & Safety: items not discussed elsewhere None to report</p>							
Resolved	<p>17. Planning and Highways 17.1 To consider the following planning application(s)</p> <table border="1" data-bbox="272 1951 1326 2018"> <thead> <tr> <th>WBDC Ref No</th> <th>Details</th> <th>SPC Comments</th> </tr> </thead> <tbody> <tr> <td>19/00941/FUL</td> <td>The Lynchets, Bagnor, Newbury,</td> <td>Proposer: Cllr Dudman</td> </tr> </tbody> </table>	WBDC Ref No	Details	SPC Comments	19/00941/FUL	The Lynchets, Bagnor, Newbury,	Proposer: Cllr Dudman	
WBDC Ref No	Details	SPC Comments						
19/00941/FUL	The Lynchets, Bagnor, Newbury,	Proposer: Cllr Dudman						

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		Berkshire RG20 8AQ Retrospective application for floodlights to approved barn Ref 15/00763/FUL	Second: Cllr Phillips Abstention: Against: In Favour: 5 No Objection subject to lights being sensor type		
	19/00940/HOUSE	The Lynchets, Bagnor, Newbury, Berkshire RG20 8AQ Retrospective application for regularisation of floodlights erected to front and side elevation of the main dwelling and garage block elevations	Proposer: Second: Abstention: 5 Against: In Favour: No Objection Unable to consider as Incorrect documents on WBDC planning portal		
	19/00864/HOUSE	Well House Speen Lane Newbury Berkshire RG14 1RW Rear extension, side dormer, new roof to front lobby and associated landscape works to rear	Proposer: Cllr Dudman Second: Cllr Phillips Abstention: Against: In Favour:5 No Objection		
	19/00809/HOUSE	34 Groveland Road Speen Newbury Berkshire RG14 1SS Ground floor extension to side and rear. Part Garage conversion	Proposer: Cllr Dudman Second: Cllr Booth Abstention: Against: In Favour:5 No Objection		
Resolved	17.2 To review West Berks Case Officer's documentation and decisions received				
	WBDC Ref No	Details	Case Officer's Report	WBDC Decision and Date	
	19/00791/CERTP	7 Speen Place Speen Newbury Berkshire RG14 1RX Conservatory	18/04/19	Approved 18/04/19	
	19/00415/HOUSE	46 Speen Lane, Speen, Newbury, Berkshire RG14 1RN Demolition of existing garage and outbuilding and replacement with new single storey side/rear extension with internal alterations	18/04/19	Approved 18/04/19	
	19/00587/HOUSE	Homend, Bath Road, Speen, Newbury, Berkshire RG14 1QT Demolish outbuilding. Proposed single storey extension and first floor timber frame dormer extension	02/05/19	Approved 02/05/19	
	<p>17.3 Road Safety A4/Brummel Road Junction Cllr Booth advised the SID had been deployed during the school holidays due to restrictions with WBDC collection days. The results had shown that over a 1 hour period of deployment there had been a total of 405 vehicles. 68 vehicles had exceeded the speed limit of 30mph. WBDC have suggested displaying posters. Cllr Booth confirmed he plans to deploy the SID again during term time.</p>				Cllr Booth
	<p>17.4 Speen Lane Traffic Speen Cllr Booth advised the SID device had again been deployed during the school holidays. The results showed that over a 1 hour period there had been a total of 56</p>				



Resolved	<p>vehicles with none exceeding the speed limit of 30mph. Cllr Booth confirmed he plans to deploy the SID again during term time.</p> <p>18. Communications</p> <p>18.1 Stockfest 2019</p> <p>Proposal: To create a stall promoting and representing SPC at Stockfest 2019 on 18th August</p> <p>All Councillors agreed they wished to have a stall but suggested that there should be an activity for visitors to take part in together with promotional material to attract new members.</p> <p>Cllrs Amirtharaj, Black and Phillips confirmed that they will be available on 18th August.</p> <p>Cllr Dudman has a pull up poster that could be used at the stall.</p> <p>Cllr Black advised he would look into borrowing a gazebo.</p> <p>Clerk to advise Stockfest organisers.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Phillips All in favour</p>	Cllr Booth
Resolved	<p>Proposal: To create a display board in the style of a recruitment poster delineating what SPC do and the need for new Councillors for Stockfest 2019 at a cost of no more than £250+VAT</p> <p>Cllr Phillips suggested that large posters to be displayed around the walls of the pop-up pub might be a better option than one display board. All Councillors agreed. There were discussions about possible designs and it was further agreed there should be two – one based on the SPC recruitment posters design by Cllr Dudman and another with a ‘Wanted’ type slogan.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p> <p>Clerk to contact Stockfest organisers regarding the Council’s request to display posters and obtain advice on acceptable size.</p>	Cllr Dudman Cllr Black Clerk
	<p>18.2 Newsletter</p> <p>Cllr Amirtharaj to send draft Newsletter and images to Clerk to investigate printing options.</p>	Clerk
	<p>18.3 New Website and Email Hosting</p> <p>The Clerk advised there had been good progress with the design of the new SPC website and had circulated Councillors with the link to the test site for feedback.</p>	Cllr Amirtharaj Clerk
	<p>19. Development</p>	
	<p>19.1 Parish Improvement Plan</p> <p>Cllr Dudman advised the date for the Working Party to meet would be arranged on Cllr Newell-Hart’s return from holiday.</p>	Cllr Dudman Cllr Newell-Hart
	<p>19.2 War Memorial Project</p> <p>No further update.</p>	Cllr Booth
	<p>20. Maintenance</p>	
	<p>20.1 March and April 2019 work reports accepted.</p>	
	<p>20.2 Parish Maintenance and Repairs Register</p>	



Resolved	<p>Street Light Failure Lambourn Road – the Clerk had received notification from SSE that the cover bowl was broken and as these were no longer manufactured a quote would have to be raised for a replacement LED lantern. Cllr Booth offered to review communications from SSE and advise the Clerk on SPC response.</p> <p>It was agreed to defer any further detailed discussions regarding the Parish Maintenance and Repairs Register to the next Full Council meeting due to insufficient time to cover all items on the Agenda.</p> <p>Proposal: To approve quotation for the supply and installation of two emergency light bulkheads and two fire exit keep clear signs at Speen Pavilion under Health and Safety for no more than £220 +VAT</p> <p>Proposer: Cllr Dudman Seconder: Cllr Black All in favour</p> <p>Clerk to arrange for work to be carried out.</p>	Cllr Booth Clerk
Resolved	<p>21. Correspondence</p> <p>A Parishioner had contacted the Clerk to ask if the Council would look into clearing brambles on Speen Recreation Ground which were growing through his fencing. Clerk to take this up with the contractor.</p>	Clerk Clerk
Resolved	<p>22. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>None</p> <p>23. Date of next meeting – 10th June 2019</p> <p>24. Exclusion of the Press and Public</p> <p>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</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p> <p>The meeting ended at 21.28pm</p>	

<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date:</p>
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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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