



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 16th JULY 2018 AT THE SPEEN PAVILION, SPEEN STARTING AT 7.30 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Booth, Cllr Newell-Hart, Cllr Winn, Cllr Kinge
	WBDC Councillor/Employee	None
	Parish residents	David Dudman
	Clerk & RFO	Lisa Blake

Meeting started at 7:45pm

Open Session: No questions

Agenda point 5.5 to start of the meeting

Proposer: Cllr Newell-Hart

Secunder: Cllr Winn

All in Favour

All in Favour to co-opt David Dudman as a councillor

Cllr Amirtharaj thanked David for joining the council

Clerk to complete the new councillor process.

1. Apologies were received from Cllr Phillips
2. Declarations of Interest: Cllr Winn 10.5 and 10.6, prejudicial interest Cllr Dudman is the owner of Briar Hedge (Planning)

Resolution	Item	Action
Resolved	3 Minutes To consider, approve and sign the Minutes of the Full Council meeting held on Monday 29-5-18 (draft) and EM 18-06-2018 (draft) Full Council 29-5-18 (draft) Proposer: Cllr Winn Secunder: Cllr Kinge Five in favour 1 Abstention (Cllr Dudman)	
Resolved	EM 18-06-2018 (draft) Proposer: Cllr Winn Secunder: Cllr Kinge	

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	<p>Five in favour 1 Abstention (Cllr Dudman)</p>																																																												
Resolved	<p>4 Financial report Clerk as RFO</p> <p>4.1 Balance in bank as at 16-7-18 was delivered by the Clerk.</p>																																																												
Resolved	<p>4.2 Finance reports Quarterly vs Actual report Clerk explained differences report Proposer: Cllr Winn Seconder: Cllr Newell hart All in favour</p>																																																												
Resolved	<p>4.3 To endorse Cheques since last meeting, Proposer:, Seconder: Proposer: Cllr Amirtharaj Seconder: Cllr Winn All in Favour</p> <table border="1"> <thead> <tr> <th colspan="4">Cheques for Endorsement</th> </tr> </thead> <tbody> <tr> <td>19/03/2018</td> <td>2605</td> <td>Advance Printing and Design</td> <td>225.00</td> </tr> <tr> <td>19/03/2018</td> <td>2606</td> <td>PCC of Speen</td> <td>76.00</td> </tr> <tr> <td>19/03/2018</td> <td>2607</td> <td>Newbury Office Supplies</td> <td>74.87</td> </tr> <tr> <td>19/03/2018</td> <td>2608</td> <td>Antony Amirtharaj</td> <td>38.28</td> </tr> <tr> <td>19/03/2018</td> <td>2609</td> <td>WBDC</td> <td>811.69</td> </tr> <tr> <td>19/03/2018</td> <td>2610</td> <td>WBDC</td> <td>89.80</td> </tr> <tr> <td>19/03/2018</td> <td>2611</td> <td>Maintenance contractor</td> <td>1,631.36</td> </tr> <tr> <td>20/03/2018</td> <td>DD</td> <td>Vodafone</td> <td>18.99</td> </tr> <tr> <td>31/03/2018</td> <td>2613</td> <td>SSE Contracting</td> <td>220.82</td> </tr> <tr> <td>31/03/2018</td> <td>2614</td> <td>Newbury Office Supplies</td> <td>77.21</td> </tr> <tr> <td>31/03/2018</td> <td>2615</td> <td>Printerland</td> <td>286.80</td> </tr> <tr> <td>31/03/2018</td> <td>2616</td> <td>Clerk</td> <td>973.22</td> </tr> <tr> <td>31/03/2018</td> <td>2617</td> <td>Clerk</td> <td>102.69</td> </tr> <tr> <td>31/03/2018</td> <td>2618</td> <td>Grass cutting contractor</td> <td>400.00</td> </tr> </tbody> </table>	Cheques for Endorsement				19/03/2018	2605	Advance Printing and Design	225.00	19/03/2018	2606	PCC of Speen	76.00	19/03/2018	2607	Newbury Office Supplies	74.87	19/03/2018	2608	Antony Amirtharaj	38.28	19/03/2018	2609	WBDC	811.69	19/03/2018	2610	WBDC	89.80	19/03/2018	2611	Maintenance contractor	1,631.36	20/03/2018	DD	Vodafone	18.99	31/03/2018	2613	SSE Contracting	220.82	31/03/2018	2614	Newbury Office Supplies	77.21	31/03/2018	2615	Printerland	286.80	31/03/2018	2616	Clerk	973.22	31/03/2018	2617	Clerk	102.69	31/03/2018	2618	Grass cutting contractor	400.00
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Resolved	31/03/2018	2619	Sandra Hicks	72.29	Cllr Booth	
	31/03/2018	2620	HMRC	122.11		
	31/03/2018	2621	Maintenance contractor	1,631.36		
	4.4 To approve Cheques since last meeting:					
	Proposer: Cllr Amirtharaj					
	Seconder: Cllr Winn					
	All in Favour					
	Cheques for Approval					
	19/04/2018	DD	Vodafone	20.60		
	30/04/2018	2625	Clerk	900.86		
	30/04/2018	2624	High Speed Training	24.00		
	30/04/2018	2623	Edge Impact	35.00		
	30/04/2018	2622	Clerk Expenses	54.05		
	18/05/2018	2632	SSE	95.67		
	18/05/2018	2626	SSE	81.31		
	18/05/2018	2627	Maintenance Contractor	1,451.36		
	18/05/2018	2628	BALC	51.60		
	18/05/2018	2629	Clerk Expenses	102.14		
	18/05/2018	2630	Sign Direct	56.40		
	18/05/2018	2631	Castle Water	45.49		
18/05/2018	2633	David Weller	53.90			
18/05/2018	2634	Newbury office supplies	131.04			
18/05/2018	2635	Stockfest	500.00			
30/05/2018	2636	Clerk	981.10			
30/05/2018	2637	Sandra Hicks Expenses	86.28			
21/05/2018	DD	Vodafone	20.00			
14/06/2018	2638	BALC				

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			684.20
14/06/2018	2639	Maintenance Contractor	1,631.36

Resolved

5 Finance & General Purposes:

5.1 To approve Minutes of meeting held on 01-02-18 (draft)

Proposer: Cllr Newell-Hart

Seconder: Cllr Newell Hart

5 Abstentions

5.2 Policy approval:

Resolved

Proposal: to approve the following policy
NALC LCE-2 Model Standing orders 2018

Proposer: Cllr Winn

Seconder: Cllr Booth

Five in Favour

Cllr Dudman Abstention

5.3 Risk Assessments:

Change Chairman to Cllr Amirtharaj on each risk assessment

5.3.1 War Memorial

Cllr Newell-Hart questioned whether the war memorial could 'fall over'

Cllr Dudman explained the risk assessment and suggested adding a regular check to the Further Action column. Monthly checks by the Maintenance contractor. Remove reference to the War Memorial improvement project. First three options should all have a monthly check added.

Cllr Amirtharaj suggested this should be under a Maintenance committee

5.3.2 Newbury Obelisk

Newbury Obelisk - Clerk to check with C&D facilities re the Newbury Obelisk (remove moss once or twice a year/visual check once a month)

5.3.3 Noticeboards

Replace car with Vehicle and replace Pubic with Public. Natural elements or by malicious

Who might be harmed : A member of the public may be harmed by a noticeboard falling on them

What is being done - Routine checks

Action - To report to the Full council

Cllr Newell-Hart - suggested chain on noticeboard door

5.3.4 The Ladywell



	<p>Cllr Winn has volunteered to redraft the Risk Assessments in a new format for SPC.</p> <p>Cllr Booth queried ownership of pathway Cllr Winn clarified ownership of the Ladywell pathway</p>	
Resolved	<p>5.4 Tennis Club Lease Clerk to email Sandra Larkins for an update</p> <p>5.5 Co-option of new councillor Covered at the start of the meeting</p>	
Resolved	<p>5.6 Insurance policy – Addition of Newbury Obelisk Additional premium of £144.48 to add Newbury Obelisk to the SPC insurance policy Proposer: Cllr Amirtharaj Seconder: Cllr Winn All in favour</p>	
Resolved	<p>5.7 Fixed Asset Register – Updated with Newbury Obelisk Clerk has updated the Fixed Asset register</p>	
Resolved	<p>5.8 Change of meeting Venue – Clerk to update Clerk explained the meeting room can be booked on an ad hoc basis via the Sutton Hall website Clerk to book for the next full council meeting in August, date to be determined</p>	
	<p>5.9 Health & safety: items not covered in Committee Minutes or elsewhere on this agenda None</p>	
	<p>6 Planning & Highways Committee: (Cllr Booth / Cllr Scorey)</p> <p>6.1 To approve minutes from 09-05-18. Proposer: Cllr Amirtharaj Seconder: Cllr Winn Cllr Dudman - Abstention Two Abstentions</p> <p>6.2 Proposed changes to WBDC Planning information provided for Parish Councils – electronic info being sent To be removed from next agenda</p> <p>6.3 To consider the WBDC Highway Winter service plan 2018/19 Cllr Booth - Dr's surgeries are still listed incorrectly in the plan. Bin specified in Lays gardens is not in Speen Parish council. Appendix G (Speen parish). One bin in Lay's gardens mentioned. Clerk to forward comments to WBDC</p> <p>6.4 To consider the following planning application(s):</p>	

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Item	WBDC ref no.	Details												
	18/01254/TPW	T1 and T2 - Ash (Fraxinus) - Reduce crown by approx. 2m, overall, with an estimated finished height of 6.09m. Trees are tall with a crown break at approx. 9m. Holly Cottage Speen Lane Speen Newbury Berkshire RG14 1RN	Two ash trees, crown reduction. Council does not have any objections Proposer; Cllr Booth Seconded: Cllr Amirtharaj All in favour											
	18/01358/HOUSE	Briar Hedge Bath Road Speen Newbury Berkshire RG14 1QT. Single storey rear extension. Demolition of existing ground and first floor rear extensions. New first floor rear window.	Replacement of ground floor and first floor building with ground floor only Proposer; Cllr Booth Seconded: Cllr Winn Five in favour Cllr Dudman abstention											
	18/01590/NON MAT	43 Groveland Road Speen Newbury Berkshire RG14 1 ST Non-material amendment to approved reference 15/01438/HOUSE. Amendment: Addition of two obscure glazed windows to side elevation and timber cladding to front elevation.	Groveland Road. Addition of wood cladding and bathroom window Already approved											
<p>6.5 To review West Berks. Case Officer's documentation & decisions received:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>WBDC ref no.</th> <th>Details</th> <th>Case Officer's Report</th> <th>WBDC Decision Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>18/01188/LB C2</td> <td>Speen House Bath Road Speen Newbury Berkshire RG14 1RH Orangery extension to rear of kitchen with internal alterations and rear terrace addition.</td> <td></td> <td>25/06/2018 Approved</td> </tr> </tbody> </table>					Item	WBDC ref no.	Details	Case Officer's Report	WBDC Decision Date		18/01188/LB C2	Speen House Bath Road Speen Newbury Berkshire RG14 1RH Orangery extension to rear of kitchen with internal alterations and rear terrace addition.		25/06/2018 Approved
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<p>6.6 Newbury Town Planning Steering committee update – Cllr Booth does not have an update on this committee currently</p>														
<p>6.7 Speeding</p> <p>Cllr Booth explained that the speed limit in this part of Woodspeen is 40 miles per hour.</p> <p>Cllr Booth to liaise with WBDC to hire SID equipment to carry out speed check with parishioner</p> <p>Clerk to liaise with parishioner re test</p>														
<p>6.8 Proposed cycle pathway</p>														

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Cllr Newell Hart asked for clarification of cycle route on the path and highlighted that the pathway is well used.

Paul Goddard at WBDC - to be contacted by the clerk with the request from the parishioner.

7 Communications

7.1 To consider and approve Minutes of meeting held on 05-03-18 (draft)

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

Three in favour

Three abstentions

7.2 Review of SPC website and Email System

Cllr Amirtharaj highlighted the risk of the current site

Cllr Kinge is happy to look at initial investigation, cost analysis of replacing email system and new website for the next Full council meeting.

Cllr Kinge requested log in details for new existing website

7.3 Update of SPC Facebook page

Clerk currently has Facebook login details

7.4 Recruiting new Councillors

There isn't a current plan to recruit new councillors

8 Development

8.1 To consider and approve Minutes of meeting held on 08-01-18 (draft)

Proposer; Cllr Winn

Seconder: Cllr Booth

Two in favour

Four abstentions

Cllr Dudman abstained

8.2 Phone box Plaque to confirm ownership

Cllr Booth confirmed that the plaque will be ready in two weeks' time

8.3 War Memorial Improvement project - update from Cllr Booth

Cllr Booth confirmed that the project is planned to finish by November 2018

8.4 WW1 Centenary Commemorations 2018 - 'The Silent Soldier' and Battle's Over

Clerk to contact British Legion re plans to mark WW1 Centenary. BALC

8.5 Stockcross road sign

Clerk to check that the quote is for supply and fit from WBDC for next meeting. Clerk to



clarify colour of sign

8.6 SPC Stall at Stockfest

It is now too late to add a stall to the Stockfest event but Cllr Newell hart will liaise with Cllr Amirtharaj and Cllr Booth to try and promote SPC at the festival.

8.7 Remembrance Parade 2018

Clerk to apply for permission for Speen lane to be closed from War memorial to Kimber's close for Speen

9 Maintenance

9.1 To consider and approve Minutes of meeting held on 19-03-18 (draft)

Proposer; Cllr Booth

Seconder: Cllr Kinge

Two in favour

Four abstentions

9.2 Update on communication with Grass cutting contractor

Clerk to meet with Contractor on Thursday

9.3 To consider estimate for Legionella testing for Speen Pavilion

Cllr Winn suggested that the Clerk contacts BALC to check if parish council needs to risk assess or test.

9.4 Review of general state of Parish and SPC assets

9.4.1 The Ladywell – No issues reported

9.4.2 The Pound– No issues reported

9.4.3 Noticeboards– No issues reported

9.4.4 Bus Shelter– No issues reported

9.4.5 Phone Box– No issues reported

9.4.6 Newbury Obelisk– No issues reported

Cllr Winn reported some Litter in Marsh Benham - field gateways, rubbish. Clerk to talk to C&D facilities (108 beer cans)

9.5 Maintenance contractor – July 2018 report attached

No concerns in the report

9.6 Speen Pavilion post replacement Clerk to provide all three quotes for next Full Council meeting

9.7 Multiplay Junior Playground Equipment repair – Update from Cllr Booth

Cllr Booth has measured the wood and will source a quote for the replacement bars.

9.8 Height bar Replacement - See Part II

9.9 Replacement of Toddler fence at Speen Recreation Ground

Clerk to clarify project start date

9.10 Review ROSPA reports July 2018



	<p>Reports checked and ok</p> <p>10 Stockcross Recreation Pathway Working Party (Cllr Phillips) 10.1 Awaiting an update from Stockcross school</p> <p>11 Asset of Community Value Working Party) (Cllr Phillips) 11.1 Clerk to resubmit the ACV application to WBDC with additions</p> <p>12 s137 grant requests MS Society have resubmitted a request for S137 funds(Clerk) Proposal: To grant a s137 request for £500 from the MS Society (Reading) Grant paperwork requests an £150 grant</p> <p>Proposed : Cllr Amirtharaj Secunder : Cllr Winn All in favour</p> <p>13 Correspondence- SSD Community forum minutes reviewed</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) No urgent matters</p> <p>Date of next meeting – Meeting date provisional date of the 3rd September. Clerk to contact Cllr Phillips re quoracy</p> <p>15 Exclusion of press and Public No vote required as no members of the public are present</p> <p>Part II</p> <p>16 Height bar replacement</p> <p>17 Update on Clerk replacement</p>	

Meeting finished at 9:50pm

<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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