



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 17th SEPTEMBER 2018 AT THE SUTTON HALL, STOCKCROSS STARTING AT 7.30 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Booth, Cllr Newell-Hart, Cllr Winn, Cllr Kinge, Cllr Phillip's, Cllr Dudman
	WBDC Councillor/Employee	None
	Parish residents	Debbie Langdon Stuart Gourley
	Clerk & RFO	Jean Lindsell (incoming) and Lisa Blake (outgoing)

Meeting started at 7.30pm

Open Session: No questions

Introduction & Welcome

Cllr Amirtharaj welcomed Jean Lindsell as the new Clerk.

1. **Apologies** - none
2. **Declarations of Interest:**
 Cllr Winn 6.1 prejudicial interest (Planning)
 Cllr Winn Trustee of Sutton Hall
 Cllr Phillips Trustee of Sutton Hall
 Cllr Phillips lives adjacent to Stockcross Recreation Ground (9.7)
 Cllr Dudman is the owner of Briars Hedge (Planning Application already approved)

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 16th July 2018 (draft)</p> <p>Full Council 16-07-18 (draft)</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Amirtharaj</p> <p>All In Favour</p> <p>There were two spelling mistakes in the minutes. Minutes approved subject to these changes for Lays to Leys and Lay's to Leys.</p>	
Resolved	<p>4 Financial report Clerk as RFO</p> <p>4.1 Balance in bank as at 17-09-18 was delivered by the Clerk.</p>	
Resolved	<p>4.2 Finance Reports Accepted</p>	

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Resolved

Proposer: Cllr Amirtharaj
 Seconder: Cllr Dudman
 All in favour

4.3 To endorse cheques since last meeting

Proposer: Cllr Amirtharaj
 Seconder: Cllr Kinge
 All in Favour

Cheques for Endorsement			
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	C&D Facilities	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	684.20
14/06/2018	2639	C&D Facilities	1,631.36
			7,006.36

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Resolved

4.4 To approve cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

All in Favour

Cheques for Approval			
19/06/2018	DD	Vodafone	20.00
03/07/2018	2641	Clerk Wages	888.69
03/07/2018	2642	Clerk Expenses	33.06
03/07/2018	2643	Upkeeps reissue	60.00
06/07/2018	DD	Nest	40.46
16/07/2018	2644	SSE Contracting Ltd	228.13
16/07/2018	2645	SSE	346.69
16/07/2018	2646	SSE	41.32
16/07/2018	2647	Clere Bookkeeping	18.00
16/07/2018	2648	C&D Facilities	2,430.32
16/07/2018	2649	C&D Facilities	1,822.95
16/07/2018	2650	Newbury office supplies	28.68
19/07/2018	DD	Vodafone	20.60
31/07/2018	2651	BALC	72.00
31/07/2018	2652	Berkshire MS Therapy Centre	150.00
31/07/2018	2653	Clerk Wages	922.99
31/07/2018	2654	HMRC	39.10
03/08/2018	DD	NEST	42.22
14/08/2018	2427	Cancelled cheque - Chris Hook	- 23.97
24/08/2018	2655	SSE	92.91
24/08/2018	2656	C&D Facilities	1,906.35
24/08/2018	2657	New Clerk Wages	542.07
24/08/2018	2658	Clerk Wages	875.07
24/08/2018	2659	HMRC	155.36
24/08/2018	2660	Clere Bookkeeping	

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			18.00
24/08/2018	2661	Leanne Harper (Upkeeps)	60.00
			10,831.00

5 Finance & General Purposes:

5.1 Risk Assessments:

Cllr Winn has sent the Clerk suggested new formats
Cllr Winn and the Clerk to work together on drafting new formats for all Risk Assessments to include inspection of built assets.
Cllr Winn and the Clerk to review drafts with Cllr Amirtharaj prior to next meeting

Cllr Winn/
Clerk

5.2 Tennis Club Lease

Clerk advised the Council there were still further amendments to be made to the lease which could only be completed by solicitors but these could not be progressed until the Council formally engaged with the solicitors. In addition there are some slight amendments to be made to the plan. Cllr Winn offered to complete these.

Cllr Winn

Cllr Winn confirmed that Land Registry registration can only be applied for once the lease has been completed.

The Clerk will contact Stockcross Tennis Club regarding the lease and legal fees and report back at the next Full Council meeting.

Clerk

5.3 HMRC Payments

Clerk presented various payment options
Clerk to set up a Direct Debit for all future HMRC payments.

Clerk

8.05pm Cllr Newell-Hart left the meeting.

Clerk

Direct Debit and Debit Card for other payments to be added to next agenda.

5.4 P O Box No Change

Clerk presented the options regarding the change of delivery address.
Clerk will look into changing the address to Stockcross Post Office or potentially Cllr Amirtharaj's address. Cllr Winn also offered the use of his office address.

Clerk

8.13pm Cllr Newell-Hart returned to the meeting

The longer term solution could be a post box at Speen Pavilion.

5.5 External Audit

Clerk reported SPC had successfully passed External Audit

Resolved

5.6 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda

None

Resolved



6 Planning & Highways Committee		
6.1 To consider the following planning application(s):		
18/01790/HOUSE	Mill Bank, Benham Park, Marsh Benham, Newbury, Berkshire RG20 8LX Proposed extension to house, amended design for annexe accommodation and installation of swimming pool	Annex extension and Swimming pool Proposer: Cllr. Booth Seconded: Cllr. Amirtharaj Abstention: Cllr. Winn Six in favour No Objection
18/01791/HOUSE	Mill Bank, Benham Park, Marsh Benham, Newbury, Berkshire RG20 8LX Proposed carport – open sided for two car	Open sided carport Proposer: Cllr. Booth Seconded: Cllr. Amirtharaj Abstention: Cllr. Winn Six in favour No Objection
8.27pm Standing Orders suspended to allow Stuart Gourley and Debbie Langdon Parishioners to speak Proposer: Cllr. Amirtharaj Seconded: Cllr Newell-Hart All in favour		
18/01674/CERTP	Foley House Bath Road Speen Newbury Berkshire RG14 1QY Replacement double-glazed sliding sash windows to entire property, replicating existing window in style with similar visual appearance	Replacement double-glazed windows to entire property Proposer: Cllr. Amirtharaj Seconded: Cllr. Phillips All in favour No Objection
Stuart Gourley confirmed his application was to replace the current wooden sash windows to the entire property with wood effect UPVC double-glazed sash windows so the appearance would be like for like. 8.29pm Standing Orders re-instated.		
18/02048/HOUSE	189 Kersey Crescent, Speen, Newbury, Berkshire RG14 1SW Proposed garage conversion and new front porch with pitched roof. Extend dropped kerb and widen access to provide additional parking.	Already approved 14/09/18
18/02074/TPC	Lime Paddock Bath Road Speen Newbury Berkshire RG14 1RG T1 - Betula Pendula - bark delamination at base, belling out at base, little and small leafy coverage, die back and deadwood - Fell	Betula Pendula (Weeping Birch) to be felled Proposer: Cllr. Phillips Seconded: Cllr. Dudman All in favour No Objection but would like tree to be replaced
18/02176/FU	Speen Holt Cottage, Speen Lane,	Change of use of existing

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	Speen, Newbury, Berkshire RG14 1RL Change of use of the existing Class B1(c) Pottery Use to ancillary residential	Pottery to ancillary residential Proposer: Cllr. Newell-Hart Seconder: Cllr: Phillips Abstention: Cllr. Kinge Six in favour No Objection	
18/02249/HOUSE	53 Sutton Road, Speen, Newbury, Berkshire, RG14 1UW Proposed two-storey side extension. New solid roof over existing conservatory. New cladding and render to entire house.	Two-storey side extension Proposer: Cllr. Dudman Seconder: Cllr. Winn Against: Cllr: Amirtharaj Six in favour No Objection but concern regarding access to garden from house	
6.2 To review West Berks. Case Officer's documentation & decisions received:			
Item	WBDC ref no.	Details	Case Officer's Report
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.		31/07/18 Approved
18/01254/TPW	Holly Cottage, Speen Lane, Speen, Newbury, Berkshire RG14 1RN 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.		05/07/18 Approved
18/01816/HOUSE	Yew Tree House, Speen Lane, Speen, Newbury, Berkshire RG14 1RJ 1. To replace the existing external wooden front door and adjoining full length single glazed obscured glass windows with a new wooden door, side wooden panelling and half-length double glazed clear glass window. 2. To replace the existing external double glazed sliding glass kitchen doors on the right side of the property with a single 'stable-door' style wooden door, half glazed with double glazing. 3. To erect a canopy over the external boot room door. 4. To paint the remaining 'chocolate brown' wood around the house and garage (including garage doors) with a		24/08/18 Approved

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		<p>new colour - Dulux weathershield caramel sand 3.</p>			
<p>Resolved</p>	<p>18/01638/HOUSE</p>	<p>Well House, Speen Lane, Speen, Newbury, Berkshire RG14 1RW Rear extension, side dormer, new roof to front lobby and associated landscape works to rear</p> <p>8.45pm Parishioners left the meeting</p> <p>6.3 Newbury Town Planning Steering Committee</p> <p>Cllr. Booth has not received any communications for several months. Cllr. Booth will contact the Town Clerk for an update.</p> <p>6.4 Speeding</p> <p>Cllr Booth will contact Parishioner to arrange date for SID session.</p> <p>The Clerk will check the date of October Speed Task Force meeting with Chris Vidler at WBDC and advise Cllr. Booth.</p> <p>6.5 A4 Speen Improvement</p> <p>WBDC support improvement but no available resources for 2018/2019. WBDC stated that if SPC and Local Ward Members are happy to endorse this it will be included as part of the Cycle Infrastructure capital works for the 2019/2020 financial year.</p> <p>Proposer: Cllr. Newell-Hart Seconder: Cllr. Dudman All in favour</p> <p>The Clerk to contact WBDC to communicate endorsement from SPC.</p> <p>7 Communications</p> <p>7.1 Review of SPC website and Email System</p> <p>Cllr. Kinge will carry out an initial investigation, cost analysis of replacing the email system and a new website for the next Full Council meeting.</p> <p>7.2 Review of SPC Facebook page</p> <p>No update</p> <p>7.3 Recruiting new Councillors</p> <p>Cllr. Amirtharaj raised concerns over the recruitment of new Councillors and suggested a possible advertisement and/or editorial in the Newbury Weekly News and asked the Council for their views.</p> <p>Cllr. Phillips suggested adverts in local shops and petrol stations.</p> <p>Cllr. Booth suggested Newbury Volunteer Group. Cllr. Amirtharaj offered to email them.</p> <p>It was agreed that all Councillors would prepare suggestions the next Full Council meeting so that a recruitment plan could be put in place.</p> <p>8 Development</p> <p>8.1 Phone box Plaque to confirm ownership</p>	<p>29/08/18 Approved</p>	<p>Cllr Booth</p> <p>Cllr Booth Clerk</p> <p>Clerk</p> <p>Cllr. Kinge</p> <p>Cllr. Amirtharaj All Cllrs.</p>	

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Resolved	<p>Cllr Booth will fix the plaque in the next week.</p> <p>8.2 War Memorial Improvement Project Cllr Booth will update on the project at the next Full Council meeting.</p> <p>8.3 WW1 Centenary Commemorations 2018 - 'The Silent Soldier' and Battle's Over It was agreed that SPC will purchase 2 'Tommy' silhouettes at £250 each from the British Legion. Proposer: Cllr. Newell-Hart Seconder: Cllr. Dudman All in favour Clerk to order silhouettes Suggestions for where the silhouettes could be placed were the two roundabouts either side of the bypass and the grass area opposite the Co-Op. Clerk to contact sponsors of the roundabouts to seek permission and also WBDC re the grass area. Clerk to order 2 wreaths from the British Legion. 9.11pm Lisa Blake left the meeting 9.12pm Cllr. Phillips left the meeting 9.13pm Cllr. Phillips returned to the meeting</p> <p>8.4 Stockcross Road Sign WBDC has advised a slight increase in the quote to £450 for the installation of the road sign. Proposer: Cllr. Phillips Seconder: Cllr. Winn All in favour 9.15pm Lisa Blake returned to the meeting Clerk to contact WBDC to install sign.</p> <p>8.5 Remembrance Parade 2018 WBDC have responded advising that a draft TTRO to cover the restriction requested (War Memorial to Kimber's Drive) will be issued in the next couple of weeks. They further advised that the implementation and management of the closure (signs, cones, marshals etc,) are not provided by WBDC. The Clerk to contact WBDC requesting where to obtain signs and cones.</p> <p>9 Maintenance</p> <p>9.1 Update on communication with Grass cutting contractor Clerk to contact contractor to arrange meeting date with Cllr. Newell-Hart</p>	<p>Cllr.Booth</p> <p>Cllr. Booth</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>9.2 To consider estimate for Legionella Testing for Speen Pavilion</p> <p>HALC recommend the appointment of a contractor to carry out survey. Clerk confirmed quotation from Eaton Environmental Services for £330 for survey and risk assessment.</p> <p>Proposer: Cllr. Dudman</p> <p>Seconder: Cllr. Newell-Hart</p> <p>Two Abstentions: Cllr. Phillips and Cllr. Winn</p> <p>Five in favour</p> <p>Clerk to arrange for contractor to meet on site with Cllr. Booth</p> <p>9.3 Review of general state of Parish and SPC assets</p> <p>9.3.1 The Ladywell – No issues reported</p> <p>9.3.2 The Pound– No issues reported</p> <p>9.3.3 Noticeboards– No issues reported</p> <p>9.3.4 Bus Shelter– No issues reported</p> <p>9.3.5 Phone Box– No issues reported</p> <p>9.3.6 Newbury Obelisk– No issues reported</p> <p>9.4 Maintenance Contractor</p> <p>July 2018 Report – No concerns</p> <p>August 2018 Report – No concerns</p> <p>9.5 Multiplay Junior Playground Equipment Repair</p> <p>Cllr. Booth has measured up the replacement wood and will update further at the next Full Council meeting.</p> <p>9.6 Replacement of Toddler Fence at Speen Recreation Ground</p> <p>Clerk advised work scheduled to be carried out week commencing 17th September weather permitting.</p> <p>9.7 Stockcross Recreation Ground Rubbish</p> <p>Clerk advised there had been further communication from a parishioner regarding rubbish and car activity at the Recreation Ground. Cllr. Phillips offered to meet with the parishioner and AFC Newbury.</p> <p>Clerk to contact parishioner regarding meeting with Cllr. Phillips.</p> <p>Cllr. Phillips will contact AFC Newbury to arrange meeting.</p> <p>10 Stockcross Recreation Pathway Working Party</p> <p>Cllr. Phillip's confirmed that SPC involvement was concluded and the matter lay with the school to progress. He will continue to monitor progress.</p> <p>11 Asset of Community Value Working Party</p> <p>Cllr. Phillips reported that WBDC have listed the Rising Sun public house as an Asset of Community Value and WBDC have notified the owners. A parishioner has also written to the</p>	<p>Clerk</p> <p>Cllr Booth</p> <p>Clerk Cllr Phillips</p>
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	<p>owners. They have 8 weeks to respond to WBDC and to date there has been no further communication.</p> <p>There was a vote of thanks to Cllr. Phillips and Lisa Blake for all the hard work this has entailed.</p> <p>12 Correspondence</p> <p>12.1 Lions Club Newbury – Thank you letter received for use of Speen Recreation Ground for Speen Fete</p> <p>12.2 Proposal: To allow The Lions Club Newbury to use Speen Recreation Ground June 2019 to host Speen Fete</p> <p>Proposer: Cllr. Amirtharaj</p> <p>Seconder: Cllr. Booth</p> <p>All in favour</p> <p>Clerk to inform The Lions Club</p> <p>12.3 MS Therapy Centre – Thank you letter received for donation</p>	Clerk
	<p>13 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. Phillips raised the question of a public toilet at Stockcross Recreation Ground and asked if any members of the Council had information or knew of suppliers to pass this to him.</p> <p>14 Date of next meeting – Meeting date provisional date of the 15th October Cllr. Phillips advised he will probably not be in attendance.</p> <p>15 Exclusion of Press and Public No vote required as no members of the public are present.</p> <p>The Meeting ended at 9.40pm</p>	

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
- TOR = Terms of Reference

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