



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 18th FEBRUARY 2019 AT SUTTON HALL, STOCKCOSS STARTING AT 7.00 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Booth, Cllr Newell-Hart, Cllr Dudman, Cllr Phillips
	WBDC Councillor/Employee	None
	Parish residents	None
	Clerk & RFO	Jean Lindsell

Meeting started at 7.33pm

Open Session: No parishioners

- | |
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| 1. Apologies: None |
| 2. Declarations of Interest: None |

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 28th January (draft) Full Council 28-01-19 (draft)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All In Favour</p>	
Resolved	<p>4 Financial Report Clerk as RFO</p> <p>4.1 Balance in bank as at 18-02-19 was delivered by the Clerk.</p> <p>4.2 Finance Reports Accepted Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p>	
Resolved	<p>4.3 To endorse cheques since last meeting Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All in Favour</p>	

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Cheques for Endorsement			
05/12/2018	2691	Maintenance Contractor	1,836.15
05/12/2018	2692	Clere Bookkeeping Services	18.00
05/12/2018	2693	Newbury Office Supplies	49.39
05/12/2018	2694	Clerk Wages	857.11
05/12/2018	2695	Clerk Expenses	271.91
05/12/2018	2696	Legionella Survey	396.00
05/12/2018	2697	SSE	112.90
05/12/2018	2698	HMRC	207.64
05/12/2018	2699	Grass Cutting Contractor	5,664.00
14/12/2018	2670	Castle Water	14.70
19/12/2018	DD	Vodafone	23.05
21/12/2018	DD	NEST	47.70
			£9498.55

Resolved

4.4 To approve cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Phillips

All in Favour

Cheques for Approval			
14/01/2019	2701	Unused chq - incorrect amount entered	
14/01/2019	2702	Unused chq - incorrect amount entered	
14/01/2019	2703	HMRC	454.44
14/01/2019	2704	Clerk Wages	849.94
14/01/2019	2705	WBDC	430.00
14/01/2019	2706	Salt Bin Refill	56.40
14/01/2019	2707	Clere Bookkeeping Services	18.90
14/01/2019	2708	The Sutton Hall	7.50
14/01/2019	2709	SSE Contracting	228.13
14/01/2019	2710	SSE Contracting (Repairs)	86.57

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18/01/2019	2711	Castle Water	15.71
18/01/2019	2712	SSE (Continuous Energy)	63.74
18/01/2019	2713	SSE (Dusk to Dawn)	271.37
18/01/2019	2714	Maintenance Contractor	1,836.15
18/01/2019	2715	Clerk Expenses	67.95
20/01/2019	DD	Vodafone	20.00
25/01/2019	2716	Clerk Wages	842.58
25/01/2019	2717	HMRC	221.92
25/01/2019	2718	Newbury Office Supplies	237.78
29/01/2019	DD	NEST	47.21
			£5756.29

5 Finance & General Purposes:

5.1 2019/20 Full Council Meeting Dates

Proposal: To agree 2019/20 Full Council Meeting Dates

Proposer: Cllr Amirtharaj

Seconder: Cllr Dudman

All in favour

It was agreed that all future meetings will start at 7pm commencing March 2019 and meeting venues will alternate between Spennithorne Pavilion and The Sutton Hall, Stockcross.

5.2 Appointment of Internal Auditor

Proposal: To appoint David Weller as Internal Auditor for 2018/19

Proposer: Cllr Amirtharaj

Seconder: Cllr Phillips

All in favour

5.3 Standing Orders and Policies

Proposal: That the following documents be reviewed for 2019/20 term:

- Standing Orders (NALC LCE-2 Model Standing Orders 2018)

Proposer: Cllr Amirtharaj

Seconder: Cllr Dudman

All in favour

Clerk to review Standing Orders and present SPC specific additions and/or amendments at the Annual Parish Meeting in May 2019.

Resolved

Resolved

Clerk

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<p>Resolved</p>	<p>5.4 AFC Newbury Fun Day</p> <p>Proposal: To approve the request from AFC Newbury to hold a Fun Day at Speen Recreation Ground on Saturday 11th May</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour Clerk to advise AFC Newbury.</p> <p>5.5 Risk Assessments</p> <p>Cllr Dudman advised he had completed the majority of the new format Risk Assessments and will send drafts to all Councillors in due course. Risk Assessments to be approved at next meeting.</p> <p>5.6 Direct Debits and Online Invoice Payments</p> <p>The Clerk advised a direct debit had been set up for SSE (Speen Pavilion) payments and the form for Castle Water (Speen Pavilion) was completed and awaiting signatures.</p> <p>Clerk to focus on controls required for BACS / Internet Banking Transfers for the payment of supplier who do not accept direct debits and present to next meeting.</p> <p>5.7 SSE Contracting</p> <p>Cllr Booth reported he had taken up the matter of the discontinuation of 35w SOX lamps and the suggestion that SPC should replace these with LEDs. Cllr Booth had raised the question of the terms of SPC's 3 year (2017 – 2020) maintenance contract which states failed lamps will be replaced free of charge. SSE had responded confirming these lamps were included in the contract and there would be no change to the current terms.</p> <p>Cllr Booth suggested there be a proposal at the next meeting to schedule the replacement of the 35w SOX lamps over a period of time as part of the Parish Improvement Plan.</p> <p>5.8 Replacement of Clerk's Laptop</p> <p>Clerk to present 2 options for approval at the next meeting.</p> <p>5.9 Salt Bin</p> <p>The Clerk advised a request for an additional salt bin to be sited at the top of Goldwell Park or Hill Road had been received. It was agreed that there was scope for an additional bin but not Goldhawk Park area as this is outside the Parish boundary. However the positioning of any new bin would require consultation with residents to agree the best location. It was agreed this should be added to the Parish Improvement Plan.</p> <p>Clerk to advise resident of the Council's plan.</p> <p>5.10 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda None</p> <p>6 Planning & Highways Committee</p> <p>6.1 To consider the following planning application(s):</p>	<p>Clerk</p> <p>Cllr Dudman</p> <p>Clerk</p> <p>Clerk/Cllr Dudman</p> <p>Clerk</p>
<p>Resolved</p>	<p>5.7 SSE Contracting</p> <p>Cllr Booth reported he had taken up the matter of the discontinuation of 35w SOX lamps and the suggestion that SPC should replace these with LEDs. Cllr Booth had raised the question of the terms of SPC's 3 year (2017 – 2020) maintenance contract which states failed lamps will be replaced free of charge. SSE had responded confirming these lamps were included in the contract and there would be no change to the current terms.</p> <p>Cllr Booth suggested there be a proposal at the next meeting to schedule the replacement of the 35w SOX lamps over a period of time as part of the Parish Improvement Plan.</p>	<p>Clerk/Cllr Dudman</p>
<p>Resolved</p>	<p>5.9 Salt Bin</p> <p>The Clerk advised a request for an additional salt bin to be sited at the top of Goldwell Park or Hill Road had been received. It was agreed that there was scope for an additional bin but not Goldhawk Park area as this is outside the Parish boundary. However the positioning of any new bin would require consultation with residents to agree the best location. It was agreed this should be added to the Parish Improvement Plan.</p> <p>Clerk to advise resident of the Council's plan.</p>	<p>Cllr Dudman</p> <p>Clerk</p>

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WBDC Ref No	Details	SPC Comments
18/03403/CERTP	Milford House, Bath Road, Speen, Newbury Berkshire RG14 1RG Garage conversion	Proposer: Cllr Amirtharaj Seconder: Cllr Phillips Abstention: Against: In Favour: 5 No objection
19/00217/FUL Adjacent Parish	4 Croft Lane, Newbury, Berkshire, RG14 1RR Demolition of existing three-bedroom 2 storey dwelling with associated car port and garages, and erection of a two storey four bedroom dwelling and associated tree works to trees within Tree Protection Order	Proposer: Cllr Amirtharaj Seconder: Cllr Booth Against: Abstention: 1 In Favour: 5 The Council had mixed views regarding the type of architecture proposed.

6.2 To review West Berks. Case Officer's documentation & decisions received:

WBDC Ref No	Details	Case Officer's Report	WBDC Decision and Date
18/03410/TPC	Milford House, Bath Road, Speen, Newbury Berkshire RG14 1RG Laurel Bush - Front of Property – Leylandii Hedge - Front of Property - Trimming and cutting back L13 - Leylandii - Front of Property - reducing height by To the rear of the property Trimming/cutting back of branches from tree overlaying Holly bush H3. O1 - Unknown Species- Rear of Property - 10% - 15% crown thin L14-L16 - Leylandii - Rear of Property - Removal of dead trees and replace with native deciduous trees B1-B5 - Beech - Rear of Property - General tidying around the base		17/01/19 Approved
18/03056/HOUSE	Skythorn Speen Lane Newbury Berkshire RG14 1RW Section 73: Variation of conditions 2: Approved plans, 3: Materials, 5: Screen, of planning permission 17/01805/HOUSE	25/01/19	25/01/19 Approved

7 Communications

7.1 New SPC website and Email System

The Clerk reported discussions with potential web design agencies were progressing and hoped to have quotations to present at the next meeting.

7.2 Recruiting New Councillors

Cllr Amirtharaj confirmed the NWN article highlighting the need for more Councillors had been published. Cllr Newell-Hart congratulated the Chair on an excellent article. Cllr

Clerk



Resolved	<p>Amirtharaj also advised he had posted on Nextdoor and had received an enquiry from an interested resident who he had invited to meet but had received no response. All Councillors will continue in their efforts to attract Parish residents to join SPC.</p> <p>7.3 Newsletter</p> <p>Proposal: To approve SPC Newsletter and send to print at a cost of no more than £350 + VAT</p> <p>Cllr Amirtharaj advised the Newsletter was complete but required re-formatting. Cllr Amirtharaj will email to all Councillors for feedback as soon as possible.</p> <p>It was agreed the proposal be amended as follows:</p> <p>Proposal: To approve printing costs for the Newsletter at no more than £350 + VAT</p> <p>Proposer: Cllr Amirtharaj Secunder: Cllr Phillips All in favour</p>	<p>All Cllrs</p> <p>Cllr Amirtharaj</p>
	<p>8 Development</p> <p>8.1 Parish Improvement Plan</p> <p>Cllr Dudman is in the process of putting together the plan and will include Street Lighting replacement of 35w SOX lamps and a possible new salt bin.</p> <p>8.2 War Memorial Improvement Project</p> <p>No further update</p> <p>9 Maintenance</p> <p>9.1 Review of general state of Parish and SPC assets</p> <ul style="list-style-type: none"> 9.1.1 The Ladywell – No issues reported 9.1.2 The Pound– No issues reported 9.1.3 Noticeboards– No issues reported 9.1.4 Bus Shelter– No issues reported 9.1.5 Phone Box– No issues reported 9.1.6 Newbury Obelisk– Lamp failure (see 9.3 Maintenance/Repairs Register) <p>9.2 Maintenance Contractor</p> <p>January 2019 Report – accepted</p> <p>The wording Checked Litter Pick under Actions Taken on the report was queried. The Clerk advised this meant the Maintenance Contract checked for litter and if any was found it was picked up.</p> <p>Cllr Newell-Hart asked if the Maintenance Contract reported any issues or damage found when carrying out their normal tasks. The Clerk confirmed this was done.</p> <p>9.3 Maintenance/Repairs Register</p> <p>The Clerk reported on the following:</p>	<p>Cllr Dudman</p> <p>Cllr Booth</p>

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	<ul style="list-style-type: none"> • Speen & Stockcross Recreation Ground Play Area Repairs – specification of works completed and invitation to tender sent to 9 contractors. Tenders to be submitted by 22nd February. To date 1 quote received and 3 responses stating they would not be tendering. Quotations to be presented at next meeting. • Speen Pavilion Post Replacement – works have been completed. • Speen & Stockcross Pavilions Fire Extinguishers – the Clerk had met with a fire protection company at Speen Pavilion who recommended 6ltr Foam and 2kg CO2 extinguishers at a cost of £80 each including installation, commissioning and certification. The Clerk will meet with the company at Stockcross Pavilion to check that only a 6ltr Foam extinguisher is required as there is no electricity supply. Clerk to action as soon as possible. • Street Lighting (Speen Lane) obscured by overhanging branches – Reported to WBDC but no response to date. Clerk to chase WBDC. • Newbury Obelisk failed lamp – reported to SSE Contracting and job raised. <p>10 Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk) None</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p>11 Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors) None</p> <p>12 Date of next meeting – 18th March 2019</p> <p>13 Exclusion of Press and Public No vote required as no members of the public are present.</p> <p>The Meeting ended at 20.56pm</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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