



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 28th JANUARY 2019 AT SPEEN PAVILION, SPEEN RECREATION GROUND
STARTING AT 7.30 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

It was noted there has been no representation at meetings by WBDC for a significant length of time. Clerk to raise with WBDC.

1. **Apologies** – No Apologies
2. **Declarations of Interest:**
Cllr Phillips declared an interest as he lives adjacent to Stockcross Recreation Ground

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 10th December (draft)</p> <p>Full Council 10-12-18 (draft)</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Newell-Hart</p> <p>All In Favour</p>	
Resolved	<p>4 Minutes</p> <p>To consider, approve and sign the Minutes of the Extra-Ordinary Council meeting held on 14-01-19 (draft)</p> <p>Extra-Ordinary Meeting 14-10-19 (draft)</p> <p>Proposer: Cllr Dudman</p> <p>Seconder: Cllr Newell-Hart</p> <p>All In Favour</p>	

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Resolved

5 Financial Report Clerk as RFO

5.1 Balance in bank as at 28-01-19 was delivered by the Clerk.

5.2 Finance Reports Accepted

Proposer: Cllr Amirtharaj

Seconder: Cllr Newell-Hart

All in favour

Resolved

5.3 To endorse cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Dudman

All in Favour

Cheques for Endorsement			
02/11/2018	DD	NEST	53.46
02/11/2018	DD	NEST	45.23
08/11/2018	2685	Clere Bookkeeping Services	18.00
08/11/2018	2686	Clerk Wages	812.84
08/11/2018	2687	Maintenance Contractor	1,862.55
08/11/2018	2688	SLCC	159.00
08/11/2018	2689	Sutton Hall	45.00
08/11/2018	2690	Castle Water	29.90
20/11/2018	DD	Vodafone	20.00
30/11/2018	DD	NEST	48.20
			3094.18

Resolved

5.4 To approve cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Phillips

All in Favour

Cheques for Approval			
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

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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

5.5 To approve Quarterly Budget v Actual Report (Q3)

Proposer: Cllr Amirtharaj

Seconder: Cllr Dudman

All in favour

Cllr Dudman showed the meeting an example of graphical representation of this report. Clerk to present new format for Q4 report.

Clerk

6 Finance & General Purposes:

6.1 To Approve Precept for FY2019/20

The Clerk presented the Precept and confirmed all changes agreed at the Full Council Meeting held on 10th December 2018 had been made. It was noted that 5% of the 6% increase for FY2019/20 was attributable to election costs.

Proposer: Cllr Amirtharaj

Seconder: Cllr Dudman

All in favour

Resolved

6.2 Replacement of Clerk's Laptop

The Clerk advised there was £481 in the budget for a replacement laptop and MS Office. Clerk to obtain quotes for next meeting as costs are likely to be higher.

There were discussions regarding the transfer of data and in particular email and contacts as Outlook is used. Clerk to investigate how this can be successfully achieved.

Clerk

Clerk

6.3 Risk Assessments

The Clerk advised she had received feedback regarding a potential new format from Cllr Dudman.



Resolved	<p>Cllr Dudman presented the new format which includes initial risk assessment followed by controls and residual risk assessment and was based on 2 risks, injury and financial. Cllr Newell-Hart raised the question of reputational risk to SPC.</p> <p>All Councillors agreed to adopt the new format and Cllr Dudman offered to reformat all Risk Assessments and present to the next meeting for approval. Cllr Newell-Hart and Cllr Booth will provide information regarding reputational risk.</p>	Cllr Dudman Cllr Booth/Cllr Newell-Hart
	<p>6.4 Contractor/Supplier/Utility Payments</p> <p>The Clerk confirmed that progress could now be made in identifying all suppliers who will accept direct debit payments and will obtain the paperwork for signature.</p> <p>The Clerk also advised that electronic payment facilities were now available and will look into what controls must be put in place.</p>	Clerk Clerk
	<p>6.5 Salt Bins</p> <p>The Clerk confirmed that all salt bins had been refilled. As the salt bins are owned by SPC Clerk to check they are on the Asset Register.</p>	Clerk
	<p>6.6 SSE Contracting – Street Lights</p> <p>SSE have written advising that SOX (orange low pressure sodium) lanterns are no longer being manufactured and production of SOX lamps and control gear are being run down and will cease before June 2019. They suggest replacing with LED lamps which have energy savings and would reduce electricity costs. SSE further advised that should no action be taken regarding replacement they would review rates and allow for maintenance only and would not replace SOX lamps. They have requested a response by 31st March 2019 stating the Council's intentions.</p> <p>Cllr Booth advised that SPC has 15 low pressure sodium lamps and in correspondence with SSE the cost for retro fit and wiring modifications would be approximately £75.00 per lamp (minimum 4). Total cost to SPC £1125+VAT.</p> <p>Cllr Booth further confirmed there would be a reduction in dusk to dawn costs and the life span of LED lamps is far greater.</p> <p>It was agreed that the terms and conditions of the current 3 year Maintenance Contract with SSE be reviewed and if appropriate respond to SSE regarding their obligations to maintain the lamps.</p>	Cllr Booth /Clerk
	<p>6.7 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda</p> <p>There are no fire extinguishers at Speen and Stockcross Pavilions. Clerk advised this matter was addressed in the Maintenance/Repairs Register and new ones would be purchased.</p>	Clerk
	<p>7 Planning & Highways Committee</p> <p>7.1 To consider the following planning application(s):</p> <p>Cllr Dudman raised the question of feedback from WBDC particularly when SPC had submitted comments/objections and planning applications were approved. Clerk to provide decision notices and reports to future meetings.</p>	Clerk

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WBDC Ref No	Details	SPC Review	
18/03296/FULD	36 Grove Road, Newbury, Berkshire RG14 1UL Demolish existing dwelling - proposed replacement dwelling	Proposer: Cllr Newell-Hart Seconder: Cllr Amirtharaj Abstention: 0 Against: 1 In Favour: 4 No objection but demolition plan should be shared with neighbours	
18/03205/CERTP	1 Sylvester Close, Speen, Newbury, Berkshire RG14 1SU Construction of a porch (3 sq.m) to main entrance to include a dwarf wall containing electricity meter, double-glazed window and solid door. Existing garage roof to be replaced with a 'warm roof' to include porch.	Proposer: Cllr Dudman Seconder: Cllr Phillips Abstention: 0 Against: 0 In Favour: 5 No objection	
18/03410/TPC	Milford House, Bath Road, Speen, Newbury Berkshire RG14 1RG Laurel Bush - Front of Property - Pruning to be done in keeping with the rest of the hedge row, new growth only to keep restrict spread onto driveway. 100mm to 250mm depending on stem Leylandii Hedge - Front of Property - Trimming and cutting back cut back measurement depends on height - varies between 100mm to 500mm as it needs to be maintained as it is encroaching on the parking area of the property and is untidy. Cutting back of some lower branches near to waste bin store that prevent access to the store lid L13 - Leylandii - Front of Property - reducing height by 1000mm - 1250mm approx to remove excessive growth impacting telephone line. 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, tree is suffering from heavy moss as little light is penetrating 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 (removal of bottom growth and dead branches)	Approved prior to meeting	
7.2 To review West Berks. Case Officer's documentation & decisions received:			
WBDC Ref No	Details	Case Officer's Report	WBDC Decision Date
18/02694/HOUSE	Bayford Lodge Stockcross Newbury Berkshire RG20 8LB		06/12/2018 Approved

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		Infill rear porch to form utility room and new patio doors							
	18/02803/LBC2 18/02802/FUL	Hare and Hounds Hotel Bath Road Speen Newbury Berkshire RG14 1QY Replacement of existing garage storage outbuilding with 6 bedroom guest accommodation rooms, ground floor convertible to registry/function room space to the rear of the Hare and Hounds.		19/12/2018 Withdrawn					
	17/00734/FUL	Mill House Woodspeen Newbury Berkshire RG20 8BT Change of use to first floor of the new garage building from storage to residential		04/01/2019 Approved					
	18/03066/HOUSE	Ladywell, Speen Lane, Speen, Newbury Berkshire RG14 1RJ Proposed demolition, extension and alteration to existing dwelling including the construction of a new single storey garage.		16/01/19 Approved					
Resolved	<p>8 Communications</p> <p>8.1 New SPC website and Email System</p> <p>The Clerk had no further update</p> <p>8.2 Recruiting New Councillors</p> <p>Cllr Dudman had been in touch with Newbury Volunteer Centre and will meet with them to progress advertising Councillor vacancies.</p> <p>Cllr Amirtharaj is going to email all political parties to raise awareness of the need for new Councillors.</p> <p>Cllr Amirtharaj is also going to contact NWN regarding the possibility of an editorial about joining SPC.</p> <p>The Clerk was requested to look at other parishes to identify any that were short of Councillors.</p> <p>8.3 Newsletter</p> <p>Cllr Amirtharaj has received all articles for the newsletter and will issue a draft and proposal for the next meeting.</p> <p>Clerk to email meeting dates to Cllr Amirtharaj.</p> <p>8.4 Policies</p> <p>To approve renewal of adoption of the following four policies:</p> <table border="1" data-bbox="392 1823 772 2018"> <tr> <td>Adoption</td> </tr> <tr> <td>Freedom of Information</td> </tr> <tr> <td>Data Protection</td> </tr> <tr> <td>Document Retention</td> </tr> </table>				Adoption	Freedom of Information	Data Protection	Document Retention	<p>Clerk</p> <p>Cllr Dudman</p> <p>Cllr Amirtharaj</p> <p>Cllr Amirtharaj</p> <p>Clerk</p> <p>Cllr Amirtharaj</p> <p>Clerk</p>
	Adoption								
	Freedom of Information								
	Data Protection								
Document Retention									



Resolved	<p style="text-align: center;">Electronic Communications</p> <p>Cllr Dudman advised that the policies in particular Data Protection still referred to the Data Protection Act 1998 and should be changed to GDPR.</p> <p>All policies approved subject to amendments.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in favour</p>	Clerk
	<p>9 Development</p> <p>9.1 Parish Improvement Plan</p> <p>Cllr Dudman offered to take the lead and compile the Improvements Register. Cllr Dudman will email all Councillors for their input.</p> <p>9.2 War Memorial Improvement Project</p> <p>No further update</p> <p>10 Maintenance</p> <p>10.1 Review of general state of Parish and SPC assets</p> <p>10.1.1 The Ladywell – No issues reported 10.1.2 The Pound– No issues reported 10.1.3 Noticeboards– Decayed Timber (See Maintenance/Repairs) 10.1.4 Bus Shelter– No issues reported 10.1.5 Phone Box– No issues reported 10.1.6 Newbury Obelisk– Light not working (see Maintenance/Repairs)</p> <p>10.2 Maintenance Contractor</p> <p>December 2018 Report - Accepted</p> <p>The Clerk confirmed that since raising the issue of litter at Speen and Marsh Benham Recreation Grounds with the maintenance contractor this had been resolved.</p> <p>10.3 Maintenance/Repairs Register</p> <p>The Clerk presented the Maintenance/Repairs Register and it was agreed that Clerk would progress the following:</p> <p>Stockcross Recreation Ground Play Area – quotations to replace decayed timber</p> <ul style="list-style-type: none"> - Cableway - Agility Trail - Stepping Stones & Logs <p>Stockcross Pavilion</p> <ul style="list-style-type: none"> - Fire Extinguisher – purchase new - First Aid Kit – purchase new <p>Speen Recreation Ground Play Area – quotations to replace decayed timber</p> <ul style="list-style-type: none"> - Multiplay Junior (Cllr Booth will also continue to obtain costs for the timber) - Play Area Noticeboards <p>Speen Pavilion</p>	<p>Cllr Dudman</p> <p>Cllr Booth</p> <p>Clerk</p>

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	<ul style="list-style-type: none"> - Fire Extinguisher – purchase new - First Aid Kit – purchase new - Illuminated Fire Exit Sign – quotations to supply and install <p>Street Lighting – contact WBDC regarding lights being obscured by overhanging branches The Obelisk – contact SSE regarding light not working</p> <p>11 Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</p> <p>None</p>	
	<p>12 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>13 Date of next meeting – 18th February 2019</p> <p>.</p> <p>14 Exclusion of Press and Public No vote required as no members of the public are present.</p> <p>The Meeting ended at 21.49pm</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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