



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 29TH OCTOBER 2018 AT SPEEN PAVILION, SPEEN STARTING AT 7.30 P.M.

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

Meeting started at 7.34pm

Open Session: No Parishioners

1. **Apologies** – Cllr Kinge (absent no apologies)
2. **Declarations of Interest:**
Cllr Winn 6.1 prejudicial interest (Planning)

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 17th September 2018 (draft) Full Council 17-09-18 (draft)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All In Favour</p>	
Resolved	<p>4 Financial report Clerk as RFO</p> <p>4.1 Balance in bank as at 29-10-18 was delivered by the Clerk.</p>	
Resolved	<p>4.2 Finance Reports Accepted</p> <p>Proposer: Cllr Booth Seconder: Cllr Winn All in favour</p>	
Resolved	<p>4.3 To endorse cheques since last meeting</p> <p>Proposer: Cllr Winn</p>	

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Seconder: Cllr Phillips

All in Favour

Cheques for Endorsement			
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	Maintenance Contractor	2430.32
16/07/2018	2649	Maintenance Contractor	1822.95
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	-23.97
24/08/2018	2655	SSE	92.91
24/08/2018	2656	Maintenance Contractor	1906.35
24/08/2018	2657	Incoming Clerk	542.07
24/08/2018	2658	Outgoing Clerk	875.07
24/08/2018	2659	HMRC	155.36
24/08/2018	2660	Clere Bookkeeping	18.00
24/08/2018	2661	Leanne Harper (Upkeeps)	60.00
			10,831.00

4.4 To approve cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

All in Favour

Resolved

Cheques for Approval			
20/08/2018	DD	Vodafone	26.49
29/08/2018	DD	NEST	39.76
11/09/2018	2662	Maintenance Contract	1,822.95
11/09/2018	2663	Clere Bookkeeping	36.00

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	11/09/2018	2664	Crescent Signs	78.00	
	11/09/2018	2665	PKF Littlejohn LLP	360.00	
	19/09/2018	2666	Came & Company	2,383.57	
	19/09/2018	DD	Vodafone	31.87	
	26/09/2018	2667	Royal Mail Group Ltd	330.00	
	26/09/2018	2668	Newbury Office Supplies	307.98	
	26/09/2018	2669	RBL Poppy Appeal	500.00	
	26/09/2018	2670	Incoming Clerk	983.91	
	26/09/2018	2671	Outgoing Clerk	20.25	
	26/09/2018	2672	Outgoing Clerk	213.16	
	26/09/2018	2673	Sutton Hall	26.25	
				7,160.19	
Resolved	4.5 To approve Quarterly Budget v Actual (Q2)				
	Proposer: Cllr Amirtharaj Seconder: Cllr Booth All in Favour				
	5 Finance & General Purposes:				
	5.1 Risk Assessments:				
	Clerk advised that following a meeting with Cllr Amirtharaj the Risk Assessment Register had been updated to adopt the new formats. All Risk Assessments required some further updating. Clerk to complete updates and send draft copies to all Councillors for feedback prior to next Full Council Meeting on 12 th November				
	5.2 Contractor/Supplier/Utility Payments				
	Clerk had spoken to Lloyds Bank and based on the limited information available it would appear it is possible for the Council to make payments via bank transfer online with appropriate controls and obtain a debit card. There were discussions around setting strict spending limits on a debit card. Clerk to send completed Bank Mandate Request to Lloyds Bank.				
	Proposal: Clerk to set up Bank Transfers for regular contractors and suppliers and Direct Debits for utility providers once Mandate is in place. Cllr Amirtharaj to contact Lloyds Bank to discuss obtaining Debit Card and controls.				
	Proposer: Cllr Dudman Seconder: Cllr Newell-Hart All in favour				
	5.3 P O Box No Change				
	Clerk advised Royal Mail will not accept the address change to Stockcross Post Office due to being a business address. Clerk to contact Royal Mail to request change to Speen Pavilion If accepted Cllr Booth has post box which will then be installed. If refused Clerk will request change to Cllr				

Clerk

Clerk / Cllr Amirtharaj

Clerk



Resolved	<p>Amirtharaj's address.</p> <p>5.4 West Berkshire Heritage Forum</p> <p>Clerk advised the request for a donation was for running costs which does not comply with s137 funding policy.</p> <p>Clerk to write to West Berkshire Heritage Forum advising them the Council is unable to provide funding and send a copy of the policy.</p>	Clerk			
Resolved	<p>5.5 WBDC Library Funding</p> <p>A request for library funding has been received from WBDC again. As the Council does not have the General Power of Competence and BALC/NALC legal position remains the same no contribution can be made.</p> <p>Clerk to write to WBDC as per previous response</p>	Clerk			
Resolved	<p>5.6 Fire Extinguisher Speen Pavilion</p> <p>Proposal: To approve servicing of fire extinguisher at a cost of no more than £75 + VAT</p> <p>Cllr Winn advised that the fire extinguisher was serviced in July 2018. Proposal not approved.</p> <p>It was however not possible to locate the fire extinguisher at the time of the meeting. Clerk to trace extinguisher or purchase new one.</p>	Clerk			
Resolved	<p>5.7 SLCC Membership</p> <p>Proposal: To approve annual membership at a cost of £159</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Winn All in Favour</p>	Clerk			
Resolved	<p>5.8 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda</p> <p>Speen Pavilion fire extinguisher (covered in 5.7)</p> <p>Speen Recreation Ground Play Area Notice Board – Clerk reported that one of the Play Area noticeboards had fallen off the wooden uprights. Cllr Dudman offered to fix it 3rd/4th November.</p> <p>Salt Bins – Cllr Dudman advised that one of the salt bins was empty and asked what arrangements were in place for refilling as winter is approaching. It was confirmed that SPC owns and maintains the salt bins within the Parish including responsibility for refilling. Clerk to WBDC to arranging refilling.</p> <p>Stockcross Pavilion – Cllr Phillips reported that Stockcross Pavilion had been broken into and he had advised AFC Newbury. Cllr Phillips to contact AFC to enquire if the police have been informed.</p> <p>6 Planning & Highways Committee</p> <p>6.1 To consider the following planning application(s):</p> <table border="1" data-bbox="293 1944 1455 2042"> <tr> <td data-bbox="293 1944 563 2042">18/02261/HOUSE</td> <td data-bbox="563 1944 1102 2042">Ladywell, Speen Lane, Speen Newbury, Berkshire RG14 1RJ</td> <td data-bbox="1102 1944 1455 2042">Unable to discuss as no proposed drawings</td> </tr> </table>	18/02261/HOUSE	Ladywell, Speen Lane, Speen Newbury, Berkshire RG14 1RJ	Unable to discuss as no proposed drawings	Cllr Dudman Clerk Cllr Phillips
18/02261/HOUSE	Ladywell, Speen Lane, Speen Newbury, Berkshire RG14 1RJ	Unable to discuss as no proposed drawings			

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		Proposed demolition, extension and alteration to existing dwelling to form new single storey garage and first floor bathroom	available	
18/02414/CERTP	3 Odiham Drive, Speen, Newbury, Berkshire RG14 1GA	Installation of a wooden log cabin/summer house on a concrete base topped with patio stones	Installation of log cabin Proposer: Cllr Newell-Hart Seconder: Cllr Winn Abstention: None In Favour: 6 No Objection	
18/00677/FUL	Telephone Box, Bagnor, Newbury, Berkshire	To place a K6 heritage 'red' telephone box where it was previously located [prior to decommissioning] opposite the Blackbird Pub. This will serve as a village feature but will not be a functioning phone box (old phone box decommissioned and removed by BT) late 2017. The telephone box is 3ft x 3ft (0.92m x 0.92m) square and a height of 8ft (2.4m). The telephone box will be set back from the road-side utilising the same location as the recently removed modern telephone box.	Place K9 heritage telephone box opposite Blackbird Pub Proposer: Cllr Dudman Seconder: Cllr Winn Abstention: None Against: Cllr Booth In Favour: 5 No Objection	
18/02410/COMIND	Land East Of Winterbourne Stream, Bagnor, Newbury, Berkshire	Erection of open lambing shelter and bee keeping equipment store	Lambing shelter and store Proposer: Cllr Phillips Seconder: Cllr Newell-Hart Abstention: None In Favour: 6 To support	
18/02519/TPC	Lanes House Stockcross Newbury Berkshire RG20 8LH	T1 - Horse Chestnut - Crown thin of 15-20%; reduce large limb over road by 2.5m; remove major deadwood; remove arisings	Not discussed as already approved on 29/10/18	
18/02694/HOUSE	Bayford Lodge Stockcross Newbury Berkshire RG20 8LB	Infill rear porch to form utility room and new patio doors	Infill rear porch Proposer: Cllr Winn Seconder: Cllr Newell-Hart Abstention: None In favour: 6 No Objections	
18/02543/TPC	Speen Cottage Speen Lane Speen Newbury Berkshire RG14 1RJ	T1 and T2 - Eucalyptus - Take down T3 - Conifers - 0.6-0.9m maximum to be cut to make them presentable.	Tree works in conservation area Proposer: Cllr Winn Seconder: Cllr Newell-Hart	



		T4 - Holly - 0.6-0.9m maximum to be cut to make them presentable. T5 - Yew - 0.6-0.9m maximum to be cut to make them presentable. T6 - Yew - 0.6-0.9m maximum to be cut to make them presentable. T7 - Conifer - Take down T8 - Acer - 0.6-0.9m maximum to be cut to make them presentable	Abstention: None In favour: 6 No Objection however recommendation that T1 & T2 Eucalyptus and T7 Conifer be restocked with native broadleaf species	
18/02433/FUL	Land To The Rear Of The Red House Marsh Benham Newbury Berkshire RG20 8LY Conversion of existing derelict agricultural buildings to tourist accommodation	Conversion of derelict Buildings Proposer: Cllr Amirtharaj Seconder: Cllr Dudman Abstention: Cllr Win In favour: 5 To support		
6.2 To review West Berks. Case Officer's documentation & decisions received:				
Item	WBDC ref no.	Details	Case Officer's Report	
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.		14/09/18 Approved	
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		17/09/18 Approved	
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		02/10/18 Approved	
18/01791/HOUSE	Mill Bank, Benham Park, Marsh Benham, Newbury, Berkshire RG20 8LX Proposed carport		01/10/18 Approved	
18/02249/HOUSE	53 Sutton Road, Speen, Newbury, Berkshire RG14 1UW Proposed two storey side extension. New solid roof over conservatory. New cladding and render to entire house.		05/10/18 Approved	
18/01674/CERTP	Foley House, Bath Road Speen, Newbury, Berkshire RG14 1QY Replacement double-glazed sliding sash		08/10/18 Approved	



		windows to entire property, replicating existing window in style with similar visual appearance			
	18/02284/TPW	9 Manor Place, Speen, Newbury, Berkshire RG14 1RB Scots Pine - Dismantle and fell as tree is in decline.		11/10/18 Approved	
	18/01276/FUL	Speen Holt Cottage, Speen Lane, Speen, Newbury, Berkshire RG14 1RL Change of use of the existing Class B1(c) Pottery Use to ancillary residential		17/10/18 Approved	
Resolved	<p>6.3 Newbury Town Planning Steering Committee</p> <p>Cllr Booth had contacted the Town Clerk for update on the future of the Committee but had received no response. Cllr Booth will chase</p> <p>6.4 Speeding</p> <p>Cllr Booth had emailed the parishioner who raised the issue of speeding in Woodspeen. She is unable to attend an SID session but would like it to go ahead. Her mother may attend. Cllr Booth will obtain SID, set it up and leave to run for a day.</p>				Cllr Booth Cllr Booth
Resolved	<p>7 Communications</p> <p>7.1 Review of SPC website and Email System</p> <p>Cllr Amirtharaj advised he is looking at the costs involved in moving the SPC website and email to Google or Microsoft. Cllr Kinge will continue to work on the project.</p> <p>7.2 Review of SPC Facebook Page</p> <p>The benefits v the work involved to keep the SPC Facebook page updated were discussed and it was agreed the benefits were not significant enough to out way the workload and that the Council's effort would be better focussed on the new website and email system. Clerk to deactivate account.</p> <p>7.3 Recruiting New Councillors</p> <p>Cllr Amirtharaj advised that Cllr Kinge has indicated his intention to resign from the Council in the New Year due to work commitments.</p> <p>Clerk advised an email had been received from a Grove Road resident who is interested in becoming a Councillor and would like to know what is involved. Clerk to arrange meeting with Cllr Amirtharaj.</p> <p>Cllr Newell-Hart advised that a resident of Wickham would like to become a Councillor. Cllr Newell-Hart will provide the Clerk with contact details in order to send the relevant paperwork. Clerk confirmed both candidates are eligible as they satisfy the three mile rule. There were discussions on how to attract new Councillors. Cllr Phillips and Cllr Newell-Hart suggested they may be able to do a 10 minute talk one evening at the pop up pub in Stockcross. Cllr Dudman suggested putting posters up at such places as the Co-Op, The Red House</p>				Cllr Kinge/Cllr Amirtharaj Clerk Clerk Cllr Newell-Hart

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Resolved	<p>and Stockcross Post Office. Cllr Dudman will design a poster and circulate to all Councillors</p>	Cllr Dudman
	<p>7.4 Newsletter It was agreed the next Newsletter will be distributed in the New Year. Cllr Amirtharaj will send the Newsletter template to all Councillors for completion by the end of November.</p>	Cllr Amirtharaj
	<p>8 Development 8.1 War Memorial Improvement Project Cllr Booth will update on the project at the next Full Council Meeting</p>	Cllr Booth
	<p>8.2 WW1 Centenary Commemorations 2018 - 'The Silent Soldier' and Battle's Over Clerk advised that there had been no further information received from WBDC regarding the potential sites for the silhouettes. Concerns were raised as the silhouettes have not been delivered to date. Clerk to contact the Royal British Legion for an update on delivery. It was agreed that the silhouettes would be installed as soon as they are delivered. The sites will be the grass area opposite the Co-op (junction of Bath Road and Old Bath Road) and the grass area at the junction of the B4000 and Snake Lane on the edge of Stockcross.</p>	Clerk
	<p>8.3 Remembrance Parade 2018 Clerk had delivered the Speen Wreath to Cllr Booth and Cllr Phillips offered to deliver the one for Stockcross. Clerk confirmed Volker Highways can provide barriers and signage for the road closure but there will be a cost as yet unknown Proposal: SPC will cover the costs to Volker Highways. Clerk to place order and liaise with St Mary's Church. Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All in favour</p>	Clerk
	<p>9 Maintenance 9.1 To consider estimate for Legionella Testing for Speen Pavilion Clerk confirmed the survey will be carried out on 5th November. 9.2 Review of general state of Parish and SPC assets 9.2.1 The Ladywell – No issues reported 9.2.2 The Pound– No issues reported 9.2.3 Noticeboards– No issues reported 9.2.4 Bus Shelter– No issues reported 9.2.5 Phone Box– No issues reported</p>	Clerk

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	<p>9.2.6 Newbury Obelisk– No issues reported</p>	
	<p>9.3 Maintenance Contractor September 2018 Report – no concerns</p>	
	<p>9.4 Multiplay Junior Playground Equipment Repair Cllr Booth has measured up the replacement wood and will now order it and provide a further update at the next Full Council meeting.</p>	Cllr Booth
Resolved	<p>9.5 Stockcross Recreation Ground Rubbish Cllr Phillips confirmed there had been no further issues.</p>	
Resolved	<p>9.6 Speen Recreation Ground Clerk referred to a complaint received from a parishioner regarding the use of residential garden gates to access the Recreation Ground, dogs being exercised off the lead and dog fouling. Clerk to write to all properties (6) with garden gates leading directly onto the Recreation Ground advising them that this is not permissible. Cllr Winn and Cllr Dudman will identify the addresses of the properties in question and advise Clerk. Clerk to respond to parishioner advising of the Council's position and limited enforcement powers.</p>	Clerk Cllr Winn/Cllr Dudman Clerk
	<p>9.7 ROSPA Reports checked and accepted. It was agreed that ROSPA reports would be reviewed online in future. Clerk will update the Council in future only in areas of non-compliance.</p>	Clerk
Resolved	<p>10 Asset of Community Value Working Party Cllr Phillips has received confirmation from WBDC that no appeal has been made and the ACV will be formally listed.</p>	
	<p>11 Correspondence</p>	
	<p>11.1 Minutes of the last SSDNAG meeting were received.</p>	
	<p>11.2 BALC AGM There will be no attendees from the Council.</p>	
	<p>11.3 District Parish Conference Cllr Booth confirmed his attendance.</p>	Cllr Booth

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	<p>11.4 WBDC Potential Extinguishment of Public Footpaths and Bridleways</p> <p>It was agreed that this item will be reviewed again at a future meeting as this will not come into force until 2026.</p> <p>Cllr Booth highlight a footpath to the canal which is not shown on the map.</p> <p>Clerk will advise WBDC.</p>	Clerk
	<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>13 Date of next meeting – 12th November 2018</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 10.07pm</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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