



SPEEN PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH MEETING
HELD ON MONDAY 29TH May 2018 AT THE MAJENDIE HALL, ST. MARY'S CHURCH, SPEEN STARTING AT 7.30 P.M.

Present	Parish Councillors	Cllr Larkins (<i>Chair</i> , Cllr Amirtharaj, Cllr Phillips, Cllr Booth, Cllr Newell-Hart, Cllr Winn, Cllr Kinge
	WBDC Councillor/Employee	None
	Parish residents	None
	Clerk & RFO	Lisa Blake

Meeting started at 7:30pm

Open Session: David Dudman was present

Resolution	Item	Action
	<p>1. Election of Chair</p> <p>Cllr Larkins asked councillors for Chair nominees. Cllr Larkins clarified that the council is not properly constituted without a chair. Clerk has consulted WBDC on legal position of not having a chair.</p> <p>Cllr Amirtharaj volunteered for the Chair's position but has asked for assistance from other councillors in the role going forward.</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Larkins <i>All in favour</i></p> <p>Clerk to send notification to WBDC notifying them of new Chair. Clerk to send Declaration of acceptance of office for new Chair. Clerk to display vacancies on SPC noticeboards advertising vacancies.</p> <p>Cllr Phillips expressed his thanks for Cllr Larkins service to the council Cllr Amirtharaj took his seat at Chairs seat and singed the declaration of office</p> <p>2. Election of Vice-Chair</p> <p>To elect the Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office (or to resolve this is done at a later date)</p> <p>Deferred for a later date when SPC have more councillors.</p> <p>3. Apologies - Apologies were received from Cllr Mathers (Work). Cllr Mathers has stood down as Vice Chair</p> <p>4. Minutes</p> <p>To consider accuracy and approve the minutes of the full council meeting held on Monday 12-3-18</p> <p>Proposer: Cllr Newell Hart Seconder: Cllr Winn</p>	

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Resolved	<p>All in favour</p> <p>There were two spelling mistakes in the minutes. Minutes approved subject to these changes for 'Majensie' and 'Deadwood golf Course'</p> <p>5. Declarations of Interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda.</p> <p>Cllr Phillips lives adjacent to Stockcross recreation ground, Cllr Winn in item 10 His employer owns Marsh Benham rec ground</p>	
Resolved	<p>6. To consider & delegate budgets to committees</p> <p>According to most recent Terms of Reference agreed at the Full council meeting 12-3-18.</p> <p>The Clerk advised the Full council that there are too few councillors to form committees with the current number of councillors. The committee process will be deferred until 3 more councillors are recruited and there are higher numbers to form committees and for those committees to be quorate</p>	
Resolved	<p>7. To receive nominations and appoint councillors to delegated committees</p> <p>Committee formation will be deferred as per earlier decision about considering budgets for committees.</p> <p>Cllr Phillips reiterated his intention to leave SPC summer 2018</p>	
Resolved	<p>8. To delegate powers to committees for 2018/19</p> <p>According to most recent Terms of Reference agreed at the Full council meeting 12-3-18.</p> <p>Agenda items 6, 7 and 8 - Committees are not being formed due to limited number of councillors. There are currently only 6 councillors. Currently three councillors short of forming committees for a workable council. Deferred to the next meeting.</p>	
Resolved	<p>9. Standing Orders & policies:</p> <p>To resolve that the following documents be revised & updated for 2018/19 term:</p> <p>Standing Orders (revision to be based on NALC LCE-2 Model Standing Orders 2018)</p> <p>Freedom of Information Act 2000 request arrangement policy – To be reviewed in 10/18</p> <p>Data Protection Act 1998 arrangements policy - To be reviewed in 10/18</p> <p>Electronic communications policy - To be reviewed in 10/18</p> <p>Document retention policy - To be reviewed in 10/18</p> <p>All of the above will be reviewed by the Clerk in October 2018. The revised edition of the Model Standing orders will be approved at the next Full council meeting. A proposal will be added to the next Full council meeting. Clerk to add Proposal</p> <p>10. Review of inventory of land and assets including buildings and office equipment</p> <p>The Newbury Obelisk needs to be added to the Fixed Asset register, Clerk to add to the FA register with proposal on the next Full Council meeting to approve the Fixed Asset register on the proviso that the Newbury obelisk is added to the register for the next meeting.</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>Proposer: Cllr Amirtharaj Seconder: Cllr Booth One Abstention</p>	
	<p>11. Members Register of Interest Clerk to send new Register of interest form to the Chair as his Members of interest have changed. Cllr Kinge also requested that a new form could be sent to him. Cllr Newell hart confirmed that his form has not changed.</p>	
	<p>12. Review of members representation on or work with external bodies and any arrangements for reporting to council There are no changes in Councillors positions</p>	
	<p>13. Year End Accounts 2017/18 To review and agree Year End Accounts for 2017/18 – Proposer: Cllr Winn Seconder: Cllr Kinge All in favour</p>	
Resolved	<p>14. Annual Return for year ended in 31 March 2018 To approve annual internal audit report (detailed auditor report and Page 5 annual return) Proposer: Cllr Phillips Seconder: Cllr Amirtharaj All in favour</p>	
Resolved	<p>To approve Section 1 – Annual Governance statement (page 4) Proposer: Cllr Amirtharaj Seconder: Cllr Winn All in favour</p>	
Resolved	<p>To approve Section 2 – Accounting Statements 2017/18 (page 5) Proposer: Cllr Newell-Hart Seconder: Cllr Phillips All in favour</p>	
Resolved	<p>To approve Annual Return for 2017/18 for sending to External Auditor Proposer: Cllr Amirtharaj Seconder: Cllr Philips All in favour</p>	
	<p>15. Ordinary Meeting dates 2018/19 and Annual Meeting 2019/20</p>	

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Resolved

Clerk Cancel the 11th June Full council meeting. Clerk to revise meeting dates to exclude this meeting from the table
Next Full council meeting is scheduled to take place on the 16th July
Clerk to call extraordinary meeting if any matters arise before the 16th July.

To Adopt the Ordinary meetings dates agreed on 12-2-18 for the 2018/19 Term
Proposer: Cllr Newell-Hart
Seconder: Cllr Kinge
All In favour

To set the date of the Annual meeting for the next term (2019/20) as 13-5-19

Proposer: Cllr Amirtharaj
Seconder: Cllr Winn

One abstention

Meeting closed at 7:59pm

AGENDA – Ordinary council meeting items 29-5-2018

16 Financial report Clerk as RFO

Balance in bank as at 29-5-18 was delivered by the Clerk.

Finance report – to end April 2018.

Proposer: Cllr Winn
Seconder: Cllr Booth
All in favour

To endorse Cheques since last meeting, Proposer: Cllr Phillips. Seconder; Chair
All in favour

Cheques for Endorsement			
20/02/2018	2599	Castle Water	17.20
20/02/2018	2600	C&D Facilities	1451.36
21/02/2018	2601	Sundog Maintenance	400
22/02/2018	2602	SSE	176.44
28/02/2018	2603	Clerk	982.85
28/02/2018	2604	Sundog Maintenance	400

To approve Cheques since last meeting, Proposer Cllr Winn, Seconder Cllr Amirtharaj, All in favour

Cheques for Approval			
19/03/2018	2605	Advance printing	225

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19/03/2018	2606	PCC of Speen	76
19/03/2018	2607	Newbury office supplies	74.87
19/03/2018	2608	Antony Amirtharaj (1and1 Registration)	38.28
19/03/2018	2609	WBDC	811.69
19/03/2018	2610	WBDC	89.80
19/03/2018	2611	Maintenance Contractor	1631.36
19/03/2018	2612	Stockfest	500
20/03/2018	DD	Vodafone	18.99
31/03/2018	2613	SSE	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
31/03/2018	2619	Sandra Hicks	72.29
31/03/2018	2620	HMRC	122.11
31/03/2018	2621	Maintenance Contractor	1631.36

17 Planning Committee

- 17.1 To receive Minutes of meeting held on 09/05/2018. - Clerk to add to next Full council agenda for approval, Cllr Booth noted that the lights had been replaced. Clerk to double check the lights. The Lady well column has been repainted
- 17.2 To consider a request from a Bagnor parishioner, to file a Planning application on behalf of the residents, for the reinstatement of a Red Telephone box opposite the Blackbird pub in Bagnor
Proposal: Clerk to submit a planning application on behalf of the residents of Bagnor to reinstate a Red telephone box opposite the Blackbird pub at a cost of £117 to be paid by Bagnor residents.
 Cllr Booth confirmed that there was a clear glass telephone box on the site. Cllr Winn questioned who will prepare the drawings. Clerk to clarify that full application is ready.
 Cllr Newell -Hart questioned if planning application is complete. Clerk to clarify payment with Bagnor residents and confirm that planning documents are prepared.
 Proposer: Cllr Booth
 Seconder: Cllr Winn
- 17.3 All in favour
 Planning change proposal –Cllr Booth and the Clerk have started to estimate planning costs in light of new changes. Ongoing task to determine printing costs

18 Finance and General Purposes



	<p>18.1 Training</p> <p>Proposal – To propose that the new Chair attends a Chairmanship Training session in July at a cost of no more than £60 + vat</p> <p>Proposer: Cllr Phillips Seconder: Cllr Winn All in favour</p> <p>18.2 Training</p> <p>Proposal – To propose that any new councillors attend Fundamental Councillor skills training course in July at a cost of no more than £50 + vat per course</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Winn All in favour</p> <p>18.3 The small hall in Sutton hall was discussed. The Clerk will check that it's still available for Approved Full council meeting dates. If Sutton hall is not available then Speen Pavilion will be used for the meetings in the short term. Meeting dates may change</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Newell Hart All in favour</p> <p>18.4 Cllr Philips explained the request for draft minutes to be published prior to a Full Council meeting. Draft minutes will be published on the website. Clerk to seek draft approval from the Chair prior to publishing minutes on the SPC website. Clerk to send draft minutes to all councillors for checking prior to publishing.</p> <p>18.5 To review Clerks new Pay scale as recommended by SLCC. Proposal: To approve pay rate increase in line with agreed NALC rate for L1 SCP 23 (the Clerk's pay rate) effective 1 April 2018</p> <p>Proposer: Cllr Phillips Seconder: Cllr Winn All in favour</p> <p>18.6 Data Protection officer</p> <p>Proposal: To appoint a Data Protection officer for SPC - Amendment to proposal 'provided by BALC at a cost of £60 per year'</p> <p>Proposer: Chair Seconder: Cllr Winn All in favour</p> <p>18.7 British Association of Local Councils (BALC) annual subscription Proposal: to approve BALC subscription & NALC levy of £570.16 +VAT</p> <p>Proposer: Cllr Newell hart Seconder: Cllr Booth All in favour</p> <p>18.8 Health & safety: items not discussed elsewhere - No other items</p> <p>18.9 To discuss disposal of Clerk's old phone and redundant laptop - Chair discussed removing data from the old laptop. Cllr Kinge or Chair to remove the data from the old laptop. Items to be recycled once cleared. Clerk to recycle</p>	
19	Maintenance Committee	

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19.1 To Review the Contractor report for April 20218

No questions on report for contractor

19.2 To Review Grass Cutting Contractor invoice frequency

Contractor has requested that invoices are submitted only for months of the year when the Grass cutting takes place. Discussion about the invoice frequency. Proposal was refused and invoices must be submitted on a monthly basis.

20 Development Committee

20.1 **Proposal:** To approve the use of Speen Recreation ground in aid of a Charity one day mini football event in the Summer Holidays 2018

Charity Mini Football Tournament – Request to hold a one day event in aid of a Charity called Nacao

Proposer: Cllr Phillips

Seconder: Cllr Booth

All in Favour

Subject to risk Assessment, Insurance, Child safety and it doesn't clash with any other scheduled event. Councillors asked if entrance would be free. Clerk to report at next meeting

20.2 SPC Stall at Stockfest 2018 to promote SPC and the work of SPC

Proposal: To creating a stall promoting and representing SPC and councillors at Stockfest 2018 on August 12th - 19th

Sunday 12th August is the proposed date for the stall. Cllr Booth is free to attend and Cllr Newell-Hart is also free.

Proposer: Booth

Seconder: Cllr Newell-Hart

All in favour

Clerk to investigate stall ideas for the next Full council meeting, for a stall at Stockfest. Clerk to meet with Cllr Booth and Cllr Newell-Hart to discuss stall ideas for Stockfest.

21 Grant

Grants: s137 grants requests MS Society have resubmitted a request for S137 funds(Clerk)

Defer to next meeting as this needs to be a Proposal at the next meeting. The Clerk will contact the charity and let them know that the proposal has been agreed in principle but will need to be Approved at the next Full council meeting in July.

22 Asset of Community Value

Cllr Phillips explained the situation to date after the application was refused by WBDC.

WBDC responded to the Clerk requesting information about how the pub would be purchased by the community. WBDC sent the minutes of the decisions meeting at the request of SPC. Details for previous decisions were also requested. WBDC informed the Clerk that previous decisions could be found on



	<p>the WBDC website. However, when the WBDC website was checked the information only went up to 2016.</p> <p>Cllr Phillips read out the response sent by the Clerk to WBDC asking WBDC to reconsider their decision to refuse the application. Cllr Phillips confirmed that there was no canvassing of residents of Stockcross. A resident has approached the current lease holder of the Rising Sun, to purchase the pub but no one has been successful so far in a purchase.</p> <p>The email asked why an elected councillor wasn't present the meeting and WBDC have been asked to reconsider their decision</p> <p>Cllr Newell Hart thanked Cllr Philips for his contact with WBDC.</p> <p>Cllr Booth queried if the pub could become a Community asset if the property is up for sale.</p> <p>Cllr Phillips clarified the situation of the Tally Ho pub and mentioned that the pub had been sold but was still reversed and the pub became an ACV</p> <p>Cllr Newell-Hart also cited the Tally Ho as an example of an ACV, it was proposed for this pub to become houses. Planning application didn't exist to convert the Tally Ho into houses, which is why WBDC stepped in and stopped the pub being knocked down and replaced with housing.</p> <p>Cllr Phillips clarified that if the Rising sun was sold as a pub, SPC could still apply for the pub to be an ACV, and If it was sold with a change of use then SPC could intervene to prevent the building becoming a house.</p> <p>Clerk to update the Council once response has been received from WBDC</p> <p>23 Correspondence</p> <p>23.1 Minutes from SSDNAG meeting on the 22nd March 2018 Minutes received. No other correspondence.</p> <p>24 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>25 Date of next meeting - provisional date 11th June 2018 this date has now been changed to the 16th July</p> <p>David Dudman left the meeting at 9pm</p> <p>26 Exclusion of the Press and Public</p> <p>To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda item 12-13 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960</p>	
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Signed:	Name (print):	Date:
	Position:	

Abbreviations used:
SPC = Speen Parish Council

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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

FINAL

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