



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD ON MONDAY 13<sup>TH</sup> JANUARY 2020 AT SPEEN PAVILION, SPEEN RECREATION GROUND**  
**STARTING AT 7.00 P.M.**

<b>Present</b>	<b>Parish Councillors</b>	Cllr Amirtharaj (Chair), Cllr Dudman (Vice Chair) Cllr Hargrave, Cllr Black, Cllr Booth
	<b>WBDC Councillor/Employee</b>	Cllr Steve Masters
	<b>Members of the Public/Parish Residents</b>	None
	<b>Clerk &amp; RFO</b>	Jean Lindsay

**Meeting started at 7.36pm**

**Open Session:** No Parishioners present

1. **Apologies:** Cllr Phillips, Cllr Newell-Hart, Cllr Butter, Cllr Pugh (absent)
2. **Declarations of Interest:** None declared

Resolution	Item	Action								
Resolved	<p><b>3 Minutes</b> – To consider, approve and sign the Minutes of the Full Council Meeting held on Monday 9<sup>th</sup> December 2019 (draft)</p> <p>Proposer: Cllr Amirtharaj                      Seconder: Cllr Dudman                      Abstention: 1                      In Favour: 4</p>									
Resolved	<p><b>4 Finance Report Clerk as RFO</b></p> <p>4.1 Balance in bank as at 13-01-20 reported as £76,722.69</p> <p>4.2 <b>Proposal:</b> To accept Finance Reports to end December 2019</p> <p>Proposer: Cllr Dudman                      Seconder: Cllr Black                      All in Favour:</p>									
Resolved	<p>4.3 <b>Proposal:</b> To accept Quarterly Budget v Actual Report (Q3)</p> <p>Proposer: Cllr Amirtharaj                      Seconder: Cllr Black                      All in Favour</p>									
Resolved	<p>4.4 <b>Proposal:</b> To endorse invoice payments since last meeting</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Invoices for Endorsement</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">05/12/2019</td> <td style="text-align: center;">DD</td> <td style="text-align: center;">NEST</td> <td style="text-align: right;">97.70</td> </tr> </tbody> </table>	Invoices for Endorsement				05/12/2019	DD	NEST	97.70	
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09/12/2019	2817	Poppy Appeal	34.00
10/12/2019	DD	Castle Water	15.74
17/12/2019	FPO	Brabazons Garden Maintenance	780.00
17/12/2019	FPO	CJM Services	85.00
17/12/2019	FPO	CJM Services	700.00
17/12/2019	FPO	Edge Hosts	42.00
17/12/2019	FPO	Brabazons Garden Maintenance	702.00
17/12/2019	FPO	Clere Bookkeeping Services	18.90
17/12/2019	FPO	Parish Clerk	1034.18
17/12/2019	FPO	HMRC	323.00
17/12/2019	FPO	C&D Grounds Maintenance	1836.15
17/12/2019	FPO	The Sutton Hall	17.00
17/12/2019	FPO	Willis & Ainsworth	177.72
20/12/2019	DD	Vodafone	20.50
20/12/2019	FPO	Refund to Parishioner – cancellation of Speen Pavilion booking	30.00
23/12/2019	DD	SSE	86.21
<b>December Total</b>			<b>6000.10</b>

Proposer: Cllr Dudman  
Seconder: Cllr Black  
All in Favour

Cllr Masters arrived 19.40

Resolved

**4.5 Proposal:** To approve and sign invoices for payment

The Invoice Payment Approval Request Form and all invoices were duly initialled by Cllr Booth and Cllr Amirtharaj as bank signatories. The Chair ruled and signed off the request form.

Proposer: Cllr Amirtharaj  
Seconder: Cllr Hargrave  
All In Favour

**5. District Councillor's Report**

The report had previously been circulated to Council members.  
Cllr Masters highlighted the Environment Strategy Consultation which is out for public consultation until 21<sup>st</sup> February 2020. Cllr Masters urged everyone to get involved and advised there was a link on the WBDC website.  
Cllr Masters apologised that he had been unable to attend meetings last year but that he and Cllr Doherty now had an alternate attendance pattern in place.



Resolved	<p><b>6. Financial &amp; General Purposes Committee</b></p> <p>6.1 Minutes – to receive Minutes of the meeting held on 16-12-19 (draft) - Minutes received no questions raised</p> <p>6.2 <b>Precept FY2020/21</b></p> <p><b>Proposal:</b> To approve Precept FY2020/21 (Option One 2% increase or Option Two 1% increase)</p> <p>At the request of the Chair the Clerk advised that at the F&amp;GP Committee meeting on 16<sup>th</sup> December the Committee had been unable to reach a unanimous decision regarding the proposed 2% increase in the precept. The Clerk confirmed all categories except General Maintenance had been approved by the Committee.</p> <p>The Clerk advised that the sub category Repairs to Play Equipment, Pavilion and Street Furniture under General Maintenance had been proposed at £3000 however it had been suggested this should be reduced to £2000 in order to achieve a 1% increase.</p> <p>Cllr Amirtharaj expressed his concern at reducing this figure by £1000 just to achieve a 1% increase particularly as it had been agreed to remove any Future Planning due to the level of the Council's reserves and stated his support of a 2% increase.</p> <p>Cllr Dudman expressed his concern at a 2% increase in light of the current rate of inflation and the current level of SPC reserves and stated every effort should be made to reduce this percentage. Cllr Dudman stated his support of a 1% increase.</p> <p>Cllr Booth advised that he felt every effort had been made to keep costs as low as possible but was concerned at any reduction in General Maintenance.</p> <p>Cllr Amirtharaj proposed approval of the Precept for 2020/21 with a 2% increase.</p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Black                  Against: 2                  In Favour: 3</p> <p>Clerk to submit the approved 2% increase Precept for 2020/21 to WBDC</p>	Clerk
Resolved	<p>6.3 <b>General Reserves</b></p> <p><b>Proposal:</b> To approve SPC General Reserves be set at £15000 FY2020/21</p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Dudman                  All In Favour</p>	
Resolved	<p>6.4 <b>SPC Policies</b></p> <p><b>Proposal:</b> To approve SPC Co-Option Policy</p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Black                  All in Favour</p>	
Resolved	<p><b>Proposal:</b> To approve SPC Internal Audit Policy</p> <p>Proposer: Cllr Amirtharaj                  Seconder: Cllr Dudman                  All in Favour</p>	

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Resolved	<p><b>6.5 SPC Risk Management Assessment</b></p> <p><b>Proposal:</b> To approve SPC Risk Management Assessment</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Black All in Favour</p> <p><b>6.6 SSE Business Energy Street Lighting Overcharges -</b> to consider whether or not to continue pursuing this matter</p> <p>Cllr Booth advised he had been unable to make any further progress. Cllr Dudman asked for an indication of the amount SPC might be able to reclaim. The Clerk advised that the amount SPC was in the region of £20. Cllr Dudman suggested as the sum involved was insignificant and due to the amount of time and effort put in to date by Cllr Booth in pursuing this matter that no further action be taken. All Councillors agreed and thanked Cllr Booth for his tireless efforts.</p> <p>Clerk to remove item from future agendas.</p> <p><b>7. Planning &amp; Highways Committee</b></p> <p><b>7.1 Planning Applications.</b></p> <table border="1"> <thead> <tr> <th>WBDC Ref No</th> <th>Details</th> <th>SPC Comments</th> </tr> </thead> <tbody> <tr> <td>19/03138/HOUSE</td> <td>Regis Cottage Bagnor Newbury Berkshire RG20 8AQ New rear extension, accommodation over garage and dormer windows. Addition of oil tank</td> <td>Proposer: Cllr Booth Seconder: Cllr Dudman Abstention: 1 Against: In Favour: 4 No objection</td> </tr> </tbody> </table>	WBDC Ref No	Details	SPC Comments	19/03138/HOUSE	Regis Cottage Bagnor Newbury Berkshire RG20 8AQ New rear extension, accommodation over garage and dormer windows. Addition of oil tank	Proposer: Cllr Booth Seconder: Cllr Dudman Abstention: 1 Against: In Favour: 4 No objection	Clerk
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<p><b>8. Communications</b></p> <p><b>8.1 SPC Website Ideas &amp; Suggestions</b></p> <p>The Clerk advised she was working on a page requesting volunteers for the Parish Emergency Plan.</p> <p>The Clerk had received an article from Cllr Phillips regarding his daughter's memorial bench at Stockcross Recreation Ground and would be publishing this on the website.</p> <p>Cllr Dudman suggested an article on SPC's achievements over the last year and the plan for improvements in 2020/21 be published on the website in April.</p> <p>It was also agreed that each Councillor would write a monthly update for the website.</p> <p><b>9. Development</b></p> <p><b>9.1 Parish Improvement Plan</b></p> <p>Cllr Dudman presented the Improvement Plan which showed planned projects and suggested timeframes.</p> <p>Cllr Dudman advised each project should have a lead and the following was agreed:</p> <ul style="list-style-type: none"> <li>• Speen Pavilion Improvements – Cllr Black</li> <li>• Stockcross New Pavilion – Working Party (already in place)</li> <li>• Dog Bins – Clerk</li> <li>• LED Street Lights – Cllr Booth</li> </ul>	Clerk  Clerk  Cllr Dudman							

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	<ul style="list-style-type: none"> <li>• Salt Bins – Cllr Dudman</li> <li>• Tree Planting – Cllr Dudman</li> </ul> <p>Cllr Dudman advised CIL monies and earmarked reserves would fund these projects with the exception of tree planting which would be via Woodland Trust grant.</p> <p>Standing Orders suspended to allow Cllr Masters to speak. Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in Favour</p> <p>Cllr Masters reminded the Council of the opportunity to submit a member's bid application.</p> <p>Standing Orders reinstated</p> <p>Cllr Dudman advised the plan would be plant 200 trees during 2020/21 and other than the Council's own land he had written to Thames Water regarding the fields down Hill Road as a potential site.</p> <p>Standing Orders suspended to allow Cllr Masters to speak. Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in Favour</p> <p>Cllr Masters suggested contacting an environmental group based Monkey Bridge and Adey at Suttons Estates who might be in a position to assist regarding tree planting.</p> <p>Standing Orders reinstated</p> <p>Cllr Dudman advised he had received an objection from a resident to the proposed new salt bin on Hill Road. Cllr Dudman confirmed he will continue to try to identify the owner of the land where the bin could be located. Cllr Hargrave suggested meeting with the resident to try to resolve any issues. Cllr Dudman confirmed he will follow this up.</p> <p>Cllr Dudman advised project leads were still required for Play Equipment improvements at Speen, Stockcross and Marsh Benham Recreation Grounds.</p> <p>Cllr Dudman had identified the old railway cutting on Speen Lane as a potential location for a dog bin. The location for a dog bin on Brummel Road still requires investigation.</p> <p>Clerk to check with WBDC regarding any permission required for new dog bins.</p> <p>Cllr Dudman will forward the Improvements Plan to the Clerk.</p> <p><b>9.2 War Memorial Improvement Project</b></p> <p>Cllr Booth advised no further update</p> <p><b>9.3 Parish Emergency Plan - no update</b></p> <p><b>10. Maintenance</b></p> <p><b>10.1 Maintenance and Repairs Register</b></p> <p>The Clerk advised the perimeter fence replacement, clearance/cutting out of invasive shrubbery and removal of conifer hedging at Speen Recreation Ground was being carried out week commencing 27<sup>th</sup> January weather permitting.</p> <p>The Clerk further advised reinstatement of the bollard at the War Memorial would be completed by the end of January at a cost of approximately £50.</p> <p>Cllr Hargrave advised the height restriction sign at Stockcross Recreation Ground had been broken. Clerk to obtain costs for new sign.</p> <p>It was also suggested that signage regarding use of Recreation Grounds 'users do so at</p>	<p>Cllr Dudman</p> <p>Cllr Dudman</p> <p>Clerk</p> <p>Cllr Dudman</p> <p>Cllr Booth</p> <p>Cllr Pugh</p> <p>Clerk</p>
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	<p>their own risk' should be looked into. Clerk to obtain costs.</p> <p><b>11. Stockcross Recreation Ground New Pavilion Project</b></p> <p>The Clerk advised she was still trying to arrange a meeting of the Working Party with AFC Newbury.</p> <p><b>12. Stockcross Recreation Ground Footpath Project</b></p> <p>The Clerk advised Greenham Common Trust had withdrawn their matching funding for the contribution from SPC as they deemed SPC direct beneficiaries however fundraising was still progressing well. The fundraising team are keen to obtain more definitive costs as required by The Good Exchange.</p> <p>The Clerk advised she would be sending out formal invitations to tender but these would be subject to contractors committing to hold their costs until August 2020.</p> <p><b>13. Correspondence: To receive &amp; consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</b></p> <p>The Clerk showed all Councillors a card received from Cherubs Playgroup thanking SPC for the grant for new play mats.</p> <p><b>14. Matters for consideration and information after the preparation of this Agenda which the Chairman agrees as urgent (all Councillors)</b></p> <p>None raised</p> <p><b>15. Date of Next Meeting:</b> Monday 10<sup>th</sup> February 2020 - Cllr Hargrave gave apologies due to holiday</p> <p><b>16. Exclusion of Press and Public</b></p> <p><b>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 Items 17.1 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960</b></p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman All in Favour</p> <p>Cllr Masters left the meeting at 21.00pm</p> <p><b>The Meeting ended at 21.00pm</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p><b>Signed:</b></p>	<p><b>Name (print):</b></p> <p><b>Position:</b></p>	<p><b>Date:</b></p>
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Abbreviations used:

- SPC = Speen Parish Council
- SSDCF = Speen, Shaw and Donnington Community Forum
- WBDC = West Berkshire District Council
- EM = Extraordinary Meeting
- ACV = Asset of Community Value
- ToR = Terms of Reference

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