



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 9TH MARCH 2020 AT SPEEN PAVILION, SPEEN RECREATION GROUND STARTING AT 7.00 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Dudman (Vice Chair) Cllr Black, Cllr Booth, Cllr Butter, Cllr Newell-Hart
	WBDC Councillor/Employee	
	Members of the Public/Parish Residents	
	Clerk & RFO	Jean Lindsay

Meeting started at 7.03pm

1. **Apologies:** Cllr Phillips, Cllr Pugh, Cllr Masters
2. **Declarations of Interest:** None declared

Open Session: No Members of the Public present

Resolution	Item	Action																				
Resolved	<p>3 Minutes – To consider, approve and sign the Minutes of the Full Council Meeting held on Monday 10th February 2020 (draft)</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Dudman Abstention: 1 In Favour 5</p>																					
Resolved	<p>4 Finance Report Clerk as RFO</p> <p>4.1 Balance in bank as at 09-03-20 reported as £72,576.58</p> <p>4.2 Proposal: To accept Finance Reports to end February 2020</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Black All in Favour</p> <p>4.3 Proposal: To endorse invoice payments since last meeting</p>																					
Resolved	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Invoices for Endorsement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">04/02/2020</td> <td style="text-align: center;">DD</td> <td>NEST</td> <td style="text-align: right;">89.02</td> </tr> <tr> <td style="text-align: center;">13/02/2020</td> <td style="text-align: center;">FPO</td> <td>Brabazons Garden Maintenance</td> <td style="text-align: right;">702.00</td> </tr> <tr> <td style="text-align: center;">13/02/2020</td> <td style="text-align: center;">FPO</td> <td>Sutton Hall</td> <td style="text-align: right;">21.25</td> </tr> <tr> <td style="text-align: center;">13/02/2020</td> <td style="text-align: center;">FPO</td> <td>Clere Bookkeeping Services</td> <td style="text-align: right;">18.90</td> </tr> </tbody> </table>	Invoices for Endorsement				04/02/2020	DD	NEST	89.02	13/02/2020	FPO	Brabazons Garden Maintenance	702.00	13/02/2020	FPO	Sutton Hall	21.25	13/02/2020	FPO	Clere Bookkeeping Services	18.90	
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13/02/2020	FPO	Parish Clerk Wages	954.92
13/02/2020	FPO	HMRC	283.32
13/02/2020	FPO	C&D Grounds Maintenance	1,836.15
13/02/2020	FPO	Parish Clerk Expenses	67.05
20/02/2020	DD	Vodafone	20.50
21/02/2020	DD	SSE (Street Lighting Energy)	88.97
February Total			4082.08

Proposer: Cllr Amirtharaj
 Seconder: Cllr Dudman
 All in Favour

4.4 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 Newell-Hart
 All In Favour

5. District Councillor's Report

The report had been previously circulated to Councillors.

The Clerk advised that a new round of Member's Bids had opened and if the Council wished to make an application this would need to be submitted by 7th May 2020 in order to give time for Cllr Doherty to add comments to meet the deadline date of 14th May 2020.

Cllr Dudman suggested the Council might wish to consider an application in relation to the Parish Improvements Plan. It was however agreed that it was unlikely that quotes required to support an application would be able to be obtain in time.

6. District Parish Conference

The Clerk confirmed the District Parish Conference on Thursday 12th March in the Council Chambers from 6.30pm – 8pm. Cllr Booth & Cllr Dudman attending.

7. Financial & General Purposes Committee

7.1 Minutes – to receive Minutes of the meeting held on 27-02-20 (draft) - Minutes received no questions raised

7.2 Budget Forecast to Year End 2019/20

Proposal: To approve transfer of £510 CIL (Speen) and £3862 of Earmarked Reserves to 2019/20 Budget for play equipment works

The Clerk advised the £3862 of Earmarked Reserves was the maximum that would be transferred to the 2019/20 budget and this could well be less once the year end accounts were finalised.

Cllr Booth
 / Cllr
 Dudman

Resolved

Resolved



<p>Resolved</p>	<p>Proposer: Cllr Black Seconder: Cllr Butter All In Favour</p> <p>7.3 Allocation of Reserves</p> <p>Proposal: To approve the allocation of CIL and Earmarked Reserves to SPC 2020/21 projects</p> <p>The Clerk had previously circulated a document detailing the Allocation of Reserves.</p> <p>Proposer: Cllr Black Seconder: Cllr Dudman All in Favour:</p> <p>Cllr Dudman advised the Parish Improvement Plan for 2021/22 would need to be compiled earlier in the year talking into account costs and form part of the 2021/22 budget process.</p>	
<p>Resolved</p>	<p>7.4 Fixed Assets Register</p> <p>Proposal: To approve the Fixed Assets Register for 2020/21</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Butter All in Favour</p> <p>Cllr Dudman advised he would work on a map plotting the Council's assets for publication on the Council's website in the forthcoming months.</p>	<p>Cllr Dudman</p>
<p>Resolved</p>	<p>7.5 S137 Grant Application</p> <p>Proposal: To approve s137 grant application from MS Therapy Centre for £192.90</p> <p>Proposer: Cllr Black Seconder: Cllr Dudman All in Favour</p> <p>8. Planning & Highways Committee</p> <p>The Clerk advised it had not been possible to arrange the next Committee meeting for 17th March and asked Committee members for an alternative date. Next meeting arranged for Thursday 19th March at Speen Pavilion at 6.30pm</p> <p>9. Communications</p> <p>9.1 SPC Website Ideas & Suggestions</p> <p>Cllr Dudman advised he will send the Improvements Plan article to the Clerk by 20th March 2020</p> <p>Cllr Amirtharaj offered to write the first monthly article in April.</p> <p>Cllr Dudman suggested that Councillors agree who would produce the website articles for the next 4 months.</p> <p>The following was agreed:</p> <p>May - Cllr Black June - Cllr Butter July – Cllr Booth</p>	<p>Cllr Dudman</p> <p>Cllr Amirtharaj</p> <p>Cllr Black Cllr Butter Cllr Booth</p>



Resolved	<p>Aug – Cllr Newell-Hart</p> <p>10. Development</p> <p>10.1 Parish Improvement Plan</p> <p>Cllr Dudman advised Thames Water will not grant permission for a salt bin on their land on Hill Road as they now plan to widen Hill Road due to potential development of their land. Hill Road salt bin to be removed from Improvements Plan.</p> <p>Cllr Dudman requested that project owners obtain costs as soon as possible. Cllr Dudman added there would be no issue with amendments to the proposed timescales in particular when the Street Lighting LED replacements were carried out.</p> <p>Cllr Dudman will contact Woodland Trust regarding grants and is still awaiting a response from Sutton Estates.</p> <p>Cllr Dudman advised he will pursue other potential areas.</p> <p>10.2 War Memorial Improvement Project – update from Cllr Booth</p> <p>Cllr Booth advised he and Cllr Newell-Hart were going to work on this together in order to progress the project.</p> <p>10.3 Parish Emergency Plan</p> <p>The Clerk advised that due to the current COVID-19 situation and the Governments advice regarding social distancing it might not be possible to meet face to face in the future however current legislation did not permit virtual meetings.</p> <p>Cllr Dudman suggested testing a video conferencing platform.</p> <p>Cllr Amirtharaj suggested Google Hangouts and offered to set up a test in preparation for the possibility of virtual meetings.</p> <p>11. Maintenance</p> <p>11.1 Street Lighting 3 Year Maintenance Contract</p> <p>Proposal: To approve SSE Contracting Limited 3 Year Street Lighting Maintenance Contract for the period 1st April 2020 to 31st March 2023 in the sum of £739.32 for 1st year of contract</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Black All in Favour</p> <p>11.2 Maintenance and Repairs Register</p> <p>The Clerk advised on the following:</p> <ul style="list-style-type: none"> • Quotes for general repairs and maintenance required at Speen Pavilion were being sought • A faulty street light at Battle Close had been repaired to date no charges <p>12. Stockcross Recreation Ground New Pavilion Project</p> <p>The Clerk advised she was still trying to arrange a meeting with AFC Newbury to discuss the demolition of the timber pavilion.</p> <p>All Councillors agreed the demolition work should take place as soon as possible.</p> <p>Clerk to scheduled date for works with contractor and advise AFC Newbury.</p> <p>13. Keep Britain Tidy Spring Litter Pick – to consider if SPC wishes to organise an event or join Shaw cum Donnington Event on 4th April</p> <p>All Councillors agreed it was too late for this year but would plan for an event next year.</p> <p>14. Parish Stakeholder Events - to agree approach and responsibility for responses to WBDC regarding Settlement Boundaries, Settlement Hierarchy and HELAA (Housing and</p>	<p>Cllr Newell-Hart</p> <p>Cllr Dudman</p> <p>Cllr Booth/Cllr Newell-Hart</p> <p>Cllr Amirtharaj</p> <p>Clerk</p> <p>Clerk</p>
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Resolved	<p>Economic Land Availability Assessment) by 27th March 2020</p> <p>Cllr Dudman advised when reviewing settlement boundaries if planning was within a boundary unless there were good reasons to object then planning would probably be approved. However if planning was outside a settlement area approval was unlikely.</p> <p>Cllr Booth advised that Stockcross has a much smaller settlement boundary unlike Speen which is part of Newbury.</p> <p>Cllr Booth further advised that the covered reservoir site was outside the settlement boundary but the remainder of the current planning application was within the boundary.</p> <p>Cllr Dudman offered to review at sites east of the A34.</p> <p>Cllr Booth and Cllr Newell-Hart offered to review sites west of the A34.</p> <p>Responses to be put together at the Planning & Highways Committee meeting in preparation for submission to WBDC by 27th March.</p> <p>15. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk)</p> <p>The Clerk advised she had received a request from the Stockcross Footpath Fund Raising team to hold a Footpath Fun Run at Stockcross Recreation Ground on Friday 22nd May from 2.30pm – 5.30pm. The Clerk added she had contacted AFC Newbury who had confirmed there would be no football training on that date.</p> <p>All Councillors agreed to this request.</p> <p>16. Matters for consideration and information after the preparation of this Agenda which the Chairman agrees as urgent (all Councillors) None raised</p> <p>17. Date of Next Meeting: Monday 18th May 2020</p> <p>18. Exclusion of 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 Items 19.1 & 19.2 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960</p> <p>Proposer: Cllr Amirtharaj Seconder: Cllr Newell-Hart All in Favour</p> <p>The Meeting ended at 20.27pm</p>	<p>Cllr Dudman</p> <p>Cllr Booth/ Cllr Newell- Hart</p>
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Signed:	Name (print):	Date:
	Position:	06/06/20

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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