



SPEEN PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING
HELD ONLINE ON SATURDAY 4TH JULY 2020 AT 10AM

Present	Parish Councillors	Cllr Amirtharaj, Cllr Dudman, Cllr Phillips, Cllr Booth, Cllr Black, Cllr Newell-Hart, Cllr Butter, Cllr Gourley
	WBDC Councillor/Employee	Cllr Lynne Doherty
	Members of the Public	Jeanette Clifford
	Clerk & RFO	Jean Lindsell

Meeting started at 10.04am

Open Session: No Questions Raised

Resolution	Item	Action
Resolved	<p>1. Election of Chair</p> <p>Cllr Amirtharaj advised the meeting that he wished to resign as Chair of the Council due to work commitments and asked for nominees. Cllr Dudman nominated as Chair.</p> <p>Cllr Newell-Hart thanked Cllr Amirtharaj for his hard work and commitment over the past two years having stepped into the Chair at a very difficult time for the Council having lost both Chair and Vice Chair at that time.</p> <p>Proposer: Cllr Amirtharaj Secunder: Cllr Booth Abstention: 1 In Favour: 7</p> <p>Cllr Dudman was duly elected Chair for 2020/21 and it was agreed the Declaration of Acceptance of Office would be signed following the meeting.</p> <p>Cllr Dudman also thanked Cllr Amirtharaj for all his hard work as Chair.</p>	
Resolved	<p>2. Election of Vice-Chair</p> <p>Cllr Dudman asked the Clerk if there were any nominations for Vice-Chair.</p> <p>The Clerk advised Cllr Amirtharaj had indicated he would be willing to stand as Vice-Chair.</p> <p>Cllr Amirtharaj confirmed he would be willing to stand if there were no other nominees. Cllr Amirtharaj nominated as Vice-Chair.</p> <p>Proposer: Cllr Dudman Secunder: Cllr Phillips Abstention: 1 In Favour: 7</p> <p>Cllr Amirtharaj was duly elected Vice Chair for 2020/21 and it was agreed the Declaration of Acceptance of Office would be signed following the meeting.</p>	
	<p>3. Apologies – None received</p>	
	<p>4. Declaration of Interests</p> <p>Cllr Black declared an interest in Item 13 s137 Grant Application – Cllr Black had written the original website for Sutton Hall and had suggested they required an</p>	

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<p>Resolved</p>	<p>upgrade Cllr Phillips declared an interest in Item 14 Stockcross Recreation Ground – Cllr Phillips lives adjacent to the Recreation Ground Cllr Phillips declared an interest in Item 13 s137 Grant Application – Cllr Phillips is a trustee of Sutton Hall Cllr Butter declared an interest in Item 12 Marsh Benham Recreation Ground Trees – Cllr Butter lives in Marsh Benham</p> <p>5. Minutes – to approve the minutes of the Full Council Meeting held on Saturday 06-06-20 (draft). Minutes to be signed at a later date.</p> <p>Cllr Booth advised the wording under Open Session was incorrect as it stated No Members of the Public Present when Cllr Gourley was present as a member of the public prior to his co-option.</p> <p>The Clerk suggested an amendment to read No Questions Raised which all Councillors agreed.</p> <p>Minutes approved subject to amendment.</p> <p>Proposer: Cllr Black Seconder: Cllr Gourley All In Favour</p>	<p>Clerk</p>
<p>Resolved</p>	<p>6. Planning & Highways Committee – current members of the Planning & Highways Committee to confirm they are willing to remain as Committee Members until May 2021.</p> <p>Cllr Dudman asked the Clerk to confirm the current members of the Committee.</p> <p>The Clerk advised these were Cllr Booth, Cllr Dudman, Cllr Newell-Hart and Cllr Amirtharaj. She added Cllr Amirtharaj had stepped in when a previous Committee member had resigned from the Council.</p> <p>Cllr Dudman asked if any other members of the Council would like to join the Committee. Cllr Butter and Cllr Gourley indicated their interest.</p> <p>Cllr Dudman asked for clarification from the Clerk regarding membership.</p> <p>The Clerk advised under the current Terms of Reference membership was 4 however the Internal Auditor had recommended this be increased to 5 as in the event of a tied vote with an even membership number the casting vote would always fall to the Chair. She further added the number could be three however suggested this was too small.</p> <p>Cllr Booth felt that three was too small as it could increase the chances of meetings being inquorate.</p> <p>Cllr Dudman asked if a proposal was required to co-opt the new members.</p> <p>The Clerk advised that the minutes would reflect the discussion together with the Internal Auditors recommendation resulting in a resolution regarding the increased membership.</p> <p>The Clerk asked Cllr Amirtharaj if he now wished to stand down from the Committee. Cllr Amirtharaj confirmed that he wished to stand down.</p> <p>Clerk to revise the Planning & Highways Committee Terms of Reference.</p>	<p>Clerk</p>
<p>Resolved</p>	<p>7. Finance & General Purposes Committee</p> <ul style="list-style-type: none"> - To consider how the F&GP Committee wish to conduct business during the current restrictions. - Current members of the F&GP Committee to confirm they are willing to remain as Committee members until May 2021 <p>The Clerk advised there had been no F&GP Committee meetings since March and</p>	<p>Clerk</p>



<p>Resolved</p>	<p>11. Financial Report Clerk as RFO</p> <p>11.1 Balance in bank as at 30-06-20 £80,573.28</p> <p>11.2 To retrospectively note invoice payments made for April, May and June 2020</p> <p>Cllr Booth asked for clarification of payment for election expenses as there had not been an election in May 2020 and queried the number of LED replacement lamps.</p> <p>The Clerk advised the election expenses were in respect of the elections held in 2019 and apologised for the error regarding the number of LED replacement lamps which read 21 on the report and should have been 12.</p> <p>All Councillors noted payments made.</p> <p>11.3 Proposal: To accept Finance Report to 30-06-20</p> <p>Cllr Newell-Hart commented on the level of projected unallocated bank balance at the end of the financial year and suggested the Council look carefully at ensuring these funds be used for improvements for the benefit of parishioners.</p> <p>Proposer: Cllr Booth Seconder: Cllr Black All in Favour</p>	
<p>Resolved</p>	<p>11.4 Proposal: To accept Quarterly Budget v Actual Report (Q1)</p> <p>The Clerk advised the re-charge of £75 for election expenses had been posted to the Miscellaneous category as there was no budget for Election Costs this year and the payment of £300 to Horsey Lightly on account for Fields in Trust Fees for the Tennis Club Lease had also been posted to Miscellaneous as there was no budget category to legal expenses.</p> <p>Cllr Dudman asked the Clerk to add a footnote to the report regarding these items for future reference.</p> <p>Cllr Amirtharaj asked if the last column could be re-named to be more meaningful as 'Difference' was misleading.</p> <p>Cllr Phillips suggested Balance Remaining would be more meaningful.</p> <p>Clerk to action.</p> <p>Cllr Dudman advised he would find the report more useful if it also contained the forecast for each quarter and offered to discuss this offline with the Clerk.</p> <p>The Clerk thanked Cllr Dudman and advised she had wanted to change the report for some time.</p> <p>Cllr Gourley supported the proposed changes to move to a forecasting model.</p> <p>Cllr Black offered to assist with the new report.</p> <p>Cllr Dudman, Cllr Black and the Clerk to work offline on the report.</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Black All in Favour</p> <p>Member of the Public left the meeting at 11am The Clerk lost internet connection for 2 minutes</p> <p>12. Marsh Benham Recreation Ground Trees</p> <p>Cllr Butter advised of a request from the owners of a property on the east side of the recreation ground to carry out works to trees that sit within the recreation ground boundary between the original chain link fence and the newer post and rail fence. The residents were concerned about branches overhanging their property coming down and the telephone and electricity cables that run through the trees. Cllr Butter</p>	<p>Clerk</p> <p>Clerk / Cllr Dudman / Cllr Black</p>



Resolved	<p>had met with the residents and ascertained the proposed works involved crown lifting the Lime tree which is a pollarded Lime up to 5m height and cutting the Ash down to hedge height of approximately 10ft. All works would be paid for by the residents.</p> <p>Cllr Butter suggested the Council might wish to consider future maintenance of all trees and hedges at the recreation ground.</p> <p>Cllr Newell-Hart said he felt the Council should look at improving the recreation ground at Marsh Benham as very little had been done for some years.</p> <p>Cllr Booth commented on the safety issues and advised SSEPD had a policy of cutting trees in proximity to power lines free of charge and proposed the Council should ask SSEPD to inspect and/or cut the trees in line with their policy prior to any private contractor carrying out any work.</p> <p>Cllr Butter advised the residents had already contacted SSEPD who would only cut a tunnel around the cables and did not consider this a priority. Cllr Butter further advised that the resident's contractor was scheduled to carry out the works at the end of July and the works did not involve the power cables at all. Cllr Butter added as a caution that SSEPD did not have regard for the health of trees when cutting them.</p> <p>Cllr Dudman proposed that the residents be permitted to carry out the works as described at the end of July and asked the Clerk to note that a category of tree maintenance be added to the budget for 2021/22. All Councillors agreed.</p> <p>Cllr Booth asked for his proposal to contact SSEPD to cut the trees prior to the contractor starting work be considered by the Council and that the residents give an assurance that their contractor would follow the national guidelines for cutting trees in proximity to power lines. He added that should SSEPD not wish to carry out the work by the end of July the residents should be permitted to continue with their works. All Councillors agreed.</p> <p>Cllr Booth to contact SSEPD.</p> <p>Cllr Butter will continue to liaise with the residents.</p> <p>13. S137 Grant Application</p> <p>Proposal: To approve s137 Grant Application from Sutton Hall for £500</p> <p>Cllr Amirtharaj stated his support as the capability to make bookings from all types of devices would be of benefit.</p> <p>There was discussion regarding who would benefit from the project and it was agreed that there would be sufficient benefit to parishioners in facilitating bookings.</p> <p>Proposer: Cllr Dudman Secunder: Cllr Gourley Abstention: 3 In Favour: 5</p> <p>14. Stockcross Recreation Ground</p> <p>To consider making a contribution towards the cost of installing the electricity supply to Stockcross Recreation Ground</p> <p>The Clerk advised the supply had already been paid for in full by AFC Newbury as it is primarily for the new pavilion and added that they would be paying all usage costs. The Clerk stated that the question regarding the supply being a Council asset had been raised and whether SPC should consider a contribution towards the installation costs as the Council would benefit long-term.</p> <p>Cllr Amirtharaj felt the supply would only be of benefit to AFC Newbury and did not feel that SPC should make any contribution.</p> <p>The Clerk advised there was an agreement with AFC that when the pavilion was</p>	<p>Clerk</p> <p>Cllr Booth</p> <p>Cllr Butter</p>
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	<p>not in use by them it would be available for parishioners to use.</p> <p>Cllr Newell-Hart stated that he considered the supply would be an asset as he assumed it could be tapped into in the future for the benefit of the Council and/or others.</p> <p>Cllr Booth confirmed details of the installation and that the supply could be tapped into.</p> <p>Cllr Black commented there was no provision in the budget and therefore AFC Newbury should be responsible for all costs.</p> <p>The Clerk advised there was an amount of £1500 allocated from Stockcross earmarked reserves towards this project.</p> <p>Cllr Gourley suggested that if AFC Newbury were not at Stockcross the Council would probably not have paid for an electricity supply and therefore SPC should not make a contribution if the Council had no need for a supply. Cllr Gourley added however that if AFC Newbury were to make the space and electricity available to the Council then consideration could be made to giving a small contribution.</p> <p>Cllr Newell-Hart advised that as the supply could be tapped into by the Council the provision of electricity was clearly a benefit to the community long term even if AFC Newbury left Stockcross and supported making a contribution.</p> <p>Cllr Amirtharaj stated he felt this was not an asset and questioned if the supply installed would be sufficient to sustain future use by SPC and that the availability of the facilities should be written into the contract with AFC Newbury. Cllr Amirtharaj felt this was a service only and therefore SPC should not make a contribution.</p> <p>Cllr Newell-Hart advised that he now felt the supply was a service and not an asset.</p> <p>Cllr Booth asked if AFC Newbury was a commercial profit making venture or a registered charity. Cllr Booth added he felt the supply was an asset as it was costing several thousand pounds and if AFC Newbury were no longer at Stockcross SPC would be left with the supply and this therefore constituted an asset.</p> <p>Clerk to check status of AFC Newbury.</p> <p>Cllr Dudman asked the Clerk for clarification of reserves earmarked for this project.</p> <p>The Clerk confirmed the original amount was £1500 however the cost of the demolition of the timber pavilion had exceeded the budgeted amount by approximately £300 and suggested this amount be moved to the budget leaving £1200 available.</p> <p>Cllr Dudman proposed the transfer of £300 to the budget be actioned.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Black Abstention: 1 In Favour: 7</p> <p>Clerk to action.</p> <p>Cllr Dudman advised he was happy to accept the electricity supply was a service that SPC could use and proposed subject to written confirmation from AFC Newbury that they would make the facilities and supply available to the Council a contribution of up to £1200 be made.</p> <p>Cllr Phillips suggested that as AFC Newbury's contract was up for renewal in 2021 this should be written into the contract at that time.</p> <p>Cllr Gourley suggested that any contribution should be delayed until the contract renewal in case AFC Newbury decided not to continue at Stockcross.</p>	<p>Clerk</p>
<p>Resolved</p>	<p>Cllr Dudman proposed the transfer of £300 to the budget be actioned.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Black Abstention: 1 In Favour: 7</p> <p>Clerk to action.</p> <p>Cllr Dudman advised he was happy to accept the electricity supply was a service that SPC could use and proposed subject to written confirmation from AFC Newbury that they would make the facilities and supply available to the Council a contribution of up to £1200 be made.</p> <p>Cllr Phillips suggested that as AFC Newbury's contract was up for renewal in 2021 this should be written into the contract at that time.</p> <p>Cllr Gourley suggested that any contribution should be delayed until the contract renewal in case AFC Newbury decided not to continue at Stockcross.</p> <p>Cllr Dudman proposed that the contribution of up to £1200 be made to AFC Newbury towards the connection costs.</p>	<p>Clerk</p>



	<p>Proposer: Cllr Dudman Seconder: Cllr Butter Abstention: 1 Against: 3 In Favour: 4</p> <p>15. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk) None to report</p> <p>16. Matters for consideration and information arising after the preparation of this Agenda which the Chair agrees to take as urgent (all Councillors)</p> <p>Cllr Dudman advised that as of 4th July COVID-19 restrictions had been lifted regarding playgrounds which could now be re-opened however SPC were duty bound to carry out a risk assessment.</p> <p>The Clerk summarised guidance received from the Association of Play Industries and suggested the Council's approach should be to carry out an inspection of the play equipment and display appropriate signage in line with current guidance regarding social distancing, washing hands etc.</p> <p>Cllr Booth advised he felt the API's document was a very balanced and sensible document with a good approach to risk assessment. Cllr Booth added that as SPC's play equipment is in the open air it represented a low risk but risk assessments should be carried out and signage display with a view to opening the play grounds as soon as possible.</p> <p>Cllr Gourley advised that WBC had re-opened their playground and the signage displayed made people aware of their personal responsibilities.</p> <p>Cllr Doherty advised that she would be happy to assist with any risk assessments.</p> <p>The Clerk advised she had been inspecting the equipment periodically over the past few weeks and was happy to carry out the assessments.</p> <p>Cllr Butter offered to help at Marsh Benham and Cllr Booth offered to assist at Speen and Stockcross.</p> <p>Cllr Doherty offered to assist with signage and would action on 6th July.</p> <p>Cllr Doherty asked Councillors to email any queries they might have regarding the District Ward Report which had previously been circulated.</p> <p>17. Date of Next Meeting – Monday 10th August 2020</p> <p>18. 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> <p>No resolution required as no PART II Items to consider</p> <p>The meeting closed at 12.10pm</p>	<p>Clerk / Cllr Butter / Cllr Booth</p> <p>Cllr Doherty</p>
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