



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD ONLINE ON MONDAY 18<sup>TH</sup> JANUARY 2021 AT 7PM**

<b>Present</b>	<b>Parish Councillors</b>	Cllr Dudman (Chair), Cllr Amirtharaj (Vice-Chair), Cllr Phillips, Cllr Black, Cllr Newell-Hart, Cllr Gourley, Cllr Booth, Cllr Clifford
	<b>WBDC Councillor/Employee</b>	Cllr Doherty
	<b>Members of the Public</b>	None Present
	<b>Clerk &amp; RFO</b>	Jean Lindsell

**Meeting started at 7.05pm**

Resolution	Item	Action
Resolved	<p><b>1. Apologies:</b> Cllr Butter</p> <p><b>2. Declaration of Interests</b> Cllr Phillips declared an interest in any item that might relate to Stockcross Recreation Ground - Cllr Phillips lives adjacent to the ground.</p> <p><b>3. Chair Opening Remarks</b> Cllr Dudman opened with wishing everyone a Happy New Year and looked forward to continuing to work with the Council for 2021.</p> <p><b>4. Open Session – no Members of the Public present</b></p> <p><b>5. Minutes – to approve the minutes of the Full Council meeting held on Monday 14-12-20 (draft)</b> Proposer: Cllr Dudman Secunder: Cllr Black All in Favour</p>	
Resolved	<p><b>6. Financial Report Clerk as RFO</b></p> <p>6.1 Balance in bank as at 31-12-20 reported as £71,759.07</p> <p>6.2 To retrospectively note invoice payments made for December 2020 All Councillors noted payments made.</p> <p>6.3 <b>Proposal:</b> To accept Finance Report to 31-12-20 The Clerk hoped all Councillors had seen her notes regarding the revised Projected Bank Balance report and the introduction of a new report providing visibility of actual and committed spend of Earmarked Reserves. The Clerk advised the Projected Bank Balance report had originally only taken into account projected spend relating to the operational budget but over time had evolved to include projected spend of Earmarked Reserves which had led to the unallocated balance being understated. The Clerk stated this was the rationale behind now having two distinctly separate reports. Cllr Black queried the projected spend as per budget 2020/21 figure of £16404. The Clerk advised this was the balance of the operational budget once actual spend to date had been deducted. Cllr Black stated the way in which the figure had been calculated was clearer in a previous report.</p>	



Resolved	<p>The Clerk advised that report had only been presented to the Finance Committee and referred to forecasted expenditure to year end and was part of a the suite of budget preparation reports.</p> <p>Proposer: Cllr Black Seconder: Cllr Newell-Hart All in Favour</p> <p><b>6.4 Proposal:</b> To accept Quarterly Budget v Actual Report (Q3)</p> <p>Proposer: Cllr Black Seconder: Cllr Amirtharaj All in Favour</p> <p><b>7. District Ward Report</b> (previously circulated)</p> <p>Cllr Doherty advised much had moved on since her December report and WBC was back in full COVID response being the priority for the Council in ensuring current restrictions were being followed and working with their health partners to roll our the vaccination programme.</p> <p>Cllr Doherty stated the figures for West Berkshire were less than for the rest of Berkshire but it was important to keep reminding everyone to adhere to the guidance especially as hospitals are shared across Berkshire and are under extreme pressure.</p> <p>Cllr Amirtharaj asked if there was any further information on the vaccination programme.</p> <p>Cllr Doherty advised information regarding vaccinations across the district would shortly be published on the WBC website. Cllr Doherty added there were mixed views across the NHS about now much data could be shared but advised WBC had taken the decision to publish information to provide visibility for parishioners.</p> <p>Cllr Doherty stated the eastern areas of West Berkshire had started vaccinating just before Christmas but the Newbury and surrounding practices did not start until 11<sup>th</sup> January. The over 80's and care homes were currently being worked through and it was hoped that all care home residents would be vaccinated by 23<sup>rd</sup>/24<sup>th</sup> January.</p> <p>Cllr Doherty added based on feedback received the process at the racecourse was very positive, efficient and fast flowing and was working well towards completing the first four cohorts by mid-February.</p> <p>Cllr Phillips asked if there was any information regarding vaccine supplies.</p> <p>Cllr Doherty advised they had sufficient supplies of the Oxford vaccine for the care homes and had been led to believe there would be a push to get vaccines to areas that were lagging behind and to date supplies had been received as planned.</p> <p>Cllr Booth asked how people were being informed that they could book a vaccination.</p> <p>Cllr Doherty advised it would be the local practice that got in touch and practices were using a mix of text. telephone and letter depending on age and demographics together with patients preferred method of contact already on file.</p> <p>Cllr Clifford asked about the economy as she had seen in a recent OSN report that Slough, Maidenhead and Bracknell had been severely hit in employment terms and asked if the more diverse economy in West Berkshire was giving some cushioning.</p> <p>Cllr Doherty advised the OSN reports suggested that West Berkshire was more resilient due to the spread of businesses but there was still a huge impact on those businesses.</p> <p>Cllr Newell-Hart advised there was an emerging project for a footpath from the A4 to Stockcross and SPC would like a WBC contact who could assist regarding such matters as land ownership.</p>	
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	<p>Cllr Doherty asked Cllr Newell-Hart to send her an email but advised Stuart Higgins was the contact. Cllr Doherty added she was attending a CiL review panel regarding new infrastructure projects and there might be an opportunity to apply for some funding.</p> <p>Cllr Dudman advised he had walked into Newbury to collect a prescription and was extremely surprised at how many people there were.</p> <p>Cllr Doherty stated the police attended their meetings and had advised they were taking a 4Es approach which started with engagement and encouragement but had now moved on to an enforcement approach.</p> <p>Cllr Doherty added WBC was now also looking at COVID wardens and had been carrying out targeted advertising via social media.</p> <p>Cllr Doherty advised she had been contacted by a parishioner regarding litter and dog fouling around Burchall Road area.</p> <p>The Clerk advised the area was not within the Speen Parish boundary and was Newbury Town Council's responsibility.</p> <p><b>8. Finance Committee</b></p> <p>8.1 <b>Minutes</b> – to receive the Minutes of the Finance Committee held on 18<sup>th</sup> December 2020 (draft)</p> <p>No questions raised.</p> <p>8.2 2021/2022 Precept</p>	
Resolved	<p><b>Proposal:</b> To approve 2021/2022 Precept</p> <p>Cllr Black advised the proposed increase was 1%.</p> <p>Cllr Dudman advised the initial draft precept was a 2% increase and the Finance Committee had scrutinised the numbers for further savings and had been successful in reducing the percentage increase to 1%.</p> <p>Cllr Newell-Hart supported this view and added considerable time had been spent stress testing the numbers.</p> <p>Proposer: Cllr Black Seconder: Cllr Phillips All in Favour</p> <p>Clerk to submit precept request to WBC.</p>	Clerk
Resolved	<p><b>8.3 2021/2022 General Reserves</b></p> <p><b>Proposal:</b> To approve SPC General Reserves be set at £15401 (25% of precept) for 2021/2022</p> <p>Cllr Dudman asked for clarification that 25% was best practice.</p> <p>The Clerk advised the minimum level General Reserves should be set at was 25% of operational costs.</p> <p>Proposer: Cllr Black Seconder: Cllr Newell-Hart All in Favour</p>	
	<p><b>9. Planning &amp; Highways Committee</b></p> <p>9.1 <b>Regulation 18 Consultation on Emerging Draft of WBC Local Plan to 2037 (closing date 5<sup>th</sup> February 2021)</b> – to agree if SPC wishes to make representation and the process by which this can be achieved</p> <p>Cllr Dudman advised this was a very lengthy document but from what he had read there did not appear to be anything that was of concern.</p> <p>Cllr Amirtharaj asked if the draft was taking into account and/or planning for the</p>	



	<p>possibility of any major employers such as IT moving away from the area to obtain smaller premises due to promoting more remote working.</p> <p>Cllr Dudman advised from what he had read the draft included encouraging businesses within the community but it do not necessarily state how it was going to achieve this.</p> <p>Cllr Newell-Hart advised more businesses were looking to create smaller ‘bubbles’ in market towns like Newbury which are very attractive to these businesses particularly as the workforce could work anywhere. He added that not only did Newbury have good communications but high growth earnings would be generated by more home working bringing people back into the town and community.</p> <p>Cllr Gourley felt there was a shift away from the traditional office to more home working and housing developments should ensure they supported this as most houses were smaller. He added the potentially large strategic sites at Sandleford Thatcham and Donnington were large areas and it was necessary to look at what facilities would be provided to support people working from home.</p> <p>Cllr Dudman asked if the Council wished to make comment on the draft what mechanism to achieve this should be used and should this fall to the Planning &amp; Highways Committee or Full Council.</p> <p>Cllr Newell-Hart felt all members of the Council should be involved.</p> <p>Cllr Dudman advised this consultation was specifically on the contents of the emerging draft and it was therefore important that the document be read prior to making comment.</p> <p>Cllr Doherty urged the Council to give feedback particularly having heard the views already expressed.</p> <p>The Clerk asked Cllr Doherty if it was possible to obtain a copy of the questions asked on the consultation portal.</p> <p>Cllr Doherty suggested contacting Strategic Planning.</p> <p>Cllr Dudman proposed the Clerk obtain the questions and circulate to all Councillors for their feedback. Cllr Dudman suggested if there were any opposing views these could be reviewed via email.</p> <p>Clerk to forward consultation questions to all Councillors and consolidate feedback in preparation for submission to WBC.</p> <p><b>9.2 Publishing Planning Information on SPC Website</b></p> <p>Cllr Booth advised he had sent an email to members of the Planning &amp; Highways Committee with suggestions of what planning information should be published to initiate discussions.</p> <p>As members of the Committee had not had an opportunity to read the email Cllr Dudman suggested the Committee review the document and respond by email with their views.</p> <p>Cllr Clifford asked if the information published would be left on the website until WBC had made a decision and whether decision notices would be published.</p> <p>Cllr Dudman suggested the Committee also needed to consider this and provide feedback.</p> <p><b>10. Development</b></p> <p><b>10.1 Parish Improvement Plan – update from Working Party</b></p> <p>The Clerk advised the new litter bin for Stockcross Recreation Ground had been ordered and following receipt of permission to install the dog bin at the layby on the corner of Rookwood and Chapel Road this would be ordered in due course.</p> <p>The Clerk further advised the new dog bin on Speen Lane had been installed and</p>	<p>Clerk</p> <p>All Cllrs</p> <p>Clerk/All Cllrs</p> <p>Planning &amp; Highways Committee</p>
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	<p>emptying of the bin had been added to the Environmental Maintenance Contract as agreed.</p> <p>The Clerk advised on a recent visit had yet again found the litter bin at Stockcross Green was being used as a dog bin and in discussions with SPC's Environmental Maintenance Contractor had been advised this could have an impact on his dog waste disposal as it calculated by weight.</p> <p>The Clerk asked if the Council wished to consider locating a dog bin at Stockcross Green although it would be important to ensure the residents of the two properties in the vicinity would be happy with this.</p> <p>Cllr Dudman suggested the Improvements Plan WP review this and agree on a location.</p> <p>Cllr Dudman thanked Cllr Phillips for his input regarding the possibility of a public toilet at Stockcross Recreation Ground and once costs were available this would be considered by the Improvements Plan WP.</p> <p><b>11. Maintenance</b></p> <p><b>11.1 Parish Maintenance &amp; Repairs Register</b></p> <p>The Clerk advised a quotation was being obtained for the toddler swing seats at Speen Recreation Ground following the RoSPA inspection highlighting rusty fittings.</p> <p>Cllr Dudman advised the revised Risk Assessments had been sent out to the Finance Committee for review and added some areas had changed from green to amber as it had not been possible to carry out certain maintenance items such as PAT testing due to COVID-19 restrictions but hoped these could be resolved as soon as restrictions ease.</p> <p><b>12. Correspondence: To receive &amp; consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible dealt with by the Clerk) – None to report</b></p> <p><b>13. Matters for consideration and information arising after the preparation of this Agenda which the Chair agrees to take as urgent (all Councillors)</b></p> <p>Cllr Clifford advised she had written to the Clerk indicating her interest in joining either the Finance or Planning &amp; Highways Committee and asked if it was appropriate to discuss at this time.</p> <p>Cllr Dudman advised he was happy to discuss this item.</p> <p>The Clerk reminded the Council of the recommendation by the Internal Auditor to keep membership of Committees to an odd number and both Committees currently had 5 members.</p> <p>Cllr Amirtharaj advised he was happy to stand down from the Finance Committee as he was unable to attend all meetings due to work commitments.</p> <p>Cllr Dudman accepted Cllr Amirtharaj's resignation from the Finance Committee.</p> <p>Cllr Dudman proposed Cllr Clifford be co-opted to the Finance Committee.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Newell-Hart All in Favour</p> <p><b>14. Date of Next Meeting – Monday 22<sup>nd</sup> February 2021</b></p> <p><b>15. Exclusion of the Press and Public</b></p> <p>No vote required as no PART II items</p> <p><b>The meeting closed at 20.20pm</b></p>	<p>Improv. Plan WP</p> <p>Clerk</p>
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<b>Signed:</b>	<b>Name (print):</b>  <b>Position:</b>	<b>Date:</b>
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Abbreviations Used:

- SPC = Speen Parish Council
- WBC = West Berkshire Council
- WP = Working Party

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Page approved by (initials) & date:
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