



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE ANNUAL COUNCIL MEETING AND FULL COUNCIL MEETING**  
**HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 25<sup>TH</sup> MAY 2022 AT 7PM**

<b>Present</b>	<b>Parish Councillors</b>	Cllr Dudman, Cllr Amirtharaj, Cllr Phillips, Cllr Gourley, Cllr Butter, Cllr Booth, Cllr Newell-Hart
	<b>In Attendance</b>	Cllr Doherty
	<b>Members of the Public</b>	2 present
	<b>Clerk &amp; RFO</b>	Jean Lindsell

**Meeting started at 7.02pm**

Resolution	Item	Action
Resolved	<p><b>ANNUAL COUNCIL</b></p> <p><b>1. Election of Chair</b></p> <p><b>Proposal:</b> To elect the Chair and receive the Chair's signed Declaration of Acceptance of Office.</p> <p>Cllr Dudman confirmed he was resigning as Chair after 2 years of service and thanked all Councillors for their support over this time.</p> <p>Cllr Gourley advised he was willing for stand as Chair and there being no further nominations Cllr Gourley was nominated as Chair.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Amirtharaj All in Favour</p> <p>Cllr Gourley was duly elected Chair for 2022/23 and signed the Declaration of Acceptance of Office.</p> <p>Cllr Amirtharaj gave a vote of thanks to Cllr Dudman for his hard work, commitment and support during his time as Chair. All Councillors echoed these comments.</p>	
Resolved	<p><b>2. Election of Vice Chair</b></p> <p><b>Proposal:</b> To elect the Vice Chair and receive the Vice Chair's signed the Declaration of Acceptance of Office.</p> <p>Cllr Amirtharaj advised he was willing to continue as Vice Chair. There being no further nominations Cllr Amirtharaj was nominated as Vice Chair.</p> <p>Proposer: Cllr Gourley Seconder: Cllr Dudman All in Favour</p> <p>Cllr Amirtharaj was duly elected Vice Chair for 2022/23 and signed the Declaration of Acceptance of Office.</p>	
Resolved	<p><b>3. Apologies:</b> Cllr Clifford</p> <p><b>4. Minutes</b> – to approve the minutes of the Full Council Meeting held on 26-03-22 (draft)</p> <p>Proposer: Cllr Dudman Seconder: Cllr Amirtharaj All in Favour</p>	

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Resolved	<p><b>5. Co-Option of New Councillors</b></p> <p><b>5.1 Proposal:</b> To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors Interests</p> <p>Cllr Gourley welcomed Ian Wilson to the meeting.</p> <p>Proposer: Cllr Gourley Seconder: Cllr Dudman All in Favour</p> <p>Cllr Wilson signed the Declaration of Acceptance and Register of Councillors Interests.</p>	
Resolved	<p><b>5.2 Proposal:</b> To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors Interests</p> <p>Cllr Gourley welcomed Clive Hunt to the meeting.</p> <p>Proposer: Cllr Gourley Seconder: Cllr Amirtharaj All in Favour</p> <p>Cllr Hunt signed the Declaration of Acceptance of Office and Register of Councillor Interests.</p>	
	<p><b>6. Declaration of Interests:</b> None declared</p> <p><b>7. Chair Opening Remarks</b></p> <p>Cllr Gourley thanked all members of the Council for his election as Chair and welcomed the new Councillors.</p> <p><b>8. Open Session:</b> No members of the public present</p> <p><b>9. Finance Committee</b></p>	
Resolved	<p><b>9.1 Proposal:</b> To appoint Councillors to Finance Committee for 2022/23</p> <p>Cllr Gourley asked if current members of the Finance Committee were willing to stand for the next year and if there were any new nominations.</p> <p>The Clerk advised Cllr Clifford wished to remain on the Committee.</p> <p>Cllr Hunt advised he would be willing to join the Committee.</p> <p>The Clerk advised membership of the Committee was five Councillors and there were 6 nominations.</p> <p>Cllr Newell-Hart advised he would stand down.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Newell-Hart Abstention: 1 In Favour: 8</p> <p>Cllr Amirtharaj, Cllr Dudman, Cllr Gourley, Cllr Clifford and Cllr Hunt were duly appointed as members of the Finance Committee for 2022/23</p>	
Resolved	<p><b>9.2 Proposal:</b> To agree to a review of the Finance Committee Terms of Reference to be carried out by the Finance Committee and presented to Full Council for approval at the next meeting</p> <p>Proposer: Cllr Gourley Seconder: Cllr Amirtharaj All in Favour</p>	
Resolved	<p><b>10. Planning &amp; Highways Committee</b></p> <p><b>10.1 Proposal:</b> To appoint Councillors to Planning &amp; Highways Committee for 2022/23</p> <p>Cllr Gourley asked if current members of the Planning &amp; Highways Committee were</p>	



<p>Resolved</p>	<p>willing to stand for the next year and if there were any new nominations.</p> <p>Cllr Wilson advised he would be willing to join the Committee.</p> <p>The Clerk advised although current membership of the Committee was five Councillors and there were six nominations it would be acceptable to increase the membership.</p> <p>Proposer: Cllr Dudman Seconder: Cllr Butter Abstention: 1 All in Favour: 8</p> <p>Cllr Booth, Cllr Newell-Hart, Cllr Dudman, Cllr Gourley, Cllr Butter and Cllr Wilson were duly appointed as members of the Planning &amp; Highways Committee for 2022/23.</p> <p>Cllr Doherty advised WBC would shortly be re-introducing Planning training and recommended attendance for new Councillors.</p> <p>Cllr Doherty to advise Clerk when dates agreed.</p> <p><b>10.2 Proposal:</b> To delegate powers to Planning &amp; Highways Committee for 2022/23 in accordance with Planning &amp; Highways Committee Terms of Reference approved by Full Council on 04-07-20 (<i>amended as below</i>)</p> <p>The Clerk suggested having reviewed the Committee ToR these should be reviewed and updated accordingly and requested if Council was in agreement the Chair amend the proposal.</p> <p>All Councillors agreed and Cllr Gourley re-stated the proposal as follows:</p> <p><b>Proposal:</b> To agree to a review of the Planning &amp; Highways Committee Terms of Reference to be carried out by the Planning &amp; Highways Committee and presented to Full Council for approval at the next meeting</p> <p>Proposer: Cllr Gourley Seconder: Cllr Dudman All in Favour</p>	<p>Cllr Doherty</p>
<p>Resolved</p>	<p><b>11. Standing Orders &amp; Policies</b></p> <p><b>Proposal:</b> To adopt the following documents for the 2022/23 term:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> </ul> <p>The Clerk advised changes were as follows as per the meeting notes:</p> <p>Standing Orders – the only changes made were to make the document gender neutral which had been reviewed by the Finance Committee as their last meeting.</p> <p>Financial Regulations – changes to make the document gender neutral had been reviewed by the Finance Committee at their last meeting and as agreed by the Committee further changes made to bring the document in line with SPC's Internal Finance Controls Policy and Procedures.</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Booth All in Favour</p>	
<p>Resolved</p>	<p><b>12. Review of Inventory of Land and Assets</b></p> <p><b>Proposal:</b> To approve the current Fixed Assets Register</p> <p>Cllr Dudman queried why the costs for Marsh Benham Recreation Ground and The Ladywell were only £1 each.</p> <p>Cllr Butter advised these were both leased assets with a rent of 1 peppercorn.</p>	



	<p>Cllr Dudman added he was keen to have all the Council's assets mapped.</p> <p>The Clerk advised Parish Online an online mapping tool designed specifically for Council's to manage assets was available free of charge to SPC and she had login details.</p> <p>Clerk to liaise with Cllr Dudman to progress use of Parish Online.</p> <p>Cllr Booth asked for clarification regarding ownership of the land on which the War Memorial is situated.</p> <p>The Clerk confirmed the land was owned by WBC Highways Authority.</p> <p>Proposer: Cllr Dudman Secunder: Cllr Both All in Favour</p> <p><b>13. Members Register of Interests – to confirm that Members ROI forms are current and to advise Clerk if updates are required</b></p> <p>The Clerk confirmed all members ROI forms requiring updates had been completed.</p> <p>Cllr Gourley to send Clerk updated ROI.</p> <p><b>14. Year End Accounts 2021/22</b></p> <p><b>14.1 To retrospectively note payments for March 2022</b></p> <p>All Councillors noted payments made.</p> <p><b>14.2 Proposal:</b> To review and agree Year End Accounts 2021/22</p> <p>Proposer: Cllr Butter Secunder: Cllr Newell-Hart All in Favour</p>	<p>Clerk/Cllr Dudman</p> <p>Cllr Gourley</p>
Resolved		
Resolved	<p><b>15. Annual Governance and Accountability Return 2021/22</b></p> <p><b>15.1 Proposal:</b> To approve Annual Internal Audit Report 2020/21 (detailed auditor's report and page 3)</p> <p>All Councillors acknowledged there were no issues or recommendations reported by the Internal Auditor but questioned the lack of detail in the report.</p> <p>Clerk to feedback to Internal Auditor.</p> <p>Proposer: Cllr Dudman Secunder: Cllr Newell-Hart Abstention: 1 In Favour: 8</p>	<p>Clerk</p>
Resolved	<p><b>15.2 Proposal:</b> To approve Section 1 – Annual Governance Statement 2021/22 (page 4)</p> <p>Proposer: Cllr Gourley Secunder: Cllr Amirtharaj All in Favour</p>	
Resolved	<p><b>15.3 Proposal:</b> To approve Section 2 – Accounting Statements 2020/21 (page 5)</p> <p>Proposer: Cllr Amirtharaj Secunder: Cllr Newell-Hart All in Favour</p>	
Resolved	<p><b>15.4 Proposal:</b> To approve Annual Governance and Accountability Return 2021/22 be submitted to External Auditor and published in accordance with statutory deadline of 1<sup>st</sup> July 2022</p> <p>Proposer: Cllr Dudman Secunder: Cllr Newell-Hart</p>	



Resolved	<p>All in Favour</p> <p><b>16. Ordinary Meeting Dates 2021/22 and Annual Meeting 2022/23</b></p> <p>To agree Ordinary Council meeting dates for 2022/23</p> <p>All Councillors agreed to the proposed dates.</p> <p>It was further agreed the Focussed Discussions would take place in the intervening months.</p> <p>Clerk to add Focussed Discussion dates to schedule of meetings and send to all Councillors.</p> <p>To set the date of the Annual Council Meeting for 2023/24.</p> <p>All Councillors agreed the Annual Council Meeting be scheduled as 24<sup>th</sup> May 2023.</p> <p><b>FULL COUNCIL MEETING</b></p> <p><b>17. Financial Report Clerk as RFO</b></p> <p><b>17.1</b> Balance in bank as at 30-04-21 reported as £73,553.09</p> <p><b>17.2</b> To retrospectively note payments for April 2022</p> <p>All Councillors noted payments made.</p> <p><b>17.3 Proposal:</b> To accept Finance Reports to 30-04-22</p> <p>Proposer: Cllr Newell-Hart Seconder: Cllr Butter All in Favour</p> <p><b>18. Planning &amp; Highways</b></p> <p><b>18.1 Grove Road SID Deployment</b> – update from Cllr Booth</p> <p>Cllr Booth advised he had been unable to progress with the SID deployment since the last meeting.</p> <p>Cllr Doherty advised complaints continued to be submitted not only about Grove Road speeding but also Brummell Road which she raised with Cheryl Evans of the Traffic &amp; Road Safety Team and TVP and asked the Council to consider SID deployment on Brummell Road as well.</p> <p><b>18.2 Community Speed Watch</b> – update from Cllr Dudman</p> <p>Cllr Dudman advised there were four volunteers (two of whom were parishioners) who had completed the training focussing initially on Grove Road. Cllr Dudman added a number of other parishioners had indicated their willingness to join the group but still had to complete the training.</p> <p>Cllr Dudman further advised TVP had allocated equipment to the group and was awaiting a delivery date.</p> <p>Cllr Dudman gave a brief overview of the CSW scheme.</p> <p><b>18.3 Station Road Parking</b> – update from Clerk</p> <p>The Clerk advised the Member's Bid application for the access protection markings across the entrance to the allotments in Station Road had been submitted and thanked Cllr Doherty for her help.</p> <p>The Clerk added the trustee of the Allotments Association who had raised this issue had been informed and sent his thanks to the Council for their support.</p> <p><b>19. District Ward Report</b> (previously circulated)</p> <p>Cllr Doherty confirmed the DfT had awarded WBC a £280,000 Active Travel</p>	Clerk
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funding grant for walking and cycling improvements along the B4000 in Stockcross.

Cllr Doherty added the new regulations from the DfT regarding this project were very process driven with milestones needing to be met at various points during the process and will liaise with Cllr Phillips as the key SPC contact.

Cllr Booth queried why a cycleway was included as this had not been in the original proposal submitted by SPC.

Cllr Doherty advised until the project started the full scope of the work would not be known and issues might arise resulting in changes regarding the width required to accommodate cyclists but the priority now was to get the project started.

Cllr Doherty confirmed WBC had a statutory responsibility for supporting Ukrainian nationals wishing to re-settle in West Berkshire and the level of support from West Berkshire residents had been significant.

Cllr Doherty advised due to nutrient neutrality and the new developments in the area this could have an impact on Speen and Shaw due to the Lambourn Valley.

Cllr Amirtharaj asked about delays to the A4 works.

Cllr Doherty advised these had been due to unforeseen issues arising involving additional tree works and utilities.

Cllr Dudman asked if there was any further update regarding the boundary wall.

Cllr Doherty advised this was private land and apparently there was a type of plinth that could be used to support the wall but the cost of this work would need to be met by the owner.

## **20. Development**

### **20.1 Parish Improvement Plan – update from WP**

Cllr Gourley advised the WP had not met for some time but Cllr Clifford had been working on obtaining quotes for the defibrillator project.

The Clerk advised Cllr Clifford was still awaiting the quote from the Community Heartbeat Trust and was unable to progress until that was received.

The Clerk added Cllr Doherty had kindly offered to submit a speculative Member's Bid on behalf of SPC for consideration by the panel in July.

### **20.2 War Memorial Project – to agree to submit request to WBC for 6 month extension for Member's Bid awarded July 2021**

Cllr Booth advised the Specification of Works was still under review with WBC Highways department as they felt significantly more extensive works were required to meet highways standards. Cllr Booth added he did not consider these additional works to be the responsibility of SPC.

Cllr Doherty advised she would discuss the matter with Highways and advise the Clerk.

All Councillors agreed depending on the response from Highways that either a request for extension be submitted or the project be shelved.

## **21. West Berkshire Libraries**

**Proposal:** The Finance Committee suggests Full Council considers making a contribution of up to £1293 to WBC Libraries funded from unallocated reserves and ring fenced for Speen parish mobile library service as a COVID recovery gesture but noting that further discussion will be required if SPC wish to continue to fund that service in the future

All Councillors agreed to make a one off contribution this year and the proposal duly amended as follows:

Cllr Doherty  
/Clerk



Resolved	<p><b>Proposal;</b> To approve making a contribution of £1293 to WBC Libraries funded from unallocated reserves and ring fenced for Speen parish mobile library service as a COVID recovery gesture but noting that further discussion will be required if SPC wish to continue to fund that service in the future</p> <p>Proposer: Cllr Phillips Seconder: Cllr Dudman All in Favour</p>	
Resolved	<p><b>22. Stockcross School Fete</b></p> <p><b>Proposal:</b> To approve request from Stockcross School PTFA to use Chapel Road corner of Stockcross Recreation Ground for car parking for their fete to be held on 25<sup>th</sup> June 2022</p> <p>Cllr Phillips requested that no vehicles be permitted to park any further than the picnic bench along the eastern boundary.</p> <p>Proposer: Cllr Phillips Seconder: Cllr Newell-Hart All in Favour</p> <p>Clerk to advise PTFA of parking restriction along the eastern boundary and football pitches.</p> <p><b>23. 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>Cllr Phillips advised savetherisingsun.org were now In direct negotiation with the owner of The Rising Sun regarding a potential purchase of the premises and confirmed should this be successful the intention was to run it as a pub.</p> <p><b>24. Matters for consideration and information arising after the preparation of this Agenda which the Chair agrees to take as urgent (all Councillors) None raised</b></p> <p><b>25. Date of Meeting – 20<sup>th</sup> July 2022</b></p> <p><b>26. Exclusion of the Press and Public</b></p> <p>No vote required as no PART II items</p> <p><b>The meeting closed at 9.10pm</b></p>	Clerk

<b>Signed:</b>	<b>Name (print):</b>	<b>Date:</b>
	<b>Position:</b>	

Abbreviations Used:

- SPC = Speen Parish Council
- WBC = West Berkshire Council
- CSW = Community Speed Watch
- TVP = Thames Valley Police
- DfT = Department for Transport
- WP = Working Party
- PTFA = Parents Teachers Friends Association

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