

**Minutes**  
**of the Sulhamstead Parish Council Meeting held at The Parish Room, St Mary's Church**  
**Sulhamstead Abbots on Thursday 16 November 2017 at 7.00pm**

**Present:** Mrs Margaret Baxter (Chairman), Mr Richard Smith, Mr Roger Ashfield, Mr Ivan Wise, Mrs Liz Penston, Mr Start Stanley.

**In attendance:** Mrs Fiona Jones (Clerk)

**Open Forum:** Members of the Public were invited to comment on any of the items on the agenda before the meeting convened.

*Declarations of Interest: Visitors were reminded that declarations of interest must be made where appropriate.*

**1) Apologies for Absence**

Mrs Rosemary Sanders-Rose, District Councillor Keith Chopping, Ms Teresa Sosna.

**2) Declarations of Interest by Councillors**

There were none.

**3) Open Forum**

No members of the public were present.

**4) Approval of Minutes of 21 September 2017**

The Minutes were approved and signed.

**5) Matters arising from Minutes of 21 September 2017**

The pot hole in Shortheath Lane had not been fixed. **Action: Councillor Chopping**

No progress had been made on the idea of using CCTV to record overweight vehicles crossing the canal bridge. The person responsible at WBC was on long term sick leave, so no progress was likely to be made until the New Year. **Action: Councillor Smith and Councillor Chopping**

The litter picker vacancy had been filled by Michelle Hitt.

It was agreed that Councillor Smith would make a list of all out of date topics on the website and work on a strategy to identify how the website could be improved and maintained going forward. **Action: Councillor Smith**

**6) Local Interest**

**a) Public Open Space (POS)**

Thames Water had damaged the bridge in the POS by taking their heavy equipment over it in order to access their drainage system, and the cost to repair had been estimated at £650. Thames Water had agreed to contribute towards the repairs and Councillor Wise was in contact with them regarding reimbursement of the costs. It was noted that the remedial work carried out by Thames Water was likely to be temporary and that there would be a further requirement for repairs as the drainage system into the POS was overloaded. A site meeting with Thames Water had been requested as a more substantial bridge was required to cope with Thames Water's equipment. On the 15<sup>th</sup> November another contamination had been

reported by a member of the public. Thames Water and the Environment Agency had been in attendance. Since there were ongoing issues in the Public Open Space the Chairman proposed that the area be closed until they were resolved. The Councillors agreed to close the POS for the foreseeable future. It was agreed that Councillor Wise would arrange signage and a barrier. It was agreed to put a notice on the website. **Action: Councillor Wise, Clerk**

A planning consultant from WBC had been in contact with the Chairman. He had notified the Council that the applicant of the Benham's Farm development had included the POS as the required area of communal space to support the development. The Parish Council had not been made aware of this by the applicant. The Chairman had arranged to meet the consultant at the POS to discuss the Benham's Farm Development. **Action: Chairman**

Councillor Wise and contractor Bob Hirst had inspected the POS and it had been agreed that some work would be carried out immediately to tidy overgrown trees and bushes, and further work would be carried out in the spring after the worst of the weather had passed. **Action: Councillor Wise**

**b) Website**

The stats for September and October were:

1119 unique visitors                      3,193 page impressions

790 unique visitors                      2,889 page impressions

**c) Local Roads, Signs and Weight limits**

Councillor Ashcroft reported that deep potholes on Sulhamstead Hill had appeared and it was agreed that they should be reported to WBC. **Action: Clerk**

**Shortheath Lane**

A resident had reported that there were vehicles speeding on the entrance to Shortheath Lane and had requested traffic calming. The Parish council noted that it would be necessary to follow the process set by WBC and Councillor Smith had arranged to meet with the relevant department to investigate possible options. It was agreed that the Chairman would write to the resident to update him on the action so far.

**Action: Councillor Smith and Chairman**

**Bridle Path**

It has been reported by a resident that the bridleway near Benhams Farm was in a very poor state of repair. It was thought that the land was owned by Mr Newall, but WBC were responsible for maintaining the surface. The Parish Council were of the view that this was not a matter that they were required to deal with. It was agreed that the Chairman would write to the resident to advise her to speak directly to either Mr Newell or West Berkshire Council.

**Action: Chairman**

**d) Household Waste and Recycling**

The planning application to allow the Padworth Recycling Centre to handle general waste was likely to go before the Eastern Area Planning Committee in December.

**e) Willink Leisure Centre**

There was a discussion about the Council's dissatisfaction with the Leisure Centre contract. It was agreed to write to WBC to notify them that the Parish Council were considering ceasing payment of their contribution to the costs unless a more favourable arrangement could be

agreed, which would ensure that Sulhamstead residents who used the Leisure Centre would not be required to pay twice.. **Action: Chairman**

**f) Newsletter**

The newsletter had been printed and delivered. The Chairman thanked Councillor Wise and Councillor Sosna for their hard work.

**g) Notice Board**

The clerk had chased the delivery of the notice board and as a result of the delay and poor customer service, the company had agreed to refund the delivery charge of £78. The noticeboard was now due to be delivered on 22 November and Councillor Wise agreed to arrange with Bob Hirst to have it installed. **Action: Councillor Wise**

**h) Community Broadband**

The Clerk had been notified that a further feed-in had been agreed in Wises Firs.

**i) Boundary Review of West Berkshire**

The consultation had closed.

**j) SUN School Event 18 November**

Mrs Chopping had cordially invited all the Councillors and their Partners to attend an event at the school to welcome the new head teacher. If Councillors were able to attend they were asked to let Mrs Chopping know. **Action: All Councillors**

**k) Feedback from BALC Training**

The Chairman, Councillor Wise and Councillor Sosna had attended Planning Framework training held in October and reported that it had been very useful. In addition, Councillor Penston and Councillor Stanley had attended the Fundamental Councillor training. They also found the training useful. They reported that one of the recommendations from the course had been that Councillors should have separate email addresses for Council business. It was agreed to arrange this. **Action: Clerk**

Councillor Stanley was due to attend a workshop on the new GDPR rules at the end of November.

**7) Planning Applications**

**a) Planning Decisions**

**b) 17/02499/FUL TVP Training Centre, Sulhamstead**

Temporary siting of portacabins. Approved.

**17/02401/CERTE The Pines, adj to Hollytree House, Shortheath Lane, Sulhamstead**

Use of the Pines as a separate dwelling house. The Certificate of Lawfulness had been granted.

**17/02359/FULC The Oaks, Sulhamstead**

Erection of a separate building as a dog grooming business. Approved.

**17/02071/HOUSE Moathouse Cottage, Whites Hill, Sulhamstead**

Demolition of existing garage and erection of new garage and store. Approved.

**17/02255/FULD 2 Abbots Road, Burghfield Common**

Erection of 2 semi-detached 4 bedroomed houses. Approved

**c) New Applications**

There were none.

**d) Benhams Farm**

The Chairman had suggested that she meet with the Planning Consultant on 21<sup>st</sup> November and then a further meeting will be arranged to discuss the Council's response. This was unanimously agreed. **Action: Chairman**

**8) Finance:**

**a) Account Balances at 31 October, 2017:**

Current:	£47,642.76
Deposit:	£ 4,677.63
Investment:	£10,000.00
Bond:	<u>£0</u>
	£62,320.39

An up-to-date Bank Reconciliation had been sent to the Councillors prior to the meeting.

**b) Budget Forecast**

Income and Expenditure year to date were sent to the Councillors prior to the meeting and were approved at the meeting. There was a small overspend of £187 on BALC membership. It was agreed to arrange a finance meeting to discuss the budget for 2018/19 in January prior to the full Council meeting on the 18<sup>th</sup> January. **Action: Clerk**

**c) Bond Maturity**

£25,000 had been invested in a bond with Lloyds Bank for a year.

**d) CIL Money**

The Council had received a payment of £2411.61. It was agreed to debate what to spend this on at the January meeting and to write to WBC to report that no decision would be made before the end of 2017. **Action: Clerk**

**9) Review of Post/ Any Other Business**

Councillor Ashcroft reported that he had attended the Village Hall AGM and that the Village Hall was making a modest profit.

**Next Parish Council Meeting**

To confirm that the next Parish Council Meeting will be on Thursday 18<sup>th</sup> January, 2017 at 7.00pm, to be held in the Parish Room, St Mary's Church, Sulhamstead Abbots.

**Mrs Fiona Jones (Clerk)**

**Distribution**

All Councillors

Clerk – Sulhamstead Parish Council

Mr Keith Chopping

Notice Boards

Website