

**Minutes**  
**of the Sulhamstead Parish Council Meeting held at The Parish Room, St Mary's Church**  
**Sulhamstead Abbots on Thursday 18 January 2018 at 7.00pm**

**Present:** Mrs Margaret Baxter (Chairman), Mr Richard Smith, Mr Roger Ashfield, Mr Ivan Wise, Mrs Liz Penston, District Councillor Keith Chopping.

**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**

Ms Teresa Sosna, Mr Stuart Stanley, Mrs Rosemary Sanders-Rose.

**2) Declarations of Interest by Councillors**

There were none.

**3) Open Forum**

2 representatives from The Burghfield and Mortimer Handybus were present to update Councillors on progress with the Handybus, and to request further funding.

The bus had not officially been handed over by West Berkshire Council (WBC). The organisers had succeeded in raising sufficient funds and loans to purchase a new bus, which was due for delivery on 19/01/18. The cost of running the bus was forecasted to be £15,500 a year. The representatives requested a contribution from the Council of £864. It was agreed that the Council would discuss the matter during the finance part of the meeting and would let the representatives know the outcome. The Chairman praised the dedication and enthusiasm of the volunteers.

**4) Approval of Minutes of 16 November 2017**

The Minutes were approved by the Council and signed by the Chairman. Proposed by Councillor Wise and seconded by Councillor Smith.

**5) Matters arising from Minutes of 16 November 2017**

The 'pot hole' in Shortheath Lane was not considered deep enough for repair by WBC.

No progress had been made on the placement of CCTV equipment 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 that staff member returned to work. **Action: Councillor Smith and Councillor Chopping**

The pot holes on Sulhamstead Hill were still a cause for concern and Councillor Ashfield agreed to report to WBC. **Action: Councillor Ashfield**

It had come to the Council's attention that Caroline Roy, a resident of the Parish had suddenly passed away. On behalf of the Parish Council, the Chairman expressed their regret and extended condolences to her family.

No action had yet been taken with regards to the Willink Leisure Centre contract. It was agreed that the Chairman would meet with the representative from WBC to discuss possible options going forwards. **Action: Chairman**

## 6) Local Interest

### a) Public Open Space (POS)

Following the damage to the bridge by Thames Water's heavy equipment, Councillor Wise was in contact with them regarding reimbursement of the costs. **Action: Councillor Wise**

Councillor Wise reported that contractor Bob Hirst had dealt with some fallen trees and vandalism to the bridge. Further work would be carried out in the spring after the worst of the weather had passed. **Action: Councillor Wise**

The Chairman reported that an area of heavily overgrown trees and bushes had recently been cleared between the POS and Benham's Farm. This work had been carried out by an unknown person without the Parish Council's permission. As a result the Parish Council had erected posts and barrier tape to ensure that the area remained safe. An email of objection had subsequently been received from the owner of Benham's Farm, and the Parish Council agreed to meet separately to discuss their response. **Action: Chairman**

### b) Website

The stats for November and December were:

975 unique visitors                      2,750 page impressions

1558 unique visitors                      3,459 page impressions

Councillor Smith had prepared a list of all out of date items on the website. There was some duplication of information held on other websites such as the Church, so Councillor proposed that the website just hold a link to other's websites in this instance. This was agreed by the Council. **Action: Councillor Smith**

The Chairman thanked Councillor Smith for his hard work.

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

#### 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 would arrange to meet with the relevant department to investigate possible options once the team at WBC were back to full strength. (See remarks in Matters Arising). **Action: Councillor Smith**

Councillor Smith commented that the hedges in Shortheath Lane were very overgrown. It was agreed that the Chairman would write to the owners of Holly Tree House and also the Englefield Estate. **Action: Chairman**

### d) Household Waste and Recycling

The planning application to allow the Padworth Recycling Centre to handle general waste was unlikely to go before the Eastern Area Planning Committee until April.

### e) Willink Leisure Centre

The next steps were covered in Matters Arising

**h) Feedback from BALC Training**

Councillor Stanley had attended a workshop on the new GDPR rules at the end of November but was not present at the meeting. The Clerk agreed to contact Councillor Stanley to request an update the Council at the next meeting. **Action: Clerk and Councillor Stanley.**

**i) Transparency Fund**

The Clerk had been notified by BALC that there was a fund available to purchase a laptop in order to meet new Transparency Rules. It was agreed to apply for funding. **Action: Clerk**

**j) Standing Orders**

Councillor Smith proposed some amendments to the way the Planning and Finance Committees were conducted. This was discussed by the Council and agreed. Proposed by Councillor Ashfield and seconded by Councillor Wise.

**7) Planning Applications**

**a) Planning Decisions**

**17/03060/FUL TVP Training Centre, Sulhamstead**

Erection of fence around sewage treatment works. Granted

**17/03010/HOUSE 45 Normoor Rd., Burghfield Common**

Erection of a 2 storey side extension. Granted

**17/03144/AGRIC Home Farm, St Michaels Lane, Sulhamstead**

Extension to cattle building. Planning permission not required.

**17/03222/FUL - The Spring Inn, Bath Road, Sulhamstead**

Permanent siting of two storage containers. Granted

**17/03468/AGRIC Home Farm, St Michaels Lane, Sulhamstead**

Extension to cattle building and siting of feed silo. Planning permission not required.

**b) New Applications**

**17/03484/HOUSE 57 Normoor Rd., Burghfield Common**

First Floor front extension and the construction of a 2 bay garage with home office above. The application was discussed and no objections were raised.

**c) Benhams Farm**

The Chairman gave an overview of the recent Appeal Hearing and subsequent site visit by the Planning Inspector to the POS. The outcome of the Appeal is awaited.

**8) Finance:**

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

Current:	£ 46,215.76
Deposit:	£ 4,677.04
Investment:	£10,000.00
Bond:	<u>£0</u>
	£60,893.80

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.

**c) Bond**

There had been some delay with investing £25,000 in a bond with Lloyds Bank for a year, due to the Bank requiring two signatories who had to be present at the same time. The

bank had subsequently advised that a letter of authority, signed by two signatories would be sufficient. A letter with the required two signatures had been sent and an outcome awaited.

**d) Precept**

The budget for 2018/19 was reviewed in detail, with reserves and carry-over taken into account. It was agreed to apply for a Precept of £18,000 for the year 2018/19. This was proposed by Councillor Penston and seconded by Councillor Smith. It was agreed to keep reserves totalling £35,000 for the future upkeep of the POS.

**e) CIL Money**

The Council discussed the application by the Handybus for funding and it was agreed to use the CIL money from 2016/17, which amounted to £1138.52, for this purpose. A further discussion about the 2017/18 CIL money would take place at the next Parish Council meeting. **Action: Clerk**

In preparation for that discussion, the Chairman asked the Clerk to find out if builders or developers could earmark CIL money which had been generated by their developments for a specific purpose of their choosing. **Action: Clerk**

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

Councillor Penston suggested that a Christmas tree, located centrally within the Parish, should be considered. Councillors agreed that this was a good idea and there was some discussion about where it could be located, bearing in mind power would be required. It was agreed to discuss this with the new community group SUN E in preparation for Christmas 2018. **Action: Councillor Penston**

Councillor Sosna had raised in an email that the area around Sulhamstead Abbots did not appear to have been litter picked recently. Councillor Wise agreed to look into it. **Action: Councillor Wise**

Boundary Review of West Berkshire – this had been finalised and Sulhamstead and Ufton Nervet would be moving into a new Bradfield ward.

**Next Parish Council Meeting**

To confirm that the next Parish Council Meeting will be on Thursday 15<sup>th</sup> March, 2018 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