

Draft Minutes
of the Sulhamstead Parish Council Meeting held at Sulhamstead and Ufton Nerve
Village Hall,
on Thursday 15 May 2018 at 6.30pm

Present: Mrs Margaret Baxter (Chairman), Mr Richard Smith, Mrs Liz Penston, Mrs Rosemary Sanders-Rose, Ms Teresa Sosna and Mr Stuart 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

Mr Roger Ashfield and Mr Ivan Wise.

2) Declarations of Interest by Councillors

Councillor Sanders-Rose declared that Mrs F Hornblow representing SUN-E was her daughter. The Chairman declared that she was a neighbour of Mr D Taylor from Jackaways Cottage and Councillor Stanley declared that Mr Taylor was a client and that his sister in law, Mrs C Knight was a trustee of SUN-E.

3) Open Forum

Mrs F Hornblow spoke on behalf of Sulhamstead and Ufton Nerve Events (SUN-E). She had requested funding from the Parish Council towards the purchase of a coconut shy and some high visibility vests at a cost of £145. Mrs Hornblow also informed the Parish Council that they would be given a stall at the Fete free of charge in order to promote the role and work of the Council. Councillors thanked Mrs Hornblow and it was agreed to accept the offer. Further discussion and planning were required at the next meeting. **Action: Councillors**

4) Approval of Minutes of 15 March, 2018

The Minutes were approved by the Council and signed by the Chairman.

5) Matters arising from Minutes of 15 March, 2018

The signage for a disclaimer in the Public Open Space (POS) had not yet been resolved. Councillor Stanley and the Chairman agreed to meet and agree the wording before asking Oliver Signs to print the signage. **Action: Councillor Stanley and Chairman**

Work on the fencing had been completed but there was a small gap at one end. It was agreed that this needed to be filled to prevent motor bikes entering the POS. The Chairman undertook to contact the contractor. **Action: Chairman**

The Chairman informed Councillors that she had made an appointment with a representative from West Berkshire Council (WBC), with a view to negotiating improved terms for the residents of the Parish when using the Willink Leisure Centre. **Action: Chairman**

In order to monitor how much litter picking had taken place, it was decided to request that in future the litter pickers put the dates that they had worked on their invoices. **Action: Clerk**

6) Local Interest

a) Public Open Space (POS)

Residents of Acorn Gardens had complained that some suspicious individuals had been loitering in the play park. The police had been informed and were visiting the playground regularly on their patrols. However, the individuals had since moved on to the POS where it was believed they were taking drugs. Councillor Wise had kindly been picking up the litter left in the POS, but it was agreed that the situation was unsatisfactory. The police had been notified and they would add the POS to their patrols. Councillor Stanley suggested that he and Councillor Wise visit the POS in the evenings to assess the situation. **Action: Councillor Staley and Councillor Wise**

The Chairman had received a letter from Councillor Wise requesting to buy a small part of the land in the POS which adjoins his house. He had agreed to pay any costs associated with valuation and conveyancing. WBC legal department had been contacted for their advice. They advised that the deeds for the land needed to be examined to establish if there were any covenants preventing the sale of part of the land. The Chairman said that selling the land at a fair market price would help the Council with the long-term costs of maintaining the POS. The Council agreed to discuss further when all the facts were established. **Action: Clerk and Chairman**

Following the damage to the bridge by Thames Water's heavy equipment, the Chairman had met with them to discuss reimbursement of costs and some possible further work. Thames Water had established that the current bridge was not suitable for their equipment and they estimated that a new bridge would cost in the region of £2000. The Chairman was waiting for a firm quote from them. Contributing to the cost was discussed by the Council, and it was agreed not to make a contribution unless there was substantial benefit to the POS, as the existing bridge was fit for purpose as far as the requirements of the Parish Council were concerned. **Action: Chairman**

b) Local Roads, Signs and Weight limits

Bottom Lane

Following an unauthorised diversion put in place by Thames Water, there had been considerable damage to the verges in Bottom Lane. Although some attempt had been made by WBC to repair the road, the repairs were considered inadequate. It was agreed to write to WBC to complain about the diversion, the resultant damage and the poor quality repairs. It was suggested that the road might benefit from being one way from a safety perspective, although this might be inconvenient to residents of Bottom Lane. They would need to be consulted before any such action was taken. **Action: Chairman**

Woodmans Lane

The Council had been contacted by a resident of Woodmans Lane to complain about the speed of some cars coming around the bend near his house. One had crashed into the lamp post outside his property. Whilst the Council sympathised it was felt that very little could practically be done. The Chairman agreed to write to the resident to this effect. **Action: Chairman**

Theale Railway Bridge

The Chairman informed the Council that she had heard informally that Network Rail had concluded that Theale railway bridge was too low for the electrification of the railway line and it would need to be raised. The Council agreed to wait until formal notification was

received. However, it was noted that if such action did need to be taken that it would cause significant traffic problems in the area.

c) Playpark Inspection

The annual inspection had taken place and a number of short and medium term issues had been identified. The Chairman agreed to discuss the report with Councillor Wise and arrange quotes for the work that required immediate action. **Action: Chairman**

d) Bins for the Village Hall

Further to the report by the Village Hall committee regarding the litter and dog waste being placed in their dustbins, it was agreed to purchase a litter and a dog waste bin to be located at the Village Hall. This was proposed by the Chairman and seconded by Mrs Sanders-Rose, and unanimously agreed by the Council. **Action: Clerk**

7) Planning Applications

a) Planning Decisions

18/002936/LBC2 TVP Training Centre, Sulhamstead

Various refurbishment works including internal, external, mechanical and electrical works. The application was **approved**.

b) New Applications

18/01013/FULD Land south of Jordans Lane, Burghfield Common

Erection of two new dwellings (3 bed house and two bed bungalow)

The Council discussed the application and no objections were raised.

c) Planning Enforcement at Jackaways Cottage

Mr D Taylor, the owner of Jackaways Cottage, had attended the last Parish Council meeting to seek the views of Councillors regarding his intention to remove the footpath that runs through his property. At the time the Council advised that he must seek the necessary approvals, and they would comment once the approval request had been received. However, it now appeared that Mr Taylor had relocated the footpath without the necessary permissions. Given that such action is a criminal offence the matter had been reported to the Enforcement Officer at West Berkshire Council. He had responded that his department did not have the resources to investigate the matter. It was agreed to write to Mr Taylor requesting an explanation of the work that had been undertaken and to have sight of any permissions requested. It was also agreed that the letter would be copied to the Leader of West Berkshire Council, as the Parish Council considered the lack of support from the District Council to be totally unsatisfactory. **Action: Chairman**

8) General Data Protection Regulations (GDPR)

The Clerk and Councillor Smith had attended a training course on GDPR and briefed the Council on the actions required. The requirement for the Council to have a Data Protection Officer was noted, and it was unanimously agreed to appoint the NALC GDPR Data Protection Officer at an annual cost of £40. The Council also needed to register with the Information Commissioner's Office at an annual cost of £35. To pay for these additional unbudgeted expenses it was agreed to transfer funds from the donations budget. As part of the move towards GDPR compliance, there was also the requirement for the Council to have a Privacy Policy in place, which would be published on the website, and for all data currently held (electronic and paper) to be audited and where appropriate, disposed of. It was agreed that the Clerk and Councillor Smith would lead this work with assistance from other Councillors as required. **Action: Clerk and Councillor Smith**

9) **Finance:**

a) **Account Balances at 30 April, 2018:**

Current Account:	£13,217.36
Deposit Account:	£ 4,678.81
Investment:	£10,000.00
Notice Account:	<u>£25,000.00</u>
	£48,529.35

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

b) **Community Infrastructure Levy (CIL) 2017/18**

Councillor Penston had investigated with WBC what types of projects qualified for CIL funds. Any type of project which contributed to the infrastructure of the Parish was acceptable, but the money could not be used for maintenance work. It was agreed that it would be sensible to consult with the Public at the fete to understand what they felt were worthwhile projects, particularly in light of the fact that the Council would receive substantial CIL funds from the development at Firlands. **Action: Councillors**

c) **Internal Auditors Report**

The report had not yet been received.

d) **Amendments to the Financial Regulations**

Further work was required and it was agreed that the Chairman, Councillor Smith and the Clerk would review the document and then present back at the next meeting. **Action: Councillor Smith, The Chairman and Clerk**

e) **Review of Internal Control**

Further to changes in the guidance for Governance and Accountability, it was agreed that the Chairman, Councillor Smith and the Clerk would review the guidelines to ensure compliance and then present their findings at the next meeting. **Action: Councillor Smith, The Chairman and Clerk**

f) **Review of Risk Assessment**

An updated risk assessment was presented to the Council and was unanimously approved.

g) **Certification of the Council as Exempt from External Audit**

The Clerk explained that the Council was eligible to apply to be exempt from external audit as it had income and expenditure of less than £25,000. Councillor Sanders-Rose proposed and Councillor Penston seconded that the Council should complete a certificate of exemption, and this was unanimously agreed. The Chairman and the Clerk signed the certificate which would be sent to the external auditor. **Action: Clerk**

h) **Approval of Annual Governance Statement**

It was agreed to defer this to a meeting on the 21 June, pending a review of the guidance for Governance and Accountability. **Action: Councillor Smith, The Chairman and Clerk**

i) **Approval of Statement of Accounts**

It was agreed to defer this to a meeting on the 21 June. **Action: Councillor Smith, The Chairman and Clerk**

j) Signing of the Annual Return

It was agreed to defer this to a meeting on the 21 June. **Action: Councillor Smith, The Chairman and Clerk**

k) Request for Funds from SUN-E

The request for £145 was approved unanimously.

10) Review of Post/ Any Other Business

Councillor Penston informed the Council that she had arranged with Councillor Wise for Burghfield and Sulhamstead Scouts to undertake some clearance work in the POS in June.

WBC had notified the Council that it was necessary to name the five roads in the new Firlands development. Councillors Sanders-Rose and Smith proposed the names of some residents of Sulhamstead who had been influential in the Parish over the years. The names suggested were:

Norman Watson
The Astor family
Brigadier Barbour
Iris Lindsey
Florence Nagel
Mrs Beckwith Smith
The Gilbey family
The Thoyte family
Dorethea Shepherd

It was agreed to forward the list to WBC for further discussion. **Action: Clerk**

Next Parish Council Meeting

To confirm that the next Parish Council Meeting would be on Thursday 21th June, 2018 at 7.00pm, to be held in the Sulhamstead and Ufton Nerve Village Hall.

Mrs Fiona Jones (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Mr Keith Chopping

Notice Boards

Website