

Minutes
of the Sulhamstead Parish Council Meeting held at Sulhamstead and Ufton Nervet
Village Hall,
on Thursday 26 July 2018 at 6.30pm

Present: Mrs Margaret Baxter (Chairman), Mr Richard Smith, Mrs Liz Penston, Mrs Rosemary Sanders-Rose, Mr Ivan Wise, Mr Roger Ashfield and Mr 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

Mr Stuart Stanley and Ms Teresa Sosna.

2) Declarations of Interest by Councillors

There were none.

3) Open Forum

There were 2 members of the public present. A third member of the public attended half way through the meeting.

A lady, who refused to give her name, enquired why the internal auditor had made a negative comment on the Annual Return regarding the level of reserves held by the Parish Council. The Chairman explained that when the Council had taken ownership of the Public Open Space (POS) and the playground at Acorn Gardens, the District Council had made a one-off payment of £48,000 to the Parish Council for the upkeep of these facilities, and that the funds could not be used for any other purpose other than the upkeep of the POS and Acorn Gardens. There was still in the region of £35,000 remaining, but despite a clear explanation, the auditor felt that the reserves were not clearly earmarked specifically for the POS. The Council had chosen to accept the report but disagreed with the conclusion that had been made by the auditor and were seeking support from West Berkshire District Council (WBDC) to clarify in writing the purpose for which the money had been given. **Action: Clerk**

The lady also asked if the Council had paid the annual contribution to the leisure centre. The Chairman replied that the Council had made their contribution for 2017/18 and would be invoiced in March for 2018/19. She had met with WBDC to discuss the possibility of a discount for residents of Sulhamstead, given that they pay for the leisure centre through their Council Tax and then pay on entry as well. This was being considered by West Berkshire Council.

Mr Duffield, a resident from Padworth Rd, asked for the Council's support in introducing traffic calming measures along Padworth Rd, between the mini roundabouts and the traffic lights. Mr Duffield pointed out that there was no 30mph signage along this stretch of road, although there were signs in place further along the Reading Rd. He suggested that as well as signage it would be helpful to have a speed activated electronic sign which reminded drivers that it was a 30mph area or even displayed the speed that they were travelling. The Council agreed to look into the cost of such a device. **Action: Clerk**

Councillor Smith pointed out that there were complications as one side of the road was in Sulhamstead, but the other side was in Wokefield Parish.

4) **Approval of Minutes of 15 May, 2018**

Matters Arising

The minutes were approved and signed by the Chairman.

The Chairman had been contacted by the Fete organisers to see if the Parish Council would consider having a stall. It was unanimously agreed that this was a good idea and could be used as an opportunity to consult with the community as to how they would like to see Community Infrastructure Levy money spent. The Chairman suggested that the details be finalised over email. **Action: Chairman**

It was suggested that it might be advantageous to have a joint stall with Ufton Nervet Parish Council and the Chairman agreed to contact Mr Hannington, the Chairman of UNPC. **Action: Chairman**

Signage for the POS had still not been resolved and the Chairman agreed to contact Councillor Stanley. **Action: Chairman and Councillor Stanley**

There remained a gap in the new fencing at the POS and it was agreed to ask the contractor to extend the fencing to close the gap. **Action: Clerk**

The Chairman had met with a representative from WBDC about the leisure centre and they had agreed to review the level of charging for Sulhamstead Residents who used the leisure centre. The Chairman agreed to follow up. **Action: Chairman**

There had been no communication from Thames Water about the repairs to the bridge in the POS which had been damaged by their equipment. The Chairman agreed to follow up. **Action: Chairman**

The Clerk had been investigating possible solutions for bins at the village hall and it was agreed to circulate costs and options and get agreement from the village hall committee. **Action: Clerk**

5) **Approval of Minutes of 21 June, 2018**

The minutes were approved and signed by the Chairman, subject to an amendment requested by Mr Joe Atkinson, who asked for the name of his business to be removed, as he had been speaking as a private individual on that occasion. The Chairman requested that Mr Atkinson state in which capacity he was speaking if he addressed the Council in future.

6) **Local Matters**

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

Councillor Wise stated that Councillor Penston had spent an evening with the Explorer Scouts clearing the stream and tidying the vegetation and they had done an excellent job. Councillor Wise requested that they returned in September to do some further work. The Chairman stated that in light of this the Council would look favourably on a donation to the Scouts if they were to apply towards the end of the financial year.

b) **Local Roads**

Councillor Wise stated that there was a problem with parked cars on Hollybush Lane near the junction of Abbots Road which restricted the visibility. Councillor Chopping suggested that the Council write to Mark Edwards, Head of Highways at WBDC, copying Councillor Chopping. **Action: Chairman**

c) **Playpark**

Some repairs had been undertaken at a small cost of £90.

d) **Burghfield Neighbourhood Development Plan**

A member from Burghfield Parish Council had been in contact to state that the flier, which had been circulated last month and included defamatory and untrue statements about

Sulhamstead Parish Council, had not originated from them. They confirmed that the Burghfield Neighbourhood Development Plan (NDP) will not include any of Sulhamstead Parish. The Chairman canvassed opinion as to whether the Council wanted to find out more about the NDP and it was agreed that it would be worthwhile to make contact with the NDP committee and attend another meeting. The Chairman, Councillor Penston and Councillor Smith expressed an interest in attending. **Action: The Chairman, Councillor Penston and Councillor Smith**

7) Planning Applications

a) Planning Decisions

There had been none since the last meeting.

b) New Applications

Two new applications had been received and would be circulated by the Clerk. **Action: Clerk**

c) Jackaways Cottage

The removal of the footpath signage was discussed and no response had been received by WBDC planning enforcement. It was suggested that the Council could erect a new sign on a neighbouring property, but this would need to be discussed with the owners. **Action: Chairman**

8) GDPR

The Clerk had registered with the Information Commissioner's Office and appointed the BALC Data Protection Officer as an advisor. The next steps were to create a Privacy Statement and audit all records for redundant personal information. **Action: Clerk**

9) Finance:

a) Account Balances at 30 June, 2018:

Current Account:	£22,219.37
Deposit Account:	£ 4,679.21
Investment:	£10,000.00
Notice Account:	<u>£25,042.12</u>
	£61,940.70

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

It was agreed to amend the budget to allow for £150 for GDPR, reducing the donations budget accordingly. **Action: Councillor Smith**

The Clerk reported that West Berkshire Community Broadband had repaid £500 from the £5000 loan they had received from the Council.

b) Internal Auditor's Report

The Clerk had raised the issues with the Internal Auditor's report with BALC and was awaiting a response from their financial expert. **Action: Clerk**

c) Revised Asset Register

The revised Asset Register which had been circulated to the Council on 17 June, 2018 was unanimously approved.

10) Review of Post/ Any Other Business

The Chairman announced that a new Clerk, Elle Gibbons, had been appointed.

The Chairman announced that sadly Giles Dereham had passed away. He had been an active supporter of the Parish Council and had attended many Parish Council meetings until ill health had prevented him from doing so. The Council unanimously agreed to send their condolences to Mrs Dereham. **Action: Chairman**

The Clerk had been contacted by a resident who was concerned that her Grandfather's name on the war memorial was very faint and might need re-engraving. She was also concerned that the Remembrance Day wreath had been removed. Councillor Penston agreed to visit the war memorial to investigate. **Action: Councillor Penston**

WBDC had written to ask for donations to the library service as there was still a shortfall in the budget. After some discussion, whilst the Councillors did not want to contribute from the precept, it was suggested that it might be possible to contribute from the CIL fund. It was agreed to contact the relevant person at WBDC to investigate if CIL money could be used for this purpose. **Action: Clerk**

Councillor Chopping commented that the Neighbourhood Action Group would welcome a representative from Sulhamstead Parish Council. The Chairman stated that she had attended in the past but had not been kept informed as to when the meetings were being held. Councillor Chopping agreed to ask that the Chairman be notified of the forthcoming meeting dates. **Action: Councillor Chopping**

Next Parish Council Meeting

To confirm that the next Parish Council Meeting would be on Thursday 20th September, 2018 at 6.30pm, to be held in the Sulhamstead and Ufton Nervet Village Hall.

Mrs Fiona Jones (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Mr Keith Chopping

Notice Boards

Website