

Minutes
of the Sulhamstead Parish Council Meeting held at
Sulhamstead and Ufton Nervet Village Hall,
on Thursday 13th September 2018 at 6.30pm

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

In attendance: Mrs Fiona Jones (Clerk)
Mrs Elle Gibbons (Trainee 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

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

2) Declarations of Interest by Councillors

There were none.

3) Open Forum

There were no members of the public present.

4) Approval of Minutes of 26 July, 2018

Councillor Smith requested an amendment to pages 1 and 2 of the minutes regarding a request for traffic calming measures by a resident of Padworth Road. An additional sentence was added to explain that speed limit repeater signs may not be erected on a 30pmh restricted road where there is street lighting present. Proposed by Councillor Ashfield, seconded by Councillor Wise. With this amendment, the minutes were approved.

5) Matters Arising from the Minutes of 26 July, 2018

The Clerk had contacted Michele Sherman in Legal Services at West Berkshire Council (WBC) to ask for correspondence regarding the money given to the Parish Council for the upkeep of the Public Open Space (POS), but had not yet received a response. The Clerk agreed to follow up. **Action: Clerk**

The Chairman, Councillor Stanley and Councillor Wise agreed to set a date to visit the POS and Acorn Gardens, in order to assess the need for additional signage, and also to decide on the maintenance schedule in preparation for the retender of the maintenance contract. **Action: Chairman, Councillor Stanley and Councillor Wise**

The Chairman had not yet received a response from the WBC representative about the level of charging for Sulhamstead Residents who used the leisure centre. The Chairman agreed to follow up. **Action: Chairman**

The Chairman had contacted Thames Water again about a quotation for strengthening the bridge in the POS which had been damaged by their equipment. The Parish Council had repaired the bridge to ensure it was fit for purpose for local residents. However, it was agreed that it was the responsibility of Thames Water to ensure the bridge was able to sustain the weight of their equipment. The Chairman agreed to follow up. **Action: Chairman**

The action to contact Mark Edwards at WBC about the issue with parked cars at the junction of Hollybush Lane and Abbots Road was carried over to the next meeting. **Action: Chairman**

The Chairman had contacted the Chair of the Burghfield Neighbourhood Development Plan. She agreed to attend the next meeting in October and invited other Councillors to attend if they were available. **Action: Chairman**

The action to ask the neighbouring property of Jackaways Cottage to accept a small footpath marker was carried over. **Action: Chairman**

In response to a matter raised by a member of the public, Councillor Penston had inspected the war memorial at St Michael's graveyard to assess whether the names were still clearly visible, and discovered that the name in question was actually on the war memorial in St Peter's graveyard. It was anticipated that the war memorial would be cleaned in the autumn which should improve the visibility of the names. In addition, two wreaths which had blown away had been recovered and placed on the memorial again.

6) Local Matters

a) Public Open Space (POS)

The current maintenance contract for the POS and Acorn Gardens had exceeded three years, and there was therefore a requirement to retender for the work in line with Financial Regulations. Councillor Wise and Councillor Stanley agreed to specify exactly what would be required for each area, and this would form the basis of the tender document. **Action: Councillor Wise and Councillor Stanley**

b) Local Roads

i. The Pines Entrance

A new entrance to The Pines had been constructed including cutting through the verge owned by WBC, without permission from the Highways Department. This had been reported to Highways. A planning application had recently been submitted with an inaccurate statement that no changes to the entrance were required. As a result of consultations between Highways and the Planning Department at WBC, it had been decided to make the application invalid until the relevant Highways permissions had been sought.

ii. Reading Road – Speed Signs

Following a complaint from a resident about speeding on the Reading Road between Tesco and the two mini roundabouts, Councillor Smith had investigated the cost of a Vehicle Activated Sign which was in the region of £3000. The Council debated if Community Infrastructure Levy (CIL) money could be used to purchase such a sign. In the first instance it was decided that the Parish Council should request an assessment for the siting of a Speed Indicator Device from WBC to gather data. **Action: Clerk**

iii. Monitoring on Over-Weight Vehicles at Tyle Mill Canal Bridge

Monitoring of the length and weight of vehicles crossing the bridge had been carried out between 25 and 31 July. As it was not possible to measure weight directly it was hoped that the vehicle length would provide enough information to give an indication of the extent of the problem, and also identify if there was a particular time of day when it might be worthwhile to make checks in person. The 5-day average for vehicles over 11.5m was 19 vehicle passages per day with a peak between the hours of 1300 and 1500. The 5-day average for vehicles over 7.5m but under 11.5m was 29 passages per day. The peak was less pronounced and spread throughout the working day. Overall the study was inconclusive but indicated that there may be a small problem concentrated in the early afternoon. The information had been passed to Trading Standards to inform their programme of random checks.

iv. Shortheath Lane/Kingston Lane overhanging hedgerows

Councillor Stanley raised concerns about overhanging hedgerows on Kingston Lane and Shortheath Lane preventing vehicles passing each other without probable damage to their vehicles. It was agreed to report the problem to WBC. **Action: Clerk**

c) Bins for the Village Hall

The Clerk had investigated the cost of a moveable bin and a fixed dog litter bin for the Village Hall which was in the region of £200. Councillor Wise proposed the expenditure be approved and this was seconded by Councillor Stanley and unanimously agreed. As there was no specific budget for the expenditure other than donation or the contingency fund, the Clerk was asked to investigate if the Community Infrastructure Levy (CIL) funds could be used for this purpose. **Action: Clerk**

d) Burghfield Neighbourhood Development Plan (NDP)

The Chairman had previously 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 attend the next meeting. There was also a discussion as to whether CIL funds could be used towards an NDP. The Clerk agreed to investigate. **Action: Clerk**

e) BMNAG

The Chairman and Councillor Penston were attending the next meeting of the Neighbourhood Action Group on Wednesday 19th September. **Action: Chairman and Councillor Penston**

f) Litter Pickers

The Chairman and Councillor Wise agreed to continue to monitor litter picking in the area, and Councillor Wise would also check with the Litter Picker who had two rounds to ensure she was coping with the extra work.. **Action: Chairman and Councillor Wise**

g) Village Fete Participation

The Chairman thanked the Clerk and Councillor Penston for manning the Parish Council stand at the Village Fete. There had been some suggestions from Residents with regard to possible projects that could be funded with CIL (Community Infrastructure Levy) funds including: Allotments for the Parish, Willink school projects, additional facilities at Willink leisure centre, donation to the Handybus and a park for older children. These suggestions would be retained for future consideration when CIL funds became available. Councillor Penston suggested that it was necessary to further engage Residents about how CIL funds could be spent so it was agreed to create a newsletter dedicated to the CIL, explaining what it was and what it could be used for. It was stressed that it was only possible to gather suggestions at the present time as it could be some two years before substantial CIL funds would be available. **Action: Councillors**

7) Planning Applications

a) Planning Decisions

18/01759/HOUSE 9 Bannister Road, Burghfield Common

Demolition of garage and construction of a 2 storey side and rear extension. This was granted.

b) New Applications

18/02150/HOUSE The Pines, Shortheath Lane

Proposed 2 storey side extension and internal alterations. The situation around the application had been discussed under local roads. It was agreed to object on the basis that there were inaccuracies about the entrance in the application.

18/02188/HOUSE Pinecroft, Sulhamstead Road (adjacent Parish)

The application was discussed and there were no objections.

18/01910/OUTD Benhams Farm, Hollybush Lane

Following a site meeting, when Mr J Atkinson had represented the property owner, Mr G Newell, the Council had not objected to the application. However, the Council had made some comments about the width of the bridleway and its suitability as access. It also requested that the settlement boundary was not moved as a result of this development. It appeared that the bridleway sign had been removed. Councillor Wise agreed to investigate.

Action: Councillor Wise

c) Jackaways Cottage

The removal of the footpath signage was discussed, and no response had been received from the Planning Enforcement or Rights of Way departments at WBC. It was suggested that the Council could erect a new small sign on a neighbouring property, so the Chairman agreed to discuss this with the owners. **Action: Chairman.**

d) Appeals

16/02515/FULD at Theale Lakes Business Park Moulden Way Sulhamstead

9 Lakeside Houses. The appeal had been held on 12.09.2018, with the outcome to be announced

16/01240/OUTMAJ at Burghfield Sailing Club Hangar Road Sulhamstead

Outline planning application for a residential development of up to 225 homes with associated infrastructure. An 8 day appeal for Burghfield Lakes was due to take place on 18 September, but was subsequently postponed until 22 January. The Chairman planned to attend a few days of the hearing. **Action: Chairman**

8) GDPR

The Trainee Clerk was investigating how to create a Privacy Statement and record of processing. The Chairman and Clerk had sorted through all records for redundant personal information. **Action: Trainee Clerk**

9) Finance

Account Balances at 31 August, 2018:

Current Account:	£16,998.83
Deposit Account:	£ 4,679.59
Investment:	£10,000.00
Notice Account:	<u>£25,071.49</u>
	£56,749.91

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

10) Review of Post/ Any Other Business

The Chairman announced that the current Clerk, Fiona Jones, would be leaving at the end of the month. She warmly thanked the Clerk for her contribution to the Council.

Councillor Penston highlighted the Royal British Legion 1st World War Centenary memorial silhouettes which were on display in other Parishes. It was decided that the Parish Council would investigate the costs involved. **Action: Clerk**

Next Parish Council Meeting

To confirm the date of the next Parish Council Meeting as Thursday 15th November 2018 at 6.30pm, to be held in the Parish Rooms, St Mary's Church, Sulhamstead Abbots.

Mrs Fiona Jones (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Mr Keith Chopping

Notice Boards

Website