

Minutes
of the Sulhamstead Parish Council Meeting held at
the Parish Room, St Mary's Church, Sulhamstead Abbots,
on Thursday 15th November 2018 at 6.30pm

Present: Mrs Margaret Baxter (Chairman), Mr Richard Smith, Mrs Liz Penston, Mr Ivan Wise, Mr Roger Ashfield, Mr Stuart Stanley, Ms Teresa Sosna and District Councillor Keith Chopping

In attendance: Mrs Elle Gibbons (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
- 2) Declarations of Interest by Councillors**
There were none.
- 3) Open Forum**
There were 4 members of the public present.

Mr J Woolger expressed concern about the recent travellers who had inhabited the land adjacent to his property in Sulhamstead. Mr Woolger informed the Parish Council of the disturbances that had affected local residents, and his concerns regarding the disposal of litter on the land. A large number of rubbish bags containing the litter had been piled up and later torn open by wildlife, which had resulted in the litter being spread over a wide area. The Chairman had contacted the land owner who had shown no interest in clearing the litter. The Chairman explained that it was really only the landowner who could deal with this matter as it was private land. Councillor Chopping agreed to contact the Environmental Health Department about removing the remaining rubbish. Mr Woolger proposed he speak to the land owner and put forward a suggestion that his Church charity would contribute money towards a new gate/fence in order to prevent the travellers from returning. **Action: Councillor Chopping**

Mr M Bessant added to the traveller discussion, and made a number of suggestions with regard to the litter issue. However, the Chairman pointed out again that only the landowner could deal with the matter.

- 4) Approval of Minutes of 13 September, 2018**
The Minutes were approved by the Council and signed by the Chairman.
- 5) Matters Arising from the Minutes of 13 September, 2018**
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 action to contact the neighbouring property of Jackaways Cottage asking them to accept a small footpath marker on their land had been completed and they had declined, therefore the marker would need to go on the highway. The Chairman agreed to raise this issue with the Highways Dept at WBC. **Action: Chairman**

The Clerk had reported the overhanging hedgerows on Kingston Lane and Shortheath Lane to the Highways Dept at WBC, but had not received a response. The Clerk agreed to follow up.

Action: Clerk

6) Local Matters

a) Public Open Space (POS)

i. Tender for Maintenance Contract

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 specified a schedule for a new maintenance contract to go out to tender. Councillor Stanley agreed to provide the details of possible contractors. **Action: Councillor Stanley and Clerk**

ii. Update on Traveller Incursion

A fence at the boundary of the POS had been badly damaged when the travellers gained access to the land discussed in the Open Forum. The Parish Council are responsible for the boundary, there was a need to replace the fence with a robust alternative. Councillor Stanley suggested the same companies who go to tender for the maintenance contract also give a quote for the fence. **Action: Clerk**

b) Local Roads

i. 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 Speed 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. Highways were going to conduct a survey of the area to see what the issues were, the date is yet to be confirmed. Mortimer Parish Council had purchased a SID with their CIL funds and had offered the Parish Council use of it upon request, the Chairman and Clerk agreed to liaise to arrange this. Currently there were only two councillors trained to operate the SID machine, and it was agreed that at least two other people should be trained as well. These need not be Councillors and it was agreed to see if any members within the community would be interested in undergoing the necessary training. **Action: Chairman and Clerk**

c) Bins for the Village Hall

A moveable litter bin has been purchased and installed at the Village Hall.

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, Tuesday 20th November at 8pm (<http://www.burghfieldndp.co.uk/>).

Councillor Penston attended a recent Burghfield NAG meeting and commented on a discussion about Smart Water and Immobilise.

Smart Water is a water-based product with its own DNA that lasts for a minimum of 5 years after application. It is used for marking personal items to prevent crime. Smart Water is £26 per bottle. Councillor Penston and the Clerk agreed to liaise on this to

advertise the product on the website and local Facebook Page. **Action: Councillor Penston and Clerk**

Immobilise is a website used for logging the serial numbers of personal property. Councillor Penston and the Clerk agreed to liaise on this to advertise the product on the website and local Facebook Page. **Action: Councillor Penston and Clerk**

e) Litter Pickers

The Chairman and Councillor Wise agreed to continue to monitor litter picking in the area. **Action: Chairman and Councillor Wise**

f) Village Fete Participation

There was no further discussion on the Village Fete Participation and this item was discharged.

g) Willink Leisure Centre

There was still no update from Willink Leisure Centre, this item was carried over to the next meeting.

h) Police College

Mr S Briggs from Sulhamstead Police College attended the meeting to give a general update. Mr Briggs outlined the building and repair work currently being carried out on the main building, and explained that the project had been delayed to September/October 2019 as a significant amount of asbestos had been discovered in the building. A number of temporary classrooms have been installed at the Police College whilst the building works took place. He informed the council that there was also a plan to refurbish the police museum.

Mr Briggs invited the Parish Council to look around the site and suggested it would be best when all the building work was complete. The Chairman agreed and accepted the invitation.

Mr Briggs agreed to liaise with the Clerk regarding advertising for volunteers for student training days. The Clerk would organise advertising this on the website. **Action: Clerk**

7) Planning Applications

a) Planning Decisions

18/01910/OUTD, Benhams Farm

The decision was refused because the proposed access drive would be unsuitable, due to its status as a public bridleway and its narrow width. The access would not accommodate the increased motorised traffic which would be generated by the proposed development.

b) New Applications

18/02388/HOUSE, 15 Wises Firs, Sulhamstead

No objections

18/02485/OUTMAJ, Land North of Dauntless Road and South of Pondhouse Farm, Burghfield Common

No objections

18/02569/HOUSE, 6 Alder Glade, Burghfield Common

No objections

18/02836/HOUSE, 17 Wises Firs, Sulhamstead

This application had been withdrawn.

c) West Berkshire Local Plan Review

Councillor Chopping encouraged all Councillors to comment on West Berkshire Local Plan Review. The Chairman suggested all Councillors look at the review and call a meeting to discuss how to respond to the consultation, before mid-December. **Action: Clerk**

8) GDPR Update

The Chairman agreed to circulate the Privacy Statement to Councillors for approval. The Clerk was still investigating record of processing. **Action: Chairman and Clerk**

9) Finance

a) Account Balances at 31 October, 2018:

Current Account:	£58,367.19
Deposit Account:	£4,679.99
Investment:	£10,000.00
Notice Account:	<u>£25,103.72</u>
	£98,150.90

b) Update on Separation of Council Funds

The Finance Committee had met to discuss how to separate Public Open Space funds (POS), Community Infrastructure Levy (CIL) funds and General funds in line with the recent audit recommendations. It was agreed that the Council funds would be separated as shown below and the Clerk agreed to investigate bank accounts for the separate funds. **Action: Clerk**

Balances at 05 November, 2018 proposed for separate accounts, Councillor Penston proposed, Councillor Stanley seconded:

General Funds:	£16,672.21
POS Funds:	£43,553.49
CIL Funds:	<u>£37,739.42</u>
	£97,965.12

c) Community Infrastructure Levy

Councillor Penston had put together a document outlining what Community Infrastructure Levy (CIL) funds might be used for. A newsletter would be circulated to residents to inform them about CIL and ask for their feedback and suggestions. Councillor Stanley suggested a separate meeting to discuss CIL money and how to process requests. This was agreed. **Action: Clerk**

10) Donations

a) British Legion Wreath Donation

The Parish Council agreed to donate £50 as budgeted.

b) West Berks Library Services

The Parish Council would inform the Library that this request would be reconsidered near the end of the financial year. **Action: Clerk**

c) West Berkshire Heritage Forum

The Parish Council would inform the Heritage Forum that this request would be reconsidered near the end of the financial year. **Action: Clerk**

11) Review of Post/ Any Other Business

Councillor Ashfield had attended the Village Hall AGM. He reported that the Main Hall in the Village Hall had recently been redecorated, and that the Village Hall Committee had expressed thanks for the new litter bin and recent donation.

The Chairman and Councillor Smith had recently been approached by Rev. John Paton who had expressed concern about people parking outside the church, particularly on the sharp bend. He had asked if it would be possible to put white lines around the bend to discourage people from parking. He was informed that the Parish Council could not action this and that he should contact the Highways Dept at WBC. The Clerk also agreed to contact WBC to seek guidance. **Action: Clerk**

Councillor Sosna reported that her daughter had recently fallen down a large hole on footpath no. SULH/14/1 and injured herself. Councillor Sosna had reported this to WBC who agreed to report the problem to the landowner and shut the footpath until the hole was fixed. Councillor Sosna had also reported the matter to the landowner. At the time of the meeting the footpath was still open and Councillor Sosna wished to make Councillors aware of the issue.

Councillor Wise commented on a request received from a resident at Acorn Gardens regarding an overhanging oak tree. It was agreed that the Chairman and Councillor Wise inspect the area and agreed what action, if any, needed to be taken. **Action: Chairman and Councillor Wise**

Next Parish Council Meeting

To confirm the date of the next Parish Council Meeting as Thursday 17th January 2019 at 6.30pm, to be held in the Sulhamstead and Ufton Nerve Village Hall.

Mrs Elle Gibbons (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Mr Keith Chopping

Notice Boards

Website