

**Minutes**  
**of the Sulhamstead Parish Council Meeting held at**  
**the Sulhamstead and Ufton Nerve Village Hall,**  
**on Thursday 18<sup>th</sup> July 2019 at 6.30pm**

**Present:** Mrs Margaret Baxter (Chairman), Mrs Rosemary Sanders-Rose, Ms Teresa Sosna, Mrs Liz Penston, Mr Roger Ashfield, Mr Peter Prewer, Mr Ivan Wise, Mrs Fiona Jones

**In attendance:** Tina Harris (Clerk- Maternity Cover), Mrs Elle Gibbons (Clerk), Ross Mackinnon (District Councillor)

**1) Apologies for Absence**

Apologies were received from Mrs Diane Woodward.

**2) Declarations of Interest by Councillors**

None

**3) Open Forum**

There were no members of the public present.

**4) Approval of Minutes of 16<sup>th</sup> May, 2019**

The minutes were approved and signed as a true record.

**5) Matters Arising from the Minutes of 16<sup>th</sup> May, 2019**

The request to West Berkshire Council to extend the yellow lines outside the Burghfield Park development had been declined on the basis that there were already parking restrictions in place. The Parish Council expressed concern at this but acknowledged that in light of the response from the District Council there was no further action possible.

The Chairman raised the issue of the parking lines around the side and back of St Marys Church. Highways had confirmed the current arrangements were adequate. The only alternative to address the speeding issue was to put up signs warning of a concealed entrance. The Chairman has spoken to Jenny Peabody who had agreed to look into that option.

The Chairman had previously contacted the Highways Department regarding a small footpath marker to go on Jacques Lane by the lane leading to Jackaways Cottage. The Highways Department recommended contacting the Footpath Department. Mr Chopping had previously agreed to investigate. The Chairman agreed to follow this up with Mr Mackinnon (who had not arrived at the meeting at this point). **Action: Chairman**

Councillor Wise had arranged for the ground maintenance contractor to tidy up the grass on the triangle at the junction of Hollybush Lane and Shortheath Lane. All agreed they had done an excellent job and had improved safety as visibility at the junction had been improved. Councillor Wise confirmed there would be no extra charge on this occasion and he would investigate the charge for carrying out the maintenance of the triangle going forward. **Action: Councillor Wise**

The Chairman had contacted the Planning Department to seek confirmation that the necessary approvals had been granted with regard to the new entrance onto Shortheath Lane from Hollytree House. The Planning Department had responded and confirmed that all necessary approvals had been sought and granted.

## 6) Local Matters

### a) Public Open Space (POS)

#### i. Update on Fencing Repairs in the POS

At the last meeting the Parish Council agreed that they would replace the POS boundary fence with a robust alternative once the boundary lines had been confirmed. Councillor Wise had spoken to the surveyor but they were unable to give a clear indication on the boundaries. The Council agreed in principle to go ahead with fencing based on the current boundaries and the Chairman would visit the site with Councillor Wise to confirm. It was agreed that the fencing needed to be a minimum of post and rail to ensure there were no issues in terms of unlawful access.

**Action: Chairman**

Councillor Jones offered to supply the details of one possible contractor to the Chairman to be considered along with other quotations. **Action: Councillor Jones**

The Council thanked the Scouts for their recent help in tidying and maintaining the POS. Councillor Penston confirmed the Scouts would be happy to help again in the future.

#### ii. Theft of the gate at the entrance to Brakespears Field

To be noted and no further action.

### b) Local Roads

#### i. Reading Road – Speed Signs

Mortimer Parish Council were currently purchasing a SID with their CIL funds and had offered the Parish Council use of it upon request. At the last meeting the Clerk agreed to liaise with Mortimer Parish Clerk to arrange this. However, the equipment was not currently approved for community speed watch and Mortimer Parish Council were awaiting a decision with regard to the license West Berks would like them to sign before using the equipment.

There were already two machines on Reading Road and it was agreed that this item would be removed from the agenda for the present time.

The Council had received an email regarding SID training which was being offered by WBC. The Chairman understood that there might be an issue with members of the public operating the machines but this was to be confirmed. Mr Duffield, who had shown interest in the training, would then be notified. **Action: Chairman**

#### ii. Local Lanes – Possible reduction in the National Speed Limit

Councillor Sosna had spoken to Cheryl Evans, Senior Road Safety Officer who had agreed to provide a copy of the latest policy document, which set out the process for instigating a change in speed limits. Such changes were reviewed annually in October. The Council were not aware of any speed restriction changes in the

parish since 1976 when the limit on Sulhamstead Hill was reduced to 30. This would be discussed again once the policy document had been received.

District Councillor Ross Mackinnon arrived

iii. **Sulhamstead Hill A4 Junction**

The Council had received a request from a member of the public, via the website, regarding the junction at the Spring Inn. The member of the public had expressed concern regarding the safety at the junction. Councillors understood that concerns had been raised on a number of occasions and investigations had taken place, but no action had resulted. The Council discussed whether CIL money could be used to improve road safety if it was felt to be appropriate. It was believed that this was possible if done in liaison with the Highways Dept. Councillor Mackinnon agreed to review existing correspondence and explore possible solutions. **Action: Councillor Mackinnon**

**General Road Safety**

Councillor Penston raised the issue of a sunken drain on Shortheath Lane near Hollytree House and concerns regarding road safety. Councillor Mackinnon had already raised the matter and had been informed that it would be made safe by the following day and repaired within 6 weeks.

Councillor Wise raised a concern about safety on the bend of Whites Hill to Sulhamstead Hill where the hedges needed cutting. It was agreed that this was the responsibility of the landowner, although it was not known who that was. The Chairman had tried to obtain details of the land owner without success and would continue to investigate **Action: Chairman**

The Council explained the ongoing issue of road safety in the area, particularly with regard to speeding, to the new district councillor. It was agreed that the Council would specify the particular roads that were of concern and pass that on to Councillor Mackinnon. Councillor Mackinnon would then look into what could be done. This would be carried out in conjunction with the issue raised at 6(b)ii above. **Action: Clerk**

iv. **Footpaths from Burghfield Park on to Hollybush Lane**

Concerns had been raised by Councillor Woodward regarding footpaths from the new development that came out directly onto Hollybush Lane. The footpaths were not clearly marked and there was concern that this may result in an accident. Reference was made to a fatal accident opposite Willink School several years ago. Councillor Mackinnon agreed to speak to both planning and Miller Homes to investigate. **Action: Councillor Mackinnon**

7) **Planning Applications**

a) **Planning Decisions**

**19/01145/HOUSE, 50 Acorn Gardens, Burghfield Common**

Application approved

**APP/W0340/W/18/3213480 Benhams Barns, Hollybush Lane, Burghfield**

Appeal dismissed

**19/01005/LBC2 Moathouse Cottage Sulhamstead**

Application approved

**19/01135/HOUSE Wilderness, Hollybush Lane, Burghfield Common**

Application approved

**19/00709/FULD, 57 Normoor Road, Burghfield Common**

Application withdrawn

**b) New Applications**

**19/01376/HOUSE, Foxhill, Hollybush Lane, Burghfield Common**

No objections

**19/01722/COMIND, Land at Junction Of Wigmore Lane, Theale**

Awaiting comments

**19/01735/HOUSE 17, Bluebell Drive, Burghfield Common**

Awaiting comments

**19/01765/HOUSE, Copse View, Ash Lane, Burghfield Common**

Awaiting comments

**8) Finance**

**a) Account Balances at 18<sup>th</sup> July, 2019:**

Three separate bank accounts had been set up with Unity Trust to separate the Council funds into General Funds, CIL Funds and POS Funds. Current balances were:

|                  |             |
|------------------|-------------|
| General Account: | £ 6,581.38  |
| CIL Account:     | £108,376.69 |
| POS Account:     | £ 41,748.49 |

The Lloyds account would be kept open for a couple of months to ensure all payments had been transferred over to the new account and then it would be closed. **Action: Clerk**

**Budget**

An overspend of £80 on noticeboards was noted. This was as a result of vandalism to the noticeboard at the entrance to Three Firs Way, which required the noticeboard to have new locks fitted. Clerk to investigate whether it was worth claiming on insurance. **Action Clerk.**

The overspend of £153 for the Willink Leisure Centre was noted. This was as a result of a small increase to the annual charge, which had not been budgeted for.

**Community Infrastructure Levy**

Councillor Jones has drafted a flyer for distribution to residents seeking suggestions on ways to use the CIL money to support the community. Councillors suggested a few minor changes to the flyer and expressed their thanks to Councillor Jones. It was agreed that responses would be reviewed and then applications for funding would be requested. The actual application process to be determined once responses had been received. The leaflets would be printed and distributed to all residents in the parish.. It will also be posted on the website. **Action: Councillor Jones to update the flyer**

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

- a) The Clerk had obtained an example copy of an Emergency Plan provided by Cold Ash Parish Council. The exact nature of the requirements for such a plan were unclear and the Chairman agreed to look into this further. **Action: Chairman**
- b) Councillor Jones had attended Councillor training and reported back to Councillors.
- c) Litter Picking – Mr Bryan was yet to submit an invoice. This would be paid immediately upon receipt **Action: Clerk**
- d) District Councillor Mackinnon provided several updates:
  - i. Sulhamstead hill re-surfacing – Closed Saturday – 20<sup>th</sup> July 7am -5pm
  - ii. District Councillors had declared a climate emergency and committed to becoming carbon neutral by 2030.
  - iii. A reminder that the District Council provided matched funding for appropriate projects, up to a maximum of £5000.
  - iv. District Councillor Mackinnon stated that he intended to attend future meetings and provide regular updates. It was agreed that he would be given a slot on the agenda at future meetings. **Action: Clerk**

**Next Parish Council Meeting**

The next meeting would take place on Thursday 19<sup>th</sup> September 2019 at 6.30pm, and would be held in the Parish Rooms, St Mary's Church, Sulhamstead Abbots.

**Mrs Tina Harris (Clerk)**

**Distribution**

All Councillors

Clerk – Sulhamstead Parish Council

Website

Notice Boards