

**Minutes**  
**of the Sulhamstead Parish Council Meeting held at**  
**the Parish Room, St Mary's Church, Sulhamstead Abbots,**  
**on Thursday 19<sup>th</sup> September 2019 at 6.30pm**

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

**In attendance:** Tina Harris (Clerk- Maternity Cover)

**1) Apologies for Absence**

Apologies were received from Mrs Diane Woodward, Ms Teresa Sosna and Mr Ross Mackinnon (District Councillor)

- 2)** The Chairman confirmed that condolences from Sulhamstead Parish Council and Ufton Nervet Parish Council had been sent to the family of PC Harper. The whole community had been deeply shocked by P C Harper's tragic death, and his wife and family were very much in their thoughts. It was understood one minutes' silence would be held before the village walk on Sunday as a mark of respect.

**3) Declarations of Interest by Councillors**

None

**4) Open Forum**

Mr and Mrs Jensen attended. They own the land behind the Village Hall and they wished to reassure the Council and the public that they intended to ensure it was maintained in keeping with the countryside. They had some dog training/ agility equipment on the land for personal use and may possibly extend this out to others in the future subject to any planning requirements. They were doing their best to protect their land against traveller intrusion and had appreciated the support of neighbours in notifying them of any suspicious activity in the area. Councillors thanked Mr and Mrs Jensen for taking the trouble to attend the meeting to explain their plans.

**5) Approval of Minutes of 18<sup>th</sup> July, 2019**

The minutes were approved and signed as a true record.

**6) Matters Arising from the Minutes of 18<sup>th</sup> July, 2019**

Councillor Jones had raised the issue of the inclusion of Matters Arising and AOB on the Council agenda. This was following guidance issued at a recent training course. The Chairman confirmed that both Matters Arising and AOB would remain on the agenda. Councillors would be given the opportunity to add AOB to the agenda prior to future meetings. Anything urgent post production of the agenda could be raised at the meeting as AOB, but new matters that were not urgent would be added to the following meeting's agenda.

£80 overspend on noticeboards as a result of vandalism – Clerk to investigate whether it is worth claiming on the insurance – **Action Clerk**

Chairman to review the exact nature of the Emergency Plan requirement – **Action Chairman**

It was noted that several references to concerns over road safety had been highlighted to Councillor Mackinnon at the last meeting- including Sulhamstead Hill/A4.

Councillor Mackinnon had agreed to support the Council in trying to resolve these. Subsequently the Council had received more concerns from the public, either in response to the CIL flyer or under separate cover. It was agreed that these and all matters from previous minutes relating to road safety would be collated and covered under a separate and ongoing heading within the agenda. The collated information would be reviewed and passed to Councillor Mackinnon and the Council would work closely with him and Highways in order to try and address these issues (see also 10 b ii). **Action – Chairman and Clerk**

At the last meeting Councillor Wise raised concerns about safety on the bend of Whites Hill to Sulhamstead Hill as the hedges had grown. Mr and Mrs Jensen confirmed these were due to be cut in October. They had been unable to do so beforehand due to nesting restrictions.

**7) Donation to PC Harper fund**

It was agreed that £500 would be donated - £250 in support of PC Harpers family and £250 towards his favourite charity offering cancer support for children – **Action Clerk**

**8) Update from District Councillor Mackinnon**

This was distributed to the Council prior to the meeting. It was agreed that the information was very useful. Councillor Sanders-Rose referred to the number of Willink A levels results that needed remarking and were subsequently increased by one or two grades. The Chairman confirmed that all students got places at their University of choice and the matter was being looked into by The Willink School.

The Council asked that Councillor Mackinnon provide a specific update on matters arising from the Sulhamstead Parish Council meetings in addition to the generic one for future meetings.

**Action: Councillor Mackinnon**

**9) SPC Website**

It was agreed that the website needed to be brought up-to-date and that the current site was not engaging, looked out of date and was limited in terms of what it could do. It was agreed that Councillor Wise would meet with Steve Hounsome and Councillor Woodward to review the options and agree recommendations for revamping the website.

**Action – Councillor Wise /Councillor Woodward**

**10) Local Matters**

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

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

The Chairman and Councillor Wise to visit the site and confirm boundaries. **Action Chairman and Councillor Wise**

Three suppliers were to be approached to provide an estimate for fencing (a minimum of post and rail to ensure there were no issues in terms of unlawful access). Councillor Jones and Wise to provide contractors details **Action: Councillors Jones and Wise**

**b) Local Roads/ General Road Safety**

**i. Ground maintenance – triangle junction Hollybush & Shortheath Lanes**

Mr Keith Chopping had kindly volunteered to mow the grass on the triangle, and his offer had been greatly appreciated. However, it was agreed that the area needed to be maintained on a regular basis to ensure safety and a contractor should be appointed.

The existing contractor was doing an excellent job and, as a result was being approached by members of the public to do further work for them. The Council agreed that any additional work undertaken for members of the public should be at their own expense. The Clerk was asked to clarify the Parish Council's responsibilities on the website and give the public direction on who to contact for anything outside of this. **Action: Clerk**

The contractor had submitted an invoice for an extra £100 for work undertaken on the triangle, and it was agreed this should be paid from the POS account. **Action: Clerk**

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

To be incorporated within the overall list which will summarise reported speeding (i.e. over the current limit), requests to reduce the limit and any particular pinch points that are felt to be unsafe. **Action: Clerk**

Councillor Penston offered to photograph relevant sites to accompany the list

The Chairman shared her recent positive experiences with highways on signage/warnings near St Marys Church and suggested this was more likely to be actioned in the short-term (they had agreed to come out within 10 days and review). Having reviewed the policy document it was acknowledged that a change of speed limit was very difficult and a lengthy process. Highways had informed the Council of their policy, that speed limits were only reviewed annually in October and it would be too late to carry out a review this year. The Council remained concerned about the existing National Speed Limits on a number of local roads.

Councillor Jones mentioned signage on Bottom Lane (entering from Jacques Lane), that was concealed by undergrowth. It was agreed that the grounds maintenance contractor would be asked to cut back the overgrowth. **Action: Councillor Wise**

**iii. SID Training**

The Traffic Safety Officer had recently confirmed they require confirmation of insurance cover for Councillors or members of the public to operate a SID machine. The insurer was likely to request confirmation and possibly evidence that a risk assessment had been carried out and Health and Safety regulations followed. The next training for use of the SID machine would take place in August 2020. Clerk to notify Mr Duffield **Action: Clerk**

**iv. Footpath marker Jacques Lane**

To be followed up with Councillor Mackinnon. **Action: Chairman & Councillor Mackinnon**

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

Councillor Mackinnon agreed at the previous meeting to speak to both planning and Miller Homes to investigate clear signage of footpaths from the new development that came out directly onto Hollybush Lane. **Action: Councillor Mackinnon**

**c) Field next to the village hall**

The caravan was regularly occupied by Mr and Mrs Jensen who own the field

## 11) Planning Applications

### a) Planning Decisions

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

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

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

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

**19/01769/FULD Shortheath House, Shortheath Lane**  
Withdrawn

### b) New Applications

**19/02022, The Pines, Shortheath Lane, Sulhamstead**  
Awaiting comments – discussed large extension

**19/02074, Puma Energy, Wigmore Lane, Theale**  
Awaiting comments

**19/02189, Tyle Mill, Sulhamstead**  
Awaiting comments

## 12) Finance

### a) Account Balances at 31st August, 2019:

Current balances were:

General Account:	£ 5,224.33
CIL Account:	£108,376.69
POS Account:	£ 41,550.16
Investment	£ 12,605.00

The Lloyds account would be kept open until the next precept payment had been received and then closed. **Action: Clerk**

### **Audit recommendations**

Notice of conclusion to be completed and published on the website by 30<sup>th</sup> September –  
**Action Clerk**

### **North Wessex Downs Landscape Trust**

The Council considered the request for an annual donation of £75, but agreed not to contribute at this stage.

### **Community Infrastructure Levy**

A separate meeting was to be arranged to review suggestions from the consultation and agree the formal application process. The website was to be updated to inform the public of the situation – **Action Clerk**

It was also felt that an article in the Parish Magazine would reach more people – **Action Chairman**

### **13) Review of Post/ Any Other Business**

**There was no post to review and no additional items of AOB.**

#### **Next Parish Council Meeting**

The next meeting would take place on Thursday 21<sup>st</sup> November 2019 at 6.30pm, and would be held in the Sulhamstead and Ufton Nervet Village Hall.

#### **AOB**

The Finance Committee will meet on 4<sup>th</sup> October to review the half year budget., the Standing Orders, Financial Regulations and the Risk Register. All the documents would be distributed to the Councillors for comment prior to the meeting, updated at the Finance Committee meeting and then brought to the next Parish Council meeting for agreement. **Action: Clerk**

Councillor Wise raised concerns about ongoing issues with the travellers and a recent fire in the field next to the Public Open Space. Concrete blocks at the entrance to the field had also been moved. These matters had been reported to the Police.

### **Mrs Tina Harris (Clerk)**

#### **Distribution**

All Councillors

Clerk – Sulhamstead Parish Council

Website

Notice Boards

District Councillor Mackinnon