

Minutes
of the Sulhamstead Parish Council Meeting held at
the Parish Room, St Marys Church, Sulhamstead Abbots
on Thursday 23rd January 2020 at 7pm

Present: Mrs Margaret Baxter (Chairman), Mrs Rosemary Sanders-Rose, Mrs Liz Penston, Mr Peter Prewer, Mr Ivan Wise, Mr Roger Ashfield, Ms Teresa Sosna, Mrs Diane Woodward; Mr Ross Mackinnon (District Councillor)

In attendance: Tina Harris (Clerk- Maternity Cover)

Apologies for Absence

Apologies were received from Mrs Fiona Jones,

1) Declarations of Interest by Councillors

None

2) Open Forum

Mr Andrew Tanner attended to confirm his intention to apply for CIL funds for several community projects. This included a community garden with allotments subject to availability of land. He was currently talking to a number of people regarding possible use of UNFAC land in conjunction with the Scout Camp and adding raised beds and men's sheds. He would clarify who would own and manage the project within the application. Councillor Sanders-Rose recommended that he check for any previous planning restrictions on the land. Mr Tanner will be available after 15th February to present his proposals.

Mr Tanner also reminded the council of the 3 year anniversary of the Community Broadband. It is his intention to submit an application for CIL funding to give vulnerable people free access to broadband.

3) Approval of Minutes of 21st November, 2019

The minutes were approved and signed as a true record.

4) Matters Arising from the Minutes of 21st November, 2019

Lloyds account to be closed **Action: Councillors Wise, Baxter and Penston**

5) Update from District Councillor Mackinnon

Report to follow **Action: Councillor Mackinnon**

At a meeting on 9th January 8 awards were given which included one for Keith Chopping who became an Honorary Alderman of West Berkshire. Councillors congratulated Mr Chopping, and the Chair said she would write to him on behalf of the Council. **Action: Councillor Baxter.**

A response was given on a recent plastics recycling petition. West Berkshires policy would continue unchanged whilst they have no control on the final destination for other types of plastics. They were seeking further information from government.

West Berkshire's environment strategy is to become carbon neutral by 2030.

WBC is launching a community climate bond as a way of raising funds for climate change. With a minimum of £5 investment it would be launched in May and would be both ISA and SIPP compliant

Councillor Mackinnon reported back on various issues raised at previous meetings.

Miller Homes Burghfield Park – The developer would be installing metal barriers at the end of the footpath which leads onto Hollybush Lane, before they leave the site.

Footpath Jacques Lane next to Huntsman Cottage – Mr Paul Hendry was awaiting a call from the Chairman **Action: Chairman**

The Clerk had previously sent Councillor Mackinnon full details of local road issues and he had received responses from the Council on each. Councillor Mackinnon would send the completed spreadsheet to the Clerk. In the meantime, the council confirmed they would like to book use of the SID machine for September (the next available training being August 2020)

Action – Councillor Mackinnon.

Councillor Mackinnon confirmed that the council should apply to the speed limit review in October for all cases where they believe the limit is too high **Action: Chairman**

The Clerk also sent Councillor Mackinnon details of issues with local pavements raised during the CIL consultation. Some of these require further information which would be requested in the completed spreadsheet (apart from the response relating to 4,5,6 Padworth which Councillor Mackinnon would look into himself) **Action: Councillor Mackinnon**

6) **SPC Website/ Emails**

a. **Updating the website -**

Steve had experienced some problems with the site and was told by the current provider that they no longer support the current platform and it needed to be upgraded. The providers monthly charges would also increase significantly in April. A separate meeting is to be set up between the Chairman and Councillors Wise and Woodward to discuss and make recommendations regarding the way forward. **Action: Clerk**

b. **Email addresses**

Some Councillors had experienced problems with the new email arrangements. This would be reviewed in conjunction with the website.

7) **Local Matters**

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

i. **Update on Fencing Repairs**

Weather conditions had prevented Councillors Wise and Prewer inspecting the site and reviewing feasibility. A further update would be provided at the next meeting.

Action: Councillors Wise and Prewer.

ii. **Bridge replacement**

All bridge replacements were complete. The Clerk had chased and was awaiting the invoice for payment

iii. **Play area**

Some maintenance work needed to be carried out. Councillor Wise would obtain quotes. It was agreed that there was no requirement for a formal Playpark policy over and above the current standing orders. Councillor Wise suggested an addition to the new website providing an area for the public to report any issues or concerns.

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

iv. **Summary of areas of concern & actions**

See point 5 above

c. SID Training

The Clerk had received an example risk assessment from another parish. Councillor Ashfield was no longer registered to use the SID machine and would not be retraining. A volunteer councillor and Mr Duffield were to join the next training session available - currently August 2020

d. Emergency Plan

The Clerk sought advice from the SLCC who confirmed that there was no obligation on the Parish Council to have an emergency plan. They explained that these tend to be joint projects (e.g. with a group of volunteers often including residents and the County Council) and based on specific requirements). The council agreed that no further action was required.

8) NAG meeting/Joint Community Forum

The Chairman and Councillor Penston would continue to attend and advise of any recommendations.

9) Planning Applications

a) Planning Decisions

19/02189, Tyle Mill, Sulhamstead

Approved

19/02792/FUL, 25 Abbots Road, Burghfield Common

Refused

19/02341/ADV, Land at Junction Of Wigmore Lane, Theale

Approved

19/02776/HOUSE, 7 Stones Walk, Burghfield Common

Approved

b) New Applications

19/02384/FUL, Land East of Chapel House

Awaiting decision

19/03036/LBC2 & 19/03040/House & 19/03041LBC2 Crofters Cottage, Hollybush Lane

Awaiting decision

19/03137/PASSHE, 7 Reading Road, Burghfield Common

Awaiting decision – No comment required

19/03103/HOUSE, 54 Reading Road, Burghfield Common

Awaiting Decision

- c) The Chairman confirmed that she had heard from Mr Peter Dick regarding the Sulhamstead Abbots Solar Farm application. She had requested a report for the meeting but had received nothing to date.

Finance

a) Account Balances at 31st December, 2019:

General Account:	£ 9185.85
CIL Account:	£121,255.44
POS Account:	£ 45,554.06
Investment	£ 14,007.05

b) Complaints and Media policy

The Clerk had obtained copies of various complaints, communications and media policies from neighbouring councils. The Council decided that the existing Standing Orders were sufficient and the Clerk should remove any reference to additional policies -**Action Clerk**

c) Budget /Precept Application

The Finance Committee had reviewed the budget for 2020/21 in order to make an application for precept by 31st January 2020.

Spending for 2019/20 was currently under budget. However, the Council had yet to review and agree donations for the year. The Committee predicted an increase in costs associated with financial fees (i.e. bank charges), administration (i.e. Clerks salary), Website and IT costs and maintenance and inflation. They recommended the following:

- i. An increase from 30 to 40 hours per month for the Clerk
- ii. Allocation of £1000 towards a new website (additional costs to be met from any previous underspend and a possible application to CIL if it is felt appropriate)

The Council agreed to the recommendations and to increasing the precept to £19000 (prior to this increase the sum requested had remained the same for 3 years) **Action: Clerk.**

10) Community Infrastructure Levy Update

Applications to be received by 31st January 2020. CIL meetings to be organised at the beginning of February to finalise the process and the end of February for presentations from applicants. **Action: Clerk**

11) Requests for donations

West Berkshire Libraries – Request for £1440. The council did not feel a donation was appropriate as it would not necessarily benefit local services.

CAB-Tadley provided a breakdown of issues on which clients from Sulhamstead had sought advice. The Council agreed a donation of £200 and the Clerk was to investigate matching this through the Good Exchange as was done last year.

Community AED -The Council agreed in principle about the benefits of a defibrillator and discussed possible locations. It was felt that several devices would be required to enable maximum benefit to the community. Possible locations included:

- Outside of Willink School
- Village Hall
- Parish Rooms
- Three Firs and Burghfield Park

It was suggested that the Council donate for one device and liaise with other parties such as the school via a CIL application, SUN E and the developer at Burghfield Park to support the remaining three. **Action Clerk**

12) Review of Post/ Any Other Business

Councillors asked the Clerk to contact Mrs Jenson regarding cutting of the hedges on Whites Hill, Kingston Lane. **Action: Clerk**

The Clerk confirmed that no invoices had been sent for the use of the Village Hall since March 2018. The Clerk was to request invoices from Linda Hannington backdated to that date. In addition, all Councillors suggested a donation of £300 to the hall. The Chairman declared an interest and abstained from the vote in this instance. **Action: Clerk**

Next Parish Council Meeting

The next meeting would take place on Thursday 26th March 2020 at 7pm, and would be held in the Sulhamstead and Ufton Nervet Village Hall.

Mrs Tina Harris (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Website

Notice Boards

District Councillor Mackinnon