

Minutes
of the Sulhamstead Parish Council Meeting held via
Zoom on Thursday 18th March 2021 at 7pm

Present: Mrs Margaret Baxter (Chair), Ms Teresa Sosna (Vice Chair), Mrs Rosemary Sanders-Rose, Mrs Liz Penston, Mrs Diane Woodward, Mrs Fiona Jones, Mr Peter Prewer, Mr Ivan Wise, Mr Ross Mackinnon (District Councillor)

In attendance: Elle Gibbons (Clerk)

1) Apologies for Absence

There were no apologies received.

2) Declarations of Interest by Councillors

The Chairman declared an interest in SUN Village Hall.

3) Open Forum

There were no members of the public present.

The Chairman suggested advertising the agenda and meeting minutes on Facebook for the community to access. The Council unanimously approved this suggestion. **Action: Clerk**

4) Approval of Minutes of 21st January 2021

The minutes were approved as a true record.

5) Matters arising from Minutes of 21st January 2021

Additional outdoor tanks had been constructed at Jackaways Cottage apparently without planning permission. This had been reviewed by a Planning Enforcement Officer, who had indicated that no further action would be taken. District Councillor Mackinnon would clarify the reason for this decision and report back to the Council. **Action: District Councillor Mackinnon**

The Village Hall would be installing the Defibrillator imminently, the Clerk had an action to inform the ambulance service once the unit was installed. The Clerk would also investigate how to check the batteries for maintenance of the defibrillator. **Action: Clerk**

6) Update from District Councillor Mackinnon

A full report from District Councillor Mackinnon is available on the Sulhamstead Parish website: www.sulhamsteadcommunity.org.uk

District Councillor Mackinnon highlighted the introduction of a new law stating unauthorised encampments would be a legal offence, with more police powers to move on encampments. Councillor Jones raised a question regarding legal encampments at Four Houses Corner Traveller's Site, Burghfield Common. District Councillor Mackinnon reported that the tenants and area had been cleared ready for refurbishment to commence.

District Councillor Mackinnon informed the Parish Council that a judiciary review had been held and the larger emergency planning zone for AWE had been granted.

7) Local Matters

a) Public Open Space (POS)

i. Security Cameras

The Chairman had purchased security cameras for the POS. The cameras would be installed in due course. A sign informing visitors to the POS that CCTV was installed would be required. **Action: Chairman**

ii. Burghfield Park

Councillor Woodward enquired about the play park that had been installed at the Burghfield Park Development, and asked if this was now under the ownership of Sulhamstead Parish Council. The Chairman stated that the Parish Council had not been approached by Miller Homes regarding ownership of the land, and District Councillor Mackinnon said he would investigate the original planning application to find out who was responsible for the space. **Action: District Councillor Mackinnon**

8) Website

Councillor Woodward had obtained pricing and specifications from four possible providers. Councillor Woodward had selected two of the providers, and she would arrange for them to present to the Chairman, Councillor Wise, Councillor Woodward and the Clerk. A decision on which provider to use would then be finalised. It was agreed that Councillor Woodward and the Clerk would assume responsibility of the website. **Action: Councillor Woodward and Clerk**

9) Sustainability Group

Councillor Sosna had previously discussed setting up a Sustainability Group in Sulhamstead and Ufton Nervet. The group aimed to provide a source to the community with ideas on becoming more sustainable. The Parish Council agreed this was a good idea. Councillor Jones suggested calling the group 'Greener SUN'. Councillor Sosna had put together a handout which would be circulated to the Councillors and the distributed on the community website, Facebook pages and noticeboards. **Action: Councillor Sosna**

10) Local Plan Review, including review of Settlement Boundaries

The West Berkshire Local Plan Review was currently out for consultation. The Parish Council had no comments.

The settlement boundaries for Sulhamstead Parish remained the same, except for the inclusion of Burghfield Park, Oakley Drive and a small section of land at Auclum. The Parish Council had no comments.

11) Speeding Review

Ufton Parish Council and Sulhamstead Parish Council had previously discussed shared ownership of a SID to measure excess speed in 30 mph areas. Due to complications with regard to ownership and insurance for the SID machine, and the suitability of it being used in Sulhamstead, it was agreed Ufton Parish Council would purchase the SID and loan it to Sulhamstead Parish Council as required.

Councillor Sosna raised concerns over national speed limit areas in Sulhamstead. Councillor Sosna and the Clerk would review the areas of concern for further investigation by West

Berkshire Councillor. **Action: Councillor Sosna and the Clerk**

Reports of speeding by the bend/junction near St Mary's Church, Sulhamstead Abbots, had been investigated by WBC Highways Department and had been deemed to have adequate signage and no further action would be taken. The Chairman noted that the white lines indicating a junction had been renewed which gave more awareness to the junction.

12) Donations

There would be some excess funds carried over into the next financial year from Donations. It was agreed the Parish Council would seek donation requests up to a maximum of £100 per applicant, to help local charities or organisations.

a) Citizens Advice West Berkshire

Councillor Sanders-Rose suggested it would be suitable to make a donation to Citizens Advice given the current Covid situation. Councillor Sanders-Rose proposed a £500 donation and the Council agreed. The Clerk would inform Citizens Advice West Berkshire of the donation and request information of the nearest branch for residents to visit.

Action: Clerk

b) West Berkshire Library

Councillor Woodward mentioned that the library had been open during lockdown, allowing residents to collect and return books. The Chairman suggested a donation of £200 and the Council agreed. The Clerk would inform the West Berkshire Library service of the donation. **Action: Clerk**

c) Spotlight UK

Councillor Jones suggested considering a donation to the charity Spotlight UK. The charity provides help and activities for young people who are struggling in West Berkshire. Councillor Jones would request further information about the charity and a donation request be submitted to the Parish Council. **Action: Councillor Jones**

13) Planning Applications

a) Planning Decisions

20/02836/HOUSE, 48 Three Firs Way, Burghfield Common

Granted – Jan

20/02821/FUL, Benhams Farm, Hollybush Lane, Burghfield Common

Granted – Feb.

A neighbouring property had raised concerns over reported digging at the Benhams Farm site. The Chairman had contacted the landowner. **Action: Chairman.**

b) New Applications

21/00285/FUL, Tyle Mill, Sulhamstead

Awaiting decision. The Parish Council had no objections to this application.

21/00493/HOUSE, 13 Sulhamstead Hill, Sulhamstead

Awaiting decision. The Parish Council had no objections to this application.

c) The Oaks, Sulhamstead

There had been reports of a conservatory which appeared to have been constructed to the front of the property, seemingly without planning permission. The Clerk had passed this information onto the Planning Enforcement office at WBC to investigate. The Chairman commented that it was possible that the construction came under the 'permitted development' legislation, in which case planning permission would not be required. Comments from the Enforcement Officer were awaited.

14) Finance

a) Account Balances at 28th February 2021:

General Account: £ 11,169.12

CIL Account: £ 74,691.44

POS Account: £ 43,491.64

b) Bank Reconciliation and Budget

It had been noted that there would be a significant carry forward in funds from this financial year due to Covid. This has been discussed at the Finance Committee and agreed at the last Parish Council meeting.

c) CIL Funding

i. Refurbishment of Burghfield Village Hall

It was agreed the Parish Council would not award funding for the refurbishment at Burghfield Village Hall due to other CIL applications being considered. The Clerk would inform the Burghfield Village Hall of the decision. **Action: Clerk**

ii. Soldier Silhouette

It was agreed the Clerk would purchase 3 large soldier silhouettes using CIL funds. The location for the silhouettes was to be decided. **Action: Clerk**

iii. Burghfield Skate Park

The Clerk had received an email suggesting the Parish Council consider providing CIL funding to Burghfield Skate Park. The suggestion appeared to be from a member of the public. Councillors noted that the land was owned by Burghfield Parish Council, and it was understood that the use of the land was under consideration and consultation. The Clerk would respond accordingly to the request, explaining that any application for CIL funding would have to come from the landowner. **Action: Clerk**

iv. SUN Village Hall – Defibrillation Installation

The Chairman declared an interest in this item and did not comment.

The Parish Council had previously agreed funding installation of a defibrillator and accompanying floodlight at SUN Village Hall. A request for £250 had been received from SUN Village Hall for the works to be carried out.

The Council granted this application and the Clerk would inform SUN Village Hall. **Action: Clerk**

15) Review of Post/ Any Other Business

Councillor Penston raised concerns over an open entrance into the field on Shortheath Lane. On numerous occasions there had been cars parked obstructing the road which was on a bend. The Clerk would report this to the Highways Department at WBC. **Action: Clerk**

Councillor Sosna suggested holding a community litter pick where residents collect litter locally, in line with Government guidelines. A date for this would be decided and shared with local residents who wished to join in. **Action: Councillor Sosna**

The Chairman noted that the APA and AGM meetings would be held consecutively on Thursday 13th May 2021. It was hoped that the meetings could be held in person, but this would be confirmed once Government guidelines were confirmed.

Next Parish Council Meeting

The next meeting would take place on Thursday 20th May 2021 at 7pm, format and venue to be confirmed.

Mrs Elle Gibbons (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Website

Notice Boards

District Councillor Mackinnon