

Minutes
of the Sulhamstead Parish Council Meeting held at
Sulhamstead and Ufton Nerve Village Hall on Thursday 23rd September 2021 at 7pm

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

In attendance: Elle Gibbons (Clerk)

1) Apologies for Absence

Apologies were received from Mrs Diane Woodward

2) Declarations of Interest by Councillors

There were none.

3) Open Forum

There were no members of the public present.

4) Approval of Minutes of 22nd July 2021

The minutes were approved as a true record.

5) Matters arising from Minutes of 22nd July 2021

Councillor Woodward had previously 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. Further concerns had been raised as the area was overgrown with no ongoing maintenance. District Councillor Mackinnon had made enquiries to find out who was responsible for maintaining the area and confirmed the ownership had been transferred from Miller Homes to West Berkshire Council.

The Chair had contacted the PCC regarding siting an RBL Soldier Silhouette for Remembrance Day, they had approved this request. It was agreed the silhouettes would be sited at the following locations; Three Firs Way near Parish noticeboard, the Triangle on Shortheath Lane and temporary siting at St Michaels Church. The Chair would investigate securing the silhouettes in their location. **Action: Chair**

Councillor Penston had previously raised concerns over an open entrance into the field on Shortheath Lane, as a number of vehicles were being parked at the entrance, which is on a blind bend. The Clerk raised this concern with Highways Department who responded to the Parish Council informing them there was nothing they could do to prevent this. There were also a number of new buildings in the field and District Councillor Mackinnon suggested raising this concern with the Planning Enforcement Department. **Action: Clerk**

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

The Chair reported that St Michael's Graveyard had been tidied and the cost for the tidy up had been shared between the Parish Council and the PCC. Unfortunately, the ongoing maintenance had not been carried out as arranged and the graveyard was overgrown once more. The Chair took an action to liaise with Councillor Wise and discuss the situation with the contractor. **Action: Chair and Councillor Wise**

Councillor Penston informed the Clerk she would forward the defibrillator registration forms for filing purposes. **Action: Councillor Penston**

6) Update from District Councillor Mackinnon

District Councillor Mackinnon noted that the garden waste collection charge had a 10% discount applied for 2021/22 subscriptions due to the missed collections in 2020/21.

WBC are temporarily housing 160 Afghanistan refugees who had helped UK forces. They were currently sited at hotels in Newbury and Calcot until permanent accommodation could be found. 3 families had been offered permanent residential status.

District Councillor Mackinnon confirmed Four Houses Corner no longer held any residents and work had begun on decontamination of the site.

There had been concerns raised over the planning application submitted for Firlands Farm. Councillor Mackinnon stated the DEPZ area rule was not a blanket ban on all new housing, however this would be discussed at the Eastern Planning Committee. Councillors expressed concern that the proposed development was outside the Parish settlement boundary, and the proposed access to the site was unclear. It was agreed that an objection to the application would be sent to WBC.

7) Local Matters

a) Public Open Space (POS)

i. Electricity Poles

The Clerk would raise an application for the electricity pole moneyback scheme.

Action: Clerk

ii. Proposed Reassignment of Land on Hollybush Lane

It was agreed in principle that the Parish Council offer a notional transfer to the landowners, following review from Land Registry, with a covenant ensuring the land was kept in order. All costs would be covered by the residents requesting the land adoption, at no cost to the Parish Council. The Clerk had advised the landowners.

b) Litter Picking

Applications had been received and interviews would be scheduled imminently. **Action: Chair and Councillor Wise**

8) Website

Councillor Woodward had received 2 presentations from website providers, a decision on which provider to use would 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 / Greening Campaign

Councillor Jones had signed up for the Greening Campaign. A public meeting had been proposed for November 28th with a campaign leading up to this date. Councillor Jones agreed to take action. **Action: Councillor Jones**

The Clerk had applied for the Blossom into Spring initiative, where 250 white Cherry Blossom trees would be planted to commemorate those who died of Covid in the West Berkshire community.

Councillor Jones had received an email from Greenham Trust regarding their 25th Anniversary. As part of their 25th anniversary celebrations and supporting the Queen's Platinum Jubilee, they are working alongside West Berkshire Council to offer local schools, councils, charities and community groups the opportunity to plant a tree (or trees) to enhance the local environment for years to come. It was agreed the Clerk would apply to this initiative on behalf of the Parish Council. **Action: Clerk**

10) Speeding Review

Councillor Sosna raised concerns over national speed limit areas in Sulhamstead. Councillor Sosna requested Highways Department review the roads in question. They had agreed to carry out such a review and a response was awaited. Councillor Sosna had followed up this concern with Gareth Dowding and there had been no update.

11) External Auditor Report

The Internal Auditor had concluded that the Council had been in accordance with Proper Practice and no other matters had come to their attention.

The Parish Council approved the External Auditor Report.

12) Asset Register and Risk Assessment Review

The Asset Register was reviewed, agreed and adopted.

The Risk Assessment was reviewed, agreed and adopted.

13) Standing Orders Review

The Standing Orders had been reviewed, following additional minor changes to make pronouns consistent, the Parish Council formally agreed and adopted the Standing Orders. The Chair thanked Councillor Jones for her work in helping to update the Standing Orders in line with NALC guidelines.

14) Planning Applications

a) Planning Decisions

21/01742/HOUSE, 15 Normoor Road, Burghfield Common

Granted – September

b) New Applications

21/01835/FUL, Jackaways Cottage, Sulhamstead

The Parish Council objected to this application, a supporting response had been submitted.

21/02029/COMIND, Land Bounded by Hoad Way and M4 and High Street, Theale

The Parish Council had no objections.

21/02024/PIP, Land at Firlands Farm, Burghfield Common

Application response to be submitted.

15) Finance

a) Account Balances at 31st August 2021:

General Account: £ 14,635.72

CIL Account: £ 58,811.44
POS Account: £ 42,135.70

b) Donations

There were some excess funds carried over into the new financial year from Donations. It had been agreed the Parish Council would seek donation requests up to a maximum of £200 per applicant, to help local charities and organisations. Councillor Jones had advertised the opportunity to apply for these funds, the following requests were received:

i. Mrs Blands

Mrs Blands had submitted a donation request for fundraising towards 7 new electronic whiteboards within the school.

The Parish Council agreed a donation of £200. The Clerk would inform Mrs Blands.

ii. Mrs Blands

Mrs Blands Year 1 class had submitted a donation request for funds towards new outdoor toys which they were lacking.

The Parish Council agreed a donation of £200. The Clerk would inform Mrs Blands.

iii. Burghfield Santas

Burghfield Santas had submitted a donation request for funding towards the facilities at Burghfest.

The Parish Council agreed a donation wouldn't be suitable for this request. The Clerk would inform Burghfield Santas.

iv. I Can Do It

I Can Do it (Kirby Hall, Theale) had submitted a donation request to take members out for a meal.

The Parish Council agreed a donation wouldn't be suitable for this request. The Clerk would inform I Can Do It.

v. Walking for Wards

A member of the public had submitted a donation request towards 'Walking for Wards' to enable clinic rooms at RBH to be decorated.

The Parish Council agreed a donation wouldn't be suitable for this request. The Clerk would inform the requestee.

vi. Theale Area Bird Conservation Group charity (TABCG)

TABCG submitted a donation request towards a bird feeding project, in which 2 squirrel proof bird feeders and a ground bird feeder would be installed at Hosehill Lake, Theale.

The Parish Council agreed a donation of £200. The Clerk would inform TABCG.

16) Review of Post/Any Other Business

The Parish Newsletter would be distributed once the Sustainability Group/Greening Campaign had been setup.

Councillor Sosna had contacted West Berkshire Council regarding Ash Lane closure. New road closure signs would be sited by WBC. District Councillor Mackinnon would be consulted to investigate further action of this closure. **Action: Councillor Sosna**

Councillor Prewer had been contacted by Mr Keith Chopping, requesting road signs were kept visible and clean. The Council noted Mr Chopping's request, which would be forwarded to West Berkshire Council, who had responsibility for the maintenance of road signs.

An advertisement would be placed on the website and Facebook page requesting volunteers for Defibrillator training.

Next Parish Council Meeting

The next meeting would take place on Thursday 18th November 2021 at 7pm, to be held at Sulhamstead and Ufton Nervet Village Hall.

Mrs Elle Gibbons (Clerk)

Distribution

All Councillors

Clerk – Sulhamstead Parish Council

Website

Notice Boards

District Councillor Mackinnon