

Minutes
of Sulhamstead Parish Council Meeting
held at SUN Village Hall Thursday 15th May 2014 at 7.30pm

Declarations of Interest: members are reminded that declarations of interest should be made where appropriate.

Present: Mr. Bill Jones (Chairman), Parish Councillors:, Mr. Ivan Wise, Mrs. Rosemary Sanders-Rose, Mr. Roger Ashfield, Ms. Teresa Sosna, Mr. Richard Smith, Mr. Chris Souden

In attendance: Mrs. Elisabeth Shaw-Brookman (Clerk)

1. Apologies

Apologies received from Mr. Keith Chopping, Mr. Gary Newell, and Mrs. Margaret Baxter

2. Open Forum

3. Approval of Minutes of 20th March 2014

Minutes from the meeting held on 20th March 2014 were approved and signed.

4. Matters Arising from Minutes of 20th March 2014

Flooding Issues:

Mr. Smith had marked areas of flooding and ponding on the map sent by West Berkshire Council and returned it. There are 3 main areas, the gully in Jacques Lane, Junction of Kingston Lane and Sulhamstead Hill, and opposite Rose Court.

Mr. Smith believes the flooding is due to the inability of present drainage to carry the water away. The drainage ditches across the fields have not been cleared for many years and Riparian owners are not doing their duty in this.

West Berkshire Council is undertaking a detailed investigation into the flooding and will report back in due course.

5. Local Interest

a) **Public Open Space and Play Area –**

A Maintenance and Safety Inspection Report received had been passed to Ivan Wise who stated that the report had raised four issues. Mr.Wise, assisted by Mr. Souden as a member of the public, can perform the minor repairs as detailed. He advised the Council that a sum of money should be allocated in the budget for repairs and replacements from 2015 onwards.

An ownership sign should be displayed and the Clerk will contact the West Berkshire Legal Department on the wording.

b) **Website & Parish Communication –**

December :	2393
January:	3102
February:	3212
March:	3202
April:	2633

c) **West Berkshire Volunteer Village Agents:**

The Clerk had received an email from Keith Chopping giving details of an initiative to recruit volunteers to visit vulnerable and lonely people. This was endorsed by the Councillors as a very good idea and the Clerk was asked to contact St Mary's PCC with the details. She will also publicise it on the website and noticeboards.

Mrs Sanders-Rose will also pass on the details to Sovereign Housing who might be interested.

d) **Public Transport: Revised bus timetable Route 75:**

The revised timetable for route 75 has been received and will be placed on the noticeboards and website. The frequency of the route has been reduced from 3 days to 2 days but the Councillors were pleased to note that it has not been withdrawn altogether.

e) **Roads:**

An email has been sent to Councillors regarding the latest Resurfacing and Road Improvements: www.westberks.gov.uk/roadimprovements. This link will also be placed on the website.

It was also noted that the grass at the junction of Shortheath Lane and Hollybush Lane was so high that it is obscuring the line of sight for cars using the junction. Mr. Wise will ask Bob Hirst to cut it.

The gravel on Folly Lane is still a hazard. Mr. Smith reported it to West Berkshire Council who promised to arrange to sweep it. He contacted them for a second time as nothing had been done.

Mrs Sanders-Rose had received a letter erroneously indicating that it was her responsibility. She also contacted WBC and informed them who the correct owner is.

It is hoped that something will be done urgently about this obvious hazard.

6. Planning Applications

a) **Planning Decisions taken since last meeting:**

May Cottage: 14/00410/FULD :-	Objected
53 Normoor Rd.14/00849/HOUSE :	No objections
Moathouse Cottage: 14/00947/LBC2:	No objections
The Cottage: 14/00447/FUL:	No objections

b) **Formal notification of intention to Prepare a Housing Site Allocations Development Plan Document (DPD) from WBC:**

This notification of intent has been received by email by the Clerk and the Council will await receipt of the DPD from WBC in due course.

c) **Review of Hunters Hill Development, Burghfield Common – Sovereign Housing**

Mrs. Sanders-Rose withdrew due to conflict of interest.

Details of the proposed "Revised Proposed Redevelopment at Hunter's Hill" have been received: the number of houses has been reduced from 28 to 26. The Clerk will forward details to anyone who wishes to see them. This is a pre-application which will be considered in detail when the formal planning application is received from West Berkshire Council. This is not in our parish. However Mr. Jones will speak to Burghfield Common's Parish Clerk for the Council's views. He and Mr. Wise will undertake a preliminary site visit.

d) Firlands

A copy of a letter has been received from Mr. P. Sutton of Sutton Land Development which was circulated to the Councillors prior to the meeting. Mr. Jones spoke to Mr. Sutton and informed him that he does not wish to speak to the developers prior to a formal planning application being submitted to WBC. A survey will be undertaken, upon receipt of the formal planning application. This is expected in the middle of June. There is a need to be seen to be totally transparent and involve public opinion at all stages.

7. Finance

a) Report from Finance Committee:

Minutes from meeting 1st May issued to Councillors

b) Account Balances Current : £15136.54

Savings: **£14647.00**

Investment Bond **£30,000.00** maturing 1/10/15

Total: **£59,783.54**

c) Proforma invoices requiring signature

Elisabeth Shaw-Brookman	225.19
Southern Electric	120.98
General Technics	50.00
Bob Hirst	150.00
Play Safety	78.00
Steve Hounsome	120.00
Karen Eagle	50.00
SUN Village Hall	200.00
SLCC	25.00
Auditing Solutions	186.00
Total	£1205.17

d) Online Banking update:

Minutes of a meeting held at Lloyds Bank Tadley were issued to the Councillors. Mr Wise is now able to access the accounts online and the Clerk, Mr. Jones and Mrs. Baxter hope to be able to log in shortly.

e) An up to date spreadsheet detailing Budget and Spend for 2013-14 and 2014-15 was issued to the Councillors. The Finance Committee is investigating the best way to invest £10,000, at present held in the Savings Account, in a short term Bond with Lloyds. A recommendation will be circulated by the Clerk and the Chairman to all the Councillors for their approval.

There is a requirement to spend some money on the POS and Mr. Wise will investigate fully and report back at the next meeting in July with quotes and possible contractors. He will also contact the Scouts to see if they can help on a voluntary basis with some of the work.

f) **Audit**

The Audit papers were issued to the Auditors, Auditing Solutions on 25th April and the report and papers were received back on 11th May. A Copy of the Audit Report was issued to the Councillors and the Annual Return for Financial Year ending 31st March 2014 including the Annual Governance Statement. The Audit Report was read out and approved by the Councillors present and signed by the Chairman and Clerk and will be sent to the External Auditors, Mazars..

g) **Donation:**

A request for a donation towards the replacement Shed at SUN School has been received. The Clerk and Mr. Jones will find out how much has been raised so far and circulate this to the Councillors for their agreement to a sum to be donated by the Parish Council.

8. Review of the Post

Gypsy, Travelling Showpeople “Call for Sites” and Local Plan Newsletter has been received from West Berkshire Council . It was agreed that we already have a site and therefore do not need to allocate any further land for this purpose.

9. Any other Business

a) Code of Conduct adoption.

West Berkshire Council had issued a revised Code of Conduct in July 2012 and although this was put before the Council at the meeting on 19th July 2012, together with the Declaration on Interests which are held on file, it had not been formally minuted as being adopted.

The Councillors unanimously agreed to abide by the West Berkshire Council Version of the Code or Conduct insofar that it applies to Parish Councillors and asked that this be formally minuted.

.b) Co-option of new Parish Councillor:

Due to the resignation of the Vice Chairman and Councillor, Mr. Chris Souden, Mr. Jones and the Clerk will put together a suitable advertisement.

c) APA and AGM:

Mr. Smith asked if it is possible to hold either the Annual Parish Assembly or Annual General Meeting at a different Parish Council Meeting – possibly in March. This would help to reduce the amount of business necessary at the May meeting. The Clerk will investigate.

10. Next Parish Council Meeting

The next meeting will be held on 17th July 2014 at 7.30pm in the SUN Village Hall

