

Note: These minutes remain draft until approved at the next available Parish Council meeting

CHIEVELEY PARISH COUNCIL

Minutes of the Meeting of Chieveley Parish Council held at Chieveley Village Hall & Recreational Centre, High Street, Chieveley, Berkshire RG20 8TE on 11 July 2017 at 7.30pm

Present

| | | | |
|--------------------------------|--------------|----------------|----------------|
| Cllr R Crispin (Chairman) | Cllr D Cowan | Cllr D Ffrench | Cllr M McGuire |
| Cllr M Belcher (Vice Chairman) | Cllr C Wood | Cllr M Beard | Cllr H Cole |

In Attendance Mrs T Snook (Clerk), 2 members of the public

Members of the public present were asked to note the handouts and information on Media and recording of meetings, Public participation guidance and Dispensation information for members of the public.

1.07.17 Apologies and Acceptance of Absence

Apologies for absence were received from Cllr Ffrench, Cllr McGuire and unanimously accepted.

2.07.17 To remind Councillors of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interest in items of the agenda, in accordance with the Parish Council's Code of Conduct and to receive any requests for dispensations.

Dispensations already approved for the Parish Council term and reconfirmed at the meeting:

HSA DPD/Local Plan for Cllr Crispin, Cllr Cowan, Cllr Belcher, Cllr Cole, Cllr Wood, Cllr McGuire and Cllr Beard

Council Tax/Precept for Cllr Crispin, Cllr Cowan, Cllr Belcher, Cllr Cole, Cllr Wood, Cllr French, Cllr McGuire and Cllr Beard.

Curridge Playground Charity Land for Cllr Crispin, Cllr Wood, Cllr Ffrench, Cllr Belcher, Cllr Cowan, Cllr Cole, Cllr McGuire and Cllr Beard.

A statement made by Cllr Cole. "I wish to make it clear that any views expressed in relation to planning applications under consideration at this meeting are based upon the information available to the Parish Council. Further, I am not pre-judging the way I may vote when the matter is considered by West Berkshire Council. At that time, I shall assess all the evidence available and weigh the considerations material to that decision".

3.07.17 **Minutes of the Parish Council meeting held on 13 June 2017 to be agreed and signed as a correct record and signed by the Chairman**

The minutes of the Parish Council meeting held on 13 June 2017 were unanimously agreed as a correct record and the Parish Council resolved that the Chairman of the Parish Council could sign them

4.07.17 **Public Participation and Neighbourhood Policing Public Open Forum**

Nothing reported.

5.07.17 **Planning Schedule and Planning Matters for discussion and action (Appendix I)**

**17/01489/TELE56 Hillier's Garden Centre, Priors Court Road
Installation of a swan engineering 1003UP lattice tower on a new concrete base with x 3 antennae, x 2 0.3m dishes, 2 x cabinets and associated equipment**

A discussion took place regarding location, height of mast and the concerns raised in writing by Acres of Fun on West Berkshire Council's website. It was noted that a Certificate of Conformity was submitted with the application.

The Parish Council confirmed no objection to the permitted development application and noted that under permitted development West Berkshire Council were not obliged to inform neighbouring properties in writing. An orange notice has been displayed on site.

The Parish Council confirmed no objections or comments on the planning applications listed on the planning schedule. The Parish Council approved the planning schedule.

6.07.17 **Response from Chieveley Recreational Centre with suggested rewording of Addendum of MUGA Agreement. To consider the proposed wording and agree action.**

The Parish Council did not have sufficient information and resolved to defer the agenda item to the next available meeting.

7.07.17 **Chieveley Recreational Centre MUGA and future maintenance commitment. To consider a proposal and agree action**

A report was tabled with a proposal to review the MUGA maintenance required for the facility, provide support for the sweeping of the MUGA and to consider the MUGA maintenance grant fund paid per annum to Chieveley Recreational Centre.

A discussion took place.

The maintenance schedule provided for the MUGA by Safe & Sound Playgrounds Ltd provided estimate costings of £1,500 per annum for the first 10 years from completion. £1,600 for a further 10 years. It allows for respraying/remarking, resurfacing of the MUGA, weedkilling and ROSPA inspections.

The Parish Council continues to pay a grant each year based on the maintenance schedule included in an Agreement with Chieveley Recreational Centre.

The Parish Council agreed that generally the standard of maintenance is okay but agreed that a couple of niggling things need to be addressed.

- Some football lines and reserve lines to be redone to attract potential users
- Weedkilling with attention to the edges of the tarmac and goal ends

Chieveley Recreational Centre to demonstrate how they will manage the fund to ensure they have enough funding to resurface the MUGA surface area at a point in the future and when it is required (Note: MUGA area not the Skatepark area tarmac).

Parish Council willing to consider getting help for sweeping the MUGA area and to look to provide a sweeper/garden vac for club use in return for clubs to do sweeping and store the equipment.

MUGA maintenance fund to continue to be ringfenced in the Chieveley Recreational Centre accounts for transparency purposes and audit trail and to be able to provide a report when required to the Parish Council.

The clerk to provide the foregoing information in writing to the Chieveley Recreational Centre and the Parish Council Nominated Trustee representative.

Action: Clerk, Cllr McGuire.

8.07.17 **Chieveley Recreational Centre Children's Playground Fund and the future of the facility. To consider the proposal and agree action**

Since 2008 the Parish Council have provided grant support towards the maintenance, repair and replacement programme for the children's playground as it is not a revenue generating facility for the Chieveley Recreational Centre but a community facility. It was reconfirmed that the grant fund provided must include support towards replacement costs of the modules. The clerk made reference to the power used. (LGA (Miscellaneous Provision) Act of 1976 Recreational Facilities S19.

Consideration was given to the Chieveley Recreational Centre's children's playground grant fund and the information required to support future replacement of modules/facility.

A discussion took place. There are risks to the community that the playground will come to the end of its life and cannot be replaced due to high costs and lack of resources. The fund currently being accrued by the Recreational Centre and grant provided by the Parish Council will fall considerably short of the likely costs for replacement of the current modules.

Cllr Cowan reported the Chieveley Recreational Centre Committee have made it clear they do not see it as their role to lead on any plan to replace the units or change of vision of what should be there. They have stated they will continue to manage the existing facility which appears to meet current needs.

The apparent age of the modules were noted. Chieveley Recreational Centre has no plan in place for replacement.

In the Parish Plan 24% of respondents thought that facilities at Chieveley playground need to be improved. Since that time the MUGA and Skatepark have been provided and recently new cricket nets provided by the Cricket Club and Multi Gym by the Recreational Centre.

The Parish Council agreed to request the Chieveley Recreational Centre to provide: -

- an accurate five-year plan for the maintenance costs of the playground
- depreciation if applicable to be included in the plan for the existing modules
- forecast costs for the replacement of the existing playground equipment to be set out and included in the plan
- accurate age of existing modules and forecasted end of life year in plan.

The Parish Council agreed to offer to seek a volunteer to co-ordinate a survey to provide evidence of what is wanted by the community at the Recreation Centre for outdoor facilities. This may support a replacement vision, brief and plan for the children's play area and grounds for the Parish Council and Recreational Centre to consider and plan for. **Action: Clerk and Cllr McGuire**

Cllr Cole stated she would like to see the chipping maintained property and weeds controlled in the children's play area and commented that it should be the Recreational Centre engaging with the community to collect the evidence of what the community want and plan for its future.

9.07.17 **Greenham Common Trust and the Newbury Weekly News Business Section article concerning land on the cross roads at the A34 and M4. To discuss and agree action**

Cllr Crispin reported that there was an article in the Newbury Weekly News Business Section in June where Chris Boulton is reported "what Chieveley offers it is a pretty good strategic location for a business park on the crossroads of the A34 and M4"

A discussion took place and it was agreed that the clerk should write to Mr Boulton to ask the question 'What do they have in mind?' Was this site submitted to West Berkshire Council for consideration through the Housing and Economic Land Availability Assessment Call for Sites which closed in March 2017.

Cllr Cole advised that West Berkshire Council were currently working through the sites put forward through the HELAA call for sites and there will be an opportunity to comment on sites through consultations.

Clerk asked to contact West Berkshire Council to find out when the call for site submissions will be available, when can we view what has been submitted and a list of what sites have been submitted. **Action: Clerk**

10.07.17 **Devolution Matters. To consider the request for funding for West Berkshire Council Library Service and the Citizen Advice Bureau. To discuss and agree action**

West Berkshire Council have confirmed that a new library service commenced on 3 July 2017 with changes in staffing and a small reduction in hours and volunteer support to accommodate the 44% cut in budget.

As soon as possible WBC wish to work with PC to increase usage of the library service and buildings for a range of activities beneficial to communities. To develop income to support and develop the services, grants, venue hire provision of information services.

West Berkshire Council have also asked Parish Councils if they would consider a contribution to the Library Services. Suggestion £1 per head of the population or other means of contribution using S137 power.

A discussion took place.

For the last full financial year statistics provided by West Berkshire Council confirmed: -

414 Chieveley residents borrowed from West Berkshire libraries, borrowing a total of 8,428 items, of these Newbury has 324, (borrowing 6,116 items) Thatcham 48 (borrowing 725 items) and the Mobile 32 (1,481 items).

The Parish Council currently does not have a budget to offer towards the library services. It is unclear if the community sees this as a priority and this may be a case to consult the community regarding the library service. The Parish precept would need to be increased to meet the additional commitments of devolved services and the financial commitments. Is this what the community wishes?

Consideration was given to the CAB request for support. The CAB have seen 28 people from Chieveley. 5 of which at the outreach. A suggestion of £2,000 to support 2 appointments every other week in Chieveley has been put forward by the CAB to the Parish Council per annum. The Parish council confirmed that it would not provide funding support as there was no budget to allow this.

Suggestions were made to reduce costs. Could the CAB move to the Library building in Newbury to increase usage of one building and offer a range of services in one place?

Invited ideas on how to help people to get to Newbury to use the library and other key services.

The Parish Council became aware during discussions that there is not a straightforward way to currently engage fully with the community for views and this would be useful for future devolution initiatives, surveys and consultations. The Parish Council agreed to consider this as soon as possible. **Action: Clerk, Webmaster**

11.07.17 By-Election for Curridge Ward. Three candidates confirmed, Sandie Allan, Lesley Dick, Eric Friend By-Election date 20 July 2017

It was reported that the by-election will take place on 20 July 2017 and the polling station will be the Curridge W I Hall. Polling cards have been issued by West Berkshire Council but some residents are unclear what the polling cards are for and who the candidates are. The Clerk has requested candidate profiles which will be displayed on village noticeboards and on the village websites.

Copies of the candidate profiles will be sent to the Curridge School, Curridge Residents' Association and Denison Barracks to raise local community awareness.

12.07.17 Disciplinary Procedure Review. To consider adopting the updated procedure

The Parish Council consider the document and a few minor changes agreed. The Parish Council approved the document subject to the minor changes and Cllr McGuire confirming two examples cited under Procedure for misconduct and cross misconduct were sound.

13.07.17 Clerk's Report (including correspondence)

Data Protection

The clerk took part in a webinar training session provided by SLCC on 5 July 2017. Significant matters to be considered which will involve a complete review of the data we hold and how it is managed. The Clerk suggested another member of the Parish Council should be trained. The next training webinar is on 23 August 2017. The clerk suggested the Parish Council consider having an external organisation to carry out an audit and provide an action plan to enable us to comply by May 2018.

Denison Barracks Security Fencing

The security fencing now in situ is very stark. Some complaints have been received verbally and a couple in writing. The clerk has emailed the agent acting on behalf the MOD to ask if soft landscaping will be planted in the autumn to soften the impact of the fencing opposite Hillier's Garden Centre and down by the shooting range.

Councillors commented that the security fencing was essential to the safety of the occupants to Denison.

14.07.17 Report of the Responsible Financial Officer, Cheque Signing and other financial matters

The clerk tabled year to date financial statement 2017/2018 with budget figures and a Receipts and Payments summary for Councillor consideration and information. The Receipt and Payments record book was presented at the meeting for inspection. A bank reconciliation was also presented for approval.

It was proposed by Cllr Crispin and Seconded by Cllr Wood and the Parish Council resolved to pay the accounts for July 2017 and for the Chairman to sign the bank reconciliation.

Payments

| Cheque No | Payee | Description | Amount |
|-----------|---------------------------------|-----------------------------------|-------------------|
| 1310 | Simasy Ltd | Annual website hosting | £ 180.00 |
| 1311 | Scofells Landscapes | Curridge Playground Treatment | £ 112.80 |
| 1312 | West Berkshire District Council | HSA DPD hard copy | £ 20.00 |
| 1313 | G Snook | Bus Shelter cleaning | : |
| 1314 | T Snook | Clerk Salary | : |
| | | Expenses & Allowance | : |
| 1315 | Berkshire Pension Fund | Employer & Employee Contributions | : |
| | | | <u>£ 1,121.84</u> |

NB PAYE Employee, Employers and NI contributions are accrued and paid quarterly

Receipts

| | | | |
|----------------|------------------------|----------|---------------|
| BACS | Royal Bank of Scotland | Interest | £ 4.28 |
| BACS | Royal Bank of Scotland | Interest | £ 0.20 |
| Total Receipts | | | <u>£ 4.48</u> |

Financial Position as at 11 July 2017

| | |
|---|--------------------------|
| Balance carried forward 31/03/16 (incl S106 contributions) | £51,489.72 |
| Receipts for year to date including April/Sept precept received | £15,909.89 |
| Less payments for year to date | <u>£13,443.54</u> |
| Total including S106 Funding, Funds and Reserves | <u>£53,956.07</u> |

14.07.1 Data Protection Training Costs

The Parish Council approved the cost of £25 plus VAT for the Data Protection Training.

14.07.2 Other financial matters

The clerk confirmed that PAYE, Pension and other financial commitments paid in August will be reported at the next available meeting. This was noted.

15.07.17 District Councillor's Report (Information Only)

Nothing to report.

16.07.17 **Councillors' Reports (Information Only)**

Curridge Road/Old Oxford Road

Cllr Wood reported that work has been done at this junction but only to the south side, not the north side. Cllr Wood has reported it again to West Berkshire Council as the sight line is still a problem. West Berkshire Council replied to clarify the exact location and works will be done. Ref 152823.

Downland Patient Representative Group

Cllr Belcher reported he attended a meeting and the subject of parking in East Lane discussed. The Downland Practice has approximately 50 staff members who come and go during the day and use the overflow car park at the back of the site which is not tarmaced. They have a problem with non-patient parking and overnight parking. The concern about parking outside the practice was discussed with a queue of cars parking up to a bend in East Lane, a narrow section. A couple of suggestions i.e. a layby outside the surgery was mentioned but it is private land. Cllr Cole commented that the Downland Practice own more land than is currently car parking at the back of the site which could be utilised. That the overflow car park was not meant for staff parking. To be a future agenda item.

Dog hooks outside the pharmacy and a bike rack will be provided at the Downland Practice.

Dirty Road Signs

Cllr Cole reported that due to budget cuts at West Berkshire Council road signs will no longer be cleaned as before. Asked if the Parish Council would clean them. The Parish Council questioned whether West Berkshire Council had a duty to keep them cleaned for safety reasons.

PROWS

Cllr Beard reported that on the West Berkshire PROW list he is working through he visited a site and found a style in a very poor state. The PROWS styles poorly managed. This style was rotted below ground level, wobbly near a flight of steps and no signage. Cllr Beard will provide a report and send it to West Berkshire Council for action. The clerk asked to be copied into the correspondence.

17.07.17 **Any other items which the Chairman decides are urgent (Information Only)**

None

18.07.17 **Date of the next meeting**

Tuesday 12 September 2017 at Chieveley Village Hall & Recreational Centre, High Street, Chieveley, Berkshire RG20 8TE at 7.30pm.

There being no further business the meeting closed at 9.12pm.

Signed by the Chairman _____

Dated _____

**Planning Applications, Appeals and Enforcement Notices
for consideration at the Parish Council meeting on 11 July 2017**

Planning applications can be viewed by the public on West Berkshire Council's website www.westberks.gov.uk under planning applications on line

Planning applications for consideration at meeting

| Reference | Type | Location | Description | Observations |
|-----------|--------|---|--|----------------------|
| 17/01489 | TELE56 | Hillier Garden Centre, Priors Court Road, Hermitage | Installation of a swan engineering 1003UP lattice tower on a new concrete base with x 3 antennae, x 2 0.3m dishes, x 2 cabinets and associated equipment | No objection/comment |

Chieveley Parish Council Consultee Decisions

| Reference | Type | Location | Description | Observations |
|-----------|-------|---|---|--------------|
| 17/01290 | HOUSE | Brackenveldt, Hampstead Norreys Road, Hermitage | Enlargement of existing chalet bungalow to increase first floor accommodation with internal alterations and addition of attic room space. | No comment |
| 17/01510 | FUL | Snelsmore Common Café | A pitch to be used for a mobile catering unit serving hot and cold drinks and snack to visitors of Snelsmore common | No objection |
| 17/01520 | FUL | Fox & Hounds at Donnington | Replacement of existing brick built barn/store with a two storey and single storey building of similar design to provide 7 no bedrooms with ensuite bathrooms with a single storey link to the existing coaching in together with an extension to the existing restaurant | No objection |
| 17/01714 | HOUSE | 16 Kiln Drive, Curridge | Extensions and alterations to attached garage to create bedroom in the roof space | No objection |

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

| Reference | Type | Location | Description | Decision |
|-----------|--------|--|---|----------|
| 17/00316 | HOUSE | Corner House, High Street, Chieveley | Two storey side extension | Approval |
| 17/01068 | HOUSE | Orlean House, Oxford Road, Chieveley | Proposed side extension | Approval |
| 17/01113 | HOUSE | 10 Middle Farm Close, Chieveley | Small front porch | Approval |
| 17/00424 | MINMAJ | The Quarry, Copyhold Farm, Curridge | Extension of sand extraction from Copyhold Quarry with restoration to agriculture using imported construction, demolition and excavated materials. Temporary retention of existing car park, offices and weighbridge, followed by sand excavation from beneath these facilities followed by final restoration | Approval |
| 17/01028 | COMIND | Priors Court School, Priors Court Road | Partial change of use to bakery | Approval |
| 17/01210 | LBC2 | Chieveley House, Chieveley | Proposed alterations to existing outbuilding | Approval |
| 17/01152 | TELE56 | Telecommunications Mast, Snelsmore | Proposed airwave telecommunications installation upgrade and associated works | Approval |

For Information

| Reference | Type | Location | Description | |
|-----------|------|-------------------------------------|----------------------------------|---|
| 17/01204 | FULD | 2 The Firs, Curridge Road, Curridge | Development of 4 live/work units | Public Meeting 18 July 2017 Hermitage Village Hall Start 6.30pm |