

Please note: These minutes remain draft until approved by the Parish Council at the next available meeting and may be subject to amendment.

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 12 December 2017 at 7.30pm

Present

Cllr R Crispin Chairman Cllr M Beard Cllr D Ffrench
Cllr M Belcher Vice Chairman Cllr S Allan Cllr H Cole

In Attendance Mrs T Snook (Clerk), no members of the public

Members of the public when present are asked to note the handouts and information provided on media and recording of meetings, public participation guidance and dispensation information for members of the public.

Part I

1.12.17 Apologies and Acceptance of Absence

Apologies were received Cllr C Wood, Cllr D Cowan Cllr M McGuire and were unanimously approved.

2.12.17 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 provided as handouts for the public present at the meeting:

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

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

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

Cllr Allan declared a personal interest in planning application 12/02979/COMIND and will leave the room when it is considered.

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".

3.12.17 **Minutes of the Parish Council meeting held on 14 November 2017 to be agreed and signed as a correct record and signed by the Chairman**

The minutes of the Parish Council meeting held on 14 November 2017 were unanimously agreed as a correct record and the Parish Council resolved that the Chairman of the Parish Council could sign them.

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

Nothing reported

Cllr Ffrench arrived at 7.35pm and confirmed no declarations for planning matters or agenda items listed.

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

Due to the personal declaration of interest Cllr Allan left the meeting while the following application was considered.

Land between and rear of New bungalow & Meadow Pipit 17/02970/COMIND Equestrian use, stables, pasture land for grazing.

The Parish Council confirmed no objection and confirmed support for the West Berkshire Council Highway's comments.

Cllr Allan was invited to return to the meeting.

**Land at Curridge Road, Curridge 17/01829/CERTE
Excavation of water attenuation pond under Agricultural Permitted
Development and creation of bunding with the excavated soil**

The Parish Council confirmed it objected to the application. The Parish Council confirmed there is lack of evidence required for agricultural purposes. Specialist drainage evidence is required.

Specialist evidence is required to confirm the proposed bunding is good enough to retain the water.

Due to flooding and gradient of the area further investigation is required and a hydrologist's report or a report from the West Berkshire Council Land Drainage team is requested.

**Cornish Cottage, Priors Court Road, Hermitage 17/03130/OUTD
Outline application for new detached three bedroom chalet dwelling siting
and access. Matters to be considered: access, landscaping, layout
(adjoining parish consultation)**

The Parish Council confirmed no objection. Highways concerns were noted but the access already exists. It is believed there is an ancient well in this location. Can it be protected?

**Mobile Home, Beedon Common 17/02800/FULD
Temporary permission for mobile home (adjoining parish consultation)**

The Parish Council confirmed no objection but subject to West Berkshire Council being satisfied that a viable agricultural unit with the requirement for on-site accommodation remains in operation.

No objection is based on the assumption that the same operation is continuing with the same needs but there is no evidence presented of that with the application. Please can the Planning Officer check this before determining.

**Land at the Old Farmhouse, Newbury Road, Hermitage 17/03290/OUTMAJ
Outline application for demolition of farmyard buildings, retention of the
Old Farmhouse and the erection of 21 new dwellings, improved vehicular
access off Newbury Road, car parking, public open space and landscaping.
(adjoining parish consultation)**

The Parish Council confirmed it objected to the application.

The proposed development does not meet the HSA DPD 25 criteria and goes against West Berkshire Council policy. The site is for 10 houses. That is what the developer should provide.

This site should be developed in accordance with the Landscape Sensitivity Assessment (2011) and the West Berkshire Council HSA DPD 25 HER004 and allocations.

The developer has disregarded the HSA25 policy for access to be via Lipscombe Close.

21 houses proposed is more than the HSA25 policy allocation of 10 dwellings. The proposal should be development at a mass and density that reflects the adjacent settlement character. Density exceeds policy allocation.

Most of the dwellings do not have garages but parking at the front of the dwelling (3 spaces in some cases). Concerned this will look like a car park, too visible and not in keeping with a rural environment.

Impacts on the sensitive green infrastructure, landscape character, appearance and visual amenity of the area.

The proposal when read in conjunction with HSA24 fails to consider the impact on the B4009, Priors Court Road, Station Road mini roundabout. The number of dwellings proposed and the subsequent vehicle movements it will generate.

With this proposal and HSA DPD 24 there will be two accesses onto the Newbury Road within a short distance of each other and close to a mini roundabout raising highway safety concerns for the number of dwellings proposed.

Some funding will be required from CIL to mitigate some of the traffic and road layout issues on the approach to the B4009/Priors Court Road/Station Road mini roundabout.

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

**Bluebell Stables, Curridge Road, Curridge 16/03303/FUL
Appeal Reference APP/W0340/W/17/3170267**

Cllr Crispin reported that the Informal Public Inquiry took place on 22 November 2017 and attended by himself, Cllr Belcher and Cllr Wood. The Planning Inspector Appeal Decision issued on 7 December 2017 has dismissed the Appeal.

Land adjacent to Morphe Downend 17/02846/FULD

Cllr Cole, as District Councillor, has called this application to Committee due to concerns about access along Morphett's Lane to this site and the status of the lane being a footpath.

6.12.17 **Community Infrastructure Levy. To consider the potential impact on local roads due to two large HSA DPD sites identified in Hermitage and seek funding options to mitigate the effect of increased traffic flows locally.**

Consideration to the effect of Hermitage Parish local plan sites HSA DPD 24 (15 units) and HSA DPD 25 (10 dwellings) and the impact on the local infrastructure was discussed.

Chieveley Parish Council wish to seek some of the CIL funding to mitigate harm of increased traffic and traffic related problems in the local area. Aware Hermitage Parish Council (HPC) will receive 15% of CIL. If the developments go ahead Chieveley Parish Council hope they would want to allocate some of the CIL funding for local infrastructure improvements particularly for: -

Priors Court Road junction with the B4009/Newbury Road

More road signage and active speed deterrent initiatives i.e. VAS on B4009 in Hermitage and Curridge.

The Parish Council agreed to write to HPC. **Action: Clerk.**

The Parish Council agreed to write to West Berkshire Council Highways Team to request a review of the Priors Court mini roundabout. The mini roundabout area is too small with poor sight lines to the right at the end of Priors Court Road. Also, the mini roundabout is not central causing cars coming southward from Newbury Road to cut across the roundabout to enter Priors Court Road. The Parish Council are concerned the mini roundabout, with an increase of vehicular movement, will become congested at rush times and people coming from Hampstead Norreys and from Chieveley will seek out the short cut down Manor Lane Oare and Old Street, Oare **Action: Clerk**

7.12.17 **Speed Awareness and Road Safety. To receive information from Cllr Belcher regarding a report of a road traffic accident in Curridge.**

Cllr Belcher reported that a general complaint about speeding, dangerous overtaking on the B4009 in Curridge and a report of an accident just north of the Curridge Road turning had been received.

Following an enquiry from the clerk, Thames Valley Police (TVP) could not find a record of the accident even though the person reporting it to us claimed that a motorcyclist suffered leg injuries and that an ambulance and two police cars attended.

Also in the clerk's enquiry TVP were asked if they could do something about speeding on the B4009 in Curridge. The local Police Officer, Alan Hawkett, has said that he will, so we wait and see.

As for action that we can take, we are currently very limited. West Berkshire Council's speed management coordinator was taken seriously ill and is unlikely to return to work in the near future. As West Berkshire Council (WBC) has no back up, they would be unable to download any SID data. We could still place SID as a visual deterrent and educational tool but we cannot place SID in bad weather and only at sites that have been risk assessed. Also, we have been advised that we cannot leave SID unattended which makes it very difficult for our SID trained volunteers who have other commitments.

With the short winter days, bad weather, lack of available trained SID operators able to spend time overseeing a SID placement and new WBC rules on SID operations, there is little we can do at present except keep in contact with the local Police.

Cllr Becher is currently trying to confirm what we can and cannot do with WBC and hope to resume SID activity in the New Year.

8.12.17 **Oare Pond Environmental Project. To give consideration to a proposal to complete the project works including planting of trees and hedging for 2018**

Consideration was given to the proposal tabled. The Parish Council resolved to release S106 public open space funding to purchase three birch trees and hawthorn hedging up to the value of £460. Proposed: Cllr Cole, Seconded Cllr Belcher. Unanimously agreed.

The Parish Council resolved to place the order for the hawthorn hedging for £60 plus VAT.

The quote for each birch tree of £105.75 plus VAT was approved. However, the clerk was asked to clarify if the birch trees will have interesting bark detail. The clerk was given a budget of up to £400 plus VAT for supplying and planting of three birch trees.

The Parish Council resolved to spend £73.40 per year for the ongoing clearance of the bank section over three years using precept funding.

- 9.12.17 **Preliminary Grant 2018/2019 discussions for budget and precept purposes.**
The Parish Council received copies of the grant applications and grant schedule prior to the meeting. Three late applications from Chieveley Recreational Centre were also tabled for considerations at the meeting.

A discussion took place.

The Parish Council resolved to set aside a budget of £10,000 to meet general grants and £250 for S137 Grants.

The grants application received from Chieveley Recreational Centre for the playground maintenance and replacement plan requires additional information to support the request and should be two separate grant applications. Clerk to advise them. Action: Clerk

- 10.12.17 **Marsh Pond. To approve the revised quote for the marker posts £139.99 plus VAT**

The Parish Council were reminded of minute reference 10.11.17. Scofells and the Clerk visited the site and agreed 6 posts would be sufficient and it was suggested that concreting them in was unnecessary.

The Parish Council resolved to place the order for 6 marker posts (not concreted in) for £139.99 plus VAT. **Action: Clerk**

- 11.12.17 **Clerk's Report (including correspondence)**

Dog Fouling around Horse moor

'No Dog Fouling' stickers have been put up again around Horsemoor.

SSE and mini power cuts

Currently an Engineer is surveying the low voltage overhead network for trees that are affecting the overhead lines.

Working on establishing if the trees in the area are maintained and contacting landowners including West Berkshire Council.

Chieveley Recreational Centre - Playground

The Chairman has acknowledged receipt of our communication and referred the matter to the committee for feedback.

Chieveley Recreational Centre - MUGA

An amendment to point 1 has been considered and agreed between the delegates of the CRC/CPC Liaison Group representative and Chieveley Recreational Centre Committee. Amendment to state a minimum of £5m public liability cover for the MUGA has been added to Point 1. This was noted by the Parish Council.

Website Review

The webmaster looking at new templates for Chieveley. In the meantime, has asked if we could look at sample webpages which present content and information in a way we like on mobile phones, tablets to give an idea of layout for our page. Doesn't have to be Parish Council ones. Also, to consider what we believe is the most important information, easy to view on the front PC page i.e. contact details, latest news, next meeting information? Feedback welcome.

12.12.17 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.

It was proposed by Cllr Belcher and Seconded by Cllr Beard and the Parish Council resolved to pay the accounts for December 2017.

Payments

Cheque No	Payee	Description	Amount
BACS	BT	Broadband & Telephone charges	£ 189.24
1338	Curridge W I Hall	Hall hire charges	£ 108.00
1339	Scofell Landscapes Ltd	Marsh Pond maintenance	£ 302.40
1340	West Berkshire Council	By Election charges	£ 1,818.44
1341	R Crispin	Chairman's allowance	£ 5.20
1342	HMRC	Tax & NI contributions Q3	
1343	T Hutchison	Bus shelter cleaning	
1344	T Snook	Clerk Salary	
		Expenses & Allowance	
1345	Berkshire Pension Fund	Employer & Employee Contributions	
1346	M Belcher	Parking tarriff	£ 8.00
			<u>£ 3,690.22</u>

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

Receipts

BACS	Royal Bank of Scotland	Interest	£ 0.83
Total Receipts			<u>£ 0.83</u>

Financial Position as at 12 December 2017

Balance carried forward 31/03/16 (incl S106 contributions)	£51,489.72
Receipts for year to date including April/Sept precept received	£32,194.44
Less payments for year to date	£22,962.17
Total including S106 Funding, Funds and Reserves	<u>£60,721.99</u>

12.12.1 **Internal Auditor Continued Independence**

Mr Weller has reconfirmed his continued independence.

12.12.2 **Community Infrastructure Levy**

West Berkshire council have confirmed that for the period of 1 April 2017 to 30 September 2017 no CIL is available to Chieveley Parish Council

12.12.3 **Other Financial Matters**

External Auditor Fees

£300 for 2017/2018

Banking Error

The clerk reported that the Royal Bank of Scotland had input a cheque amount incorrectly. The bank statement showed £118.34 and it should have been £181.34 as shown on the cheque. This was reported to RBS on Friday 8th December 2017. RBS are in the process of addressing the error and will report to the Clerk in due course the actions taken to rectify it.

13.12.17 **District Councillor's Report (Information Only)**

West Berkshire Council are currently preparing their budgets and an increase likely for Council Tax purposes.

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

Downend Farm Stiles

Cllr Beard reported that two new stiles have been erected on footpaths over Downend Farm land.

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

16.12.17 **Date of the next meeting**

Tuesday 9 January 2018 at Curridge W I Hall, Curridge, Berkshire RG18 9DZ at 7.30pm.

Part II

Due to the confidential nature of the information to be disclosed in the following agenda item the Parish Council resolved to exclude members of the public (Public Bodies (Admissions to Meetings) Act 1960 Section 2)

17.12.17 **Clerk's Annual Performance Review including Pay Review for Budget Purposes**

Cllr Crispin reported that an appraisal was carried out on 5 December 2017. Feedback provided by Councillors was part of the appraisal discussions at the appraisal meeting.

The Chairman was asked to add to the appraisal record that the clerk maintains an excellent relationship with all Councillors.

The Parish Council noted the latest news article provided by SLCC on 7 December 2017 confirming employees are to receive an uplift of 2% as of next April with a future 2% the following year and resolved to make budget provision for these salary increases.

There being no further business the meeting closed at 9.00pm.

Signed by the Chairman _____

Dated _____

DRAFT

**Planning Applications, Appeals and Enforcement Notices
for consideration at the Parish Council meeting on 14 November 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
17/02743	HOUSE	The Firs, Downend, Chieveley	Retrospective application for the erection of a front boundary fence, matching the height of the exiting and remaining fence and hedge to either side	No objection
17/02838	HOUSE	Chieveley House, High Street, Chieveley	Proposed refurbishment and facelift of an existing ancillary outbuilding (pool house)	No objection
17/02846	FULD	Land adjacent to Morphet's Lane, Downend, Chieveley	Erection of a detached dwelling garage and associated works	No objection

Chieveley Parish Council Consultee Decisions

Reference	Type	Location	Description	Observations
17/02627	HOUSE	16 The Green, Chieveley	First floor extension to provide extension to bedroom, car port underneath extension	No objection
17/02853	HOUSE	Oaklands Sandy Lane, Curridge	Formation of new first floor bedroom and ensuite bathroom over existing garage and day room	No objection
17/02862	HOUSE	Terra De Ouro, Curridge Road, Curridge	Single storey extension to form utility room, study and garden room to replace existing conservatory	No objection

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
17/02476	DEMO	Hazelhanger Farm, North Heath	Prior notification of proposed demolition of grain bunker	Not required
17/02522	HOUSE	The Little House, Chapel Lane, Curridge	Garden room to replace conservatory, garage and car port with storage above to replace garage and carport and extended north elevation utility, utility room	Approval
17/1265	HOUSE	Romayne, Downend, Chieveley	Extension to rear of existing two storey dwelling house together with additional accommodation to first floor above existing single storey side extension	Approval

For Information

Reference	Type	Location	Description	