

Note: These minutes are draft and may be subject to change 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 Tuesday 12 June 2018 at 7.30pm**

Present

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

In Attendance Mrs T Snook (Clerk), 1 member of the public

1.06.18 Apologies and Acceptance of Absence

Apologies were received from Cllr C Wood and Cllr M McGuire. Unanimously accepted.

2.06.18 To remind Councillors to review and update their Register of Interests and 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.

Local Plan/HSA DPD for Cllr Crispin, Cllr Cowan, Cllr Belcher, Cllr Cole, Cllr Wood, Cllr McGuire, Cllr Beard, Cllr Allan (HSA DPD now known as HELAA)

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

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

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".

3.06.18 **Minutes of the Parish Council meeting held on 8 May 2018 to be agreed and signed as a correct record and signed by the Chairman**

The minutes of the Parish Council meeting held on 8 May 2018 were agreed as a correct record and the Parish Council resolved that the Chairman of the Parish Council could sign them.

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

Nothing reported.

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

18/01161/COMIND Mary Hare Grammar School, Arlington Manor, Snelsmore Construction of a single storey primary school building and associated two storey boarding house incorporation an art lower ground floor area for use by Mary Hare Primary School, two storey business centre comprising ear mould manufacturing facility, audiology clinics, hearing aid repair shop and conference centre rooms, formation of extended access road to primary school building and landscaping

A discussion took place. Cllr Cole commented that it makes sense to have the secondary school and primary school on one site. However, concerned possible over development of the site. Discussions included whether the buildings will be visible and intrusive in the AONB, access to the new school and lighting.

The Parish Council confirmed no objection to the planning application subject to the following conditions being applied: -

Conditions preventing access off Arlington Lane as the lane is a rural lane, single lane in some sections, and not suitable for the projected number of trips. The access off Oxford Road is more suitable for all vehicles.

ENV27 should be adhered to.

A proper night time visual impact assessment document to be submitted for consideration. Concerns about the lighting in the car park. All lighting should be designed to have a minimum impact in the AONB and minimise unnecessary light pollution.

More landscaping along the Arlington Lane boundary to plug in the gaps of the existing trees and hedge. Consideration to using evergreen varieties to ensure all year round screening.

The planning schedule was approved.

6.06.18 **Salting Routes and Snow Clearance during the Parish Winter Season 2017/2018. Summary of Costs.**

It was reported that 2017/2018 winter had been more severe than expected and additional snow clearance and salting runs had been necessary due to the exceptionally bad weather. During the winter approximately 10 additional runs were required for each upgraded route in Chieveley Parish including East Lane, High Street, Downend Lane, Chieveley and Curridge Road through to Oxford Road, Curridge.

More than anticipated and originally envisaged when the Parish Council considered the estimated costs in October 2017 and November 2017 (Minute ref 7.10.17, 6.11.17).

West Berkshire Council have provided a full breakdown of runs undertaken. The information was noted by the Parish Council. Uncommitted funding was carried forward from 2017/2018 for primary salting treatment and the budget for Highways including primary salt route treatments for 2018/2019 is available to meet this cost. The Parish Council agreed to consider increasing the budget in the Autumn and for future precept requests.

A discussion took place and the Parish Council agreed that the upgraded roads were kept in good order during the bad weather and verbal feedback from members of the community supports that it benefited the community and allowed them to use the public highways safely and access the main highway infrastructure.

It was proposed by Cllr Crispin, seconded by Cllr Belcher and the Parish Council resolved to pay £2,068.29 plus VAT.

7.06.18 Curridge Playground Annual Maintenance Works 2018/2019. To approve the Annual Maintenance Quote £1,063 and tree stump removals £200 plus VAT

A summary of the works and a breakdown of the costs for 2018/2019 were considered and approved by the Parish Council. The Parish Council approved the quotation for the annual playground maintenance works for £1,063 plus VAT and for the tree removal works £200 plus VAT. The clerk to instruct Scofells the preferred contractor to do the works throughout the year. **Action: Clerk**

8.06.18 New Draft Privacy Policy 2018. To consider new document, amend and approve

The Parish Council considered, amended and approved the new policy. The Parish council resolved to adopt the new policy.

9.06.18 Records Management and Data Security Policy Review and New Draft Records Retention and Disposal Schedule 2018. To consider the draft documents, amend and approve

The Records Management and Data Security Policy has been updated and proposed amendments considered. The Parish Council considered, amended and approved the policy. The Parish Council resolved to adopt the amended policy.

The new draft Records Retention and Disposal Schedule 2018 was considered and approved. The Parish Council resolved to adopt the new policy.

10.06.18 Standing Orders 2018 Review. To consider and approve the amendments to the Standing Orders.

NALC have issued a new set of standing orders for Parish Councils to review and ensure they include the amendments in their Standing Orders that reflect new legislation and Act updates:-

- Amendments to the Public Bodies (Admissions to Meetings) Act 1960 which provides the right to report at council and committee meetings
- Amendments to the LGA 1972 which permit electronic service of summons and agendas on Councillors.
The Smaller Authorities (Transparency Requirements) (England) Regulations 2015
- The Public Contracts Regulations which introduced requirements for the tendering and awards of contracts with an estimate value over £25,000 in England and with an estimated value which exceeds the thresholds in the public contracts directive
- Changes to data protection legislation introduced by the General Data Protection Regulation which came into force on 25 May 2018. The Data Protection Act 1998 replaced by the Data Protection Act 2018 on 25 May 2018.

The updated draft standing order document was tabled, considered and approved. The Parish Council resolved to adopt the new Standing Orders 2018.

11.06.18 BALC Data Protection Officer Agreement. To resolve that the Chairman can sign the agreement

The Chairman referred back to minute reference 11.06.18. The BALC Data Protection Officer Agreement has been received. The annual retaining fee will be £60 per annum. If a one to one session for a thorough review is requested this will incur an hourly rate. It was proposed and the Parish Council resolved that the Chairman of the Parish Council could sign the agreement.

12.06.18 Armistice Day/Remembrance Sunday 2018. To receive information from Cllr Cole. To discuss and agree action.

Cllr Cole reported that she had written to the Parish Council, Vicar and other community people to find out if there was an interest to do something for Armistice Day and to do some fundraising. Cllr Cole confirmed that she had carried out some research and some ideas were forming. One suggestion is to purchase a 6ft Aluminium Soldier, approximate cost £750 and also to put up some banners in the villages in prominent places. Estimated costs for both ideas £1,000. The Parish Council agreed it was a good idea to commemorate Armistice Day and keen to be involved. Agreed, subject to costs being submitted for consideration, that some funding would be made available for three banners, one for Curridge, Chieveley and Oare.

Other ideas and suggestions were invited and Councillors and clerk were asked to give the matter further thought and contact Cllr Cole with any ideas or suggestions.

13.06.18 **Clerk's Report (including correspondence)**

Chieveley Recreational Centre AGM 18 June 2018

Sir Thomas Boyd Carpenter is retiring as Chair after 10 years and it is anticipated that Mr Hooper will be elected as the new Chair. A presentation for the retiring Chair will take place at the AGM. The Parish Chairman, Vice Chair and clerk plan to attend to wish Sir Thomas Boyd Carpenter a happy retirement and to welcome the new Chair. Cllr Cole also plans to attend as District Councillor.

Drainage

Various locations have been reported to WBC for clearing though the High Street, end of Green Lane and Oxford Road.

PROWS

Various footpaths have been reported for vegetation obstruction including FP38, WINT19 and CHIE19.

Licence Enquiry 18/00551/LQN

The clerk reported that this application was received after the last meeting and had to be determined by 5 June 2018. There were some concerns. The Parish Council waited to find out the Planning Department's view whether a change of use was required or not for the business activity and container. West Berkshire Council planning did not respond to the licencing team nor the Parish Council in time for the determining deadline. The licence has been issued.

Appeal for Land at the end of Charlotte Close

The Parish Council provided written representation to the Planning Inspectorate reiterating the concerns and objections to the proposal as an adjoining parish. The clerk has reminded West Berkshire Council to notify an adjoining parish council if an application goes to appeal. This did not happen in this case.

Denison Barracks Beating Retreat Ceremony

Cllr Belcher, Cllr Crispin will be attending on 21 June 2018 as representatives from Chieveley Parish Council. The clerk has been invited.

Carbrook

Checks are in progress to ensure buildings have the appropriate planning permission for their current use.

Stable View

It was reported on 16 May 2018 a prefab structure was seen being delivered to the address. Cllr Cole will speak to West Berkshire Council Officers regarding the new structure.

Anti Social Behaviour

The Recreational Centre are experiencing antisocial behaviour on the grounds and have asked people in the community to be vigilant. Youths are also accessing a farm building on land behind the High Street and causing concern.

Community Workshop re the Update to the Landscape Character Assessment for West Berkshire

A workshop is taking place at the West Berkshire Council Offices on 3 July 2018 10 am – 11.30am. Cllr Cowan hopes to attend. The clerk was asked to request 2 places.

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

The clerk tabled year to date financial statement 2018/2019 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 Cowan and the Parish Council resolved to pay the accounts for June 2018.

Payments

Cheque No	Payee	Description	Amount
1377	Came & Company	Local Council Insurance	£ 854.82
1378	Curridge Residents' Association	S137 grant	£ 250.00
1379	Chieveley Parochial Church Coun	Grant	£ 400.00
1380	Chiveley Pre School	Grant	£ 80.00
1381	Chieveley Recreational Centre	Grant	£ 2,096.68
1382	Chieveley Gardening Club	Grant	£ 200.00
1383	BALC	GDPR Training	£ 103.20
bacs	BT	Telephone & Broadband charges	£ 61.80
1384	BALC	Annual subscription	£ 649.11
1385	Chieveley Recreational Centre	Hall hire charges May/June	£ 75.50
1386	CCB	Membership	£ 30.00
1387	T Snook	Clerk Salary	
		Expenses, allowance projector stand	
1388	T Hutchison	Bus shelter cleaning	
1389	Berkshire Pension Fund	Employer & Employee Contributions	
1390	HMRC	Tax & NI Employer & Employee	
			£ 6,154.59

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

Receipts

BACS	Royal Bank of Scotland	Business High Interest Account	£ 1.03
Total Receipts			£ 1.03

Financial Position as at 12 June 2018

Balance carried forward 31/03/18 (incl S106 contributions)	£54,824.26
Receipts for year to date including April/Sept precept received	£16,867.43
Less payments for year to date	£ 8,311.38
Total including S106 Funding, Funds and Reserves	£63,380.31

14.06.1 Other financial matters
None

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

Stable View

Cllr Cole aware of concerns regarding Stable View

16.06.18 **Councillors' Reports**

PROWS

Cllr Beard reported that a number of paths he has recently walked have been overgrown and will be reported to West Berkshire Council.

Woodside Farm

Cllr Allan asked the clerk if feedback had yet been received from West Berkshire Council. Clerk confirmed that nothing had been received and will be chased.

Police Helicopter

A police helicopter was in the area after three lads were seen catapulting something over the M4 bridge which caused an accident on the M4 with a coach.

Oare Pond

Cllr Allan suggested extending the hedging along the side of Oare Pond where the footpath runs. To be a future agenda item.

Old Street/Manor Lane

Overgrown foliage along Manor Lane/Old Street, Oare including branches are narrowing the lane and catching vehicles as they drive along.

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

None

18.06.18 **Date of the next meeting**

Tuesday 10 July 2018 at the Curridge W I Hall, Curridge, Berkshire RG18 9DZ at 7.30pm.

There being no further business the meeting closed at 8.45pm.

Signed by the Chairman _____

Dated _____

**Planning Applications, Appeals and Enforcement Notices
for consideration at the Parish Council meeting on 12 June 2018**

Please Note: From April 2018 West Berkshire Council will no longer provide paper copies of planning applications to the Parish Council. Members of the public are strongly advised to note applications listed on the schedule and to respond directly to West Berkshire Council on applications of interest. Parish Councillors, having viewed the planning applications on line will confirm their observations at the Parish Council meeting on the applications listed below for consideration at the meeting

Planning applications can be viewed by members of the public on the West Berkshire Council's website
[West Berkshire Planning Applications On Line Simple Search Link](#)

Planning applications for consideration at meeting

Reference	Type	Location	Description	Observations
18/01161	COMIND	Mary Hare Grammar School, Arlington Manor, Snelsmore Common	Construction of a single storey primary school building and associated two storey boarding house incorporation a art lower ground floor area for use by Mary Hare Primary School, two storey business centre comprising ear mould manufacturing facility audiology clinics, hearing aid repair shop and conference centre rooms, formation of extended access road to primary school building, and landscaping	No objection/comments

Chieveley Parish Council Consultee Decisions

Reference	Type	Location	Description	Observations
18/01355	AGRIC	Rookery Farm, Curridge Green, Curridge	Proposed construction of a steel portal framed straw barn (Agricultural Notification) To determine whether the prior approval of the Authority will be required as to siting, design and external appearance of the building.	Requested prior approval to siting design and external appearance of the building
18/00833	FULD	Lawrence Building, Newbury Road, Hermitage	Demolish garage and erect convenience store with 4 x apartments above and erect 4 dwellings (adjoining parish consultation)	Traffic safety concerns. Integrated traffic plan requested
18/01142	HOUSE	Little Manor, Manor Lane, Chieveley	Retrospective approval for hall/porch extension, replacement barn with rear covered walkway and covered walkway linking barn to main dwelling	No objection
18/01284	HOUSE	The Old Stables, Green Lane, Chieveley	Single storey front extension to form porch, provision of pitched roof to front dormer and canopy to doorway plus all associated alterations	No objection

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
18/00592	HOUSE	Honeypot, East Lane, Chieveley	Part conversion of garage to habitable space - study	Approval
18/00481	FULD	Linden, Downend	Demolition of existing bungalow and erection of replacement single family dwelling	Approval
18/00560	HOUSE	8 Heathfields, Chieveley	Single storey side/rear extension forming garden room and enlarged utility room	Approval
17/03553	FULD	Land East of Curridge Green Riding School, Curridge Green	Development of a 3 bedroom rural workers dwelling associated with Curridge Green Riding School	Refusal
18/00984	HOUSE	30 Old Kiln Drive, Curridge	Ground and first floor extension	Approval
18/00808	HOUSE	Conifers, Curridge Green	Proposed conversion of workshop and home office to annexe, not to be subdivided and for use by a family member	Approval

For Information

Reference	Type	Location	Description	