

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 Tuesday 13 March 2018 at 7.30pm

Present

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

In Attendance Mrs T Snook (Clerk), 12 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.

1.03.18 **Apologies and Acceptance of Absence**

Apologies were received from Cllr McGuire and unanimously accepted.

2.03.18 **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.

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".

3.03.18 Minutes of the Parish Council meeting held on 13 February 2018 to be agreed and signed as a correct record and signed by the Chairman

The minutes of the Parish Council meeting held on 13 February 2018 were unanimously agreed as a correct record and the Parish Council resolved that the Chairman of the Parish Council could sign them.

4.03.18 Public Participation and Neighbourhood Policing Public Open Forum

Mrs Parkin introduced herself to the Parish Council as the applicant for the planning application for land adjacent to Morphe, Downend. This application differs slightly from the previous application as the red line includes Morphett's Lane. The application is for a detached house, located in a large plot, sustainable suitable development, local plan site and within the reviewed village settlement boundary. Mrs Parkin reported that the land and its access is recorded in historical maps when it was part of Downend Dairy. The lane was known as Rayers Lane before it became Morphett's Lane.

Mr Griffiths introduced himself to the Parish Council and made reference to points made in his correspondence to West Berkshire Council and copied to the Parish Council regarding the planning application for land adjacent to Morphe, Downend. Private access rights have to be available to gain access to the site along Morphett's Lane which is a public highway restricted as a public footpath. Access rights to the site require legal clarification. The site being within the settlement boundary does not mean it can definitely be developed. Reference was made to the informatives in the Senior Rights of Way Officer's report.

Cllr Cowan raised a question regarding Downend Dairy and how was it accessed and this was answered by Mrs Parkin. Mr Griffiths also confirmed that a plan on conveyance shows access via Morphett's Lane to Downend Dairy as it was then but may have been superceded.

A brief discussion took place regarding rights of access validity but the Parish Council, as this was a legal matter, did not raise further questions or seek further clarification.

5.03.18 Planning Schedule and Planning Matters for discussion and action (Appendix I)

**17/03553/FULD Lane East of Curridge Green Riding School
Development of a 3 bedroom rural workers dwelling associated with Curridge Green Riding School**

It was agreed to defer this application until West Berkshire Council's independent Agricultural Consultant's report is made available.

**18/00223/FULD land adjacent to Morphe, Downend
Erection of a detached dwelling garaging and associated works**

The Parish Council discussed this application at length. Due to the West Berkshire Council settlement boundary review this site is now within the village settlement boundary, a large plot and the proposal seems appropriate.

It was agreed that on substantive planning grounds there appeared to be no material grounds of objection.

The Parish Council have become aware of concerns about whether there is an established right of access to this site over the PROW (Morphett's Lane). As this is a legal matter the Parish Council agreed that it was for professional parties and residents to clarify and establish the right of access to the site. A comment will be made to West Berkshire Council's Planning Officer that this legal matter needs to be properly addressed by the relevant parties before any development occurs.

Morphett's Lane is narrow in places and is not a through road. It is very important that any site, contractor or delivery vehicles visiting this site be appropriate in size to negotiate a narrow lane and a very tight corner from the lane to access the site. The site should have on site parking and an area for the contractors and delivery vehicles to turn within the site before exiting. Any parking or offloading in the lane will restrict access and cause inconvenience to neighbours, other PROW users and cause damage to the lane. We urge West Berkshire Council to ensure appropriate controls are imposed through planning conditions to ensure this is adhered to.

The Parish Council fully endorsed the two Highways Development Control Officer informatives HI 3 and HI 4 in the email dated 15 February 2018 and to see them as planning conditions. Can the Highways Development Control Officer confirm that he has checked the turning angle off Morphett's Lane into the site is suitable for building delivery trucks and HGV's?

The Parish Council also fully endorsed the PROW informatives provided by the Senior Rights of Way Officer in the email dated 28 February 2018 and to see them as planning conditions.

Morphett's Lane and PROW has special historical interest and should be protected.

Improvements to the screening and landscaping to reduce overlooking particularly along the boundaries of neighbouring properties to the east of the proposed house and south of this site is required.

In summary the Parish Council have no objection subject to the appropriate informatives and controls being covered by essential conditions in the permission should the application be approved and improved landscaping.

Cllr Cole confirmed that this application will be considered by the western area Planning committee and a site meeting will take place. Date to be advised.

**18/00162/HOUSE Vine Cottage, Curridge Road, Curridge
Steel framed garage/barn/garden implements building**

The Parish Council confirmed no objection but a condition is to be applied that the building is to remain ancillary to the main building.

**18/00155/HOUSE Vine Cottage, Curridge Road, Curridge
Erection of summer house**

The Parish Council confirmed no objection but a condition is to be applied that the summer house is to remain ancillary to the main building.

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

6.03.18 Consultation on the West Berkshire Local Plan Review to 2036 Scoping Report and Sustainability Appraisal (SA) Scoping Report

This consultation started on 12 February 2018 and closes on 26 March 2018.

The landscaping issues seem to be taken into account and the impact of Brexit needs to be considered. Technically it seems sound and the landscape assessments seem sound and believes sites will be properly assessed as they were through the previous Local Plan process.

7.03.18 Projector Stand. To give consideration to purchasing a projector stand and agree action.

The Parish Council considered projector stand options table and resolved to make funds available to purchase the Moutik Projector Stand or similar at £38.99. Unanimously agreed. **Action: Clerk**

8.03.18 Chieveley Recreational Centre Grant 2017/2018 for children's playground maintenance and children's playground replacement fund update and to agree action.

The Parish Council were referred back to the decision made and recorded in minute reference 07.11.17.

A resubmitted form has not been received.

A discussion took place.

The Parish Council resolved to carry forward the uncommitted maintenance grant fund of £1,435 and the uncommitted capital replacement fund of £2,165 and ringfence them as funds in 2018/2019.

The clerk reported that the grass cutting grant cheque paid in September 2018 had not be presented and the Chieveley Recreational Centre had been reminded.

9.03.18 Hermitage Parish Council Coordinated Traffic Plan with West Berkshire Council and Chieveley Parish Council. To receive an update from Cllr Crispin

Cllr Crispin reported that the Parish Council sent a letter to Hermitage Parish Council raising concerns about traffic through Hermitage and the impact of traffic as a result of local plan new developments on the local infrastructure. We have received acknowledgement that they would like to meet with representatives of the Chieveley Parish Council to discuss the concerns.

Cllr Crispin confirmed he had spoken with the Hermitage Parish Council Chairperson, Cllr Ruth Cottingham, and together with Cllr Belcher will arrange a meeting date and venue for the meeting. Action: Cllr Crispin, Cllr Belcher

Hermitage Parish Council have written to Gary Lugg at West Berkshire Council to raise concerns about the number of housing development proposals co-located towards the southern end of the village and seek the support of West Berkshire council to develop a coordinated plan for new developments in Hermitage.

10.03.18 PROW Review. To receive an update from Cllr Beard

Cllr Beard passed on his thanks to Councillors who are helping with the review.

The February list provided by West Berkshire Council has 92 issues listed.

West Berkshire Council use four points of reference which if we can provide while reviewing will be useful to West Berkshire Council.

To date 20 reports on footpaths have gone back to West Berkshire Council

Cllr Cole reminded the Parish Council that the local authority has limited funding resources and may not be able to action all issues. Suggested giving priority levels of action in feedback to West Berkshire Council.

11.03.18 Parish Assembly Catering. To agree a budget for the Parish Assembly

The Parish Council agreed to £100 to provide light refreshments.

12.03.18 Clerk's Report (including correspondence)

Woodside Farm/Roots Garden Centre

Hermitage Parish Council raised a question whether building works adjacent to Stable View land has the appropriate planning permissions.

Cllr Allan reported that previous planning permission records have been looked into for this site but remain unclear. Felt West Berkshire Council should check to confirm the structures and activities have the appropriate permissions. Concern about whether the buildings on site and their uses the appropriate planning permissions have were raised with the Enforcement Officer at West Berkshire Council who has now come back to ask the Parish Council to be more specific.

It was confirmed to the clerk that 3 new buildings seem to be going up very close to the other buildings there.

13.03.18 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 Cole and Seconded by Cllr Wood and the Parish Council resolved to pay the accounts for March 2018.

Payments

Cheque No	Payee	Description	Amount
bacs	BT	Telephone and Broadband	£ 202.35
1358	Projectorpoint	Projector	£ 548.40
1359	Chieveley Recreational Centre	Hall hire charges Feb March	£ 75.50
1360	Viking Direct	Stationary items	£ 124.13
1361	Chieveley Recreational Centre	Grant MUGA Maintenance	£ 1,500.00
1362	West Berkshire Council	Dog bin maintenance services	£ 179.60
1363	T Hutchison	Bus shelter cleaning	
1364	T Snook	Clerk salary	
		Expenses & Allowance	
1365	Berkshire Pension Fund	Employer & Employee contributions	
1366	HMRC	Tax & NI contributions Q4	
1367	Scofell Landscape Ltd	Oare Pond New Trees	£ 372.00
			<u>£ 4,334.26</u>

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

Receipts

BACS	Royal Bank of Scotland	Interest	0.93
Total Receipts			<u>£ 0.93</u>

Financial Position as at 13 March 2018

Balance carried forward 31/03/16 (incl S106 contributions)	£51,489.72
Receipts for year to date including April/Sept precept received	£32,221.82
Less payments for year to date	<u>£29,966.01</u>
Total including S106 Funding, Funds and Reserves	<u>£53,745.53</u>

13.03.1 **2017/2018 underspends to be returned to general reserves. To agree identified grants and fund to be carried forward**

The Parish Council resolved to return 2017/2018 underspends to general reserves. The Parish Council resolved to carry forward the following funds and

Highways Primary Salt Route Treatments fund £1,200
 CPC Playground Capital Replacement Fund 2017/2018 £2,165
 CPC Children's Playground Maintenance Grant 2017/2018 £1,435
 Speed Gun/VAS/SID Fund £3,000
 Evergreen Fund £281
 PROW/Localism Contingency fund £1,700
 AONB Planning and legal fund £3,500
 Oare Pond Fund £60

Agreed to carry forward the Curridge Playground Grant 2017/2018 £755 which is ringfenced for spring maintenance works which is due to take place in the April Easter holidays.

13.03.2 **Other financial matters**

The clerk reported that HM Revenue and Customs have notified the Parish Council that a new UB number will be issued as part of their electronic system upgrade and until that is received the Parish Council may not be able to do a VAT reclaim application.

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

Little Manor, Chieveley

Cllr Cole reported that planning approval had been given for a covered walkway between the house and old barn and for refurbishment of the old barn on this site. Been astounded that recently a 2.1m closed boarded fence had been erected along the boundary adjoining a field and on closer inspection the old barn has been demolished and a new one being built on the same footprint. The fencing should have been hazel fencing panels not close boarded panels. The Enforcement Officer has been informed and a site visit has taken place. A retrospective planning application for a new barn is required and a landscape plan. The owners have been advised.

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

Planning Meeting at West Berkshire Council

Cllr Beard reported that he attended the planning training event to be shown the new system of planning applications on Monday 12 March. A demonstration was given. Other people attending were rather negative about the changes. A hard copy was available at the meeting but the clerk will ask West Berkshire Council to provide an electronic copy of the training records to circulate.

Oare Pond Trees

Cllr Allan reported that the new birch trees have been planted. The new safety line has been delivered and will be installed.

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

None

14.03.18 **Date of the next meeting**

Tuesday 10 April 2018 at Curridge W I Hall, Curridge, Berkshire RG18 9DZ at 7.00pm followed by the Parish Assembly at 8pm.

There being no further business the meeting closed at 9.20pm.

Signed by the Chairman _____

Dated _____

**Planning Applications, Appeals and Enforcement Notices
for consideration at the Parish Council meeting on 13 March 2018**

Please Note: From April 2018 West Berkshire Council will no longer provide paper copies of planning applications to the Parish Council. Hard copies will no longer be present at the Parish Council meetings. 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
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	Deferred pending Agricultural Consultant's report
18/00223	FULD	Land adjacent to Morphe, Downend	Erection of a detached dwelling garaging and associated works	No obj/conditions
18/00162	HOUSE	Vine Cottage, Curridge Road, Curridge	Steel framed garage/barn/garden implement building	No obj/conditions
18/00155	HOUSE	Vine Cottage, Curridge Road, Curridge	Erection of summer house	No obj/conditions

Chieveley Parish Council Consultee Decisions

Reference	Type	Location	Description	Observations
18/00192	HOUSE	Mariners, Long Lane, Hermitage	Roof alterations from hip to gable ends to previously concerted roof stack, 1 no juliet doors with side windows, 1 no gable window, chimney stack removed	No objection

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
18/00217	CERPT	Honeypot, East Lane, Chieveley	Conversion of garage	Refusal

For Information

Reference	Type	Location	Description	