

Please note that these minutes remain draft until approved at the next Parish Council meeting and may be subject to change

CHIEVELEY PARISH COUNCIL

Minutes of the Annual Meeting of Chieveley Parish Council held at Chieveley Village Hall & Recreational Centre, High Street, Chieveley, Berkshire RG20 8TE on Tuesday 8 May 2018 at 7.30pm

Present

Cllr R Crispin (Chairman) Cllr D Cowan Cllr S Allan Cllr M McGuire
Cllr M Belcher (Vice Chairman) Cllr C Wood Cllr M Beard

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

1.05.18 Apologies and Acceptance of Absence

Apologies were received from Cllr Cole and Cllr Ffrench. Unanimously accepted.

2.05.18 Election of the Chairman for forthcoming year

The retiring Chairman invited nominations for the Chairmanship for consideration. Cllr Belcher proposed Cllr Crispin as Chairman. Seconded: Cllr Wood. Unanimously agreed. No other nominations were received

The elected Chairman signed a new Declaration of Acceptance of Office form.

3.05.18 Election of Vice Chairman for forthcoming year

Vice Chairman nominations were invited for consideration.

Cllr Crispin proposed Cllr Belcher as Vice Chairman. Seconded: Cllr Allan. Unanimously agreed. No other nominations were received.

The elected Vice Chairman signed a new Declaration of Acceptance of Office form.

4.05.18 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.

Councillors present at the meeting reviewed their Register of Interest Forms and confirmed no changes or amendments. The Clerk reported that Cllr Ffrench by email had confirmed no changes or amendments and will check with Cllr Cole as soon as possible.

Dispensations already approved for the Parish Council term and reconfirmed 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.

5.05.18 Minutes of the Parish Council meeting held on 10 April 2018 to be agreed and signed as a correct record and signed by the Chairman

The minutes of the Parish Council meeting held on 10 April 2018 were unanimously agreed as a correct record and the Parish Council resolved that the Chairman of the Parish Council could sign them

6.05.18 Minutes of the Annual Parish Assembly held on 10 April 2018 to be agreed as a correct record and signed by the Chairman

The Parish Council minute record of the Annual Parish Assembly held on 10 April 2018 was unanimously agreed to be a correct record of the meeting and the Parish Council resolved that the Chairman of the Parish Council could sign them.

7.05.18 Public Participation and Neighbourhood Policing Public Open Forum

Nothing reported

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

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

No objection but request a condition that the conversion remains ancillary to the main house.

**18/00452/COMIND Hillier's Garden Centre, Priors Court Road, Hermitage
Demolition of outbuildings and plant canopy structure and for the erection of single storey retail building, warehouse unit, entrance canopy, extension to retail unit, reorganisation of car park and access and associated development thereto**

Generally, the proposal was felt to tidy up the site and replace existing structures that are coming to the end of their useful life. The proposal is likely to increase footfall and traffic movement to and from the site and this will have an impact on the local road infrastructure used to access Hillier's, the junction to Denison Barracks and the roundabout at the end of Priors Court Road. CIL funding should be used to control the traffic near the site to mitigate any harm and address safety matters as a result of increased traffic flow along Priors Court Road and vehicles turning into the site and exiting the site. Additional landscaping and screening required particularly to the building in the front of the building line near the road. Taking the comments into consideration the Parish Council agreed to raise no objection to the proposal.

17/03290/OUTMAJ Land at the Old Farmhouse, Newbury Road, Hermitage

Cllr Belcher reported that he spoke at the Eastern Area Planning Committee on 2 May 2018 highlighting Chieveley Parish Council's concerns about increased traffic through the Parish and the impact on the roundabout at the end of Priors Court Road with the B4009 as a result of Local Plan sites in Hermitage. The Committee discussed the merit of an integrated traffic plan and the concerns seemed to be listened to. Waiting for the decision notice.

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

9.05.18 **Appointment of Councillors to Committees, Working Groups and Outside Bodies. To give consideration to new Terms of Reference**

The Parish Council considered and approved the Terms of References for 2018. The Speed Awareness and Road Safety Group Terms of Reference was updated and the group renamed Highways, Traffic and Road Safety Group to incorporate working with Hermitage Parish Council and the impact on the local infrastructure due to new Local Plan sites. Also updated the CRC/CPC Liaison Group terms of reference to state we will seek to nominate a Parish Council Chieveley Village Hall Committee Representative and their role.

- 9.1 Chieveley Recreational Centre and Chieveley Parish Council Liaison Group (CRC/CPC)
Cllr Cowan, Cllr Crispin, Cllr Belcher, Cllr McGuire
- 9.2 Code of Conduct Committee to be convened with 3 Councillors as required
- 9.3 Downland Patient Forum Representative(s)
Cllr Belcher, Cllr Ffrench
- 9.4 Local Plan/HELAA Working Group
Cllr Cowan, Cllr Wood, Cllr Allan, Cllr Cole
- 9.5 Parish Plan Review Group to be convened with 3 Councillors as required
- 9.6 Public Rights of Way Parish Council Representatives
Cllr Ffrench – Curridge Ward
Cllr Beard – Chieveley Ward
- 9.7 Newbury Showground Residents' Group Representative(s)
Cllr Cole, Cllr Wood, Cllr Allan
- 9.8 Relations/Press Release and Website
Cllr Crispin, Cllr Belcher, Cllr McGuire
- 9.9 Highways, Traffic and Road Safety Group
Cllr Belcher, Cllr Wood, Cllr Allan
- 9.10 Chieveley Village Hall Committee Parish Council Representative
Cllr McGuire

10.05.18 **Review of the Parish Council's Standard Documents. To consider if any of the Parish Council documents need to be reviewed, replaced or updated.**

Parish Councillors reviewed and re-signed the individual councillor risk assessments and approved the risk assessment for Parish Council records and clerk's work environment. ROSPA inspections were carried out in April and reports just received. A few ROSPA action items noted, all very low risk. A copy

of the Curridge Playground ROSPA inspection report has been forwarded to the Curridge Playground Trustees for information and action.

The Asset Register was updated and approved for 2018. (Appendix II)

The Parish Council reviewed the standard documents. Due to the GDPR the clerk is currently in the process of preparing a draft Privacy Policy and reviewing the Records Management and Security Policy. Aware new standing orders due from NALC 2018 but unclear if it will reflect the due to be adopted GDPR regulations.

No changes to the Financial Regulations, Code of Conduct, Personal Interests, Dispensation documentation and other standard Parish Council documents at present. The documents were re- approved for 2018.

11.05.18 **Data Protection Officer, BALC Service, Training 9 May 2018 and GDPR update**

The Chairman reported that BALC is offering a Council Data Protection Officer Service to member parishes on a consultancy basis for which BALC will charge an annual retaining fee for those who participate and sign up for the scheme. Details provided to Councillors prior to the meeting. Retaining fee proposed is £60 per annum. If a one to one session for a thorough review is requested this will incur an hourly rate. Rate to be advised.

Also, NALC/BALC has issued an update on the GDPR.

'BALC has just been advised by NALC that the Government has tabled an amendment to its own Data Protection Bill to EXEMPT all Parish and Town Councils and Parish Meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed with us that all other measures will still apply, but that appointing a Data Protection Officer to support a Council's approach to data protection will be discretionary and may be regarded as good practice. NALC has been lobbying hard for a proportionate regime that works for the sector and reflects its size and data usage and addresses the new burden of the DPO requirement in particular, especially for small councils. They therefore welcome the proposed amendment and briefing of MPs accordingly in advance of the Bill's Report Stage which is expected to take place within the next few weeks. BALC and NALC will of course keep Council's updated but in the meantime, it is VITAL that Councils continue to prepare for compliance with the rest of the GDPR requirements as set out in NALC's GDPR toolkit and legal briefings. PLEASE NOTE that the BALC GDPR training course to be held on 9 May will still go ahead. '

The Parish Council agreed that as the clerk can no longer be DPO as guidance provided suggests they agreed to participate in the BALC Data Protection Officer Consultancy Service. The clerk was asked to contact the BALC office to register the Parish Council for the scheme. **Action: Clerk**

The clerk and Cllr Belcher will be attending the BALC GDPR Training on Wednesday 9th May 2018. Cost £86 plus VAT.

12.05.18 **Grants 2018/2019. To pass a resolution to pay the grants/donations 2018/2019 Appendix III**

Councillors were reminded that the grants for 2018/2019 were agreed at the December meeting for budget setting purposes 9.12.18. The clerk asked the Parish Council to approve payment of the grants listed on the schedule.

It was resolved that in pursuance of the powers conferred by S137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, the Council approved expenditure in the sum of £250 be paid. Proposed: Cllr Crispin Seconded: Cllr Belcher. Unanimous.

Chieveley Recreational Centre ground maintenance grant. Adjustment to the Chieveley Recreational Centre grant was made to £2,096.68 taking into account the confirmed rental income received during 2017/2018 and the formula of 35p to the £1 applied.

It was proposed by Cllr Crispin that S19 and general grants of £5,597 be paid, Seconded by Cllr Belcher. Unanimously agreed.

The clerk can make the approved grant payments without referring back to the Parish Council.

It was agreed that the Chieveley Recreational Centre capital and maintenance grant requests for the children's playground 2018/2019 totalling £3,822 to be put on hold until a meeting is held with the Chieveley Recreational Centre Committee Representatives and their new Chairman.

The Scofell Landscape quotation of £1,062.45 approved by the Curridge Playground Trustees for the Curridge Playground maintenance in April, June, August and October was agreed. **Action: Clerk.**

13.05.18 **Annual Return 2017/2018. To approve and sign Section 2 Annual Return 2017/2018 Accounting Statement**

Councillors received a copy of the Annual Return with the year end bank reconciliation and Significant Variation information prior to the meeting for the Parish Council to check. Section 1 The Annual Governance Statement was approved at the April meeting.

It was proposed by Cllr Belcher that the Parish Council Section 2 2017/2018 Accounting Statement be approved and signed by the Chairman. Seconded: Cllr Allan. Unanimous.

The Clerk confirmed the notice of public rights and publication of unaudited Annual Governance and Accountability Return - Accounts for the year ended 31 March 2018 will be on display 10 May 2018 confirming that copies of the Annual Return and financial information will be available for public inspection between 4 June to 13 July 2017. Sections 1 & 2 and the Notice will be available on the village website www.mychieveley.co.uk and displayed on the larger Parish Council noticeboards boards.

14.05.18 **Local Council Insurance Review update including Curridge Playground**

The Parish Council received a copy of the Came & Company Local Council Insurance quotations for consideration prior to the meeting.

The Parish Council were asked to note that the new quotation also includes public liability cover for the Curridge Playground Charity as part of the Local Council Insurance Policy cover and no longer a separate policy and cost.

A discussion took place. It was noted that the current provider Hiscox has raised its premium this year to £988.21. Ecclesiastical quote is in excess of £1,000. The Parish Council resolved to accept the Local Council scheme provided by Inspire and agreed to enter into a 3 year Long Term Agreement as it represented better value for money. The annual premium will be £854.82 including insurance premium tax and Came & Company administration fee of £50. **Action: Clerk**

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

East Lane/Old Oxford Road Accident

A request has been made to the Newbury Showground as the tenant of the field south of East Lane to cut back the hedgerow to improve visibility for cars leaving East Lane. Concerns have been raised by local people after an accident on Saturday 24th March at the East Lane and Old Oxford Road junction. The clerk has emailed the Police to find out if visibility or other factors contributed to the accident in this location.

Drains

Deep flood water remained for a while outside the driveway for Woods Folly and the junction with Old Street after persistent rain fall. This was reported to West Berkshire Council. On investigation a blocked drain was noted and will be put on their list for clearing.

Antisocial Behaviour at Chieveley Recreational Centre

Three youths, two male and one female were abusive and disruptive to people in the village hall on 1 May 2018. Guidance is to lock the front doors when the guests for the meeting have arrived for safety. The incident has been reported to the Police.

Unpresented Cheque

The Clerk has reminded the Chieveley Recreational Centre that the MUGA maintenance cheque has yet to be presented.

Projector Stand

The projector stand delivery has been delayed again. The clerk will seek to find another supplier.

16.05.18 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 McGuire and the Parish Council resolved to pay the accounts for May 2018.

Payments

Cheque No	Payee	Description	Amount
1373	Playsafe Limited	ROSPA Inspections	£ 367.20
1374	T Hutchison	Bus shelter cleaning	
1375	T Snook	Clerk salary	
1376	Berkshire Pension Fund	Pension Contributions	
			<u>£ 1,179.46</u>

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

Receipts

BACS	Royal Bank of Scotland	Business High Interest Account	£ 1.06
BACS	BT	Broadband & Telephone credit	£ 5.34
BACS	West Berkshire Council	Precept	£ 16,860
Total Receipts			<u>£16,866.40</u>

Financial Position as at 8 May 2018

Balance carried forward 31/03/18 (incl S106 contributions)	£54,824.26
Receipts for year to date including April/Sept precept received	£16,866.40
Less payments for year to date	<u>£ 2,156.79</u>
Total including S106 Funding, Funds and Reserves	<u>£69,533.87</u>

16.05.1 Chairman's Allowance

The Parish Council resolved to provide an allowance of £120 per annum for the Chairman for this term. Unanimously agreed.

16.05.2 Bank Mandate Review

The Parish Council reviewed the mandate. The Parish Council reconfirmed that the Parish Clerk/RFO has permission to seek account information as required from Royal Bank of Scotland to carry out the role of RFO.

16.05.3 Berkshire Pension Employers Contribution 2018/2019 20.8%

The Parish Council were advised of the 2018/2019 employers contribution 20.8%

16.05.4 New Salary Scale 2018/2019

The Parish Council were advised of the new salary scale figures for 2018/2019, effective from 1 April 2018.

17.05.18 Councillors' Reports (Information Only)

PROWS

Cllr Beard reported that West Berkshire Council have changed notations for priority in their documents. This necessitated a review of the documents being prepared. The clerk has been sent a list to share with local people who have offered to help with checking some of the items that require inspection or feedback.

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

None

19.05.18 Date of the next meeting

Tuesday 12 June 2018 at Chieveley Village Hall & Recreational Centre, High Street, Chieveley, Berkshire RG20 8TE 7.30pm.

There being no further business the meeting closed at 8.27pm.

Signed by the Chairman _____

Dated _____

**Planning Applications, Appeals and Enforcement Notices
for consideration at the Parish Council meeting on 8 May 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
18/00808	HOUSE	Conifers, Curridge Green	Proposed conversion of workshop and home office to annexe, not to be subdivided and for use by a family member	No obj/comment
18/00452	COMIND	Hillier's Garden Centre	Demolition of outbuildings and plant canopy structure and for the erection of single storey retail building, warehouse unit, entrance canopy, extension to retail unit, re-organisation of car park and access and associated development thereto	No obj/comment
18/00658	MINMAJ	The Quarry, Copyhold Farm	Section 73A Variations of Condition 21 Tree and Shrub planting details and aftercare of approved application 17/02291/MINMAJ and Condition 1 Temporary Permission and Condition 2 approved 17/00424/MINMAJ Restoration	No objection
18/00984	HOUSE	30 Old Kiln Drive, Curridge	Ground and first floor extension	No objection
18/00942	AGRIC2	Copse Farm, North Heath	Agricultural barn, associated track and hardstanding	No objection
18/01017	COMIND	Hermitage Parish Hall, Pinewood Crescent	Erection of free standing heavy duty free standing multi use games area (MUGA) 19m x 31m 3m high fencing 3 sides 4m high one side. No external lighting. Installation of zip wire and gym equipment. Adjoining parish consultation	No objection

Chieveley Parish Council Consultee Decisions

Reference	Type	Location	Description	Observations

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
18/00223	FULD	Land adjacent to Morphe, Downend	Erection of a detached dwelling garaging and associated works	Approval
18/00229	FUL	5 The Blossoms, Chieveley	Erection of a garden room on an existing mobile home; the extension will be able to be removed as well	Approval
17/02970	COMIND	Land between and rear of New Bungalow & Meadow Pipit, Manor Lane, Oare	Equestrian use, stables, pasture land for grazing	Approval

For Information

Reference	Type	Location	Description	
17/03290	OUTMAJ	Land at The Old Farmhouse, Newbury Road, Hermitage	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. Matters to be considered Access. (adjoining parish consultation)	Site Meeting 25 April 2018 at 9.30am EAPC 2 May 2018

Chieveley Parish Council Asset Register 2018

Item	Description	Location	Custodian / Title Owner	Year Acquired	Purchase price
Bus Shelter	Brick and Tile	Chieveley High Street	Clerk	Rebuilt 2014	£ 7,500.00
Bus Shelter 1950's	Brick and Tile	Bardown	Clerk	Pre 1960	£ 3,106.94
Bus Shelter	Timber	B4009 Long Lane, Curridge	Clerk	Pre 1960	£ 1,311.00
Noticeboard	Timber	Chieveley High Street Wall mounted	Clerk	2014	£ 800.00
Noticeboard	Timber	Oare Wall mounted	Clerk	2004	£ 150.00
Noticeboard	Timber	Curridge Road Nr Plantation Close, Curridge	Clerk	2013	£ 783.83
Noticeboard	Man made timber	The Bunk, Curridge	Clerk	2016	£ 986.43
Noticeboard	Timber	Curridge W I Hall Curridge	Clerk	2009	£ 1,367.00
Footpath Map board	Timber	Curridge W I Hall, Curridge	Clerk	2002	£ 80.00
Dog Bins	Metal	Chapel Lane, Curridge	Clerk	2005	£ 275.00
Dog Bins	Metal	Manor Lane	Clerk	2009	£ 285.66
Dog Bins	Metal	Bardown	Clerk	2009	£ 285.66
Dog Bins	Metal	Crabtree Lane, Curridge	Clerk	2015	£ 334.32
Salt Bins	Plastic	Curridge Road	Clerk	2013	£ 150.00
Salt Bins	Plastic	Downland Practice	Clerk	2013	£ 150.00
Salt Bins	Plastic	Arlington Hill	Clerk	2013	£ 202.00
Salt Bins	Plastic	Church Lane	Clerk	2014	£ 150.00
Shield	Wood/metal	W I Hall, Curridge Road, Curridge, Berkshire RG18 9DZ	Curridge W I Hall / clerk	Unknown	Gift
Fire Proof Cupboard	Metal	Chieveley Recreation Centre, High Street, Chieveley, Berkshire RG20 8TE	Recreation Centre/Clerk	2007	£ 938.83
Oare Village Pond	Pond, woodland wildflower meadow	Oare Pond, Manor Lane, Oare, Berkshire Title No BK343594 SU5074 0.262 hectares	Title Owner Clerk	1997	£1
Curridge Village Green Common	Woodland	Adjacent to Curridge Playground, Curridge. Commons Register: Village Green 102 0.089 hectares	Clerk	1993	£1
Curridge Playground	Woodland	Curridge Playground, Curridge Road, Curridge, Berkshire Title No BK208229 Charity Registered No 1085089 SU4971 0.394 hectares	Title Possesory Present Proprietor/Custodian of Title	2001	£1
Marsh Pond	Pond /woodland	Marsh Lane Village Pond, Curridge, Berkshire RG18 9EE 0.047 hectares	Clerk	Unknown	£1
Dell Laptop	Computer	Clerk's office	Clerk/Chairman	2016	£ 872.00
Projector	Plastic and glass	Clerk's office	Clerk/Chairman	2018	£ 548.40
					£ 20,281.07

Grants & Donations 2018/2019

Grants 2018 / 2019

Section 137 Statutory Limit = £7.57 per elector Chieveley 1077 Curridge 845 = 1922 electors
 £14,549 (as at 1 December 2017)

08.05.18

Free resource. In the interests of all, and will rindge direct benefit to its area or any partof it or all or some of its inhabitants

Applicant	Beneficiary's registration number	Summary of the purpose of the grant	Total Scheme Cost	Grant requested	% of total scheme cost	Grant	Date grant awarded
Curridge Residents' Association		To support running costs of the Organisation, support events focused on Maintenance, the upkeep of our community and upkeep of Village Website	Not completed on form	£250	Not able to calculate	£250	08.05.18

In was resolved that in pursuance of the powers conferred by S137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfied the requirements of that section, the Parish Council approves expenditure in the sum of £250

Date:

Minute Ref:

Applicant	Beneficiary's registration number	Summary of the purpose of the grant	Total Scheme Cost	Grant requested	% of total scheme cost	Grant	Date grant awarded	Power
Chieveley Parochial Church Council		Maintenance of War Memorial, Churchyard areas to public paths, pruning trees, grass cutting	£2,339	£400	17%	£400	08.05.18	LGA 1972 S215 (6)
Chieveley Pre School	1048094	Garden Storage Box, Printer, Sports skills sessions,	£221.32	£221.32	100%	£80	08.05.18	LGA Misc Provisions Act 1976 S19
Chieveley Village Hall	296892	Financial support towards recreational field grass cutting	TBA	£5,153.00	50%	£2,097	08.05.18	LGA Misc Provisions Act 1976 S19
Chieveley Village Hall	296892	Parish Council continued support of ongoing playground maintenance	TBA	£1,435	60%	£861	Hold	LGA Misc Provisions Act 1976 S19
Chieveley Village Hall	296892	Capital Playground Replacement Fund	TBA	£4,972	60%	£2,983	Hold	LGA Misc Provisions Act 1976 S19
Chieveley Village Hall	296892	MUGA Maintenance Fund	£1,500	£1,500	100%	£1,500	08.05.18	LGA Misc Provisions Act 1976 S19
Curridge Playground	3938009	To undertake regular maintenance of Curridge Playground for 2018/19	£2,370	£1,320	56%	£1,320	08.05.18	LGA Misc Provisions Act 1976 S19
Chieveley Gardening Club		To maintain and replant octagonal planter in centre of the village with seasonal colour - keeping it an attractive feature	£200	£200	100%	£200	08.05.18	Highways Act 1980 S96 or Tourism LGA 1972 S144
			£6,630	£15,201		£9,441		