

Please note: these minutes remain draft until approved by the Parish Council at the next available meeting.

CHIEVELEY PARISH COUNCIL

Minutes of the Meeting of Chieveley Parish Council held at The Curridge W I Hall, Curridge, Berkshire RG18 9DZ on 9 January 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), 6 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.

1.01.18 **Apologies and Acceptance of Absence**

Apologies were received from Cllr M McGuire and were unanimously approved.

2.01.18 **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".

Cllr Crispin declared a prejudicial interest in planning application 17/03254/HOUSE and will leave the room when the application is considered.

3.01.18 Minutes of the Parish Council meeting held on 12 December 2017 to be agreed and signed as a correct record and signed by the Chairman

The minutes of the Parish Council meeting held on 12 December 2017 were unanimously agreed as a correct record and the Parish Council resolved that the Chairman of the Parish Council could sign them.

4.01.18 Public Participation and Neighbourhood Policing Public Open Forum

Mrs Mills advised the Parish Council that a planning application had recently been submitted and validated by West Berkshire Council for a new rural workers 3 bedroom tied accommodation property needed for the established 46 year old Curridge Riding School business. The business needs to appoint a manager and provide the necessary on site living accommodation for the manager close to the 50 horses and ponies. Whilst Mr Mills is reducing his involvement in the business they are keen for the rural business to continue.

Cllr Crispin advised Mrs Mills that details of the planning application had not been received in time for the meeting agenda but will be considered at the next Parish Council meeting, subject to West Berkshire Council agreeing to an extension in time to do this. Also, it was pointed out that there was a minor error in the application paperwork. Whilst the proposal is for a dwelling on the east side the planning statement refers to the west side. The agent has already been advised and the correction will be emailed to the clerk and West Berkshire Council.

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

Due to the declaration of interest Cllr Crispin left the meeting while the following application was considered and Cllr Belcher, Vice Chair, chaired the meeting for the following application.

**17/03254/HOUSE 2 Sandy Close, Curridge
Single storey side extension and addition of Velux roof lights**

The Parish Council confirmed no objection.

Cllr Crispin was invited to re-join the meeting and resumed as Chair.

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

6.01.18 MUGA Maintenance Agreement Addendum. To report the Addendum to the original agreement has been approved by the Chieveley Recreational Centre Committee and the Chairman authorised to sign the document

It was reported that the Addendum to the original MUGA Maintenance Agreement had been approved by the Chieveley Recreational Centre Committee and their Chairman authorised to sign the document. The Parish Council

resolved that the clerk could sign the addendum agreement. The clerk will provide a scanned copy of the addendum and original agreement letter to Chieveley Recreational Centre for their records. **Action: Clerk**

7.01.18 **GDPR. To note NALC's legal briefing regarding Data Protection Officers for a Parish Council and the Clerk/RFO role**

The Parish Council noted the NALC's legal briefing regarding the Data Protection Officers (DPO) for a Parish Council and the Clerk/RFO Role. NALC advise that based on the drafting of the GDPR and guidance from the working party it is NALCs view that most clerks and RFO's cannot be designated as a council's DPO. On this advice the Parish Council agreed to make a small provision to engage an independent DPO for Chieveley Parish Council in the budget for 2018/2019. A question was raised whether an external DPO could be retained for small parish councils in West Berkshire. Cllr Cole confirmed she will speak with Mr Day at West Berkshire Council regarding the GDPR and requirements for small Parish Councils and whether they can provide a DPO service to small Parish Councils. West Berkshire council are currently doing training for their staff. **Action: Cllr Cole.**

8.01.18 **Budget and Precept 2018/2019. To consider the budget proposal and approve the precept request to be made for 2018/2019**

A draft budget proposal and precept for 2018/2019 had been provided prior to the meeting with supporting documentation for consideration.

Cllr Crispin brought to the Parish Council's attention that West Berkshire Council will cease providing hard copies of planning applications and all will become accessible electronically. The Parish Council can request hard copies for specific applications but this will incur photocopying charges. A data projector will be required in 2018/2019 to display documents for presentations or at Parish Council meeting. Due to the GDPR the Parish Council will need to purchase a Parish Council mobile phone and make provision to retain an external DPO.

A discussion took place.

Due to devolution of services Chieveley Parish Council now contribute to an upgrade to primary route salting for specific roads in the Parish. In the future other financial commitments are likely to retain services affecting our Parish residents. A discussion took place about providing some financial support for the library service. However, no proposal for a contribution to be included in the budget for the library service was put to the Parish Council.

The Parish Council are well aware that West Berkshire Council are trying to make Parish Councils meet some of their shortfall in services and associated costs. Agreed whilst no imminent risk to the Parish that it was appropriate for the Parish Council to continue to have an AONB Planning and Legal Fund to ensure the Parish Council can seek professional advice/representation when required for the protection of the AONB and planning matters which could impact on the Parish. Reference was made to the Oxford to Cambridge Expressway Strategy Study and Junction 13 M4 and adjoining land.

The Parish Council are predicting sufficient reserves. The reserves policy remains unchanged.

The Parish Council agreed the budget for 2018/2019 Appendix II. The Parish Council agreed to increase the precept request from £31,810 in 2017/2018 to £33,720 2018/2019. The Parish Council resolved to request a precept of £33,720. Proposed: Cllr Crispin Seconded: Cllr Belcher. Unanimous. Clerk to submit the precept request to West Berkshire Council. **Action: Clerk**

This represents a Band D household equivalent of £29.69 per household per annum, £1.53p increase over last year.

The Parish Council agreed to return underspends to reserves at the end of the financial year and to carry forward uncommitted identified funds at the end of 2017/2018 into 2018/2019.

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

Chieveley Cricket Club

A thank you has been received for the grant support towards the cricket net project which the clerk has emailed.

Thames Valley Police Feedback on B4009 Incident

Sgt Alan Hackett has found the report regarding the incident a resident has brought to the Parish Council's attention.

'Have located the incident on 20/10/17. It doesn't appear that any of the drivers involved have been reported for any offences but a TA1 has been completed. A TA1 is a traffic incident booklet which is completed every time the incident involves injury. There is no indication that speed was a factor.

Unless the incident was a fatal accident, we would not be able to establish, obtain proof to prove that excess speed had caused the accident.'

New Ward

A resident, Mike Taylor, has raised the question whether Oare could become its own Ward with one councillor under CPC structure. The clerk has raised this question with WBC to establish if this is even possible and what would be involved should the PC wish to consider this suggestion further.

Local Plan sites and impact on Priors Court Road roundabout

The clerk has requested the review of the roundabout and West Berkshire Council have confirmed they will look into the concerns about the roundabout and its future with increased traffic flow. One comment made is that highway land is limited at this junction given the close proximity of property boundaries and so options for improvement may well be limited

10.01.18 **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 Belcher and Seconded by Cllr Crispin and the Parish Council resolved to pay the accounts for January 2018.

Payments

Cheque No	Payee	Description	Amount
1347	SLCC	Subscription	£ 128.00
1348	T Hutchison	Bus Shelter cleaning	
1349	T Snook	Clerk Salary Expenses & Allowance	
1350	Berkshire Pension Fund	Employer & Employee contributions	
			£ 1,049.88

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

Receipts

BACS	Royal Bank of Scotland	Interest	£ 4.90
BACS	Royal Bank of Scotland	Interest	£ 0.96
BACS	T Snook	BT	£ 19.50
Total Receipts			£ 25.36

Financial Position as at 9 January 2018

Balance carried forward 31/03/16 (incl S106 contributions)	£51,489.72
Receipts for year to date including April/Sept precept received	£32,219.80
Less payments for year to date	£24,012.05
Total including S106 Funding, Funds and Reserves	£59,697.47

10.01.1 Review of the Effectiveness of Internal Audit Meeting the Standards and Characteristics of Effectiveness

The clerk reported that Mrs Ager carried out the reviews on 13 December 2017. No action reported. Mrs Ager was pleased to note that the Parish Council are aware of the GDPR and that the review has commenced.

10.01.2 Other financial matters
None

11.01.18 District Councillor's Report (Information Only)

West Berkshire Council Budget 2018/2019 Consultations

West Berkshire Council are currently preparing their budgets and an increase likely for Council Tax purposes. A number of budget consultations are taking place and available on the West Berkshire Council website <http://info.westberks.gov.uk/budgetproposals>

Re planning. A couple of changes proposed: - no paper planning applications or notification letters will be sent to neighbouring properties of an application to save money.

Some cost savings include the reduction of Ward District Councillors from 52 down to 42. Hoping to retain business rates.

Cllr Cole commented that there is a huge demand for funding for adult social care support due to an ageing population.

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

PROW

Cllr Beard reported he has reviewed three other locations on the footpath inspection record list and has updated the schedule.

Curridge Road/B4009

Cllr Wood expressed concern about cars parking opposite properties near the Curridge Road/B4009 junction as vehicles approaching the B4009 have to go on the wrong side of the road and are at significant risk from cars coming off the junction into Curridge Road. Asked if Highways could look at the safety concern here. Other ward Councillors agreed with the concerns.

Manor Lane/ Old Street, Oare

Cllr Allan has tried to contact Mr Reynolds at West Berkshire Council re the debris on the lane surface and to clear the drains currently blocked. Not heard back yet which is disappointing.

Shrubbery in some locations need to be cut back and this has been reported. Noted that some landowners have cleared drains and debris where it is their responsibility to do so.

Hedges near Stable View need attention and unclear whose responsibility it is.

Cllr Allan expressed concern about the collapse of the verges due to heavy rainfall and traffic causing big ruts in them.

Cllr Allan did ask West Berkshire Council if pass places could be an option but this has been ruled out. Waiting for a reply.

West Berkshire Council have asked for evidence to show where West Berkshire Council have maintenance obligations to a soakaway in Oare. Mr Trotman is looking for this.

Stable View

Cllr Cole was asked when the caravans used as living accommodation will be removed from the site.

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

Nothing reported

14.01.18 **Date of the next meeting**

Tuesday 13 February 2018 at Chieveley Village Hall & Recreational Centre, High Street, Chieveley, Berkshire RG20 8TE at 7.30pm.

There being no further business the meeting closed at 8.47pm.

Signed by the Chairman _____

Dated _____

Appendix I

**Planning Applications, Appeals and Enforcement Notices
for consideration at the Parish Council meeting on 9 January 2018**

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
17/03254	HOUSE	2 Sandy Close, Curridge,	Single storey side extension and addition of velux roof lights	No objection

Chieveley Parish Council Consultee Decisions

Reference	Type	Location	Description	Observations
17/03270	FUL	Hermitage Primary School, Hampstead Norreys Road, Hermitage	Regulation 3: New single storey classroom replacing existing sheds on south side of primary school (adjoining parish consultation)	No objection
17/03359	HOUSE	14 Sowbury Park, Chieveley	Single storey extensions	No objection
17/03308	HOUSE	Old Radnalls Farm, Green Lane, Chieveley	Single and two storey extensions with internal alterations	No objection

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
17/02627	HOUSE	16 The Green, Chieveley	First floor extension to provide extension to bedroom, car port underneath extension	Approval
17/01829	CERTE	Land at Curridge Road, Curridge	Excavation of water attenuation pond under Agricultural Permitted Development and creation of bunding with the excavated spoil	Refusal

For Information

Reference	Type	Location	Description	

Chieveley Parish Council
Approved 9/1/2018 Budget 2018/2019

Receipts	Budget 2018/2019
	£
Precept	£33,720
General Fund (licence fee)	£420
S106/CIL funding	
VAT	
Total	£34,140

Payments	Budget 2018/2019
	£
<u>Salaries</u>	
Salary	£8,500
HMRC PAYE Employer & Employee contributions	£2,000
Pension Employer & Employee contributions	£2,200
<u>General Office & Administration</u>	
Chairman's allowance	£250
Admin and training	£2,150
Local Council Ins & Curridge Playground PLI	£1,500
By Election Costs	£0.00
Hire of Halls (storage)	£500
Website hosting and maintenance	£200
Audit	£385
GDPR review & contingency	£500
ROSPA Inspections	£300
IT & communications equipment	£500
<u>Open Spaces</u>	
Oare Pond	£495
Marsh Pond	£300
Miscellaneous (Dog Bin Maintenance)	£180
<u>Highways</u>	
Bus Shelter cleaning	£480
Highways incl Primary Salt Route Treatments	£1,250
Repairs Budget	£250
<u>Grants</u>	
S137 grants	£250
Other Grants	£7,785
CRC Playground Capital Replacement Fund	£2,165
MUGA Maintenance Grant	£1,500
FUNDS AND CONTINGENCY	
Speed Gun/VAS/SID Fund	£3,000
Evergreen Fund	£281
General Contingency e.g PROW/Localism Bill	£1,700
AONB Planning and legal fund	£4,000
VAT spent	£0
	£42,621