



## Minutes of the Meeting of the Council held on 19th June 2017

**Present** Jim Gillett (Chairman), John Hobson, Jackie Jeffery, Paul Mundy, James Bell, Fiona Mowlem and Borough Councillor Emma Hobbs

**Apologies for Absence** John Davies

### **Absent**

**6836/17 Open Forum** – Claire Andersen could not attend to be co-opted as she was unwell.

**Signing of Declaration of Acceptance of Office** – Claire Andersen and Cllr. Davies were not present to sign theirs, but the Chairman signed his.

**6837/17 Declarations of Interest** – There were no declarations of interest apart from Cllr Mowlem who had an interest in a Planning decision.

**6838/17 Minutes of the Meeting held on 22nd May 2017 and the Minutes of the Annual Meeting of the Council also held on 22nd May 2017** - The minutes were approved by Council.

**6839/17 PLANNING** (ref 210)

### **a) New Applications for Information and Comment**

171283 Application for a certificate of lawful development for the use of land as a caravan site at The Homestead, Park Lane – The clerk was asked to object as follows:

1. *Having studied the Google map images (see attached) of the site over the past few years, the evidence suggests that while there may have been one caravan constantly over the ten year period, there have certainly not been as many as the five that Mr Mann reported on in 2008 and the seven that are present now is a relatively recent development. This would indicate that the use of the area as a caravan site should be limited to the one caravan that has clearly been there for many years.*

2. *After the enforcement letter sent in the summer of 2008, we are reliably informed that at least two, if not three, caravans, were removed from the site, so even if they re-appeared later, they have not been in situ for the required ten year period.*

3. *We remain unconvinced that the letters from past occupiers are completely genuine, and would like more evidence as to their veracity. We would appreciate it if the Borough could check, as best it can, that these letters are reliable evidence.*

4. *If the Borough believes that a certificate of existing lawful development can be awarded, then Council would appreciate that the maximum number of caravans allowed is kept to the minimum possible, and that a condition is imposed that they can only be occupied by employees of the business based on the site.*

171398 Application for a certificate of lawful development for the erection of a single storey rear extension following demolition of conservatory at 10, Simmons Fields – no Parish Council comment

171521 Application for the proposed erection of two storey front and side extension, single storey side extension and rear extension and part conversion of existing garage to provide habitable accommodation at 7, Strathmore Drive – no Parish Council comment

**b) Planning Applications Approved** – The following were noted

171431 Application for Certificate of Lawful Proposed Use for side and rear dormers at 123 East Park Farm Drive

171060 Application for the proposed conversion of existing garage to habitable accommodation at 18, Pipistrelle Way

**c) To consider Central & Eastern Berkshire Authorities - Joint Minerals and Waste Plan: Regulation 18 Issues and Options Consultation\*** - Council decided not to comment at this stage

**There being no further Planning business the Planning Meeting was closed.**

## **FINANCE**

**6840/17 Finance Reports** – It was resolved that the financial reports be approved, which they were unanimously.

**6841/17 Authorisation of Payments** – It was resolved that the Council should approve all the following outstanding payments:

£110.86 to Bowak Ltd

£299.96 to Cathedral Hygiene

£736.48 to ISS Facility Services Ltd

£970.56 to NIC Services Ltd

£71.69 to Castle Water

£110 to Paul Corby

£782.26 to Berkshire Association for Local Councils

£54 to OCS Group

£54.86 to the clerk

£44.76 to Business Services at CAS Ltd

£47.46 to Viking

£216.82 to Sunshine Commercial Services Ltd

£512.30 to Royal Berks Pension Fund

£448.81 for PAYE

**6842/17 To Approve the Annual Governance Statement** – It was resolved to approve the Statement which was done unanimously and the Chairman and Clerk duly signed the document

**6843/17 To Approve the Accounting Statements on the Annual return 2016/17** – It was resolved to approve the Statement which was done unanimously and the Chairman and the clerk, as RFO, duly signed and dated.

**6844/17 To consider the quotations for bollards between the tennis courts and the stream and near to the pavilion at East Park Farm** – After a lengthy discussion about what the general approach to expenditure should be, given the high level presently being incurred, it was agreed that there needed to be a long-term plan to be put in place for East Park Farm for the future. In the meantime, it was resolved to offer the contract to IPS Ltd, which was agreed unanimously.

**6845/17 To note the internal auditor's Report** – The report highlighted the need for signatories to initial the cheque stubs which has been taken on board. There was also a recommendation to consider changing internal auditor or to at least reconsider the scope and specification for the internal audit with the new responsibilities of managing the East Park Farm Sports facilities. The level of reserves was highlighted once again,

and it was felt that with a proper plan for expenditure, earmarking funds for specific projects to happen over the coming three to four years was the way forward. There was a brief discussion about Cllr. Bell's latest efforts to see how feasible the idea of a new pre-school was, and he reported that he is trying to arrange meetings with both Mr. Grey, the Headmaster at Piggott, and with Stuart Milne and Piers Brunning at Wokingham to see what their respective views were. There was a brief discussion about possible funding streams, with the Borough, the school or CIL moneys all being suggested. Both the clerk and assistant clerk were congratulated on the positive feedback on their work from the internal auditor.

- 6846/17 To approve the necessary remedial works on the East Park Farm Sports Pitches** – It was resolved to approve this subject to checking that the top soil would be sterilized, which it is. It was also noted that AES Ltd, who were awarded the fence contract subject to still being cheapest if the posts were concreted in, were still the cheapest so the previous decision stands. This was approved unanimously
- 6847/17 To approve the plumbing repairs to the pavilion** – It was resolved to approve these repairs that will include the installation of an outside tap and will be carried out by Aquacare. This was also approved unanimously
- 6848/17 To approve the choice of contactor for the internal and external lights at the Village Hall, including the replacement of the ceiling tiles and diffusers** – It was resolved to approve the contractor preferred by the Amenities Committee MKR Electrics, and all the other works which was approved unanimously. Cllr Davies to inform Council of how much the internal lights will cost.
- 6849/17 To Approve the choice of contractor for jet-washing and re-lining the tennis courts** – It was resolved to approve Chiltern Group to do the job in two stages; to jet-wash first, and then on a separate occasion, re-line, once it is decided if the courts need re-colouring or not. This was approved unanimously.
- 6850/17 To note the broken barrier at East Park Farm** – The Chairman Informed Council that at the fete, it was found that the height barrier at East Park Farm was broken. Some efforts were made to secure it, but repairs need to be made immediately. The Chairman sought approval for any repairs needed, but the clerk pointed out that this was inadmissible as the topic was not on the agenda, but there is provision for urgent repairs to be done with retrospective approval.

**There being no further Finance business the Finance Meeting was closed.**

## **REPORTS**

- 6851/17 Amenities Committee**- The Minutes of a meeting on 5th June were noted. It was reported that some trees that were adversely affecting one of the residents at East Park Farm have been cut back but that the assistant clerk will seek more quotes for work on the Village Hall trees and the avenue of limes at East Park Farm. Cllr Hobbs says she will chase Peter Baveystock's team for the latest tree survey undertaken at East Park farm to see whether Council needs to get this done.
- 6852/17 Report from the Borough Councillor**  
The Borough Councillor reported on the Local Plan update.
- 6853/17 Highways**  
The clerk and Cllr Mowlem met with Jason Bale of WBC and agreed a suitable location for the speed indicator device, on lamppost no. 27. Cllr. Mowlem will pass the quotes to the clerk, and the clerk will write to the resident at no. 62 as the device will be outside their house. The original plan was to have a solar panel but the devices use so little power, it is more cost effective to run it of the lamppost power.  
The clerk wrote to the three new houses on Pipistrelle Way and all support the idea of adoption, as do all the residents of the original homes. The clerk has also written to Ian Haller and will chase him for a response on his return from holiday.

6854/17 **To consider changes that need to be made to the website** – It was agreed to get the new pages live as soon as possible. The Chairman would like the general structure of the website reviewed at a future date.

**By virtue of the confidential nature of the business to be contracted the press and public are excluded from the meeting during consideration of the following item(s) under Section 2 of the Public Bodies (Admission to Meetings) Act 1960**

6855/17 **To consider enforcement issues** – It was reported that there are various enforcement issues involving The Homestead, and so far, only the caravans have been the subject of any planning application.

**There being no further business the open meeting closed at 9.53pm**

Chairman's Signature .....