

Minutes of the Meeting of the Council held on 19th March 2018

Present Jim Gillett (Chair), John Hobson, Claire Andersen, James Bell and Jane Hartley

Apologies for Absence Fiona Mowlem, Paul Mundy

Absent Jackie Jeffery, Adrian Keward

6996/18 Open Forum – No residents attended. Daljit Ryatt signed her Member's Interest Form and Declaration of acceptance of office.

6997/18 Declarations of Interest – There were no declarations of interest

6998/18 Minutes of the Meeting held on 19th February 2018- The minutes were approved by Council.

6999/18 To consider the best order for agenda items to give equal time for discussion – It was resolved that the order should be changed from time to time, and that items have indicative timings

HIGHWAYS

7000/18 To hear feedback from a meeting with Wokingham Borough Council on Highways – In the absence of Cllr. Mowlem, everyone received an e-mail report which stated that councillors were given a briefing about how well the contractors are doing but that when the floor was open to comments, it became clear Parishes felt quite differently, and that the level of disgruntlement took Wokingham officers by surprise.

7001/18 To hear an update on the statistics from the Speed Indicator Unit – Due to a technical error, some of the data was lost, but the average speed was 29mph. It was felt that the unit has been a success.

ENVIRONMENT

7002/18 To hear an update on the idea of introducing bottle banks to Charvil – Cllrs. Andersen and Hartley said there was a need for more consultation, but so far, the general feeling was that yes, there should be recycling facilities in Charvil, and that they should be at the Village Hall. This site has already been ruled out due to the proximity of houses and given the negative feedback on facilities being located in Milestone Avenue, it was resolved that Council would recommend East Park Farm, subject to more consultation with local residents.

7003/18 To finalise plans for the litter pick and see who may be attending from the Council – Cllrs. Hartley and Ryatt said they would attend and Cllr. Bell said he might. *Clerk's note: Cllrs Hartley and Jeffery attended, and the clerk would like to pass on her thanks to them.*

7004/18 To consider ways to improve the induction of councillors – Cllr. Hartley felt that she needed more information and support as a new councillor. The clerk explained why things are done the way they are but accepted room for improvement. Cllr. Hartley was to pull some ideas together and there was talk of introducing a "buddy" system.

7005/18 To hear an update from the Clerk's Forum and from a meeting on 21st century with WBC – At the clerks' forum, there was much discussion about the new Data Protection regulations (see below) and the 21st Century discussion informed us that the

background departments were now re-organised, and they are about to embark on the introduction of locality officers who will deal with many of the more general issues, leaving the subject specialists to concentrate on the enquiries requiring more detailed answers.

7006/8 **To note the steps already taken to conform to GDPR and to consider the next steps, not least, who should be our Data Protection Officer** – There is still conflicting advice as to who can be the Data Protection Officer – hopefully the clerk will have more information on this for next meeting The Council has begun to add Privacy statements to its documentation, but still needs to do a full data audit and data cleansing. It also needs to adopt a general Privacy Statement. The clerk will investigate the model documents provided by national bodies and advise accordingly before the next meeting.

7007/18 **To consider the draft Retention Policy** - It was resolved to approve this subject to a minor change

7008/18 **To consider the draft Complaints Policy** – It was resolved to approve this subject to some minor changes

7009/18 **To consider the renewal of the licence for Alpar kebabs on Milestone Avenue** – Council had no comments to pass on

7010/18 **PLANNING** (ref 218)

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

180174 Application for the proposed erection of single storey side/front extension to form porch and first floor side extension to Old Bath House, 2 Strathmore Drive – The clerk was asked to comment as follows:

Two previous applications have been made and refused for very similar extensions to this dwelling, and Council does not see any reason why this plan should now be acceptable. The main concern is that the building line will be breached and that this will set an unwanted precedent for future developments

180471 Application for variation to Conditions 10 and 11 of planning permission 173248 modifying the requirement that caravan residents be workers of 'A Better Service' and variation to Condition 14 to remedy errors in the maximum dimensions of the caravans at The Homestead, Park Lane – The clerk was asked to comment as follows:

Condition 10: Council accepts the proposal to include people who last worked on the site but feel that “adjacent businesses” could be open to interpretation, so would rather the wording be for businesses on the Homestead site.

180571 Application for the proposed erection of single storey side and rear extension following the demolition of existing conservatory plus conversion of existing garage to create habitable accommodation at 8 St Patrick’s Avenue – no Parish Council comment

180609 Application for proposed erection of a replacement dwelling with integrated garage following demolition of existing bungalow, store and detached garage at Thatcher’s Mead, Thames Drive – no Parish Council comment

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

180010 Application for the proposed erection of single storey side extension following demolition of existing garage at 15 St Patrick’s Avenue

180315 Application for the submission of details to comply with the following condition of planning consent (161453) 26/08/2016. 3. Materials 7. Landscape Plan 10. Dust Mitigation 11. Drainage 13. Cycle Store at 1, Park View Drive South

180212 Application for submission of details to comply with the following condition of planning consent F/2014/2503 and Appeal Reference APP/X0360/W/15/3130829 (dated 02/03/2017) 9. Site Access - provision to accommodate all site operatives, visitors and construction vehicles loading, off-loading, parking and turning within the site during the construction period on land to the west of Park Lane

c) **Planning Applications Refused** – The following were noted

- 173362 Application for the proposed conversion of existing residential units to four self-contained flats, associated parking and amenity at 36 Park View Drive South
- 173587 Application for the erection of one Five-bedroom dwelling and detached garage with access and parking at Oaklands, Beggars Hill Road

- d) **To hear an update from the Local Planning Update meeting attended by the Chairman on 10th March** – The Chairman explained the background of the meeting; that it was arranged by David Locke Associates, who have been tasked with looking into the three large sites that have been put forward in the Local Plan Call for Sites. There is much local opposition to building in the Greenbelt, but WBC need to show they have investigated all sites, otherwise they could fall foul of the law when it comes to the final Planning Inspection of the Local Plan. There was also some discussion about where development might be considered acceptable in the Northern Parishes, and what infrastructure changes needed to be made – possibly a Twyford by-pass to mitigate the pollution at Twyford Crossroads, for example.
- e) **To consider the proposed success criteria for the CPRW and any news from the campaign** – The Chairman and Cllr. Hobson had drawn up some possible success criteria, and it was resolved that Cllr. Hobson would amend these, so they are consistent, and then circulate. Before being adopted, it was agreed that they are shown to John Halsall for comment.
- f) **To consider the draft letter to be sent to the Minister of Housing regarding Planning Policy** – This was approved and it was agreed that it would go out under the Chairman's name.

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

FINANCE

7011/18 Finance Reports – It was resolved that the financial reports be approved, which they were unanimously.

7012/18 Authorisation of Payments – It was resolved that the Council should approve all the following outstanding payments, which was done unanimously:

£102.70 to Grundon Waste Management Ltd
 £22.75 to Bowak Ltd
 £29.65 to British Gas Services Ltd
 £61.93 to Aquacare
 £43.39 to the Assistant Clerk
 £82.79 to Castle Water
 £736.48 to ISS Facility Services Ltd
 £66 to MKR Electrics
 £60.45 to the Clerk
 £152.83 to Viking
 £1500 to Twyford Youth Club
 £216.82 to Sunshine Commercial Services Ltd
 £970.56 to NIC Services Group Ltd
 £36 to Taurus Elite Security
 £54.50 to EveryCare Reading
 £437.24 to Loddon Doors
 £344 to Dual Energy
 £381.64 to CNG Ltd
 £512.30 to Berkshire Pension Scheme
 £134.70 to Tencer Mechanical and Electrical Services
 £1482 to EDGE IT Systems
 £45 to Open Spaces Society
 £43.33 to Mike Weldon
 £326.13 for PAYE

£1192.61 payroll
£115.91 to CNG LTD

- 7013/18 To approve the re-instatement of the election contingency in the final budget breakdown, keeping the final budget total as agreed in January** – It was resolved to approve this
- 7014/18 To hear feedback from the internal audit** - The clerk said that the internal auditor had found a few errors on the random spot-check and suggested that the figures were cross-checked more frequently. She was also concerned that councillors did not compare the bank statements with the financial picture presented by the clerk and suggested this was done at least quarterly. She also suggested that the Finance Committee met more frequently to go through figures and procedures more thoroughly. A written report will follow. The clerk said that a Finance Committee meeting should be convened in late April. *Clerk's note: The Finance Committee cannot meet in late April but will have to meet before the May meeting as the Policies and Procedures will have to be reviewed at this point.*
- 7015/18 To approve and sign a letter to Barclays Bank setting up the wages Standing Order for the next financial year** – this was approved and signed.
There being no further Finance business the Finance Meeting was closed.

REPORTS

- 7016/18 Amenities Committee** – The minutes of a meeting on 5th March were noted. It was resolved to freeze the Standard Charge for the evenings in the main Village Hall. In response to the request for some leniency in the case of the charges to Wargrave Ballet School, the clerk was asked to write that while Council was sympathetic, they could not make an exception, and hoped that the freezing of the evening rate would help. There was then a discussion about the possibility of housing a pre-school in the Pavilion, and that there were not many day-time users at present, but Freckles would have to decide if the building is suitable. In the long term, Council would support a purpose-built building that could be let on a commercial basis to a pre-school provider.
It was resolved to suspend Standing Orders at this Point
- 7017/18 Report from the Borough Councillor** – In the absence of the Borough Councillor, a report from her was noted. The main points were that she had reported a number of pot-holes; that she had reported fly-tipping and was asking WBC whether they might review the money made from asking commercial companies using the tip against the cost of clearing fly-tipping; the sale of Jubilee Hall and the latest regarding the 111 Old Bath Road site.
- 7018/18 Staffing Committee** – It was noted that there is a Staffing Committee meeting to be held on Monday 26th March at 8pm in the Village Hall
There being no further business the open meeting closed at 10.10pm

Chairman's Signature