



Minutes of the Meeting of the Council held on 18th December 2017

Present John Hobson (Acting Chair), Fiona Mowlem, Claire Andersen, James Bell, Jane Hartley and Adrian Keward

Apologies for Absence Paul Mundy, Jim Gillett and Jackie Jeffery

Absent

6940/17 Open Forum – There were no residents present.

Election of Deputy Chairman – In the absence of the Chairman, this item was moved up the agenda, and Cllr. Hobson was elected unanimously after being nominated by Cllr. Bell and seconded by Cllr Andersen

6941/17 Declarations of Interest – There were no declarations of interest

6942/17 Minutes of the Meeting held on 20th November 2017- The minutes were approved by Council.

6943/17 PLANNING (ref 216)

a) New Applications for Information and Comment

173472 Application for the proposed erection of a single storey rear extension at 22 Thornbers Way – no Parish Council comment

173542 Application to vary condition 2 and 10 of planning consent F/2014/2072 for erection of detached dwelling with new access, hard and soft landscaping and associated work. Condition 2 relates to the approved plan numbers, the new plan proposes preferred siting 1.5 metres forward, removal of chimney and basement. Condition 10 code for sustainable homes at 111, Old Bath Road – no Parish Council comment

b) Planning Application Approved – The following was noted

172842 Application for the proposed erection of a single storey rear extension to dwelling plus conversion of existing garage at 76 East Park Farm Drive

c) Planning Application Refused – The following was noted

172743 Application for the proposed erection of two dwellings on land to the rear of 70-72 Old Bath Road

d) Planning Applications Withdrawn – The following were noted

171262 Application for the proposed raising of roof and rear dormer extension with Juliet balcony and roof lights to front elevation to facilitate additional habitable accommodation at 15A Charvil House Road

e) To consider the draft letter to ministers regarding the five year land supply and the Local Plan – This was deferred

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

FINANCE

6944/17 Finance Reports – It was resolved that the financial reports be approved, which they were unanimously.

- 6945/17 Authorisation of Payments** – It was resolved that the Council should approve all the following outstanding payments, which was done unanimously:
 £98.20 to Grundon Waste Management Ltd
 £132.73 to Castle Water
 £29.65 to British Gas Services Ltd
 £1198.33 to Aquacare
 £223.88 to the Assistant Clerk
 £112 to ADD Plumbing Solutions
 £736.48 to ISS Facility Services Ltd
 £162.61 to Loddon Door Services Ltd
 £146.97 to the Clerk
 £970.56 to NIC Services Group Ltd
 £20.36 to Business Services at CAS Ltd
 £216.82 to Sunshine Commercial Services Ltd
 £ 3456 to Chilterns Sports Contracts Ltd
 £221.11 to MKR Electrical Services Ltd
 £1807.91 for payroll
 £453.88 PAYE
 £1024.6 to Berkshire Pension Scheme
- 6946/17 To consider what further action to take regarding the sink-hole in the light of the cost of a sonar screen of the pitch** – It was resolved to ask the grounds contractors to monitor the pitches weekly for any signs of deterioration and if other holes appear, council may reconsider the sonar option which was accepted unanimously
- 6947/17 To consider the report on how to repair the pavilion properly and to approve the repair if the WBC’s insurance won’t cover it** – This was deferred as there has been no survey conducted by WBC. The clerk was asked to press the Borough for a survey as soon as possible
- 6948/17 To consider whether Council would accept an aluminium replacement bar or whether to incur the cost of removing the existing structures and replacing with steel frames and bars. If the latter, to approve one of the two contractors who can do the complete works** – After much discussion as to how much it would cost to insure against an incursion, it was resolved to repair the aluminium frame as it was felt there would always be a point of weakness with the padlock, however strong the frame was, if the main aim was to prevent an incursion. This was passed unanimously
- 6949/17 To approve a change of accounting software with training costs, and to consider whether to move to an integrated booking system** – It was resolved to approve a change to a Parish Council specific system, and the decision as to which of the two systems available to move to has been delegated to the clerk and assistant clerk. It was also resolved to approve a move to an integrated booking and finance system. These were passed unanimously
- 6950/17 To approve the Village Hall and Pavilion budgets to be taken forward to the Finance Committee** – Subject to a couple of minor changes, it was resolved to approve the draft Village Hall budget. It was also resolved to approve the Pavilion budget, subject to minor changes, but it was noted that because the pavilion’s budget did not balance without Parish Council support, this should be reflected in the main Parish Council budget. These were passed unanimously
- 6951/17 To consider the percentage price increase for the Village Hall and Pavilion charges** – It was resolved to increase charges by 3% to the nearest 5p which was passed unanimously
- 6952/17 To consider S137 donation requests from Keep Mobile, Wargrave and District Volunteer Centre and Sue Ryder Nettlebed, and grant applications from Charvil and Sonning Junior Cricket Club and Me2** – It was resolved to award S137 payments of £242 to Sue Ryder, £300 to Twyford and District Volunteer Centre and £345 to Keep Mobile. It was also resolved to award a grant of £800 to Charvil and Sonning Junior Cricket Club. It was resolved not to award a grant to Me 2 as Council were still not

satisfied that they needed a grant when holding large reserves. These decisions were passed unanimously

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

REPORTS

6953/17 Amenities Committee – The cancellation of the Amenities Committee meeting on 4th December was noted. As a result, various decisions that should have been taken at that meeting have been dealt with by Full Council in the Finance section. One outstanding issue was to approve the wording of the tennis court sign, which was done with one minor amendment

6954/17 Staffing Committee – The minutes of a meeting of the staffing committee held on 27th November were noted. There were some matters arising from this meeting that needed to be brought to the attention of Full Council. One was that there needed to be a consistent appraisal form used to encourage a consistent approach. It was agreed that the form used needed to be made Charvil specific, and the clerk will ensure this is the case for next year. It was also felt that at times there has been a blurring of roles of officers and councillors, and that there should be a short training session held on this before the next Parish Council meeting. Any feedback from this session can then be fed back to the next Staffing Committee meeting to be held on **Monday 26th March at 8pm**

6955/17 Report from the Borough Councillor – Cllr. Hobbs was not present and there was no report

6956/17 Highways

To note the installation of the Speed Indicator Unit in Old Bath Road and the latest progress on Pipistrelle Way

The Speed indicator unit is now up and running, and it was suggested that the flashing angry face should be activated up to 50mph rather than the original setting of 45mph. Cllr Hobson was thanked for dealing with the data.

Bewley Homes are happy for the borough to adopt Pipistrelle Way, and Council is now waiting to hear back from Ian Haller to see if there is a way of pushing adoption through.

6957/17 Environment – It was noted that TPO1611-2017, covering many trees on Beggars Hill Road near to Sandford Farm, has been implemented. Cllr Andersen is to meet with the Veteran Tree Association on 17th January to discuss how best to conduct the tree survey. Cllr Andersen expressed a view that she would like to try to boost recycling in the village, and the clerk is to arrange for her to meet with the Cleaner and Greener team to see what is possible.

6958/17 To consider how to help the fete – it was resolved to allow free use of East Park Farm and the Pavilion on 8th July, and it was reported that various councillors had agreed to help with the beer tent. Cllr Hobson reported that the new committee were very positive and looking forward to organising a very successful day.

6959/17 To note the final dates for 2018 – these were noted.

6960/17 To Consider whether Council should install CCTV at East Park Farm – It was resolved not to install anything at present, but if it appears necessary in the future, then this decision should be reviewed

6961/17 To note a report from the Clerk regarding changes to the Data Protection regulations – The changes were noted, and it was agreed to wait for news on who the Data Protection Officer can be.

6962/17 To approve the purchase of gifts for the volunteers who distribute the Village News – it was resolved to approve this.

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 under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

6963/17 To consider whether Charvil Parish wishes to contribute to the Northern Parish "Fighting Fund" – After some discussion of the issues, it was resolved not to contribute

financially because it was too much to take from households without express permission. Council did, however, wish to support the campaign in other ways.

6964/17 To consider staff pay for the year 2018-19 for the clerk and assistant clerk – It was resolved to increase staff pay in line with the national pay agreement (yet to be confirmed) from April 2018. It was also resolved to raise the Assistant Clerk by one Spinal point to SCP 22. It was agreed that the Staffing Committee would conduct a benchmarking exercise to see what Spinal Point range was suitable for the clerk in a Parish the size of Charvil to inform future pay agreements.

There being no further business the open meeting closed at 10pm

Chairman's Signature