



Minutes of the Meeting of the Council held on 16th May 2016

Present Chris Drew (Chairman), John Davies, James Bell, Jackie Jeffery, John Hobson, Lauren McCann, Paul Mundy (arrived 9pm) and Borough Councillor Emma Hobbs (arrived 8.35)

Apologies for Absence Jim Gillett, Fiona Mowlem

Absent Liz Black

6615/16 **Open Forum** - There was one resident present and one member of the press

The resident was concerned about the speed limit signs being obscured by trees, and informed Council that Cllr. Hobbs was dealing with it. The Chairman explained that Council had been dealing with the speeding issue and ran through the result of the traffic survey. He also highlighted the new "halos" on the zebra crossing that have improved their presence considerably. The resident was also concerned about planning application 160849, for a third dwelling on the plot of 111, Old Bath Road, but this had been discussed at the previous meeting, where Council had objected. The Chairman thanked the resident for coming and she left during the Finance section.

6616/16 **Declarations of Interest** – There were no declarations of interest

6617/16 **Minutes of the Meeting held on 18th April 2016** - The minutes were approved by Council.

6618/16 **PLANNING** (ref 197)

a) New Applications for Information and Comment:

161004 Application for the proposed erection of a detached building to form cycle store and storage room at 111 Old Bath Road

b) Planning Applications Approved – the following approvals were noted

160440 Application for the proposed erection of a single storey rear extension at 143, East Park Farm Drive

160550 Application for the proposed extension of dropped kerb and new path leading to front door of 4, Newbury Close

160574 Application for proposed construction of a wooden landing stage measuring 2m x 1.2m replacing existing landing stage on land adjoining Chilterns, Thames Drive

160632 Application for the proposed erection of a single storey side extension with roof lights, new dormer extension to the garage plus conversion of loft space to habitable accommodation with erection of front and rear dormer extensions at 12, Simmons Fields

160160 Application for the proposed erection of a replacement bungalow at Thatcher's Mead, Thames Drive

c) Planning Applications Refused – The following was noted

153481 Application for the proposed erection of a new part single storey part first floor side extension to include a new front entrance following the demolition of existing garage at 12, Quantock Close

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

FINANCE

- 6619/16 Finance Reports** – It was resolved that the financial reports and the end of year balance sheets were approved, which they were unanimously
- 6620/16 Authorisation of Payments** – It was resolved that the Council should approve all outstanding payments including £539.67 to NIC Services Group Ltd, £2392.80 to AED Locator (EU) Ltd and £1703.25 to Suffolk Acre Services which was done unanimously.
- 6621/16 To review the Risk Management Policy and Procedures** – Councillor Bell ran through his suggested amendments and it was resolved to approve it once the amendments had been made.
- 6622/16 To review the Standing Orders and Financial Regulations** – It was resolved to approve these subject to Cllr Bell's changes, which was unanimously approved
- 6623/16 To defer the review of the existing terms of reference for the Village Hall Amenities Committees in the light of the takeover of the management of the pavilion** – It was accepted that the new "Amenities" committee needed to amalgamate the two sets of Terms of Reference and also amend to cover the new responsibilities of the pavilion. Once these have been agreed, they will be brought back to Council for approval.
- 6624/16 To consider a timetable for the establishment of a Council Complaints Procedure and the review of the policy for information requests** – It was resolved that the clerk would look for a suitable template and pass to Cllr Bell for review.
- 6625/16 To note the internal Auditor's report** – This was noted. It was accepted that the reserves are too large, but this is being dealt with, and the other minor changes have been made.

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

REPORTS

- 6626/16 Village Hall**- The minutes of a meeting of the Village Hall Committee on 9th May were noted.
The approval of the Risk and Fire assessments were approved. The bookings for the hall are at a record high for the first part of the year.
- 6627/16 Amenities Committee**- The Minutes of a meeting on 9th May were noted.
It was noted that the draft licence for the cricket club would be deferred until the next meeting. Hire charges for East Park Farm still need to be finalised, but were generally approved.
- 6627/16 Staffing Committee** – The minutes of the Staffing Committee on 11th April were noted. It was resolved to approve the Terms of Reference which was done unanimously. It was noted that there needed to be three councillors excluding the Council Chair to be quorate. As regards to the number of meetings, it was felt that there may be a need for more meetings in the short term, but the frequency would reduce as matters are dealt with.
- 6628/16 Borough Councillor's Report**
The Chair congratulated Cllr Hobbs on her election and thank the outgoing Borough Councillor Nick Ray for all his hard work during his period of office. Cllr Hobbs ran through the issues she was dealing with, including the issue of many Charvil children not gaining admission to the Charvil Piggott; the issue of dust on the unmade up part of Milestone Avenue; Park Lane being used as a rat run and speeding in the Old Bath Road. She has organised a meeting for local residents at Jubilee Hall on 25th June to discuss Milestone Avenue, and whether residents would like it adopted by the Borough or not. It was noted this issue is quite contentious amongst the residents.

6629/16 HIGHWAYS

The forthcoming road closure of the Old Bath Road was noted and it was felt that Council and WBC had done as much as they could to raise awareness. It was agreed that signage would be monitored. Borough Cllr Hobbs would bring this up with WBC.

6630/16 To consider any issues that have come to light from the Annual Parish Meeting –

It was felt that the new format worked well. The major issue was that of the school and the failure of so many Charvil children to get in for next September when siblings of children at the senior school did, even though they do not, and never have, lived in Charvil. Cllr Bell offered to talk to the Piggott senior school, as he has experience of working in an academy. Council accepted this offer. The Parish Plan was another topic discussed and a couple of residents have come forward to work with Cllr Bell on this project. Other issues brought up were the lack of appropriate signage for Pipistrelle Way, resulting in many vehicles turning into there, realising it goes nowhere, and turning round in what is a very narrow road; and the branches that have been cut back near the bus stop on the Old Bath Road being dumped behind it. *Clerk's note: The Highways team have been informed of the problem at Pipistrelle Way and the clerk is waiting to hear back, while the branches etc behind the bus stop have been removed.*

6631/16 To hear a report from the Clerk's meeting with WBC officers

– The clerk reported that the Asset Transfer Model had been approved by the Borough, and as part of this, all leases with one Parish can be brought under the one asset transfer. The clerk was to ask the legal team of the implications of doing this in Charvil's case. Other issues were around the poor arrangements for the last Borough Parish Liaison group, and that these are being address; and the issue of Paperless plans and the teething problems with these. *Clerk's note: It was finally agreed to keep all the leases separate because if they were lumped together, they would all be subject to the same break clauses as the pavilion, so you wouldn't be able to break the Pavilion lease without breaking the MUGA lease.*

6632/16 To consider the draft economic strategy – Council had no comment to make

Borough Councillor Hobbs and the journalist left at 10pm

By virtue of the confidential nature of the business to be transacted, 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

6633/16 To consider a proposal from the staffing committee to award the clerk a bonus in recognition of her working two roles while the assistant clerk was absent due to illness - it was resolved to award the clerk a bonus of £1500 which was unanimously approved

There being no further business the open meeting closed at 10.05pm

Chairman's Signature