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## **Minutes of the Meeting of the Council held on 16th July 2018**

**Present** Jim Gillett (Chair), John Hobson, Claire Andersen, James Bell, Fiona Mowlem, Paul Mundy, Jackie Jeffery, Adrian Keward and Jane Hartley

**Apologies for Absence** Daljit Ryatt and Borough Councillor Emma Hobbs

**Absent**

**7095/18 Open Forum** – No residents attended. Derren Gray, Headmaster of the Piggott Schools, attended to discuss various issues revolving around East Park Farm. As Charvil Piggott reaches full capacity, the pressure on the rather limited green space will grow, and the headmaster wondered whether Council would be willing to let them play organised matches on the sports pitches. These would be immediately after school during the week, when no-one else is using the pitches. Council were happy with this in principle, but the school would need to liaise with the assistant clerk. Council brought up the issue of the height barriers and the safety of the present configuration of the car park. Both parties agreed that the car park was not well designed for child safety, and the height barrier does not help this because it opens outwards so any vehicle needing to open it must park on the road which is clearly dangerous. Council would like to replace the barrier with a steel one at some point but would like to do this in consultation with the school. The Chairman expressed his concern about the barriers being left open by the school when swimming lessons were on because of the traveller threat, and it was agreed that the bus or minibus would park on the rear access road, so no barriers needed to be opened. The Chairman also asked if it would be possible to add more lights to the rear of the building as some of the pavilion users feel very vulnerable at night when locking the barrier, and one suffered an attempted robbery. The headmaster agreed to check what time the lights go off, and to investigate whether more lights can be installed. The Chairman also asked if the school's CCTV covered the barriers to the front and rear of the building – the headmaster would check and come back to Council. There was a discussion around the issue of a proper school crossing – the headmaster had asked the Borough Council if a crossing could be installed on Park Lane but was told there could not. The clerk had asked if the site could be included in a list of possible sites in the Borough to get crossings near schools. This will become a higher priority when the new development opposite the school is complete. The headmaster was asked whether the Piggott School had any plans for a pre-school, and they have not, but would be happy to work with any provider if Council could find somewhere to build one. The subject of whether the school's defibrillator could be mounted on the outside of the school was discussed and the headmaster agreed to see if this were possible. It was agreed to hold a site meeting with the headmaster in September. The Chairman thanked the headmaster who left at 8.45. *Clerk's note: the headmaster informed the Chairman that more lights will be added to the rear of the school – these lights turn off at 10.30pm; the school's CCTV does not cover the barriers and the school's maintenance team could install any new height barriers Council choose to purchase.*

**7096/18 Declarations of Interest** – Cllr. Mundy declared that his sons play football for AFC Charvil. Cllr. Bell declared that his son plays for AFC Charvil, he is friends with the club's chairman and he is a coach for the club.

**7097/18 Minutes of the Meeting held on 18th June 2018** - The minutes were approved by Council.

## **FINANCE**

**7098/18 Finance Reports** – The Chair of Finance ran through these in some detail before it was resolved that the financial reports be approved, which they were unanimously.

**7099/18 Authorisation of Payments** – It was resolved that the Council should approve all the following outstanding payments, which was done unanimously:

£83.28 to Grundon Waste Management Ltd

£50.41 to Apex General Supplies

£33.62 to British Gas Services Ltd

£112.01 to A1 Locksmiths Ltd

£67.04 to the Assistant Clerk

£233.06 to Scottish and Southern Energy

£736.48 to Tivoli Services Ltd

£65.33 to Everflow Ltd

£554.03 to the Clerk

£258 to Berkshire Association for Local Councils

£79 to Community Council for Berkshire

£231.14 to Sunshine Commercial Services Ltd

£1005.50 to NIC Services Group Ltd

£353.35 to Roger Burns

£697.26 to HM Revenue and Customs

£306 to Dual Energy

£144 to Orange Pixel Ltd

£555.68 to Royal County of Berkshire Pension Fund

£25.94 to CNG Ltd

£2270 in payroll

**7100/18 To consider the applications for grants from Wokingham's Citizen's Advice and Charvil Art group, and S137 donations to Home-Start Wokingham District and Berkshire Vision** – After some discussion, it was resolved not to award the Art Club a grant, but to award S137 payments of £300 to Home-Start, £150 to Berkshire Vision and a grant of £654 to Citizen's Advice Wokingham which was carried unanimously

**7101/18 To note a letter of thanks from Michaela Palmer for the Sports Sponsorship funding for her daughter** – this was noted.

**7102/18 To consider the options for the Grounds Maintenance contract from September and to decide which company to use** – It was explained to Council that the present provider had been taken over and many of the team the assistant clerk had left, so communication has become very difficult, resulting in poor quality service. The assistant clerk had been asked to source three quotations, but could only get one, from the contractor Council currently uses for other grounds maintenance. Council resolved to give the contract to this company on the basis that the cost was very similar to our current contractor, but that the quality of service has been proven to be of high quality already.

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

## **REPORTS**

**7103/18 Amenities Committee** – The minutes of a meeting on 2nd July were noted. Council considered whether it should allow temporary signage at East Park Farm. It was resolved to allow hirers to put up signage for the duration of their let providing they did not damage the fence and that they cleared up everything on their departure. Council received feedback from a working party meeting with Charvil Community Tennis Club (CCTC). Both parties had various concerns – Council were most concerned about communication and CCTC were most concerned about Annual Pass. It was agreed that Cllr. Keward would discuss GDPR issues with the club and that another meeting would take place in September, but no resolutions of the various issues has yet been found.

- 7104/18 Planning, Environment and Highways Committee** – The minutes of the inaugural meeting on 9th July were noted
- 7105/18 Feedback from the Fete** – Cllr. Hartley reported that the fete committee had done a really good job, and CPC thanked them for their efforts. They have a fighting fund for next year and each committee member has been allocated £80 to give to a cause of their choice. Cllr Hartley has agreed to stay on the fete committee.
- 7106/18 To consider and approve a new Data Protection Policy to be GDPR compliant** – This was approved subject to minor corrections
- 7107/18 To Consider amending the Amenities Committee Terms of Reference regarding membership and to allow a general member of the Council to stand in to allow the meetings to be quorate if necessary** – It was resolved to allow either the Chair OR the Vice Chair to be on the committee and to approve any member of the Council to stand in as necessary which was carried unanimously.
- 7108/18 To elect an additional member of both the Amenities and the Planning, Environment and Highways Committees or to make contingency plans until the Council vacancies are filled** – It was agreed to use the power to call in a stand-in until the Council vacancies are filled
- 7109/18 To elect a deputy to attend the Borough Parish Working group when Cllr. Jeffery cannot attend** – It was agreed to ask any available Councillor until all vacancies are filled
- 7110/18 To note the request for examples of poor maintenance of road signs, footways etc and of poor grass cutting by WBC and to agree to send any examples to the clerk** – It was agreed that Councillors would send pictures of examples to the clerk to send to Wokingham.
- 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**
- 7111/18 To consider the proposals from AFC Charvil at a recent meeting between the Amenities Committee and representatives of the club** – After a long discussion about the original premise for the business plan, it was agreed that Cllrs Mundy and Bell would review the income and expenditure projections now that Council had overseen the EPF facilities for two years, to see whether Council's break-even point has changed.
- 7112/18** The Chairman then wanted to bring to everyone's attention that the timetable for the Waingels Road sewer has slipped, and that there would be rolling road closures for three months once the Butts Hill Road Railway Bridge works had been completed, probably commencing in January. Thames Water are planning to take over the Network rail compound on Waingels Road and will need to remove the pinch point on a temporary basis.

**There being no further business the open meeting closed at 10.10pm**

**Chairman's Signature .....**