

## **Minutes of the Meeting of the Council held on 17th September 2018**

**Present** Jim Gillett, Claire Andersen, James Bell, Jackie Jeffery, and Jane Hartley

**Apologies for Absence** Adrian Keward, Daljit Ryatt

**Absent** Paul Mundy

**7118/18 Open Forum** – One resident attended who is interested in joining the Parish Council

**7119/18 Declarations of Interest** – There were no interests declared

**7120/18 Minutes of the Meeting held on 13th August 2018** – These minutes were approved by Council.

### **FINANCE**

**7121/18 Finance Reports** – The Chair of Finance gave a summary of these before it was resolved that the financial reports be approved, which they were unanimously.

**7122/18 Authorisation of Payments** – It was resolved that the Council should approve all the following outstanding payments, which was done unanimously:

£84.36 to Grundon Waste Management Ltd

£161.99 to Bowak Ltd

£33.62 to British Gas Services Ltd

£1124 to Herald Graphics Ltd

£153.96 to the Assistant Clerk

£480 to PKF Littlejohn

£736.48 to Tivoli Services Ltd

£6.33 to Everflow Ltd

£57.89 to the Clerk

£66 to Redstone Computers (UK) Ltd

£123.88 to Aquacare

£231.14 to Sunshine Commercial Services Ltd

£657.81 to NIC Services Group Ltd

£201.58 to A1 Locksmiths

£143.63 to the Village Warden

£306 to Dual Energy

£115.50 to Loddon Door Services

£602.39 to Royal County of Berkshire Pension Fund

£10.87 to CNG Ltd

£24 to Taurus Elite Security

£2602 in payroll

**7123/18 To note the completion of the Annual Return with no comments from the external auditor** – This was noted.

**7124/18 To review the East Park Farm Financial Plan** – Cllrs. Bell and Mundy met together and Cllr. Mundy passed his original spreadsheet to Cllr. Bell with a brief to update these figures based on what has occurred over the two years Council has managed the facilities. Cllr. Bell would like the clerk and assistant clerk to provide the figures for this period and Cllr. Bell will present them at the next meeting.

## Reports

- 7125/18 Amenities Committee** – The minutes of the 3rd September were noted. The minutes of a meeting between representatives of the Amenities Committee and the Charvil Community Tennis Club were noted and it was resolved to re-instate all rights and privileges to the club now a membership list had been forthcoming, and all invoice payments are up to date, which was carried unanimously. The clerk also reported that the decision not to allow a port-a-loo at St Patrick’s Recreation Ground taken at the Amenities Committee meeting had been questioned by AFC Reading, but the University as landowners are completely against the idea.
- 7126/18 Planning, Environment and Highways Committee** – The minutes of the meeting on 10th September were noted. There were no planning comments made on the two applications discussed.
- 7127/18 Report from the Borough Councillor** – Cllr Hobbs reported that fly-tipping is an increasing problem, and to encourage people to report instance to her. There is an issue of leachate from Ashenbury Park running into the ditch on Lands End Lane. The run-off is currently dangerous to dogs and so a fence has been erected to stop them getting in on the orders of the Environment Agency. Cllr. Hobbs is trying to persuade Mr. Hicks to move the entrance of the building site so it is not directly opposite the exit from the East Park Farm car park, and she is also trying to see if the Borough will install a traffic light-controlled crossing to the school on Park Lane. She also reported that she had witnessed a near miss of an accident when a lorry was reversing out of the old field exit on the corner of The Hawthorns at school drop-off time, nearly hitting a child. The clerk was asked to bring this to the attention of WBC. Cllr. Hobbs is also concerned that there has been a lot of plant growth in the River Loddon and its tributaries, and that this could increase the possibility of flooding in the winter. There was one other issue of an elderly resident asking if the borough could remove some dead trees on her back boundary as she believes they are on Borough land.

## Items for Consideration

- 7128/18 To consider the letter received by the Chairman regarding the Borough Plan** – After some discussion, it was agreed that every councillor should comment individually to the survey as residents, and that the Chairman would draft a letter as a Parish Council response to the survey which would be circulated to all Councillors with a view for final approval at the next meeting.
- 7129/18 To arrange a date for a site visit with Derren Gray** – There was some discussion about sharing a defibrillator at East Park Farm, and it was agreed that the Council representatives would be the Chairman, the clerk and the assistant clerk. The Borough Councillor may join if she can. *Clerk’s note: The meeting has been arranged for Thurs 4th Oct.*
- 7130/18 To consider feedback from the fundamental Councillor Training course attended by councillors in July** – Cllrs. Hartley and Andersen attended this training, and Cllr. Hartley questioned whether Council had all the relevant policies it should have, and stated that it was recommended that, amongst other things, Council should have a co-option policy, expenses claims and approval policy and that all councillors should be given an induction pack including the code of conduct. Ideas to boost numbers at the Annual Parish Meeting were also discussed, such as competitions, and that any Councillor representing the Council as a trustee should check their financial liabilities. The Borough Councillor thought that all Councillors had to sign a GDPR declaration, but this may be for Borough Councillors not Parish Councillors. *Clerk’s note: The Clerk has sent Cllr. Hartley a list of policies held by the council and confirmed that there is a co-option procedure in place. All new councillors are issued with a copy of the New Councillor Guide and the Code of Conduct as they must sign a declaration to say they will abide by it. The Clerk will re-issue it to councillors for sake of information.*
- 7131/18 To consider how to develop a longer-term vision for the Parish Council and related to this, to consider the draft principles for management of the East Park Farm facilities** – Cllr. Hartley suggested that Council needs to draw up a document expressing what it is aiming to do, how, and on what criteria are decisions based. Cllr.

Hartley agreed to draw up such a document. The draft principles were a result of some collaboration between Cllrs Mundy and Bell, although Cllr. Bell had written them. The purpose of these was to provide a framework for future decisions. The Chairman had some minor issues with inaccuracies within the document but was more concerned about the wording of some of the principles themselves, as they were rather proscriptive. After some discussion, it was agreed that the facilities are there for all residents, not just the young, and that Council should not be held to WBC's charging structure for incumbent hirers. It was agreed that the clerk would amend the document where necessary, so that the principles are not so proscriptive, but the general principle was sound.

**7132/18 To consider the closure of the BALC office and the temporary arrangements offered**

– The Clerk had no issue with getting advice from the Hampshire Association providing it is timely but is more concerned with the training implications as this is the service most used by the Council. There was some discussion about training generally, and it was agreed that further developments would be monitored.

**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**

**7133/18 To consider paying the Village Warden eighteen hours overtime to cover the extra hours he has worked installing the creep-hole in the tennis courts and the shelving units in the Village Hall**

– It was resolved to pay this which was approved unanimously

**There being no further business the open meeting closed at 9.35pm**

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