

Minutes of the Meeting of the Council held on 11th April 2022 at 8pm in Charvil Village Hall

Present Jane Hartley, Pat Sutlieff, Hilary Jones, and Matt Walker. David Oppong was present for co-option

Apologies for Absence

Absent Mike Heath, Narinder Ryatt, and Rob Jones

22/7837 Open Forum

Two residents attended to see if there was any update on Planning Application Number 220654, and other related matters. Their main query was whether this application had been listed, but with the absence of the Borough Councillor, this was not known.

22/7838 To co-opt David Oppong to the Council upon signing the acceptance of office

David Oppong signed the Acceptance of the Code of Conduct and the Acceptance of Office and was duly co-opted.

22/7839 Declarations of Interest

There were no declarations of interest recorded

22/7840 Minutes of the Council Meeting of the 21st of March were approved

Finance

22/7841 Finance Reports

It was resolved to recommend approval of the reports which was done unanimously.

22/7842 Authorisation of Payments

It was resolved to recommend approval of the payments of invoices, which was carried unanimously.

£1900.80 to Heart

£58.03 to the Assistant Clerk

£60 to Econet

£89.68 to Everflow

£1031.80 to Berkshire Pension Fund

£2650.56 to HMRC

£38.33 to British Gas Services Ltd

£49.99 to Opus Energy (£24.97 was from Feb but invoiced late so not on last month's minutes)

£510 to the Parish Noticeboard Company

£144.80 to Grundon

£275.43 to Numatic International Ltd

£101.64 to the Clerk
£380.76 to Smartest Energy
£31.28 to Scottish & Southern Energy
£1031.11 to Sunshine Commercial Services
£110.35 to Tivoli Group Ltd
£73.13 to Viking Payments
£3172 in Payroll

22/7843 To note the auditor's report

The auditor's report was positive, but it did highlight the need to get expert advice on VAT and the new building.

22/7844 Planning, Environment and Highways Committee (PEH)

The following planning applications were considered

- 220620 Application for the proposed conversion of existing roof space into habitable accommodation with associated rear dormer window and revisions to existing fenestration at 30 Park View Drive South – no Parish Council comment
- 220694 Application for the proposed erection of hardstanding (Retrospective) at Newlands Farm – The clerk was asked to comment as follows:
Charvil Parish Council would like to raise the following concerns about this application
- 1. While this application relates to agricultural use, it is developing further into the flood plain; and given the previous history of the site, the Council is concerned that a few years down the line, there will be change of use applied for, and that the surface may be changed, or not suitably maintained, to protect the porous nature that is vital given the flooding issues in the area.*
 - 2. There need to be certain conditions attached to this, that it does not become overflow parking for the various industrial units on the site; that there can be no change of use, and that the porous surface is maintained.*
- 220714 (Retrospective) Application for the proposed erection of 2no. single storey rear extensions at 40, Charvil House Road – *The clerk was asked to comment as follows:*
The Parish Council would like to object to this application on the following grounds:
- 1. The materials used in these extensions are not sympathetic to the rest of the dwelling, as is required in the Borough Design Guide.*
 - 2. The quality of both extensions is questionable, in that both have single skins, and will not be energy efficient.*
 - 3. This is over-development of the site, and the rear extension is larger than is normally allowed close to a neighbouring boundary.*
 - 4. Side windows are not normally allowed, especially where they impact on neighbours, and this has skylights that impact on the neighbouring property's privacy.*
- 220757 Householder application for the proposed conversion of the existing garage at 23 Gingells Farm Road – no Parish Council comment
- 220942 Application for a certificate of existing lawful development for the stationing of a caravan for residential purposes. The erection of a fence around the caravan, both elements relate to the same part of the land at Newlands Farm - not discussed due to lack of documents *Clerk's note: this was not an application the Council could comment on but was for information.*

- The following Planning approvals were noted
- 220386 Application for a certificate of lawfulness for the proposed erection of a single storey side extension, following demolition of existing garage at 11 Old Bath Road
- 220533 Householder application for the proposed erection of a garden room with decking at 20 Canberra Lake Way
- The following appeal was dismissed:
- 210170 APPLICATION FOR WORKS TO PROTECTED TREES TPO 266/1984 – G1 SILVER FIRS – T1, T2, T3 & T4 at 15, Foxes Walk, Charvil

To consider the Community Litter Pick and how it went

The litter pick was attended by around fifteen people, well down on previous years, despite the same advertising. It was possibly impacted by school holidays having already started in some areas, and by the reduction in rubbish due to more people litter picking regularly.

The clerk questioned whether it was right to assume that Council staff would organise and give up an afternoon of their weekend to run this, when it is supposed to be a community event – particularly in the absence of any Councillors taking part, although the Chair did help with the clearing up. It was accepted that this assumption should not be made in future.

To hear a request from Charvil Rainbows, Brownies, and Guides to be allowed to contribute to the Queen’s Green Canopy in Charvil

The Rainbows, Brownies and Guides are keen to plant some trees or hedges for the Queen’s Green Canopy but need the landowner’s permission before applying for free plants from the Woodland Trust. The clerk has identified significant gaps in the hedging at East Park Farm and has suggested this is a suitable location. It was agreed to give the permission for them to apply for hedging on this Parish Council managed land.

22/7845 Amenities Committee

To consider installing a rainwater harvesting system at the Village Hall

It was resolved to approve this, which was passed unanimously.

To consider the quotes from a contractor for repairing the doors in the pavilion, the removal of waste at East Park Farm, the repainting/ replacing, and installing an extra handrail at the Village Hall

This item was deferred as the Contractor concerned has Covid and has not been able to give a quotation.

To consider a proposal for a self-service dog washing facility at East Park Farm and whether Council would be interested in finding a space for dog agility activities

After some discussion, it was agreed that there was insufficient Council run space for the dog agility idea, and that given the plans to redevelop the pavilion, as well as tensions between dog owners and non-dog owners, a dog washing facility is not appropriate at this time, even though it was accepted that it would only be likely to be used by the more responsible dog owners.

22/7846 Staffing Committee - The minutes of a meeting on 28th March were noted

To approve the recommendation of the Staffing Committee to approve the Staffing Review in principle, and to ask the clerk and assistant clerk to put together an action plan, advising whether to accept or reject each recommendation and to report back in May

This recommendation was approved.

To hear an update on the Caretaker situation – A temporary employee is in place, and there is one applicant. *Clerk’s Note: this applicant was appointed subject to a six-month probationary period and is due to start in May.*

To approve a recommendation to put the review dates on a list at the front of the key documents on the website, rather than having to change the documents themselves

This recommendation was approved.

To approve the recommendation to continue to ask Councillors to test before meetings while Covid rates remain high, and if necessary, for the Council to purchase tests for this specific purpose

It was agreed to carry on with testing and to review as cases fall.

22/7847 Report from the Borough Councillor

There was no Borough Councillor's report in his absence.

Items for Consideration

22/7848 To hear an update on the Neighbourhood Plan Progress

The scheduled meeting on 1st April was cancelled because of Covid. Councillor Rob Jones and the Clerk had a zoom call with one of the joint owners of the field south of the railway line, who was interested to know whether there were any land allocation plans in the Neighbourhood Plan. The owners are keen to carry on owning it but need to generate revenue to maintain it. One idea is dog walking/training facilities, as these are popular, and another was to see whether there was funding for tree planting. It was agreed to keep in touch in case of mutually beneficial ideas.

22/7849 To consider progress with the Platinum Jubilee Plans

Councillor Walker has found an app that either picks ten locations for you, or you can choose your own – and there are questions that can only be answered if you find these. It was agreed that the locations should be on both sides of the A4, to include the whole of the village, but there should be a disclaimer that children should only do this with adult supervision because of the roads. It was suggested that the Scouts should be asked to test it. The treasure hunt would be self-service and can be done any time over the Bank Holiday weekend, and participants can download certificates to show they have completed it. There will be prizes, with Council approving a budget of £100 for this. There will also have to be a GDPR statement as Council will be collecting data to be able to award the prizes.

The Council is also promoting the idea of street parties on Facebook, the Village News and on the website.

22/7850 To consider what issues may need publicising this month

The issues that need publicising include the Treasure Hunt and the Annual Parish Meeting

22/7851 To hear an update on the Pavilion Project

There is a meeting arranged with the architect on 22nd April, and the formation of a focus group of users and residents is progressing.

22/7852 To note the date of the Annual Parish Meeting, and to start the process of updating the slides

It was agreed that the pavilion project would go under Amenities and Recreation- Pat would lead on Amenities, but Narinder would lead on the Pavilion. Mike would lead on planning and environment. It was agreed to miss out the section on the Charvil News. Councillor Walker agreed to lead on Finance, and Councillor Rob Jones would lead on the Neighbourhood Plan.

There being no further business the meeting closed at 10pm

Chairman's Signature