

Minutes of the Meeting of the Council held on 23rd May 2022 at 8.06pm in Charvil Village Hall

Present	Jane Hartley, Pat Sutlieff, Mike Heath, Hilary Jones, Rob Jones, and Matt Walker.
Apologies for Absence	David Oppong
Absent	Narinder Ryatt

22/7853 Open Forum

A resident attended because they wished to be considered for co-option, and two people attended to present their ideas for running a pre-school from the current pavilion, with an intention of being considered for the pre-school provider in any new building.

The resident interested in joining the Council introduced herself and explained that while she had only lived in the village for four years, her partner and his family had lived in Charvil for many years. She has two small children and would like to be involved in serving the Community as a Councillor. Various questions were asked about how much time she could commit and what relevant experience she has, and these were answered satisfactorily. The Chair thanked her, and she stayed for the rest of the open meeting.

The prospective pre-school provider had already given the clerk a lot of detail as to what they would offer, so he concentrated on various queries that had been raised. If they were to start operating from the existing pavilion, then they would be able to accommodate 33-36 children, depending on age – the older the children the more they could accommodate. They would need some outside space, and probably a shed to store outdoor play equipment. The fencing could be an issue, but the cost and style of this is negotiable.

If they established themselves and were offered the chance to move to the new building, while it was being built, they had various options available to cater for the children while this was taking place. One option is that they are looking to purchase a site for a Forest Pre-school, and this could house the children; or they are hoping to have another site in Wargrave, which again, could be a possibility. A third option would be to allow the children to attend the Henley Montessori Nursery that he runs and could use their minibus to take and collect children to make life easier for parents. He also mooted the idea of using the Village Hall.
Clerk's note: this would not be possible as it is already busy.

Regarding his wish list, he accepted he was unlikely to get everything, but it did provide the Council with the type of facilities a pre-school would require. He emphasised that he saw pre-school as an education environment, not a child-minding facility, and his list reflected this.

The issue of being able to take Government funded children had been raised and he assured the Council that they would allow fully funded children to attend. He comes from a caring background, being a specialist in Special Needs, and appreciates how important it is for all children to be able to access quality education provision whatever their family circumstances. He also said he had been in contact with the primary school, and that he had a good team around him, of teaching staff and accountants.

Councillors then put questions to him, one being about car parking, and he explained that while they would look to have 60 children on their books, only around 25-30 would attend each session, so this should not put too much pressure on the car park. He was also asked about opening times, and these would be 8.45-4pm. When asked why he was not proposing to go on later, he said his aim was to offer an educational environment, not just childcare, and it is in the children's best interest to have shorter days. A further question was regarding demand, and he explained that for every 1000 homes, there is usually demand for a class of thirty, so there should be sufficient demand. The issue of day-to-day management came up and about employing and training up local staff. He is talking to Berkshire College of Agriculture and Henley College as both run childcare training, and it was suggested he approaches Piggott as they also have childcare training. He was asked whether he would be happy to pack away each day, and while he said he would be, he had hoped that they may be able to leave some equipment in place.

There was also a concern about allowing a pre-school in the current pavilion, as the Council is busy telling residents that the building is in a very poor state, and this would send mixed messages, although the part of the building in most disrepair is the changing rooms. The cost of fencing in an area was also a concern, as was situating it close to people's houses – the costs of the fencing could be shared, and the play area could be sited slightly differently. The issue of dogs near the outside area was also raised as there are so many dog walkers using the park, and many children fear them.

It was agreed that Councillors would visit the pre-school that the prospective provider already runs in Henley. He asked what the rent would be in the new building, and at this stage the costings of this have not been done as the Council is only at the concept stage, but the rates will have to cover the costs to the Council at the very least. It was pointed out that no decision had been taken on where the new building should be sited.

This discussion closed at 8.40, and the pre-school people left at this stage.

22/7854 Declarations of Interest

The Chairman declared an interest in the issues regarding the Fete, as she is on the Fete Committee, and Councillor Sutlieff lives very close to the site of the possible pre-school.

22/7855 Minutes of the Council Meeting of the 11th of April were approved

Finance

22/7856 To note the Minutes of the Finance Committee held on 9th May 2022

These were noted, and the Clerk reported that the Council should have an investment strategy on the advice of the internal auditor, and that the fidelity insurance should cover all the Council's reserves, so needs to be in the bracket up to £500,000.

22/7857 Finance Reports

It was resolved to recommend approval of the reports which was done unanimously. It was noted that there is no budget line for costs associated with the new pavilion, but that eventually this should be assigned against CIL. The asset register was also approved.

22/7858 Authorisation of Payments

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

£61.94 to Aquacare
£127.92 to the Assistant Clerk
£3181.83 to BHIB Councils Insurance
£31.60 to Bowak Ltd
£77.98 to Cathedral Leasing Ltd
£1058.98 to Berkshire Pension Fund
£61.95 to Everflow
£38.33 to British Gas Services Ltd
£212.41 to Groundwork UK
£692.71 to Hampshire Association of Local Councils
£99.08 to Grundon
£1742 to Herald Graphics Ltd
£540 to KPG Associates Surveyors Ltd
£83.39 to the Clerk
£81.84 to MKR Electrical Services Ltd
£28.72 to Opus Energy Ltd
£65 to Paul Corby
£252 to Playsafety Ltd
£213.82 to Smartest Energy
£1188 to Society of Local Council Clerks
£32.07 to Scottish & Southern Energy
£1081.64 to Sunshine Commercial Services
£3703.94 to Stanhope Wilkinson Associates
£116.98 to Tivoli Group Ltd
£74.56 to Viking Payments
£47.10 to Miss L White
£3202.95 in Payroll

22/7859 To note the internal auditor's report on the Annual Return

This was noted.

22/7860 To complete and sign the Annual Governance Statement for 2021-22

This was completed and signed by the clerk and the Chairman

22/7861 To Approve and sign the Annual Return for 2021-22

It was resolved to approve the Annual Return, which was passed unanimously, and then signed by the clerk and the Chairman

22/7862 To note the revaluation of the re-instatement cost of the Village Hall and to note this will impact on the insurance premium

This was noted but is necessary.

22/7863 To approve the recommendation from the Finance Committee to change our insurance to BHIB

It was resolved to approve this recommendation although the premium now stands at £3181.83, and this was passed unanimously.

22/7864 Planning, Environment and Highways Committee (PEH)

The following Applications have been received:

- 221280 Application for a certificate of lawfulness for the proposed erection of a single storey side/rear extension, following demolition of existing garage at 11 Old Bath Road – for information only
- 221374 Application for a certificate of lawfulness for the proposed conversion of the garage to create habitable accommodation and include changes to fenestration at 6, Old Bath Road – for information only
- 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 - for information only
- 221171 Application for the proposed installation of a new glazed window to the existing shop front at 36 Park View Drive South – no Parish Council comment
- 221181 Application for the erection of a single storey flat roof replacement storage and bike shed to the front of the main dwelling (RETROSPECTIVE) at Thatcher's Mead, Thames Drive – no Parish Council comment

The following planning approvals were noted

- 220714 (Retrospective) Application for the proposed erection of 2no. single storey rear extensions at 40, Charvil House Road
- 220673 Householder application for the proposed erection of a part single, part two storey front extension with part pitched roof and part flat roof. Single storey front extension to porch with canopy. Changes to the main roof from hip to gable to include 2No rooflights, rear dormer and removal of rear chimney stack to create habitable space. Single storey rear extension with changes to fenestration at Iffleigh, Park Lane
- 220268 Application for the proposed erection of a first-floor side extension, garage conversion and insertion of 1 no. dormer and 2no. rooflights to facilitate conversion of the loft to habitable accommodation following demolition of rear chimney at Uplands, Park Lane

The following Planning refusal was noted

- 220431 Application for a certificate of existing lawful development for the use of land to store commercial materials on the land to the rear of 70 Old Bath Road

The following plan withdrawal was noted

- 220293 Application for the proposed erection of a two-storey front extension, insertion of 1 no. dormer and 2 no. rooflights to facilitate conversion of the loft to habitable accommodation following demolition of rear chimney at Uplands, Park Lane

The following Tree Preservation Order application to fell and prune was noted:

- 221039 APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 0041/1971, GROUP 1 T1, Lime – Fell, and to undertake remedial works on the rest of the group at East Park Farm - The Clerk reported that apparently three trees were not covered by the Order and there is a new Order put in place, on which the Council can comment

To note the proposal for a cycle track between Twyford Station and Charvil, and that this will be covered by the Neighbourhood Plan Transport Working Group

Councillor Rob Jones reported that a resident had been in contact with Wokingham Borough Council and Great Western Railway, and that a meeting had been set up on 8th June with the, and he would like to attend on behalf of the Council. This topic will also be discussed by the Neighbourhood Plan Working Groups.

To note that Charvil Parish Council has replied to the Twyford Neighbourhood Plan Consultation with concerns about traffic and flooding

The following comments were submitted.

As many of the issues that affect Twyford also affect the neighbouring villages, we are generally sympathetic to the aims of the plan.

Many of the proposed walking and cycle routes would pass through the neighbouring villages, and the plan for a cycle route from Twyford Station to Charvil and even Woodley is something the Charvil Parish Council would support in principle.

There are, however, one or two points that caused concern, mainly on the basis that "No Parish is an Island", and directly impact on Charvil and/or other neighbouring villages.

Policy TW7: NATURE RECOVERY AND CLIMATE CHANGE p.39 While this seems sensible, this part covers Loddon Nature Reserve which is effectively the same green space as Charvil Country Park and Charvil Meadows. Both villages need to have a common approach, so our Neighbourhood Plans need to align, and Charvil Parish Council are concerned as to how this can be ensured.

Charvil PC also has concerns about the introduction of a weir and feel that they could only support this idea if all possible environmental impacts are explored, including effects on biodiversity, fish, flooding beyond Twyford's borders, and that the benefits in terms of green energy are considerable. There is also the issue of sewage in the river, and this needs to be dealt with before anything else is done.

POLICY TW11: WATER INFRASTRUCTURE AND FLOOD RISK Twyford NP highlights the threat of flooding, and highlights the threat at Charvil Meadows, but the proposed policy only requires a site-specific evaluation. Charvil PC would like a downstream impact element to this requirement as, for example, Bridge Farm has potential to impact Charvil properties and roads.

In the section Outside the Planning Policies, there were concerns about some of the plans to reduce the issues at the crossroads in Twyford.

In particular, there is a suggestion that greater use of Stanlake Bridge would reduce traffic flows through Charvil, but there is no evidence to support this.

The idea of banning 7.5t vehicles from the A3032 approaching Twyford crossroads would mean all large vehicles using the A4 through Charvil - so effectively pushing all the most polluting vehicles through Charvil on the A4. It is acknowledged that they would have travelled through Charvil on the Old Bath Road to get to Twyford anyway, but by concentrating them all on the A4, the road will become busier and more dangerous as they will be travelling at higher speeds than on Old Bath Road. Given the proximity to the cycle track to the Piggott, this is far from ideal.

The new set of traffic lights near to the Waggon and Horses pub would mean pushing all the pollution and traffic into Charvil. Given that at busy times of day, the tailback is down to the Waggon and Horses, this would mean that the tailback could stretch to the homes in Charvil, pushing the pollution problem from Twyford

to Charvil. It would also make the road far more dangerous to cyclists and pedestrians, than is the case currently - and even more cyclists will be trying to use the pavement for self-preservation's sake. This idea seems very ill thought out.

22/7865 Amenities Committee

To consider scrapping the remaining restrictions on numbers using the hall

It was agreed to return to the pre-Covid limits.

To consider and approve the Safeguarding Policy

It was resolved to approve this, which was passed unanimously

To consider and approve the Inflatables Guidelines and Policy

It was resolved to approve this, which was passed unanimously

To approve amending the Terms of Hire to reflect the adoption of these policies

This was approved

To approve the request from the Fete Committee to hold the fete at East Park Farm and Pavilion as a free let, on Sunday 4th September, and to officially ask for full details of the Chair of the Fete Committee, and to receive an annual report (either in writing or verbally) from the Committee, detailing any surplus from the previous fete, with details of surplus funds that had been returned to the Community, as used to be the case

The date for the fete was approved. The Chair agreed to share the details of the Fete Committee Chair with the Assistant Clerk. The Chair would ask for a written report to be passed to the Parish Council but said that it is the fete committee's principle to keep enough in its reserve for two year's funding.

To approve the purchase of new pin boards for some of the noticeboards at a cost of around £400, to allow the clerk to investigate the possibility of replacing perspex on several of the notice boards, and to note the installation of the replacement board on Beggars Hill Road

It was resolved to approve this which was passed unanimously.

22/7866 Report from the Borough Councillor

The Borough Councillor could not be present but sent a report. He noted the political changes in Wokingham to No Overall Control, and the new administration was a coalition of Liberal Democrats, Labour, and Independents. The new leader of the Council is Clive Jones. Locally, the new litter bins have been installed in the Country Park, and there have been reports of out-of-control dogs and a resident being verbally abused. We are still waiting for the roundabout to be painted at the junction of Park Lane and Old Bath Road. *Clerk's note: this has now been done, but not the zebra crossing.*

Items for Consideration

22/7867 To hear an update on the Neighbourhood Plan Progress

The Working groups are coming together, and topic leaders have been chosen from the Steering group. The survey results are very nearly complete, and the group needs to decide how best to disseminate the results.

22/7868 To consider progress with the Platinum Jubilee Plans

Councillor Walker has completed the Treasure Hunt, which has eight stops spread throughout the village. It will go live on the morning of the Thursday Bank Holiday and will be available for the four days of the weekend. It has been advertised on Facebook and will also go on the Noticeboards and on the website.

22/7869 To consider what issues may need publicising this month

The issues that need publicising include the Treasure Hunt, the new committees, the Neighbourhood Plan and Pavilion progress, virtual plaques, and the trees that will be planted in the autumn.

22/7870 To hear an update on the Pavilion Project

There was a first meeting with the architect, and he has sent through a second set of plans on changes to the changing room layout that was discussed at some length at this meeting. Another meeting will be arranged once the architect has returned from holiday. Councillor Heath will check with Councillor Ryatt that the architect has our timeline document.

22/7871 To review the Annual Parish Meeting and to consider any action points

It was agreed that the meeting went reasonably well, although the attendance was disappointing. One action point may be what any new pavilion should be called.

21/7580 To note the appointment of Neil Durrant as caretaker and to thank Nikhil for filling in temporarily

This was noted, and Nikhil was thanked for standing in at such short notice.

21/7581 To consider whether to re-instate all meetings from June

It was agreed that they should all be re-instated, and that they would start again in July

21/7582 To consider whether to scrap the need for testing before Parish Council meetings

It was agreed that it was no longer necessary to test, but that attendees should be responsible if not feeling well.

21/7583 To consider and approve the proposed Communications Policy, to replace the existing e-mail and social media policies

This was approved subject to minor amendments

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

21/7584 To consider the applicant for co-option, and to decide whether to co-opt

It was resolved to co-opt the applicant, which was passed unanimously

21/7585 To consider the proposal from the pre-school provider and to decide upon next steps

Councillor Rob Jones thought it would be expedient to look at the OFSTED report. He was also concerned as to whether there really was demand for a pre-school in the village and would like more evidence. There were some concerns about the business model for the new building and the hours of operating. The Chair wondered whether other operators should be approached, and there were concerns about what happens when the pavilion is closed. Councillor Hilary Jones offered to visit the applicant's operation in Henley and will check the OFSTED report. *Clerk's note: Because of Covid, there has been no new OFSTED visit as is normal on a change of management, but the previous one was Outstanding.*

There being no further business the meeting closed at 9.58pm

Chairman's Signature