



Chairman: Pat Sutlieff

[www.charvil.com](http://www.charvil.com)

Clerk to the Council  
Miranda Parker  
Charvil Village Hall  
The Hawthorns  
Charvil, Reading  
Berks RG10 9TT

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## Minutes of the Meeting of the Council held on 18<sup>th</sup> September 2023 in Charvil Village Hall at 8pm

**Present** Jane Hartley, Pat Sutlieff, Mike Heath, Rob Jones, Stephen Lucas, and Isabelle Bray

**Apologies for Absence** Matt Walker

**Absent** Narinder Ryatt

### 23/8144 **Open Forum**

Two members of the fete committee, one member of the public and the prospective new caretaker all attended.

One of the members of the fete committee spoke about why it would be better for them to hold the fete in September, and that it was hard to get volunteers at the best of times, without losing some because of Parish Council intransigence, and that while they respected the Parish Council's decision to want the fete in early summer, they questioned some of reasons for this. The representatives of the fete stayed until the end of the discussion on the fete and left at 9pm.

### 23/8145 **Co-option of Lee Cripps to the Council**

Lee Cripps was duly co-opted onto the Council, after signing the required paperwork.

### 23/8146 **Declarations of Interest**

Councillor Hartley is on the Fete Committee

### 23/8147 **Minutes of the Council Meeting of the 18<sup>th</sup> July and the Finance and Planning Minutes of 14<sup>th</sup> August 2023 were approved**

These were approved and signed.

### **Finance**

#### 23/8148 **To receive and approve the financial reports**

It was resolved to approve these which was passed unanimously.

#### 23/8149 **Authorisation of Payments**

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

£40.26 to A1 Locksmiths

£106.87 to the Assistant Clerk

£1674.84 to Berkshire Pension Fund

£77.98 to Cathedral Leasing Ltd

£44,077.94 to Concept 17

£481.20 to David Ogilvie Engineering

£40 to Dominic McKeown

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Chairman's Initials.....

Date.....

£265.70 to Euroloo  
£325.17 to Everflow  
£84.61 to Grundon  
£84.19 to the clerk  
£92 to the caretaker  
£187 to Society of Local Council Clerks  
£202.91 to Smartest Energy  
£23.69 to SSE Contracting  
£2520 to Stanhope Wilkinson Associates  
£1135.73 to Sunshine Commercial Services  
£729.60 to Tactical Facilities Management Ltd  
£186.90 to Viking  
£168 to Wokingham Town Council  
£4,510.45 in Payroll

**23/8150 To consider items to add to a long list for the five-year plan and to decide who should lead on it?**

Councillor Hartley had prepared a document of maintenance and extras for the main amenities and will circulate to all Councillors. Councillors Lucas and Jones will also be involved in drawing up the plan, which needs to include the Neighbourhood Plan aspirations. A new list will then be circulated in time for the next meeting.

**23/8151 To approve the appointment of Andrea Pellegram Ltd as consultants for the Neighbourhood Plan and to approve the Neighbourhood Grant Application to help pay for them**

It was resolved to approve this appointment, and to approve the grant application including a grant for the Design Code, which was passed unanimously.

**23/8152 To approve a budget, to be funded by reserves, for extra spending on the Neighbourhood Plan**

It was resolved to approve a budget of £5,000 which was passed unanimously.

**23/8153 To approve employing a consultant to undertake a desktop review of whether the Parish has any likelihood of successfully defending the two development sites proposed in the draft Local Plan**

It was resolved to approve this which was passed unanimously.

**23/8154 To approve the recommendation from the Planning, Environment and Highways Committee for a green mapping exercise for the Parish**

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

**To note the completion of the external audit process for the 2022-23 year**

It was noted that this was completed without any extra comments, and that next year will be an intermediate audit.

**23/8155 Planning, Environment and Highways Committee (PEH)  
To note the Minutes of 4<sup>th</sup> September**

These were noted. The clerk was asked to contact Sam Akhtar regarding the possibility of getting double yellow lines on East Park Farm Drive.

**To hear back from a meeting the clerk had with Cleaner and Greener and to formally answer the consultation on bin and grass cutting**

The clerk attended a meeting with Richard Bisset from Wokingham regarding the consultation on reducing bins and the frequency of other services. The main issue is about cost cutting, and 150 bins equates to one worker and a van. So if parishes wanted to retain the current number of bins, they could do so if all of them were willing to pay for the said 150 bins to be emptied, but if there were one or more parishes who were unwilling to enter into the agreement, it would not

work. The Council felt that it was unlikely that all would buy into this scheme. The clerk was asked to look at the Consultation and draft a reply to be approved by email and sent to Richard Bisset. *Clerk's note: this has been done.*

**To decide where the Speed Indicator Device should go when it returns from Wargrave**

It was decided it should go on the A4.

**23/8156 Amenities Committee**

**To note the Minutes of the Meeting on 11<sup>th</sup> September**

These were noted.

**To consider a request from the fete committee to hold the fete on 1<sup>st</sup> September next year, rather than a date in June or July as agreed last year**

After a colourful, and slightly acrimonious discussion, it was resolved to allow the fete to be held in September, providing there was a plan presented to the Council as to how they were going to protect the pitches, especially if the weather is inclement, which was carried by a majority. The plan needs to be presented and accepted by the end of the calendar year.

**To consider an idea from some residents to try to get some kind of repair café going in Charvil as they have in Spencer's Wood**

The clerk was asked to contact the group based in Spencer's Wood, and the Media assistant will put something out on Facebook to see whether there are any people willing to help repair things, and to assess demand.

**23/8157 Report from the Borough Councillor**

The Borough Councillor could not attend but sent a report that the Chair read out, including details of a parish walk in October, revisiting the issue of the number of dogs one person can walk in the Country Park, trying to improve the signage near the Park Lane roundabout, following up on double yellow lines on Milestone Avenue, and still trying to get the 20mph lights working outside the school.

**Items for Consideration**

**23/8158 To hear an update on the Neighbourhood Plan**

The Draft Plan is nearly finished and once the consultant has the draft, we will have a clearer timetable for further progress.

**23/8159 To consider whether the Council wants to invite the press to the handing over of the Pavilion on 29<sup>th</sup> September, and whether there should be any light refreshments at this event**

It was agreed that there should be refreshments, and that regular users and the press should be invited, and also to ask the school to advertise it.

**23/8160 To hear any progress on holding an official opening event for the pavilion in October, and what needs to be done to facilitate this**

It was decided to roll all pavilion re-opening activities into the one event on 29<sup>th</sup> September.

**23/8161 To plan for a Christmas event at the hall**

It was decided to ask Suzanne Newman to play some carols, and to have a Christmas tree lighting ceremony. It was also agreed to ask local groups whether they want to hold a stall at this event. The event working group will liaise with the Amenities Manager.

**23/8162 To note the update on Social Media**

The Media Assistant reported that he currently puts out around ten posts per week but each one takes considerable time, and wondered whether his time would be better spent on the administration part of his role. If he is to post as often, he

needs help from Councillors who could take photographs and come up with things happening in Charvil, which will help going forward as he will not be in the village that regularly from now on.

**23/8163 To hear feedback from any training sessions attended**

Four Councillors attended the Chairmanship training and suggested that there should be an opportunity to raise agenda items for the next meeting; that the clerk should produce a report on updates from the previous meeting; and the Annual Parish Meeting should be called the Annual Community Meeting.

**23/8164 To hear an update on staffing**

Both the posts of caretaker and village warden have been filled subject to references and a satisfactory DBS check. The Village Warden will not be able to start until early November but there is temporary cover in place until then. *Clerk's note: because of a few issues with the new caretaker's DBS, there has been a delay in his start date and Councillors will still need to provide cover for a little while longer.*

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

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