



Chairman: Pat Sutlieff

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

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

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## Minutes of the Meeting of the Council held on 26th February 2024 in Charvil Village Hall at 8pm

**Present** Pat Sutlieff, Jane Hartley, Rob Jones, Matt Walker, Stephen Lucas, and Lee Cripps

**Apologies for Absence** Isabelle Bray and Narinder Ryatt

**Absent**

**24/8252 Open Forum**

There were no residents present.

**24/8253 To co-opt Katrin Harding to the Council once all the required paperwork is signed**

All the paperwork was duly signed and Katrin Harding was co-opted.

**24/8254 Declarations of Interest**

There were no interests declared.

**24/8255 To approve the Minutes of the Council Meeting of the 22<sup>nd</sup> January 2024 and the Minutes of the Extra-ordinary Meeting on 29<sup>th</sup> January 2024**

These were approved and signed.

**24/8256 To note the Clerk's report**

This was noted.

**Finance**

**24/8257 To receive and approve the financial reports**

It was resolved to approve these which was passed unanimously. It was noted that the Skipton Bond had been closed on maturity as the Council needed the money to be more readily available.

**24/8258 Authorisation of Payments**

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

£68.51 to the Assistant Clerk

£2359.44 to Andrea Pellegram

£180.91 to Aquacare

£1841.85 to Berkshire Pension Fund

£69.17 to Bowak

£163.14 to British Gas

£116.97 to Cathedral Leasing

£5616 to Concept 17

£47.09 to Everflow

£672 to Gardner Leader

£121.96 to Grundon

1996

Chairman's Initials.....

Date.....

£1612.80 to Infinity Playgrounds Ltd.  
£60 to Involve Community Services  
£124.84 to JJ Plumbing and Heating  
£88.59 to the clerk  
£44.95 to the Media Assistant  
£1536 to Oxfordshire County Council (TVERC)  
£496.98 to RES Systems Ltd  
£31.22 to SSE Contracting Ltd  
£457.80 to Smartest Energy  
£2508.53 to Sunshine Commercial Services Ltd  
£1264.92 to Tactical Facilities Management Ltd  
£35 to the Village Warden  
£5035.17 in Payroll

**24/8259 To approve the cost of re-painting the climbing frame at St Patrick's**

It was resolved to approve the cost of this, which was passed unanimously.

**24/8260 Planning, Environment and Highways Committee (PEH)**

**To note the Minutes of 5th February**

These were noted. The issue of inconsiderate parking near the school was raised, and the assistant clerk was to be asked to approach the school about this.

**24/8261 Amenities Committee**

**To note the Minutes of the meeting on 19<sup>th</sup> February**

These were noted.

**To note the result of resident feedback on the idea of an air ambulance clothing bank at the Village Hall and to decide what to do in the light of this**

The assistant clerk was asked to contact the residents near the hall to see how they felt about having an air ambulance bin behind the hall. They were unanimous in rejecting the idea in a residential area and thought it would make more sense to place it near other recycling facilities such as the bottle bank. In the light of this, the Council decided not to go ahead with the trial of putting a bin behind the hall but has asked the clerk to suggest to the provider that they approach Wokingham instead. The Council thanked the assistant clerk for her help on this matter.

**24/8262 Borough Councillor's Report**

The Borough Councillor was not present, but in his report, he said that the lead member for Highways is looking into the 20-mph flashing sign not working on Park Lane and the complaint that the humps are no longer effective after Councillor Akhtar had brought the issues up at Full Council. There have been complaints about cyclists going too fast through the gate at Pennine Way/East Park Farm Drive access, and nearly being hit by reversing cars. The Council suggested maybe a stop line warning cyclists of emerging cars.

There have also been complaints about the Hicks field breaking planning rules about being returned to farmland, but the Borough will not enforce this until the current planning application has been determined, but they have asked for the yard to be tidied.

**Items for Consideration**

**24/8263 To hear an update on the Neighbourhood Plan**

Councillor Jones reported that the Council has had the first draft of the Design Code, and comments have been sent back. He has also received the green corridor mapping, which is useful. The group are currently waiting for approval for a housing needs assessment. It has completed work on housing density, cycle routes, biodiversity, and green spaces and is going to get a screening opinion from the Borough on whether Charvil needs Strategic Environmental Assessment

(SEA) and Habitats Regulations Assessment (HRA). It is most likely it will not, but this needs to be confirmed by the Borough. The first draft should be complete by mid-March, and then will need to reach section 14 stage as soon as possible after that.

**24/8264 To consider having new pictures in the Committee Room, and whether to have some in the pavilion, and whether to apply for a free picture of King Charles**

It was agreed that the Council would apply for a picture of King Charles. It was agreed that the map in the Committee Room should be updated, and this can probably be produced from the OS mapping the Parish currently has access to. It was also suggested that some pictures of Charvil through the ages would be good. As far as the Pavilion is concerned, it was agreed that whatever goes in there will need to be durable given the activities that take place in there, but that maybe some sport pictures and possibly pictures for the Neighbourhood Plan or of local wildlife would be appropriate.

**24/8265 To hear how the planning for the Annual Parish Meeting is progressing**

The working group has suggested that the event should be a "Community Connect" event and should start at 7pm. This would be an opportunity for the groups who hire the facilities, to promote themselves, and to perhaps find new members. Each group and Parish Council Committees would have a table. Refreshments would be served while this part of the event is going on. The formal Annual Parish Meeting would start at 8pm, with a limited number of slides about what the Council has done, and what the Council intends to do. It was also suggested that Duncan McGregor be invited to promote the Flood Plan. Officers would be asked to send out expressions of interest for this event to the users of the facilities. The clerk pointed out that officers needed far more detail of what was being offered to the groups to be able to do this, and Councillor Hartley was tasked with sending out further details so that such letters could be sent out to gauge interest. Then, more details would be sent to those who wish to take up this offer. Any reports produced for this event would be shared on the website.

The clerk mentioned that there is a training on presentation skills for the Annual Parish Meeting to be held in Twyford in the first week of March, and Councillors Cripps and Sutlieff were due to attend.

**24/8266 To note the update on social media**

The Media assistant did not attend this meeting, but had produced a report with the latest trends, followers etc. He had also informed the clerk that he would no longer be producing a post for each day but would post as and when there was something to post about, as currently he is having to work hard to fill in the gaps.

Councillor Harding asked whether there was an agreed purpose for the Parish Council's social media; what are the goals and what is the Council trying to achieve?

Looking at the posts over the last year, local stories have generated the greatest interest and have encouraged engagement with the Council. Councillor Hartley suggested the goal was to develop a cohesive community. Councillor Jones suggested that the website and social media should be used to build a community platform. Councillor Harding suggested that if a clear plan could be developed, then a scaled back "post" criteria could be more directed at what the Council is trying to achieve and would provide the social media assistant with a clearer framework to work within. She offered to work on this and to report back in March.

There had been a photograph competition running throughout the month on social media, and the Council was tasked with choosing a winner that would feature on the front cover of the next edition of the Charvil Village News. The quality of

entries was high, and a picture was chosen that would feature next month, subject to agreement from the photographer.

**24/8267 To consider and approve the draft emergency plan**

The Councillors thanked the admin and social media assistant and the assistant clerk for their work on this document, which they thought was very professionally done.

They were happy with the document generally but had one or two amendments to make. It was agreed that the Chair of the emergency committee would be the Chair of the Council. It was also agreed that a trial run of the plan would be a valuable exercise.

There was a concern that our two possible centres are rather close together, and having an arrangement with a neighbouring parish may be a good idea.

**24/8268 To consider the statement to be put out regarding the increase in the precept**

It was agreed that the statement should be dry and factual. It should refer to the fact that 30.55% equates to £18 per Band D property. The justification is that the increase was low last year at the height of the cost-of-living crisis, but that Council costs have risen considerably, and need to be covered, and the cost of the sinkhole repair remains an unknown.

**24/8269 To hear an update on the sinkhole**

The Borough has commissioned a consultant to conduct a desk-top exercise, reviewing all the data and information available, and they will have an onsite visit to assess the situation on the ground. The next step is to do some excavation and bore hole drilling, with a view to determine the cause of the sinkhole and to prevent any others forming. Once this exercise is complete, contractors will be chosen, and the hole will be repaired.

**24/8270 To note there is now Broadband in the Village Hall and there is now a need for an internet policy.**

This was noted.

**24/8271 To note any agenda items for the next meeting**

It was suggested that there should be a discussion on the possibility of trying to find a suitable pre-school provider.

**There being no further business the meeting closed at 10pm**

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