



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 22nd April 2024 in Charvil Village Hall at 8pm

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

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

**Absent**

### 24/8295 Open Forum

One resident was present to listed to the discussion, and the Assistant Clerk attended to listen as well.

### 24/8296 Declarations of Interest

There were no interests declared.

### 24/8297 To approve the Minutes of the Council Meeting of the 18<sup>th</sup> March and the Minutes of an Extra-ordinary Meeting on 8<sup>th</sup> April 2024

These were approved and signed.

### 24/8298 To note the Clerk's report

This was noted.

### Finance

### 24/8299 To receive and approve the financial reports

Councillor Walker ran through the end of year figures and noted that the facilities were slightly better than forecast.

### 24/8300 Authorisation of Payments

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

£8 to A1 Locksmiths

£46.84 to the Assistant Clerk

£693.54 to Andrea Pellegram

£118.80 to Berkshire Electrical Services Ltd

£1748.77 to Berkshire Pension Fund

£168.67 to British Gas

£5124.26 to Concept 17

£70 to Dominic McKeown

£143.03 to Everflow

£1990.23 to Groundwork UK

£83.70 to Grundon

£727.44 to Hampshire Association of Local Councils

£30 to Involve Community Services

£353.79 to the clerk

2006

Chairman's Initials.....

Date.....

£44.95 to the Media Assistant  
£70 to Paul Corby  
£409.73 to Smartest Energy  
£14.61 to SSE Contracting Ltd  
£1135.73 to Sunshine Commercial Services Ltd  
£1368.60 to Tactical Facilities Management Ltd  
£12 to Taurus Elite Security  
£647 to the Blue Moose  
£10 to the Village Warden  
£4354.16 in Payroll

**24/8301 To note the issues with the ceiling tiles in the Pavilion, and to consider how to proceed**

It was resolved to approve the change-over to moisture-resistant tiles, but also to take a look at the contract with SWA to see if there is any way we can hold them liable for advising us incorrectly that the normal tiles would be acceptable.

**24/8302 To note the interim report from the internal auditor**

This was noted.

**To approve the cost of replacing the water heater in the Pavilion kitchen**

It was resolved to approve this which was passed unanimously.

**24/8303 Planning, Environment and Highways Committee (PEH)**

**To note the Minutes of 8th April**

These were noted.

The following Planning Applications were considered:

- 240757 - Application for proposed garage conversion to create habitable accommodation with changes to the fenestration at 112, The Hawthorns – no Parish Council comment
- 240865 - Consultation from Oxfordshire County Council for the following proposal: Planning application for the winning and working of mineral as a southern and eastern extension to Sonning Quarry using existing consented ancillary facilities, office, weighbridge, welfare, wheelwash facilities and internal access roads within Phase C, existing site access points onto Playhatch Road, and the A4155; together with retention and operation of plant site and ancillary facilities, to include the concrete block making operations and ready mixed concrete plant situated south of Playhatch Road along with retention and use of field conveyor including bridges over Playhatch at Sonning Quarry – the Parish Council directed the clerk to raise concerns about the possible increased flood risk as the “permeable” materials that replace the gravel are not that permeable, so floodwater may be displaced to the south of the Thames. Unfortunately, Wokingham Borough Council chose to decide on this application before the end of the consultation, so Charvil’s comments were not recorded.
- 240982 - Consultation from Scottish and Southern Electricity for the upgrade of 662 metres of existing over-head powerline to 3 wires on land adjoining Loddon Drive, Wargrave – no Parish Council comment
- 240822 Application for a certificate of lawfulness for the proposed Hip to Gable loft conversion to create habitable accommodation with a rear facing dormer and insertion of 1 no. rooflight to the front elevation, insertion of 2 no. rooflights to the existing roof facing the front elevation with changes to the fenestration at 117, East Park Farm Drive (This application was not on the agenda as Wokingham Borough Council did not inform us of it) – the clerk was asked to object as follows:  
*Charvil Parish Council questions whether this should fall under permitted development, as, although it fits the requirement in regards to size for a class B extension, it is the third extension to this property, and the second under permitted*

*development rights. Unlike the previous applications, this will impact on the street scene by changing the roofline significantly, which should require planning permission.*

**To hear an update on Speedwatch**

The group has been set up and is called Charvil. There are three volunteers, but Councillor Sutlieff needs to complete the online training before the other volunteers can start theirs.

**To note the following tree works application**

240965 - APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 266/1984, GROUP 8 G1, 4 x Horse Chestnut (part of G8) – Crown reduction by 2m at 8, Foxes Walk

**24/8304 Amenities Committee**

**To note the Minutes of the meeting on 15<sup>th</sup> April**

These were noted.

**24/8305 Borough Councillor's Report**

The Borough Councillor was not present, but in his report, he said that he had requested a white line to be painted at the access from East Park Farm Drive to Pennine Way. He has also requested a replacement "No through road" sign on Milestone Avenue. He has also continued to remove graffiti in the local area, and his monthly litter picks. He has also continued to tackle anti-social behaviour and reported that one person in Charvil had been arrested for being in possession of Class A drugs.

**Items for Consideration**

**24/8306 To hear an update on the Neighbourhood Plan**

Councillor Jones reported good progress – unfortunately our housing needs assessment application had been refused but Lee Searles will do it for us. The draft is very nearly complete, and it is hoped that we can send it to Wokingham for the screening process shortly, and that the plan can go to Section 14 in the early part of the summer. It was agreed that there would be an Extra-Ordinary Meeting of the Council on Monday 20<sup>th</sup> May to consider and approve the plan, and that copies of the plan as well as the AECOM and TVERC reports should be available at the Community Connect event.

**24/8307 To hear how the planning for the Annual Parish Meeting is progressing and to decide whether there should be a further push to get more community group involvement; also, to confirm the raffle prize(s) and which councillors will be manning stands**

The chair has an outline plan; only the Chairs of the main committees would be manning tables (Neighbourhood Plan and PEH together, Amenities, and Finance) – everyone else can help. Councillor Harding is happy to help with refreshments, and Councillor Cripps is happy to hand out raffle tickets on the door. Councillor Sutlieff has the raffle tickets, and attendees should be told that they need to be there for the draw at 8.30pm. It was agreed that the sinkhole would be covered by PEH. It was agreed to ask the Art Club if the Council can use its display boards. It was also agreed to invite Twyford Horticultural Society and the Postcard Club. The raffle prizes will include three bottles of wine and possibly some chocolates. Anything that people need printing will be done by Blue Moose, but a budget needs to be decided for the event, which will have to be approved at the next meeting.

**24/8308 To note the update on social media**

This was noted. It was agreed that the sunflower competition would be promoted, and that each table would have the QR code for people to scan to reach the social media links.

**24/8309 To note the completion of the work on the sinkhole, to approve re-opening of the car park, and to consider how the Council wishes to approach the car park issue going forward**

The completion on the work on the car park was noted, as were the responses from the questions asked of Rodney Hing at the Extra-Ordinary meeting on 8<sup>th</sup> April. Notwithstanding the issues around liability insurance, the Council welcomed the fact that the car park will be scanned every three to five years by Wokingham Borough Council, but until Wokingham receive the final report from the Consultant overseeing the project, they cannot sign it off, and we cannot open the car park.

**24/8310 To consider how to welcome and treat visitors to Parish Council meetings**

With increasing numbers of visitors to Council meetings, it has become apparent that the Council should adopt a uniform way of welcoming them and explaining to them the rules of the meeting. It was agreed that the Council would do round the table introductions, and that the rules of the meeting would be made very clear before starting, so that visitors do not feel frustrated when they cannot speak later in the meeting. It was suggested that the Council keeps an attendance register for visitors and for apologies.

**24/8311 To note any agenda items for the next meeting**

Items for the next agenda are should all Committee Chairs be subject to the same rule of a two-year maximum stint as Chair; and should the Council pursue the idea of pothole identification volunteers.

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

**24/8312 Staffing Committee**

**To note the Minutes of the Staffing Committee on 25<sup>th</sup> March and to hear a summary of the main points brought up**

In the absence of the Chair of Staffing, the clerk ran through the Minutes, pointing out the main bones of contention.

**To consider whether to offer staff overtime to help with the Annual Parish Meeting while giving them free choice with no prejudice**

It was agreed to invite all staff to the meeting, and if they were there as staff, they would be paid overtime. It would not be held against them if they did not wish to attend.

**To confirm the view of the Staffing Committee that Key Performance Indicators have no place in measuring the performance of staff or aspects of their work**

It was agreed that at this time, they have no place in judging the performance of staff but many of the Councillors felt they might have a place in different circumstances, but the main assessment of staff would remain the appraisal system.

**To note the issues around evening callouts and consider any ways of helping**

The Chair of staffing has suggested some ways of reducing the callouts from regular groups that will be tried, but the main issue was if there is a late-night call-out that staff feel they need back-up to attend to. It was agreed that the clerk would ask all Councillors if they would be willing to be part of a back-up team, and

this would then be held by the clerk, assistant clerk, and caretaker. It was stressed that such callouts are rare.

**There being no further business the meeting closed at 10.10pm**

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