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MINUTES of the meeting of Greenham Parish Council
held at **St Mary's Church Hall, Greenham**
on **Wednesday 14th 2018** *at* **7.30pm**

Present: Cllr Julian Swift-Hook (JSH), Chair
Cllr Chris Auston (CA), Vice-Chair
Cllr Jon Gage (JG)
Cllr Gary Puffett (GP)
Cllr Billy Drummond (BD)
Cllr Phil Barnett (PB)
Cllr Meg Thomas (MET)
Cllr Steve Jones (SJ)

In attendance: Philippa Harper, Clerk of Greenham Parish Council

Members of the public: Tony Vickers, Ken Neal, Alana Finn, Martin Griffiths, and 1 other (till 8.24)

165. APOLOGIES FOR ABSENCE
Apologies were received from Cllr Sally-Ann Jay.

166. DECLARATIONS OF INTEREST
Cllr Swift-Hook declared he is a member of Newbury Town Council
Cllr Jon Gage declared that he is a director of Rivar Sand and Gravel Ltd.
Cllr Billy Drummond declared he is a member of West Berkshire Council and Greenham Business Park
Cllr Meg Thomas and Cllr Steve Jones declared that they are directors of Greenham Control Tower Ltd.(Steve Jones is the GPC rep on GCTL)
Cllr Steve Jones declared that he is a director of Greenham Control Tower Trading Ltd.

167. APPROVAL OF LAST MEETING'S MINUTES
Proposed: BD
Seconded: MET
RESOLVED unanimously that the minutes of the council meeting held on 17th January 2018 be approved with one amendment: that in paragraph 6, item 163, the sentence is amended to read : 'that application for registration of the trading arm has been submitted to the registrar of Companies.'

168. CO-OPTION OF NEW COUNCILLORS

The Chair noted that the fourth vacancy notice had gone in to West Berkshire but not yet returned. Mr Griffiths had expressed interest in the role; the Clerk will follow up.

Alana Finn, Ken Neale and Tony Vickers had put their names forward and each spoke of their reasons for standing, with questions from the floor. The Chair welcomed support of Control Tower from across the spectrum with time to give to the council.

Proposed: JSH
Seconded: BD
Resolved: that Alana Finn (AF), Ken Neal(KN) and Tony Vickers (TV) be formally co-opted as Councillors with immediate effect.

The three newly co-opted councillors then joined the meeting, each reading out in full and signing the Declaration of acceptance of Office, counter-signed by the Clerk.

169. CHAIRPERSON'S REPORT

The Chair noted the resignation of Paul Walter and Pragna Hay.
a) Paul Walter had worked tirelessly for 15 months and had left for health reasons.
The Council agreed to minute formally our thanks to Paul for the very great level of work he had given to Greenham and the Parish Council. The Clerk added a vote of thanks to Paul in supporting the workload of Clerk.

b) Pragna Hay had resigned owing to other commitments. It was agreed to minute the Council's thanks to Pragna for her work over the years for Greenham and the Parish Council.

170. CLERK'S REPORT

a) The Clerk had prepared a Work Plan for 2018 which will be shared with Councillors.
b) The Clerk had been invited to the Berkshire Clerks' Forum on Wednesday 28th February.
c)GPC has received a request from NALC to consider holding a beacon event to mark the 100-year anniversary of the end of the First World War – to be added to agenda next time.
d)A Berkshire Pension Fund Employer's Meeting is to be held on 15th March.
e) The Clerk is considering the current meeting structure for improvement and will put on agenda for next GPC meeting.

171. PUBLIC SESSION

There were no questions from members of the public.

172. PLANNING

a) Hard copies
The Chair outlined that Greenham Parish Council has a WB consultee role in planning.
The Clerk reported the end of hard copies being automatically mailed out to the Parish.
Concerns were raised by various councillors. Some hard copies could be provided but at a cost.
WBC are holding a meeting on 12th March, GPC should be represented:
Action: Clerk to forward details of the meeting to all councillors

Cllr Vickers noted that he looks after planning matters for Spokes.
Cllr Jones offered the use of a projector
Cllr Puffet noted a concern on cost – print off more significant items.
Cllr Neal offered printing for A3.

Cllr Walter had collated planning for each meeting, Cllr Neale and Cllr Vickers offered to take up.
Action: Clerk to liaise with them to take this forward.

b) Planning Applications
JSH noted for new councillors the necessity to declare an interest if it applies.
Failure to declare a disclosable pecuniary interest is a criminal offence.

1.Beacon Cottage Ref:17/03541/HOUSE

SJ declared an interest and refrained from any discussion

Proposed: CA
Seconded: BD
Abstention: SJ
Resolved: All remaining councillors; No objection

2.Ressance – Votec Centre, Hambridge Lane Ref: 17/03407/OUTD
Proposed: CA
Seconded: TV
Abstained: Cllr Neal, Cllr Drummond and Cllr Thomas
Resolved: All remaining councillors objected on grounds inappropriate for residential development

3.23 Dalby Crescent Ref:18/00173/HOUSE
Proposed: CA
Seconded: KN
Against or abstentions: None
All in favour
Resolved: No objections

4.Licensing application for kebab van at Canal View Road Ref:18/00343/FUL

Proposed: BD
Seconded: SJ
Abstention: MET
All remaining councillors in favour
Resolved: No objections

5 Footpath 13/1being diverted across from bowling club for 6 months
For information only

6.Proposal to road traffic act A339 road turn right near Swan – no right turn from carriageway etc.
For information only.

173. CONTROL TOWER
a) Chair's Report
The monthly Control Tower Report had been previously circulated.
The CTC meeting of the 8th had been inquorate. CTC members were urged to prioritise the CTC meetings to enable decision making. The next meeting is Feb 20th.

Ikon work is on budget and still targettng March 21st for completion. Minor details to be done.
JG will attend a half-time programme meeting on site to meet contractors.
GPC will be paying Ikon monthly –a larger sum at the end of Feb, then end of March.
5% retention will be 12 months.

b) PWLB Drawdown

Proposed: JG
Seconded: BD
All in favour
Resolved: to give permission for the Clerk in consultation with GPC Chair and CTC Chair to draw down the remaining balance of £25K from PWLB if required, subject to reviewing a cashflow statement and the timing of future payments.

c) Lease
Current lease doesn't give the trading arm the right to grant a sub-lease to the café operator or office sublet. Charity could be accused of trading by association.
Propose between GPC and GCTL with slight amendment to give them the right for charity sub-leases.

JSH suggested to explore GCTL not being a charity.
Cllr Vickers pointed out that it is a well-tried model.

Proposed: JG
Seconded: BD
Declarations of Interest: MET and SJ declared an interest and left the room
Abstention: MET and SJ
All remaining councillors in favour, no abstentions/objections
Resolved: that GPC lease the whole building to the charity then charity enters sub-leases at charity rate (peppercorn rent)

The lease needs to be amended to allow GCTL to create sub-leases and represented next month for formal final approval.

d) Vice Chair
It was noted that a Vice Chair of CTC needed.

e) Joint Working Agreement
Agreement of how to work together constructively GPC and GCTL. It was noted that the Lease has precedence.

Proposed: JG
Seconded: BD
Declarations of interest: SJ and MET
Abstention: TV, SJ and MET
In favour: All remaining councillors
Resolved: that Version 5 .1 of the Joint Working Agreement be approved and adopted.

f) Café
No final offers returned for the café tender.
Short-term plan is to implement a small-scale community café, with limited opening hours, mainly weekends. Run by volunteers with existing signification catering equipment. The trading arm will need funds to set that up.

Clerk must check financial regulations – need more legal advice. Public law or charity law need checking. JSH noted advice needed from charities commission and SLCC.

Proposed: JG
Seconded: BD
Declarations of interest: SJ and MET
Abstention: SJ and MET
Against: none
Resolved: Subject to legal advice, an in-principle agreement that funds already committed go to Trading Company if requested by GCTL

g) Commercial Agent
Following a site visit by two professional commercial agents, higher figures for rent potential than in Business Plan are indicated for both offices and café

h) Project Support
AC has done 340 out of 415 hours, about 240 hours to do get it open and ready to open. Leaves 175 hours (estimate).

GCTL have drafted Business Plan.

JG has obtained 3 quotes for the Health and Safety audit check. £360 plus VAT per day best quote, including to identify staffing levels plus First Aid and Fire wardens requirements.
GP wants to see the H and S quotes. 3 companies have quoted – could be in an email.
Action: JG will circulate.

Unused CT allocated funds. £2650 PWLB board, £1300 running costs, VAT recovery about £800.

JSH advised GPC can't reclaim VAT on utilities, as they are not project. Clerk needs to check. GPC is not VAT registered, but can reclaim VAT on the refurbishment as long as the PC does not benefit.

Proposed: JG
Seconded: GP
Declaration of Interest: MET and SJ
In Favour: All remaining councillors in favour
Resolved: to extend budget for a maximum of £3500 for Andrew Cooper Project Support subject to a review of the time resources available internally

Chair noted that the H and S audit check can be funded using clerk's discretion.

i)Delivering the Project Plan
AC is setting up a meeting to work out allocated tasks.
SJ reported new trustees on board and all keen to work to help deliver the outcomes needed to get the building open.

j) Social Media
Proposed: JG
Seconded: CA
Resolved unanimously that Facebook and Twitter accounts are passed to the charity now.

Action: JSH will hand over the passwords tomorrow (15th Feb 2018).

k) GCCC (Greenham and Crookham Commons Commission)
SJ has written to GCCC to see if they want to be on board.
New GCTL trustees
Action: GCTL will send info to Clerk to send it on to SIB.

l)Handover date of Tower to GCTL
21st March due date for construction completion– target date would be shortly after that.

m)Access Audit
Being provided from Place Partnership as part of package. A separate one could be duplication. Will see what Place Partnership will provide and take from there.

174.FINANCE
a) Applications for Grants received
Berkshire Vision had applied for a grant. Berkshire Vision reports that their work current benefits 11 people in the parish.
Action: SJ will check out their financial viability
Action: Clerk will bring back to next month's meeting.

b) Schedule of Monthly Payments dated 14th Feb 2018
The following schedule was presented:

1. Cheque payments – GPC Current Account

Inv Date	Inv No/ Trans Ref	Payee	Total (£)	Chq No
05 Jan 18	188455	SLCC: SLCC CILCA Qualification Registration	250.00	001544
10 Jan 18		West Berkshire Therapy Centre (approved in Jan GPC)	700.00	001545
11 Jan 18	A5284	Auditing Solutions – Interim Audit	504.00	001546
25 Jan 18	133852	Precision Peripherals; printer repair, clean and service	58.80	001547
31 Jan 18	INV 2443	Sundog Maintenance (January) (CT)	154.00	001548
04 Feb 18	GRE001	Newbury Office supplies- paper	28.68	001549
(12 Feb 18	*43394*	*Detect Fire and Security call-out (CT)- payment held over*	*57.74*	*001550)*
12 Feb 18	26490	Greenham Business Park – spare key	12.00	001551
12 Feb 18	26579	Greenham Business Park – License Fee March 18	480.00	001552

14 Feb 18		Clerk – salary M 10	1097.99	001553
14 Feb 18		Clerk – office expenses	90.80	001554
14 Feb 18		HMRC – Month 10	540.37	001555
14 Feb 18		Berkshire Pension Fund	399.37	001556
14 Feb 18		CAB payment (approved in GPC January 2017)	2000.00	001556
		Sub-Total GPC Current Account payments (excluding Ch.No 001550)	**£6316.01**	

2. Bank Payments – GPC Current Account (1 Jan – 2 Feb 2018)

Trans Date	Trans Ref	Payee	Amount (£)	Trans Type
11 Jan	01463546378OA	E.ON	97.04	DD
16 Jan	HAHDDN8	Sage Software	7.20	DD
17 Jan 18	147478331	Southern Electric	34.35	DD
31 Jan 18	WM41015658Q012	BT Group PLC - Internet	105.96	DD
		Sub-total GPC Current Account Bank Payments	**£244.55**	

3. Cheque Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Net	VAT	Total (£)	Chq No
2 Feb 18	20180364	Ikon Construction – 1st Interim Payment	6315.88	1263.18	7579.06	000016
12 Feb 18	1718025	Mindworks (A Cooper) – project support 10/1/18 – 12/2/18 (CT)	1700.00	Nil	1700.00	000017
		Sub-total Cheque Payments Control Tower Account	**£8015.88**	**£1263.18**	**£9279.06**	

4. Bank Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
NONE	N/A	N/A	N/A	N/A

5. Payments out – Deposit Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
NONE	N/A	N/A	N/A	N/A

Proposed: CA
Seconded: BD
Resolved unanimously that the Schedule of Monthly payments for January 2018 be approved.

175. FOR INFORMATION ONLY
a) Boundaries Review – for next agenda. TV raised concerns including that the ward called Sandleford west of A339 4 houses will elect 5 Cllrs – draft order will be placed before Parliament. CA is due to speak to the MP.
b) Clerk noted Councillor training, community engagement and marketing for future agendas
c) BD reported that PC Scott is retiring.
d) PB reported that the Parish conference coming up (2nd week of March)
e) PB reported that he will be part of a BALC review.
f) BD reported that the Stroud Green play area going ahead at a cost of 20K
g) JSH reported that Kennet Radio will be installing its transmitter this Friday, with a launch on 10th March, and is looking for volunteers, producers and technicians.

176. MEETING EXTENTION
Proposed: TC
Seconded: JG
All in favour
To extend the meeting by 30 minutes past 10.00 pm.

177. COMMITTEE MEMBERSHIP
Proposed: JSH
Seconded: BD
All in favour
Resolved: that Cllr Neale joins the CTC as a full voting member, with Cllr Vickers and Cllr Finn for support, and that Cllr Puffett moves up to a full voting member of the Staffing Committee, with Cllr Finn as a substitute member.

178. EXCLUSION OF THE PUBLIC
Proposed: JSH
Seconded: JG
Resolved unanimously that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

179. STAFFING

a) Proposed: JSH
Seconded: JG
Resolved unanimously that an additional £3,000 be allocated from the underspent PWLB loan repayment budget for the cost of additional admin support.

b) Proposed: JSH
Seconded
Resolved that GPC recruits a Deputy Clerk ASAP for around 12 hours a week, using the funding set aside in the 2018/19 staffing budget

c)Proposed: JSH
Seconded: JG
Resolved that a budget of up to £2500 be allocated from the underspent PWLB loan repayment budget for the cost of the recruitment process

There being no further business, the chairperson declaration the meeting closed at 22.28.