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## **DRAFT MINUTES of the meeting of Greenham Parish Council**

*held at St Mary's Church Hall, Greenham*

*on Wednesday 11<sup>th</sup> October 2017 at 7.30 pm*

*Present:* Cllr Julian Swift-Hook(Chair)  
Cllr Chris Austin (Vice-Chair)  
Cllr Meg Thomas  
Cllr Paul Walter  
Cllr Billy Drummond  
Cllr Steve Jones (sworn in in Item 71)

*In attendance:* Philippa Harper, Clerk

The meeting started at 7.30 pm.

### **87. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Gage, Cllr Barnett, Cllr Jay, Cllr Puffett, Cllr Sudra, Cllr Middlemiss, Cllr Inman, Cllr Barnett, and Cllr Hay.

Not present: Cllr Johnson

Steve Jones was unanimously co-opted to the council at the last council meeting on 20<sup>th</sup> September 2017. Steve Jones was sworn in as a councillor and signed the Declaration of Acceptance of Office, which was co-signed and dated by the Proper Officer.

### **88. DECLARATIONS OF INTEREST**

Cllr Swift-Hook declared he is a member of Newbury Town Council.

Cllr Drummond declared he is a member of West Berkshire Council and a director of Greenham Business Park Ltd.

Steve Jones declared that he has a friend who lives in Drayton's View, relevant to one of the planning applications to be considered this evening.

### **89. APPROVAL OF MINUTES OF MEETING HELD ON 20<sup>TH</sup> SEPTEMBER 2017**

It was noted that there needed to be some minor numbering amendments to the first draft published by the clerk.

**Proposed** as amended: BD

**Seconded:** CA

**Resolved:** Unanimously resolved that the amended minutes of the meeting held on 20<sup>th</sup> September were a true and accurate record.

## 90. CHAIRMAN'S REPORT

The chairman noted the following items:

a) The funeral of Paul Craggs, formerly of Greenham Common Trust, this afternoon was attended by Cllrs Swift-Hook and Drummond. The chairman paid tribute to Mr Craggs and his work for the Greenham Common Trust and Newbury Corn Exchange. The chairman also noted Mr Craggs' significant contribution to the Greenham Common Control Tower project.

b) A new PC and software has been purchased for the parish council office at £871.94.

c) Cllr Lindsey Middlemiss has resigned from the council due to her and her family shortly moving to the USA. The Chairman thanked Cllr Middlemiss for her excellent work for the council.

**Action:** This will create a casual vacancy for the council, which the Clerk will advertise shortly

## 91. CLERK'S REPORT

The Clerk reported the following items:

a) The St Mary's Hall rental rate is shortly going to increase from £10 to £11 per hour downstairs.

b) The next district Parish Conference will take place on 7<sup>th</sup> November at West Berkshire Council

c) Mabel Luke charity – one trustee can come forward from GPC. Cllr Drummond has volunteered.

**\*Action:** Clerk will add this Mabel Luke trustee vacancy on the next Full Council agenda

d) The 2<sup>nd</sup> tranche of the precept payment has been received on 2<sup>nd</sup> October for the sum of £44,879.

e) Local Government Boundary Commission – GPC has received an outline recommendation.

**\*Action:** Clerk to circulate an electronic copy of the recommendation to councillors with a view to considering our response at the next full council meeting on November 8<sup>th</sup>.

## 92. PUBLIC SESSION

a) No members of the public were present, and no requests for information had been received.

b) Insurance query from SJ:

**Action:** Clerk to show Cllr Jones GPC's councillor indemnity insurance.

## 93. PLANNING AND LICENSING

Cllr Swift Hook declared an interest in the first item and left the meeting for this item at 20.05

Cllr Austin took the Chair.

The following planning applications were considered:

### 1.17/02462/FULEXT for Rivar Ltd

Erection of 36 dwellings, roads, ancillary structures, amenity open space and landscaping, with access to New Road

Residents against it but it is in the Local Plan.

Local resident's email against the proposal was read out by Cllr Austin

**Proposed:** PW

**Seconded:** MET

**Resolved** to object against the proposal on grounds of visual impact, loss of amenity green space, pressure on infrastructure, increase in air pollution and traffic, density, appearance, out-of-character  
MET, PW, BD.

**Abstention:** CA, SJ.

JSH returned to the meeting at 20.15 and resumed the Chair.

### **2.16/03309/OUTMAJ for Bloor Homes**

Outline planning permission for up to 1000 new homes – additional drawings/amended plans  
Design and Access statement onto Monks Lane.

**Proposed:** JSH

**Seconded:** PW

**Resolved** to object to the proposal: JSH, PW, BD, MET, SJ

**Abstention:** CA

### **3.17/01550/FULEXT**

CA declared an interest for this item.

Additional drawings for holiday homes Land South of Lower Farm, Hambridge Lane

Holiday Homes

**Proposed:** PW

**Seconded:** JSH

**Resolved:** No objections JSH, PW, BD, MET, SJ

**Abstention:** CA

### **4.17/02368/FUL**

Flying A services on the Gamma site

**\*Action:** JSH and PH to liaise to notify members of this application to find details online

## **94. FINANCE**

a) A grant-funding request had been received from the Duchess of Kent Hospice.

**\*Action:** Clerk to query with the charity how many people from Greenham benefit

b) The following Schedule of Payments was presented for payment:

*Greenham Parish Council  
Schedule of Cheque and Bank Payments  
10<sup>th</sup> October 2017*

### **1. Cheque payments – GPC Current Account**

<b>Inv Date</b>	<b>Inv No/ Trans Ref</b>	<b>Payee</b>	<b>Amount</b>	<b>Chq No</b>
31/08/17	2343	Sundog Grounds Maintenance - Aug	154.00	001493
30/09/17	123846	SLCC Enterprises - online training	118.80	001494
27/09/17		Greenham PCC - hall hire	55.00	001495
30/09/17	2362	Sundog Grounds Maintenance - Sept	154.00	001497
03/10/17	53706	A1 Ultimate Signs – bin stickers	120.00	001498
10/10/17	25818	Greenham Business Park Ltd - rent	480.00	001499
29/09/17	SOT0126	Mazars – audit fees	390.00	001500
29/09/17		Castle Water	17.64	001501
10/10/17		Cllr Meg Thomas - expenses	19.10	001502
10/10/17		Cllr L Middlemiss - expenses	30.00	001503
11/10/17		P Harper – salary and expenses	1969.93	001504
11/10/17		HMRC	540.37	001505
11/10/17		Berks Pension Fund	399.37	001506

### **2. Bank Payments – GPC Current Account (1 September – 30 August 2017)**

Trans Date	Trans Ref	Payee	Amount	Trans Type
01/09/17	Z2341837	ICO	35.00	DD
08/09/17	001484	E.ON	45.83	DD
11/09/17	TH17016815QO11	BT	127.89	DD
18/09/17	HAHDDN8	Sage Software	7.20	DD
18/09/17	147478331	Southern Electric	10.88	DD

### 3. Cheque Payments – Control Tower Account

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

### 4. Bank Payments – Control Tower Account

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

### 5. Payments out – Deposit Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
NONE				

**Proposed:** Cllr Austin  
**Seconded:** Cllr Walter

**\*Action:** Clerk to add agenda item to next Full Council meeting to find another signatory to replace Lindsey Middlemiss.  
It was also noted that the Auditor had recommended reauthorizing Direct Debits quarterly.

## 95. CONTROL TOWER

JSH read out Cllr Gage’s report to the Committee and updated on progress from the Control Tower Committee. Actions arising:

- a) Creating a Lease.  
**\*Action:** JG/Clerk to complete obtaining of the three quotes in and bring to next CTC meeting  
**\*Action:** Clerk to add Lease and HoTs on next CTC and FC agendas
- b) HLF bid – need to check how many get through.  
**\*Action:** Clerk to check probability of success with HLF
- c) Heads of Terms – weren’t on agenda not formally proposed by CTC  
**\*Action:** Clerk to add HoTs to next CTC and FC Agenda
- d) Creating a HLF Bid

**Proposed:** JSH

**Seconded:** MET

**Resolved** unanimously that the CTC recommends to the Council that GPC will secure the services of an HLF bid specialist to write a bid to the HLF 'Our Heritage' Fund in the name of GCT Ltd.

**\*Action:** Clerk to get three quotes for consideration at the November Full Council meeting.

**\*Action:** Clerk to add to November FC agenda

**\*Action:** Clerk to share HLF briefing sheet with SJ

e) Drawdown of PWLB Funds

PW advised that we have a lot of flexibility. Does not all come at once, do not have to borrow it all, can borrow in tranches as we wish. Each tranche has the interest rate applicable at that time. Can vary the repayment period from tranche to tranche – endless flexibility. Can specify to them the two dates we want to repay. (1<sup>st</sup> May and 1<sup>st</sup> Nov would be sensible).

PWLB to be scrapped which might create some uncertainty.

**\*Action:** PW will set up a meeting with the Clerk to go through

**\*Action:** PW will circulate to members

**\*Action:** Clerk will add to November Full Council agenda

## **96. TO CONSIDER APPROVAL OF NEW STANDING ORDERS**

This item was deferred to the next Full Council Meeting.

PW had circulated the draft Standing Orders with a written commentary for members to consider as a priority before the next meeting

**\*Action:** Clerk to send a copy of the new draft Standing Orders and PW's commentary again to all members.

## **97. GOVERNANCE**

a) PW reported back from the Governance Working Group, work done from the Audit report to improve governance. Last meeting was inquorate

b) Monthly Meetings

**Proposed:** PW

**Seconded:** MET

**Resolved:** Unanimously that the Governance Working Group is disbanded and replaced with monthly working sessions with the Clerk of the Council (during working hours), inviting all councillors with more than three days' clear notice. These monthly working sessions will plan out actions to accomplish the 15 recommendations from Claire Linguard, Auditing Solutions Ltd, audit of June 2017, plus devise a council 'Forward Work Plan' which highlights required governance actions for the months and years ahead. The target will be to implement all the 15 recommendations and set up the Forward Work Plan by the meeting of the council in April 2018. A progress report will be given to the council at its January 2018 meeting.

**\*Action:** PW to set date with Clerk and other members

**\*Action:** Clerk to add to November agenda

## **98. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA**

a) JSH noted the following items for future consideration and to drop into the Forward Plan: Councillor surgeries, reserves policy, ring fenced reserves, Parish Plan, Dream scheme, the Diamond, Race Course Road and Bus Shelters

b) Reserves Policy – Maiden Bradley good practice was noted.

**Action:** Clerk to add draft reserves policy and summary of what the other three reserves are about to future agenda.

c) It was noted that WBC are no longer paying for the salt in the salt bins. GPC may have to pick this up.

**Action:** Clerk to drop into a Forward Plan to keep on the radar

d) Dream Scheme will go onto next month's agenda if time allows.

## **99. PART TWO. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** JSH

**Seconded:** BD

**Resolved:** Unanimously to move 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.

b) Conclusion of Legal assignment

**Proposed:** CA

**Seconded:** JSH

**Resolved:** Unanimously to complete the current assignment with the solicitor with a topline budget line of up to £6,000 and Cllr Jones will review the correspondence to discuss options.

There being no other business, the Chairman declared the meeting closed at 10.15.

Chairman

Date