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MINUTES of the meeting of Greenham Parish Council
held at St Mary's Church Hall, Greenham
on Wednesday 12th July 2017 at 7.30pm

Present: Cllr Julian Swift-Hook (Chair)
Cllr Chris Austin (Vice Chair)
Cllr Meg Thomas (who left the meeting at 9.43pm upon declaring an interest)
Cllr Paul Walter
Cllr Jon Gage
Cllr Balu Sudra (who left the meeting at 8.42pm)
Cllr Lindsey Middlemiss

In attendance: One member of the press, Dan Cooper.

38. APOLOGIES FOR ABSENCE

Apologies were reported from: Cllr Pragna Hay, Cllr Gary Puffett, Cllr Sally-Ann Jay.
Apologies were submitted before the meeting from Cllr Phil Barnett, Cllr Paul Inman and Cllr Billy Drummond. Not present: Cllr Arthur Johnson.

39. DECLARATIONS OF INTEREST

The following declarations of interest were received:

- a) Cllr Swift-Hook declared that he is also a member of Newbury Town Council and that he has an interest in the matter Land To The North Of Pinchington Lane and Land to the North of Pyle Hill under item 4, both ref Agenda Item 6 (Planning and Licensing).
- b) Cllr Gage declared that he is a Director of Rivar Sand and Gravel Ltd with respect to several applications under Agenda Item 6 (Planning and Licensing).
- c) Cllr Thomas declared that she is a friend of one of the candidates for clerk, ref Agenda Item 11 (Staffing Committee).

40. APPROVAL OF MINUTES

- a) Approval of Minutes of Extraordinary Meeting held on 23rd May 2017.
A required change was noted. The page and minute numbering needs to be amended.
The minutes need to run from minute 18 to 22, and the pages need to run from 31-34

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED that with the amendments above, the minutes of the meeting of 23rd May 2017 be accepted as a true and accurate account and be signed as so. Cllr Lindsey Middlemiss abstained. In Favour: Cllr Walter, Cllr Thomas, Cllr Austin, Cllr Swift-Hook, Cllr Sudra, Cllr Gage.

- b) Approval of Minutes of Meeting held on 14th June 2017.
 Required changes were noted: The page and minute numbering needs to be amended. The minutes need to run from minute 23 to 37, and the pages need to run from 35-41. "Cllr" needs to be inserted into the names of the motion proposer and seconder for Minute 34.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED that with the amendments above, the minutes of the meeting of 23rd May 2017 be accepted as a true and accurate account and be signed as so. Cllr Balu Sudra abstained. In Favour: Cllr Walter, Cllr Thomas, Cllr Austin, Cllr Swift-Hook, Cllr Middlemiss, Cllr Gage.

41. CHAIRMAN'S REPORT

The Chairman reported that the cheque for MHP, the web provider, has been posted to them. The Chairman made some comments about the management accounts for council to 30th June:

- a) Office rent appears to be over budget but this is because we pay two months' rent in June.
- b) Audit fees will be approximately £1,000 over budget by year end; this is because our original budget of £800 only allowed £50 for our internal audit fee (which is the fee that we have been paying for the last several years). Having subsequently taken the decision to commission a thorough and detailed internal audit from a different auditor, the cost was £1008.
- c) An underspend is expected on staff due to the current clerk vacancy.
- d) An underspend on the PWLB loan repayment budget is currently anticipated at year end because the loan has not yet been taken out.
- e) Overall the current prediction is for a £5,636 underspend against budget in the current year (but it should be noted that we are only three months into the year).
- f) A conservative estimate of the council's current free reserves position is £23,542. This is the equivalent of 4.05 months' revenue expenditure, which is within the recommended free reserves figure of "3 to 6 months revenue expenditure" and indicates a sound financial position.
- g) In addition to free reserves the Council is holding restricted reserves of £69,846, the majority of which is funds allocated to the control tower project

42. PUBLIC SESSION

There were no questions.

43. PLANNING AND LICENSING

1. 17/01096/OUTMAJ Land to the North of Pinchington Lane
 Cllr Swift-Hook and Cllr Gage declared interests and left the room for this item. Cllr Austin took over the chair for this item.

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

RESOLVED that the council object to this application due to over-development, loss of green space, pollution and access/roads problems. Cllr Austin abstained. Cllr Swift-Hook and Cllr Gage abstained due to being out of the room for this item. In favour were: Cllr Sudra, Cllr Thomas, Cllr Walter, Cllr Middlemiss.

2. 17/01550/FULEXT Land south of Lower Farm, Hambridge Lane
 Cllr Gage declared an interest and left the room for this item. Cllr Austin declared an interest and did not take part in the discussion.
Proposed: Cllr Paul Walter
Seconded: Cllr Meg Thomas
RESOLVED that the council object to this application due to loss of green space and loss of amenity. Cllr Austin abstained. Cllr Gage abstained by remaining outside the room. In favour: Cllr Swift-Hook, Cllr Walter, Cllr Middlemiss, Cllr Sudra, Cllr Thomas.

3. 17/01446/COMIND Land adjacent to Newbury Rugby Football Club, Monks Lane

Proposed: Cllr Paul Walter
Seconded: Cllr Chris Austin
RESOLVED unanimously that the council do not object to this application.

4. 17/00223/FULEXT Land on north side of Pyle Hill

 Cllr Gage and Cllr Swift-Hook declared interests and left the room for this item. Cllr Austin took the chair.

Proposed: Cllr Paul Walter
Seconded: Cllr Lindsey Middlemiss
RESOLVED that the council object to this application due to over-development, pollution, loss of green space and access/roads problems. Cllr Austin abstained. Cllr Gage and Cllr Swift-Hook abstained by being outside the room for this item. In favour: Cllr Sudra, Cllr Thomas, Cllr Middlemiss, Cllr Walter.

5. 17/01698/PACOU Units 3-6 Vo-Tec Centre, Hambridge Lane.

Proposed: Cllr Paul Walter
Seconded: Cllr Chris Austin
RESOLVED that the council raise no objection to this application. In favour: Cllr Sudra, Cllr Walter, Cllr Austin. Abstentions: Cllr Swift-Hook, Cllr Middlemiss, Cllr Thomas, Cllr Gage.

6. 17/01708/OUT Land adjacent to 7-8 Express Way

 Cllr Walter declared an interest and took no part in the discussions on this item. **Proposed:** Cllr Lindsey Middlemiss
Seconded: Cllr Jon Gage
RESOLVED that no objection be raised by the council to this application. In favour: Cllr Sudra, Cllr Middlemiss, Cllr Gage, Cllr Middlemiss, Cllr Austin, Cllr Swift-Hook. Abstention: Cllr Walter.

7. 17/01607/COMIND 101 East South, Greenham Business Park

Proposed: Cllr Lindsey Middlemiss
Seconded: Cllr Jon Gage
RESOLVED unanimously that no objection be raised to this application.

8. 17/01846/HOUSE 31 Dalby Crescent

Proposed: Cllr Chris Austin
Seconded: Cllr Lindsey Middlemiss
RESOLVED unanimously that no objection to be raised to this application.

9. 17/01428 10A Night Owls
West Berkshire Council have decided that this cannot be determined, so no discussion took place on this application.

10. 17/01444/FUL Marketing Suite, Racecourse Road.
Cllr Swift-Hook declared an interest for this item and left the room for this item. Cllr Austin took the chair for this item.

Proposed: Cllr Lindsey Middlemiss

Seconded: Cllr Jon Gage

RESOLVED that no objection be raised to this application. Cllr Swift-Hook abstained by being outside the room. In favour: Cllr Austin, Cllr Middlemiss, Cllr Gage, Cllr Thomas, Cllr Sudra, Cllr Walter.

11. 17/00158/COMIND Single-storey primary school south of Newbury College. No decision was required on this application.

12. 17/01634/FUL Adjacent parish: Units A, B1,B2,B3 and C Hambridge Lane.

Proposed: Cllr Chris Austin

Seconded: Cllr Lindsey Middlemiss

RESOLVED unanimously that no objection be raised to this application.

13. 17/01811/FUL Adjacent parish: The Cloisters, Monks Lane

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that no objection be raised to this application but that the council request West Berkshire Council to install a mini-roundabout at the junction of Monks Lane and the road to the Falkland surgery/Rugby Club.

14. 17/01707/HOUSE Adjacent parish: 17 Cheriton Close.

Proposed: Cllr Chris Austin

Seconded: Cllr Jon Gage

RESOLVED unanimously that no objection be raised to this application.

44. FINANCE

h) To consider any grant funding requests received: - Victim Support Thames Valley
No response for further information has come through from Victim Support Thames Valley so the council cannot decide this grant.

i) To approve any cheque / Direct Debit payments

1. Cheque payments – GPC Current Account

Inv Date	Inv No/Trans Ref	Payee	Amount	Chq No
14/06/2017		D J Fowler – Final Salary (Mth 3)	£589.64	1474
14/06/2017		HMRC (PAYE dedn's – Mth 3)	£182.68	1475
14/06/2017		LGPS (Pension contribs – Mth 3)	£199.70	1476
12/07/2017		Cllr J M Swift-Hook – Expenses	£255.63	1477
02/07/2017		Cllr M Thomas – Expenses	£24.00	1478
30/06/2017	2300	Sundog Maint. (CT grounds maintenance)	£154.00	1479

10/07/2017	25260	Greenham Business Park Ltd - rent	£480.00	1480
03/07/2017		Cllr M Thomas – Expenses	£75.23	1481

2. Bank Payments – GPC Current Account (1 Apr – 30 June 2017)

Trans Date	Trans Ref	Payee	Amount	Trans Type
12/04/17	014635463780A	E.on (CT electricity bill)	79.44	DD
18/04/17	HAHDDN8	Sage Software Ltd (PAYE online s/ware)	6.00	DD
18/04/17	147478331	Southern Electric (Bus shelters)	35.86	DD
02/05/17	WM41015658Q009	BT (CT Broadband)	102.00	DD
12/05/17	014635463780A	E.on (CT electricity bill)	54.04	DD
16/05/17	HAHDDN8	Sage Software Ltd (PAYE online s/ware)	6.00	DD
16/05/17	TH16904126Q009	BT (CT phone line)	91.36	DD
17/05/17	147478331	Southern Electric (Bus shelters)	10.60	DD
08/06/17	TH17016815Q010	BT (Office phone line)	131.34	DD
09/06/17	014635463780A	E.on (CT electricity bill)	52.26	DD
16/06/17	HAHDDN8	Sage Software Ltd (PAYE online s/ware)	6.00	DD
16/06/17	147478331	Southern Electric (Bus shelters)	10.74	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 Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that the above payments be approved.

45. GOVERNANCE WORKING GROUP

- a) To receive a report from the Governance Working Group

The report was received and discussed.

Proposed: Cllr Paul Walter

Seconded: Cllr Lindsey Middlemiss

RESOLVED unanimously that the 18 recommendations listed are accepted and that the council will devise an action plan to implement them. (This completes the work of the Governance Working Group based on the Terms of Reference agreed earlier in the year)

- b) To consider any recommendations from the Governance Working Group

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that the Governance WG is, in principle, extended and expanded to assist the new clerk and council with implementing these recommendations and the 15 from the June 2017 audit, while continuing to review governance on an annual basis to suggest improvements, subject to revised Terms Of Reference to be brought back by the Governance Working Group to the council for approval.

Action: Cllr Paul Walter to put out a note to councillors asking for volunteers to join the Governance Working Group.

46. STANDING ORDERS

To propose new Standing Orders for adoption in August 2017 (Appendix

5). **Proposed:** Cllr Julian Swift-Hook

Seconded: Cllr Lindsey Middlemiss

RESOLVED unanimously that the proposed new Standing Orders be accepted for review at the next council meeting.

47. EXPENSES POLICY

To consider the adoption of an Expenses Policy (Appendix 6).

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Lindsey Middlemiss

RESOLVED unanimously that the Expenses Policy set out in appendix 6 be adopted as the council's policy.

48. STAFFING COMMITTEE

Cllr Swift-Hook presented the public committee report.

The item was then adjourned until later in the meeting.

49. CONTROL TOWER COMMITTEE

- a) To receive a report from the Control Tower Committee Cllr Gage presented his written report:

- Place Partnership are proceeding well with the project.
- A solicitor, Beechmast, has been appointed to assist in setting up the operating entities.

- Café market engagement – five indications of interest have been received. One enquirer has had a tour of the Control Tower. Two more will visit the Control Tower on 13th July. Some people have been shown round who are interested in renting the offices.
- Public Works Loan Board – a meeting was held with BALC to review our forthcoming application, which was encouraging.
- Community Payback are clearing the grounds, starting this month.
- A letter has been sent to Mr Allan Mercado, thanking him for his letter to President Donald P. Trump and explaining how two questions Mr Mercado has raised will be dealt with by the Control Tower committee.

- b) To approve the Business Plan to be included in the PWLB Loan application _____

Proposed: Cllr Chris Austin

Seconded: Cllr Lindsey Middlemiss

RESOLVED unanimously that:

- (i) the Control Tower Business Plan dated July 2017 is approved for presentation to the Public Works Loan Board subject to these amendments:

That the cash flow in Appendix A is brought in line with Page 8 and 9.

That pages 8 and 9 are changed so that the council contribution is £18,000 in first year (falling in two council financial years) with a £5,000 contribution from Greenham Parish Council in year 2.

That a few typographical errors to corrected and version numbers be replaced by “July 2017”.

- (ii) the Control Tower Committee is delegated to approve the final version of the document once the amendments above are made.

- c) To approve the Public Survey report to be included in the PWLB Loan application.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that the Public Survey Report in Appendix 10 be approved.

- d) To consider the type of PWLB loan for which the Council wishes to apply.

Proposed: Cllr Paul Walter

Seconded: Cllr Jon Gage

RESOLVED unanimously that, subject to final approval at a full council meeting, Greenham Parish Council prepares to apply for a Public Works Loan Board loan by the annuity method at a fixed rate for the life of the loan.

It was noted that the “net present value” effect over the lifetime will make the annuity method the cheapest for the council compared to the Equal Instalments of Principal method.

50. OTHER ITEMS FOR INFORMATION OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA FOR INFORMATION ONLY

The following ‘carried forward’ list was read out by the Chairman:

- a) Councillor surgeries
- b) Reserves policy development, including revisiting ring-fenced reserves
- c) Office computer
- d) Bollards/bus shelters in Racecourse road

- e) Cut-off times for meetings – may be resolved by the new standing orders
- f) Salt Bins
- g) Bus routes
- h) Open spaces – John Mellor field
- i) Audit recommendations
- j) Health and Safety policy

Cllr Austin mentioned that the weekly Park Run start has now moved to the centre of the former runway. Most parking is now happening at the Control Tower end.

Cllr Austin mentioned that a large number of cattle have taken off the common recently and four ponies have been added.

Cllr Austin mentioned that we should look at the possibility of a parish visit (or parish tour), perhaps we have a new clerk in place – perhaps one Sunday morning.

51. EXCLUSION OF THE PRESS AND PUBLIC

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Chris Austin

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 item of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

52. STAFFING COMMITTEE (CONTINUED)

Cllr Meg Thomas declared an interest in the following item and left the meeting.

The chair outlined the recruitment and interview process that had taken place, commenting on the very high standard of the applicants, and confirmed the recommendation of the staffing committee.

Proposed: Julian Swift-Hook

Seconded: Lindsey Middlemiss

RESOLVED unanimously that Mrs Philippa Harper be appointed Clerk to the Council, Responsible Finance Officer and Proper Officer from an employment start date to be agreed with Mrs Harper.

There being no other business the Chairman declared the meeting closed at 9:56pm

Chairman

Date