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**DRAFT MINUTES of a Meeting of Greenham Parish Council on Wednesday 11th
April at 7:30 pm at St Mary's Church Hall, Greenham.**

Present:

- Cllr Julian Swift-Hook (JSH)
- Cllr Chris Austin (CA)
- Cllr Jon Gage (JG)
- Cllr Meg Thomas (MET)
- Cllr Tony Vickers (TV)
- Cllr Martin Griffiths (MG)
- Cllr Phil Barnett, (PB)
- Cllr Billy Drummond (BD)
- Cllr Ken Neal (KN)

In attendance:

- Philippa Harper, (PH), Clerk to the Council
- Lisa Blake, (LB) Acting Deputy Clerk to the Council (from 7.58)

201. Apologies for Absence

- Cllr Gary Puffet, Cllr Steve Jones, Cllr Sally-Ann Jay, Cllr Alana Finn

202. Declarations of Interest, Statements of Position and Dispensations,

JSH declared he is a member of Newbury Town Council and Greenham and Crookham Commons Commission

JG declared he is a director of Rivar Sand and Gravel

TV declared that he is a member of Spokes and Newbury Society on a personal basis (non-pecuniary)

MET declared she is a director of Greenham Control Tower Limited

CA/KN declared they are members of Greenham and Crookham Commons Commission (GCCC)

BD declared he is a member of Greenham Business Park and GCCC

203.Approval of Minutes of Council Meeting held on Wednesday 14th March 2018

Proposed: CA

Seconded: MET

Abstention: PB, TV and KN

Against: None

Resolved that the Minutes of the Council Meeting held on 14th March 2018 represent a true record.

Minutes of the 28th March Extraordinary Meeting will be approved at the May GPC Meeting.

Matters arising (for information only)

Item193 CA forwarded to the Clerk the reply from MP on the Boundaries Commission. Nothing that we can do. TV noted that it should have gone before parliament. TV had written two paragraphs which CA is sending back to Richard Benyon to see if he will take it up.

204.Chairman's Report

No report was presented.

205.Clerk's Report

PH reported that the office workload was still very busy, and that Lisa Blake is providing valued support in her role.

PH was attending BALC Financial Year End Training on 17th April.

PH is working through Interim Audit recommendations for next month's meeting.

206.Public Session

No questions had been received from the public.

207.Finance

a) No requests for grant funding had been received

b) Schedule of cheque payments

The Clerk's pay and pension contribution from previous month was included, not shown on previous month's schedule.

Overtime payment:

Proposed: JSH

Seconded: MET

Against/abstention: None

Resolved unanimously to pay 20 hours of overtime for the Clerk for overtime hours accrued since starting in post in August

Greenham Parish Council

Schedule of Cheque and Bank Payments 9th April 2018

1. Cheque payments – GPC Current Account

Invoice Date	Invoice No/ Transaction Ref	Payee	Amount £	Cheque No
21/3/18	Not listed in previous month's schedule	Philippa Harper – salary and tax rebate M.11	1817.39	1571
21/3/18	Not listed in previous month's schedule	Berkshire Pension Fund M.11	399.37	1572
9/4/18	GCTL Set-up funding	Greenham Control Tower Ltd (CT)	6,000.00	1574
11/4/18	1718028	Mindworks- office admin support	100.00	1575

15/03/18	947	Newbury Internet services	176.20	1583
28/03/18	N IN57145	Rivar Sand and Gravel (salt for salt bins)	373.63	1584
19/05/17	PW/GREI/2	Gardner Leader; professional charges (CT)	900.00	1585
29/03/18	184866	Pinnock Brothers – kerosene (CT)	555.45	1586
06/03/18	26852	Greenham Business Park	516.00	1587
22/03/18	2238	Newbury Office Supplies	12.66	588
28/3/18	INV 2477	Sundog Maintenance -salt bins refill	363.00	589
31/3/18	INV 2483	Sundog Maintenance (CT)	154.00	590
9/4/18		Philippa Harper – salary and overtime M12	1350.87	591
9/4/18		Lisa Blake – salary M12	333.69	592
9/4/18		HMRC M12	690.78	593
9/4/18		Berkshire Pension Fund M12	473.13	594
26/03/18	S100192	Rosa Productions - consultancy	420.00	595
		Sub-Total: GPC Current Account payments	14,636.17	

2. Bank Payments – GPC Current Account (1 Mar – 31st March 2018)

Trans Date	Trans Ref	Payee	Amount	Trans Type
	01463546378OA	E.ON	62.99	DD
	TH17016815Q013	BT Direct Debits	140.42	DD
	HAHDDN8	Sage Software	7.20	DD
	147478331	Southern Electric	10.45	DD
		Sub-Total: GPC Current Account Bank Payments	221.06	

3. Cheque Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
11/04/18	1718027	Mindworks – project management support	1,960.00	21
		Sub-Total Control Tower Cheque Payments	4328.25	

4. Bank Payments – Control Tower Account

Invoice Date	Invoice No/ Transaction Ref	Payee	Amount	Chq No
NONE				

5. Payments out – Deposit Account

Trans Date	Transaction Ref	Payee	Amount	Trans Type
NONE				

Approval of cheque payments:

Proposed: CA

Seconded: MG

Abstention: JG declared an interest and abstained

Against: None

Resolved to approve the April 2018 schedule of payments:

Clerk will check that future payments for Mindworks from revenue account rather than capital.

Lisa Blake joined the meeting at 7.58

c) Financial report on Council cashflow; balances to end of March 2018

Owing to a genuine computer crash on the afternoon of the meeting, the figures had been calculated but lost. The following headlines figures of a healthy balance were verbally reported; of £54K in Current Account, £53K in Control Tower Account, and underspend of circa £16K, with the numbers re-entered, confirmed and circulated following the meeting, as follows:

Current Account

54,101.78 CR

Control Tower Account

£ 53,022.97. CR

Savings Account

£3475.33 CR

Underspend

£15,922 CR.

£64,308 in Restricted Reserves, including £51,350 for the Control Tower project.

£58,603 in Free Reserves (10,08 months' expenditure based on the 2017-18 revenue budget).

The minimum we should keep in Reserves is 3 months' revenue expenses, or a quarter of the revenue budget – so a quarter of £91,555, or £22,889. So that leaves up to £35,000 that we could spend from Reserves if required..

208. Control Tower

a) Chair's Report

JG reported that the construction programme is completed. Place Partnership have signed off practical completion. No longer under construction regulations.

The bill stands at £116,971 plus VAT. The original budget was £111,376 plus VAT. About £4.5K over budget on construction. Extra costs included in toilet area (ceiling down); flooring work (extra) for H and S requirements; electrical cables outside to be reburied and diverted to modern H and S standards; construction of H and S compliant doors. JG will challenge the extra costs.

JG has agreed the snagging list.

Still waiting for paper from Building Control.

Invoice from contractor:

Contractor's Stage Payment

Proposed: JG

Seconded: MET

Resolved unanimously that the council approve the contractor's third stage payment due of £70848.80 including VAT.

b)Handover to Greenham Control Tower Limited (GCTL)

The Chair noted that the building work had been finished, that the Lease, Under-Lease and Joint Working Agreement were in place, and that the necessary approved Financial Regulations, Insurances, Business Plan, Cash Flow and named officers had been received from GCTL.

Signing of the Lease

Proposed: JG

Seconded: BD

Against/Abstention: None

Resolved unanimously that the Lease and JWA be signed by JSH and JG on behalf of GPC

The Chair noted the need to consider the future of the Control Tower Committee.

JG will press for Place Partnership to attend a full parish council meeting

The Lease, Underlease, and Joint Working Agreement were then signed by the appointed representatives of Greenham Parish Council,(GPC) Greenham Control Tower Limited (GCTL) and Greenham Control Tower Trading Limited (GCTTL).

The Chair, Cllr Julian Swift-Hook, gave his sincere thanks to all involved. (see Appendix 1)
The Chair of the Control Tower Committee, Cllr Jon Gage, also thanked everyone who had put their hearts and souls into the project since he took the chair 18 months previously.

JSH and JG then presented a ceremonial key to Meg Thomas, a Director of GCTL, which was recorded by Thames Valley TV.

There was a break in the meeting from 8.35 – 8.40

The meeting resumed at 8.40.

Lisa Blake was officially welcomed to the meeting.

209.Staffing and Training

PH circulated SLCC training information for *Organising Community Events* in May

BALC *Fundamental Councillor Training* is to be held in July. Councillors to inform the Clerk if they wish to attend.

210.Review of Payroll procedure

JSH noted that the Internal Audit process had recommended that GPC should use free software provided by HMRC instead of Sage Payroll (£7.20 per month).

Discussion found that Sage is online service, and they also have advisers at the end of the phone. Payroll getting increasingly complicated, eg pensions, student loan repayments, so the advice is helpful. Produces payslips too, which HMRC does not do. It was felt that the advantages were way in excess of the low cost.

Proposed: CA

Seconded: BD

Against/abstention: None

Resolved unanimously to retain the Sage Payroll System.

211. Governance

a) **To consider** creating a Finance and General Purposes Committee

Proposed: PB

Seconded: KN

Resolved unanimously to review the position at the end of three months at the July meeting

b) August GPC Meeting

PH reported that the Deputy Clerk had agreed to clerk the August GPC meeting in the Clerk's absence

Proposed: CA

Seconded: TV

Against/Abstention: None

Resolved unanimously to keep the August meeting in the calendar.

MET left the meeting at 9.08

212. Planning and Licensing

Review of Planning applications

Cllr Vickers guided the councillors through the planning applications:

1: Ref 18/00164/COND1 / 18/00389/FULD / 18/00390/FUL / 18/00179/ADV / 18/00180/ADV

David Wilson Homes

Cllr Swift-Hook declared a disclosable pecuniary interest and left the meeting for this item.

Cllr Austin took the Chair

Proposed: TV

Seconded:

Abstention: JG

Against: None

Resolved all in favour

Follow-up action: PH to inform West Berkshire Planning that the contractor must stop run-off of surface water given the sloping nature of the site, and to make sure that they are aware of the active springs in Westwood. The Clerk will also that GPC support the footpath particularly linking into the new side of Pyle Hill and care must be taken to link to existing paths.

Cllr Swift-Hook re-joined the meeting

2. 18/00698/COND1

Rugby Club in Monks' Lane.

Proposed: CA

Seconded BD

Against/abstention: None

Resolved unanimously no objection

3.18/00707/CERTP

Laurel Gardens

Proposed: TV

Seconded: BD

Against/abstention: None

Resolved unanimously no objections

4.18/00269/TPW

Tree Preservation Order

Proposed: JSH

Seconded: BD

Resolved unanimously no objection

TV noted that Sandleford proposal had come back. **Action:** TV to consider a recommendation for a separate meeting if required, or whether Say No to Sandleford will call a meeting. Response is required by 3rd May.

b) Response to Draft West Berkshire Local Plan Review to 2036 Scoping Report

Cllr Vickers has recirculated the report

Proposed: JSH

Seconded: JG

Against/abstention: None

Resolved unanimously that Cllr Vickers will circulate a formal response for comments for submission.

KN noted that we know where we want footpaths.

Refreshing the Parish Plan may be a future agenda item.

213. Services – Salt Bins

3 new locations are proposed

Item deferred till next meeting

Location Plans will be required

214. Community Engagement

a) PH noted that the date for this meeting would be confirmed on 12th April

b) **Parish Tour**

Proposed: JSH

Seconded: CA

Against/Abstention: None

Resolved unanimously a budget of up to £300 for a Parish Tour to include minibus hire.

Proposed; JSH

Seconded TV

Against/Abstention: None

Resolved unanimously that Cllrs Austin and Drummond organise the Parish Tour in conjunction with the Clerk.

If any councillor has any location they wish to visit, let CA know. **Action: PH to email councillors for suggestions.**

c) Reports from recent meetings of any GPC representatives on outside bodies

Cllr Finn was unable to give her report owing to ill health.

Clerk to expand agenda item to include ‘and any other relevant meetings’ under the heading.

GPC will be reviewing and reappointing GPC representatives at the May meeting.

d)PCSO Retirement

The Chair noted that PCSO Scott is a PCSO, not a PC.

Proposed: JSH

Seconded: BD

Against/Abstention: None

Resolved to mark PCSO’s retirement when the time comes later in the year

Proposed: CA

Seconded JSH

Against/Abstention: None

Resolved unanimously that the Clerk draft a letter to the Station Superintendent to note that PSCO Scott is retiring and would like to know plans and meet in due course

215.Other items for information or for possible inclusion on a future Agenda

JSH reported that Kennett Radio went live on 10th March

TV reported he has now contacted Alana to update the link to Racecourse. Would like to meet new Clerk.

PB raised concern at traffic wardens at racecourse, BD is due to take up.

BD reported that Chalets turned down at Racecourse.

JG reported that Community payback are getting inundated, it would be good to act quickly.

There being no other business, the meeting closed at 9.58 pm.

Appendix One

Chair Julian Swift-Hook's Speech on the handover to the Control Tower 11th April 2018

'Six years ago to the day, on 11th April 2012, in this very hall, I suggested to my Greenham Parish Council colleagues at the time that the Council should consider buying the control tower on Greenham Common, and turning it into a visitor centre and café.

The iconic building, a landmark building in our parish, had been neglected and left to rot for more than 20 years. It had been vandalised, stripped of anything of value, and was in a very sorry condition.

The then council was unanimous in its support of my idea, and work began to investigate the practical viability of turning that idea into reality.

The council garnered the support of Greenham Trust in both practical and financial terms, won a grant from the Department of Communities and Local Government through the Social Investment Business, and started work on buying and refurbishing the building.

It was never going to be an easy project, and as everyone knows it turned out to be even more challenging than had originally been thought, with more than a few hurdles along the way.

Yet here we are today, exactly six years after that council meeting at which I first expressed my vision. We have faced and overcome a whole range of challenges, and we are now about to hand over the keys to the community organisation that is going to take over and run the building for Greenham and for posterity.

I am enormously proud of what we, a small semi-rural parish council with limited resources, have achieved.

When asked about their view of Greenham Common, most millennials will say that "it's a great place to walk the dog," or "to enjoy a good run".

But 35 years ago, at the height of the Cold War, Greenham Common was the epicentre of NATO nuclear defences in Europe. With Soviet mobile-launched SS20s along the western borders of the USSR facing off against US Gryphon cruise missiles based primarily here in Greenham, a nuclear World War Three was a distinct possibility.

And if such a war had started, I believe it would have started with the missiles based here in Greenham.

Fortunately, the threat of nuclear war, that we all lived with at that time, has passed – although the political challenges facing the world today are increasingly reminiscent of that time.

So it is vitally important that the story of what so nearly happened here in Greenham just 35 short years ago is told, so that future generations – and maybe even the current generation - can learn from the mistakes of the past and hopefully avoid the same thing happening again.

And what better place to tell that story than in the very control tower from which the Starlifters bringing the cruise missiles into Greenham were directed to a safe landing.

But the military history is only one part of the story of Greenham Common. The Common was formally re-opened to the public in 2000, and has been a place of quiet recreation, enjoyed by hundreds of thousands of visitors, ever since. It is a sanctuary for many rare species of wildlife with many Sites of Special Scientific Interest.

And that, too, is part of the story of the Common, and again the control tower is the ideal place to tell that story.

And for all the visitors to the Common, whether for education, for leisure, for exercise, for historical interest, or just for fun, the control tower will provide a watering hole and rest area, somewhere to get refreshment and to take a comfort break.

We should all be grateful to the team that has brought us to this day – to those who were inspired to follow up on the vision of a community building six years ago, to those who worked so hard on the project in its early days, and to those who have seen the project home over the last 18 months.

It has been a team effort, and everyone involved has worked incredibly hard, so I am taking something of a risk by singling out anyone for special mention.

Phillipa, since joining us as our Clerk last summer, has thrown herself into the project and devoted a lot of personal time to it. Meg has likewise spent a great deal of time and energy on getting us to where we are today.

And Paul Walter, who had to step down from the Council in February for health reasons, had worked incredibly hard on helping to keep the council's paperwork and governance up-to-date while work on the project went on.

But every good team has a leader, of course, and for the last year and a half or more that leader has been Cllr Jon Gage. Ever since joining the council in 2017 Jon has worked tirelessly to get the project finished.

I hope you will all join with me in thanking everyone, and Jon in particular, for all the work he has done for the council, for the project, and for Greenham.

It now gives me great pleasure on behalf of Greenham Parish Council to formally present this key to Greenham Control Tower Limited, and to wish them well in all their future endeavours on behalf of Greenham.'

ENDS