



Clerk to the Council
Suite 23 Liberty House
Greenham Business Park
Greenham, Berkshire RG19 6HW

clerk@greenham.gov.uk
www.greenham.gov.uk

Tel: 01635 564900

Minutes of Greenham Parish Council held at 7.30 pm on 16th July 2018 at St. Mary's Church, Greenham

Present:

Cllr Steve Jones (SJ)
Cllr Tony Vickers (TV)
Cllr Jon Gage (JG)
Cllr Alana Finn (AF)
Cllr Martin Griffiths (MG)
Cllr Ken Neal (KN)
Cllr Gary Puffett (GP)
Cllr Billy Drummond (BD)

In attendance:

Clerk Absent

57 Apologies for Absence

Cllr Abbs, Cllr Swift -Hook, Cllr Jay, Cllr Barnett

Not present and no apology Cllr Chris Austin, (CA)

58 Declarations of Interest, Statements of Position and Dispensations,

To receive any Declarations of Interest and Statements of Position by Councillors.

Cllr Jones - Director of Greenham Control Tower Limited.
Cllr Drummond - Director of Greenham Business Park and Greenham and Crookham
Commons Commission (GCCC), West Berkshire Councillor
Cllr Gage - Director of Greenham Control Tower Trading Limited (GCTL) and a Director of
Rivar Sand and Gravel

59 a) Approval of Minutes of Council Meeting held on Wednesday 13th June 2018

It was proposed that the minutes were accepted with the following corrections:

Page 1 Members of the Public were Brian Burgess, Name of Bloor Homes
representative required, Peter Norman

Page 8: Typo should read goggles and gloves not Googles

Proposed: BD

Seconded: JG

In favour: Unanimous

60 Chairman's Report

SJ asked that we could review and increase the number of cheque signatories as an agenda item on the next council meeting. Nothing else to report.

61 Clerk's Report

The clerk wasn't at the meeting so there was no clerk's report

62 Public Session

There were no members of the public at the meeting.

63 Finance

- a) **To approve** Membership of BALC and payment of membership fees for 2018/19

Proposed: TV

Seconded: BD

In favour: Unanimous

- b) **To approve** Budget vs Actual Q1 2018/19

It was proposed that further clarification was provided around the control tower finances and budget sums. SJ and JG said they would meet with the clerk to provide the required clarification.

Proposed: TV

Seconded: SJ

In favour: Unanimous

- c) **To approve** any cheque payments

BD was the only cheque signatory available & signed the presented cheques. They need to be countersigned by another signatory.

Proposed: SJ

Seconded: BD

In favour: unanimous

*Greenham Parish Council
Schedule of Cheque and Bank Payments*

16th July 2018

1. Cheque payments – GPC Current Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
02/05/2018	BAL10388	BALC	1226.41	1620
12/06/2018	27387	Greenham Business Park	480.00	1621
25/05/2018	A5523	Auditing Solutions	504.00	1622
30/06/2018	Salary Month 2	Lisa Blake	648.08	1623
30/06/2018	Month 2	HMRC	198.85	1624
09/05/2018	YLL2720420633	Zurich - reissue	2126.73	1625
		Sub-Total GPC Current Account payments	5184.07	

2. Bank Payments – GPC Current Account (1st June – 30th June 2018)

Trans Date	Trans Ref	Payee	Amount	Trans Type
	01463546378OA	E.ON	51.22	DD
	TH17016815Q013	BT Direct Debits	137.88	DD
	HAHDDN8	Sage Software	7.20	DD
	147478331	Southern Electric	10.88	DD
		Sub-total GPC Current Account Bank Payments	207.18	

3. Cheque Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
		Sub-Total Control Tower Cheque Payments		

4. Bank Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
18/05/2018	186675	Pinnock Brothers	534.45	000023
29/06/2018	13198	Earthing Equipment supplies	1014.00	000024
			1548.45	

5. Payments out – Deposit Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
NONE				

- d) **To Approve** Annual Governance and Accountability Return Year End Forms FY 2017/18 SJ explained what some of the issues were from the internal audit and stated that the council were disputing a number of the auditor's comments on the basis that they were speculative and, in some cases, factually incorrect. It was agreed that the internal audit report should be an issue on the next council meeting agenda.

Proposed: SJ
Seconded: TV
In favour: Unanimous

- e) **To review** the current payroll procedure and consider outsourcing payroll
Three quotations have been obtained for processing the council payroll. The Clerk already has experience of working with Clere - and as they were the cheapest quotation it was agreed to appoint them with immediate effect. The cost of implementing the payroll in this way would be £15 per month.

Proposed: GP
Seconded: BD
In favour: unanimous

64 Planning and Licensing

- a) **To consider** all planning and licensing applications received up to the date of the meeting. Councillor Vickers confirmed that there were no licensing or planning applications that needed to be reviewed in this meeting other than the “Highwood Copse School” covered in 7c
- b) **To approve** Terms of Reference for Planning Committee
Proposed: TV
Seconded: BD
In favour: Unanimous
- c) **To consider** Situation with Highwood Copse School
Greenham Parish Council notes the objection of Thames Water to discharge of the drainage condition. From a conversation between our Cllr Vickers and Bill Bagnall (a senior member of the Highwood School / A339 access road project staff in the Highway Authority) we understand that TW’s objection may no longer be valid and could have been withdrawn. GPC wishes to see both the new school and the access road for Sandleford completed as soon as possible and provided the TW objection has been withdrawn we have no objection to the discharge of all Conditions.

Proposed: TV
Seconded: KN
In favour: Unanimous

65 Community Engagement

- a. **To receive** a report from the Community Engagement Working Group
MG gave a verbal report on the activities of the community engagement working group. JG agreed to approach Greenham control Tower Ltd to get a copy of the Health and Safety plan for the September event - and also ask the clerk if there is any further detail on health and safety plans for the Battles Over event (End of WW1).
- b. **To approve** that the Council approves a budget of no more than £140 for the purposes of purchasing equipment to establish regular litter picking in the Parish. This equipment should include: high visibility jackets, tongs, gloves and boxes to dispose of dangerous items
Proposed: TV
Seconded: JG
In favour: unanimous
- c. **To approve** the use of an E-Survey at no more than a cost of £70 for the purchase of small cards containing a survey link, to be delivered to homes in the parish
Proposed: SJ

Seconded: TV
In favour: unanimous

66 Control Tower

- a) **To receive** a report from the Chairman of the Control Tower Committee
JG gave further clarification on the situation relating to Ikon and the receipt of the completion certificate for the control tower. He said that two independent contractors had suggested that the lightning protection was insufficient and needed to be upgraded. The upgrade cost would be in the region of £1875 +VAT. JG proposed that, subject to confirmation that the funds were available in the control tower budget, that this work is completed as soon as possible.

Proposed: JG
Seconded: BD
In favour: Unanimous

- b) **To approve** the installation of extra waste bins outside the Control Tower
JG clarified that this actually applied to dog waste bins that are frequently overflowing on Greenham common.

BD said that he would raise this issue with West Berkshire Council and report back to the next council meeting.

- c) **To consider** moving the GPC office to the Control Tower
This item was deferred until the next meeting in view of the fact that the clerk is the person most affected by this proposal and that she was not at the meeting it was inappropriate to discuss it.
- d) **To consider** the Control tower becoming a Heritage Asset
There seems to be some confusion about this and councillor Vickers said that he will try to clarify the situation and report back to the next council meeting.

67 Staffing and Training

- a) **To consider** opportunities for Councillor Training
This was deferred to the next meeting.

68 Governance

- a. **To adopt** Model Standing orders 2018

Proposed: SJ
Seconded: GP
In favour: Unanimous

- b. **To review** TOR for the Planning committee
Already approved

- c. **To adopt** Financial Regulations 2018

Proposed: JG
Seconded: AF
In favour: Unanimous

- d. **To review** Members register of Interest 2018/19

The council requested that the clerk notify any members that have not completed an up-to-date register of interest for this financial year and confirm the status at the next council

meeting.

- e. **To consider** appointing a DPO (see attached BALC Costs)

Proposed: SJ

Seconded: AF

In favour: Unanimous

69 Services

- a) **To consider** options for reviewing, redesign and Maintenance of the GPC website. To include discussion of:

Basic approval of reworking of site into CMS,
Volunteers for working group
No new budget needed as work being done FOC
Look around the mocked up
Approval of training for clerk
Website hosting

In the absence of AA this was held over for discussion at the next full council meeting. AF said that she would contact AA to offer her assistance as user experience is a specific area of expertise she has.

T

- b) **To approve** using Dropbox for GPC distribution of documents

Proposed: SJ

Seconded: AF

In favour: unanimous

70 Health and Safety

- a) **To consider** a Health and Safety plan for the Battles Over event (End of WW1) – Discussed in Community Engagement section
b) **To consider** Highway Winter Service plan 2018/19

This will be considered by the planning working party.

71 Other items for information or for possible inclusion on a future Agenda

For information only – no decisions can be taken.

None

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman.

You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.

There being no other business to discuss, meeting was closed at 8.40pm