



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 8th August 2018 at St. Mary's Church, Greenham

Present:

Cllr Steve Jones (SJ)
Cllr Tony Vickers (TV)
Cllr Jon Gage (JG)
Cllr Martin Griffiths (MG)
Cllr Ken Neal (KN)
Cllr Gary Puffett (GP)
Cllr Billy Drummond (BD)
Cllr Abbs (AA)
Cllr Phil Barnett (PB)
Cllr Sally Ann Jay (SAJ)

In attendance:

Clerk Absent

72 Apologies for Absence

JSH, AF

Not Present and no Apology: CA

73 Declarations of Interest, Statements of Position and Dispensations,

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

SJ - Director of Greenham Control Tower Limited.

BD - Director of Greenham Business Park and Greenham and Crookham
Commons Commission (GCCC), West Berkshire Councillor

JG - Director of Greenham Control Tower Trading Limited (GCTL) and a Director of Rivar
Sand and Gravel

KN - Commissioner of Greenham and Crookham Commons Commission (GCCC)

74 Approval of Minutes of Full Council Meeting held on Monday 16th July 2018 and EM Meeting held on 27th June 2018

EM 2th June 2018

Proposed: SJ

Seconded: TV

In favour: 4 6 Abstention

16th July 2018 Full council meeting
 Proposed: JG
 Seconded: GP
 In favour: 9 1 Abstention

75 Chairman's Report

Nothing to report

76 Clerk's Report

Nothing to report

77 Public Session

No members of the public present

78 Finance

a) To approve GPC Cashbook report to the end of June 2018

Proposed: SJ

Seconded: JG

In favour: unanimous

b) To approve any cheque payments

Proposed: SAJ

Seconded: AA

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	207.18	

		Bank Payments		
--	--	----------------------	--	--

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				

- c) **To approve** increasing the number of bank signatories for the GPC bank account
It was resolved to add the following Cllrs to the bank signatory list Cllrs Jones, Cllr Vickers and Cllr Abbs.
Proposed: BD
Seconded: KN
In favour: unanimous
- d) **To approve** the increased pay rise for the Clerk, as per GMB Guidelines (attached) for SCP32
Proposed: TV
Seconded: KN
In favour: Unanimous
- e) **To consider** Membership of the Community council for Berkshire
Clerk to investigate the governance of this organisation and the scope and benefits to our Parish and report back at next meeting

79 Planning and Licensing

- a) **To consider** all planning and licensing applications received up to the date of the meeting.
In view of the fact that we now have a planning committee, TV explained that the issues to consider concerned only Tree Preservation Orders and issues that could be discussed at the planning committee for presentation to the next Full Council meeting.

Proposed: SJ
Seconded: MG
In favour: unanimous

- b) **To approve** Councillor membership of the GPC Planning Committee
Membership to comprise of SJ, TV, AA, PB, KN, AF, BD

Proposed: TV
Seconded: JG
In favour: Unanimous

- c) **To approve** Planning committee meeting dates

There was some discussions about holding the meetings only on a Wednesday. It was suggested that the reason was that the Clerk was only available on a Wednesday. In view of the fact that the Clerk's role would primarily be to take the minutes, it was proposed that

1. It was an unnecessary cost for the Clerk to attend on a regular basis
2. A member of the committee could take the minutes
3. The first meeting would be held on 30th August as proposed and that

meeting dates would be agreed on a meeting by meeting basis.

Proposed: TV
Seconded: SJ
In favour: unanimous

- d) **To approve** Terms of Reference for Sandlesford Park joint Working Group.

It was proposed that we adopt the Newbury Town Council Proposal and that the selection of the three members to represent GPC be made by the Planning & Highways Committee at its first meeting.

Proposed: TV
Seconded: BD
In favour: unanimous

80 Community Engagement

- a) **To receive** a report from the Community Engagement Working Group
MG provided a report on the Community Engagement activity plan.
- b) **To consider** a Health and Safety plan for the Battles Over event (End of WW1) – Clerk to speak to Andrew Hawthorn

81 Control Tower

- a) **To receive** a report from the Chairman of the Control Tower Committee
JG said that progress to date was encouraging and asked that the Control Tower Company present a confidential financial review at the next full council meeting. SJ undertook to make sure this was available.
The Council asked JG to get a definitive list of issues relating to the building that need addressing.
- b) **To approve** the installation of extra waste bins outside the Control Tower
BD is pursuing this
- c) **To consider** moving the GPC office to the Control Tower
On the face of it this could give the council a significant cost saving over the current office arrangements. The Clerk has said that she would be happy to move the offices (the previous clerk was reticent). GP said that we need a very clear lone working policy if the building was to only be occupied by the Clerk at times – particularly in view of the remote location and a paper is required for consideration at the next full council meeting.
- d) **To consider** the Control tower becoming a Heritage Asset
This is not appropriate as it is a Grade 2 listed building anyway. Remove from agenda
- e) **To consider** improvement to the Lightning protection scheme
At the last full council meeting JG was asked to Liaise with the Clerk to ensure this money was both budgeted and available. He confirmed that this indeed was the case and proposed that we instruct the contractors to improve the building protection at the earliest possible opportunity. The cost quoted was £1875 + VAT
Proposed: JG

Seconded: KN

In favour: 9

1 Abstention

82 Staffing and Training

- a. **To consider** opportunities for Councillor Training

83 Governance

- a. **To consider** outstanding Members register of Interest 2018/19 (CA, BD, SAJ, GP, JSH)
BD said that he has already done this. Council members asked that the Clerk check again that these are not in the office – and if not send a copy of the last declaration the Councillors made (for the last financial year)

84 Services

JSH pointed out via email that some of these items ((b) and (d)) were not procedurally correct and the Councillors present unanimously agreed.

- a) **To consider** options for reviewing, redesign and Maintenance of the GPC website, including a demo of responsive website
AA presented a demonstration website which his colleagues had constructed on a pro bono basis for the council. The unanimous view was that it was a significant improvement and great place to start on the website redesign.
- b) **To approve** implementation of the new website, without any costs to GPC
As any implementation may impact on other costs the council incurs and contractual arrangements the council has, this was inappropriate to discuss at this point.
- c) **To approve** the election of members to oversee final update
The Clerk is requested to contact all the councillors to gauge who would like to be involved in approving and shaping the final design. SJ said that AF is a specialist in user experience and has expressed a desire to be involved.
- d) **To approve** training for Parish clerk on how to update in CMS
As there are cost implications this is not appropriate to discuss until a final proposal is made and agreed on how the website will be managed and maintained.
- e) **To consider** the maintenance and hosting of the new website
AA said that he would construct a technical brief for this work and would also ask our current web company (Brian Burgess) and JSH to input. When this is completed we will tender any required work and hosting to ensure best value.

85 Health and Safety

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

For information only – no decisions can be taken.

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.