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## **Minutes of Greenham Parish Council held at 7.30 pm on 10<sup>th</sup> October 2018 at St. Mary's Church, Greenham**

### **Present:**

Cllr Martin Griffiths (MG)  
Cllr Billy Drummond (BD)  
Cllr Adrian Abbs (AA)  
Cllr Jonathan Gage (JG)  
Cllr Ken Neal (KN)  
Cllr Swift-Hook (JSH)

### **In attendance:**

Clerk  
Janine Westropp  
James Page

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### **GPC Full Council meeting**

#### **19:34 Meeting start**

#### **105 Vote of Chair for the meeting**

It was required to take a vote to appoint a chair as neither the Chair or Vice chair were present at this meeting

JSH volunteered to chair the meeting and a vote was taken

#### **Proposed:BD**

#### **Seconded: JG**

All in favour to appoint JSH to chair the meeting

#### **106 Apologies for Absence**

Cllr Sally Ann Jay (SAJ) – Work Commitment  
Cllr Tony Vickers (TV) - Holiday  
Cllr Steve Jones (SJ) – Work Commitment  
Cllr Balu Sudra (BS) – Work Commitment  
Cllr Phil Barnett (PB) - Holiday  
Cllr Gary Puffett (GP) – Work Commitment  
Cllr Alana Finn (AF) – Illness  
Cllr Chris Austin (CA) – Family Commitment

**107 Declarations of Interest, Statements of Position and Dispensations,**

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

BD – Director of Greenham Business Park and Greenham and Crookham commons commission (GCCC) West Berkshire Councillor, Newbury Ramblers

AA- Lives next door to one of the planning apps, so has declared a Personal interest

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

KN – Greenham and Crookham commission (GCCC)

JSH – Member of Newbury Town Council and Greenham and Crookham commission (GCCC)

**108 Approval of Minutes of Full Council Meeting held on Wednesday 12th September 2018**

**Proposed: BD**

**Seconded: AA**

**All in favour**

**109 Chairman’s Report**

*Report and other urgent matters not on the agenda (for information only).*

**Nothing to report**

**110 Clerk’s Report**

*Report, matters arising, other urgent correspondence not on the agenda (for information only).*

**Nothing to report**

JSH asked to move section 10 forward to allow the public to comment on 10B

**111 Control Tower**

**a) To receive a report from the Chairman of the Control Tower Committee**

Lightning protection has been completed and the bill has been received. Some snagging work has also been carried out. The invoice will be paid in November 2018.

AA – Questioned Control Tower Funding. This discussion has been postponed until November

JG – Explained the Control tower budget, 10,000 from GPC to control Tower. £4000 last year, £6000 in 2018. This year £8000 has been budgeted. Next year is £6000 from GPC.

JSH – In summary just over £11,000 has been transferred from GPC to the Control Tower (Dream Scheme, restricted reserves have been released) to match fund the Heritage lottery fund money for the Control Tower. Clerk is to clarify with JSH what exactly is left in the budget and how this would be spent.

JSH congratulated the Control Tower Team

**b) To consider offering the Control Tower as a location for the war memorial**

Janine Westropp outlined the plan for moving the memorial to the Control Tower. Cost of moving would be appx £2600, British Legion is unable to fund the project completely.

GPC would need to grant the permission for the memorial to be moved.

The memorial commemorates the air crash in Greenham 1944 (glider memorial). There is a service every year on the 12<sup>th</sup> December that is linked to this memorial.

The Clerk read out the proposal received from Janine Westropp

JSH – Supports the move but would like to clarify how GPC can be involved. The land around the control tower is controlled by Greenham Control Tower Ltd

AA – Asked for clarification of Control Tower lease with GPC

JG – Greenham Control Tower would need to approve the use but this depends on what is scoped in the lease.

The Royal British Legion and Greenham Common Trust have agreed that the memorial can be moved.

KN – Highlighted the need for listed building consent as the Control tower is a listed building.

Approval of the relocation of war memorial

**Proposed: JSH**

**Seconded: KN**

**All in favour**

AA – Would like a proper estimate of the costs before a contribution is approved

GPC agrees in principle that a contribution could be made to the Relocation of war memorial

**Proposed: JSH**

**Seconded: JG**

**All in favour**

20:15. Janine Westropp left the meeting

- c) **To Approve** moving costs, of not more than £200 to move GPC office from GBP to the Control tower

AA – can the expenditure be approved with a caveat that a lone working policy needs to be approved before a move can take place?

KN - Move needs to be checked that it's a legal move. Legal aspects need to be investigated prior to the move

JG – Confirmed the rental amount for the room in the control tower

JSH – Money could come from the office rent budget – There will be savings made from move

Proposal in principal agreed, subject to lone working policy and risk assessment being agreed - Clerk to check for next meeting in November.

**Proposed: KN**

**Seconded: AA**

**All in favour**

- d) **To Consider** GCTL room Hire Agreement

AA – to check the room hire agreement and report at next meeting November

Planning item 3 brought forward to enable the parishioner to speak.

James Page is the applicant for this application – he presented the application and explained the changes to the property.

One of the Garages is a therapy room – converted 12 years ago

JSH read email from neighbour at number 5 Lower Farm Court who is objecting to the application.

James Page – responded to the email comments

AA – Explained the parking logistics of the site

KN – Explained that Usual planning application is that vehicles can leave in a forward and backward way, which is possible with this application. Suggested approval subject to access being agreed

**Proposed – KN**

**Seconded – MG**

**Three in favour**

**Three abstentions - AA**

## 112 Planning and Licensing -

JSH asked to move this section forward to allow the public to comment on application 3

### a) To consider all planning and licensing applications

1	<p>Leapt House Overbridge Square Hambridge Lane Newbury Berkshire RG14 5UX</p> <p>Approval of details reserved by condition 4: Noise and 5: Construction Method Statement, of planning permission 17/00334/FULD</p>	<p><a href="#">18/02298/COND1</a></p> <p>Deadline for consultation passed 21 Sep. This is about Construction Management Plan for conversion of offices to flats at Overbridge Square.</p> <p><b>Proposed – AA</b></p> <p><b>Seconded – KN</b></p> <p><b>JG abstained</b></p>
2	<p>Hermitage Glass and Diamond Windows Express Way Newbury Berkshire RG14 5TX</p> <p>Outline application for B8 Commercial Unit. Matters to be considered: Access and Layout</p>	<p><a href="#">18/02432/OUT</a></p> <p>Outline application for change of use to B8 (warehouse for glass &amp; windows supplier) 200m from Overbridge Sq off Hambridge Lane.</p> <p><b>No Objection</b></p> <p><b>Proposed KN</b></p> <p><b>Seconded MG</b></p> <p><b>All in favour</b></p>
3	<p>1 Lower Farm Court Hambridge Lane Newbury Berkshire RG14 5TH</p> <p>Proposed single storey building within the rear garden</p>	<p><a href="#">18/01315/HOUSE</a></p> <p>Lower Farm Court. Deadline for comments is 17 Oct.</p> <p><b>No objection -</b></p> <p><b>Proposed – KN</b></p> <p><b>Seconded – MG</b></p> <p><b>Three in favour</b></p> <p><b>Three abstentions</b></p> <p><b>AA</b></p>
4	<p>Newbury Retail Park Pinchington Lane Newbury Berkshire RG14 7HU</p> <p>Section 73 - Variation of Condition 7 of planning permission 142802 to allow the sale of food from unit 9</p>	<p><a href="#">18/02478/COMIND</a></p> <p>Homebase at Newbury Retain Park, Pinchington Lane, want permission to sell 'food' from their premises</p> <p><b>Proposed - KN</b></p>

		<b>Seconder: AA</b> <b>All in favour</b>
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- a) **To consider** contacting St Gabriel's to discuss a footpath option as part of the Sandleford development.  
AA -Has already contacted St Gabriel's regarding the site for a footpath  
JSH - Doesn't see a problem with the plan in principle  
JSH - Would like to propose that the Clerk and AA speak to St Gabriel's school about this option.  
BD – Tony Vickers is a member of the Ramblers association, so he could be contacted  
Clerk to check the exact name of the Planning and Highways committee.

### 113 Public Session

No request to speak from members of the Public

### 114 Finance

- a) **To approve** GPC Cashbook Quarter vs Actual (Q2) report

JSH would like to speak to the Clerk about the finances and the budget with the clerk so this budget cannot be approved at this meeting.

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

**Proposed: JG**  
**Seconded: MG**  
**All in favour**

Explained the CAB donation  
PB needs to sign his expenses form when Clerk hands over the Cheque payment

*Greenham Parish Council  
Schedule of Cheque and Bank Payments*

**10th October 2018**

### 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>
10/10/2018	Mileage	Phil Barnett	67.50	1641
31/08/20108	Payroll	Clere Bookkeeping	18.00	1642
10/09/20108	Rent	Greenham business Park	480.00	1643
24/09/2018	Membership fees	SLCC	165.00	1644
31/08/2018	Salary Month 5	Lisa Blake	1312.96	1645
31/08/2018	Month 5	HMRC	647.01	1646
10/10/2018	Citizens Advice Bureau Grant	The Good Exchange	3000.00	1647
10/10/2018	External Auditor Fee	PKF Littlejohn	480.00	1648

30/09/2018	Payroll	Clere Bookkeeping	18.00	1649
24/09/2018	Purchase of laptop	AO.com	449.00	1650
		<b>Sub-Total GPC Current Account payments</b>	6637.47	

## 2. Bank Payments – GPC Current Account (1<sup>st</sup> July – 31<sup>st</sup> July 2018)

Trans Date	Trans Ref	Payee	Amount	Trans Type
16/08/2018	147478331	Southern Electric	17.81	DD
22/10/2018	420 08897	PWLB	901.99	DD
		<b>Sub-total GPC Current Account Bank Payments</b>	919.80	

## 3. Cheque Payments – Control Tower Account

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

## 4. Bank Payments – Control Tower Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No

## 5. Payments out – Deposit Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
NONE				

Cheque number 1651 for £432 written to Bullfinch for Brazier, approved at meeting 12<sup>th</sup> September Invoice received after schedule was finalised but the invoice must be paid this week. To be included in next month's schedule.

N.B Amount approved was £425 but that the figure including VAT is actually £432, figure is £7 over

c) **To consider** Membership of the Community council for Berkshire  
In light of GPC applying to become a funder through the Good Exchange, then the community council can apply through the Good Exchange. Check the actual membership benefits to GPC.

d) **To consider** WBDC Library Contribution – Suggested donation of £1 per parishioner  
Discussion around library funding  
GPC would like to reject the proposal

**Proposed: AA**  
**Seconded: JSH**

**Four in favour**  
**1 Abstention – MG**  
**1 Against – KN**

e) **To consider** application for Funding from the Newbury Corn Exchange – S137 Grant has been sent  
BD can't comment on this proposal as a director the Greenham Trust

Application within GPC £1000. Approved.

**Proposer: AA**  
**Seconded: JSH**

**Four in favour**  
**Two Abstentions**

f) **To approve** the purchase of MS office 365 at a cost of no more than £100

Clerk to speak to AA re Per Year cost

**Proposed: JSH**  
**Seconded: BD**  
**All in favour**

g) **To approve** the payment of SLCC Membership costs of £165

**Proposed: JSH**  
**Seconded: MG**  
**All in favour**

h) **To consider** Greenham Parish Council becoming a Good Exchange funder

BD – Declared an interest

JSH – Outlined two major advantages:

- 1) Funding is matched
- 2) Standard application form is filled in by Organisations requesting funding

KN – Asked if it precluded GPC from making grants outside of the Good Exchange

JSH – Doesn't think this is the case. There is a charge made to the applicant by the Good Exchange, 5% is charged as commission which is an industry standard charge.

JG – Questioned how small grants would be processed

JSH – Clarified that GPC still take the ultimate decision on Funding

**Proposed: KN**  
**Seconded: AA**  
**All in favour**  
**1 Abstention**

- i) **To approve** PKF Littlejohn's Payment

**Proposed: BD**  
**Seconded: MG**  
**All in favour**

- j) **To approve the closure of Control tower bank account ending in 168**

**Proposed: AA**  
**Seconded: KN**

**All in favour**

## **115 Community Engagement**

- a. **To receive** a report from the Community Engagement Working Group  
MG – Battle's over ceremony. Additional insurance costs to be clarified by the Clerk.  
additional costs.

Proposal to extend meeting to 10:15pm

**Proposed: AA**  
**Seconded: MG**  
**All in favour**

- b. **To approve** a Risk Assessment plan for the Battles Over event (End of WW1)  
To be deferred to the next meeting but responsibility can be delegated to the Clerk and GP/JG. Clerk to send to all members when it has been amended. Clerk highlighted that the Risk Assessment would need to be approved prior to the next Full council meeting as the event is planned to take place on the 11<sup>th</sup> November and the next meeting is on the 14<sup>th</sup> November.

**Proposed: KN**  
**Seconded: BD**  
**All in favour**

- c. **To approve** a GPC Battle's over event to be held at the Control Tower  
Clerk to check with Tom re car park opening  
Clerk to report to Greenham Crookham Common re the event

**Proposed: AA**  
**Seconded: JG**  
**All in favour**

- d. **To approve** purchase of Flo Gas cylinder for use with Gas Fuelled beacon at a cost of no more than £100

**Proposed: MG**  
**Seconded: BD**  
**All in favour**

## **116 Staffing and Training**

- a. **To consider** opportunities for Councillor Planning Training  
Clerk to notify MG and KN when planning training dates are known from HALC



## 117 Services

- a) **To consider** website hosting quotes  
Discussion around website hosting variations  
Clerk to widen scope of search for hosting companies to compare the quote to outside local  
Clerk to check Newbury Internet services charges per year  
Deferred pending further enquiries
- b) **To consider** maintenance of Green Gym Equipment  
BD – Previous funding for Green Gym. WBDC would like Greenham to take ownership of the Green Gym.  
Need costs of maintaining the equipment – Clerk to check maintenance costs  
JSH suggested a check on the equipment to make sure there are not big maintenance issues with the equipment  
Deferred until more information from BD
- c) **To consider** the replacement of posts at Stroud Green with Bunds/Trench  
BD – Clarified what a bund or trench is  
AA – Would prefer a trench  
BD - £60K or £70K. WBDC are looking for a contribution toward this work  
JSH – clarified that Stroud Green is common land

**Proposed: KN**

**Seconder: BD**

**Resolved:** Unanimously that GPC will make a contribution to the cost of installing a ditch /bund around Stroud Green, amount to be defined at a later date

**All in favour**

## 118 Other items for information or for inclusion on a future Agenda

*For information only – no decisions can be taken.*

KN - is involved in this conference and asked if other members would like to attend

AA – asked if there were options to speak at the conference

Meeting closed at 22:20