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**MINUTES OF THE MEETING OF GREENHAM PARISH COUNCIL HELD IN ST MARY'S CHURCH HALL, GREENHAM ON 14<sup>th</sup> DECEMBER 2016 AT 7.30PM**

**Present:**

Cllr P Barnett	Cllr C Austin
Cllr A Agutter	Cllr M Thomas
Cllr J Swift-Hook	Cllr P Hay
Cllr P Inman	Cllr J Gage
Cllr L Middlemiss	Cllr P Walter

R A Chester, Clerk of the Council

**In attendance:**

1 member of the public  
1 Press Representative

**Apologies were received from:**

Cllr G Puffett  
Cllr B Sudra

**1. Apologies for Absence**

- a. Apologies were noted as above.

**2. Declarations of Interest, Statements of Position and Dispensations.**

- i. Cllr Julian Swift-Hook declared that: "Any views that I may express about planning matters and other business before this Council tonight are in my capacity as a member of *this* Council (Greenham Parish) and are based on the information before me tonight. If and when I consider any of the items at any future time in my capacity as a member of Newbury Town Council, I will consider each item on its merits at that time, taking full account of all the facts and information which are put before me at that time, as a result of which **I may well form a different view from any view I may express tonight**", adding that I would like to make clear that my use of computer equipment during the meeting is to enable me to access information about the business in front of this meeting.

**3. Welcome to new Councillors**

- a. Following elections held 1<sup>st</sup> December 2016, Cllrs Middlemiss and Walter were formally welcomed by the Chairman. Both Councillors read their respective Declarations of Acceptance of Office, whereupon they were signed by the respective newly accepted Councillors and countersigned by the Clerk.

**4. Minutes of the Meeting held 9<sup>th</sup> November 2016.**

- a. The Minutes of the Meeting were proposed by Cllr A Agutter, seconded by Cllr C Austin and unanimously approved, and were signed by the Chair.

**5. Resolutions**

- a. A Freedom of Information request Mr Brian Radford for copies of resignation emails/correspondence of Councillors covering the year to October 2016 and details of the three misconduct complaints passed to West Berkshire Council and the outcome.
- i. At this point it was proposed to defer this item until the end of regular Council business by Cllr Swift-Hook, seconded by Cllr Walter and passed unanimously to exclude the public and press under Article 1 (2) of the Public Bodies admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

## **6. Matters to Report**

- a. Matters arising
  - i. Nomination for the GPC representative on the Charity of Mrs Mabel Luke – Cllr P Hay requested further details before considering the role.
  - ii. Salt bins update (by Cllr J Gage), circulated separately – see item below.
- b. Correspondence
  - i. Sandbag policy
  - ii. Speed limit review
  - iii. Library Service Review
  - iv. Detect Fire & Security- Control Tower installation
  - v. Street Names- Racecourse East

## **7. Public Session**

- a. Mr Ray Beard, a resident from the David Wilson Racecourse development updated the Council of developments since the November meeting... He reported the bollards being out of action due to damage, resulting in more instances of excessive speed; traffic calming measures are under consideration. Newbury Racecourse are anxious to resolve this matter and are in discussion with both Nuffield (the Health and Fitness Centre), in an attempt to limit “rat running” and West Berks Council regarding apparent non-enforcement of planning restrictions. It was reported that the Highways Department of West Berks Council are holding back adoption of roads until the bollards situation has been resolved. It was noted that Cllr Thomas has already become involved in this matter, and Cllr Inman indicated his intention to become involved. A formal request to meet representatives of Newbury Racecourse by Greenham Parish Council was proposed by Cllr Barnett, seconded by Cllr Austin and passed unanimously. The Chairman thanked Mr Beard for his clear report and for his positive intervention in this matter.

## **8. Control Tower Committee Report.**

- a. Cllr Gage outlined the proposed format for the public consultation presented to the Control Tower Committee at the meeting held immediately prior. This format is a “work in progress” which will be further developed as the specific requirements of the consultation are finalised.
- b. It was noted that Jayne Kirk of BALC who carry responsibility for initial recommendation of the refurbishment loan for approval had requested visiting the Control Tower and meeting with the Committee as soon as possible to determine further information required to support the application.
- c. Quotations had been sought for the repairs identified as urgently required to secure the building through the winter but that, to date, only one response had been received. Due to the urgency, and acknowledging Financial Regulations it was decided to give the Control Tower Committee authority to spend up to £1,500 without recourse to effect these necessary repairs. Proposed by Cllr Swift-Hook, seconded by Cllr Inman and passed unanimously
- d. Cllr Walter commented that the Loan Application referred to a precept increase of 17% to cover the repayment, noting that the schedule of repayments referred to in the Council website was for a lesser amount than £10,000 per annum. An explanation as to how the figures had been calculated would be provided by the Chairman... It was accepted that the council never resolved to increase the annual precept to pay for repayments of the proposed PWLB loan (reference: 2016 minutes, particularly the minutes of the March and August meetings). An action was agreed to modify the website to reflect this - i.e. by removing reference to "by increasing the parish precept by around 17% "

## **9. Internal Governance Report**

- a. Media Policy
  - i. It was noted that Standing Orders do not contain a media policy, although guidelines exist with regard to social media channels. Until such time as a formal proposal is agreed to extend Standing Orders, all communications with the press and-or public require approval by at least a quorum of Councillors. Cllrs Swift-Hook and Middlemiss undertook to prepare and present a media policy to augment Standing Orders. It was noted that in any communication, where the individual was expressing a view not

endorsed by the Council this fact must be unequivocally stated.

- b. Training Policy
  - i. Greenham Parish Council regards training of Councillors as being essential to good governance and meeting parishioner's expectations. All booking to BALC courses should be routed via the Clerk.
- c. It was noted that copies of the Good Councillor Guide were available from the Parish Office.

## 10. Replenishment of Salt Bins

- a. Cllr Gage presented a proposal for the regular replenishment of salt bins. After discussion of the options, Cllr Middlemiss proposed, Cllr Inman seconded that the process should be outsourced, with the provider either distributing salt acquired by Greenham Parish Council or a fully outsourced supply and distribute operation. Consideration is to be given in contractual arrangements to ensure as far as is reasonable that use of salt is not abused. The proposal was unanimously accepted. It was further agreed that the contact phone number displayed on salt bins would be owned by Greenham Parish Council but re-directed to the supplier selected.

## 11. Planning & Licensing

Planning applications - December 2016

Number	Applicant	detail	GPC resp	prop	sec	abstain
16/02657/FUL	Tesco Stores	Installation of Pumphouse	NOISE	Cllr Walter	Cllr Thomas	
16/03115/FUL	N'bury R'course	Change parking bays surface	none	Cllr Austin	Cllr Walter	Cllr Inman
16/03196/HOUSE	Mr & Mrs Starrs	Single & 2 storey ext (adj)	none	Cllr Middlemiss	Cllr Austin	
16/03199/HOUSE	John Bennett	raise roof to provide en-suite	none	Cllr Middlemiss	Cllr Gage	
16/03198/HOUSE	John Bennett	replace flat roof with pitched	none	Cllr Middlemiss	Cllr Gage	
16/02690/LBC2	Big Group	remove and replace partitions (adj)	none	Cllr Austin	Cllr Hay	
16/02698/LBC2	Big Group	Repointing and repairs (adj)	none	Cllr Austin	Cllr Hay	
16/03039/HOUSE	David Batty	Proposed car port (adj)	none	Cllr Austin	Cllr Barnett	
16/03138/ADV	CSS recycling	2nd Fascia	none	Cllr Austin	Cllr Hay	

A planning application from Bloor Homes (16/03309/OUTMAJ) for a revised Sandleford Park development of 1000 homes had been submitted. As the objections relating to this are essentially identical to the previous applications, it was decided that Cllr Agutter review the plans held in the Parish Office to confirm the Council's position of objection to this application, making any appropriate changes to the reasons given for that decision.

## 12. Finance & Accounts for payment

- a. The following accounts were presented for payment:

		£	
09/12/2016	Greenham Business Park	23810	480.00
16/11/2016	BT TH16904126Q0007		76.32 DD
27/11/2016	BT 17016815Q008		127.51 DD
16/11/2016	Southern Electric 147478331		10.60 DD
16/11/2016	Sage Software HAHDDN8		6.00 DD
10/11/2016	E.ON 014635463780A		25.07 DD
30/11/2016	Newbury Internet Services	740	960.00
06/12/2016	CPL (CT Oil)	7273379	597.71
30/11/2016	Sundog Grounds Maintenance	2152	154.00
	BAL10105, CIC		
01/12/2016	BALC books and training 20050,		128.00
14/12/2016	Newbury Weekly News Over 80s S137		250.00
14/12/2016	P Barnett travel expenses		54.45
14/12/2016	Citizens Advice Bureau S137		1000.00

14/12/2016	Roger Chester M9 salary	1014.19
14/12/2016	HMRC M9 deductions	<u>307.73</u>
		£ <u>5191.58</u>

- b. The payments list was proposed by Cllr Austin and seconded by Cllr Walter and passed unanimously.
- c. The cash book and related supporting schedules up to 30 November 2016 had been circulated to members.

13. Cllr Agutter left the meeting at 10.10pm

#### **14. Staffing Committee**

- a. Cllr Swift-Hook was proposed as a member of the Staffing Committee by Cllr Walter and seconded by Cllr Middlemiss. The proposal was unanimously approved.
- b. Cllr Inman was proposed as a member of the Staffing Committee by Cllr Swift-Hook and seconded by Cllr Walter. The proposal was unanimously approved.
- c. The Clerk advised that despite having summarily resigned, he was prepared to re-consider subject to external mediation, offered by BALC. The Chairman has agreed to this condition.

#### **15. Any other items of information, or to be included on the Agenda for the next meeting.**

- a. Cllr Inman put himself forward to assist in the development of revised Internal Governance.
- b. Cllr Gage reported over-flowing recycling bins at Tesco potentially creating a health hazard.
- c. Cllr Austin announced a proposed visit by English Heritage to Greenham Common Trust.
- d. Cllr Barnett announced receiving the resignation of Mrs Teresa King. Cllr Walter proposed, Cllr Gage seconding, a vote of thanks for Mrs King's long and exemplary service as a Greenham Parish Councillor – this proposal being unanimously endorsed.
- e. Cllr Hay noted that the next scheduled meeting of the Newbury Vision initiative, at which she is the Council's representative presented a diary conflict with the January meeting...

#### **16. Confidential Business**

It was proposed by Cllr Swift-Hook, seconded by Cllr Walter and passed unanimously that the public and press be excluded from the meeting under Article 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

#### **17. Freedom of Information request**

Members considered a Freedom of Information request from a freelance journalist. Members reiterated their commitment to openness and transparency where possible while noting the obligations placed on the Council regarding the protection of personal data by the Data Protection Act. The clerk was directed to investigate members' concerns about the inappropriate release of personal data.

#### **18. The meeting closed at 11.10pm**