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MINUTES of the meeting of Greenham Parish Council
held at St Marys Church Hall, Greenham
on Wednesday 8th February 2017 at 7.30pm

Present:

Gary Puffett	Meg Thomas
Paul Walter	Billy Drummond
Jon Gage	Paul Inman
Julian Swift-Hook (Chair)	Phil Barnett (left 20:40)

1. APOLOGIES FOR ABSENCE

Apologies were received from: Balu Sudra, Pragna Hay, Chris Austin, Lindsey Middlemiss

2. DECLARATIONS OF INTEREST

Cllr Jon Gage declared that he works for a company that owns land in the parish.
Cllr Julian Swift-Hook declared that he is also a member of Newbury Town Council.
Cllr Billy Drummond declared that he is also a member of West Berkshire Council.

3. STAFFING MATTERS

- a) **Proposed:** Cllr Julian Swift-Hook
Seconded: Cllr Chris Austin
Resolved: That Vice Chairman Chris Austin be Acting Proper Officer and that Chairman Julian Swift-Hook be Acting RFO until such a time that a locum or permanent clerk is in post. In the event that a locum clerk or permanent clerk is appointed and subsequently resigns then Cllrs Swift-Hook and Austin should resume their Acting roles until another locum clerk or permanent clerk is appointed.

4. APPROVAL OF MINUTES

- a) **Proposed:** Cllr Gary Puffett
Seconded: Cllr Paul Walter
Resolved: At Minute 10, to delete the sentence "Cllr Swift-Hook was happy to let someone else take his place in light of his increased workload as Chairman."
Resolved *nem con.*
- b) **Proposed:** Cllr Gary Puffett
Seconded: Cllr Paul Walter
Resolved: At Minute 11(e), to replace "to borrow the full £150,000" with "to borrow money to fund the project".
Resolved *nem con.*

- c) **Proposed:** Cllr Gary Puffett
Seconded: Cllr Paul Walter
Resolved: At Minute 12(b), to insert the sentence “A discussion also took place regarding the availability of information regarding the CT project requested by the former chair of the CTC. Cllr Puffett stated that the former chair had requested details of the project during his tenure and had not received all of the information asked for. Cllr Jon Gage confirmed that the information was present in January in the parish office.”
Resolved *nem con.*

Due to the extent of the corrections, these minutes will be signed by the Chairman at the next meeting.

5. CHAIRMAN’S REPORT

Our Locum clerk resigned after four days because she was unable to reschedule other permanent work commitments for a temporary assignment at Greenham Parish Council.

Suite 23 - The Chair will ask Cllr Austin to sign the new contract as resolved at the last meeting.

New warding/boundary review: Closing date is 10th April. It will be brought to the March council meeting.

Action: Cllr Swift-Hook will arrange to put something on the website about this.

6. PUBLIC SESSION

There were no members of the public present. The council would welcome members of the public and representatives of organisations that serve Greenham at our meetings. When we have a new clerk we will ask the clerk to actively invite potential attendees.

7. PLANNING AND LICENSING

The following planning applications were considered:

16/03626/FUL and 17/00039/FUL
Unit 7 Newbury Retail Park (neighbouring parish).
Mezzanine floor and 16 addition parking spaces.

Proposed: Cllr Paul Walter
Seconded: Cllr Paul Inman
Resolved: No objection
Resolved *nem con.* Cllr Gage declared an interest, did not take part in the discussion and abstained.

17/00170/HOUSE
3 Goodwood Way - rear extension

Proposed: Cllr Paul Inman
Seconded: Cllr Gary Puffett
Resolved: No objection
Resolved *nem con.* Cllr Barnett declared an interest, did not take part in the discussion and abstained.

17/00076/TPC
Carruthers Court trees

Proposed: Cllr Paul Walter
Seconded: Cllr Jon Gage
Resolved: No objection; Council recognises that pollarding is an important part of

environmental management but wants to ensure we maintain healthy mature trees.

Resolved *nem con*. Cllr Inman declared an interest, did not take part in the discussion and abstained.

The council was warned that an application for a primary school at Sandleford will need to be considered at the next meeting.

8. MEDIA AND COMMUNICATION POLICY

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Billy Drummond

Resolved: a) Insertion of "if possible" at the beginning of 6.3.3 and "as to" between "given" and "whether" in 5.2.6.
b) that the draft Media and Communications Policy as amended be adopted by Council.
c) That Cllr Lindsey Middlemiss be thanked for her work in preparing the document.

9. GOVERNANCE WORKING GROUP

Proposed: Cllr Paul Inman

Seconded: Cllr Meg Thomas

Resolved: a) That the proposed Terms of Reference be adopted.
b) That Cllr Walter joins Cllrs Puffett and Inman as members of the Working Group.
Resolved unanimously.

10. FINANCE

a) Having received an explanatory schedule, Cllr Swift-Hook confirmed that the additional payment to the former Clerk was for unused paid leave.

Proposed: Cllr Paul Walter

Seconded: Cllr Paul Inman

Resolved: That the cheque payment of £1441.55 to the former Clerk be authorised (#1430).

Cllr Billy Drummond abstained.

b) Authorisation of cheque payments:

HMRC Deductions ref Clerk's salary (Month 10) - £488.24 (#1429)

HMRC Deductions underpaid in Months 1 and 2 (inc interest of £3.79) - £291.58 (#1428)

Charlotte Booth locum clerk - £180.00 (#1431)

JGP resourcing - £690.00 (#1432)

SLCC advertising - £210.00 (#1433)

Greenham Parochial Church Council - £150.00 (#1435)

Sundog Grounds Maintenance - £154.00 (#1436)

Proposed: Cllr Paul Walter

Seconded: Cllr Meg Thomas

Resolved: That the cheque payments be authorised. Resolved unanimously.

c) Grant funding requests:

Proposed: Cllr Billy Drummond

Seconded: Cllr Gary Puffett

Resolved: a) To award a grant of £200 to Berkshire Vision
b) To authorise the cheque payment (#1437)
Resolved unanimously.

11. CONTROL TOWER

Chairman of the Control Tower Committee Cllr Jon Gage gave a verbal report to the meeting.

The Council has received a request for further information regarding the disposition of the grant awarded to the Council in 2013. Council considered a draft response. Cllr Gary Puffett expressed general concerns about the response.

- a) **Proposed:** Cllr Paul Walter
Seconded: Cllr Jon Gage
Resolved: That in paragraph D3, the sentence "All the asbestos has been removed" be changed to "Extensive work has been done to remove asbestos".
Resolved *nem con.* Cllr Gary Puffett abstained.
- b) **Proposed:** Cllr Paul Walter
Seconded: Cllr Paul Inman
Resolved: That Cllr Swift-Hook and Cllr Gage be authorised to sign the letter on behalf of the Council.
Cllr Gary Puffett voted against.
- c) **Proposed:** Cllr Paul Walter
Seconded: Cllr Billy Drummond
Resolved: That Cllr Swift-Hook and Cllr Gage be authorised to meet with SIB on behalf of the Council if/as necessary to agree next steps.
Resolved *nem con.* Cllr Gary Puffett abstained.
- d) **Terms of Reference:**
- Proposed:** Cllr Jon Gage
Seconded: Cllr Paul Inman
Resolved: That the proposed revised Terms of Reference be amended by inserting "in excess of £1,000 + VAT" between "expenditure" and "will" in paragraph 3 of the section headed "Governance".
Resolved *nem con.* Cllr Gary Puffett abstained.
- Proposed:** Cllr Jon Gage
Seconded: Cllr Billy Drummond
Resolved: That the proposed Terms of Reference as amended be adopted.
Resolved *nem con.* Cllr Gary Puffett abstained.

Having adopted the amended Terms of Reference, two substitute members needed to be appointed. The current full members of the Control Tower Committee are confirmed as: Cllr Jon Gage, Cllr Gary Puffett, Cllr Meg Thomas, Cllr Lindsey Middlemiss, ~~Cllr Balu Sarda~~ Cllr Paul Walter, Cllr Chris Austin (*ex officio*), Cllr Julian Swift-Hook (*ex officio*).

- Proposed:** Cllr Julian Swift-Hook
Seconded: Cllr Jon Gage
Resolved: That in addition to the full members listed, Cllr Paul Inman and Cllr Billy Drummond be Named Substitutes on the Control Tower Committee.
Resolved unanimously.
- e) **Other matters reported by Cllr Gage**
Concerns re: buy-back provisions: Informal reassurances have been received via email from the solicitor at Horsey Lightly who acted for the Council in the purchase of the Control Tower indicating that the buy-back provisions cannot be triggered until the refurbishment is complete. A formal written advice would cost £500 +VAT.

Public consultation: Cllr Middlemiss has drafted a communications plan including consultation. Consultation cost is estimated to be £550. A response from BALC is awaited.

The opening of the separate bank account for the project is in hand.

The urgent repairs previously agreed have been started.

Project Manager - job specification should be finalised at the next Control Tower Committee meeting.

Cllrs Gage and Swift-Hook met informally with representatives of Greenham Common Trust on Tuesday 7th February 2017 to provide an update on the project.

The next Control Tower Committee meeting is on 15th February 2017.

12. RACECOURSE ROAD BOLLARDS AND BUS SHELTERS

A meeting is to be arranged with the Head of Operations at the Racecourse and David Wilson Homes representative. The Council has been asked to adopt five bus shelters on the Racecourse estate. Cllr Inman will get an understanding of cost and bring this to Council, perhaps next month.

Paths: One path may be adopted. We need to consider whether a salt bin is needed once the paths are adopted.

Bollards: Currently not operational.

Cllr Inman will update the council once a meeting takes place. Cllr Thomas offered to accompany Cllr Inman to the meeting.

13. STAFFING MATTERS

a) The written report from Cllr Swift-Hook as Chair of the Staffing Committee was noted.

- b) **Proposed:** Cllr Julian Swift-Hook
Seconded: Cllr Paul Inman
Resolved: That Greenham Parish Council wishes to become a member body of the Berkshire Pension Fund and wishes to provide access to the Local Government Pension Scheme for its employees.
Resolved unanimously.

14. FUTURE MEETING DATES

Proposed: Cllr Julian Swift-Hook

Seconded: Cllr Paul Inman

- Resolved:** a) That the date of the March meeting of Council be changed to 15th March 2017 to follow the conclusion of the Clerk recruitment process.
b) That the date of the Annual Assembly be changed to 12th April 2017.
c) That the date of the May Annual Meeting of Council be changed to Thursday 11th May 2017.
Resolved unanimously.

15. CASUAL VACANCY

It was noted that formal notice of the casual vacancy arising following the resignation of Cllr Alan Agutter was posted on the parish noticeboards on 3rd February 2017.

16. OTHER ITEMS FOR INFORMATION ONLY OR FOR POSSIBLE INCLUSION ON A FUTURE AGENDA

Cllr Drummond reported that he has submitted a Member's Bid for play equipment on Stroud Green and that he will report back on progress in due course.

- Report back on Website
- Council/councillors' surgeries
- Response to boundary review consultation
- Reserves policy
- Ring-fenced Reserves for Parish Plan, Dream Scheme and Diamond
- Racecourse development street names
- Racecourse bollards – update/feedback
- Report back from Governance Working Group
- Alternative office locations
- Office equipment and office computer
- Racecourse Road bollards and bus shelters (carried forward)
- Cut-off time for meetings (10/10.30pm)
- Salt bins
- Bus routes

There being no other business the Chairman declared the meeting closed at 22:07 hrs

Chairman

Date