



Clerk to the Council
Greenham Control Tower,
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01635 43534

Minutes of Greenham Parish Council held at 7.30 pm on 10th July 2019 at St. Mary's Church, Greenham

Present:

Cllr Ken Neal (KN)
Cllr Martin Griffiths (MG)
Cllr Gary Puffett (GP)
Cllr William Drummond (BD)
Cllr Julian Swift Hook (JSH)
Cllr Jon Gage (JG)
Cllr Philippa Harper (PH)
Cllr Chris Austin (CA)
Cllr Adrian Abbs (AA)
Cllr Phil Barnett (PB)

In attendance:

Clerk
Sarah Austin

7:33pm Meeting start time

GPC (Greenham Parish Council) Full Council meeting 10th July 2019

37 Public Session

Sarah Austin present to gather more details about the Deputy Clerk role

38 Apologies for Absence

Cllr Tony Vickers (TV) - WBDC
Cllr Steve Jones (SJ) – Work commitments
Cllr Sally-Ann Jay – Unwell

39 Declarations of Interest, Statements of Position and Dispensations,

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

BD – Newbury Town Councillor, Governor of the Willows School, Greenham Business Park,
Greenham Crookham Common Commission, West Berkshire District Council
JG- Newbury Town Council, Greenham Control Tower trading Ltd
CA – Greenham Crookham Common Commission

40 Approval of Minutes

a) Approval of Minutes of Meeting held on 12th June 2019

PH name was added to the list of attendees for the meeting, by the Clerk. PH was co-opted in this meeting and then took her seat as a Councillor after her co-option

Proposed: GP

Seconded: MG

Abstentions: JG (Not present at the meeting)

Against: None

Resolved: To approve that the GPC Minutes of the meeting held on the 12th June 2019

b) Approval of Minutes of Meeting held on 20th June 2019

Location of the meeting was manually changed by the Clerk before the minutes were signed

Proposed: PH

Seconded: JG

Abstentions: GP, CA, BD (Not present at the meeting)

Against: None

Resolved: To approve that the GPC Minutes of the meeting held on the 20th June 2019

41 Chairman's Report

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

Nothing to report

42 Clerk's Report

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

Deputy Clerk recruitment, Investment strategy for GPC, S137 Donation to West Berkshire Volunteer Centre

An advert has been placed on the Indeed website and also on the GPC website
Grant policy will be developed for GPC and a Grant Committee structure will be included on the next GPC Full Council agenda. Deputy clerk recruitment was explained and an update was provided. Interviews are scheduled for the week commencing the 15th July.
The Clerk will contact the West Berkshire Volunteer Centre for more details about the specific project they would like to apply the potential funding to.

43 Finance

- a) To approve any cheque payments

*Greenham Parish Council
Schedule of Cheque and Bank Payments*

10th July 2019

1. Cheque payments – GPC Current Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
30/06/2019	Tax and NI payment – Month three	HMRC	436.73	1746
30/06/2019	Pension fund	Berkshire Pension Fund	541.55	1747
30/06/2019	Salary	L Blake	1467.62	1748
30/06/2019	4246 – Payroll services	Clere Bookkeeping	18.90	1749
23/06/2019	046 – Brickwork at the	A Russell	180.00	1750

	Control Tower			
03/05/2019	INV-0061	BALC	1136.35	1751
24/06/2019	M0019P	BT	46.22	1752
18/06/2019	War Memorial move drawing charges	Richard New	593.50	1753
25/06/2019	Move Salt Bin in Sandleford Road	Willis and Ainsworth	42.00	1754
03/07/2019	0019 – Monthly Rent	Greenham Control Tower	250.00	1757
30/06/2019	Clerk Expenses	Lisa Blake	30.75	1758
		Sub-Total GPC Current Account payments	4743.62	

2. Bank Payments – GPC Current Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
04/06/2019	DD	SSE	18.77	DD
16/05/2019	DD	SSE	18.30	DD
24/05/2019	DD	PWLB	2484.99	DD
/		Sub-total GPC Current Account Bank Payments	2522.06	

Proposed: JG

Seconded: GP

Abstentions: None

Against: None

Resolved: To Unanimously approve the GPC cheque payments for July 2019.

- b) **To approve** GPC (Greenham Parish Council) Reconciliation statement 31st May 2019

Proposed: JSH

Seconded: JG

Abstentions: BD

Against: None

Resolved: To approve the GPC Reconciliation statement dated the 31st May 2019.

- c) **To approve** Q1 Budget Report

JG queried the Control tower £3500 figure for construction costs and JSH confirmed that this cost should be taken from GPC reserves. The Clerk will update the GPC finance sheet to reflect this change.

No election costs for GPC but they were included in the budget for FY 2019/20

Approval not required for the Q1` Budget report but comments have been noted

- d) **To consider** WBDC Library contribution

PH explained the powers required from a Parish council to fund the library in Newbury.

Greenham Parish Council does not have the General power of competence to make the contribution towards the Library, as confirmed in the guidance notes received from HALC.

JSH proposed that GPC does not make a contribution to the Library as requested by WBDC, but suggested that the Community Engagement group could look at methods of enhancing the Library service for Greenham residents.

Proposed: JSH

Seconded: GP

Abstentions: None

Against: MG

Resolved: To approve that a Library contribution is not made by GPC

- e) **To approve** new bank account option for Greenham Parish Council
GP queried the ethical policies of the selected banks
PH queried the signatory process for the accounts
Clerk to check with BALC re preferred banking options
Handelsbanken to be investigated by the Clerk for the next Full Council meeting
Clerk to investigate Santander signature and account fee
Clerk to also investigate Ethical policies for all of the selected banks
CA suggested the Newbury Building society for Savings accounts
Deferred to next meeting

Proposed: PH

Seconded: CA

Abstentions: None

Against: None

Resolved: To Unanimously to defer for further investigation by the clerk on the new bank account option for Greenham Parish Council

- f) **To approve** the purchase of a new desktop PC for a Deputy Clerk at a cost of no more than £550.00

Proposed: JSH

Seconded: BD

Abstentions: None

Against: None

- g) **Resolved: To Unanimously To approve the purchase of a new desktop PC for a Deputy Clerk at a cost of no more than £550.00**

- h) **To consider** Greenham Parish Council's approach to charitable giving

This item has already been discussed

Grant committee to be formed and a Grants Policy will be created for the committee

44 Planning and Highways

- a) **To discuss** Stroud Green Hedge project (BD)

The agenda item has been deferred to next month's meeting. Clerk to distribute email from BD which details the proposal

CA expressed concerns about vandalism against the trees on Stroud Green

- b) **To update** on the GAMA site application

Clerk is waiting for information to be sent from Tony Forward. Clerk to chase for the detailed planning information.

JSH may have the original planning application to send the Clerk

20:43pm AA arrived (add to present list above)

20:45pm Phil Barnett arrived (add to present list above)

45 Community Engagement

- a) **To receive** a report from the Community Engagement Working Group
MG – Defibrillator locations have been confirmed for the first three units. Clerk to check prices before installation begins.
The Beating the Bounds event has been booked at the Greenham Control Tower 21st July 2019.
The Berkshire and VE event will be on the next Council Agenda in August
The commencement of the Parish Plan was discussed
AA – Members bid (WBDC) asks for references to the GPC Parish Plan so revising the existing plan could help with funding
PH – Suggested Greenham in Bloom event to be discussed at the Community Engagement meeting

46 Control Tower

- a) **To receive** a report from the Greenham Control Tower Chairman
JG – Reported on the Control Tower meeting that took place on the 04/07/2019
Defibrillator site for Greenham Control Tower has been chosen
The War Memorial move project, from the Greenham Business Park to the Greenham Control Tower site, is moving ahead. Two Contractors have submitted quotes so far.
GPC has requested current financial information from the Greenham Control Tower Ltd

Clerk to send revised Working agreement to JG, prior to the document being sent to SJ, so the document can be approved at the August GPC Parish council meeting.
Metal detecting was also mentioned by JG
Greenham Control tower Terms of Reference to be included in the next Full Council meeting for Approval.

47 Governance

- a) **To approve** GPC Media and Communications policy

Proposed: JSH
Seconded: GP
Abstentions: BD
Against: None
Resolved: **To approve** GPC Media and Communications policy.

48 Services

- a) **To discuss** accessibility requirements for the GPC website
AA explained that there are new Government guidelines for accessibility for websites
The website template is being updated FOC by TEEC.
JSH asked clarification of the penalties for not complying with these changes.
- b) **To provide** an update on new GPC logo
Defer to the next meeting. BD needs to confirm availability of his daughter

49 Health and Safety

GP was able to demonstrate opening the fire doors

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

PB – Nothing to add
BD – Is considering applying for a members bid to add a Children's playground equipment at the Control Tower, Addition to future agenda
AA – Questioned if GPC would be asked for a contribution
JG- Would like the new PCSO to attend a Full Council meeting in the next couple of months
CA – BBOWT have appointed a new Head of the organisation. Can the Clerk write to

BBOWT to ask the new head to attend a Full Council meeting in the future. Also requested name plates for the council at the next meeting
AA – Rural Broadband update, new vouchers available for Rural Broadband services.
Discussed option that have been given to residents of Lower farm to purchase a lake from Rivar Sand and Gravel.

JG – Declared an interest as he is a Director of Rivar Sand and Gravel

9:24pm

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.

FINAL