



Clerk to the Council
*Greenham Control Tower,
Bury's Bank Road, Thatcham
Berkshire, RG19 8BZ*

clerk@greenham.gov.uk
www.greenham.gov.uk
07435 070014

MINUTES

Greenham Parish Council Meeting in St Marys Church Hall, New Road, Greenham RG19 8RZ
on **8th May 2024**

Councillors Present:

Cllr. Julian Swift-Hook
Cllr. Martin Sanderson
Cllr. Michael Wakelyn-Green
Cllr. Alison Blackborow
Cllr. Pragna Hay

Clerk: Mrs Kim Lloyd

Public: 0

Note: The meeting was recorded for the sole purpose of producing the minutes of this meeting. The recording will be deleted once the minutes have been agreed.

1 HEALTH AND SAFETY OF MEETING LOCATION (GP)

The Health and Safety was noted.

2 NOMINATIONS AND ELECTION OF CHAIRMAN FOR CIVIC YEAR

Cllr. Steve Jones {not in attendance} was nominated to remain as Chairman.

Cllr. Swift-Hook proposed and Cllr. Blackborow seconded with all in favour.

3 NOMINATIONS AND ELECTION OF VICE-CHAIRMAN FOR CIVIC YEAR.

Cllr Blackborow proposed Cllr. Swift-Hook and Cllr. Wakelyn-Green seconded, all in favour.

4 APOLOGIES FOR ABSENCE lots

Cllr. Steve Jones, Cllr. Gary Puffett, Cllr. Ken Neal, Cllr. Billy Drummond, Cllr. Phil Barnett, Cllr. Sally-Ann Jay, Cllr. Kim Harrison, Cllr. Chris Austin

5 DECLARATIONS OF INTEREST ON AGENDA ITEMS

No declarations of interest were raised.

6 PUBLIC PARTICIPATION

Nobody in attendance.

7 PLANNING SCHEDULE

7.1 To consider the following new planning applications:

- [24/00705/HOUSE](#) 50 Mandarin Drive, Newbury, RG14 7WE Proposed garage conversion
Parish Council had no objections.
- [24/00659/HOUSE](#) {Adjacent Parish} 143 Greenham Road, Newbury, RG14 7JL.
Proposal, Rear Extension.
Parish Council had no objection
Cllr. Swift-Hook proposed both and Cllr. Blackborow seconded, all in favour.

7.2 To receive reports of recent planning decisions taken by WBC.

- [22/01400/FUL](#) **Newbury and Crookham Golf Club, Burys Bank Road, Greenham, RG19 8BZ.**
Proposed redevelopment of the existing clubhouse and ancillary buildings to provide a new, enlarged clubhouse, reconfigured car park, reconfigured garden spaces associated with on-site clubhouse accommodation and associated landscaping.
WBC Refuses Planning Permission.

8 MINUTES

Cllr. Blackborow proposed and Cllr. Swift-Hook seconded the minutes of 10th April 2024 to be a true representative of the meeting. All in favour.

9 FINANCE

(i) Cllr. Swift-Hook proposed and Cllr. Blackborow seconded the May payments as shown in appendix 1 with all in favour.

(ii) Cllr. Blackborow proposed and Cllr. Swift-Hook seconded, the Bank Reconciliation to 1st April 2024, with all in favour. Cllr. Swift-Hook asked if the reserve funds could be shown on the bank reconciliation in the future.

Action: Clerk

(iii) Final Budget for 2023-2024

It was noted that £24k budget item allocated to Section 137 and Grants had not been all spent (£17,660 is remaining). It was thought that Greenham offering financial aid is not known as well as it could be. This resolved to a discussion regarding a Parish Newsletter. This will be an agenda item for June.

Cllr. Swift-Hook proposed the approval of the Final Budget, Cllr. Martin Sanderson seconded; all were in favour.

(iv) Cllr. Swift-Hook proposed to accept the Insurance renewal quote for 2024-2025 and to delegate to the Clerk that if a more competitive quote is received to present this to Council for consideration. Cllr. Hay seconded, all in favour.

(v) Grant Request from The Community Youth Project - Cllr. Neal who was not in attendance asked for this to be deferred to the June meeting.

(vi) Parish Council agreed to donate £7,500 to Citizen Advice Bureau (CAB) as the same as the last financial year. The internal auditor last year had suggested that this amount to contribute was a high percentage of the precept. The stats obtained from CAB is that 255 clients from Greenham uses CAB which acclimated to £29.41 per client. 1,252 issues from Greenham were registered, this equals to £5.99 per issue. CAB achieved over 41k in financial outcomes for those clients. It was agreed that CAB is a good cause to donate too. Cllr. Wakelyn-Green proposed and Cllr. Hay seconded; all were in favour.

(vii) Approve the Asset Register for 2024-2025

Cllr. Swift-Hook proposed to adopt the Asset Register for the forthcoming year, there was a discussion regarding how many noticeboards there are in the Parish. It was decided to investigate adding additional

noticeboards, especially in the Racecourse area. This will be added to the June agenda. The Clerk will confirm if the Beacon needs to be listed on the Asset Register with Cllr. Puffett. **Action: Clerk.**

10 REVIEW OF APPOINTED COUNCILLOR ON OUTSIDE BODIES FOR CIVIC YEAR

- (i) Greenham Control Tower Board of Trustees Cllr. Steve Jones
- (ii) West Berkshire District Council Cllr. Drummond and Cllr. Barnett
- (iii) The Greenham and Crookham Commons Commission (GCCC) Cllr. Julian Swift-Hook
- (iv) Greenham Trust Distribution Committee (GT) Cllr. Julian Swift-Hook
- (v) Thatcham Parochial Charities Representative (TPC), Cllr. Gary Puffett
Cllr. Swift-Hook proposed the appointments and Cllr. Hay seconded, with all in favour.

11 REVIEWS OF APPOINTED COUNCILLORS ON WORKING GROUP FOR CIVIC YEAR

- (i) **Staffing Committee;** {5 members};
Chair and Vice Chair, Cllr. Bartlett, Cllr. Puffett and Cllr. Drummond.
- (ii) **Community Engagement;**
Cllr. Drummond, Cllr. Barnett, Cllr. Neal, Cllr. Puffett, Cllr. Blackborow, Cllr. Hay, Cllr. Sanderson and Cllr. Wakelyn-Green.
- (iii) **Sandleford (Joint with NTC);** it was suggested that this should be moved to the external bodies list.
Cllr. Barnett, Cllr. Drummond and Cllr. Wakelyn-Green. This group has two members that are representing GPC who are both Greenham, Newbury Town Council and WBC district Councillors. This will be added to June meeting for discussion.
- (iv) **Diamond Build:**
Cllr Puffett, Cllr. Drummond, Cllr. Barnett, Cllr. Neal, and Cllr. Blackborow. It was mooted that Cllr. Wakelyn-Green would like to join the group. This will be discussed in the next meeting as only 5 attendees were in this meeting.

12 DIAMOND BUILD

Cllr. Swift-Hook proposed that the Minutes of meeting held on 26/04, were duly received, Cllr. Blackborow seconded, all in favour.

Cllr. Swift-Hook proposed to approve the Terms of Reference but to keep them under review over the next few months. The Diamond Build will be a standing agenda item. The Terms of Reference will be on the June agenda to ratify the process of voting on new members to the group, i.e. Is this to be the vote from Diamond Build members only or from full council?

13 APPROVE RISK MANAGEMENT POLICY FOR 2024-2025

This was referred to the June meeting .

14 APPROVE STANDING ORDERS 2024-2025.

No amendments have been made since approving the last Standing Orders. Cllr. Swift-Hook proposed and Cllr. Sanderson seconded, all in favour.

15 SPEED OF THE TRAFFIC ALONG WESTWOOD ROAD

The Clerk had circulated a report which showed that no issues were found with speed in this area from West Berkshire Council. (WBC)

WBC traffic safety team officers did report that another survey will be deployed, and they will report back once the data is obtained. This item will be deferred to a later meeting once the results are received.

16 TOMMY MEMORIAL STATUE

It was discussed where a Memorial Tommy could go, with the Control Tower being most favourable. The cost is £175 per Tommy. It was decided that more discussion was needed on this when more members were present in the meeting. It will be deferred to the June meeting.

17 ST MARYS CHURCH BENCH (PB)

This was deferred as Cllr. Barnett was not present in the meeting who had asked for this to be on the agenda.

18 PARISH ASSEMBLY

Cllr. Swift-Hook proposed a vote of Thanks to the Clerk for her organisation of the event. Cllr. Wakelyn-Green seconded this, and all were in favour.

It was agreed that another Parish Assembly with speakers would be held again in 2025. It was also agreed to carry out another Greenham in Bloom Competition in 2025 to run alongside the Assembly as this brought in extra parishioners. More Greenham Parishioners would be good, and this will be worked on for next year, i.e. pending advertising in a newsletter.

19 D-DAY EVENT – 6 JUNE 2024

Update on the event was circulated from the meeting minutes on 30/04 The programme of the day is as follows:

- 11am Service of commemoration
- 11:44am Avro Lancaster flypast. [more info](#)
- 12pm Fish & chip van and bar open
- 6pm Tower opens for evening activities
- 9.15pm – Address, then lighting up of the tower

Featuring:

Displays of Military Vehicles, Exhibition for D-Day 80 US Air Force, RAF Welford Historical Society, Kennet Radio outside broadcast, Evening of music & dancing, Bar by Renegade Brewery.

Also, free bus service will start from Newbury, Wharf bus station, stops at 'the Plough on the Green' and Water Lane is being provided.

Cllrs. Drummond and Barnett arrived.

20 CLERK CORRESPONDENCE

Nothing further to report.

21 CHAIRMAN REPORT

Nothing further to report.

22 DISTRICT COUNCILLORS REPORT

No reports received.

23 PARISH COUNCILLORS' REPORTS

No reports received.

24 FUTURE AGENDA ITEMS

- Additional Noticeboards in the Parish (esp; The Racecourse area)
- Grant Request from The Community Youth Project (KN) - June Meeting
- A Parish Newsletter – June Meeting
- Diamond Build, (ongoing) / Terms of Ref - June Meeting
- Benches: Memorial Woodlands Bench & Stroud Green Bench
- Memorial Tommys, the location - June Meeting

- Greenham S137 Grant Policy and the process through the Good Exchange – {awaiting JSH to review policy}
- Website options – {awaiting report and CE meeting to consider new website format}
- Councillor emails – {awaiting further information regarding the new website proposal}

25 DATE OF THE NEXT PARISH COUNCIL MEETING

12th June 2024 @ 7.30pm, St Marys Church Hall

Appendix 1

Payments for May 2024 Meeting

25.04.2024	Amazon Voucher for best in entry Photo Competition/2 bars of Choc for Thank you's (Tesco)	Kim Lloyd	32.00
24.04.2024	National Garden Token for Photo Comp winner (Hillier)	Kim Lloyd	50.00
24.04.2024	Tesco instant pictures servcie. Pics of Cllrs & Photo Comp for display board	Kim Lloyd	18.10
24.04.2024	Biscuits for Assembly (Tesco)	Kim Lloyd	12.80
24.04.2024	Velcro Strips for display board (Tesco)	Kim Lloyd	8.40
20.04.2024	Councillor Name Badges & Photo Plaque Engraved. Timpson	Kim Lloyd	147.00
25.04.2024	Marks and Spencers Flowers for two thank yous, plus cards	Kim Lloyd	43.50
Various	Facebook Advertising for Assembly via Meta	Kim Lloyd	26.70
21/04/2024	Assembly Advert	NWN	90.00
26.04.2024	Greenham Control Tower Loan	PWLB Loan	2,486.99
28.02.2024	Printer Office Ink	Kim Lloyd	33.80
26.05.2024	Dog Waste Collection, 1512	Tactical Management	224.40
08.05.2024	Graffiti Clean off Dog Waste Bins, 172	Tactical Management	36.00
09.04.2024	Membership Subscriptions, 0534	BALC	1,372.20
16.03.2024	Bus Shelter Electricity, 535068	SSE	21.55
04.04.2024	Contributions towards PC Election on 04.02.2023, 591289	WBDC	160.00
Apr-24	Employer /Employee Tax and Ni Contribution, Month 1	HSBC	846.63
Apr-24	Clerk Salary, Month 1	Kim Lloyd	
Apr-24	Clerk Pension, Month 1	Berkshire Pension	
24.04.2024	Clerk Payroll, Month 1, 2159	SME Accounting Services	12.00
	Total expenditure for May 2024		£ 8,132.98