



**Clerk to the Council**  
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**MINUTES from Greenham Parish Council Meeting in St Marys Church Hall, New Road,  
Greenham RG19 8RZ on 9 October 2024**

**Councillors Present:**

Cllr. Steve Jones  
Cllr. Julian Swift-Hook  
Cllr. Gary Puffett  
Cllr. Billy Drummond  
Cllr. Phil Barnett  
Cllr. Ken Neal  
Cllr. Michael Wakelyn-Green  
Cllr. Alison Blackborow

**Clerk:** Mrs Kim Lloyd

**Public:** 1

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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 fire door padlock was checked and noted.

**2 APOLOGIES FOR ABSENCE**

Cllrs. Kim Harrison, Pragna Hay, Sally-Ann Jay and Chris Austin, Martin Sanderson sent their apologies.

**3 DECLARATIONS OF INTEREST ON AGENDA ITEMS**

None raised regarding the agenda items.

**4 PUBLIC PARTICIPATION**

Nothing raised.

**5 PLANNING SCHEDULE**

5.1 To consider the following new planning application:

- [24/01810/HOUSE](#) 2 Kempton Close, Newbury, RG14 7RS Erection of a single storey side extension to create a storage room and habitable room to rear and the erection of a rendered block wall with piers to side of rear garden along Goodwood Way.

The Parish Council resolved to no objections. Cllr. Swift-Hook proposed and Cllr. Drummond seconded. All in favour. Cllr. Barnett and Cllr. Wakefield-Green abstained.

5.2 Decision notices from West Berkshire Council (WBC)

- [24/01061/HOUSE](#) Lime Tree Cottage, Burys Bank Road, Greenham, Thatcham RG19 8SP Single storey front extension to connect front outhouse to front porch. WBC **Granted** permission.
- [24/00441/HOUSE](#) 50 Burys Bank Road, Greenham, Thatcham, RG19 8DB Single storey rear extension to dwelling and new outbuilding to replace existing derelict outbuilding on similar footprint. WBC **Granted** permission
- [24/01105/HOUSE](#) 50 Burys Bank Road, Greenham, Thatcham, RG19 8DB Proposed 2No external air source heat pumps to be located in the garden. WBC **Granted** permission.
- [24/01477/HOUSE](#) 8 Epsom Crescent, Newbury, RG14 7TR Single Storey Side Extension. WBC **Granted** permission
- [24/01366/FUL](#) 4 Communications Road, Greenham Business Park, Thatcham, RG19 6AB Installation of an external generator. WBC **Granted** permission

## 6 MINUTES

The Minutes of the Parish Council meeting held on 11 September 2024 were resolved to be a true representation of the meeting. Cllr. Wakefield-Green proposed and Cllr. Drummond seconded. All in favour, Cllr. Barnett and Cllr. Jones abstained because they were not present in the previous meeting.

## 7 FINANCE

### 7.1

- i The payments (as shown in Appendix 1) were resolved to pay. Cllr. Jones proposed, Cllr. Swift-Hook seconded, with all in favour.
- ii The bank reconciliation to 1<sup>st</sup> September 2024 was reviewed. Cllr. Jones proposed, Cllr Swift-Hook seconded with all in favour.
- iii Cllr. Puffett proposed and Cllr. Drummond seconded to confirm that the qtr. 2, 2024-25 budget was reviewed with no queries raised, with all in favour.
- iv Cllr. Drummond (as per, Financial Regulation 2/2.6) being a non-bank signatory checked the bank reconciliation against the bank statement balances. No inaccuracies were raised. The Bank Statements were signed by Cllr. Drummond.
- v The 2023/24 AGAR Section 3 external auditor report was received satisfactory with no comments being raised from the external auditors. This will be published on the website with the notice of audit conclusion rights to inspect.

- vi The monthly direct debit set up from 29.09.2024 to Newbury Self Storage until further notice for £87.00pm was approved.
- vii [Tommy Memorial Statue](#) for Remembrance Day was considered. It was agreed to purchase a Tommy statue for the Greenham Control Tower after liaising with Tower management of its location and storage. It was also considered to purchase one for St Marys Church, the Clerk will speak to PCC. Cllr. Swift-Hook proposed, Cllr. Neal seconded to buy two (if a second one is wanted for St Marys Church) with all in favour.

## 7.2 Grant Requests

**For Information only** Following the last Parish Council meeting the agreed grant of £125.00 towards '[Panto Pay It Forward](#)' had reached its full funding capacity. Greenham Trust reported that no funding was needed from GPC.

The Parish Council received a funding request from Greenham Trust towards a new Dementia Day Club and Wayfinding Service pilot for older people with early to mid-stages of Dementia at Fairclose Centre in Newbury. The project will cost £158,000 and Greenham Trust has awarded £75,000.

It was agreed that this amenity would be attended by some Greenham parishioners. Cllr. Swift-Hook and Cllr. Jones proposed to donate £1k which will be match funded by Greenham Trust, Cllr. Wakefield-Green seconded, with all in favour.

The Clerk will confirm the balance of the Greenham Trust /GPC match funding annual allowance up to 1<sup>st</sup> April 2025 to Parish Council via email.

## 8 OFFICE MOVE TO NEWBURY SELF STORAGE

The Clerk updated Parish Council that the parish council office contents records and equipment is now stored in Newbury Storage, Hambridge Road from 28<sup>th</sup> September, until further notice. The Clerk has 2 keys for the lock up.

The office rent in the Tower has ceased from 1/10/24, saving £300pm. The Storage cost is £87pm. The parish council registered address is still the Greenham Control Tower, the Clerk will work from home and visit the Tower weekly for post.

### **Tower Display board.**

The Parish Council believe that it is important to the Greenham parishioners for visitors to the Tower to read about how the Tower was brought back to life, reopening to the public in 2018. There had never been any recognition to the Parish Council and its parishioners regarding the hard work that went into its reopening. A wall display in the Tower to show the history was discussed to acknowledge this recognition. The Clerk will speak to the Tower staff management with arrangements for a permanent wall display.

Cllr. Swift-Hook and Cllr. Drummond said they could help the Clerk with content for a history board once more details are known.

## 9 MONTAGUE DRIVE PLAY AREA

The new trampoline is now installed in the Play Area in Montague Drive, Deadmans Lane and has been very much welcomed by the local families. The new footway has also been added for wheelchair users. The invoice is due to be paid, the Clerk is liaising with WBC regarding the GPC grant, it was raised that there is a shortfall on payment, no further financial proposal is needed from Cllr. Drummond to the Parish Council as it had been suggested that WBC will cover the shortfall of the invoice but this is still to be received in writing from WBC.

## **10 RACECOURSE RESIDENTS GROUP**

Cllr. Barnett asked to know more about this item as he and Cllr. Drummond was not invited to attend the meeting. The understanding is that this meeting is not political. Being ward members it is normal practice for Ward Members to be co-opted onto such groups as advisers. It was agreed to defer this item as a member of the public in attendance was the chairman of this group who would know more details of events.

Standing Orders was suspended under item 16 when this was discussed further.

## **11 COMMUNITY ENGAGEMENT**

- The meeting on 7/10 was cancelled. The next meeting is on 21/10. There will be a guest at this meeting. Susan Millington from Newbury Friends of Earth. This is in relation the Local Nature Recovery Plan. Mrs Millington and Newbury FofE are creating Newbury Nature Corridor which complements the Local Nature Recovery Plan.
- Cllr. Blackborow and Cllr. Neal is meeting with Tom Hayward from BBOWT regarding the event on 8<sup>th</sup> April 2025 they are planning at the Greenham Control Tower to celebrate the 25<sup>th</sup> anniversary of the opening of the commons to the public. It will be discussed if GPC can have a stand to raise parish council's profile.
- Cllr. Neal showed Council a plan for the vegetable plot at the Tower. £1,091 was estimated for this initiative. Cllr. Neal had not approached the suppliers for discounts as yet. A supplier's sponsor board was discussed and it was agreed that if the materials are supplied free of charge, then it could be considered more. A plaque was then raised to erect on the plot to shown that Greenham Parish Council has sponsored it.

## **12 CLERK CORRESPONDENCE**

- On 22/11 the Clerk will meet with internal auditor for 2024/25 interim audit. The Clerk was happy to meet the auditor at her home.
- District Parish Conference is 6pm on Tuesday 29 October in WBC offices. Cllr. Drummond will be opening the conference.

## **13 CHAIRMAN REPORT**

No reports

## **14 DISTRICT COUNCILLORS REPORT**

Cllr. Barnett reported on:

- There had been an increase of constituent's issues since the Autumn.
- Continual conversations regarding Hectors Way about the trees and undergrowth in the nature gap between Sandford Lane and Capability Way.
- Queries on why 53 weeks are used by Sovereign for council benefit
- BALC training courses may come at a cost to members soon, as an affiliation to NALC, the costs keep raising.
- Cllr. Barnett was co-opted onto NALC larger town committee once again.
- Much of Cllr. Barnett's time is given towards being the Chairman for Western Area Planning Committee that have since met more often than last year.

Cllr. Drummond reported on:

- Guardrails and extra fences are being worked on at the end of Deadman's Lane to the A339 pedestrian crossings. To make it safer. See PDF drawing for more details.



Deadmans Lane  
Combined.pdf

- It has been asked to plant bulbs adjacent to Montague Drive Playground, in the surrounding grass area, and to add flood lights. Cllr. Drummond asked WBC to contact Cllr. Blackborow, Greener Greenham Group for the planting part.

## 15 PARISH COUNCILLORS' REPORTS

- **Beating of the Bounds** will be on Sunday 13<sup>th</sup> October 2024. Liaisons with Thatcham Town Council Festival is being carried out by Cllr. Neal. Can everyone please promote the event as much as possible.
- **Stroud Trees.** Cllr. Blackborow reported that she had spoken to WBC Countryside Team who reported that the Poplar Trees are coming down early November and the replacement will be the same species, replanted in 2025/26.
- **Clerk working from home.** Cllr. Puffett asked the Clerk to look into working from home regarding the Risk Assessment. The HMRC £6 per week tax free allowance will be payable to the Clerk for home working. The Clerk will speak to HALC regarding a risk assessment template for home working.
- Cllr. Barnett wanted to confirm that Newbury Town Council (NTC) were still aware of GPC joint working group, being Cllr. Barnett, Wakefield-Green and Neal. The Clerk will remind NTC of the GPC working group. It could have been forgotten due to changes in NTC personnel.

## 16 CO-OPTION OF NEW MEMBER

Standing Orders were suspended: Councillors and Mr Abbs discussed co-option and after a full discussion the Standing Orders were resumed and Mr Adrian Abbs was invited to be co-opted back onto Parish Council for the Racecourse Ward.

Cllr. Ken proposed, Cllr. Jones seconded, 6 were in favour, with 1 abstention and 1 against.

Before Mr Abbs was co-opted onto Council he updated Council on the newly formed [Racecourse Residents Association](#), where he is Chairman, this will be an agenda item for November for more discussion.

## 17 FUTURE AGENDA ITEMS

- Greenham S137 Grant Policy and the process through the Good Exchange (JSH to review policy)
- To approve Risk Management Policy for 2024-2025 (GP to review and advise)
- Parish Newsletter (begin when new Parish website live)
- Newbury Racecourse Bus Shelter funding (awaiting answer from WBC on unnamed road adoption and funding)
- Parish Noticeboards Locations (Council to give thoughts to their locations)
- Diamond Build (Waiting on quotes)
- [Residents Association \(Racecourse\)](#)

## 18 DATE OF THE NEXT PARISH COUNCIL MEETING

**13<sup>th</sup> November 2024 @ 7.30pm, St Marys Church Hall**

## Appendix 1

Payments Approved		Oct-24	
24.09.2024	Dog Waste Bin Collection, 2301	Tactical Facilities Management Ltd	179.52
30.09.2024	Clerk Salary, September	Kim Lloyd	
30.09.2024	Tax & NI Employer/ee Contributions, September	HMRC	846.83
30.09.2024	Clerk Pension, September	Berkshire Pension	804.87
23.09.2024	Clerk Payroll, 2239	SME Accounting Services	12.00
13.09.2024	Website Hosting March 24-Feb 25 Inv. 5023	Teec	187.20
27.09.2024	Office Storage, Inv 16992 (First Month)	Newbury Self Storage	81.00
23.09.2024	Greenham Control Tower Loan	PWLB Loan	901.99
17.09.2024	Bus Shelter Electricity 1.8.24 to 31.8.24 incl Standing Charge	SSE	156.51
30.09.2024	Bank Service Charge, QTR 2	Unity Trust Bank	18.00
<b>Receipts for July 2024 Meeting</b>			
	Nil		
	<b>Total Income</b>		<b>0.00</b>