



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

[clerk@greenham.gov.uk](mailto:clerk@greenham.gov.uk)  
[www.greenham.gov.uk](http://www.greenham.gov.uk)  
07435 070014

## MINUTES

Greenham Parish Council Meeting in St Marys Church Hall, New Road, Greenham RG19 8RZ  
on 10<sup>TH</sup> July 2024

### Councillors Present:

Cllr. Julian Swift-Hook  
Cllr. Chris Austin  
Cllr. Ken Neal  
Cllr. Martin Sanderson  
Cllr. Michael Wakelyn-Green  
Cllr. Sally-Ann Jay  
Cllr. Alison Blackborow  
Cllr. Gary Puffett

**Clerk:** Mrs Kim Lloyd

**Public:** None

---

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).** It was noted what to do if there was a fire. It was confirmed that the combination number for the patio door padlock is shown on the door.
- 2 **APOLOGIES FOR ABSENCE:** Cllr. Steve Jones, Cllr. Pragna Hay, Cllr. Billy Drummond, and Cllr. Kim Harrison.
- 3 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**  
Cllr. Swift-Hook declared an interest in the Greenham Control Tower (GCT) office move agenda item 16 as he was a GCT Trustee.
- 4 **PUBLIC PARTICIPATION**  
No members of the public present.
- 5 **PLANNING SCHEDULE**
  - 5.1 The following new planning applications were considered.
    - [24/01279/LDO](#) Land Between Buckner-Croke Way and Main Street Greenham Business Park. Application under Local Development Order for extension of Main Street to the Warehouse Road/Bucknor-Croke Way roundabout, the resurfacing and upgrading of the existing carriageway

and footway/cycleway, improvements to existing junctions, as well as associated infrastructure and landscaping.

The Parish Council resolved to no objections.

- [24/01203/HOUSE](#) 15 Lamtarra Way, Newbury, RG14 7WB. Proposed Garage Conversion works  
The Parish Council resolved to no objections.
- [24/01115/FUL](#) Park House School, Andover Road, Newbury, RG14 6NQ. S73a: Variation of Condition 2 (Approved Plans) of previously approved application 23/01886/FUL: Installation of new air source heat pumps with 3 timber enclosures.  
The Parish Council resolved to no objections.

All planning applications were proposed by Cllr. Wakelyn-Green, seconded by Cllr. Neal, with all in favour.

## 5.2 Decision notices from West Berkshire Council (WBC)

- [24/01034/LDO 4](#) Communications Road, Greenham Business Park, Thatcham, Application under Local Development Order for Change of use from B1a (Office) to mixed B1a (Office) / B1b (Research & Development) at 4 Communications Road.  
WBC approves.
- [23/02667/RESMAJ](#) History 2, Newbury Racecourse, Racecourse Road, Newbury Application for Approval of Reserved Matters following Outline Approval  
14/03109/OUTMAJ - Section 73: To vary condition 32: No more than 250 dwellings shall be completed prior to the completion and opening to traffic of a new bridge, to 421 dwellings. Of approved reference 09/00971/OUTMAJ for redevelopment of Newbury Racecourse to provide new and enhanced leisure, racing, administrative and visitors facilities; new hotel and hostel; replacement children's nursery; permanent retention of the Mill Reef Stand; replacement maintenance buildings, yard and workshops; replacement golf club house and apartment, floodlit driving range and remodelling of golf course; up to 1,500 dwellings. Matters to be considered: Appearance, Landscaping, Layout and Scale.  
WBC grants permission.
- [24/00705/HOUSE](#) 50 Mandarin Drive, Newbury, RG14 7WE Proposed garage conversion.  
WBC grants permission.
- [24/00270/FUL](#) Unit 1B, The Paddocks, Hambridge Road, Newbury RG14 5TQ Installation of new double entrance doors, windows and associated works.  
WBC grants permission,

## 6 MINUTES

Cllr. Blackborow proposed, Cllr. Austin seconded with all in favour that the Minutes of the Parish Council meeting held on 12 June 2024 were a true representation of the meeting.

## 7 FINANCIAL REGULATIONS (FR)

The new FR model published in May 2024 by National Association of Local Councils (NALC) was considered.

- Section 5.6 - It was resolved to amend the new model from £60,000 to £25,000 under contracts for the Clerk to seek at least three formal tenders if the works were over £25k. The new version showed

60k (previously 25K) the internal auditor had recommended that it was made lower than 25k but as it had been increased to 60k in the newer version, it was resolved to revert this back to £25k.

- Section 5.15 – It was resolved to amend for individual purchase within an agreed budget for expenditure authorised by the Clerk to £1000 from £500.
- Section 6.9 - was amended to £1000 from £500 to align with 5.15.

Cllr. Swift-Hook proposed and Cllr. Austin seconded, with all in favour to adopt the new 2024 model FR.

**Action:** Clerk to publish on the website.

## 8 FINANCE

- i Cllr. Jay proposed and Cllr. Puffett seconded, with all in favour to approve the July Payments
- ii Cllr. Blackborrow proposed and Cllr. Puffett seconded, with all in favour to approve the Bank Reconciliation to 1<sup>st</sup> June 2024
- iii Regarding regulation 2.6 in the FR, when an unauthorised bank signatory council member checks the statements against the payments. Cllr. Drummond the nominated member was not in attendance at the meeting. This was deferred to the next meeting.
- iv Cllr. Neal reported that The Community Youth Project (CYP) asked for funds towards their sports provision. The initial costs for sports provisions for the first 2 years was £4,000. Parish Council agreed to donate £2,000 towards the entire project. It was resolved that this would be a one-off grant to support CYP. It was recognised in the reduction in funds from local government for youth activities and it is an exceptional hub as there is no other provision for youth activities in the parish. It was emphasised that this payment does not set a precedent for future applications, the £2k is towards the entire sports provision initiative. Cllr. Wakelyn-Green proposed and Cllr. Jay seconded, with all in favour.

## 9 APPROVE RISK MANAGEMENT POLICY FOR 2024-2025 (GP)

This was deferred to the next meeting when Cllr. Puffett had time to review the policy.

## 10 PARISH NEWSLETTER

The Clerk reported that she had tried and is still pursuing to find volunteers in the Parish to help support a newsletter, but with no success as yet. It was thought having a 6 monthly newsletter could be less work and something to consider. More consideration is needed. If anyone would like to support a newsletter in the parish, please contact the Clerk.

The Clerk recommended that Parish Council work on the new website initially. Once up and running perhaps a digital newsletter could be investigated at first before delivering a paper version through parishioners' doors.

**Action:** to be revisited once the new website is live.

## 11 ADDITIONAL PARISH NOTICEBOARDS

Parish Council received a report of noticeboards with costs from Cllr. Sanderson.

It was agreed in principle to purchase three small noticeboards with 1 large one, for a total of £3,500 taken from Reserves. The size of the boards may be subject to change regarding the locations which needs more consideration.

Cllr. Jay proposed and Cllr. Wakelyn-Green seconded, with all in favour.

Some of the locations for the noticeboards considered were;

- Control Tower - liaison is needed from GCT Trustees and the Commission, to also investigate the listed building regulation part.
- Racecourse - would need permission from the Racecourse Committee or /and David Wilson Homes
- Deadman's Lane, perhaps close to playground - need permission from WBC

- With one other location to be confirmed - but it was considered for perhaps two around the Racecourse area?  
**Action:** The Clerk will speak to the GCT Trustees to confirm storing the noticeboards until locations are confirmed and work with Cllr. Sanderson on purchasing the boards.  
 And **All** to consider more thoughts of their locations.

## 12 GRAFFITI IN THE PARISH

It was agreed to approve the £25.00 for Tactical Management to remove the Graffiti found on the waste bins and salt bins. Next time the Clerk will delegate to authorise this small payment and report expenditure in the next meeting.

## 13 SPEEDING IN THE PARISH

The Parish Council received a report from WBC to show that Westwood Road was compliant in keeping to the speed limit with no further action required. Burys Bank Road was found to be non-compliant, WBC reported that a traffic speeding survey will be carried out in Bank Burys Road in the near future. WBC Traffic and Safety are short staffed at the moment and it was advised this may take a while to deploy.

**Action:** District Councillors will investigate the Westwood Road issues of a proposed 20mph or other traffic calming options with WBC.

## 14 BUS SHELTER FUNDING

An Email from WBC was received asking if Parish's would like funding from a third party for a bus shelter. WBC would support this with installation costs and the maintenance, but the maintenance plan would be handed over to Parish Councils in the future. No timescales were provided at this stage of when the plan would be handed over. WBC was just asking for an expression of interest.

Some Councillors felt that until the roads are adopted by WBC, that GPC are not inclined to adopt anything on an unadopted road.

Cllr. Sanderson disagreed, the Racecourse estate is growing with more parishioners and Parish Council should take funding towards a bus shelter if it is being offered, a shelter is needed at the Racecourse. It was also discussed that a shelter does not cost a lot to run and maintain, but you cannot foresee the cost of vandalism which could be costly. It was considered also that parishioners should be encouraged to use the bus service.

After a discussion, Cllr. Neal and Cllr. Sanderson proposed and Cllr. Wakelyn-Green seconded that more investigation is needed for a bus shelter at the Racecourse and an expression of interest should be confirmed with WBC.

Cllr. Jay and Cllr. Swift-Hook abstained as considered issues of paying for maintenance on a PC asset that was situated on an unadopted road.

**Action:** The Clerk will speak to WBC regarding the shelter funding and the unadopted road issues.

## 15 DIAMOND BUILD

The Minutes from 05/07 was received. The draft plans will be sent to all parties to gain an estimate of cost for the next meeting to then consider grant funding. Cllr. Jay and Cllr. Wakelyn-Green had also joined the working group.

## 16 PARISH COUNCIL OFFICE MOVE (Clerk)

Greenham Control Tower Trustees had asked if they could take the PC office to use for a public community exhibition room. It had been considered for the Clerk to move to the other tower office but this office was needed for volunteer staff relief etc. It was also reported that the meeting room downstairs would now become a public community room and that the room could not be used for meetings. After discussing with one of the GCT ambassadors, it was thought that the PC office could become the new meeting room when needed along with it being an open exhibition room to the public. The Clerk could work from home, the PC files would need to remain at the GCT. It was mooted that GPC could pay £50 pm to store the PC files. A lock up cabinet would need to be purchased for this purpose. The Clerk had called

other storage companies who quoted between £40-100 for lock up storage. GPC currently pay £300 pm to rent the office that the Clerk uses twice a week. The Clerk thought perhaps this budget could be spent on assets that could be shown to be supported by Parish Council to raise PC profile, instead of going towards office rent. It was also recognised to still keep the parish council registered postal address at GCT. Parish Council would have priority to book the room out to meet parishioners privately if needed, the Clerk reported that no parishioners had met with her or the previous clerk and that there was not a demand for this. The Diamond Build working group would however still need somewhere to meet and this could take place in the office, where it would be booked out. The downstairs room will not be available anymore to meet. The Clerk also asked if one wall in the office could be given to GPC as an information board for the parish councils history of bringing GCT back to life. This would be considered.

Cllr. Neal proposed and Cllr. Austin seconded this, with all in favour.  
£1k was reserved from the office rent budget towards a locked cabinet.

Cllr. Bartlett said that the expenses would need further consideration for the Clerk working from home. The Clerk will look into this once the move is in place.

**Action:** The Clerk will liaise with the GCT ambassador that brought this matter to her attention on timelines and associated costs.

## **17 CLERK CORRESPONDENCE**

No further reports.

## **18 CHAIRMAN REPORT**

No report submitted.

## **19 DISTRICT COUNCILLORS REPORT**

The drone user had been spotted recently flying the drone dangerously in the Racecourse, unfortunately his vehicle registration number could not be identified. If anyone spots this person, please report to the police, calling 101.

## **20 PARISH COUNCILLORS' REPORTS**

- WBC had carried out a temporary repair to the Stroud Green Memorial Bench which had become unbolted. The bench needs monitoring and reporting again if faulty.
- Raised beds had been spoken about during the last engagement meeting at the GCT. This will be a future agenda item when more is considered.
- A person had fallen off their cycle and broken their hip on the Common and was stuck for 2 hours. Fortunately, Cllr. Neal had found this person on checking his cattle. There were then issues with letting the emergency services through the gate as no key was obtainable. No emergency representative was on site or contactable. The access needs to be considered more for emergency services and ensured that this does not happen again. A combination lock would make sense, with the numbers given to emergency services. Cllr. Neal will raise this issue with the Commission that has WBC and BBOWT representation, their next meeting is on 23/07 and it will be added to the agenda.

## **21 FUTURE AGENDA ITEMS**

- Greenham S137 Grant Policy and the process through the Good Exchange – {JSH to review policy}
- Tommy Memorial Statue location (September Meeting)
- Parish Newsletter (to be considered further once new website is live)
- Raised Vegetable beds at the GCT

## **22 DATE OF THE NEXT PARISH COUNCIL MEETING**

**11 September 2024 @ 7.30pm, St Marys Church Hall**  
 (Note: GPC will meet earlier if a planning application needs an observation)

**APPENDIX 1**

**Payments for July 2024 Meeting**

|            |   |                                    |                 |
|------------|---|------------------------------------|-----------------|
| 04.07.2024 | Dog Waste Bin Collection, 1820              | Tactical Facilities Management Ltd | 179.52          |
| 31.05.2024 | Clerk Salary, Month 3                       | Kim Lloyd                          |                 |
| 31.05.2024 | Tax & NI Employer/ee Contributions, Month 3 | HMRC                               | 846.63          |
| 31.05.2024 | Clerk Pension, Month 3                      | Berkshire Pension                  | 804.87          |
| 31.05.2024 | Clerk Payroll, 2187                         | SME Accounting Services            | 12.00           |
|            | <b>Total Expenditure</b>                    |                                    | <b>3,549.06</b> |

**Receipts for July 2024 Meeting**

|  |                     |  |             |
|--|---------------------|--|-------------|
|  | Nil                 |  |             |
|  | <b>Total Income</b> |  | <b>0.00</b> |