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**MINUTES of the meeting of Greenham Parish Council**  
*held at St Marys Church Hall, Greenham*  
*on Wednesday 12<sup>th</sup> April 2017 at 7.30pm*

*Present:*

Cllr Gary Puffett	Cllr Meg Thomas
Cllr Paul Walter	Cllr Billy Drummond
Cllr Jon Gage	Cllr Phil Barnett
Cllr Julian Swift-Hook (Chair)	Cllr Lindsey Middlemiss
Cllr Balu Sudra	Cllr Sally-Ann Jay (following item 3)

*In attendance:* 8 members of the public, 2 representatives of the press

**1. WELCOME TO THE COUNCIL'S NEW CLERK**

The Chair welcomed the new council Clerk, David Fowler

**2. APOLOGIES FOR ABSENCE**

Apologies were received from: Cllr Pragna Hay, Cllr Paul Inman and Cllr Chris Austin

**3. CO-OPTION OF COUNCILLOR**

The Council considered the co-option of Ms Sally-Ann Jay as a councillor.

**Proposed:** Cllr Walter

**Seconded:** Cllr Middlemiss

**Resolved:** That Ms Sally-Ann Jay be co-opted on to Greenham Parish Councillor as a councillor (8 votes for the proposal, and one abstention)

Ms Sally-Ann Jay duly completed the Declaration of Acceptance of Office, witnessed by the Clerk as Proper Officer of the Council.

**4. DECLARATIONS OF INTEREST**

**Cllr Jon Gage** declared that he is a director of Rivar Sand & Gravel Ltd.

**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.

**Cllr Sally-Ann Jay** declared that she is a trustee of Newbury Community Resource Centre

**5. APPROVAL OF MINUTES OF MEETING HELD ON 15<sup>th</sup> MARCH 2017**

One minor amendment: Item 5b lines repeated twice.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Jon Gage

**Resolved:** That, subject to the above amendment, the minutes were a true and accurate representation of the Council Meeting on March 15<sup>th</sup> 2017 and should be signed by

the chairman as such (9 votes for the proposal with Cllr Barnett abstaining due to his absence at the last meeting).

## 6. CHAIRMAN'S REPORT

No urgent matters were discussed.

## 7. CLERK'S REPORT

The Clerk informed the council that one request for information under the Freedom Of Information Act 2000 had been requested and actioned. The request pertained to recent correspondence with Social Investment Business.

## 8. PUBLIC SESSION

One member of the public (Mr Alan Mercado) asked the Council for their support in writing to a number of US veterans' associations to request financial support for the control tower project.

Cllr Middlemiss questioned the appropriateness of a member of the public making grant applications on behalf of the council.

The Clerk undertook to contact Mr Mercado ahead of the next council meeting to discuss what correspondence he planned to make and how the issue might be progressed.

## 9. PLANNING AND LICENSING

The following planning applications were considered:

a) **17/00534/FUL** (Adjacent Parish)

McDonalds, Newbury Retail Park Refurbishment and extensions totalling 54.8 sqm.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Phil Barnett

**Resolved:** No Objection, *nem con*, but noting need for conditions to ensure any extra waste litter is collected.

b) **17/000793/LBC2**

Sandleford Farmhouse, St Gabriel's School, Sandleford. Removal of 'unsightly and potentially dangerous' timber boarded shed with corrugated metal roof.

**Proposed:** Cllr Paul Walter

**Seconded:** Cllr Sally-Ann Jay

**Resolved:** No Objection, *nem con*.

c) **17/00336/FULD**

Mill House, Overbridge Square, Hambridge Lane. Removal of existing pyramid roof structures and construction of new flat roof for 8 resi units

**17/00335/FULD**

Weir House, Overbridge Square, Hambridge Lane. Removal of existing pyramid roof structures and construction of new flat roof for 7 resi units

**17/00331/FULD**

Bridge House, Overbridge Square, Hambridge Lane. Removal of existing pyramid roof structures and construction of new flat roof for 6 resi units

**17/00334/FULD**

Leat House, Overbridge Square, Hambridge Lane. Removal of existing pyramid roof structures and construction of new flat roof for 7 resi units

**17/00333/FULD**

Lock House, Overbridge Square, Hambridge Lane. Removal of existing pyramid roof structures and construction of new flat roof for 6 resi units

**Proposed:** Cllr Paul Walter  
**Seconded:** Cllr Lindsey Middlemiss  
**Resolved:** No Objection, 9 votes for the proposal one abstention (Cllr Barnett)

d) **17/00448/FUL**

English Provender Company, Greenham Business Park. Installation of temporary single-storey Portakabin for 104 weeks.

**Proposed:** Cllr Paul Walter  
**Seconded:** Cllr Lindsey Middlemiss  
**Resolved:** No Objection, *nem con.*

e) **17/00584/FUL**

Newbury and Crookham Golf Club. Construction of single storey half-way hut adjacent to 10th tee, to include toilet facilities, kitchen and small seating area.

**Proposed:** Cllr Billy Drummond  
**Seconded:** Cllr Paul Walter  
**Resolved:** No Objection, *nem con.*

f) **17/00621/TPW**

48 Mandarin Drive Newbury Berkshire RG14 7WE.

**Proposed:** Cllr Billy Drummond  
**Seconded:** Cllr Lindsey Middlemiss  
**Resolved:** No Objection, *nem con.*

g) **17/00607/TPW**

22 and 21 Sedgefield Road Newbury Berkshire RG14 7TZ

**Proposed:** Cllr Paul Walters  
**Seconded:** Cllr Billy Drummond  
**Resolved:** No Objection, 9 votes for, one abstention (Cllr Thomas)

**10. FINANCE**

a) No grant-funding request had been received.

b) The Following Cheque payment were considered:

From Greeham Parish Council current account:

- The Willows School (grant awarded in March 2017): £600 (#1444)
- Mabel Luke (grant awarded in March 2017): £2,500 (#1445)
- Greenham Common Trust: (rent - Inv 24395+24494): £510.00 (#1446)
- Sundog (Inv 2233): £154.00 (#1447)
- Greenham PCC (Inv 8 – church hall room hire): £75 (#1448)
- HALC (recruitment advert): £48.00 (#1449)
- C J Rolley (Chris Rolley Associates): £1,058.00 (#1450)
- GPC Control Tower account: £20,000 (#1451)
- WBC (emptying dog bins): £195.36 (#1452)

From the Greenham Parish Council Control Tower account:

- Alex Russell (brickwork repairs) Inv 10603 - £1,000. (#0005)
- Cllr Middlemiss (expenses for public survey cards inv 9431770): - £53.83 (#0006)

**Proposed:** Cllr Billy Drummond  
**Seconded:** Cllr Paul Walters  
**Resolved:** That the above cheque payments be authorised, *nem con.*

c) The Annual Return has to be approved by the end of June 2017.

**Proposed:** Cllr Julian Swift-Hook  
**Seconded:** Cllr Jon Gage  
**Resolved:** That the Clerk prepare at least 2 quotes for internal audit services and make recommendations at the next Council meeting, *nem con.*

## **11. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Cllr Swift-Hook led a general discussion on the nature of CIL and how it differed from its predecessor (s.106 funding).

Due to the nature of the subsequent proposal regarding how residents might be engaged with regards how CIL is spent (and in particular to a specific development), Cllr Gage left the room due to a conflict of interest.

**Proposed:** Cllr Lindsey Middlemiss  
**Seconded:** Cllr Paul Walter  
**Resolved:** that, for forthcoming developments, the Council:

- a) Provides an opportunity to inform local residents of upcoming developments, and
- b) Shares ways to potentially mitigate the negative impacts of these developments, and
- c) Seeks feedback (through a public meeting and other means) from residents on ways CIL funds could be used to benefit the community and potentially mitigate the negative impacts of these developments, carried *nem con.*

## **12. CORPORATE INSURANCE RENEWAL**

The Council's corporate insurance was due for renewal on 1 June 2017. Cllr Walter stressed the need to ensure the Council had sufficient councillor/employee indemnity.

The clerk undertook to review the Council's insurance cover and bring proposals for renewal to the next Council meeting.

At 2100hrs, Cllr Lindsey Middlemiss left the meeting.

## **13. CORPORATE RISK ASSESSMENT**

The last agreed corporate risk assessment took place in 2103 and was now out of date; the Council's Governance Working Group had identified the need to update this.

The clerk undertook to review the Council's corporate risk assessment and bring proposals for renewal to the next Council meeting.

## **14. CONTROL TOWER**

- a) Chairman of the Control Tower Committee Cllr Jon Gage spoke to the report circulated with the Agenda.

The Control Tower Draft Business Plan was discussed, particularly the Cash Flow, which envisaged Greenham Parish Council having to assist any 3<sup>rd</sup> party operator of the Control Tower with £10,000 on handover in late 2017, then again in April 2018 and 2019.

Cllr Gage suggested this was necessary to enable any tenants of the Control Tower café and office space to become established, at which point rental returns would make the

Control Tower self-sufficient. This was based on very conservative predictions of income to the 3<sup>rd</sup> party operator (e.g. no charity fundraising) and the situation is likely to be much better in reality.

The possibility of tapering Council subsidies to the 3<sup>rd</sup> party operator (e.g. £10,000 on handover, then £7,500 in year one, and £2,500 in year two) was considered. Cllr Gage believed this was possible given the conservative assessment of revenue income.

Cllr Gage requested continued feedback as he develops the business plan, which would come back to Council in due course for agreement.

- b) Cllr Meg Tomas made the Council aware of the offer of photographic services from *Oxygen Photography*. The services would come free but the copywrite agreement would need reviewing before signing. This would be an agenda topic at the next Control Tower Meeting to bring back to the next Full Council Meeting.

The Clerk undertook to review the copywrite agreement and provide an opinion on its suitability.

## 15. COMMITTEE AND WORKING GROUP MEMBERSHIP

- a) The co-option of Cllr Sally-Ann Jay on to full council meant she could no longer sit on the Control Tower Committee as a non-voting, co-opted member. Neither could she automatically become a full Control Tower committee member, which was currently constituted for 7 members, all of which were allocated.

**Proposed:** Cllr Julian Swift Hook

**Seconded:** Cllr Billy Drummond

**Resolved:** [a] That the Council increase the standing membership of the Control Tower Committee to 8 councillors, and  
[b] That Cllr Sally-Ann Jay be appointed to the Control Tower Committee.  
Carried *nem con*.

The Clerk undertook to update the Committee and Working Group Membership to reflect this resolution.

- b) The Council noted Standing Order 42:

**‘The Chairman and Vice-Chairman *ex-officio* shall be members of every committee.’**

In making his proposal to amend this Standing Order, Cllr Swift-Hook suggested that, in accordance with guidance for the Governance Working Group, the order needed to make explicit that *ex-officio* membership of committees by the Chairman and Vice-Chairman included full voting rights.

**Proposal: that, the Council varies Standing order 42 to read:**

**‘The Chairman and Vice-Chairman *ex-officio* shall be members with full voting rights of every committee’**

**Proposed:** Cllr Jullian Swift-Hook

**Seconded:** Cllr Billy Drummond

In accordance with Standing Order 72, the resolution to vary Standing Order 42 was proposed and seconded, and would stand adjourned without discussion to the next ordinary meeting of the Council.

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

Cllr Phil Barnett raised the issue of making clear the Council's position on adopting responsibility for new bus shelters. Cllr Swift-Hook would ask Cllr Inman to report back on the issue at the next full council meeting.

Cllr Meg Thomas requested the Clerk investigate the possibility of procuring Parish Council branded High Visibility jackets/tabards to identify councillors during public events.

The Clerk made the Council aware of the draft amendments to the Media and Expenses policy proposed by Cllr Lindsey Middlemiss. The Clerk undertook to review and seek best practice advice from BALC/NALC and report back to council at a forthcoming meeting.

Cllr Julian Swift-Hook listed a number of outstanding items that should come back to full council when time permits:

- Report back on Website
- Council/councillors' surgeries
- Response to next boundary review consultation
- Reserves policy and queries regarding certain restricted Reserves
- Office equipment procurement
- Cut-off time for meetings (10/10.30pm) as a variation to Standing Orders

## **17. EXCLUSION OF PRESS AND PUBLIC**

**Proposed:** Cllr Julian Swift-Hook

**Seconded:** Cllr Paul Walter

**Resolved:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## **18. CORRESPONDENCE WITH SOCIAL INVESTMENT BUSINESS (SIB)**

Cllr Swift-Hook gave a report on recent correspondence with SIB and its reporting in local media. The Council's next steps to ensure a more proactive and constructive relationship with SIB were considered.

**Proposed:** Cllr Julian Swift-Hook

**Seconded:** Cllr Paul Walter

**Resolved:** [a] That from now on, the Clerk be the single point of contact with SIB for written, email and telephone contact;  
[b] That the council continues to work positively with SIB with the aim of progressing the control tower project to completion as soon as possible.  
[c] That the Clerk seeks a face-to-face meeting with SIB and himself and key councillors as soon as possible.

**There being no other business the Chairman declared the meeting closed at 22:35 hrs**

Chairman

Date