



Clerk to the Council
Suite 23 Liberty House
Greenham Business Park
Greenham, Berkshire RG19 6HW

clerk@greenham.gov.uk

www.greenham.gov.uk

Tel: 01635 564900

MINUTES of a Meeting of Greenham Parish Council on Wednesday 14th March at 7:30 pm at St Mary's Church Hall, Greenham.

Present:

- Cllr Julian Swift-Hook (JSH)
- Cllr Chris Austin (CA)
- Cllr Jon Gage (JG)
- Cllr Meg Thomas (MET)
- Cllr Steve Jones (SJ)
- Cllr Alana Finn (AF)
- Cllr Martin Griffiths (co-opted at Item 4) (MG)

In attendance:

- Philippa Harper, Clerk to the Council

180. Apologies for Absence

Cllr Ken Neal, Cllr Tony Vickers, Cllr Gary Puffet, Cllr Phil Barnett, Cllr Billy Drummond

181. Declarations of Interest, Statements of Position and Dispensations,

JG declared he is a director of Rivar Sand and Gravel

JSH declared he is a member of Newbury Town Council and Greenham and Crookham Commons Commission

MET declared she is a director of Greenham Control Tower Limited

SAJ/SJ/JG declared they are directors of Greenham Control Tower Limited trading arm

182. Approval of Minutes of Council Meeting held on Wednesday 14th February 2018

Proposed: SJ

Seconded: CA

Unanimously resolved accepted as a true and accurate record

183. To consider the co-option of a new Councillor

Martin Griffiths has lived locally for 7 years, works for the Co-op, worked in the area for 15 years. A letter of information had been circulated. Mr. Griffiths answered questions from the members.

Proposed: JSH

Seconded: SAJ

Resolved unanimously that Martin Griffiths be co-opted as a Councillor for Greenham Parish Councillor

Cllr Griffiths then joined the Council meeting and made his Declaration of Acceptance of Office, witnessed by the Clerk.

184.Chairman's Report

The Chair had no matters to report

185.Clerk's Report

PH reported a continuing high level of workload but with welcome input from Lisa Blake for temporary deputy clerking duties and welcomed the approval of funds for extra admin support as required

PH had attended the West Berkshire Clerks' Forum on the 28th February

PH had sent another Control Tower update to SIB

JG had found a press release in which it was suggested that street cleaning and litter picking are set to be cut back and that the district council is planning a potential devolution to parishes

186.Public Session

No questions for the meeting had been received

187.Finance

a) Grant Application

Proposed: SJ

Seconded: MET

Resolved unanimously that no grant is awarded to Berkshire Vision in view of the large cash reserves of the organisation

b) Monthly Payment Schedule

Proposed: CA

Seconded: JG

Resolved unanimously to accept the schedule of payments below dated 14th March 2018:

GPC Current Account

Payee	Transaction Date	Item	Cheque No	Amount
Phil Barnett	14/03/2018	Expenses	1558	97.20
Philippa Harper	14/03/2018	Expenses	1559	47.65
SSE	02/03/2018	Electricity - Bus Shelters	DD	10.45
Precision Peripherals	28/02/2018	Toner	1560	147.60
Newbury Office Supplies	15/02/2018	Stationery	1561	3.47
GPCC	17/02/2018	Footway Lighting	1562	150.00
ROSA Productions	18/02/2018	Consultancy (CT)	1563	420.00
SLCC	20/02/2018	Membership	1564	165.00
Pinnock Brothers	22/02/2018	Kerosene (CT)	1565	785.93
Active Heating Services	24/02/2018	Boiler maintenance (CT)	1566	126.00
BT	26/02/2018	Phone Line - Office	DD	140.42
GPCC	28/02/2018	Hall Hire	1567	78.00
Sundog Maintenance	28/02/2018	Grounds Maintenance (CT)	1568	154.00
West Berkshire Council	07/03/2018	Dog bins	1569	179.60
Mindworks	13/03/2018	Project support (CT)	1570	1,500.00
BT	01/02/2018	Phone Line (CT)	DD	88.56
Phil Barnett	14/03/2018	Expenses	1558	97.20
Total				4,093.88

Control Tower Account

Payee	Transaction Date	Item	Cheque No	Amount
Wokingham Borough Council	19/02/2018	Building Control	19	330.00
Ikon	27/02/2018	Tower Refurbishment	18	54922.06
Total				55252.06

Concern was raised at the cost of the BT line, to be reviewed asap.

c) Cashflow

The total bank and cash balance was £193,496 at end of February.
The remaining PWLB drawdown facility of up to £25K will be needed.
Clerk and Deputy Clerk will provide a full report next month

- d)** A stage payment of £54922.06 for building works (Control Tower) was approved under Item b).

e) Business Interest Account

The sum of 3,500 is in the account, accruing interest of up to 15p per month. The suggestion has been to close the account or use it.

Proposed: CA

Seconded: SJ

Resolved unanimously that in view of the difficulty in opening accounts, and the future potential higher interest rates, that this bank account is left open for future proofing

188. Control Tower

- a)** The final draft of the lease had not been completed as the solicitor has been unwell. A dedicated meeting to sign this off may be needed before the next Full Council. JG will advise of progress.

b) Handover to GCTL

JG reported a meeting due on Wednesday 21st March to hand the building back from the contractor to GPC.

Proposed: JSH

Seconded: CA

Abstentions: MET/SJ owing to a potential conflict of interest

Against: None

Resolved that (in addition to already agreed items of Lease, Joint Working Agreement, signed off Financial Regulations and Business Plan,) GPC will require in place from GCTL insurance, list of signatories, and letter of application for the handover process.

The Clerk noted that the handover must be complete before opening to the general public.

Proposed: JSH

Seconded: JG

Abstentions; SJ/MET owing to a potential conflict of interest

Against: None

Resolved that GPC requires a letter from GCTL to GPC requesting access to the building prior to granting of the lease, outlining likely fit-out activities subject to receipt of RAMS (Risk Assessment/Method Statement) before commencement.

(c) Programme

Control Tower Proposed Dates

March 21	Handover
March 23/24	Clean-up and seeding
April 7/8	Move in furniture
April 29	Volunteer training
May 5/6	Volunteer training weekend; maybe try the café
May 12/13	Proposed first weekend opening

(d) To consider any other recommendations and next steps

JG reported that the build cost is looking like £115K, to include some extras asked for by GPC.

Proposed: CA

Seconded: JSH

Abstention: MET and SJ owing to potential conflict of interest

Against: None

Resolved to decline the contractor's quote for additional security measures since the quote is not competitively priced.

Proposed: SJ

Seconded: JG

Abstention/against: None

Resolved unanimously that the Clerk write formally to Place Partnership (PP) to register concern that no report has been received from PP at this critical time and notably getting short notice requests for approval for things which should have been foreseen.

Cafe

JG reported that he had received more enquiries from café operators, and that the short-term community café is moving forward

Office

A £300 quote was received from Company A for an introduction fee. They had recommended using a simple license.

Cllr Finn left the meeting at 9.20 pm.

189. Planning and Licensing (item brought forward)

a) **To consider** all planning and licensing applications received up to the date of the meeting.

Meeting Reference	Details	GPC Comments
1	Land West of New Road North of Pyle Hill Newbury Berkshire. Ref. No: 18/00529/FULEXT Validated: Thu 01 Mar 2018	Concerns raised re the road traffic and footpath, not wide enough for bus, cars, bikes, pedestrians. It is noted that it is the main pedestrian access to the Common from the Westwood Estate. Many people from Pigeons Farm walk there. Points up the need for a transport plan for Greenham, the permeability of the land in not joined up. Proposed: CA Seconded: SJ Resolved unanimously no objections Abstention: JSH and JG abstained and left the room on grounds of pecuniary interest. MET left the meeting at 9.30pm after the vote. JSH and JG rejoined the room after the vote was cast.
2	History 2 Newbury Racecourse Racecourse Road Newbury Berkshire. Ref. No: 18/00384/COND5 Status: Awaiting decision	Proposed: JSH Seconded: CA Resolved unanimously no objections
3	History 2 Newbury Racecourse Racecourse Road Newbury Berkshire. Ref. No: 18/00587/NONMAT Awaiting decision	Not in for decision; contents noted
4	Land on North Side of Pyle Hill Newbury Berkshire. Ref. No: 18/00164/COND1. Status: Awaiting decision	Noted; Clerk to Invite TV to do as he suggests
5	8 Young Crescent Thatcham Berkshire RG19 8XE. Ref. No: 18/00115/FULD Status: Awaiting decision Replacement of wooden sheds with a somewhat better wooden 'living area' bungalow.	Noted; Clerk to Invite TV to study plans in more detail as he suggests
6	15 Greenacre Place Newbury Berkshire RG14 7GY. Ref. No: 18/00499/HOUSE Status: Awaiting decision A new dwelling owner wishes to extend living area.	Proposed: JSH Seconded: CA Resolved unanimously no objection
7	Aleburn House Basingstoke Road Greenham Thatcham Berkshire RG19 8HR. Ref.18/00367/HOUSE	Proposed: JSH Seconded: SAJ Resolved unanimously no objection
8	8 - 94 Denman Drive Newbury Berkshire RG14 7GD. Ref. No: 18/00462/TPW Status: Decided TPO work on mature trees in Denman Drive, bordering Newbury. Already approved and work in hand.	Work has commended: contents noted

9	5 Porter End Newbury Berkshire RG14 7JP. Ref. No: 18/00379/TPW. Status: Awaiting decision TPO work on site which backs onto Greenham Road just north of Westwood Rd turning. London plane tree causing subsidence in clay soil of applicant's neighbour's house (no.6) to east (away from Greenham Road). No impact on wider street scene.	Work has commenced; contents noted
10	1 Peckmoor Drive Greenham Thatcham Berkshire RG19 8BX. Ref. No: 18/00141/TPW. Status: Decided TPO work already decided. Trees visible from car park opposite application site on Bury's Bank Rd near junction with Pyle Hill.	Work already decided. Contents noted.
11	Cleansing Services Group Ltd Pinchington Lane Greenham Thatcham Berkshire RG19 8SR. Ref. No: 18/00127/COND3. Status: Decided Relates to 11/02480/outmaj - housing development on former contaminated land off Pinchington Lane	Noted
12	Adjacent to Parish Plenty Close, Newbury Ref. No: 18/00371/FUL Auction House (SAS)	No objections

- b) To consider** GPC response to West Berkshire Council withdrawal of paper copies
The considerable extra workload for Cllr Vickers, Cllr Neal and the Clerk was noted. SJ will lend us his projector on an interim basis. A 2nd laptop as well as the Clerk's is required. Maps, pictures and elevations are required for future meetings.
- c) To consider** response to Draft West Berkshire Local Plan Review to 2036 Scoping Report. *Item deferred*

190. Staffing and Training

The Clerk's requested dates for Annual Leave of March 20, 22,24, w/c 2nd April and 4-18 August were agreed.

Proposed: JG

Seconded: SJ

Abstentions/against: None

Resolved unanimously that the Chair and Vice-Chair be authorised to approve the Clerk's future leave applications

- b) To consider** opportunities for Councillor Training. *Item deferred*
c) To review the current payroll procedure. *Item deferred.*

191. Governance

- a) To consider** creating a Finance and General Purposes Committee. *Item deferred*
b) To consider creating a Community Engagement Working Group. *Item deferred.*
c) PH circulated a GDP factsheet for information
d) To consider cancelling the August GPC Meeting. *Item deferred.*

192. Salt Bins

JG reported that some salt bins empty, and there is a budget in place.

JSH highlighted that the Clerk can deal with salt bin replacement for Ascot Close.

JG had found a much cheaper quote for salt than West Berkshire

Proposed: JG

Seconded: JSH

Resolved unanimously that Company B be used as the provider for salt

JG also reported that new salt bin requests have also come in, for future discussion.

193. Creation of Sandleford Ward for 2019 parish elections

CA noted that the local MP is aware of the situation of the boundary review. 7 households have 5 councillors; concern was noted

194. Community Engagement

a) **To approve** the creation of a newsletter or item for Parish newsletter. *Item deferred.*

b) **To consider** 'A Nation's Tribute' *Item deferred.*

c) **To consider** any other ideas for Community Engagement. *Item deferred*

d) CA offered to lead the planning of a Parish Tour for councillors in the summer.

e) **To receive** reports from any GPC representatives on outside bodies.

Cllr Phil Barnett had updated the Clerk that he had been involved with some recent confidential BALC meetings.

f) PH relayed a report from Cllr Vickers that owing to a change in regulations, Cllr Drummond would now be a trustee Mabel Luke Charity in a personal capacity, rather than the GPC rep.

g) **To consider** marking the retirement of a long-standing local police officer

SAJ will check the retirement date

195. Other items for information or for possible inclusion on a future Agenda

For information only – no decisions can be taken.

The meeting closed at 21.58