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MINUTES

Greenham Parish Council Meeting in St Marys Church, New Road, Greenham. RG19 8RZ
on **Wednesday 6th December 2023** AT 7.30PM

Councillors Present:

Cllr. Adrian Abbs
Cllr. Gary Puffett
Cllr. Alison Blackborow
Cllr. Martin Sanderson
Cllr. Sally-Ann Jay
Cllr. Ken Neal
Cllr. Phil Barnett
Cllr. Billy Drummond
Cllr. Pragna Hay

Clerk: Mrs Kim Lloyd

Public: 1

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.

Cllr Abbs said he could chair the meeting. Cllr. Drummond proposed and Cllr. Barnett seconded this.

1 ST MARYS CHURCH, GREENHAM, PROPOSAL FOR A NEW CHURCH FOOTPATH – RACHEL OXLEY

Proposal to Council regarding funding towards a new church footpath, donation would be made through the [Good Exchange](#).

Mrs Oxley (PCC) explained to Council that funding is being pursued for the repair of the footpath outside the church. It needs to be made safer as currently it is uneven and unsafe with slip hazards, and needing an improvement to the disabled accessibility. Part of the footpath is a public footpath and WBC has agreed to pay for the sloping section part of the funding. The full project cost is £26,571 with WBC funding £7,500. This leaves £19,071 needed which is the quotation for the two other areas. The Tots Group that uses the hall granted £500 which will be match funded. Requests are also being made to the congregation. £18k still needs to be reached. GPC have a balance of £6,330 that Greenham Trust agree to match fund up to 1st April 2024.

- GPC resolved to allocate up to £10,000, (£6,330 match funded and the surplus granted) but this is pending further quotes from additional contractors.
- It was felt and advised to Mrs Oxley that surface material needs to be more considered and GPC would like to understand that the correct non-slip materials are going to be used?

- Matching the surface material up to the WBC section needs to also be considered?
 - Is Tarmac the right environmental material to use?
 - The longevity of the path needs to be confirmed?
- Cllr. Abbs proposed and Cllr. Drummond seconded to allocating £10,000 pending further quotes and answers to the questions above.
- Cllr. Drummond and Cllr. Jay will forward contractor details to Mrs Oxley to help obtain further quotes. If anyone would like to make a donation, please use this [link](#).

2 PUBLIC PARTICIPATION

None

3 APOLOGIES FOR ABSENCE

Cllrs. Jones, Swift-Hook, Griffiths, Austin, and Wakelyn-Green sent apologies.

4 DECLARATIONS OF INTEREST ON AGENDA ITEMS

All members declared an interest in Item 7, the Budget/precept.

Cllr. Drummond is Vice-Chairman of WBC and a member of Newbury Town Council (NTC)

Cllr. Barnett is a member of WBC and NTC.

5 PLANNING SCHEDULE (Appendix 1)

- 23/02646/House, 20 Aintree Close. Parish Council agreed to no objections, Cllr. Neal proposed and Cllr. Jay seconded, all agreed.
- 23/02643/OUTMAJ Premier Inn, Pinchington Lane. Cllr. Jay proposed to repeat the representation submitted from Council last time, as nothing had changed from the previous application. Cllr. Neal seconded, all agreed.
- 23/02689/House/LBC, Hallbarn House, Pigeons Farm, Burys Bank Road. Parish Council had no comments to make. Cllr. Jay proposed and Cllr. Neal seconded, all agreed.

6 MINUTES

The Minutes were resolved of the Parish Council meeting held on 8th November 2023. Cllr. Blackborow proposed and Cllr. Barnett seconded all agreed, with one abstaining.

7 FINANCE

- (i) Payments were resolved to pay as shown below. Cllr. Drummond proposed and Cllr. Blackborow seconded, all agreed.

Schedule of Bank Payments

6th December 2023

1. Cheque payments – GPC Current Account (Metro Bank)

Inv Date	Inv No / Trans Ref	Payee	Amount
30.11.2023	Month 7 Clerk Salary	Kim Lloyd	
30.11.2023	Month 8 HMRC employee/er Contribution	HMRC	
31.10.2023	Month 8 Pension	Berkshire Pension	
24.11.2023	Clerk Payroll - November 2023/Inv. 2061	SME Accounting Ltd	£ 12.00
30.11.2023	Dog Waste Collection - Inv 1055 November	Tactical Facilities	£ 310.08
30.11.2023	Interim Audit	Auditing Solutions Ltd	£ 600.00
06.11.2023	Tree Guards for Stroud Green	Designer Metal (Suffolk) Ltd	£ 822.00
14.11.2023	Noticeboard x 3 clean	Externiture Ltd	£ 36.00
14.11.2023	Beating of the bounds refreshments/staff - Inv	Greenham Control Tower	£ 95.00
10.11.2023	Greenham in Bloom Engraving	Kim Lloyd	£ 12.00

PAID

2. Regular (DD/SO) Bank Payments – GPC Current Account (Metro Bank)

Trans Date	Trans Ref	Payee	Amount
23/10/2023	Broadband	BT	£ 50.45
01/10/2023	Bus Shelter Electric	SSE	£ 19.06

- (ii) The Bank Reconciliation to 1st November 2023 was approved. Cllr. Drummond proposed, and Cllr. Barnett seconded, one abstention with all others agreed.
- (iii) It was resolved to ask Greenham Control Tower to buy more high-quality flag ropes to avoid the rope becoming frayed sooner. GPC felt hinged flag poles, that was being proposed for Parish Council to buy to enable volunteers to replace the rope safely, without the need to hire a cherry Picker etc, would not be required if the rope had a better longevity. The Clerk reported that new improved rope had already been purchased and installed ready for the memorial service on the 12/12. GCT had also purchased new flags for £173.38 which GPC resolved to pay for. Cllr. Blackborow proposed and Ken seconded this and that when the new rope eventually does fray it was suggested that GPC buy some new high-quality rope sourced from the marine society. Cllr. Drummond proposed, and Cllr. Neal seconded. This expenditure will come out of the £3k War Memorial reserve.

It was highlighted that the rope is replaced in a safe way by the volunteers and that Health and Safety is always adhered to. Risk Assessments should be carried out before any work to replacing flags and ropes using cherry pickers or scaffolding platforms.

Action, the Clerk to talk to Mr Evans (Event co-Ordinator) at the GCT of all of the above.

- (iv) It was agreed to buy the annual zoom licence for Greenham Parish Council at £120.00 annual for community engagement meetings, but the licence can be used for the entirety of GPC when needed.
Action: Clerk.
- (v) In November's meeting it was agreed to move the surplus over £85,000 funds to another bank to protect the funds over £85k. The Clerk reported that [Financial Services Compensation Scheme](#) states that public authorities including Parish Council, (Only if there budget is not over £500,000) funds over £85k is protected by Financial Services Compensation.
- (vi) It was resolved to move all funds over to Unity Trust Bank (UTB) from Metro and not just the funds over £85k due to the problematic online metro payment process and paying £20 per month, opposed to £6 per month with UTB. Cllr. Jay proposed and Cllr. Drummond seconded, all agreed.
Action: Clerk

8 AUDIT INTERIM AUDIT REPORT 2023/2024

The report was considered. The Clerk reported that moving forward an unauthorized signatory needs to check off the payments against the bank statements. Cllr. Drummond said he would do this.

GPC are working on the previous version of The Financial Regulations; the Clerk was aware of this but heard that NALC are updating the FR and was waiting for this update. Following the Interim auditor's advice GPC will adopt the new 2018 version in January's meeting.

Action: Clerk to amend 2018 version to align with GPC and circulate before the next meeting.

9 GREENHAM GRANT GIVEN PROCESS THROUGH THE GOOD EXCHANGE (JSH)

It was asked to consider amending the GPC grant policy to show that GPC donate through the good exchange to take advantage of the £8,000 match funded agreement. After consideration it was agreed to defer this item to the January meeting when Cllr. Swift-Hook is present to explain more.

10 BUDGET 2024-2025

(l) Cllr. Abbs asked for the budget to not be deferred and Cllr. Barnett seconded this.

- Cllr. Abbs felt that inflation is going down and no more than 5% should be added to budget items and said to consider a net zero precept for 2024-2025 account year from looking at how much reserves GPC have.
- Cllr. Jay felt that it was difficult to allow no more than 5% on budget items, as some are increasing and others are not.
- It was considered by others that the Diamond new build (if it does go ahead following the survey consultation in January) will use a lot of the unallocated reserves.
- A Budget line for admin support provided by GPC for the Greenham and Crookham Common Commission £5,000 was questioned, the Clerk did not understand what this was for?
- It was agreed to reserve funds for Allotments (if land is found) and remove it from the running budget to an allocated reserve fund.
- The Clerk will find out from WBC if the CIL Funding (£121,751) could be allocated to the new Diamond Building.
-

The budget was considered and will be discussed further and approved in January's meeting.

Action: Clerk to revise Budget with above amendments and re-circulate to Council before January's meeting.

(i) Precept for 2024-2025 (deadline 31st January)

The Precept will be considered and approved in January's meeting when WBC Tax Base Figure is known.

11 BALANCING THE COUNCILS BUDGET CONSULTATION 2024-25

It was resolved to respond to West Berkshire Council that GPC oppose to the proposed cutbacks within the consultation.

- Two Councillors felt GPC should accept taking over the management of the bins as the number of WBC bins are constantly overflowing.
- There is no statutory duty for local authorities to provide bins either Litter or Dog Waste bins.
- It was also considered to speak to Greenham and Crookham Common Commissions (GCCC) as it should be considered for them to contribute towards the waste collection on the common if WBC did remove bins from the Common. The Clerk said it is on the January's GCCC agenda for discussion.

At 20.50 Cllr. Abbs suspended Standing Orders (SO), SO were resumed at 20.55pm.

- GPC also agreed to oppose to responding to the cutbacks on grass cutting within the consultation.

Cllr. Puffett proposed to oppose to all and Cllr. Jay seconded this. Two councillors were against this and one abstained.

Action: Clerk to write to WBC.

12 COMMUNITY ENGAGEMENT (AB)

The minutes were circulated to Council from the meeting held on 29/11/2023

- It was considered to start investigating a new website with Cllr. Sanderson support.
- Investigations are being carried out on how much the portacabin on the Diamond Field is used by different groups.
- Draft Busters needs promoting more via posters and social media.
- More focus on seasonal projects. I.e. growing vegetables, warm hubs.

Cllr. Abbs declared an interest as the current website is provided by his company, and he had not recognised that Parish Council are investigating a new one to enable ways to engage more with the community from a community website.

13 THE ROYAL BRITISH LEGION MEMORIAL SERVICE, TUESDAY 12TH DECEMBER 2023

GPC resolved that they would pay for the refreshments to the Serviceman following the service.

14 STAFFING COMMITTEE

To note that a date will be circulated for the Clerks Appraisal at the GCT.

Action: Clerk to circulate dates.

15 CLERK REPORT

- Thames Valley Police Budget is out for [consultation](#). Deadline 5/01/2024
- WBC District Parish Meeting is on 30th January in Shaw House
- The next Parish Climate is on 31st January.
- Tactical Management (waste collection contractor) will be terminating collecting waste from the Greenham Common (mop up service) from 4th December, if you see any overflowing dog waste bins, please [report a problem](#) to WBC.

16 CHAIRMAN REPORT

Nothing submitted from Cllr. Jones.

Cllr. Abbs attended the St Marys Church Remembrance Service and laid a poppy wreath on behalf of Greenham Parish.

17 DISTRICT COUNCILLORS REPORT

Cllr. Drummond reported;

- GPC were awarded the members bid grant of £10,000 for a new footpath on the play area between Deadmans Lane and Montague Drive. Along with a new trampoline adapted for disabilities in the adjacent play area.
- WBC are planting apple trees opposite the gate house, top of Pigeon Farm Road.
- Kings Road opening date is now 20 December due to the concrete slowly setting. but this will relief some of the traffic when opened.

Cllr. Barnett reported;

The bridleway was cleaned past St Marys Church.

Lights are now up at the top of Pile Hill

18 PARISH COUNCILLORS' REPORTS

- Cllr. Puffett commented on how cold it was in the hall. The Clerk confirmed the heating was on.

- Cllr. Blackborrow reported that the winners of the Greenham in Bloom Competition had been awarded their prizes. Clerk will inform Newbury Weekly News.
- The memorial had been removed from the tree on Stroud Green.

19 FUTURE AGENDA ITEMS

- Budget /Precept, January
- Adoption of 2018 Financial Regulations, January
- Greenham Grant process using Greenham Trust £8k match funded agreement, January or when Cllr. Swift Hook is present.

Cllr. Drummond received an award for his 20-year service at WBC. He noted that he had been on Parish Council for 23 years and felt that Greenham Parish Council should consider adopting a similar long service parish councillor award.

20 DATE OF THE NEXT PARISH COUNCIL MEETING

10th January 2023 @ 7.30pm, St Marys Church, Greenham

Before the meeting was closed Cllr. Abbs announced his resignation from Greenham Parish Council. He said he had enjoyed his time on Parish Council but felt it was now time to stand down.

APPENDIX 1

Planning Applications considered.

Reference	Type	Location	Description	Observations
23/02646	House	20 Aintree Close, Newbury RG14 7TX	Removal of existing conservatory and replacement on new single storey rear extension on same footprint.	No Objections
23/02643	OUTMAJ	Premier Inn, Pinchington Lane, Newbury RG14 7HB	Outline planning application for up to 9 no, dwellings and all associated works, matters to be considered Assess, Landscaping and Layout.	Object, Repeat previous representation
23/02689	House/LBC	Hallbarn Housem, Pigeons Farm, Bury's Bank Road, Greenham Thatcham RG19 8SP	Installation of an in-set Solar PV Array. To be placed on the roof of an outbuilding within the grounds of a listed building.	No Comment

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeals

Reference	Type	Location	Description	Decision
23/02193	CERTP	Shaldon, Sandlesford Farm, Newtown Road, Newbury RG20 9BB	Addition of a porch to the front of the property.	Refused
23/01983	FULMAJ	Land Bounded by Lindenmuth Way and Jones Drive, Communications Road, Greenham Business Park, Thatcham	Retrospective -Erection of external flood lighting and associated infrastructure	Granted Retrospective
22/02723	MDOPO2	Lock House, Overbridge Square, Newbury,	Request under section 106A subsection (1)(a) to modify the planning obligations within the section 106 unilateral undertaking dated 13th November 2017 in relation to planning permission 17/00333/FULD	Refused
22/02724	MDOPO2	Leat House, Overbridge Square, Newbury, RG14 5BT	Request under section 106A subsection (1)(a) to modify the planning obligations within the section 106 unilateral undertaking dated 13th November 2017 in relation to planning permission 17/00334/FULD	Refused
22/02725	MDOPO2	Weir House, Overbridge Square, Newbury, RG14 5BP	Request under section 106A subsection (1)(a) to modify the planning obligations within the section 106 unilateral undertaking dated 13th November 2017 in relation to planning permission 17/00335/FULD	Refused