



**Clerk to the Council**  
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## **Minutes of Greenham Parish Council held at 7.30 pm on 11<sup>th</sup> December 2019 at St. Mary's Church, Greenham**

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### **Present:**

Cllr Philippa Harper (PH)  
Cllr Julian Swift-Hook (JSH)  
Cllr Gary Puffett (GP)  
Cllr Martin Griffiths (MG)  
Cllr Phil Barnett (PB)  
Cllr William Drummond (BD)  
Cllr Chris Austin (CA)

### **In attendance:**

Clerk

7:30pm Meeting start time

Meeting Chaired by Cllr Julian Swift-Hook

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### **GPC (Greenham Parish Council) Full Council meeting 11<sup>th</sup> December 2019**

#### **105 Public Session**

David Seward – Berkshire Youth present

#### **106 Apologies for Absence**

Cllr Steve Jones (SJ) - Work  
Cllr Tony Vickers (TV) -  
Cllr Adrian Abbs (AA)  
Cllr Sally-Ann Jay (SAJ) – Unwell  
Cllr Ken Neal (KN) - Unwell

#### **107 Declarations of Interest, Statements of Position and Dispensations,**

*To receive any Declarations of Interest and Statements of Position by Councillors.*

BD – West Berkshire, Greenham Business park, Newbury town, Greenham and Crookham  
Commons Commission

JSH - Greenham and Crookham Commons Commission

CA – Greenham and Crookham Commons Commission PB – Newbury town, West Berkshire  
District council

## **108 Approval of Minutes**

*a) To Approve Minutes of Meeting held on 13<sup>th</sup> November 2019*

**Proposed:** MG

**Seconded:** GP

**Abstentions:** CA, PM

**Against:** None

**Resolved:** To approve that the minutes from GPC meeting held on the 13<sup>th</sup> November 2019 are a true and accurate record of the meeting.

## **109 Chairman's Report**

*Report and other matters not on the agenda (for information only).*

Chairman not present, no report given

## **110 Clerk's Report**

*Report, matters arising, other correspondence not on the agenda (for information only)*

Clerk clarified that a Playground has been approved in principle by GCTL

Clerk to continue investigating purchase of Lower Farm lake.

Clerk also provided an update on the issue with the Drains at the Greenham Control tower. GPC will continue to use Willis and Ainsworth for the salt bins in the Parish.

Deputy Clerk provided an update of the GPC Community Plan

Vote to Move Item 9 on the agenda forward

**Proposed:** JSH

**Seconded:** CA

**Abstentions:** None

**Against:** None

**Resolved:** To unanimously approve to bring item 9 on the agenda forward

## **111 Community Engagement Group**

a) Deputy Clerk – Explained the proposal of the Community Plan. Various venues for the launch event have been investigated by the Deputy Clerk.

7:45pm PH arrived

Deputy Clerk has requested that £250 to be approved for the Community Plan launch

Chairman of Comm Engagement group to liaise with the Deputy clerk

Send a note to Councillors inviting Councillors interest on this specific issue

Vote to approve a budget of £250 for GPC Community plan launch event

**Proposed:** JSH

**Seconded:** BD

**Abstentions:** None

**Against:** None

**Resolved:** To unanimously approve a budget of £250 for GPC Community plan launch event

b) *To receive a report from the Community Engagement Working Group*

MG explained that the Community Engagement community had met up with the Greenham Youth Project to discuss funding needs for the project.

MG would like to add a proposal to the meeting in January for funding for two laptops at the Youth Project.

JSH would like more details about how the laptops could be used at the project

Clerk to email Stryker re placing a Defibrillator at their site

PH provided an update on the Library meeting that is planned to happen at the start of 2020.

Clerk to arrange a meeting between West Berkshire District Council (WBDC) and GPC

CA queried Youth Club contribution and the percentage that could be donated.

c) *To approve VE day Event at a cost of no more than £1,000*

Approval not needed but detailed spending plan is required when the project is planned but JSH

would like to be kept updated on the project spend

d) ***To receive an update of the Greenham in Bloom Project***

PH explained the Greenham in Bloom project plan. PH has asked for any help that can be secured from other councillors.

A January 2020 launch is proposed for the In Bloom event so that the leaflet can be sent with the precept leaflets that are despatched in February.

PH would like a launch event in February or March, then judging is planned in late June or early July.

PH also mentioned the possibility of an exhibition displaying the images from the Greenham in Bloom 2020 competition, at the Greenham Control Tower.

PH explained the costs of the project and the current progress

CA questioned if GPC could combine the launch events for the Community plan and Greenham in Bloom in the New Year.

JSH – Suggested websites that GPC can use for the logo design for the Greenham In Bloom Competition. Speak to Newbury Town Council with regards to entry forms for the In Bloom competition.

PH to ask the Clerk to send an email the GPC Councillors with regards to becoming involved in the Greenham In Bloom event.

## **GREENHAM IN BLOOM 2020**

### **DRAFT BUDGET BREAKDOWN (ESTIMATE)**

£3,000 total available  
£ Estimate

<b>1 Set-Up Costs (one-off)</b>	
1.1 Graphic design fees for professional logo, simple style guide, and general purpose Greenham in Bloom poster/flyer design	450.00
<b>2 Annual Costs</b>	
2.1 <b>Launch event</b>	300.00
- Room hire	
- Refreshments	
- Materials eg give-away seeds in return for sign-up	
2.2 <b>Booster event</b>	250.00
- Hall or Marquee hire	
- Refreshments	
- Materials eg give-away sunflower seedlings for sunflower competition	
2.3 <b>Tower Displays</b>	
- Plant up tubs at the Tower	50.00
2.4 <b>Grants</b>	
- Seed funding for groups to get growing kit	150.00
2.5 <b>Prize giving</b>	175.00
- Room hire	
- Refreshments	
- Prizes - cups? And certificates	

## 2.6 General Costs

Postage	20.00
Stationery	20.00
Plants and Bulbs, plant pots, compost	100.00
Printing of posters, flyers	200.00

## 3 Contingency

- For first year learning points, have this available	250.00
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4 - Council led planting (sta)- trees, tubs	1000.00
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**TOTAL (ESTIMATE) 2965.00**

### e) *To receive an update of the Wildlife Garden*

PH – Confirmed that an in principle agreement has been received from GCTL, to install a Wildlife garden in the grounds of the Control Tower. Clerk and PH met with BBOWT to discuss the potential scope for a Wildlife garden in the grounds of the Control Tower. PH would like to revisit this agenda item in January 2020.

## 112 Finance

### a) *To approve a Contribution to the Youth Fund for Berkshire*

There is a bid on the Good Exchange for this project. David Seward explained how youth services are accessed by young people currently in West Berkshire.

Programme has been piloted in schools in West Berkshire and issues have been identified, for example, knife crime. County lines was also discussed as a potential problem in West Berkshire. Part of the aims of this project is to recruit Youth workers.

£80k has already been raised for the project.

MG asked why 3 Year commitment was asked for

DS explained the cycle of funding for the project

JSH said that he thinks that GPC would agree in principle to support the project

**Proposed:** JSH

**Seconded:** GP

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously support in principle for a Contribution to the Youth Fund for Berkshire

8:40pm DS and Deputy Clerk left the meeting

Clerk to email DS for project number for Berkshire Youth project

### b) *To approve December 2019 GPC cheque payments*

**Proposed:** JSH

**Seconded:** BD

**Abstentions:** None

**Against:** None

**Resolved:** To unanimously approve GPC December 2019 cheque payments

# Greenham Parish Council

# Schedule of Cheque and Bank Payments

**11<sup>th</sup> December 2019**

## 1. Cheque payments – GPC Current Account

Inv Date	Inv No/ Trans Ref	Payee	Amount	Chq No
21/11/2019	Invoice 3215	PAD Electrics Ltd	222.00	1807
21/11/2019	Invoice 3216	PAD Electrics Ltd	222.00	1808
22/10/2019	Newbury RBL	Poppy Appeal	19.50	1810
06/11/2019	Hall Hire Oct-Dec 2019	Greenham PCC	66.00	1811
15/11/2019	Inv 23345 - Emptying of Control Tower sewage Tank	Clearwise	380.00	1813
17/11/2019	Drainage works 17 Nov	Greenham Control Tower	160.00	1814
23/11/2019	Office Phone Bill	BT	31.72	1815
30/11/2019	Payroll services – Inv 4378	Clere Bookkeeping	37.80	1816
11/12/2019	Clerk Expenses – Office heater	Lisa Blake	76.01	1817
11/12/2019	Citizens Advice Bureau	The Good Exchange	4,000.00	1818
01/12/2019	Monthly Rent	Greenham Control Tower	250.00	1819
01/12/2019	Tax and NI payment – Month 8	HMRC	428.80	1820
01/12/2019	Pension – Month 8	Berkshire Pension Fund	535.92	1821
01/12/2019	Salary – Month 8	Lisa Blake – Clerk	1455.16	1822
01/12/2019	Salary – Month 8	Jennie Currie – Deputy Clerk	712.74	1823
30/11/2019	Clearance of drains	Greenham Control Tower	105.00	1824
		<b>Sub-Total GPC Current Account payments</b>	<b>8702.65</b>	

## 2. Bank Payments – GPC Current Account

Trans Date	Trans Ref	Payee	Amount	Trans Type
		SSE	1.28	DD
		<b>Sub-total GPC Current Account Bank Payments</b>	<b>1.28</b>	

c) **To approve** GPC Reconciliation statement 1<sup>st</sup> November 2019

**Proposed:** CA

**Seconded:** MG

**Abstentions:** None

**Against:** None

**Resolved:** To unanimously approve GPC Reconciliation statement 1<sup>st</sup> November 2019

*d) To approve a Drainage quote for the Greenham Control Tower Drainage works*

**Proposed:** BD

**Seconded:** CA

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously Drainage quote from JD drains for the Greenham Control Tower Drainage works

*e) To approve quote for replacement of Bio Disc motor and Gears*

**Proposed:** MG

**Seconded:** GP

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously Kingspan quote for replacement of Bio Disc motor and Gears

*f) To review draft GPC budget 2020/21*

Clerk to investigate holding an extraordinary meeting to discuss the budget in more detail.

To request that the Chairman convene an EM on January 29<sup>th</sup> to discuss the GPC budget

**Proposed:** JSH

**Seconded:** PH

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously to hold an EM to discuss the GPC budget on the 29<sup>th</sup> January 2020.

### 113 Planning and Highways

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

1	34 Epsom Crescent Newbury Berkshire RG14 7TR  Mrs Tasmin Morris	Single storey rear extension	<b>19/02331/HOUSE</b> <b>No objection</b>
2	Hambridge Lake Hambridge Road Newbury  Mr Hamilton	Outline application for erection of 41 holiday chalets and clubhouse, access, parking and landscaping. Matters to be considered Access	<b>19/02916/OUTMAJ</b>  <b>Proposed:</b> BD <b>Seconded:</b> PH <b>Abstentions:</b> None <b>Against:</b> None <b>Resolved:</b> To object unanimously on the grounds of overdevelopment and access and concerns about Commercial viability
3	The Oaks Water Lane	Proposed rear extensions, internal alterations, garage conversion,	<b>19/02785/HOUSE</b>

	Greenham Thatcham RG19 8SH  Mr and Mrs Edmonds	new storage shed, and timber frame open carport	<b>No objection</b>
4	History 3 Newbury Racecourse Racecourse Road Newbury  David Wilson Homes Southern	Approval of reserved matters following permission 14/03377/RESMAJ. Approval of minor amendments to the appearance/layout of one end of apartment block A3 and associated amendment to adjacent landscape areas.	<b>19/02957/RESMAJ</b>  <b>No objection</b>

## 114 Community Engagement

Covered earlier in the meeting

## 115 Control Tower

### *a To receive a report from the Greenham Control Tower Chairman*

Proposal to dissolve the Greenham Control Tower committee and any relevant future business to be brought to GPC Full council meetings for resolution

**Proposed:** CA

**Seconded:** BD

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously to dissolve the Greenham Control Tower committee

Clerk to draft a letter to the Control Tower with regards to the approval of the Greenham Control Tower Working agreement

Proposal for the Clerk to write formally to GCTL to express concern that we have not received the quarterly figures, as per the working agreement. We request that these figures should be available in the future on time.

**Proposed:** CA

**Seconded:** GP

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously that the Clerk writes to GCTL regarding Quarterly figure

Clerk to check if there was a time limit for when the Greenham Control Tower committee should be maintained after the handover.

## 116 Governance

### *a To approve GPC s137 Policy*

**Proposed:** BD

**Seconded:** BD

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously the GPC s137 Policy

*b. To approve GPC Co Option Policy*

**Proposed:** CA

**Seconded:** BD

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously the GPC Co Option Policy

*c. To approve GPC Standing Orders (No BALC changes)*

**Proposed:** JSH

**Seconded:** CA

**Abstentions:** None

**Against:** None

**Resolved:** To approve unanimously GPC Standing Orders (No BALC changes)

**117 Health and Safety**

Final Exit door was open throughout the meeting

Clerk to email the Church re the heating

**118 Other items for information or for possible inclusion on a future Agenda**

GP – BD will report that there are homeless people on Stroud Green.

Clerk to speak to Loose Ends (Homeless charity) and report back at next meeting.

Meeting ended 21:37pm

Members of the Public are welcome to attend the meeting, to ask questions and to comment on the proceedings with the consent of the Chairman.

You are invited to contact the Clerk of the Council if you have any questions or matters of concern that you would like the Council to address.