



Clerk to the Council
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MINUTES

GREENHAM PARISH COUNCIL MEETING IN ST MARYS CHURCH, GREENHAM. WEDNESDAY 10th MAY 2023 AT 7.30PM

Present:

Cllr. Phil Barnett (Chair)
Cllr. Adrian Abbs
Cllr. Alison Blackborow
Cllr. Ken Neal
Cllr. Billy Drummond
Cllr. Pragna Hay
Cllr. Chris Austin (Co-opted from item 2)
Cllr. Gary Puffett (Co-opted from item 2)
Cllr. Martin Griffiths (Co-opted from item 2)

Clerk: Mrs Kim Lloyd

In attendance: 1 member of the public.

The Clerk announced that the meeting is being recorded for minute purposes. The recording will be deleted once the minutes are approved.

Cllr. Phil Barnett agreed to chair this meeting as the current chair was absent. Cllr. Phil Barnett welcomed Cllr. Pragna Hay to Council following the election.

1. **NOMINATION AND ELECTION OF CHAIRMAN**

Cllr. Steve Jones had previously emailed the Clerk to nominate himself to remain as Chairman. No other candidates were nominated. Cllrs. Billy Drummond proposed, Ken Neal seconded, and all agreed for Cllr. Steve Jones to be elected as Chairman for the forthcoming year. Cllr. Steve Jones will sign the acceptance of office in the June meeting.

2. **CO-OPTION OF NEW MEMBERS TO COUNCIL**

Cllrs. Martin Griffith, Gary Puffett and Chris Austin who were all previous Councillors before the May election were all co-opted back onto Council following the election. Cllr. Billy Drummond proposed all three and Cllr. Ken Neal seconded. All agreed.

Cllr. Martin Griffith said that he would be elected to the Racecourse Ward which had a total of 5 places. Cllr. Adrian Abbs had already nominated himself to the Racecourse Ward through his election nomination paper. The Racecourse ward now has 3 places remaining. The Common Ward has 1 place remaining, with 9 places already filled by the elections and this meetings co-option.

One candidate in attendance who had not been a member of Parish Council before had emailed the Clerk to nominate himself as a member. Council agreed to invite the candidate to speak during public questions to introduce himself to Council.

3 NOMINATION AND ELECTION OF VICE CHAIRMAN

Cllr. Julian Swift-Hook had previously emailed the Clerk to nominate himself to remain as Vice-Chairman if no one else came forward. No other members nominated themselves. Cllrs. Adrian Abbs proposed, Phil Barnett seconded, all agreed to Cllr. Julian Swift-Hook to remain as Vice Chairman following the election.

4 PUBLIC SESSION

One candidate who wrote to the Clerk to nominate himself for co-option spoke of his past experience and what he could offer Council. Council thanked him for his interest and after discussion agreed that it would be good for the candidate to sit through this meeting to observe and welcomed him back for potential co-option in the June meeting.

5 APOLOGIES

Cllrs. Steve Jones, Julian Swift-Hook sent their apologies.

6 DECLARATION OF INTEREST, STATEMENT OF POSITION AND DISPENSATIONS/ MEMBERS OF INTEREST FORMS

Cllr. Chris Austin raised an interest in planning application 23/00806 St Gabriel's School. Cllr. Chris Austin is a member of Greenham and Crookham Common Commission (GCCC) with ten rights on the Common.

Cllr. Phil Barnett is a member of West Berkshire Council (WBC) Newbury Town Council (NTC) and the Chairman of Licensing at WBC.

Cllr. Billy Drummond is a member of WBC, NTC, a Foundation Governor of St Barts School, a member of the GCCC and Greenham Common Trust (GCT) and a Director of Greenham Business Park.

Cllr. Adrian Abbs is a member of WBC and a Chairman of the Greenham Common Planning Committee.

Cllr. Ken Neal is Chairman on the WBC Green Exchange, Vice-Chair to GCCC, a member of GCCC with 5 rights to the Common.

Cllr. Pragna Hay is a member of the All-Party Parliamentary Group for British Gujarati's (APPG).

The Clerk passed the Members of Interest forms to Councillors for completion following the election and asked for them to be returned in the next meeting.

7 PLANNING – TO CONSIDER THE PLANNING APPLICATIONS, AS SHOWN IN APPENDIX 1.

23/00810 Adjacent Parish – Floral Bank. Council agreed to no objections. Cllr. Adrian Abbs proposed, Cllr. Ken Neal seconded and all agreed.

23/00806 St Gabriel's School – Council agreed to no objections.

Cllr. Adrian Abbs proposed, Cllr. Ken Neal seconded and all agreed with Cllr. Chris Austin abstaining.

8 **MINUTES APPROVAL**

a) **TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH APRIL 2023.**

Cllrs. Gary Puffett proposed, and Adrian Abbs seconded, all agreed that the minutes were a true representation of the meeting.

b) **TO APPROVE THE MINUTES FROM THE 8TH of MARCH 2023.**

Cllrs. Billy Drummond proposed, and Adrian Abbs seconded, all agreed that the minutes were a true representation of the meeting.

c) **TO APPROVE THE MINUTES FROM THE 12TH of APRIL 2023 ANNUAL PARISH MEETING.** The Clerk had not completed the minutes, the minutes will be deferred to the June meeting for approval.

9 **FINANCE**

a) **TO APPROVE THE SCHEDULE OF PAYMENTS FOR MAY 2023 SHOWN AS APPENDIX 2**

Cllr. Ken Neal passed an invoice to the Clerk regarding the pegs used on the seven tree guards around the trees at Pigeons Farm in the amount of £210.00. Cllrs. Adrian Abbs proposed, and Alison Blackborow seconded to pay all payments presented for May, and all agreed.

b) **TO APPROVE THE BANK RECONCILIATION STATEMENT FOR 1ST APRIL 2023**

Cllrs. Adrian Abbs proposed, and Alison Blackborow seconded the approval of the April bank reconciliation.

c) **TO APPROVE THE BANK RECONCILIATION STATEMENT FOR 1ST MARCH 2023**

Cllrs. Alison Blackborow proposed, and Chris Austin seconded the approval of the March bank reconciliation.

10 **TO APPROVE THE ASSET REGISTER FOR THE FORTHCOMING YEAR**

All approved to adopt the Asset Register for the forthcoming year. Cllrs. Billy Drummond proposed, and Ken Neal seconded. The Clerk said she would amend the insurance value of the new salt bins in line with the current ones shown as £130.00 instead of £100. If anyone would like to see a copy of the Greenham Asset Register, please contact the Clerk.

11 **TO APPROVE GPC RISK ASSESSMENT**

Cllr. Gary Puffett asked for this item to be deferred to the June meeting.

12 **TO REVIEW REPRESENTATION ON COMMITTEES AND WORKING GROUPS FOR THE FORTHCOMING YEAR**

- a) STAFFING COMMITTEE
- b) PLANNING AND HIGHWAYS COMMITTEE
- c) GRANT COMMITTEE
- d) WILDLIFE GARDEN WORKING GROUP
- e) COMMUNITY ENGAGEMENT WORKING GROUP
- f) SANDLEFORD JOINT WORKING GROUP
- g) DIAMOND FIELD BUILDING PROJECT (See Agenda item 15)

c) The Grant Committee terms of reference was agreed that for the small amount of grants /donations that are requested, that these are proposed to full Council rather than a separate committee.

d) The Wildlife Garden Working Group terms of reference was removed as this project was completed, The Parish Council thanked Cllr. Alison Blackborow for all her hard work on this project.

e) Cllr Pragna Hay was added to the Community Engagement Working group.

Regarding Community Engagement, the Clerk raised the thoughts to Council about holding a bigger Parish Assembly (Annual Parish Meeting) at the Greenham Control Tower in 2024. Inviting parish groups and parish organisations to speak at the event about their group activities. With refreshments. Cllr. Gary Puffett asked for this to be on the June agenda for more discussion.

g) The Clerk reported that no terms of reference had been written for the Diamond Field Building Project and said she would report on this more under item 15.

(a, b & f) No amendments.

All Terms of Reference's were adopted for the forthcoming year.

13 TO REVIEW REPRESENTATION OF EXTERNAL BODIES FOR THE FORTHCOMING YEAR

a) THE GREENHAM AND CROOKHAM COMMONS COMMISSION

Cllr. Julian Swift-Hook had emailed the Clerk to confirm that he would remain as a representative on the GCCC. All agreed.

Cllr. Chris Austin raised the comments from the recent quarterly GCCC meeting regarding conflicts between the graziers and BBOWT. This discussion led to making this an agenda item for the June meeting for more discussion.

b) THE GREENHAM TRUST DISTRIBUTION COMMITTEE

Cllr. Julian Swift-Hook had emailed the Clerk to confirm that he would remain as a representative on the GTDC, all agreed. Cllr. Billy Drummond said he was also a member for GTDC for West Berkshire Council.

c) THATCHAM PAROCHIAL CHARITIES

Cllr. Gary Puffett said he would remain as the representative of this Charity. All agreed.

Cllrs. Chris Austin proposed, and Alison Blackborow seconded to all representees on the external bodies.

14 TO CONSIDER NEW PIECES OF ACCESSIBLE PLAY EQUIPMENT (BD)

Cllr. Billy Drummond reported that a resident had approached him regarding play equipment in Montague Drive, Deadmans Lane. Cllr. Billy Drummond had approached West Berkshire Council to ask what could be implemented. He will bring this back to Parish Council with a proposal for a grant towards the project once more details are known.

ACTION: Cllr. Billy Drummond

15 DIAMOND FIELD BUILDING PROJECT / TERMS OF REFERENCE

The Clerk reported that Sally-Ann Jay unfortunately could not give time to write a Terms of Reference for this project due to work pressure commitments. The Clerk had said to

Mrs Jay that she would write one and email to Council for review. After a full discussion, all agreed that Council need to get moving on this project.

Cllr. Martin Griffith said he would like Council to consider supporting what needs doing now, as the portacabin is in a state of repair. It was agreed to make the Diamond Field portacabin an agenda item for the next meeting. Cllr. Adrian Abbs said he would help with writing a term of reference.

It was also agreed to have the draft terms of reference written by 1st June ready for approval in the next parish council meeting on the 14th. Following this a date for a remote meeting will be confirmed in the June meeting once the term of reference is approved. The first meeting of the working group will form an action plan to move this project forward. The Clerk invited Cllr. Billy Drummond to the Control Tower Office to join the remote meeting with the Clerk when a date is confirmed.

ACTION: Clerk /Cllr. Adrian Abbs

16 BEATING OF THE BOUNDS

Cllr. Ken Neal proposed that Council donate £100 towards a Beating of the Bounds event which is going to be planned for September around the Common boundary. He would like the donation towards refreshment of tea/coffee and cake following the walk. Cllr. Adrian Abbs proposed this was increased to £1,000 and that Council use the extra fund to promote the event making it bigger to boost community engagement. Cllr. Alison Blackborow seconded this. Cllr. Ken Neal will look into the details of the event, and will co-ordinate with the Control Tower team and set a date and then report back to Council on the details.

ACTION: Cllr. Ken Neal/Clerk

17 ST MARYS GATE PARISHIONERS WELCOME LETTER

It was asked for the Clerk to write a letter to the new parishioners from Greenham Parish Council welcoming them to the Parish.

ACTION: Clerk.

18 CHAIRMAN REPORT

No Chairman report submitted.

19 CLERK REPORT

Actions from the previous meeting

Bench on Stroud Green - This is in the hands of Caroline Booth at West Berkshire Council who has acknowledged the Clerks email. Parish Council already approved to pay up to £1,000 for the bench and to take ownership of it, with West Berkshire Council hopefully paying for the installation, still awaiting approval. The Clerk is chasing.

Heritage Listing Cllr. Sally-Ann Jay asked the Clerk to check if West Berkshire Heritage formally did list the score board located on the Diamond Playing Field as there was no acknowledgment of this when requested, the Clerk has sent an email. No response yet.

Review of **inspection and cleaning of the Parish Street Furniture** will be on the June agenda for consideration.

The Clerk invited the parishioner who asked for a **Table Tennis Table on Stroud Green**, to the May meeting, but did not get a response.

GCT Flag Rope – Cllr. Ken Neal said he had a big ladder to help with adding a rope to the flag pole at the Control Tower War Memorial ready for D-Day on 6th June and will co-ordinate with the Control Tower team.

Regarding the information from the **Racecourse**, we are still waiting. Regarding a copy of

the letter that WBC sent to the Racecourse residents, Eleanor Martin, PA to Executive Director said colleagues are checking if the letter can be provided. Clare Lawrence will confirm either way as soon as possible.

The Clerk had reported **potholes along Burys Bank Road**, which have been filled.

Parish Insurance expires 31st May 2023. This came to the Clerks attention when looking at last year's May agenda for reference. The Clerk has requested quotes and asked for Councils approval before the next Parish Council meeting through email. The insurance will expire before the next meeting. The insurance renewal will be minuted in the June meeting.

The Internal auditor is meeting the Clerk on 31st May to complete the internal audit and **AGAR**.

20 **COUNCILLORS REPORTS**

Cllr. Alison Blackborow reported that Nigel Manley (Greenham Control Tower Manager) would like to invite the Parish Councillors to visit the Control Tower to see the exterior garden works. A date will be arranged in due course.

Cllr. Alison Blackborow also raised the matter of the "annual" Greenham in Bloom Photographic Competition; it was agreed to discuss at the next meeting

21 **HEALTH AND SAFETY**

Nothing reported.

22 **MATTERS FOR FUTURE CONSIDERATION**

2024 Annual Parish Meeting (the Assembly)

Diamond Field Portacabin repair

Greenham and Crookham Common Commission, Graziers and BBOWT

GPC Risk Assessment for forthcoming years adoption

Inspection and cleaning of parish street furniture

Parish Insurance renewal

Annual Greenham in Bloom Photographic Competition.

APPENDIX 1

Reference	Type	Location	Description	Observation
23/00810	House	Adjacent Parish – Floral Bank, Greenham Road, RG14 7JL	First Floor Extension	No Objection
23/00806	Ful	St Gabriel's School Sandleford Priory Newtown Road RG20 9BD	Temporary classrooms to be installed for the period 1 August 2023 to 31 August 2025 and associated septic tank and drainage infrastructure works.	No Objection

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions				
Reference	Type	Location	Description	Decision
22/02748	FUL	Newbury College, Monks Lane, Newbury, RG14 7TD	Retrospective: Proposed 3 x temporary Portakabins with hardstanding and associated works	Granted
23/00391	FUL	Dairy Quest Ltd, Express Way, Newbury, West Berkshire RG14 5TJ	Change of Use from dairy distribution center to use class B8 with associated trade counter.	Granted

APPENDIX 2

Schedule of Bank Payments

10th May 2023

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

Inv Date	Inv No / Trans Ref	Payee	Amount
04.04.2023	SI-535 -March	Tactical Facilities Management	328.80
07.04.2023	SI-571 -April	Tactical Facilities Management Ltd	328.80
21.04.2023	Payroll - April	SME Accounting Services	12.00
13.04.2023	Grounds Maint - Dog Waste- April 2022 to	WBDC	83.83
Sub-Total GPC Current Account actual payments			£753.43

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

Trans Date	Trans Ref	Payee	Amount	Trans Type
07.05.2023	M049 OA	BT	50.45	DD
18/04/2023	Account for March 2023	SSE	11.48	DD
	Monthly Banking Fee	Metro Bank	20.00	DD
Sub-total GPC Current Account Bank Payments			£81.93	