

**BEENHAM PARISH COUNCIL**  
**Annual General Meeting and Ordinary Meeting**  
MINUTES OF THE MEETING HELD ON Monday 8<sup>th</sup> May 2017

Mr A. Cother Chair  
Mrs J. Johnson  
Mr P. Leijten  
Mr G. Bowsher  
Mrs G. Harman  
Mrs L. Rumens Clerk  
Mr K Chopping District Councillor  
Members of the public 10 – two were co-opted to be Councillors during the meeting

Actions

1. **Mr A. Cother, as present Chairman, opened the meeting.**
2. **The Election of the Chairman for the coming year.**  
No nominations were made. Mr Cother was nominated and seconded to chair the meeting.
3. **Apologies for absence.**  
**The Election of the Vice-Chairman for the coming year.**  
No nominations were made
4. **Appointment of Representatives to Outside Bodies.**  
Victory Hall: Mrs Harman  
Grundon Liaison: Mr Bowsher  
School Liaison: Mr Cother
5. **Confirmation of Standing Orders and Financial Regulations.**  
It was noted that these policies have recently been ratified by the Council.  
  
A question was asked about the Code of Conduct. The Clerk explained it is on her list to revisit. Mrs Johnson to send Mrs Rumens the current code.
6. **Risk assessments**  
Similarly the Council's Risk Assessment has also recently been ratified by the Council.

JJ

**This meeting was followed by an Ordinary meeting of the Council**

1. **Public Forum.**  
**A fifteen minute period for members of the public to raise matters of concern.**  
A parishioner involved in the Parish Plan social isolation group spoke to request guidance from the Parish Council as to how the group is to proceed and what format it is to take. Mr Chopping offered to give advice on similar projects in neighbouring parishes. The social isolation group was invited to present and discuss their proposals at the next meeting. They will liaise with the Clerk to arrange this.  
  
A progress update on planning/law issues for the Rec improvements was requested by a resident. The chair confirmed updates on the agenda later.  
  
Another parishioner thanked Mr Cother for his efforts communicating with Gigaclear and asked him to continue.  
  
Another resident expressed her opinion that process for approving developments on the Rec is not very transparent. Lots of work is being done on proposals and people don't want to waste their time. The Chair asked that parishioner speak up at the relevant point in the meeting if unclear.  
  
Footpath improvements in the village were raised. What representations have been made by villagers as to what should be a priority, a parishioner asked? There are plans for the Rec paths, what about Grey's Wood? He was informed that Douai Abbey were contacted, as land owners,

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but the Parish Council has had no response. Furthermore attempts to form a 'footpaths' group were unsuccessful due to lack of interest. The parishioner queried whether West Berkshire Council might get involved in funding work? Mr Chopping advised it was worth asking John Thomas at West Berkshire Council.

A final parishioner asked about plans for replacing the Rec goal post. It was explained that funding is available in the Parish Council's budget for this year. Decisions need to be made about what kind of posts are wanted.

PL

2. **Apologies for absence:** There were none

3. **Minutes of the last meeting held on Monday 3<sup>rd</sup> April 2017**

These were approved by the Chair with the agreement of the Council.

4. **Register of Interests from Parish Councillors**

Mr Cother to not comment on planning app. no. 17/00693/HOUSE, he knows the applicants.

5. **Matters arising from the minutes of the last meeting not referred to elsewhere.**

i. **Parish Council Policies Update. Report from Mrs Rumens.**

Mrs Rumens explained that she has had to delay work on the Publications Scheme due to pressure of work.

ii. **Parish Plan Refresh Updates: Feedback, Planning and Legal Advice available regarding the zip wire installation to be discussed**

A discussion ensued including opinions from members of the public. There was a difference of opinion as to whether the Council requires a Certificate of Lawfulness. The Chair proposed getting a certificate of lawfulness to demonstrate that the Council has followed due process. He conceded this may mean a delay and will involve cost but otherwise the Council may be challenged. The opinion that it was a waste of money and possibly setting a precedent was also voiced; The Town and Country Planning Act says that the PC doesn't need planning permission as zip wire does not change the use of the Rec. The Chair made his proposal again. Four councillors agreed that the certificate should be applied for for all three proposed Rec projects. If the certificate is received the three projects have the all clear to proceed.

iii. **Co-option: Consider applications to become Parish Councillors and vote.**

A vote was held to elect two of four candidates

iv. **Registration of Community Room as an Emergency Shelter, update from Mrs Rumens**

This was discussed later on.

6. **Finance.**

i. **Receipts:** Noted

ii. **Payments**

HMRC	Taxes	£58.80	
West Berkshire District Council	Recharge for emptying dog bins	£259.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
AD Clark Grounds Maintenance	Grass Cutting	£220.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
AES Ltd	Removal of five conifer trees	£295.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
Jackie Johnson	Reimbursement for Council event flyers	£5.00	Local Government Act 1972, s.142
Beenham WI	Litter Picking	£200.00	S137
M. James	Beenham Surgery Run	£62.50	S137
Bradfield Printing Ltd	Parish Notes	£57.60	Local Government Act 1972, s.142
Playsafety Limited	Annual Playground Inspection fee	£92.40	Local Government (Miscellaneous Provisions) Act 1976, s.19
Lucy Rumens	Overtime	£21.81	Local Government Act 1972 s112
Lucy Rumens	Mileage	£11.48	Local Government Act 1972 s112

iii. **Statement of Receipts & Payments:** Noted

iv. **Other matters**

**a) Appoint an Internal Auditor and Agree Annual Return Timetable**

It was agreed to appoint Terry Stares to conduct the Internal Audit. It was noted that the Council must complete and sign the Annual Return at the next meeting, 5<sup>th</sup> June, in order to meet the deadlines without additional meetings.

**b) Agree an Insurance Provider for 2017/18**

Mrs Rumens has negotiated a reduced rate with Zurich, alongside two other quotes. It was agreed that Mr Cother would scrutinise the paperwork before Mrs Rumens signs the paperwork. This needs to be done by the end of the month to ensure continuity of cover.

AC  
LR

**c) Community Room Issues:**

i) **Conifer trees removal, review/further issues:** The Council is pleased with the work completed. User feedback is favourable too.

ii) **Side and Front Gate Access:** The School has added a new padlock to the front gate. Mrs Rumens to request two more keys. The side gate is used in the morning and afternoon by school children. It was proposed that the Parish Council should write to school giving them permission to do so otherwise a precedent could be set. The Parish Council should also request copies of the keys. The Council agreed, Mrs Rumens to do this.

iii) **Interior lights,** Mr Cother to follow up

iv) **Door,** Mr Cother to follow up

v) **Accident book** Mrs Rumens reported advice received is that an Accident Book is needed in the Community Room. To protect confidentiality it was agreed to put up notices asking people to report accidents to the Clerk. Mrs Rumens to organise. It was also noted that the First Aid box should be regularly checked.

vi) **New Community Room Fees** were agreed in March. Mrs Johnson asked if she should inform hirers and the Council agreed she should.

LR

**d) Wolves Club Closure**

A letter confirming this was noted by Chair with sadness.

**e) Request from Pre-School to increase hours of Community Room usage. Report Mr Cother.**

Mr Cother explained he had written to Pre-School explaining the Parish Council's reservations for allowing them extended hours. He has had no response to this.

**f) 2015/16 Bill from Beenham School for contribution to shared costs, update from Mrs Johnson.**

The Chair retold the situation: the School's bill to the Parish Council for shared costs was late and without supporting documents. Further information is still outstanding.

Also the school has requested that the Parish Council remove the tables and chairs from the school hall. WI need more storage too. It was suggested that Community Room storage, as a whole, should be reviewed when the Wolves Club have stopped using the room.

**Following counting of votes the Chair advised that Tanya Bunce and Sadie Jones have been co-opted as Councillors with immediate effect. They signed their declaration forms.**

**7. Comments from the West Berkshire Councillor**

Mr Chopping advised that West Berkshire Council will hold its AGM and elect a new leader this week. Mr Chopping expects Graham Jones to be elected.

**8. Planning.**

**i. Applications for consideration:**

17/00533/FULD	Herrity and Parker	No objection (6 councillors)
17/00839/HOUSE	Mr and Mrs Leach	No objections
17/00415/HOUSE	Mr and Mrs C Tabor	No objections
17/00693/HOUSE	Mr and Mrs Spoor	No objections

- ii. **Additional planning correspondence:**  
**17/00169/FUL, 17/00351/FULD, 17/00117/HOUSE:** All noted
- Registration of Community Room as an Emergency Shelter, update from Mrs Rumens**  
Mrs Rumens explained that the registration process requires someone to be keyholder and contact in case of emergency. Mrs Bunce volunteered to do this. The Chair asked Mrs Rumens to check what arrangements the School have made too. LR
9. **Highways.**
- i. **Gigaclear work in the parish. Report from Mr Cother.**  
Gigaclear have been in contact with Mr Cother but Dominic Boeck (West Berkshire Council) has not been in touch about repair to the verges. Mr Chopping will speak to him. It was reported that Persimmons are expecting pavements to be completely restored by Gigaclear but it's hoped this can be overcome.
- ii. **Adoption of Mallard Way/Heron Way Aldermaston Wharf. Report Mr Cother.** As above
- iii. **M4 Junctions 12 to 13: Bridge Refurbishment – Weekend Closures Update, information from WBC.**  
Noted. The next closure begins on Friday 12<sup>th</sup> May and the M4 is not expected to re-open until early on Monday 15<sup>th</sup> May.
10. **Environment**
- i. **Review Annual Playground Inspection report from RoSPA Play Safety.**  
Reviewing RoSPA's report it was noted that there were no major concerns about Beenham village's playground but it is getting a bit shabby in places.
- ii. **Review Quotes for Recreation Ground Footpaths**  
A discussion ensued regarding the footpaths and what work is necessary. Mr Bowsher to review the quotes and make a recommendation to Council at next meeting. Mrs Rumens to email him current quotes. GB LR
11. **Councillors' comments.**  
A Councillor intends to apply for track adjacent to Beenham Grange to become a public right of way. Will the Parish Council support this she asked? The other Councillors were all in agreement.  
Beenham Village Events met last week. It was a very positive, well attended meeting. Mrs McEwan is to step down so they are looking for a new Chair.  
There have been lots of complaints about dog waste, and a suggestion has been made that a new bin is required in (or another bin could be relocated to) Whites Lane.  
Speeding on Beenham Hill is a problem.  
It was reported that there have been several thefts from vehicles in the village recently. A Councillor suggested it would be good if another Councillor could take up Neighbourhood Watch coordination. Mrs Jones will consider if the scheme could be reinstated. SJ  
Concern was raised about overgrown trees on Beenham Hill. This should be reported on the West Berkshire Council website.  
Mr Cother and Mr Leijten expressed their desire to step down as Councillors. It was agreed to advertise two vacancies immediately with a view to co-opting two more new Councillors at the next meeting. Resignations need to be formally sent in writing to Mrs Rumens. AC PL
12. **Correspondence received since the last meeting not referred to elsewhere.**
- i. **CCB Training Events – "How to Market your hall/group/event".** Noted
- ii. **The Big Lunch - 17th and 18th June 2017** To be submitted for inclusion on the community noticeboard.
- iii. **New Thames Valley Police and Crime Plan 2017 – 2021** Noted
- iv. **"Learning Time", an initiative from WBDC providing training and development opportunities.** Noted

**13. Date of the next meeting, Monday 5<sup>th</sup> June 2017**