

**BEENHAM PARISH COUNCIL**  
**MINUTES OF THE MEETING HELD ON Monday 5<sup>th</sup> June 2017**

Mrs J. Johnson  
Mr G. Bowsher Chair  
Mrs G. Harman  
Mrs S. Jones  
Mrs T. Bunce  
Mrs L. Rumens Clerk

Members of the public 2

Actions

14. **The Election of the Chairman for 2017/18**  
Mr Bowsher nominated and seconded to chair this meeting.
15. **Public Forum.**  
**A fifteen minute period for members of the public to raise matters of concern.**  
No matters were raised.
16. **Apologies for absence.** District Councillor Chopping sent his apologies.
17. **Minutes of the last meeting held on Monday 8<sup>th</sup> May 2017**  
These were approved by the Chair with the agreement of the Council.
18. **Register of Interests from Parish Councillors**  
No interests registered
19. **Matters arising from the minutes of the last meeting not referred to elsewhere.**  
**Parish Council Policies Update. Report from Mrs Rumens.**
- i. Mrs Rumens explained that she had not been able to make any progress this month. She hopes to follow it up in June.

LR

**Parish Plan Updates**

A presentation was made on behalf of the social isolation working group, in addition to a paper circulated before the meeting. Group representatives will be meeting the organiser of the Chapel Row social isolation scheme later this month to explore the possibility of joint working. A councillor queried that any scheme pursued would meet DBS requirements. She was informed it would do. If a database is set up then those necessary requirements will be met. There were no further questions and the resident was thanked for his efforts so far.

- ii. A councillor confirmed that a Certificate of Lawful Development has been applied for to cover the projects on the Recreation Ground. There has also been in discussion about the location of the zip wire with a potential supplier

Mrs Liming is working on a new questionnaire for Parish Plan. Someone from the Parish Council will need to liaise with her.

**Co-option update.**

- iii. Mrs Rumens explained that the Parish Council has permission to co-opt two more Councillors by West Berkshire Council. The Clerk is currently waiting for one application which she will put before the Council at the next meeting. Anyone else who is interesting in applying should contact her as soon as possible.

**20. Finance.**

**i. Receipts: Noted**

**Payments:**

Jackie Johnson	Reimbursement for Payment for lawful certificate application	£97.50	Local Government (Miscellaneous Provisions) Act 1976, s.19
AD Clark Grounds Maintenance	Grass Cutting	£220.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
Zurich Municipal	Parish Council Insurance 2017/18	£537.37	Local Government Act 1972 s111
Bradfield Printing Ltd	Parish Notes	£23.00	Local Government Act 1972, s.142
HMRC*	Taxes	£58.80	
Lucy Rumens	Overtime	£152.81	Local Government Act 1972 s112
T Stares	Internal Audit Fee	£225.00	Local Government Act 1972 s111
Mrs Lucy Rumens	Salary	£216.00 SO	Local Government Act 1972 s112
Mrs Jacqueline Homick	Salary	£235.20 SO	Local Government Act 1972 s112

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

**iv. Other matters**

**a) Agree and sign the 2016/17 Annual Return**

The Annual Return was approved and signed by the Chair with the agreement of the Council.

**b) Community Room Issues:**

**i) Registration of Community Room as an Emergency Shelter:** Mrs Rumens has not heard back from the School. Mrs Johnson to enquire. JJ

**ii) Side and Front Gate Access,** Mrs Johnson expects to receive a new key for the side gate. If not she will arrange a new padlock. The Parish Council now has two new front gate keys. JJ

**iii) Interior lights, iv) door**

A councillor commented that there are a number of outstanding maintenance issues with Community Room: could the Parish Council consider employing a handyman? It was agreed that Mrs Bunce will investigate possibility with local tradesmen, get quotes and take up the role of coordinator with the selected contractor. Mrs Johnson to provide a list of current issues and give contractors an initial 'tour' if required. TB  
JJ

Mrs Johnson explained she has invited regular hirers to a meeting in Community Room on Monday 19<sup>th</sup> June to discuss current issues and needs. Mrs Bunce to also attend from around 19:45. TB

**v) Accident book**

Notices have been put up as agreed. Mrs Rumens asked if the Council needs a form to send those reporting accidents to complete and it was agreed that Mrs Bunce would send Mrs Rumens a list of fields to include on the form. Mrs Johnson will send Mrs Bunce the hirers Ts&Cs to review. Mrs Rumens' contact details for accident reporting should be added to them. The Chair asked Mrs Bunce if she could take up the role of assessing forms received by the Clerk and she agreed to do so. TB  
JJ

**c) 2015/16 Bill from Beenham School for contribution to shared costs,** JJ

Lucy Rumens, Beenham Parish Clerk, 46 Maple Crescent, Newbury, RG14 1LR. Tel: 01635 45487  
Email: theclerk@beenhamonline.org

**update from Mrs Johnson.**

The bill and supporting documents have not yet been received. Mrs Johnson is meeting with school later this week.

**d) Devolution of Services Workshop for Parish Clerks**

A three hour workshop is planned for 12<sup>th</sup> June by West Berkshire Council regarding the devolution of services from district to parish. Mrs Rumens to attend and find out more about the possibility of devolution of property.

LR

**e) Training for Councillors. Consider some members attending Berkshire Association of Local Council's courses taking place in June.**

Mrs Jones to attend the Fundamental Councillors Training on 27<sup>th</sup> June. Mrs Rumens to make the booking.

LR

**f) Cheque signatories. Decide on new arrangements.**

It was agreed that Mrs Bunce, Mrs Jones and Mrs Harman will become signatories on the account. Mrs Rumens to liaise with them to fill in the bank's form.

LR

**g) Consider draft job description for Hall Caretaker, report from Mrs Jones.**

The Cleaner needs a job description and contract. An initial draft was circulated for everyone's consideration with a view to discussing at the next meeting and then discussing with the post holder.

ALL

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

There were none.

**22. Planning.**

**Applications for consideration:**

17/00693/HOUSE: This application was put on the agenda in error. It was already discussed at the previous meeting

i.	17/01318/HOUSE	14 Church View, Beenham	No objections
	17/01262/AGRIC	Land Adjacent To Beenham Industrial Estate, Grange Lane, Beenham	No objections

**ii. Additional planning correspondence: 17/00386/FUL, 16/03298/CERTE, 16/03353/CERTE, 17/00085/FULC: All noted**

**23. Highways.**

**M4 Junctions 12-13 Bridge Scheme (contingency closure planned for 2 – 5 June has now been cancelled):** Noted

**ii. Gigaclear work in the parish/Adoption of Mallard Way/Heron Way:**

No current information.

**24. Environment**

**Replacement of the goal posts**

i. The Parish Council wants to buy a pair of medium sized goals to replace those damaged on the Rec. Mrs Harman to discuss with Mr Leijten with a view to taking on the project.

GH

**Recreation Ground Footpaths. Update from Mr Bowsher.**

ii. With regards to the roadside path Mr Bowsher suggested having a concrete section instead of installing a drain. A discussion ensued about all the footpaths. A councillor explained that the top path is a designated footway which means West Berkshire Council may be able to provide some funding, Mr Chopping's advice to be sought at the next meeting. It was concluded that the path by the road needs a drain. Mr Bowsher to draw up a spec and to

GB

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approach companies for a quote.

A councillor asked about the Lime trees and it was agreed that they do need to be attended to soon.

### **West Berkshire Minerals and Waste Local Plan Preferred Options Consultation**

- iii. Members of the public have until 30<sup>th</sup> June to comment on plans that include a favoured site for gravel extraction between the new Ufton Nervet railway bridge and the Spring Inn. A councillor gave the view that although the site is not in the Area of Outstanding Natural Beauty it is close enough to effect the AONB. Another councillor suggested there could be a subsidence risk for the railway. Mr Bowsher to draft and send a response to the other councillors with a view to submitting it as a Parish Council.

GB

#### **Councillors' comments.**

Beenham Events would like to see more Scarecrows in the village.

25. Someone needs to take on the Community Noticeboard which is used for general notices not appropriate for the Council's noticeboards. Mrs Jones volunteered. Mrs Johnson to arrange transfer of keys and ask about Parish Council noticeboard keys.

Grundon have been asked to cut their hedge. It should be done in September.

SJ JJ

26. **Correspondence received since the last meeting not referred to elsewhere.**  
**Letter from Beenham Women's Institute regarding storage in the Community Room:** Noted, should be covered in users meeting.

JJ

- ii. **West Berkshire Council Annual Standards Report:** Noted

- iii. **Letter from West Berkshire Council regarding Community Infrastructure Levy Payments:** Noted

- iv. **Letter requesting a donation for the Rosemary Appeal (Dialysis and Cancer Care for West Berks)**

Mrs Bunce suggested she discuss this with Beenham Club with a view to them taking it to their committee

TB

- v. **Email from Community Council for Berkshire re Community Buildings Advice Service:** Noted

- vi. **Letter from the Community Council for Berkshire requesting Parish Council renew membership for 2017/18**

It was agreed that the Council should renew membership. Mrs Rumens to raise a cheque in July.

LR

- vii. **Email re: Adoption of the West Berkshire Housing Site Allocations Development Plan Document:** Noted

- viii. **Email re: Police and Crime Commissioner launches Victims First website:** Noted

Mrs Rumens asked who she should discuss her hours and leave with, in the absence of a chairman. Mrs Johnson volunteered to take this on.

27. **Date of the next meeting Monday 3<sup>rd</sup> July.** Please note that the meeting after that is 31<sup>st</sup> July, not the first Monday in August.