

BEENHAM PARISH COUNCIL

MINUTES OF THE MEETING HELD ON Monday 3rd July 2017

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

Mr K Chopping District Councillor
Members of the public 3

28. **The Election of the Chairman for 2017/18**
Mrs Harman proposed that Mr Bowsher be elected to the chair, this was seconded and Mr Bowsher was duly elected.
29. **Public Forum.**
A fifteen minute period for members of the public to raise matters of concern.
A parishioner mentioned the recent vandalism of the scarecrows. This is on the agenda later.

Another Parishioner asked about the Veolia application. Mr Chopping explained that the application is not due for decision just yet. Concern was raised about the level of traffic if open to the public. The point was made that currently people have to go to Newbury to use a 'tip' so this would surely be an improvement.
30. **Apologies for absence.**
There were none
31. **Minutes of the last meeting held on Monday 5th June 2017**
These were approved by the Chair with the agreement of the Council.
32. **Register of Interests from Parish Councillors**
There were none.
33. **Matters arising from the minutes of the last meeting not referred to elsewhere.**
Parish Council Policies Update. Report from Mrs Rumens.
In relation to the council's Publication Scheme Mrs Rumens made reference to advice she sent the Council by email. She was advised that charges for providing information should be reasonable and charges for staff time should not be levied unless the time spent is in excess of 18 hours. Availability of information should not be limited to recent documents. She recommended adapting a template from the Society of Local Council Clerks.
- i. A councillor expressed the opinion that the council did not need a complicated policy as no enquiries have been made. A discussion about the storage of current records followed and it was agreed that a better solution needs to be found for paper records. Mr Bowsher asked Mrs Rumens to ask Berkshire Records Office about their services.

Mrs Rumens asked for guidance as to whether the Council wanted to keep the current policy or adapt the template and it was concluded to stick with current policy.
- ii. **Parish Plan Updates**

Signed



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Jane Liming will need help with the new questionnaire. There was a general discussion about the Parish Plan refresh, a councillor felt that someone from the Parish Council should support Mrs Liming. This should be discussed at a later meeting.

There is no news yet about the certificate of lawfulness the Council has applied for for projects planned for the Rec.

Consider an application to be co-opted to the Council

- iii. An application to become a councillor has been received by Graham Bragg. Peter McEwan was also asked to resubmit his previous application, he agreed and both were co-opted unanimously.

Devolution of Services Workshop for Parish Clerks, report from Mrs Rumens

Mrs Rumens explained that at this workshop, run by West Berkshire Council, clerks heard from Hedge End Council about the pros and cons of devolving services from district to parish. She explained that up to £12,000 is available to individual parishes to assist with the process of devolution.

- iv. A councillor expressed concern that parishes which have limited resources being asked to take over services which the district were doing. The district councillor said some things could be done better, especially the simpler tasks. Concern was raised about communities paying twice for some services in the event of devolution. Concern was also raised about the effectiveness of volunteering. Mr Chopping urged the council to join the discussion and suggested inviting someone from West Berkshire Council to speak to them about it. Mrs Rumens to ask Jo Naylor about dates in the Autumn.

LR

Changing the day that Beenham Parish Council meets: discussion

- v. This was considered but it was agreed to stick with the current arrangement. A later start time was also voted on. The chair had the casting vote. It was resolved to keep to 7pm and try to make meetings shorter and then consider starting later.

Discuss recent thefts in the Parish

Most of the scarecrows in the village competition and an egg stall were vandalised or stolen from private property. 3 or 4 cars and several houses have been broken in to. Mr Chopping stated that these incidents must be reported to the police.

JJ

A parishioner spoke to express her sadness that peoples' efforts in the scarecrow competition had been ruined. It is thought that most of these incidents were not reported to the police. Mr Bowsher said in this instance the best thing to do would be to ring 101 and discuss with police. He requested the 101 line be promoted in Parish Notes.

- vi. Mrs Jones reported that she has been discussing reviving Neighbourhood Watch with the local organiser, Angela Money. A conversation followed about the appropriate level of involvement of the Parish Council in the scheme. It was suggested the council promote Neighbourhood Watch through the minutes, encouraging people to contact Angela and become a coordinator, the Council can also publish her email address and telephone number can be on the website, Mrs Jones to pass on the details. She will also register as a coordinator in the scheme.

SJ

It was felt that the incidents should be mentioned in the Parish Magazine, not the Parish Notes. Mrs Bunce volunteered to contact the Magazine to discuss including an article. She will send a draft to Mrs Rumens to circulate.

TB
LR

It was proposed to have a discussion about who will take on individual responsibilities at the next meeting. Mrs Jones said she was happy to take on liaison with the police.

34. **Finance.**

- i. **Receipts.** Noted

Payments

ii.	Mr I Johnson	Reimbursement for emergency work on the urinals in Community Room toilets	£372.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
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Signed 

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Mrs J Johnson	Reimbursement for cutlery for Community Room	£12.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
Berkshire Association of Local Councils	Subscription	£311.07	Local Government Act 1972 s111
Bradfield Printing Ltd	Parish Notes	£57.60	Local Government Act 1972, s.142
HMRC*	Taxes	£53.00	
CCB	Community Council for Berkshire Membership	£30.00	Local Government Act 1972 s111
Lucy Rumens	Overtime	£50.94	Local Government Act 1972 s112
AD Clark Grounds Maintenance	Grass Cutting	£220.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
Mrs Lucy Rumens	Salary	£216.00 SO	Local Government Act 1972 s112
Mrs Jacqueline Homick	Salary	£235.20 SO	Local Government Act 1972 s112

Statement of Receipts & Payments.

iii. It was commented that the budget for miscellaneous repairs to the Community Room is looking to be under pressure because there are a number of jobs that need attending to.

A councillor asked if the work on the urinals was approved by the council in advance and if not are delegated powers were in place. Mrs Rumens explained that there are delegated powers in place for up to £250. Another councillor explained that this was an emergency.

iv. Other matters

a) Community Room Issues:

- i) **Registration of Community Room as an Emergency Shelter:** Mrs Rumens is waiting for further information from West Berkshire Council.
- ii) **Side and Front Gate Access:** More car par keys could be available if needed. Mrs Johnson will follow up on the side gate in due course. Mrs Rumens will add checking the key register to her August tasks.
- iii) **Urinals:** Covered above. A brief discussion about excess water charges followed. Concern was raised by a Councillor about the lack of knowledge about the water utilities.
- iv) **Maintenance 'contract':** Mrs Bunce has spoken to a number of people. Some people would like to be shown round and see the immediate jobs. Mrs Bunce will prepare a spreadsheet of the information she has collated so far. Mrs Johnson is still working on getting quotes from electricians, it is hoped to get the lights repaired in the school summer holidays Mrs Bunce to send her contact details. TB
JJ
- v) **Accident book:** Mrs Rumens' proposed draft was approved with some minor amendments.
- vi) **Storage:** Storage of documents was covered above. The school has said that they won't store dangerous tables in the hall. A councillor asked if the Parish Council inspects the school property in the hall. Another Councillor was felt the Parish Council should act on information from users. It was agreed that Mrs Bunce would get price for repairing the tables while Mrs Harman would get price for replacing them. TB
GH

b) Possible long term tenant for the community room, proposal from Mrs Bunce.

Interest has been expressed by someone in the village starting up a catering business. They would use the kitchen facilities, fitting in with existing users. A councillor asked about registering for health and safety/hygiene requirements. The onus would be on the hirers. A formal proposal has not been received yet but it is thought that they would like to use the facilities in the early morning. It was agreed to look at the proposal when received.

- c) **2015/16 Bill from Beenham School for contribution to shared costs, update from Mrs Johnson.** A revised figure has been received from the school. A councillor recommended continuing to negotiate the fee with the School in line with the current

Signed

Lucy Rumens

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agreement. The supporting evidence for the figures has not been received yet. General consensus is that a management fee should not be paid as not covered in the agreement. The bill for 2016/17 is now due also. It is hoped that a new shared costs agreement will be in place before that is paid. It was noted that a new boiler is being installed in the school in the summer holidays.

- d) **Bank Signatories: Sign Mandate Variation Request:** Signed by all applicable parties
- e) **Consider draft job description for Hall Caretaker, discussion.** The document was revisited. It was stressed that this still needs to be consulted upon. The cleaner's existing employment needs to be formalised, she also needs a contract of employment. A discussion ensued about the responsibilities of locking up the property. Mrs Jones to redraft for the next meeting. SJ
- f) **Beenham Parish Council's donation to West Berkshire Council Libraries fund. Report from Mrs Rumens.** Mrs Rumens will draft a letter for Mr Bowsher to sign LR GRB
- g) **Consider whether the Clerk should attend the next local Clerks' Forum** It was agreed the Clerk should attend

Comments from the West Berkshire Councillor

- 35. Mr Chopping reported to the council that he is back on the executive dealing with corporate services. West Berkshire Council's budget setting in progress.
- 36. **Planning.**
 - i. **Applications for consideration: 17/01609/CERTE**, also 17/01613/CERTE linked to same matter. Council agreed to return the previous comments/observations.
 - ii. **Additional planning correspondence: 17/00839/HOUSE, 17/01262/AGRIC:** Noted
- 37. **Highways.**
M4 Junctions 12-13 Bridge Maintenance Scheme – Update: Noted
- 38. **Environment**
 - i. **Replacement of the goal posts, update from Mrs Harman**
Mrs Harman is currently in discussion with local users. GH
 - ii. **Recreation Ground Footpaths, update from Mr Bowsher.**
Mr Bowsher is still chasing up quotes. GRB
- 39. **Councillors' comments.**
Mrs Bunce is still waiting to hear from Edgar Valentine about social isolation issues. She will follow up.
- 39. It is hoped the Parish Council will be in a position to discuss facilities on the Rec in more detail next month.
Grundon will be cutting their hedge in September
- 40. **Correspondence received since the last meeting not referred to elsewhere.**
Letter from Local Government Boundary Commission for England: Electoral Review of West Berkshire: Further Warding Arrangements
 - i. Noted.
A discussion ensued about public transport. Most councillors felt the service has improved.
- 41. **Date of the next meeting, Monday 31st July 2017.**

Signed



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