

# BEENHAM PARISH COUNCIL

MINUTES OF THE MEETING HELD ON Monday 2<sup>nd</sup> October 2017

Mr G. Bowsher (GRB) Chair  
Mrs J. Johnson  
Mrs G. Harman  
Mrs S. Jones  
Mrs T. Bunce  
Mr P. McEwen  
Mrs L. Rumens Clerk

Members of the public 2

## 1. Public Forum.

### A fifteen minute period for members of the public to raise matters of concern.

A councillor from Woolhampton reminded the Council of the Neighbourhood Watch meeting there on 31<sup>st</sup> October and asked that they encourage local coordinators to attend.

A parishioner asked a question following on from presentation at the last meeting by West Berkshire Council: Will the Council be pursuing transferral of the ownership of the Community Room to the Parish Council? He expressed concern about school becoming an academy complicating the ownership issues. The Clerk reported her communications with Jo Naylor, who had redirected her back to the discussions with Deborah Wood and the School. A councillor suggested the Council make an enquiry through the devolution portal as directed by the district council. It was agreed that Mrs Johnson would investigate this in a few months.

## 2. Apologies for absence.

Received from Mr Bragg and Mr Chopping. Also Mrs Bunce to arrive around 7:30pm and leave at 9pm.

## 3. Minutes of the last meeting held on Monday 11<sup>th</sup> September 2017

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

## 4. Register of Interests from Parish Councillors

Nothing was declared.

## 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 has circulated the current West Berkshire Council Code of Conduct with the recommendation that it be adopted. She was asked to look at the National Association of Local Council's template.

### ii. Parish Plan Updates

The shelter and exercise equipment will be installed from 12<sup>th</sup> October.

A site survey by the supplier and contractor for zip wire established that the slope on the proposed site is greater than anticipated. The costs associated with levelling this slope are not yet known. Unless the costs are negligible it is proposed to position the start of the zip wire at the end where the slope is, nearer the edge of the Rec. A councillor expressed concern about the residence nearest the platform. It is hoped it will still be some metres from the fence.

### iii. Electoral Review Of West Berkshire: Review Draft Recommendations, Consider response.

A discussion ensued about the advantages and disadvantages of being allocated 3 district councillors (instead of the current 1) and being part of a larger ward as is proposed Beenham would belong to. Some councillors felt that they would like to give the proposals greater consideration. All members to do so and to email their feedback to Mrs Rumens by 16<sup>th</sup> October so she can draft a coordinated response for consideration at the next meeting.

iv. **Councillor Roles and Responsibilities: Seek to fill gaps**

It was agreed that Traffic, Digital and Environment are not necessary roles at this time. Mrs Bunce to take on Parish Plan responsibilities. Mrs Rumens to provide Mrs Liming's email address to her.

TB  
LR

v. **Discuss depositing Beenham Parish records with the Berkshire Record Office.**

As previously discussed Berkshire Records Office would be happy to have certain types documents from the Parish. Time would need to be spent categorising existing documents in order to make a deposit. Mrs Rumens has expressed concern about the current storage conditions. It was agreed that the paperwork in the Community Room did need sorting through. Mrs Johnson will organise a date to do this with Mrs Harman and Mrs Jones. Mrs Rumens will supply a list of what must be kept. Mrs Rumens anticipates further changes being needed in preparation for new data protection laws next May. She is undertaking training in November.

JJ  
LR  
(GH  
JJ)

vi. **Proposal regarding Parish Council use of Social Media from Mrs Jones.**

A conversation followed the previous circulation of documents and examples of Parish Councils using social media. The Clerk explained that pages (rather than groups) in Facebook can be 'locked down' so that they don't need as much monitoring. General consensus was that any social media used would be additional methods of communication and would not replace anything that the Council already does. Mrs Jones to make a proposal at the next meeting. Mrs Bunce asked if Whatsapp had been considered as another communication channel, she will also make some recommendations next month.

SJ  
TB

6. **Finance.**

i. **Receipts.** Noted

ii. **Payments**

Bradfield Printing Ltd	Parish Notes	£57.60	Local Government Act 1972, s.142
HMRC	Taxes	£103.80	
Mrs T and Miss S Palmer	Allotments Rental	£225.00	Small Holding & Allotments Act 1908, s.23
Lucy Rumens	Overtime	£88.06	Local Government Act 1972 s112
Lucy Rumens	Mileage	£7.83	Local Government Act 1972 s112

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

iv. **Other matters**

a) **Community Room Issues:**

i) **Registration of Community Room as an Emergency Shelter, Mrs Rumens.** Mrs Rumens reported that this is ongoing, there have been some difficulties with the online form. The Councillor from Woolhampton advised she speak to Aldermaston about their experience.

LR

ii) **Current maintenance issues.** There has been a problem with the Community Room front door which has been partially fixed. The fire exit, toilet window and fence post are issues still outstanding. Estimates have been given by a local handyman for all these totalling around £600 which it was agreed to go ahead with.

JJ

iii) **First aid kit, Mrs Jones.** There is no conclusive statement as to inform what First Aid provision the Parish Council needs to make, other than to fulfil its obligations to its two employees. It was agreed that a 'reasonable' first aid kit was required. It was proposed that an HSE approved first aid for £30 be purchased. Mrs Jones asked that a Councillor with Community Room responsibilities follow this up. Mrs Johnson agreed to do so.

JJ

iv) **Ongoing Maintenance Plan.** The possibility of having a maintenance log was raised. Mrs Bunce apologised for not progressing the 'handyman' contract. She will circulate her contacts list shortly.

TB

v) **Replacing the tables, Mrs Harman.** Victory Hall doesn't have any spare tables. So it was proposed to spend a maximum of £600 on new tables. The Clerk circulated a forecast of the year end bank balance. The expenditure was approved.

GH  
LR

b) **2018/19 Budget, a discussion about planning the budget led by Mrs Rumens.**

The Clerk asked how the Council wanted to approach the budget drafting. Mr McEwen asked if the task could be a joint effort this year. Mrs Rumens asked if she should start the process and it was agreed she should. The subject of contributions to West Berkshire Libraries Service was

LR  
(PM)

raised. Mrs Rumens confirmed that West Berkshire Council has not written a letter to the Parish Council confirming how their contribution would be spent.

c) **Bank signatories, progress updates**

Mrs Rumens confirmed that since logging a formal complaint with the bank Mrs Bunce, Mrs Jones and Mrs Harman have been confirmed as new signatories.

7. **Comments from the West Berkshire Councillor.** There were none of this occasion.

8. **Planning.**

i. **Applications for consideration: 17/02548/COND2:** The Council has been told that the application was a condition on a previous application and that it has already been approved.

ii. **Additional planning correspondence: 17/00351/FULD.**

The Council has received notice of an appeal against a decision by West Berkshire Council. Site Address: Barn South Of Butlers Farm, Beenham. Case Summary: Conversion of existing barn into residential dwelling with ancillary space. On the whole the councillors agreed not to make any objection and to react individually if they so desired.

9. **Highways.**

i. **Project Notification Prj17/061 Aldermaston Wharf Lifting Bridge Service.** Noted

10. **Environment**

i. **Replacement of the goal posts, update from Mr Bowsher.** They will be installed this week.

ii. **Litter bins at Aldermaston Wharf, update from Mrs Rumens.** There will be no charge for this as it is not believed to be the Parish Council's responsibility.

iii. **Recreation Ground Footpaths, bid for funding. Update from Mr Bragg.**

Mr Bragg was not present but had confirmed prior to the meeting that he had been unable to progress this. Mrs Rumens to ask Mr Chopping if he could support an application for funds at a later date.

iv. **Trees maintenance required on the Rec. Report from Mrs Harman.**

Mrs Harman has drawn up a spec. A councillor asked that the branches impacting on the road use also be considered. Mrs Harman to revisit before forwarding to Mrs Rumens. Mrs Rumens to circulate to three agreed contractors.

v. **Disposal of needles and syringes found on Council property. Update from Mrs Rumens**

Mrs Rumens reported that Tilehurst's grounds maintenance company deals with this for them when it happens. Beenham's current contractor does not have appropriate licences but they will look into it. Mrs Rumens suggested this could be something considered as part of the next grounds maintenance contract. Councillors felt this was not an immediate concern.

11. **Councillors' comments.**

The Community Noticeboard lock has gone wrong. The contractor doing the other work in the Community Room will be asked to look at it.

The issue of the faulty dog bin lid is still outstanding. Mrs Harman to follow up.

Mrs Harman gave an update on Beenham Village Events. Mrs McEwen has stepped down as chair. Lots planned for Christmas. It's felt that the School was a successful venue for the fete. The recent meeting went well. Another councillor asked for an update on the finances of Beenham Village Events in anticipation of the Parish Council being asked to make a financial contribution to Christmas events.

A councillor asked if progress had been made on the Cleaner's contract and was told that it is almost there.

Could a repainting of the Mini Library Telephone Box be considered in the 2018/19 budget, a councillor asked.

The Women's Institute have carried out a good litter pick.

Two requests to streetcare including the footpath to Douai Abby have been resolved. And also the trip hazards created by Gigaclear redigging their trenches have been dealt with.

Thanks to Fred Brown, Awbury Farm who maintains the footpath from there to the Wolves Trust.

- 12. Correspondence received since the last meeting not referred to elsewhere.**
- i. **Email from North Wessex Area of Outstanding Natural Beauty offering a presentation for Parish Councils**  
Mrs Rumens to request they present to the Annual Parish Assembly in May 2018
  - ii. **Befriend West Berkshire: Volunteer Project. Request for assistance.**  
The Parish Council is already publicising this. Mrs Rumens to pass the details of the Church Magazine to them.
  - iii. **Home-Start Volunteering Opportunity in Calcot. Request for assistance.**  
Add this to the Community noticeboard when possible. LR
  - iv. **West Berkshire Council Email: Community Champion 2017 Nominations Sought**  
Mention in the Notes SJ
  - v. **West Berkshire Council Email: Counter Terrorism Awareness Session 10th October**  
Mrs Jones to attend SJ
  - vi. **West Berkshire Council Email: RE: Speed Indicator Device Training – 25th October**Noted SJ
  - vii. **Woolhampton Parish Council: Public Meeting Invite - West Berkshire Neighbourhood Watch, 31<sup>st</sup> October** Mrs Jones to attend SJ
  - viii. **Community Council for Berkshire AGM Invitation – 19<sup>th</sup> October.** Noted
  - ix. **Oil-club.co.uk: Beenham Heating Oil Club. Posters to promote scheme.** Add this to the Community noticeboard when possible. SJ
- An invitation to the District Parish Conference** on 7th November has been received since the Agenda has been published. It was agreed Mrs Rumens should attend. Mrs Johnson also expressed an interest. Mrs Rumens to coordinate attendance when the agenda is received. LR
- 13. Date of the next meeting: Monday 6<sup>th</sup> November**