

PURLEY ON THAMES PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Parish Office, Purley on Thames on 11th May 2017

PRESENT: Mrs S Briscoe (Chairman) Mr G Rolfe Mr B Ayling Mr J Chapman
Mr R Farrow Mr N Houghton Mr M Bishop Mrs P Beddoes Mr S Chester
Mrs C Collier Mrs J Langford Mr R Jones

P17/23 ELECTION OF CHAIRMAN

Mr Rolfe took the Chair to elect a Chairman. Mr R Jones proposed, Mrs C Collier seconded and it was unanimously agreed that Mrs S Briscoe be elected Chairman for the ensuing year. Mrs Briscoe accepted the office of Chairman and would sign the Declaration of Acceptance of Office in the presence of the Clerk. Mrs Briscoe took the Chair.

P17/24 ELECTION OF VICE CHAIRMAN

Mr B Ayling proposed, Mr R Jones seconded and it was unanimously agreed that Mr G Rolfe be elected Vice Chairman for the ensuing year. Mr Rolfe accepted the office of Vice-Chairman and would sign the Declaration of Acceptance of Office in the presence of the Clerk.

P17/25 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Mr B Nix and Mr T Metcalfe.

P17/26 TO RECEIVE ANY DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

P17/27 TO RECEIVE ANY STATEMENT OR QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public attended the meeting.

P17/28 TO RECEIVE AND CONFIRM THE MINUTES

The Minutes of the last meeting held on 6th April 2017, were confirmed as a correct record and signed by the Chairman.

An incorrect spelling of sight (site) was noted on p5.

P17/29 PAST SUBJECT MATTERS FOR REPORT ONLY

Mr N Houghton raised an issue about a correction he believed was needed on the Planning Minutes. Mr Houghton would raise the item at the next Planning Meeting and, if agreed by the Planning Committee, a correction to the Minutes would be noted.

Mr R Jones reported that he had made progress with regards to the light in Hornbeam Close and would make a report at the next Parish Council Meeting.

Mr R Farrow reported (in regards to P17/19 item 5) that the PJFC Committee had agreed to pay £450.00 towards the cost of line paint for the playing fields for the coming season.

P17/30 TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES AND NOTE THEIR DECISIONS THERETO:

PLANNING: Minutes from 8th May 2017

Mr Rolfe presented the minutes of the planning committee and drew attention to the application 17/00807/HOUSE and the committee's comments.

It was reported that trees had been removed from land between the A329 and Theobald Drive. Mr Rolfe reported he had been informed by WBC that they had no time to investigate this as they have to prioritise planning applications.

P17/31 CORPORATE GOVERNANCE

The decision of the Parish Council with regards to the following policies, last reviewed in May 2016, were noted as follows:

1. **Standing Orders** – affirmed (unanimous)
2. **Financial Regulations** – updates required to account for new staff roles and regulations for the Parish Council having a credit card after closing of the ALTO Card. Clerk would draft updates for the next PC meeting.
3. **FOI Model Publication Scheme** – Clerk had drafted updated document to account for use of email and the website for accessing/sharing PC information. New draft was adopted (unanimous).
4. **Health and Safety Policy Statement** – Clerk to create a PC document to present to Council at next PC meeting.
5. **Complaints Policy** – Contact names and website addresses to be updated. No changes to content. Affirmed (unanimous).
6. **Open Meetings Policy** – Clerk confirmed that this was part of Standing Orders, Section 1 Meetings, item 'm' and had already been affirmed as part of that document.
7. **General Power of Competence** – the Parish Council **RESOLVED** that from 11th May 2017 until the next relevant Annual Meeting of the Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed Conditions) Order 2012, adopts the General Power of Competence.

P17/32 FINANCIAL MATTERS

RESPONSIBLE FINANCIAL OFFICER

It was **RESOLVED** that the Clerk, Mrs Christine Lamb be appointed Responsible Financial Officer for the financial year 2017/2018. (Unanimous)

CHEQUE SIGNATORIES - Two signatures required from Sue Briscoe, Richard Jones, Richard Farrow, John Chapman, Bernard Nix, and Graham Rolfe were agreed.

INTERNAL AUDIT PLAN

The Internal Audit Plan would be presented at the next Parish Council Meeting for approval.

INTERNAL AUDITOR

It was **RESOLVED** that Auditing Solutions Ltd be appointed Internal Auditors for the financial year 2017/2018. (Unanimous)

P17/33 APPOINTMENT OF STANDING COMMITTEES

The following Committees were appointed: Highways and Footpaths, Recreation, Barn and Planning.

Standing Orders were suspended and the Council meeting adjourned in order that each Committees could elect its Chairman. Vice Chairmen would be elected at the first meeting of each committee.

Ex-officio members of the Standing Committees: The Chairman and Vice Chairman of the Council

Highways and Footpaths Committee

Bill Ayling, Martin Bishop, Christine Collier, John Chapman, Neil Haughton, Rick Jones
Chairman: Mr B Ayling. Proposed by Mr R Jones, seconded by Mrs C Collier. (Unanimous support)

Recreation

Rick Farrow, Bill Ayling, Pam Beddoes, Martin Bishop, Stuart Chester, Jane Langford
Chairman: Mr R Farrow. Proposed by Mr B Ayling, seconded by Mrs J Langford. (Unanimous support)
The Amenities Manager and sports clubs representatives would be invited to the meetings

Recreation Land Committee

Chairman and Vice Chairman of Council and Chairmen of Recreation Committee and Highways & Footpaths Committee

Barn Management

Bernard Nix, Pam Beddoes, John Chapman, Stuart Chester, Rick Farrow, Rick Jones
Chairman: Bernard Nix (absent) Proposed by Mr R Jones, seconded by Mr R Farrow. (Unanimous support)
The Assistant Clerk and Amenities Manager would be invited to the meetings

Planning Committee

Graham Rolfe, Pam Beddoes, Stuart Chester, Chris Collier, Rick Farrow, Neil Haughton, Jane Langford
Chairman: Graham Rolfe. Proposed by Mrs J Langford, seconded by Mrs S Briscoe. (Unanimous support)

Standing Orders were reinstated.

Committee Terms of Reference

The Committee Terms of Reference were affirmed. (Unanimous)

P17/34 WORKING AND ADVISORY GROUPS

Grants – Pam Beddoes (Chairman), Rick Farrow, Bill Ayling, John Chapman, Christine Collier, Neil Haughton

Financial Regulations – Christine Collier

Chairmen's – Chairman, Vice chairman, all Chairs and Vice Chairs of Standing Committees

Human Resources: Graham Rolfe, Sue Briscoe, Rick Farrow, Rick Jones, Pam Beddoes

Health, Safety & Access – Martin Bishop (Recreation Committee Representative), Stuart Chester (Barn Committee Representative), Christine Collier (Highways and Footpaths Representative)

Bungalow – Pam Beddoes, Jane Langford, Graham Rolfe, Rick Farrow, Martin Bishop, Sue Briscoe.

Goosecroft Development – John Chapman, Martin Bishop, Rick Farrow

Villager of the Year – Pam Beddoes (PC Co-ordinator)

P17/35 FLOOD/EMERGENCY CO-ORDINATOR

Co-ordinator – Mr David Briscoe

Deputy Co-ordinator – Mr S Chester

P17/36 HEALTH AND SAFETY CO-ORDINATOR

It was agreed that the Working Group was sufficient and this role was not needed.

P17/37 REPRESENTATIVES

See **Appendix A**

Changes:

Mrs S Briscoe removed from SLCC,

Trentham Bowling Club - Ex Officio removed from Mr Ayling

EAVG – It was reported that the group no longer exists. It was agreed to remove from the list.

P17/38 CHAIRMAN'S REPORT

Sue Briscoe presented her report to the Council. The report covered the Annual Parish Assembly, Purley Showcase (27th April 2017), Neighbourhood Action Group Meeting (10th April 2017), 143 Bus, Village Plan update, Springs farm update and the PC Meeting Schedule to June 2018.

143 Bus Service – Thames Travel have decided to end the 143 Bus service from 2nd July 2017.
Thames Travel are being asked to consider an off-peak service.

Springs Farm – Responses from the landowner to questions received at the public meeting on 16th March 2017 have been received and are posted on the PC website.

P17/39 DISTRICT COUNCILLORS' REPORTS

Mr R Jones reported that Mr Graham Jones had been appointed Leader of West Berkshire Council.

Ofsted are looking at West Berkshire Councils Children's Services again. The service was graded inadequate 2 years ago. A lot of work has been done to address the issues raised.

West Berkshire Council's Customer Number had changed (circulated by the Clerk).

P17/40 RESOLUTIONS

- 1. TO RECEIVE THE TENDER DOCUMENT PRODUCED BY THE BUNGALOW WORKING GROUP AND APPROVE ITS CONTENTS.**

Mr Rolfe reported that the Tender document was not ready for review, as hoped, and would be presented at the next PC meeting.

- 2. TO RECEIVE A REPORT ON GOOSCROFT SECURITY AND APPROVE ANY ACTIONS.**

It was proposed that a working group be established to produce a proposal on Goosecroft Security for the Parish Council.

It was **RESOLVED** that a working group be established to produce a proposal on Goosecroft Security for the Parish Council. (Unanimous)

Working Group: Martin Bishop, Neil Haughton, Rick Farrow, Bill Ayling (Unanimous support).

P17/41 CLERK'S REPORT

- i) PAYMENTS Appendix B, C**

Payment and Receipts for Mth 12 (March 2017) were circulated. *See Appendix B*
Payment and Receipts for Mth1 to-date (April 2017) were circulated. *See Appendix C*

- ii) BUDGET 2016/17**

A budget report was provided for information and noted.

- iii) BUDGET 2017/18**

A budget report was provided for information and noted.

Council was advised that a Financial Risk Assessment would take place before the next meeting.

iv) CORRESPONDENCE

The following correspondence had been received that had not previously been circulated:

1. WBC – CiL Contribution for application 16/00367/REM Amount received £1184.96.
2. McGee Networks Ltd – request access to Airwaves Base Station installation for mast renovation.
Clerk to request additional information about vehicle access required.
3. The written report from the Internal Auditor had not yet been received.

P17/42 TO RECEIVE ANY MEMBERS ITEMS FOR THE NEXT PC AGENDA

Mr R Jones – would present a proposal on Hornbeam Close streetlight.

Mr R Farrow asked in a minute reference for a commitment to support PFDG had been found.

The Chairman's Working Group would still take place on 8th June 2017 despite the General Election.

The Chairman moved that under the Public Bodies (Admission to Meetings) Act 1960 s1 (2), the public is excluded from the meeting whilst confidential matters are discussed.

Part Two

P17/43 APPOINTMENT OF LETTING AGENT FOR BUNGALOW

The Parish Council received a report and proposal from the Bungalow Working group.

After a discussion, it was **RESOLVED** to follow the Bungalow Working Group recommendations and appoint contractor 4 as Letting Agent.

P17/44 GOSECROFT DEVELOPMENT

A verbal report was received from John Chapman of the Goosecroft Development Working Group.

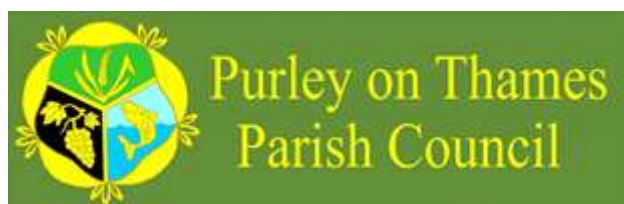
Date of next meeting:

Chairman's Working Group: 8th June 2017

Parish Council Meeting: 15th June 2017

APPENDIX A

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Council Representatives

Organisation	Approved May 2016	Approved May 2017
Purley Memorial Hall	Graham Rolfe	Graham Rolfe
Pangbourne & District Volunteer Centre	John Chapman	John Chapman
AWE Liaison Committee	John Chapman	John Chapman
Neighbourhood Action Group	Rick Jones & Sue Briscoe	Rick Jones & Sue Briscoe
BALC/NALC	Sue Briscoe	Sue Briscoe
SLCC	Clerk, S Briscoe	Clerk
WBC Heritage Forum	John Chapman	John Chapman
N Wessex Downs AONB Forum	Pam Beddoes	Pam Beddoes
CPRE	Martin Bishop	Martin Bishop
Purley Sports & Social Club	Chairman of Recreation (Ex-officio)	Chairman of Recreation (Ex-officio)
Trentham Bowling Club	Bill Ayling (Ex-Officio)	Bill Ayling
Purley Flood Defence Group	Bernard Nix	Bernard Nix
EAVG	Rick Farrow, Sue Briscoe, Pam Beddoes, Martin Bishop	NONE <i>To be removed</i>
District/Parish Conference	Graham Rolfe, Pam Beddoes, Sue Briscoe, Rick Farrow, Jane Langford (open to all members)	All Councillors can attend. <i>To be removed.</i>
WBC Governance and Ethics Committee	N/A	Jane Langford

APPENDIX B

Month 12 Payments and Receipts

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APPENDIX C

Month 1 Payments and Receipts

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