

PURLEY ON THAMES PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at the Parish Office, Purley on Thames on 10th May 2018

PRESENT: Mrs S Briscoe (Chairman) Mr G Rolfe Mr J Chapman Mr R Jones
Mr R Farrow Mr N Haughton Mrs P Beddoes Mr S Chester
Mrs C Collier Mrs J Langford Mrs S Sinclair
In attendance: Miss S Williams, Assistant Clerk

P18/35 ELECTION OF CHAIRMAN

Mr Rolfe took the chair to elect a Chairman.

Mr Chapman proposed, Mrs 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 signed the Declaration of Acceptance of Office in the presence of the Clerk.

Mrs Briscoe took the chair.

P18/36 ELECTION OF VICE CHAIRMAN

Mrs Collier proposed, Mr Chester 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 signed the Declaration of Acceptance of Office in the presence of the Clerk.

P18/37 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Mr M Bishop, Mr T Metcalf, Mr B Ayling

P18/38 TO RECEIVE ANY DECLARATIONS OF INTEREST AND DISPENSATIONS

Mr Farrow – was a member of PSSC (Resolution P18/52-3)

P18/39 TO RECEIVE ANY STATEMENT OR QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public attended the meeting.

P18/40 TO RECEIVE AND CONFIRM THE MINUTES

The Minutes of the last meeting held on 5th April 2018, were confirmed as a correct record and signed by the Chairman.

Under P18/32 on the final page, the word “budget” was missing.

P18/41 PAST SUBJECT MATTERS FOR REPORT ONLY

P18/31-1 Mr Farrow reported that the original application had been withdrawn. This item would be covered under Resolution P18/52-3.

P18/42 TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES AND NOTE THEIR DECISIONS THERETO:

Planning – unconfirmed minutes from 9th April 2018

Mr Rolfe presented the minutes of the planning committee and drew attention to applications 18/00415/FULD and 18/00562/COMIND and the committee's comments, particularly the concerns about parking and change of use.

P18/43 CORPORATE GOVERNANCE

1. **Standing Orders** (no changes)

Mr Jones proposed, Mrs Langford seconded. Standing Orders were affirmed (one abstention).

It was **AGREED** to carry the following reaffirmations forward to the June 2018 meeting of the Parish Council:

2. **FOI Model Publication Scheme**
3. **Health and Safety Policy Statement**
4. **Complaints Policy**
5. **Open Meetings Policy**
6. **General Power of Competence**

P18/44 APPOINTMENT OF STANDING COMMITTEES

Mrs Briscoe thanked Mr Farrow and Mr Ayling for all their hard work as Chairman of Recreation and Chairman of Highways and Footpaths committees respectively.

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 Committee 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, Jane Langford
Chairman: Christine Collier. Proposed by Mr Rolfe, seconded by Mrs Beddows. (Unanimous support)

Recreation

Bill Ayling, Martin Bishop, Stuart Chester, Jane Langford, Rick Farrow, Sarah Sinclair
Chairman: Martin Bishop. Proposed by Mr Farrow, seconded by Mrs Beddows. (Unanimous support)
The Amenities Officer and sports clubs representatives would be invited to meetings

Recreation Land Committee

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

Barn Management

Pam Beddoes, John Chapman, Stuart Chester, Christine Collier, Rick Jones

Chairman: Pam Beddoes. Proposed by Mrs Briscoe, seconded by Mrs Langford. (Unanimous support)

The Assistant Clerk and Amenities Officer would be invited to meetings

Planning Committee

Graham Rolfe, Pam Beddoes, Stuart Chester, Chris Collier, Rick Farrow, Neil Haughton, Jane Langford

Chairman: Graham Rolfe. Proposed by Mrs Langford, seconded by Mrs Beddoes. (Unanimous support)

Standing Orders were reinstated.

Committee Terms of Reference

The Committee Terms of Reference were affirmed. (Unanimous)

P18/45 WORKING GROUPS

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

Financial Regulations and Risk Assessment – Rick Jones

Human Resources – Graham Rolfe, Sue Briscoe, Pam Beddoes, Rick Jones, Jane Langford

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

Bungalow (dormant) – Pam Beddoes, Jane Langford, Graham Rolfe, Martin Bishop, Sue Briscoe

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

Goosecroft Development – John Chapman, Martin Bishop, Rick Farrow

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

Security – Martin Bishop, Neil Haughton, Bill Ayling, Rick Farrow, Pam Beddoes, Graham Rolfe

P18/46 FINANCIAL MATTERS

RESPONSIBLE FINANCIAL OFFICER

It was **RESOLVED** that the Clerk, Mrs Christine Lamb be appointed Responsible Financial Officer for the financial year 2018/2019. Proposed by Mrs Briscoe, seconded by Mr Jones. (Unanimous)

CHEQUE SIGNATORIES – It was **RESOLVED** to add Pam Beddoes and Martin Bishop as signatories. Signatures would be required from two of the following: Sue Briscoe, Richard Jones, Richard Farrow, John Chapman, Martin Bishop, Pam Beddoes, and Graham Rolfe.

INTERNAL AUDITOR

It was **RESOLVED** that Auditing Solutions Ltd be appointed Internal Auditors for the financial year 2018/2019. Proposed by Mr Jones, seconded by Mr Farrow. (Unanimous)

P18/47 FLOOD/EMERGENCY CO-ORDINATOR

Co-ordinator – Mr David Briscoe
Deputy Co-ordinator – Stuart Chester

P18/48 HEALTH AND SAFETY CO-ORDINATOR

It was agreed that the Chairman of the Working Group would also be the Health and Safety Co-ordinator should one be required.

P18/49 REPRESENTATIVES

See **Appendix A**

Changes:

Remove CPRE as not relevant.

Clerk to contact Purley Flood Defence Group to confirm its status and whether it is still extant. If it is, a current councillor will need to become representative.

P18/50 CHAIRMAN'S REPORT

Mrs Briscoe presented her report to the Council. The report covered the Neighbourhood Action Group Meeting on 22nd January 2018 (attended by Mr Rolfe), Purley Rise Post Office, access to the lock and Blount's Meadow, a community meeting being held in PPSC on 24th May, waste bins and Springs Farm's long-term plan.

P18/51 DISTRICT COUNCILLORS' REPORTS

Mr R Jones reported that, at West Berkshire Council's annual meeting the previous week, there had been a number of executive role changes, but they would not affect the Parish Council. He also explained that there would be a site visit to Home Farm in respect of planning applications, and that Padworth Recycling Centre would also be visited in regard to upgrading the facilities. Mr Jones would look into Members' Bid he had submitted, as he had heard nothing back as yet.

P18/52 RESOLUTIONS

P18/52-1 TO APPROVE THE PARISH COUNCIL'S CONTINUED FINANCIAL SUPPORT FOR THE 143 BUS SERVICE FOR THE FINANCIAL YEAR 2018-2019

No increase in cost was expected so the total contribution would be £1,300.

It was **RESOLVED** to continue to support the 143 bus service for the financial year 2018-2019.

Mrs Briscoe proposed, Mr Jones seconded, one abstention.

P18/52-2 TO APPROVE A PROPOSAL TO LOCK THE GATES AT GOSECROFT RECREATION GROUND FROM APPROXIMATELY 11.00PM TO APPROXIMATELY 8.00AM FOR A TEMPORARY PERIOD

It was **RESOLVED** to hold discussions with relevant stakeholders with a view to locking the gates at Goosecroft Recreation Ground overnight for a temporary period.

Mr Haughton proposed, Mrs Langford seconded, one abstention.

P18/52-3 TO APPROVE A PROPOSAL FROM THE CAR PARK WORKING GROUP

No proposal had been submitted by the Car Park Working Group.

It was **RESOLVED** to delegate Goosecroft Development Group the freedom to prepare a new response on car parking and the proposed extension, for submission to West Berkshire Council.

Mr Farrow proposed, Mrs Briscoe seconded, one abstention.

P18/53 CLERK'S REPORT

P18/53-1 PAYMENTS Appendix B, C

Payment and Receipts for Mth 12 (March 2017) and Payment and Receipts for Mth1 to-date (April 2017) were not available. The Clerk would prepare them and the Chairman or Vice Chairman would approve and ratify them before the next meeting.

P18/53-2 BUDGET 2017/18

A budget report was provided for information and noted.

The Annual Return had been prepared by the Clerk and was approved by the Council and signed by the Chairman.

P18/53-3 BUDGET 2017/18 Virements

There had been no virements for the year to date.

P18/53-4 CORRESPONDENCE

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

1. WBC – CiL Contribution for application 15/02419/FULD Amount received £1,688.91
2. The first instalment of the precept had been received

P18/54 TO RECEIVE ANY MEMBERS' ITEMS FOR THE NEXT PARISH COUNCIL AGENDA

Mr Haughton would present a proposal that the Clerk's Report and budgetary items should be presented at the beginning of the Parish Council agendas.

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

P18/55 PARISH COUNCIL OFFICER HOURS

No paper was available so the item would be carried forward to the Parish Council meeting in June 2018.

It was **RESOLVED** to give the Chairman dispensation to use due care and consideration in granting up to 50 hours overtime where necessary to maintain work levels over the next month.

Mr Rolfe proposed, Mrs Sinclair seconded, one abstention.

It was agreed that the Human Resources Working Group would meet before the next Parish Council meeting.

Date of next meeting:

Chairman's Working Group: 7th June 2018
Parish Council Meeting: 14th June 2018

APPENDIX A

Council Representatives

Organisation	Approved May 2017	May 2018
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 and Sue Briscoe
BALC/NALC	Sue Briscoe	Sue Briscoe
SLCC	Clerk	Clerk
WBC Heritage Forum	John Chapman	John Chapman
N Wessex Downs AONB Forum	Pam Beddoes	Pam Beddoes
CPRE	Martin Bishop	<i>Remove</i>
Purley Sports & Social Club	Chairman of Recreation (Ex-officio)	Chairman of Recreation (ex officio)
Trentham Bowling Club	Bill Ayling	Bill Ayling
Purley Flood Defence Group	Bernard Nix	TBC
WBC Governance and Ethics Committee	Jane Langford	Jane Langford