

## PURLEY ON THAMES PARISH COUNCIL

### Minutes of the meeting of the Parish Council held at the Parish Office on Thursday 14<sup>th</sup> February 2019 at 7.30pm

**Present:** Cllr S Briscoe (Chairman) Cllr G Rolfe Cllr R Jones Cllr P Beddoes  
Cllr R Farrow Cllr N Haughton Cllr J Chapman Cllr J Langford  
**In attendance:** Miss S Williams, Assistant Clerk

**P19/12 TO RECEIVE APOLOGIES FOR ABSENCE**  
Cllr C Collier Cllr M Bishop Cllr B Ayling Cllr S Sinclair

**P19/13 TO RECEIVE DECLARATIONS OF INTEREST**  
Cllr Chapman – Pangbourne and District Volunteer Centre, P19/21-6 Grants  
Cllr Farrow – member of PSSC, P19/21-6 Grants  
Cllr Rolfe – prejudicial interest, P19/21-6 Grants

**P19/14 TO RECEIVE ANY STATEMENT OR QUESTIONS FROM MEMBERS OF THE PUBLIC**  
Two members of the public attended the meeting. One was Tim, is this where he's included on minutes?

Cllr Briscoe welcomed the members of the public. One was interested in standing as a Councillor and his application had been circulated.

Cllr Briscoe said all Councillors should advise the Clerk within the next week if they were willing to continue on the Parish Council. She explained that, if there more applicants than seats, an election would have to be held. If there only as many (or fewer) applicants as seats, no election would be necessary. She confirmed that notice had been received from WBC that a councillor could be co-opted to fill the current vacancy.

Standing Orders were suspended while discussion was held with the applicant.

The applicant confirmed that he had more time than when he was working full-time as he now had only a small amount of consultancy work. He had seen the work the Parish Council carried out on behalf of residents and was impressed that it was an active council. He had lived in the community for 30 years and had previous voluntary experience. Following his previous meeting with Cllr Briscoe, he was particularly interested in the Planning and Highways & Footpath committees, but would join other committees if that would be most helpful. His daughter worked for the Environment Agency.

Cllr Briscoe thanked the applicant and reinstated Standing Orders.

**P19/15 TO RECEIVE AND CONFIRM THE MINUTES** – to confirm as a correct record the Minutes from the meeting held on the 19<sup>th</sup> January 2019

It was agreed that that the wording under P19/06 should be amended to read “Cllr Rolfe reported that the Appeal on footpaths at Springs Farm ...”.

Under P19/07, “Cllr T Metcalfe” should read “Cllr T Metcalfe”.

Under P19/09, “Mrs Sadhu” should read “Mrs Sandhu”.

The minutes were signed by the Chairman.

**P19/16 PAST SUBJECT MATTERS FOR REPORT ONLY** *(that are not already on the agenda).*

Goosecroft Development Working Group – the consultant had requested clarification on the tree survey and the parking situation. This had been provided, since when nothing more had been heard. Cllr Farrow would contact the consultant again.

Freedom of Information request – the correspondence requested had been gathered together and redacted as necessary. The Clerk had contacted the applicant to confirm the cost and to advise them that the information was ready for collection or could be posted, although postage would also be charged. Almost four weeks later there had been no response from the applicant and the documents had not been collected.

PSSC Lease – the Working Group would meet again to discuss the Lease and to agree the rent to recommend.

Additional memorial plaques for Church and Memorial Hall – Cllr Chapman confirmed the design had been agreed and that he had twice contacted a firm recommended to him for the work. He had heard nothing back so would contact them again or find an alternative company.

**P19/17 TO RECEIVE THE REPORTS OF THE FOLLOWING COMMITTEES AND TO NOTE THEIR DECISIONS THERETO:**

**Planning Committee – 21<sup>st</sup> January and 4<sup>th</sup> February 2019**

Cllr Rolfe reported that an application at Purley Lodge Cottage had been granted, despite the Planning Officer's recommendation to refuse. Cllr Metcalfe confirmed that the application had been called in and queried whether the Parish Council had been advised. He also said that a site visit had been arranged at Springs Farm for 9.30am on Wednesday 20 February 2019. Cllr Rolfe confirmed that the Parish Council had not been advised about Purley Lodge Cottage or Springs Farm. Cllr Metcalfe would look into this.

**Barn and Burial Ground Committee, 7<sup>th</sup> February 2019**

Cllr Beddoes confirmed that the date of the meeting had been 7<sup>th</sup> February, not 7<sup>th</sup> January as shown on the agenda. The minutes of the Barn and Burial Ground Committee meeting had not been circulated so Cllr Beddoes gave a verbal update on the resolutions. She confirmed that the work to re-size the soil compound in the Burial Ground had been completed that day.

It was agreed that an extra meeting would be needed before the next scheduled Parish Council meeting in April, and that the resolutions from the Barn and Burial Ground Committee meeting should be included on the agenda.

**Highways & Footpaths, 3<sup>rd</sup> December 2018**

The minutes had been circulated.

There was an ongoing issue with accessibility to Blount's Meadow and Cllr Briscoe had written to WBC's Access Officers inviting them to visit the site.

The resin plaque thanking two organisations for their help in setting up the four new micro plots had been received and would be displayed on the micro plots.

**P19/18 TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR**

Cllr Rick Jones gave his report:

- He had attended a meeting of Tilehurst Parish Council where a Planning application for a large development at Pincents Hill had been considered.
- Tilehurst Parish Council had received three or four “adjacent parish” Planning applications, including one for the proposed development on Long Lane; they would have objected to the application had Purley Parish Council done so.
- West Berkshire Lottery had been launched. There was a number of good causes based in Newbury but few in or around the Purley area.
- The WBC Budget was almost complete and would be put before WBC for approval in early March.
- Consultation on the next four-year strategy was currently underway.
- Long Lane School had had OFSTED the day before the meeting; the results were not yet known.
- Many councils were looking to raise Council Tax by 2.99%, but increases would not be official until budgets had been approved.

**P19/19 CLERK’S REPORT**

- i) Payments and receipts for months 8 and 9 Circulated
- ii) Budget – to receive the latest budget update Circulated
- iii) Report from the Internal Auditor (visited on 29<sup>th</sup> January 2019)
- iv) Present bank reconciliation for signature
- v) Correspondence not already circulated
- vi) Update on Freedom of Information Request

Any comments or queries on the documents circulated should be submitted to the Clerk via e-mail.

There had been the same Internal Auditor for a number of years, but a new person from the same firm had carried out the audit on 29<sup>th</sup> January. This had made for additional work for the Clerk who had to answer many questions. Overall the report had been positive and only a couple of improvements were required, one being that the bank reconciliation should be signed off by the Chairman each month.

Cllr Briscoe proposed that further discussion of the Clerk’s Report should be deferred until the additional meeting to be held before April.

**P19/20 TO RECEIVE THE CHAIRMAN’S REPORT**

Cllr Briscoe gave her report:

- The Community Conversation held on Monday 21<sup>st</sup> January had been well-organised and productive. Purley Residents’ Support Committee (PRSC) had taken on many actions and should be supported by the Parish Council. A further Community Conversation was to be arranged.
- A monthly coffee morning was to be held at the Memorial Hall, and a PRSC representative would attend.
- An update was given on issues raised at the NAG meeting on 28<sup>th</sup> January.
- Jean Gardner who had been Chairman of Tilehurst Parish Council for the past 33 years, had died. The funeral would be held at 3.00p on 1<sup>st</sup> March at West Berkshire Crematorium in Thatcham. The Vice-Chairman of the Parish Council had taken over as Chairman.
- Thames Valley Farmers’ Market had enquired whether the Parish Council wished to take a community stall at the monthly markets in the Barn. Provided the stall was not for fundraising or selling, it was likely to be offered free of charge, but availability would need to be confirmed each month. Possible improvements to parking arrangements while the markets were being held were discussed.
- The Clerk must be advised as soon as possible if councillors wished to stand for re-election.

## P19/21 RESOLUTIONS

**P19/21-1** To carry out works to enable the existing outside/disabled male/female WC on the western end of the Pavilion to be opened up for use by the general public (within specific hours) and to add a wall-mounted baby changing unit.

It was noted that the insurance provider would need to be notified, opening hours might need to be reconsidered, the tenants/agent of the Bungalow might need to be advised, and the cleaner's contract might need to be amended to include this work.

It was **RESOLVED** that the work should be carried out and a budget of up to £1,000.00 was agreed for the refurbishment. Whether to continue having the WC open to the public should be reviewed after a year. *(Seven support, one abstention)*

**NOTE:** I made it clear that officers are very concerned about the prospect of having to clean the loo themselves – and that having to do so might well lead to a mass walk-out; Sue suggested the situation should be reviewed immediately any of us had to take on the role of "toilet attendant".

**P19/21-2** To renew the security firm contract for locking the entrance gates at Goosecroft Recreation Ground for four nights each week – to include Thursday, Friday and Saturday nights, plus one other.

It was noted that there was no evidence to prove the decrease in littering was linked to the gate being locked.

It was **RESOLVED** to renew the security contract for three months and then review again. *(Unanimous)*

**P19/21-3** To consider whether the Parish Council is willing to obtain quotes for the installation of an electronic barrier at the entrance to Goosecroft Recreation Ground.

It would not take long to balance out the cost of the security firm. It would be necessary to ensure manual overrides were in place and would be accessible to all users of the site. In addition to installation, it would be necessary to report on maintenance, breakdown and long-term running costs. Options such as warning lights and different types of barrier should be investigated.

It was **RESOLVED** that the Amenities Officer should be asked to seek quotes for the installation of an electronic barrier at the entrance to Goosecroft Recreation Ground. Further approval would be required before any work could be carried out. *(Unanimous)*

**P19/21-4** To consider whether the Parish Council is willing to obtain quotes for installing a hot water supply in the Parish Office.

It was **RESOLVED** that the Amenities Officer should be asked to seek quotes for the provision of hot water in the WCs in the Parish Office. Further approval would be required before any work could be carried out. *(Five in favour, one abstention)*

**P19/21-5** To approve the draft Annual Report content with the understanding that the figures would be updated to include actual figures up to the end of February 2019.

A request was made that arrows be included on the pie charts; an alternative might be for the text to match the colour of the “slice” to which it related.

It was **RESOLVED** to approve the draft content of the Annual Report on the understanding that the figures would be updated before the report was finalised. (*Unanimous*)

*The members of the public left the meeting.*

**P19/21-6** To approve the Grants awarded by the Grants Working Group.

*Cllrs Rolfe, Farrow and Chapman left the meeting while the Grants were discussed.*

The rules and criteria for Grant applications were to be re-visited.

It was **RESOLVED** to approve the Grants awarded as recommended by the Grants Working Group. (*Unanimous*)

*Cllrs Rolfe, Farrow and Chapman rejoined the meeting.*

**P19/21-7** To consider applications for co-option of a Councillor.

It was **RESOLVED** to co-opt the only applicant as a Parish Councillor and to arrange for the paperwork to be completed and photograph taken for inclusion in the Annual Report. (*Unanimous*)

**P19/21-8** To consider a request to offer free use of the Barn to run an event listed on the Village Plan Action List. The event would be organised by a local resident with the support of a residents’ group.

It was noted that the event might not be held in April as originally suggested, but might be pushed back a few months to allow more time to make all the arrangements. The date would be arranged to fit in with paying bookings. It would be necessary for the organizer to do further research into local organizations and societies as the list provided was not complete.

It was **RESOLVED** to offer the Barn at no charge so that a resident, with the support of a group of other residents, could organize an event which would fulfil one of the Parish Council’s actions on the Village Plan Action List. (*Unanimous*)

**P19/22 TO RECEIVE ANY MEMBERS’ ITEMS FOR THE NEXT PC MEETING**

- Volunteer Car Service – Cllr Chapman confirmed that the bank account had been closed and most of the loan had been repaid to Greenham Common Trust. He offered to give the mobile phone used by the service to the Parish Council for use by officers or, perhaps, flood wardens.
- Cllr Beddoes would submit revised Grants rules and criteria.
- Cllr Langford would present a proposal for renewal of the Bungalow tenancy which expired on 27 March.

**NEXT MEETING:**

Parish Council: Thursday 4<sup>th</sup> April 2019