

PURLEY ON THAMES PARISH COUNCIL

Minutes of the meeting of the Parish Council held at the Parish Office on Thursday 9th May 2019 at 7.30pm.

Present: Cllr S Briscoe (Chair) Cllr R Farrow Cllr M Bishop Cllr G Adams Cllr R Jones
Cllr B Nix Cllr S Sinclair Cllr J Langford Cllr P Beddoes Cllr J Chapman Cllr N Haughton

In attendance: C Lamb, Clerk One member of the public attended.

P19/35 ELECTION OF CHAIRMAN

Cllr S Briscoe was elected Chair of the Parish Council and signed her Declaration of Acceptance of Office. (unanimous)

P19/36 ELECTION OF VICE CHAIRMAN – To elect a Vice Chairman for the ensuing year and receive the Vice-Chairman's Declaration of Acceptance of Office.

Cllr M Bishop was elected Vice-Chairman of the Parish Council. (unanimous)

P19/37 TO RECEIVE APOLOGIES FOR ABSENCE – *to consider to be formally approved by council.*

Apologies were accepted from Cllr C Collier and Cllr B Ayling.

P19/38 TO RECEIVE DECLARATIONS OF INTEREST – *to receive declarations of disclosable pecuniary interests and other interest in items on the agenda and written requests for new DPI dispensations and to grant any requests as appropriate.*

The following interests were noted.

Cllr R Farrow – PSSC, PJFC and PFC member

Cllr M Bishop – PoT Cricket Club member

Cllr R Jones – PoT Tennis Club Berkshire member

Cllr B Nix – FoPB member, PoT Bridge Club member

Cllr J Langford – Secretary of Purley Park Social Club

Cllr P Beddoes - FoPB Secretary

Cllr Briscoe welcomed Cllr B Nix to the Parish Council.

P19/39 TO RECEIVE ANY STATEMENT OR QUESTIONS FROM MEMBERS OF THE PUBLIC

The member of the public had one question:

Qu: How could members of the public get hold of the additional papers for Parish Council Meetings?

The member of the public was advised to contact the Clerk for additional meeting papers.

P19/40 TO RECEIVE AND CONFIRM THE MINUTES FROM 4TH APRIL 2019.

The Minutes were confirmed as a correct record of the meeting and signed by the Chair.

P19/41 PAST SUBJECT MATTERS FOR REPORT ONLY (that are not already on the agenda).

Goosecroft Development Working Group – a draft of the application had been received from Barton Wilmore (BW), the planning consultant. Feedback had been given but no response from BW had been received. The Working group would meet within the next week to agree its questions to BW about the progress and next steps of the planning application.

The new lease had been sent to the PSSC Trustees.

MUGA at Bucknell's Meadow – the questions raised at the last PC meeting had been addressed. The Amenities Officer was waiting for a confirmation start date from the contractor.

P19/42 TO RECEIVE THE REPORTS OF THE FOLLOWING COMMITTEES AND TO NOTE THEIR DECISIONS THERETO:

Planning (15th April, 6th May) Minutes had not been circulated and would be included in the next PC Meeting.

Highways & Footpaths – 11th April 2019

Cllr S Briscoe presented the Highways and Footpaths Minutes. She drew attention to the feedback agreed by the Committee to send to WBC, Rights of Way Team. The feedback was noted by the Parish Council and supported. The Clerk would submit the comments before the deadline on the 13th May 2019. **P19/43**

P19/43 CORPORATE GOVERNANCE – to reaffirm the following:

P19/43-1	Standing Orders (no changes)	AFFIRMED (unanimous)
P19/43-2	Financial Regulations (no changes)	AFFIRMED (unanimous)
P19/43-3	FOI Model Publication Scheme (updated as requested P18/63-1)	ADOPTED (unanimous)
P19/43-4	Health & Safety Policy Statement (no changes)	AFFIRMED (unanimous)
	Complaints Policy (no change),	AFFIRMED (unanimous)
	Open Meetings Policy (no change) .	Already included in standing orders

P19/43-5 General Power of Competence

The Council **CONFIRMED** its eligibility to qualify as an eligible parish council under the conditions prescribed in the General Power of Competence (Prescribed Conditions) Order 2012. (unanimous)

P19/44 APPOINTMENT OF STANDING COMMITTEES

- **Highways and Footpaths Committee**
Cllr C Collier, Cllr B Ayling, Cllr M Bishop, Cllr J Chapman, Cllr N Haughton, Cllr J Langford
- **Recreation Committee**
Cllr R Farrow, Cllr B Ayling, Cllr M Bishop, Cllr S Sinclair, Cllr B Nix, Cllr G Adams
- **Barn Committee (incl Burial Ground)**
Cllr P Beddoes, Cllr J Chapman, Cllr C Collier, Cllr R Jones
- **Planning Committee**
Cllr P Beddoes, Cllr C Collier, Cllr R Farrow, Cllr J Langford, Cllr G Adams

**To adjourn the Council meeting in order that Committees may elect their Chairman.*

The following were elected as Chairs of Committees:

Highways and Footpaths, Cllr C Collier

Recreation Committee, Cllr M Bishop

Barn Committee (incl Burial Ground), Cllr P Beddoes

Planning Committee, Cllr R Farrow

v) To confirm the Committee terms of reference (no changes)

AFFIRMED

P19/45 FINANCIAL MATTERS, to appoint:

- **Responsible Financial Officer (RFO)** The Clerk, Mrs C Lamb, was appointed RFO
- **Cheque Signatories** (No proposed changes)
Cllr S Briscoe, Cllr R Farrow, Cllr R Jones, Cllr J Chapman, Cllr M Bishop and Cllr P Beddoes were all **AFFIRMED** as signatories.
- **Internal Auditor:** Auditing Solutions were confirmed as Internal Auditor for the financial year 2019/2020.
- **To review - Internal Audit Plan 2016**
The Council **AFFIRMED** the Internal Audit Plan as originally adopted in 2016.

P19/46 CLERK'S REPORT - To note the report.

- P19/46-1 Annual Return for 2018/2019, Section 1 and Section 2, were confirmed and signed by the Chair and the Clerk.
- P19/46-2 Payments – to note latest payment & receipt reports (tabled) **NOTED**
- P19/46-3 Budget 2018/19 – to note (tabled) **NOTED**
- P19/46-4 Budget 2019/20– to note or comment on latest budget report (tabled) **NOTED**
- P19/46-5 Budget 2017/18 Virements – *to approve if any* **NO VIREMENTS TABLED**
- P19/46-6 The Chairman to check and sign latest bank reconciliation.
Bank reconciliation for month 12 2018/2019 was noted and signed by the Chair.
- P19/46-7 List of Direct Debits for Approval **NOTED**
- P19/46-8 Correspondence to the Clerk not previously circulated
- Internal Auditor Final Report (April 24th, 2019).
 - Email from Trentham Bowls Club to report that membership had doubled after the recent publicity campaign.

P19/47 WORKING GROUP – The following members were appointed to Working Groups.

- Grants Working Group:
Cllr P Beddoes (Chair), Cllr J Chapman, Cllr B Ayling, Cllr C Collier, Cllr G Adams.
- Financial Risk Assessment; Cllr R Jones
- Human Resources Working Group:
Cllr S Briscoe, Cllr M Bishop, Cllr R Farrow, Cllr J Langford, Cllr R Jones, Cllr P Beddoes
- Health Safety and Access
It was **RESOLVED** to combine the Security Working Group and the Health Safety & Access Working Group:
Health, Safety, Access and Security Working Group:
Cllr M Bishop, Cllr P Beddoes, Cllr C Collier, Cllr B Nix, Cllr R Farrow, Cllr B Ayling, Cllr R Jones.

- v) Bungalow liaison: Cllr J Langford
- vi) Goosecroft Development Working Group: Cllr J Chapman, Cllr M Bishop, Cllr R Farrow.
- vii) Villager of the Year Coordinator: Cllr P Beddoes

P19/48 FLOOD/EMERGENCY CO-ORDINATORS – To appoint Flood Co-ordinator, David Briscoe (resident volunteer)
Council liaison: Cllr S Sinclair, Cllr B Ayling

P19/49 PARISH COUNCIL REPRESENTATIVES – To appoint members to local and other bodies.

Memorial Hall	Cllr J Langford
Pangbourne & District Volunteer Centre	Cllr J Chapman
AWE Liaison Committee	Cllr J Chapman
Neighbourhood Action Group	Cllr S Briscoe, Cllr R Jones
BALC/NALC	Cllr S Briscoe
SLCC	Clerk
WBC Heritage Forum	Cllr J Chapman
N Wessex Downs AONB Forum	Cllr P Beddoes
Purley Sports and Social Club	Cllr M Bishop (Chair of Recreation)
Trentham Bowls Club	Cllr B Ayling
WBC Governance and Ethics Committee	Cllr J Langford

P19/50 TO RECEIVE THE CHAIRMAN'S REPORT- The report covered the following:

Meeting with WBC Rights of Way Officer – Cllr S Briscoe and Cllr J Langford had met WBC's Rights of Way Officer to look at access issues in Blount's Meadow. The Chair was waiting to receive a report and proposals from WBC.

Visit to Memorial Stone Mason – Cllr S Briscoe, Cllr P Beddoes and the Clerk visited a local memorial stonemason to understand what Exclusive Rights of Burial holders are being offered. It was a useful visit and hoped to improve communication and understanding with regards to what style of memorial and headstones would be permitted in the Parish Council Cemetery.

Neighbourhood Action Group – No police had attended the last meeting and only three parishes were represented. A letter had been written to the Police Inspector to emphasise the need for Police presence.

Post Office – Cllr S Briscoe, Cllr R Jones, the Post Mistress and a representative from the Post Office had met to discuss future possibilities for a community post office.

Villager of the Year – The VoY would go ahead in 2019 and a review would be held to consider other ways to recognise the contribution of residents.

Personal Trainer sessions in Bucknell's Meadow – The Parish Council would consider charges for use of public land for a commercial enterprise.

Farmer's Market – Thank you to Cllrs who had volunteers to attend the Parish Council stand at the Farmers Market. Cllrs were reminded that their presence on the Parish Council stand was to provide information and not to sell items for other organisations or interests.

P19/51 TO RECEIVE THE DISTRICT COUNCILLORS' REPORTS.

WBD Cllr R Jones reported that after the elections on 2nd May 2019, WBC now had 24 Conservative Cllrs, 16 Liberal Democrat Cllrs and 3 Green Party Cllrs. There were a smaller number of District Cllrs as a result of the new ward boundaries.

P19/52 RESOLUTIONS

P19/52-1 **To approve the proposal to carry out works to enable the existing outside Disabled WC, on the western end of the Pavilion, to be opened for use by the general public (within specific hours) and add a wall mounted baby changing unit.**
This has been brought to council again (after being approved in Feb 2019) due to increased costs because quotations for the locking mechanism were higher than originally expected.

It was **RESOLVED** to approve the additional capital funding of £645.00 required for the project to be completed. (unanimous)

P19/52-2 **To approve the proposal to name the Sports Pavilion the 'Cecil Fright Sports Pavilion'.**

It was **RESOLVED** to support the proposal to name the Sports Pavilion the 'Cecil Fright Sports Pavilion' in honour of the late Mr Cecil Fright. (unanimous)

P19/52-3 **To approve the pet addendum agreed by the Bungalow Working Group for the current tenant, only.**

The addendum was not approved as the Council agreed changes were needed to the wording of the addendum. The Clerk would contact Winkworth Letting Agent with the changes and circulate the copy for approval by Cllrs before signing.

P19/52-4 **To approve the proposal to have the PC website re-designed.**

It was **RESOLVED** that an internal discussion was needed amongst Council Members to specify the criteria needed in order to work on the future development of the Parish Council website. (1 abstention, 10 support)

P19/53 TO RECEIVE ANY MEMBERS' ITEMS FOR THE NEXT PC AGENDA-

PSSC Lease
Electronic entrance barrier at Goosecroft

The Chairman will move that under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst confidential matters are discussed

Part Two

P19/54 HR Matter

A HR matter was discussed.

Next Meeting:

6th June 2019 – Chairman's Working Group

13th June 2017 – Parish Council

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ADDENDUM ONE

List of approved Direct Debit payments

PAYEE	Account Number	Frequency	Amount
British Telecom – <i>phone 0118 9767767 and 2 x broadband</i>	TH 1569 5313	Monthly	£121.00 approx according to usage.
British Telecom <i>Phone line 0118 9844507</i>	TH1109 3569	Quarterly	£60 approx, according to usage
Moorepay	MPPUM2H0	Monthly	£68.58
British Gas Electricity - Pavilion	602718274	Quarterly	According to seasonal usage
British Gas Electricity, Parish Office	602718277	Quarterly	According to seasonal usage
British Gas Electricity, The Barn	602718276	Quarterly	According to seasonal usage
British Gas Gas, The Barn	600689290	Quarterly	According to seasonal usage
Grundon Waste Management Waste collection at Goosecroft	PURL001/8	Monthly	£237 approx According to how many Wednesdays in the month.
EE Barn mobile phone	149040722	Monthly	£10.50 approx according to usage
Castle Water Allotments water supply	TW4988970283	Monthly	£205.00
Castle Water Water and waste at Goosecroft Rec Gr	TW0000345846	Monthly	£21.16
SSE Southern Electric Street lighting	7962810012	Monthly	£24.34 approx

Prepared by
C Lamb
7th May 2019
Approved P19/46-7

ADDENDUM TWO

PAYMENT AND RECEIPT REPORTS

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