



Enborne Parish Council

Kim Lloyd -Clerk to the Council

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MINUTES

ENBORNE PARISH COUNCIL MEETING MONDAY 6 JULY 2020– 7.30pm - REMOTE MEETING.

Present: Cllr. Garrett (Chair)

Cllr. Leeson (Vice-Chair)

Cllr. Kendall

Cllr. Ramah

District Cllrs. Cole, Bennyworth and Rowels arrived during item 8.

Clerk: Mrs K Lloyd

In attendance: 2 members of the public.

The Clerk announced that the meeting is being recorded for minute purposes. The recording will be deleted once the minutes are approved.

1. **APOLOGIES.**

No Apologies.

2. **DECLARATIONS OF INTEREST.**

No Declaration of Interest received.

3. **MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS.**

Members **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council remote meeting held on Monday 11 May 2020.

4. **PUBLIC QUESTIONS- UN-MINUTED.**

None.

5. **PLANNING APPLICATIONS.**

Two Planning applications were considered with one revised plan and one appeal to note.

20/01314/FUL Longcopse Farm, Vanners Lane (Zippo and Company). Proposal of Section 73: Variation of Condition 1 (Temporary Permission of 18 months for stationing of caravans) of Approved Application (18/01427/FUL): Temporary change of use of land for the stationing of caravans.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01314/FUL>.

The members of the Parish Council object to this planning application. The previous temporary permission had been for 18 months as an emergency response to the situation faced by the circus at the time and included a condition that a detailed planning permission be submitted by the end of July. The Councillors can understand the reasons around COVID 19 and needing to perhaps extend this temporary application at this time, but certainly not for five years.

Therefore, Enborne Parish Council object and ask that if West Berkshire Council do approve an extension, that they consider an extension for only 6 months maximum. If an extension is granted the Parish Council, ask that a full planning application is submitted after this time.

20/01319/HOUSE (Adjacent Parish) 3 Stapleton Close. Two storey side extension to replace existing garage. Porch extension to front and single storey extension across the rear.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/01319/HOUSE>

The Parish Council members had no comments for the above adjacent parish planning application.

20/00895/FUL Vanners Farm, Vanners Lane – Revised plans received for the proposal of (retrospective in part) Creation of a new access only to serve existing field.

Description and Red line amended to show access to field only. The hardstanding access track and turning areas have been removed from the proposal.

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=20/00895/FUL>

The Parish Council members stand by their original comments, but asked the Clerk to ask in the content to the significant change, that it is noted the works have commenced already, and ask if they are now going to reinstate that area.

APPEAL

20/00169/FULD -Oakdene, Andover Drove. Wash Water. Proposed new two storey pitched roof dwelling in the garden of Oakdene, Andover Drove. Demolition of existing garage and extension of existing driveway at Oakdene.

The Parish Council members noted the appeal but as their previous objections will be sent to the secretary of State as part of the appeal documentation no further comments are required.

6. FINANCE.

(a) The following end of year 2020 accounts were reviewed. No questions were raised.
Budget vs Actual Expenditure in 2019-20.
Bank Reconciliation ending 2020.
Clerks, End of Year Summary 2020.

(b) Members **RESOLVED UNANIMOUSLY** to confirm the July payments as shown in Appendix 1.
The Cash Flow for July was noted.
The 2020/2021 Q1 Expenditure vs Budget was reviewed with no questions raised.
The Cash Flow 2020/21 for July was noted.

7. INTERNAL AUDIT REPORT.

The internal audit report was emailed to the members of the Parish Council. There are no matters that have come to the internal audits attention, concerning the effectiveness of the system of internal control, to which members' attention should be drawn. In conclusion the Internal auditor consider that the management of processes within the Parish Council to be well controlled and monitored

The Clerk suggested the Asset Register needs a review as it lists a laptop which the Clerk confirmed she did not receive when she took over the post.

8. (AGAR) ANNUAL GOVERNANCE ACCOUNTABILITY RETURN.

(a) The Chairman to sign the Certificate of Exemption AGAR 2019/20 Part 2. The members approved the certificate of exemption and the Chairman signed.

(b) The Chairman to sign the Annual Governance Statement 2019/20 Section 1.

The members approved the Annual Governance statement and the Chairman signed.

(c) The Chairman to sign the Annual Accounting Statement 2019/20 Section 2.

Cllr Garrett (Chair) signed the Annual Accounting Statement but made comment to the Asset Register not being accurate. The Clerk's had previously emailed correspondence confirming that no laptop was handed to the Clerk on commencing employment.

The Clerk had asked if the laptop could be in storage. The Clerk reminded members the deadline for the AGAR to be signed off is 31st July, an Asset Register can be amended anytime throughout the year. The Clerk advised the members of the Council to approve the Accounting Statement as the asset register can be reviewed in the next meeting once the question of the laptop is investigated. The Clerk also reminded Council members that the policies, accounts AGAR completion and the Asset Register is all audited by the internal auditor and noted to the members that the internal auditor has approved and signed the internal audit section of the AGAR.

Taken this into the consideration the Chairman signed the Accounting Statement, subject to the internal audit approval.

Cllr. Leeson said he would take on the action to investigate the whereabouts of the laptop.

ACTION: Cllr. Leeson

9. **ROADSIDE VEGETATION / FIRST PORT ESTATE MANAGEMENT.**

The matter of the overgrown vegetation from the road edge between the end of the present Spring Gardens footpath on Washwater and "Woodlands" on Enborne Row was discussed. Pedestrians are still forced out into the road to pass this stretch. Cllr. Leeson thanked Cllr Bennyworth who had been talking to Highways at West Berkshire about this problem. Cllr. Leeson had contacted the management company and received an acknowledgment, but nothing further had materialised.

It was concluded that an Officer from West Berkshire Council needs to visit the area and confirm where the responsibility lies for managing the overgrown vegetation, is it on land adopted as part of the public highway or is it the responsibility of the management company to maintain? It was confirmed by the District Councillors attending the meeting If West Berkshire Council carried out the work to make the area safe and it was not highway land, then the management company would be invoiced for the work that West Berkshire Council did. Cllr. Bennyworth said he would speak to an officer to visit the area to confirm where the responsibility lies and what West Berkshire can do.

ACTION: Cllr. Bennyworth/Leeson.

Cllr. Leeson raised another concern on another matter regarding the management company. They had informed the residents of Spring Garden of a 60% increase in their management fees. One resident has set up a What's App group for residents to coordinate their responses, which Cllr. Leeson is added to. The resident is communicating with the management company and asking what they are paying them to manage and to justify this increase. The latest update was that appropriate complaint stages are now being followed by the resident on behalf of all the residents in Spring Gardens.

10. **SPEED MANAGEMENT FRAMEWORK CONSULTATION – FEEDBACK CONSULTATION DEADLINE 13/07/2020.**

Cllrs. Leeson and Garrett said they would submit the speed questionnaire consultation on behalf of the Parish Council.

ACTION: Cllr. Garrett/Leeson

11. **WILDFLOWER IN VERGES.**

Cllr. Ramah reported that contact had been made with the environmental department at West Berkshire Council. They had started an initiative in West Berkshire to sow the verges with wildflowers. Previously Cllr. Ramah had obtained quotes but was asking questions about ongoing maintenance. The last correspondence from West Berkshire Council is that they are now running a pilot scheme, it was asked if Enborne could be a part of this pilot, but Enborne was too late to be included this time, but will be considered the year after.

Cllr. Rowels said she would ask again if Enborne could be included

Cllr. Garrett proposed previously through email an area of roadside verge of around 2 sqm could be sowed., The area in question is situated up Andover Drove next to the Poor's Allotment field, just above the gate.

Cllr. Ramah said it could be sowed in October to see how it works and would obtain a quote for the seeds

and report back in the September meeting. Cllr. Garrett volunteered to help and Cllr. Kendall said she would add to the Facebook page to encourage more volunteers, and in more efforts to try and pull the community together.

ACTION: Cllr. Ramah

12. **UPDATE ON POORS FIELD SOLAR PROJECT.**

Cllr. Garrett had previously updated the members of the Parish Council that Calleva Energy, who we are proposing to go into partnership with, have now applied to The Rural Community Energy Fund (RCEF) for funding to carry out the feasibility study. The Parish Council are awaiting an update.

13. **COUNCILLORS – ANY FURTHER REPORTS/QUESTIONS.**

Cllr. Ramah asked if there was any further news on the field (Common Farm) across the river regarding the local plan showing future potential development. Cllr. Garrett said he wrote to Highclere and East Woodhay Councils in a personal capacity. Cllr. Garrett raised the concerns of Enborne Row residents and other residents living adjacent to the Farm to both Councils about the flooding issues on the River Enborne. Both Highclere and East Woodhay Parish Councils replied saying that they appreciate the concerns, and when the local plan was being considered they would contact the residents of Enborne Row. They also stated they did not currently think there was need for more houses in their Parishes. They said Enborne Parish Council will be asked to give our opinion at the appropriate time. Cllr. Ramah asked if it needs to be followed up, Cllr. Garrett said he has also signed up to a newsletter from Basingstoke and Dean Council for updates, but a periodic check would be worthwhile. Cllr. Leeson reminded members we should be notified of any land use changes as we are the adjacent parish.

Cllrs. Cole and Rowels said they would follow this matter up with West Berkshire Council to find out if there is any further information.

ACTION: Cllrs. Cole/Rowels.

14. **CLERK -ANY FURTHER CORRESPONDENCE /UPDATES ON PREVIOUS ACTIONS.**

The Clerk reminded members of the email 19/06, that a new model of the Code of Conduct proposed from NALC is up for a consultation, deadline 17th August.

15. **DATE OF NEXT MEETING.**

To confirm the date of the next Meetings is Monday 14th September 2020 at 7.30pm for the 'Poor's Allotment Charity' and 8pm for the 'Parish Council Meeting'.

(These will be remote meetings unless government advises otherwise)

Meeting closed at 9.28pm.

Statement of Accounts
Accounts for Payment JULY 2020

Expenditure brought forward 20-21 £1,739.32

Payments

Cheque No	Payee	Description	Amount
187	Kim Lloyd	Zoom payment (shared payment)	£ 47.96
188	CCB	Membership Renewal	£ 35.00
189	BALC	Subscription	£ 170.81
SO	Newbury Self Store	Newbury Storage -June.	£ 74.32
190	David Weller	Internal Auditor	£ 50.00
191	Kim Lloyd	Clerk Salary - June	
192	Kim Lloyd	Clerk Salary - July	
193	HMRC	Clerk Income Tax	£ 200.80
			£ 1,383.23

Receipts

Total Receipts £ -

Financial Position as at July 2020

Balance carried forward 31/03/20	£ 81,333.10
Income for year 20-21 to date.	£ 8,997.50
Less payments for year 20-21 to date	£ 1,739.32
Total including Reserves	£ 88,591.28