



ENBORNE PARISH COUNCIL

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**MINUTES OF THE MEETING OF ENBORNE PARISH COUNCIL
HELD AT 7.00 p.m. ON MONDAY, 16th JANUARY, 2017 IN THE BARN AT ST
MICHAEL AND ALL ANGELS CHURCH, ENBORNE**

(Please note: the meeting commenced at 7.20 pm due to the slight overrunning of the Poores Allotment meeting held prior to this meeting and to allow time for questions from residents and presentations by West Berkshire Councillors)

PRESENT: Cllrs J Leeson, A Croney, P Hart, M Darley and A Robinson.

In attendance: Barbara Moffat (Clerk), Jayne Kirk (BALC), 1 member of the public, WBC Cllr Stansfeld and WBC Cllr Cole.

Item 9 on the Agenda was taken before Item 8 at the request of WBC Cllr Stansfeld who left the meeting at 7.55 pm. WBC Cllr Cole left the meeting at 8.20pm

1. APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllrs Leeson, Croney, Hart and Darley declared an interest in item 6 as Council taxpayers in the Parish.

2.2 There were no written requests for dispensations

2.3 Dispensations were granted to Cllrs Leeson, Croney, Hart and Darley for item 6.

3. MINUTES OF THE LAST PARISH COUNCIL MEETING

3.1 The Parish Council **RESOLVED** to sign the minutes of the meeting of the Parish Council on 21st November, 2016 as a true record. The Chairman signed all pages of the loose leaf minutes.

4. CLERK'S UPDATE

4.1 Workplace Pensions

The Clerk reported that the declaration of compliance had been submitted to the Pensions Regulator on 1st December, 2016. This is the official record of what has been done to meet Enborne Parish Council's legal duties as an employer for automatic enrolment. Its receipt had been acknowledged.

4.2 Parish Council Website

The Clerk reported that due to time constraints and pressure of work it had not been possible to progress the development of the website since the last meeting of the Parish Council

5. WEST BERKSHIRE COUNCIL – LIBRARY REVIEW

Details of the West Berkshire Council Library Review had been previously circulated in which West Berkshire Council had requested a contribution of £750 from Enborne Parish

Council towards library services. West Berkshire Council had not provided detailed information on how the money would be spent. NALC and BALC had advised that since Enborne Parish Council does not have the General Power of Competence it does not have the power to make the contribution. It was **RESOLVED** to inform West Berkshire Council that Enborne Parish Council would defer making a decision until 2018/19 when the West Berkshire Council position is clearer.

ACTION: Clerk

6. PRECEPT

6.1 Review of current expenditure against budget.

6.1.1 A full bank reconciliation had been completed and circulated to members. There were no unpresented cheques. The balance in the accounts stood at £65,335.71 of which £53,278.24 is the remainder of the Waterman bequest.

6.1.2 The Clerk had previously circulated a paper giving details of expenditure against budget. Total expenditure to date was £7,857.62. Significant items of expenditure that are outstanding are the payment for the Vehicle Activated Signage Project in Enborne Row.

6.2 The Clerk had previously circulated a copy of the proposed budget for 2017/18. The proposal was discussed and other options considered. In accordance with Minute 12.2 of the November meeting of the Parish Council no increase in the Precept from 2016/17 was chosen as the preferred option. It was **RESOLVED** to request a precept of £14,200.

ACTION: Clerk

7. LETTER FROM THE INFORMATION COMMISSIONER

7.1 The Clerk gave a report on a letter dated 30th November, 2016, which had been received from the Information Commissioner. It was noted that Commission had found that Enborne Parish Council had breached the first data protection principle of the Data Protection Act which required the processing of personal data to be fair and lawful. The Commission had made a number of recommendations to improve the handling of personal data by Enborne Parish Council. It was **RESOLVED** to set up a working party of Cllr Hart and Cllr Robinson to review the recommendations and report back to the meeting in March 2017.

ACTION: Cllrs Hart and Robinson

8. HOUSING SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT

8.1 The Clerk had previously circulated information regarding the independent examination of the Housing Site Allocations Development Plan Document. Consultation on the Main Modifications proposed by the Planning Inspector appointed by the Secretary of State had started on 12th December, 2017. The deadline for submission of representations from Enborne Parish Council and any other interested parties was 5pm on Monday, 30th January, 2017. It was **RESOLVED** that the response from Enborne Parish Council should confirm previous responses and state that there were no new representations to be made.

ACTION: Clerk

9. ROYAL BERKSHIRE FIRE AND RESCUE

9.1 Notification had been received from the Royal Berkshire Fire Authority that it is consulting with the public, its staff and other stakeholders on proposed changes to the way in which Royal Berkshire Fire and Rescue Services are delivered to residents. The Consultation closes on Monday, 13th March, 2017. Following representations from WBC Cllr Stansfeld it was **RESOLVED** to respond to the consultation suggesting that no changes are made to the Fire Authority until it is clear what the changes resulting from the Policing and Crime Bill which will allow local fire and rescue services and the police to engage in greater collaborative working will be.

ACTION: Clerk**10. WEST BERKSHIRE HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (HELAA)**

- 10.1 Enborne Parish Council had received a letter from West Berkshire Council with an invitation to submit potential development sites for them to consider as part of their HELAA. It was **RESOLVED** to set up a working party of Cllr Croney, Cllr Robinson and Cllr Darley to report back to the next meeting in March 2017 with suggestions for possible sites in Enborne Parish.

ACTION: Cllr Croney, Cllr Darley, Cllr Robinson**11. WEST BERKSHIRE COUNCIL WEBSITE**

- 11.1 Cllr Croney informed the meeting of problems he had experienced with the West Berkshire Council website. Members agreed these could potentially be solved by implementing software and systems used by other local authorities. It was **RESOLVED** to write to West Berkshire Council with suggestions for improvements to their website.

ACTION: Clerk**12. VEHICLE ACTIVATED SIGNAGE (VAS) PROJECT – ENBORNE ROW**

- 12.1 The Chairman had previously reported as part of the discussions relating to the precept that the VAS project had not yet been completed (Minute 6.1.2 refers). It was noted that West Berkshire Council were currently investigating technical problems with connecting the system to the electrical supply. The Chairman agreed to contact the District Council for an update on progress.

ACTION: Chairman**13. FINANCE**

- 13.1 The following cheques were authorised for payment:

Payee	£	Cheque number:	Detail
Clerk	£1,016.09	65	Salary and Expenses (Printing, Stationery, Postage, Mobile Phone, Meeting Expenses)
HMRC	£ 53.59	66	NI Insurance Contributions
Newbury College	£ 120.00	67	Photocopying charges - Parish Plan
TOTAL	<u>£1,189.68</u>		

14. PARISH PLAN

- 14.1 The Parish Plan Questionnaires had been produced and put into envelopes for distribution by members..

15. SUPERFAST BROADBAND

- 15.1 Cllr Croney reported that the Gigaclear Direct Sales representative was visiting households in Enborne to encourage residents to sign up to the service. Previous issues and questions had been clarified by the provider. The projected delivery date of July 2017 was likely to be achieved.

16. PLANNING APPLICATIONS

- 16.1 The following planning application had been received:
16/03557/HOUSE – 49 Conifer Crest – No comment (adjacent to Parish).
- 16.2 The following applications were responded to using the Clerk’s delegated powers:
16/03277/CERTE - Ashenberry, Enborne Street (access certificate) – No comment
16/03263/FUL – Athletic Club Fifth Road – No comment (adjacent to Parish)
- 16.3 The following notification of a Planning Decisions from WBC had been received:
16/02693/HOUSE – Skinners Green – GRANTED – Enborne - No Objections

17. CORRESPONDENCE

A list of correspondence received since the last meeting of the Parish Council had been circulated to members:

17.1	WEST BERKSHIRE COUNCIL	
17.1.1	Civil Contingencies Manager	Flood Wardens Annual Teleconference
17.1.2	Council Tax	Parish Precept and Tax Base
17.1.3	Culture Manager	Library Service Review
17.1.4	Culture Manager	What's on - Spring/Summer 2017
17.1.5	Culture and Environment	Winter Energy Switching Scheme
17.1.6	Democratic and Electoral Services	Timetable of public meetings
17.1.7	Education Consultation	School Term dates 2018/19
17.1.8	Elections and Land Charges Manager	2017 Register of Electors
17.1.9	Highways	Consultation on Draft Sandbag Policy
17.1.10	Highways	Speed Limit Review
17.1.11	Highways	Project notification - Benham Marsh Bridge
17.1.12	Information Officer	Changes to Parish Clerks (various)
17.1.13	Planning Department	Weekly lists
17.1.14	Planning Department	Cancellation of Western Area Planning Mtg - 14/12/16
17.1.15	Planning Department	Western Area Planning Committee - 18/01/2017
17.1.16	Planning Department	16/03263/FUL Athletic Club Fifth Road - Adjacent to Parish
17.1.17	Planning Department	Decision Notice 16/02693/HOUSE Skinners Green Granted
17.1.18	Planning Department	16/03277/CERTE - Ashenberry Enborne Street - Access Cert
17.1.19	Planning Policy	HAS DPD Consultation on Main Modifications
17.1.20	Planning Policy	WB Housing and Economic Land Availability Assessment - Sites
17.1.21	Policy	Advice on local environmental projects available
17.1.22	Policy	Training and grants for defibrillators
17.1.23	Policy	District Parish Conference 21st March 2017
17.1.24	Policy	District Planning Committee
17.1.25	Public Health and Wellbeing	Level 2 Cold Weather Alert
17.1.26	Research and Information Officer	Parish Data for Enborne (Library Review)
17.1.27	Road Safety Officer	SID training - 8/2/16
17.1.28	Shaw House	What's on in December
17.1.29	Strategic Support	Level 3 Cold Weather Alerts
17.1.30	Travellers Officer	Travellers updates
17.1.31	Waste Officer	Rubbish and Recycling Collection Changes & Dates
17.1.32	West Berkshire Councillor	Library Service Review - Further information

17.2		Berkshire/National Association of Local Councils/SLCC/CCB
17.2.1	BALC	Advice notes re: WBC Libraries review
17.2.2	CCB	Newsletters and updates
17.2.3	CCB	Affordable Housing Training
17.2.4	NALC	Newsletters and updates
17.2.5	SLCC	News Bulletins
17.3		HMRC, Government and Thames Valley Police
17.3.1	Information Commissioners Office	Decision
17.3.2	Pensions Regulator	Change of Staging Date
17.3.3	Pensions Regulator	Automatic Enrolment - acknowledgement of declaration
17.3.4	Rural Payments Agency	Remittance Advice
17.3.5	Rural Payments Agency	Basic Payment Scheme Update
17.4		Miscellaneous
17.4.1	Agri Estate Services	Marketing Material
17.4.2	B&C Shelters	Marketing Material
17.4.3	Barcham Trees plc	Marketing Material
17.4.4	Berkshire Youth	What's on (various)
17.4.5	BT	Proposed removal of red telephone boxes - consultation
17.4.6	Came and Company	Newsletters and updates
17.4.7	Clerks and Councils Direct	Newsletters and updates
17.4.8	Countryside Landowners Association	Membership Renewal
17.4.9	Fields in Trust	Newsletters and updates
17.4.10	Fletchers Ltd	Marketing Material
17.4.11	Home Start West Berkshire	Volunteering Opportunities (website material)
17.4.12	Member of Parliament	Newsletter
17.4.13	Millennium Quest	Marketing Material
17.4.14	NCVO	Updates
17.4.15	NCVO	Newsletters
17.4.16	NCVO	Membership Renewal
17.4.17	Newbury Town Council	Newbury Town Plan
17.4.18	Newbury Town Council	Working groups for Newbury Town Plan
17.4.19	Newbury Town Council	Draft minutes of Steering Group, 16th November, 2016
17.4.20	Newbury Town Council	Town Plan Steering Group Meeting, 11/01/2017
17.4.21	NIHR Clinical Research Network	Dementia research information event - Reading - 28/01/2017
17.4.22	Proludic	Marketing Material
17.4.23	Resident	Letter of complaint
17.4.24	Royal Berkshire Fire and Rescue	Service Redesign Consultation
17.4.25	Rural Services Network	Newsletters and updates
17.4.26	Southern Fruit Trees	Marketing Material
17.4.27	Sovereign.gb.com	Marketing Material
17.4.28	Thatcham Flood Forum	Response to consultation on draft sandbag policy
17.4.29	West Berkshire Countryside Society	Newsletter
17.4.30	White Hill Direct Ltd	Marketing Material

- 17.5 Members attention was drawn to the invitation from Newbury Town Council to participate in the development of the Newbury Town Plan. It was **RESOLVED** to inform Newbury Town Council that Enborne Parish Council would not be able to participate actively in the

development of the Plan due to lack of capacity but wished to remain informed and engaged in the overall process.

ACTION: Clerk

18. FUTURE AGENDA ITEMS

18.1 None

19. NEXT PARISH COUNCIL MEETING

19.1 The next meeting of the Parish Council will be held on **Monday, 20th March, 2017** in the Barn at St Michael and All Angels Church.

19.2 It was **RESOLVED** that Jayne Kirk from Berkshire Association of Local Councils (BALC) should be invited to remain for Part II of the meeting in her capacity as professional adviser.

There being no further business, Part 1 of the meeting closed at 8.35 pm and the member of the public who was present left the building.

PART II

By virtue of the confidential nature of the business that was transacted (legal proceedings), the Press and Public were excluded from the following item: Public Bodies (Admission to meetings Act 1960)

20. LETTER OF COMPLAINT

20.1 Members received and considered a letter of complaint from a member of the public. It was **RESOLVED** to send a letter in response to the complainant drafted in accordance with advice received from BALC.

There being no further business, Part II of the meeting closed at 9.00 pm.