



**ENBORNE PARISH COUNCIL**

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**MINUTES OF THE MEETING OF ENBORNE PARISH COUNCIL  
HELD AT 7.00 p.m. ON MONDAY, 20<sup>th</sup> MARCH, 2017 IN THE BARN AT ST MICHAEL  
AND ALL ANGELS CHURCH, ENBORNE**

**(Please note: the meeting commenced at 7.03 pm due to the slight overrunning of the Poores  
Allotment meeting held prior to this meeting.)**

**PRESENT:** Cllrs J Leeson, A Croney, and A Robinson.

**In attendance:** Janet Haines (Locum Clerk), 5 members of the public,  
WBC Cllr Stansfeld and WBC Cllr Cole.

**1. APOLOGIES FOR ABSENCE**

1.1 Cllrs Paul Hart and Mark Darley

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 None

2.2 There were no written requests for dispensations

2.3 None

**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 20th January, 2017 as a true record. The Chairman signed all pages of the loose leaf minutes.

3.2 The minutes of the meeting of 02 February as previously circulated were received and approved and would be signed at the next meeting.

**With the permission of the meeting reports from the WBC Ward Councillors Cole and Stansfeld were taken at this point.**

Cllr Stansfeld outlined the proposed boundary changes for West Berkshire Council, with a reduction in overall numbers of councillors and evening-up of number of residents per councillor. In the case of Enborne this would mean one councillor for Enborne, Hampstead Marshall and Kintbury. He felt that the recommendations would be accepted.

In policing terms, much time and expense was used to tackle fraud, an on-going serious problem, but resources to do so are inadequate. A national strategy is urgently needed.

Cllr Cole reported that careful examination of council tax bills would show that there was an overall increase of 2%, with 3% on social care cost rises being accounted for in the previous year. It is hoped to have a clearer presentation format for next year.

The proportion that WBC could retain in Business Rates was one of the lowest in the country and all councils in the south of England were suffering from low retention rates compared with northern areas.

In future meetings the report from District Council will be included in the main agenda.

#### **4. CLERK'S UPDATE**

##### **4.1 Precept**

The Precept request had been submitted to WBC by the previous Clerk.

##### **4.2 IT and Parish Council Website**

The Locum Clerk had, on receiving the laptop, found that there were problems loading some software, especially that of HMRC and the computer became either unresponsive or “cycling” between screens “mode”, making use of the machine impossible. It was also not possible to access the e-mails properly at first (although this had been possible on the old machine) and these could only be accessed remotely from the ANLX Webmail server.

All data for the current financial year, documents, finances, etc had been handed over stored on data sticks as the previous clerk had to work on her own computer and save to these devices. This meant that there were, in effect, no back-ups of any of the data.

In order that she could use the laptop and transfer data to it, the Locum Clerk had asked Office IT Plus (her own IT provider) to look at the laptop, sort any problems as the administrator and load as much of the necessary software as possible. E-mails were now accessible through Thunderbird. This Mr Smith-Crallan had done in one afternoon and the resulting invoice was in the sum of £50.00 (included in the schedule of payments).

The Locum Clerk had ascertained that the HMRC files were up to date to February but that, once restored to the laptop, a last EPS would have to be produced (no payments in March) and a final submission would have to be made to close the year. These tasks had been completed.

The Locum Clerk recommended that the e-mail provision should be improved as soon as possible and, having learnt from the previous clerk that a website provider also had e-mail as part of the package, it would be appropriate to make use of any such facility. Efficient means of communication and either cloud or external hard-drive back up would be essential.

In addition, a Post Office Box for post was recommended and agreed for the new Clerk, once in post. At present, all post was being delivered to the Chairman.

##### **4.3 Planning Application**

An extension to the comments submission date had been requested from WBC for one application to allow it to be discussed at the meeting and this had been granted. It was noted that one planning application had not been accessible on the WBC website. WBC Cole would look into this.

*Clerk's afternote – Cllr Cole reported that WBC Planning officers had said there had been problems with the website.*

**4.4 Text book**

It was recommended and agreed that the most recent (10<sup>th</sup> edition) of Arnold-Baker on Local Council Administration be purchased.

**5. PUBLIC SESSION**

5.1 No questions were asked or points raised. This item gives residents the opportunity to address agenda items before decisions are made.

**6 INFORMATION COMMISSIONER**

6.1 There was no report available for this meeting.

**7. WEST BERKSHIRE HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (HELAA)**

7.1 Cllr Croney reported on behalf of the Working Party and this report, with recommendations on the response to be submitted to WBC, is appended to these minutes. The WBC Ward Councillors asked to be forwarded copies of the report. The Clerk was asked to make this an agenda item for the next meeting.

**ACTION: Cllr Croney and Clerk**

**8. VEHICLE ACTIVATED SIGNAGE (VAS) PROJECT – ENBORNE ROW**

8.1 The Chairman reported that the solar powered sign in Wash Water-Enborne Row had been in use since October 2016 but that the mains power had still to be connected to the other sign. This was now scheduled for 27 March. Speed monitoring would be undertaken after the connection for comparison with data already collected before activation of the signs. It was noted that the cost of the VAS scheme was £8.5K to date. The Clerk was asked to make this an agenda item for the next meeting.

**ACTION: Clerk**

**9. FINANCE**

9.1 The following cheques were authorised for payment:

Payee	£	Cheque number:	Detail
Mrs B Moffat	£ 528.53	68	Salary etc Jan & Feb 2017
HMRC	£ 26.00	69	Tax and National Insurance
Newbury Weekly News	£ 648.22	70	Recruitment advertisements
Information Commissioner	£ 35.00	71	Annual fee
Office IT+	£ 50.00	72	Laptop setup
<b>TOTAL</b>	<b>£1,287.75</b>		

**10. PARISH PLAN**

10.1 The Parish Plan Questionnaires had been distributed by members and many had been collected. Members continued to collect documents. The Chairman had so far, collected 86, with 18 refusals to complete the questionnaire. 20 Houses had been visited repeatedly with no success but other households had promised to return the questionnaires. The Enborne Lodge estate had been particularly difficult to access but a means of collecting paperwork had been devised. Cllr Croney has had 34 questionnaires returned to him so far and Cllr Robinson three. It was noted that there were several properties empty or under refurbishment in the parish.

**11. PLANNING APPLICATIONS**

11.1.1 The following planning application had been received:  
17/00452/HOUSE, Brookfield, Enborne Row, Wash Water  
No objections

11.1.2 17/00504/HOUSE, Ashenberry, Enborne Street, Enborne  
No objections

11.1.3 17/00652, 38 Elizabeth Avenue, Newbury – adjoining parish  
No objections

WBC Cllrs Cole and Stansfeld left the meeting at this point.

11.2 The following applications were responded to using the Clerk's delegated powers:  
None

11.3 The following notification of Planning Decisions from WBC had been received:  
None

## 12. CORRESPONDENCE

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

<b>WEST BERKSHIRE COUNCIL</b>		
12.1	Chief Executive	Library Service
12.2	Civil Contingencies Manager	Weather Updates
12.3	Consultation and Performance	Library Review
12.4	Heritage	What's on in February
12.5	Highways England	Traffic Management updates, M4
12.6	Information Officer	Changes to Parish Council details (various)
12.7	Parkinson's UK	Welford Park Walk 9/4/17
12.8	Planning	Decision Notice 16/03277/CERTE - granted
12.9	Planning	Weekly Lists
12.1	Planning	Western Area Planning Committee 1/2/17 Cancelled
12.11	Planning policy	Consultation database. Update of contact details - action required
12.12	Planning Policy	Stratfield Mortimer NDP consultation notification, Burghfield update
12.13	Principal Librarian	Volunteering Opportunities
12.14	Waste Management Team	Responses re collection dates
12.16	Emergency Planning	Use of community buildings in emergencies
12.17	Democratic Services	WBC Boundary Review Report
12.18	Democratic Services	Governance & Ethics Committee and Panel membership
12.19	Travellers Officer	Traveller Updates
<b>Berkshire/National Association of Local Councils/SLCC/CCB</b>		
12.20	BALC	News bulletins and updates
12.21	BALC	Updates on WBC Libraries proposal
12.22	CCB	News bulletins and updates
12.23	CCB	Training events
12.24	NALC	News bulletins and updates
12.25	SLCC	News bulletins and updates
<b>HMRC, Government and Thames Valley Police</b>		
	Local Government Boundary Commission	Electoral Review of West Berkshire
<b>Miscellaneous</b>		
12.26	Penny Post	Information on local publication

12.27	Berkshire Youth	News bulletins and updates
12.28	Clerks and Councils Direct	News bulletins and updates
12.29	Information Commissioner	Data Protection annual registration fee in the sum of £35.00
12.30	Fields in Trust	News bulletins and updates
12.31	Office IT +	Laptop set up and software installation
12.32	West Berkshire Museum	Information on events
12.33	Canal and River Trust	Invitation to reception in bath on 22.03.17
12.34	NCVO	News bulletins and updates
12.35	Neighbourhood Watch	Meeting on 27/2/17
12.36	Newbury Spring Festival	News bulletins and updates
12.37	Newbury Town Council	Town Plan Steering Group updates (various)
12.38	National Plant Monitoring Scheme	Information
12.39	Newbury Weekly News	Invoices for employment advertising
12.40	Residents	Letters (various)
12.41	Rural Services Network	News bulletins and updates
12.42	South Central Ambulance Charity	Introductory e-mail
12.43	Eastfield Surgery	Copy information re patient acceptance by surgery
12.44	Volunteer Centre	News bulletins and updates
12.45	John Bolan	Falkland planning and offer of room use
12.46	Action for Children	Volunteering Opportunities
12.47	Home-Start	Volunteering opportunities

### 13. ITEMS OF INFORMATION FOR FUTURE AGENDAS

13.1 In addition to the items mentioned in the minutes, the following were requested:

The revised Code of Conduct  
Cloud data back-up

### 14 PUBLIC COMMENTS

14.1 A resident asked if any planning application had been received for the circus land and it was stated that none had been received.

14.2 A resident stated that a formal request for support for the Flower Show, financial and practical, would be submitted by the Committee for consideration. The Clerk was asked to make this an agenda item for the next meeting.

**ACTION: Clerk**

14.3 A resident who raised the question of a damaged culvert and a problem with mud washing into a ditch was advised to report this to WBC through Street Care, giving as much detail as possible regarding the location.

### 15. NEXT PARISH COUNCIL MEETING

15.1 The next meeting of the Parish Council, the **Annual Meeting of the Parish Council** will be held on **Monday, 15<sup>th</sup> May, 2017** in the Barn at St Michael and All Angels Church at **7.30 p.m.** This meeting would be preceded by the **Annual Parish Meeting** at **7.00 p.m.**

There being no further business, Part 1 of the meeting closed at 8.06 pm and the members of the public who were present left the building.

**PART II**

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

**16. COMPLAINT FROM RESIDENT**

16.1 There was no report from the Working Party.

16.2 The Locum Clerk gave an update on the legal and insurance advice received

**17 LOCUM CLERK**

17.1 The conditions of service and remuneration of the Locum Clerk were agreed as hours paid at the rate recommended (Spinal Column Point 27), on presentation of an invoice from Beedon Parish Council for her services. Mileage would be paid at £0.45 per mile.

**18 RECRUITMENT OF CLERK**

18.1 Interviews had taken place and an offer of employment made. It was **RESOLVED** that Ms J Thaw be appointed as Clerk to Enborne Parish Council with effect from 01 April, subject to availability and satisfactory references, salary as per Spinal Column Point 20 initially, with reviews at the end of her probationary period, on obtaining ILCA and CiLCA, as per the NALC/SLCC Model Contract of Employment.

There being no further business, Part II of the meeting closed at 8.28 pm.

Appendix.

**West Berkshire Housing & Economic Land Availability Assessment (HELAA)**

***Enborne Parish Council Working Party Report – Council Meeting 20 March 2017***

**Introductory Note**

1. Primarily we believe our response should be just residential based.
2. The challenge between WBC and the Government is that failure to identify (by WBC) extra housing development land opens up opportunities for developers to seek planning consents that fall away from adopted Local Plans in Town Planning terms.

**Proposed response background:**

- In Enborne most of the land to the west of the A34 lacks service (water, drainage, electricity etc) infrastructure. The area is rural and remote in respect of public transport, shopping and social support for residents. The Parish would not, therefore, support any major / significant additional housing to the west of the A34.
- The Parish supports, in principle, WBC in identifying any possible additional residential development land to the East of the A34 and close to Newbury.
- The only significant areas in EPC that could be available for residential development are to the east of the A34 and in service / infrastructure terms the only deliverable / sensible areas are to the east of that “patch” (i.e. close to Enborne Row, Wash Water and Enborne Road - but away from the A34).
- These areas have seen “urban” style expansion of a high level in the Parish over the past circa 15 years. The Parish would support in principle a few more urban serviceable schemes.

**So the initial response proposed is:**

- a) We support WBC plans to seek additional housing areas in our Parish but restrict this to being to the East of the A34 and close to existing Newbury urban areas (we leave WBC to consider social support such as schooling etc).
- b) We support, across the Parish, barn conversions etc but do not support more broader large-scale use of “green sites” to the west of the A34. We see these as impractical in any event (services and social aspects).
- c) We would support any “barn schemes” beyond delegated permissions for conversions under Planning Regulations as we see the delegated consent regime as quite design and quality limiting in approach. Local small provision in support of affordable modest size new homes for rural workers would also have our support.
- d) If WBC does allocate additional housing sites in line with our statements, and with our support, then we would expect a direct arrangement with EPC in respect of affordable housing provision. Many young Enborne Parish residents cannot have access to affordable housing and that means many of our young residents have to totally leave the area. We would seek direct engagement with, and ownership of, affordable housing (on or off the additional sites) in order to address this Parish social need. Providing / owning such new affordable housing via the Parish Council would presently protect this element from “right to buy” (as Parish owned affordable homes are not presently subject to right to buy).
- e) We offer to exchange with WBC to look at specific site locations for extra housing allocation as a condition of our support and engagement under HELAA. Clearly any new sites should avoid Historic Civil War areas.

***Alan Croney***

***Vice Chair EPC / Chair of Working Party***

16 March 2017