

ENBORNE PARISH COUNCIL

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**REVISED DRAFT MINUTES OF THE MEETING OF ENBORNE PARISH
COUNCIL**

**HELD AT 8.00 p.m. ON MONDAY 15th MAY 2017
IN THE BARN, St MICHAEL AND ALL ANGELS CHURCH, ENBORNE**

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

In attendance: Jacqui Thaw (Clerk), 7 members of the public, WBC Cllr Cole

1. ELECTION OF CHAIRMAN FOR 2017-18

- 1.1 Cllr John Leeson was nominated as Chairman for 2017-18 by Cllr Darley and Cllr Alan Croney was nominated as Chairman by Cllr Robinson. Cllr Leeson thanked Cllr Darley for the nomination but did not accept it. Cllr Croney's nomination was seconded by Cllr Darley.
- 1.2 The members **RESOLVED** to elect Cllr Croney as Chairman for 2017-18.
- 1.3 Cllr Croney signed the declaration of acceptance of office and took the Chair. He expressed his gratitude to Cllr Leeson for his three-year period as Chair.

2. ELECTION OF VICE-CHAIRMAN

- 2.1 Cllr John Leeson was nominated as Vice-Chairman for 2017-18 by Cllr Robinson. This was seconded by Cllr Darley.
- 2.2 The members **RESOLVED** to elect Cllr Leeson as the Vice-Chairman for 2017-18.
- 2.3 Cllr Leeson signed the declaration of acceptance of office.

3. APOLOGIES FOR ABSENCE

- 3.1 Apologies were received from Cllr Hart.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 4.1 Cllrs Leeson, Croney, Darley and Robinson declared an interest in item 17. Enborne Parish Council is the sole trustee of Enborne Pools Allotment Charity.
- 4.2 There were no written requests for dispensations
- 4.3 Dispensations were granted to Cllrs Leeson, Croney, Darley and Robinson for item 17. This will endure for all meetings this year.

5. MINUTES OF THE LAST PARISH COUNCIL MEETING

- 5.1 The Parish Council **RESOLVED** to sign the minutes of the meetings of 20th March 2017 as a true record.

6. MATTERS TO REPORT

6.1 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

6.2 Text book

The most recent (10th edition) of Arnold-Baker on Local Council Administration had been purchased from the SLCC on-line bookstore. The invoice, in the sum of £78.40 was included in the cheques for payment at the May meeting.

6.3 VAS signs

WBC had submitted the invoice for the supply and erection of the VAS sign at Washwater in the sum of £5,268.85, inclusive of VAT. This would be paid at the meeting.

6.4. Internal Audit

The Internal Audit had been undertaken at the home of the Locum Clerk on 28th April by Mr David Weller and the accounts and figures, explanations of variance etc. for the External Audit form had been agreed by him. A report to council had been prepared and circulated to members. A copy of the form has been sent round to councillors and displayed on our website. Mr Weller had indicated that he was willing to undertake the Internal Audit for 2017-18 and this appointment would have to be confirmed at a future meeting. Payment of £61.20 would be made at the meeting.

6.5. Handover to new Clerk

The handover of equipment and records that had been in the possession of the Locum Clerk had taken place on 04 May. Further records and the printer were also collected from the previous Clerk on 07 May.

6.6. Remuneration to Locum Clerk

An invoice for the total of 57.5 hours work at spinal column point 27 had been presented by Beedon Parish Council for the services of Mrs J Haines FILCM as Locum Clerk to Enborne Parish Council in the months of March and April to cover recruitment, meetings, set up of the systems on the new laptop, accounts, preparation of the Internal and External Audits and liaising with the insurers as well as preparation of the May meetings and handover to the new Clerk. The sum paid to Beedon would be put through the HMRC system in Beedon's accounts so that the correct amount of tax was paid. The payment of £43.56 mileage (96.8 miles at £0.45 per mile) would be made directly to Mrs Haines. Both would be paid at the meeting.

6.7. Insurance renewal

Came and Company had sourced three quotations for the renewal of the insurance. Approval would be sought, and payment made, at the meeting.

6.8. Review of policies

Priority is being given to the Data Protection and Freedom of Information policies and procedures. The Clerk has been in contact with BALC and the SLCC regarding current model policies and procedures.

6.9 PO Box

The PO Box is now in place and will be published on the website at the earliest opportunity. Payment of £318 would be made at the meeting. (The PO Box address was published on the website prior to the meeting).

6.10 Pre-loaded debit card or alternative

A suggestion of a pre-loaded debit card was made. This may not be the most practical option as it may require 2 signatures. Clerk to look into options for next meeting.

Action: Clerk

6.11 VAT refund and Precept

The first half of the precept (£7100) and the VAT refund (£224.05) have now both been received.

7. COMMITTEES

7.1 It was **RESOLVED** that a Staffing Committee should be formed and that the following Councillors would be members, Cllrs Darley, Croney and Robinson.

7.2 It was **RESOLVED** that a Complaints Committee should be formed and that the following Councillors would be members, Cllrs Leeson, Darley and Robinson.

7.3 It was **RESOLVED** that if any other committee is needed it will be formed as required.

8. POLICIES AND PROCEDURES

8.1 The Clerk had contacted BALC and SLCC regarding model Data Protection (DP) and Freedom of Information (Fol) policies and had obtained a model schedule of publication relating to Fol.

8.2 It was **RESOLVED** that Cllr Croney and the Clerk would look at the policies and procedures and bring changes to the next meeting.

ACTION: Clerk and Cllr Croney

8.3 The Locum Clerk had circulated a copy of the revised Code of Conduct for Councillors, based on the WBC Model Code of Conduct. It was **RESOLVED** that the new Code be adopted.

9. REVIEW OF COUNCIL ASSETS

9.1 A copy of the Asset Register for 2016-17 had been previously circulated. The Asset Register was up to date at £4,202.69 and had been reviewed by the Internal Auditor.

10. REVIEW OF INSURANCE COVER

10.1 It was **RESOLVED** that the insurance would be renewed with Came and Company at £280.00 under a new three year agreement.

- 10.2 It was suggested that we update the insurers about the addition of the 'No HGV' signs.

ACTION: Clerk

- 10.3 Advice had been sought regarding the issue of separate insurance for the Poors Allotment Charity prior to the meeting. This would be looked into further and reported at the next meeting. Specialist advice may be needed.

ACTION: Clerk and Cllr Croney

11. REPRESENTATIVES ON OUTSIDE BODIES

- 11.1 Cllr Leeson agreed to continue to represent the Council at the Newbury South West Neighbourhood Action Group.
- 11.2 Cllr Croney agreed to continue to represent the Council at Newbury Town Council's Town and Country Planning group.

12. MEMBERSHIP OF OUTSIDE BODIES

- 12.1 Council membership of outside bodies was reviewed. It was **RESOLVED** that the Council would remain in membership of the following:

- Community Council for Berkshire (CCB)
- National Association of Local Councils (NALC)
- Berkshire Association of Local Councils (BALC)
- Society of Local Council Clerks (SLCC)
- Clerks and Councils Direct (CCD)

13. DATES OF MEETINGS FOR THE YEAR 2016-17

- 13.1 It was agreed that suggested meeting dates would be circulated by the Clerk following the meeting. This was done and the agreed dates are as follows, subject to availability of the Barn at St Michael and All Angels Church, Enborne or Enborne Village School Hall:
2017: Mondays 3rd July, 18th September, 13th November
2018: Mondays 15th January, 12th March, 21st May.

ACTION: Clerk

14 CORRESPONDENCE

- 14.1 Correspondence received had been circulated prior to the meeting and it was agreed that an up-to-date list would be published with the minutes.

LANNING APPLICATIONS

- 15.1 The following application was considered; there was a lengthy discussion of various issues. Two Councillors were in support, subject to the conditions discussed and two against, with the option to reconsider subject to clarification of the items discussed. The Chair had the casting vote and it was decided to place an objection, based on the actual plans submitted.

Application 17/00372/COMIND Parrot House, Enborne

Object – inappropriate development

See official response to WBC as Appendix

- 15.2 The following notification of Planning Decisions from West Berkshire Council was received:

16/00341/PACOU Peregrine House

PRIOR APPROVAL GRANTED

WB Councillors Stansfield and Cole left the meeting at this point, along with several members of the public.

16. YEAR END ACCOUNTS 2016-17 AND AUDIT

- 16.1 The Clerk had circulated the supplementary paperwork that accompanied the Year End Accounts for 2016-17 prior to the meeting.
- 16.2 The Internal Auditor's Report letter had been received and the comments duly noted.
- 16.3 The External Audit Annual Return 2016-17 was reviewed.
 - 16.3.1 The Governance Statement was reviewed
 - 16.3.2 The statement of Annual Accounts, explanation of variances and Bank Reconciliation were reviewed.
 - 16.3.3 The Internal Auditor's page was reviewed.
- 16.3 It was **RESOLVED** to sign the External Audit Annual Return 2016-17 as far as possible at this point and authorisation was given to the Clerk to add minute numbers as required after the meeting. The Clerk would send all relevant paperwork to the External Auditor as appropriate.

ACTION: Clerk

17. Poors Allotment Charity

- 17.1 Enborne Parish Council as Corporate Trustee of the Poors Allotment Charity had met at a separate meeting before the Parish Council meeting. It was **RESOLVED** to accept the following resolutions made by the Corporate Trustee and recorded in the minutes of the Corporate Trustee's (CT) meeting:
 - 17.1.1 Minute 5.2 To pay for ragwort treatment, which was due to be undertaken shortly after the meeting
 - 17.1.2 Minute 6.1 To reschedule the presentation on solar energy
 - 17.1.3 Minute 6.2 To approve the grazier's license for 2017-18
 - 17.1.4 To carry forward the issue of the constitution to the next meeting
 - 17.1.5 Minute 7.1 To further investigate insurance for the charity and its trustees.
 - 17.1.6 The minutes of the meeting of 20th March, 2017 had been signed as a true record (CT Minute 3.1).

18. West Berkshire Housing and Economic Land Availability Assessment (HELAA)

- 18.1 Cllr Croney gave an update on the Working Party, which he had attended. The Parish's application had been submitted to WBC and Cllr Croney was asked to join the steering committee. no need to reference Cllr Cole

19. Vehicle Activated Signage (VAS) project – Enborne Row

- 19.1 Cllr Leeson reported that the mains powered sign had been activated on 27th March . We await a speed report to check if they are working but anecdotal evidence suggests that they are.

20. Parish Plan

- 20.1 It was reported that a response rate of approximately 50% was achieved for the Parish Plan questionnaires, which was excellent.
- 20.2 Analysis of the information would be carried out by the Clerk in due course for discussion at the September meeting at the latest.

ACTION: Clerk

21. District/Parish Conference

- 21.1 Cllr Croney reported that NALC and BALC have not changed their recommendations to Parish Councils regarding devolution of services. This perspective is at odds with West Berkshire Council's view.
- 21.2 It was **RESOLVED** at the meeting to continue to listen to NALC and BALC regarding this issue.

22. OFCOM and Broadband speeds

- 22.1 It was reported that Gigaclear's schedule had been delayed, with work in Enborne now expected to be completed in December 2017. To be discussed at the next meeting.

ACTION: Clerk

23. Road Clearance

- 23.1 Cllr Croney reported that there had been a possible HGV hit on Enborne Road, which left a large amount of debris on the road.
- 23.2 Cllr Croney reported the debris to WBC, which partially cleared it up. Cllr Cole facilitated a more thorough clean-up by WBC, who apologised for the incomplete job the first time.
- 23.3 It was **RESOLVED** at the meeting to continue chasing WBC for a speed reduction to 40 mph on Enborne Road.

ACTION: Cllr Croney

24. Finance

- 24.1 A resident requested funding, as in previous years, to help arrange the Enborne Flower Show, taking place on Saturday 2nd September.
- 24.1.1 It was agreed in principle to support the Flower Show. The Council look forward to receiving a written request.
- 24.1.2 It was **RESOLVED** to invite Susan Powell, Building Communities Together Team Manager, WBC, to the Flower Show.
- 24.1.3 It was **RESOLVED** to make a £200 donation to Citizens Advice West Berkshire. The cheque would be signed at the next meeting.

ACTION: Clerk

ACTION: Clerk

24.2 The Parish Council **RESOLVED** to pay the following accounts for April and May 2017:

Payee	Description	Amount
J Thaw	Salary April & May 17 Charles Arnold-Baker Local Council	£360.59
SLCC Enterprises Ltd	Adminstration	£78.40
West Berkshire District Council	VAS Signs, Enborne	£5,268.85
Beedon Parish Council	Locum Clerk salary	£722.43
Mrs J E Haines	Mileage for Locum Clerk	£43.56
Ms J Thaw	PO Box set up	£318.00
Came and Company	Annual Insurance 17-18	£280.00
David R Weller	Internal Audit fee for 16-17	£61.20
HMRC	Tax and NI Apr-Jun 17	£81.40
CCB	Annual membership 17-18	£30.00
Ms J Thaw	Mileage for Clerk	£57.15
	Total	<u>£7,301.58</u>

24.3 A full bank reconciliation had been completed and given to members in advance of the meeting.

(Post-meeting note: The bank balance as at 31st March was £62,768.28. No bank statements had been received since then. Payments of £7324.05 had been received and cheques for £7301.58 had been signed. Therefore the new balance would be £62,790.75)

24.4 It was resolved to create a Business Plan and review the Draft Budget once the Parish Plan feedback was completed.

25. Reports from members who have attended meetings of outside bodies

25.1 Cllr Leeson had attended the NAG and Neighbourhood Watch meetings.

Cllr Crony had attended a Community Engagement event at which the priorities for SW Newbury were discussed.

26. Public session

26.1 A resident stated that he had had cause to report fly tipping and that fly tipping that is reported is cleared up very quickly.

26.2 A resident thanked Cllr Leeson for all his work on the Council.

26.3 It was **RESOLVED** that in future the agenda would include a public session at the beginning and end of the meeting.

ACTION: Clerk

27 Any other items that the Chairman decides are urgent as items of information

27.1 There were none.

28 Next Parish Council Meeting

28.1 To confirm the date and time of the next Parish Council meeting as 4th July, 2017. **This was subsequently changed to Monday 3rd July after the meeting.**

There being no further business the meeting concluded at 9.30

**Appendix – Enborne Parish Council (EPC)
Response to West Berkshire consultation 17/00372/COMIND**

Enborne Parish Council has resolved to OBJECT to this application on the following grounds /reasons:

- a) The applicant states that the parrot aviary proposal is an “Agricultural” use which is not accepted as the use in town planning terms is “sui generis” in our assessment. b) The scale of the proposed temporary structure building is very large in terms of footprint and height and is inappropriate for a rural location and within a farm. c) The applicant states that the building will not be visible but this is based, wrongly, solely on visibility from local housing / other buildings. The large white coloured building will be clearly and inappropriately visible from surrounding rural areas and public walk ways etc and this would be damaging in countryside terms. d) The applicant provides no data on potential noise creation from the birds in the giant aviary. We believe that noise could be a major issue for residents in the locality thus making the proposal unacceptable. e) The application states that no landscaping will take place around the new building and this is considered totally inappropriate. f) The structure proposed is clearly temporary in construction terms but the application does not propose “temporary” consent or offer reinstatement of the rural area / land when the building is no longer required or ends its life time. g) The applicant statement that the parrot aviary meets bio diversity under planning is not accepted or valid.

The applicant has made certain statements at the Parish Council meeting that are in variance with the actual application. If a revised application is submitted, or considered, by West Berkshire then Enborne Parish Council would be quite prepared to look at the issues again. EPC also believe that, due to the nature of this application, decisions should not be taken by West Berkshire under delegated powers.

16 May 2017