



ENBORNE PARISH COUNCIL

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**MINUTES OF THE MEETING OF ENBORNE PARISH COUNCIL
HELD AT 7.00 p.m. ON MONDAY 3rd JULY 2017
IN THE BARN, St MICHAEL AND ALL ANGELS CHURCH, ENBORNE**

PRESENT	Parish Councillors	Cllrs A Croney (Chair), J Leeson, and M Darley
	WBDC Councillors	Due to an administrative error there were none present
	Clerk and RFO	Jacqui Thaw
	Members of the public	3

Public session

One resident submitted a question by email to remind the landowner of Long Copse Farm, and West Berkshire Council (WBC) of the planning condition that all vehicle access was to be via a new gateway further along the lane towards the school - the gateway as now used - this condition was based on road safety. The Chair responded that Long Copse Farm are not in breach of planning, as he has previously responded. Additionally, due to the lack of resources at West Berkshire Council, there is nothing to be gained by reminding WBC of this.

Further questions emailed by a resident would be discussed under 6.2 re planning, relating to 17/00372/COMIND.

	Action
1 Apologies for absence 1.1 Apologies for absence were received from Councillors Hart and Robinson due to work commitments. 1.2 Formal approval was given for the reasons for absence.	
2 Declarations of interest and dispensations 2.1 No additional declarations were requested beyond the Poores Charity, declared as an interest each May 2.2 There were no written requests for dispensations for disclosable pecuniary interests.	
3 Minutes of the last Parish Council meeting 3.1 The Parish Council RESOLVED to sign the minutes of the meetings of 15 th May 2017 as a true record.	

	Action
4. Matters to report (Clerk)	
4.1 Audit The annual return and accompanying documents were sent off to Mazars for external audit on 15 th June and receipt was signed for the following day. On 13 th June we put a notice of appointment for the exercise of public rights on the website, whereby the accounts are made available for inspection by the public. This period will end on 25 th July.	
4.2 Payment of clerk including overtime May-June The clerk's salary includes an element for overtime and there is also a payment for additional locum work /training for 8 hours of training and handover, which will be paid at Spinal Point 27. The cheques are included for signing at this meeting.	
4.3 SLCC renewal Membership for the clerk to the Society of Local Council Clerks, (SLCC) is due for renewal, a cheque for £38.00 is included for signing at this meeting.	
4.4 Payment to Parish church for upkeep of churchyard The draft budget included a sum of £750.00 donation to the church for upkeep of the churchyard. This was overlooked at the last meeting, to be added to the agenda for September.	
4.5 Storage of documents The Chair now has archive documents for the Parish Council and Poors Allotment Charity and is providing temporary storage, until we find permanent storage.	
4.6 Flower show It is understood that the Flower Show has been cancelled due the Garden Society having staffing and site challenges.	
4.7 Electronic banking/debit card The clerk had reviewed the possibility of a prepaid debit card, which have fees attached. It was decided not to pursue this at present as it would not possibly not cover larger spending anyway, such as a new website. Electronic banking in general will be discussed under item 10.6.	
4.8 Feedback from NALC training The clerk had attended NALC training for new councillors and made the following recommendations; <ul style="list-style-type: none"> • That we formulate a media policy and an expenses policy. It was agreed to add these to the overall review of documents. • Internal checks should take place on the bank reconciliations once a quarter, as per our standing orders. It was agreed to ask the internal auditor to conduct the checks. 	Clerk Clerk
4.9 Review of Policies with Chair This has not taken place; it was suggested we move it to the next meeting. This should also include the media policy and expenses policy for staff and Council members, as detailed above.	Clerk and Chair
4.10 Code of conduct We need to revisit the Code of Conduct.	Clerk and chair
4.11 Contributing to library services In light of legal advice shared from WBC re parish councils contributing to library services, the matter was discussed. Given that the legal advice came from West Berkshire Council's legal department it was decided to follow the legal advice already received from NALC.	

5. Correspondence Email correspondence had been forwarded to councillors regularly. An abridged list of correspondence includes:	Action
West Berkshire District Council Local Government Boundary Commission for England Planning West Berkshire District Council Newbury Town Council West Berkshire District Council West Berkshire District Council Planning West Berkshire District Council West Berkshire District Council West Berkshire District Council West Berkshire District Council West Berkshire District Council West Berkshire District Council	Housing Site Allocations Development Plan Document Adoption Statement: May 2017 Boundary Review Weekly Lists Speed limit review Agenda and Minutes of Town Plan Steering Group Heatwave alert Decision notice re 17/00372/COMIND Western Area Planning Committee Update on library service and mobile library timetable Legal advice re contributions to library services Closure of Enborne Rd from 12 July for 2 weeks District Planning Cttee 12 July cancelled
Berkshire/National Association of Local Councils/SLCC/CCB	
BALC CCB CCB NALC SLCC SLCC	News bulletins and updates News bulletins and updates Training events News bulletins and updates Membership renewal notice News bulletins and updates
HMRC, Government and Thames Valley Police	
Miscellaneous	
Penny Post Berkshire Youth Clerks and Councils Direct Volunteer Centre West Berkshire H Peacocke, CEO Newbury TC NCVO Rural Services Network Came and Company Rural Services Network Young people and Children First charity (Thatcham) Rural Vulnerability Service Highways England	Information on local publication News bulletins and updates News bulletins and updates Volunteering opportunities Minutes of Newbury Town Plan Steering Group meeting News bulletins and updates Rural Opportunities Bulletin Insurance confirmation and policy documents News bulletins and updates Request for a donation Newsletter on rural broadband Traffic Management updates, M4

<p>6. Planning applications</p> <p>6.1 The following applications had been received. 17/01234/HOUSE/ASHENBERRY was supported by the Council.</p> <p>6.2 To receive applications decided by WBC, including any Parish delegated inputs/ responses 17/01308/HOUSE and 17/01309/LBC2 Enborne Chase, approval given by WBC subject to a number of conditions. 17/00372/COMIND The Parish Council had placed an objection to this application and requested that it was not considered under delegated powers. Concern was expressed about the way that the delegated report had been written, without an ecological assessment from the Council's own experts, Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT). Cllr Leeson reported that BBOWT had not been able to give a formal response as the parrot house falls outside BBOWT's charitable objectives. The applicant had arranged a noise survey, which found that the noise levels would not be unacceptably high to those close by, with noise levels of 46 decibels anticipated.</p> <p>6.2.1 To review WBC and Councillor personal feedback The Chair expressed the feeling that some residents felt that the Parish's response had been ignored, in favour of support for the project from National organisations. It was RESOLVED to consider a complaint to West Berkshire Council regarding the way the application has been handled at the next meeting. A policy on Parish Council responses would be included in the media policy.</p>	<p>Chair Clerk and Chair</p>
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<p>7. Poors Allotment Charity</p> <p>7.1 It was agreed that Cllr Leeson would remain the Chair of the Poors Allotment Charity</p> <p>7.2 Cllr Leeson reported that they are still looking for a grazier to take on a short-term license agreement, while the Poors Committee investigate the potential to raise funds via solar power. It was agreed that recent experience shows the land is not suitable for grazing horses.</p>	
<p>8. Review of procedures</p> <p>8.1 This had not been moved forward. Due to the size of the task, it was agreed to review policies and procedures over the course of the year, with a small number for review at each meeting.</p>	<p>Clerk</p>
<p>9. Confirmation of future meeting dates</p> <p>The following dates were agreed with the Barn confirmed as the venue: 2017: Mondays 11th September, 13th November 2018: Mondays 15th January, 12th March, 21st May Following the meeting WBC Councillors Cole and Stansfield were also informed of the dates of future meetings.</p>	

10. Enborne Parish Council Action Plan				
The following plan was accepted as a list of priorities for the Council, with the review of policies and procedures to be added.				
Item	KEY ISSUE / ACTIVITY	Sub area activity / actions	Current action status (Councillor lead with Clerk) JULY 2017	Notes
10.1	Completion of the Parish Plan	Analysis of survey response	Clerk to lead and analyse by November meeting	Following the meeting the Chair agreed to analyse the data.
10.2	Upgrade of IT and web site	Move to Transparency Code compliance	NALC application for Transparency Code funding to be submitted. It was RESOLVED to use EPC funds (as per the clerk's report to the meeting) if the application for Transparency Code funds is unsuccessful. (Lead: Chair – Alan Croney, Councillor IT Lead Alix Robinson)	
10.3	Road Safety / Speed	Enborne Road Speed measure by WBC and next steps	North "Enborne Road" main priority. Speed review done by WBC and meetings with WBC in place including their review meeting Oct 2017	
		Proposal to limit speed and "sign"	EPC may help fund	
10.4	Policing Cover	Move of Enborne to Thames Valley Policing Cover to Newbury – not Kintbury / Hungerford.	November 2107 or January 2018 draft report for EPC approval. (Chair Alan Croney).	
10.5	Rural Broadband	Monitor schedule for delivery	Report to each EPC meeting (Chair: Alan Croney).	It was noted that Gigaclear are working in the area around Enborne. Provision is still due by the end of 2017.
10.6	Finance and banking update	Cheque based multi sign is out dated and needs modernisation to access services and related issues.	Councillor Paul Hart supporting the Clerk The Clerk had investigated a prepaid debit card (as per minute 4.7) and electronic banking with Unity Trust Bank which allows for electronic signatures. Paul Hart had looked at the Unity Trust account and agreed that it was a sensible and practical way forward.	For September agenda
10.7	Councillor recruitment	Agree a lead on filling current vacancy		For September meeting.
10.8	Review of Policies	Ongoing review of policies, including Data Protection, Freedom of Information, and formulation of a Media Policy and Expenses Policy	It was RESOLVED that the clerk will review the policies over the course of the year (support: Chair Alan Croney)	

<p>11. Electoral review Following a discussion of the issues, it was RESOLVED that the Clerk would make the submission to the Local Government Boundary Commission for England on behalf of the Council to the effect that we would prefer to be part of a ward with at least three councillors.</p>	<p>Action</p> <p>Clerk</p>																								
<p>12. Reports from meetings Cllr Leeson had attended the Community Forum (previously the NAG, Neighbourhood Action Group); feedback was covered under agenda item 10.</p>																									
<p>13. Draft Budget It was RESOLVED to agree the Draft Budget for the current year as it stands.</p>																									
<p>14. Finance The Parish Council RESOLVED to pay the following accounts for May-July:</p> <p>Accounts for payment/approval for meeting of 03.07.17</p> <table border="1" data-bbox="159 974 1294 1411"> <thead> <tr> <th data-bbox="159 974 542 1008">Payee</th> <th data-bbox="582 974 1037 1008">Description</th> <th data-bbox="1157 974 1294 1008">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="159 1075 542 1108">Citizens Advice West Berkshire</td> <td data-bbox="582 1075 1037 1176">Donation Salary June and July 17 incl backpay for extra</td> <td data-bbox="1220 1075 1294 1108">£200</td> </tr> <tr> <td data-bbox="159 1176 247 1209">J Thaw</td> <td data-bbox="582 1176 1037 1209">hours</td> <td data-bbox="1189 1176 1294 1209">£704.20</td> </tr> <tr> <td data-bbox="159 1220 406 1254">SLCC Enterprises Ltd</td> <td data-bbox="582 1220 1037 1254">Membership</td> <td data-bbox="1204 1220 1294 1254">£38.00</td> </tr> <tr> <td data-bbox="159 1265 430 1299">Beedon Parish Council</td> <td data-bbox="582 1265 1037 1299">Locum Clerk</td> <td data-bbox="1189 1265 1294 1299">£100.51</td> </tr> <tr> <td data-bbox="159 1310 287 1344">Ms J Thaw</td> <td data-bbox="582 1310 1037 1344">Expenses incl mileage</td> <td data-bbox="1204 1310 1294 1344">£84.21</td> </tr> <tr> <td data-bbox="159 1355 239 1388">HMRC</td> <td data-bbox="582 1355 1037 1388">Tax and NI June-July</td> <td data-bbox="1189 1355 1294 1388">£211.48</td> </tr> <tr> <td colspan="2" data-bbox="1053 1377 1133 1411">Total</td> <td data-bbox="1157 1377 1294 1411">£1,138.40</td> </tr> </tbody> </table>	Payee	Description	Amount	Citizens Advice West Berkshire	Donation Salary June and July 17 incl backpay for extra	£200	J Thaw	hours	£704.20	SLCC Enterprises Ltd	Membership	£38.00	Beedon Parish Council	Locum Clerk	£100.51	Ms J Thaw	Expenses incl mileage	£84.21	HMRC	Tax and NI June-July	£211.48	Total		£1,138.40	
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<p>15. Any other business See item 16.</p>																									
<p>16. Items of information 16.1 There were no items of information for future agendas.</p>																									

<p>17. Public comments</p> <p>17.1</p> <ul style="list-style-type: none"> • There was further discussion around West Berkshire Council's approach to planning, with regards to 17/00372/COMIND. It was reiterated that it would not be appropriate for the Parish Council to challenge the approval itself, however the Council would be asking for sight of certain documents, relating to the decision-making process. It was stated that residents are feeling frustrated with the planning process at West Berkshire Council. • A further discussion followed regarding social housing in the parish. The submission made to West Berkshire Council under the HELAA programme was that there was support for affordable and social housing within the parish, including in the rural area. However, the Parish would want to own the housing, as then there would be no right to buy and the housing would be available long-term to residents in need of affordable housing. • A query was raised regarding the land occupied by Zippos circus. There is an agreed strategic plan to house up to 24 additional caravans; Zippos would need to make a planning application to move this forward, and none has been made yet. 	
<p>18 Next Parish Council Meeting</p> <p>18.1 Monday, 11th September 2017, at 7.00 in the Barn, St Michaels and All Angels Church, Enborne. This will be preceded by a meeting of the Poors Allotment Charity at 6.30.</p>	