



**ENBORNE PARISH COUNCIL**

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**MINUTES OF THE MEETING OF ENBORNE PARISH COUNCIL  
HELD AT 7.00 p.m. ON MONDAY 13<sup>th</sup> NOVEMBER 2017  
IN THE BARN, ST. MICHAEL AND ALL ANGELS CHURCH, ENBORNE**

<b>PRESENT</b>	Parish Councillors	Cllrs Alan Croney (Chair), John Leeson (Vice-Chair), Mark Darley, Paul Hart
	West Berkshire Council Councillors	Cllr James Cole
	Clerk and RFO	Jacqui Thaw
	Members of the public	1

**Item 12 was dealt with first in order to allow WBC Cllr James Cole to be present for that item. Cllr Cole left the meeting after item 6.**

	<b>Action</b>
<b>1 Apologies for absence</b> 1.1 Apologies for absence were received from Councillor Robinson due to work commitments. 1.2 Formal approval was given for the reasons for absence.	
<b>2 Declarations of interest and dispensations</b> 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. Cllr Croney reminded all Cllrs to ensure that all interests are declared. Agreed the Clerk would check exactly what needed to be declared.	<b>Clerk</b>
<b>3 Minutes of the last Parish Council meeting</b> 3.1 The Parish Council <b>RESOLVED</b> to sign the minutes of the meetings of 11 <sup>th</sup> September 2017 as a true record.	
<b>4. Matters to report (Clerk)</b> <b>4.1 Internal audit</b> David Weller, the internal auditor, had completed an interim internal audit, and the financial records were found to be in good order. He recommended that invoices were signed at each meeting along with the cheques and this was actioned.	

#### 4.2 GDPR (General Data Protection Regulation)

This new piece of legislation will come into force in May 2018. Councillors dealing with any personal data will need to identify what information they hold and whether they need to keep it. Compliance with the GDPR is likely to have an impact on the clerk's time, although the requirements on smaller organisations like parish councils may be less onerous; we await guidance from NALC (National Association of Local Councils) on this.

#### 4.2 Roller banner

Purchase of a new roller banner had been actioned; however, the company providing it were no longer answering emails.

### 5. Correspondence

Email correspondence had been forwarded to councillors regularly. An abridged list of correspondence includes:

<b>West Berkshire Council</b>	
West Berkshire Council	Weekly lists Enborne Street Closure Agenda and Papers Western Area Planning Committee Counter-terrorism awareness 10 Oct Nominations for Community Champions Speed Indicator Device Training Consultation on litter picking and street cleansing M4 J12-13 Hermitage upcoming closures
Newbury Town Council	NTC Plan Steering Group Agenda and papers
Rural VS	Fuel Poverty
Local Government Boundary Commission for England	Consultation on revised proposals
SLCC	news bulletin
Rural Services Network	
West Berkshire Countryside Service	Upstream newsletter
<b>Berkshire/National Association of Local Councils/SLCC/CCB</b>	
BALC	News bulletins and updates
BALC	Training information bulletin
CCB	Action for All ebulletin - Rural Housing Edition
SLCC	News Bulletin
NALC	News bulletins and updates
BALC	AGM date and notifications
BALC	Transparency fund application successful
<b>HMRC, Government and Thames Valley Police</b>	
<b>Miscellaneous</b>	
LGBCE	2018 review - revised proposals

<b>West Berkshire Council</b>		<b>Action</b>
	Weekly and decision lists	
	Decision 17/02219/FUL	
	Consultation on Highways winter service plan	
	Project notification Wheatlands Lane Enborne PRJ17/062	
	Speed limit review	
	re 17/02579/HOUSE	
	Consultation on Newbury Town Design Statement	
	005355MS - TRO - Various Roads 30 & 40 MPH Hamstead Marshall	
Newbury Town Council	Draft minutes of TPSG 20th September	
<b>Berkshire/National Association of Local Councils/SLCC/CCB</b>		
CCB	Action for all e-bulletin	
	AGM invitation	
NALC	Newsletter, incl NALC response to local government finance plans	
SLCC	Branch meetings	
<b>HMRC, Government and Thames Valley Police</b>		
Policing in the Thames Valley	September newsletter	
TVP	Hidden harm campaign	
TVP	Summary Police and crime plan 2017-2021	
<b>Miscellaneous</b>		
Rural Services Network	Weekly news digests	
Southern Water	Stakeholder Workshops	
Kier	M4 J12-13 Closures	
There was also one request for information from a resident, which was fulfilled.		
<b>6. Planning applications</b>		<b>Clerk</b>
6.1	The following applications had been received. <b>17/02579/HOUSE</b> There was concern from one Councillor that the use for the roof space was not part of the application. However it was decided to put forward No objection. <b>17/00083/COMIND</b> No objection. <b>17/03016/FUL</b> Issues of parking and garden space were discussed, and further clarification was sought on this in the application.	
6.2	To receive applications decided by WBC, including any Parish delegated inputs/responses <b>17/02011/CERTP</b> Clarification had been sought on this application as WBC's delegated report recommended that this application be refused but it had been given approval. This is with WBC's legal department at present. The Clerk will ask for further feedback on this.	
<b>7. Town Planning Concerns</b>		
7.1	Nothing further to report at present.	

<p><b>8</b></p> <p>8.1</p> <p>8.2</p>	<p><b>Poors Allotment Charity</b></p> <p>There is a new licensee who is currently clearing the smaller field, with a view to then erecting fences and grazing sheep there. The clearing is proving to be a substantial job. Cllr Leeson had, with approval of fellow councillors, purchased the fencing supplies on behalf of the charity. The new tenant will erect the fencing himself for £600.</p> <p>The previous clerk has been removed as signatory on this charity account and the new clerk has been added.</p> <p>Approval was given for a cheque for Cllr Leeson, for the sum of £1400.92, for reimbursement of fencing expenses. The paperwork was signed at the meeting.</p>	<p><b>Action</b></p>
<p><b>9.</b></p> <p>9.1</p>	<p><b>Review of procedures</b></p> <p>There was nothing to report.</p>	

<b>10. Enborne Parish Council Action Plan</b>				
The following plan was accepted as a list of priorities for the Council, with the review of policies and procedures to be added.				
<b>Item</b>	<b>KEY ISSUE / ACTIVITY</b>	<b>Sub area activity / actions</b>	<b>Current action status (Councillor lead with Clerk) November 2017</b>	<b>Notes</b>
10.1	<b>Completion of the Parish Plan</b>	Analysis of survey response		Now moved to a separate agenda item (See item 11)
10.2	<b>Upgrade of IT and web site</b>	Move to Transparency Code compliance	Vision ICT are still creating the basic website for us. Once we have the basics up to comply with the Transparency Code we hope to expand the site further.	<b>Action: Clerk</b>
10.3	<b>Road Safety / Speed</b>	Enborne Road Speed measure by WBC and next steps	Following a review by WBC, attended by Cllr Croney, part of the Enborne Road will be made a 40mph zone. Because of further statutory requirements, including consultation, the change will take effect in 2019 . It was agreed in principle that EPC pay for the white gates at either end of the reduced speed limit.	<b>No further action required on this at present.</b>
10.4	<b>Policing Cover</b>	Move of Enborne to Thames Valley Policing Cover to Newbury – not Kintbury / Hungerford.	Approval was given to Cllr Croney's draft report. Clerk to find out who our contact at TVP is.	<b>Action: Clerk</b>
10.5	<b>Rural Broadband</b>	Monitor schedule for delivery	Gigaclear are now working in the area and Councillors had been told everyone should be connected by March or April. Gigaclear are making good the informal verges. However, informal verges are sometimes being left unusable.	<b>Action: Clerk</b>
10.6	<b>Finance and banking update</b>	Cheque based multi sign is out dated and needs modernisation to access services and related issues.	It was RESOLVED to move the banking to the Unit Trust Bank.	<b>Deferred to January</b> <b>Action: Clerk</b>
10.7	<b>Councillor recruitment</b>	Agree a lead on filling current vacancy	We have a potential new co-opted Councillor, and it is hoped she will be able to attend a meeting in the new year.	<b>Action: Cllr Leeson</b>
10.8	<b>Footpaths</b>	Review current state of footpaths	Cllr Leeson reported that West Berkshire Council intended to repair the damaged footpath between Enborne School and the dog kennels. This had not yet been completed.	



<p>NALC's Transparency Code funding, towards the cost of the new website, including some training and the clerk's time.</p>			
<p>14.2 It was RESOLVED to pay the following accounts for October-November, details of which had been circulated to Councillors prior to the meeting:</p>			
<b>Payee</b>	<b>Description</b>	<b>Amount</b>	
		<b>Cheque Number</b>	
CommuniCorp	Local councils update plus web update service	£100.00	98
David Weller	Interim internal audit	£30.00	99
Salary clerk	October and November	£672.63	100
Expenses and mileage clerk	Stamps and mileage	£16.02	101
		<u>£818.65</u>	
<p><b>From Poors Allotment Charity Newbury Building Society Account</b></p>			
John Leeson	Fencing expenses	£ 1,400.92	
<p><b>15. Precept</b></p>			
<p>Discussion of the possibility of increased costs in 2018/19 were discussed, partly due to compliance with GDPR. Clerk to send round a draft budget for discussion and approval at January meeting.</p>		<b>Clerk</b>	
<p><b>16. Items of information for the next meeting</b></p>			
<p>There were none.</p>			
<p><b>17. Public comments</b></p>			
<p>17.1 These had been dealt with in the body of the meeting.</p>			
<p><b>18. Next Parish Council Meeting</b></p>			
<p>18.1 The date of the next Parish Council meeting was confirmed as Monday 15<sup>th</sup> January at 7.00. This will be preceded by a meeting of the Poors Allotment Charity at 6.30. Both meetings will take place in The Barn, next to St Michael and All Angels Church, RG20 0JY (please see the Parish Council website for a map).</p>			
<p><b>Part 2 – Confidential</b></p>			
<p><b>19 Staffing</b></p>			
<p>19.1 To receive a report on end of probation period for Clerk from Cllr Croney. It was RESOLVED to accept the recommendations in the staffing report.</p>			