



ENBORNE PARISH COUNCIL

PO Box 6254, Newbury, Berkshire RG14 9NH
Phone 0776 772 3372; e-mail: enbornepc@newbury.net

MINUTES OF THE MEETING OF ENBORNE PARISH COUNCIL HELD AT 7.00 p.m. ON MONDAY 19th MARCH 2018 IN THE BARN, ST. MICHAEL AND ALL ANGELS CHURCH, ENBORNE

PRESENT	Parish Councillors	Cllrs Alan Croney (Chair), John Leeson (Vice-Chair), Paul Hart
	West Berkshire Council Councillors	Cllr James Cole and Cllr Anthony Stansfeld
	Clerk and RFO	Jacqui Thaw
	Members of the public	3

Public Session

WBC Cllr Cole reported that the budget for Citizens Advice this year is £80,000, rather than the £40,000 planned; i.e. a cut of £40,000 in the coming year. He said that Citizens Advice had made a presentation to the Executive in which it was clear that funding of £80,000 would prevent closure. WBC should see one or two million pounds of Business Rates, which will enable them to put some in the reserves, which in audit terms are currently at the minimum. Preparations for GDPR (General Data Protection Regulation) are being made. Ward changes have been formalised; this has resulted in Enborne being part of a large ward with only three councillors.

Items 8 and 6 were dealt with first in order to obtain input from WBC Cllr James Cole before he left the meeting

	Actions
1 Apologies for absence 1.1 Apologies were given by Cllr Darley. Cllr Robinson was unavailable due to work.	
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 January 2018 as a true record.	

<p>4. Matters to report (Clerk)</p> <p>4.1 Recruitment of a new clerk Following an advertisement in the Newbury Weekly News interviews took place on Friday 16th March.</p> <p>4.2 Pensions The lower level of qualifying earnings for auto-enrolment onto a pension scheme for 2018/19 is £6032. With regard to an employee who has more than one job, guidance from The Pension Regulator states that as EPC is a separate employer, they are only required to assess earnings based on what they pay, they do not include payments made from an additional job.</p> <p>4.3 Registration with Information Commissioners Office The current registration, which expires on 31st March has been updated at a cost of £35.00. The new clerk will need to update the contact details.</p> <p>4.4 Bitdefender software Internet security software updated for one year at a cost of £25.00.</p> <p>4.5 Precept A precept of £19,340 was applied for. The amount covers a lift in salary for the new clerk, as well as additional hours, 5% pension contribution, uncertain costs of the General Data Protection Regulation, two new noticeboards, and a sum of £2500 for donations.</p> <p>4.6 Moving Enborne policing from Hungerford to Newbury A proposal to shift the policing of Enborne to Newbury was submitted to Thames Valley Police, the Police and Crime Commissioner and on 22nd February. Initial responses are that this looks logical and, subject to approvals, will hopefully go ahead.</p> <p>4.7 Donation to 1st Battle of Newbury re-enactment The agreed £1,000 donation to celebrate the anniversary of the 1st Battle of Newbury, will be done via the Good Exchange; Greenham Trust will then match-fund the donation.</p> <p>4.8 Speed limit review WBC have confirmed that the recommendations of the speed limit review were recently agreed by our portfolio Member. Enborne has been included on the works programme for 2018/19 and this will be subject to member approval at the end of the month. This means that the speed limit will be amended to as close as possible to that agreed at the speed limit review. They hope to get our scheme underway later in the year.</p>	<p>Actions</p>
<p>5. Correspondence. Email correspondence had been forwarded to councillors regularly.</p>	
<p>6. Planning applications</p> <p>6.1 The following applications had been received. 18/00059/FUL The Barn, Crockham Heath Farm - NO OBJECTION 18/00203/FULD Hill Farm, Boames Lane. OBJECT Discussion of this application revealed concern regarding the size of the new building, the height and subsequent visibility, the modern appearance, the scale of the new entrance, the ecology (there are bats) and the historic nature of the site, which it is said is where the Battle of Newbury began. A full and formal response will be made to WBC. Additionally Councillors requested that WBC Cole 'call in' the application with the Western Area Planning Committee so that it is discussed by Committee; he agreed to formally do this.</p>	<p>Clerk</p>

<p>6.2 To receive applications decided by WBC, including any Parish delegated inputs/responses. 17/02011/CERTP There is still no response from WBC on this, despite further chasing by the Clerk.. 17/03016/FUL Enborne Lakes. Change of use to a family home. WBC planning had REFUSED this in accordance with their own policy. 17/03330/HOUSE Enborne Row - APPROVED by WBC 18/00086/HOUSE 4 Woodfield Close – APPROVED by WBC 18/00395/AGRIC Two Cocks Farm – REFUSED by WBC on the grounds that it is not an agricultural application; a full planning application is required. Due to some difficulties experienced in feeding back on this application, the Chair requested that WBC undertake an internal review of this application, which has been done. The feedback is awaited.</p> <p>It was also shared that Cllr Hart has made a planning application. Since the Chair is considered a neighbour, it will be necessary for the three remaining councillors to be present at the meeting for the Parish Council to make a formal response to WBC.</p> <p>The Chair explained that WBC will no longer be sending planning applications to parish councils and so we the Council will need to consider the purchase of a projector and/or an A3 printer as it is difficult to measure accurately using a laptop.</p>	<p>Actions</p> <p>Clerk</p>
<p>7 Internal and external audit 2018</p> <p>7.1 It was RESOLVED to ask David Weller to conduct the Internal Audit once again. The scope of the internal audit was agreed as follows: to take into account both the council’s risk assessment and wider internal control arrangements. Internal audit work also covers the council’s anti-fraud and corruption arrangements.</p> <p>Re the external audit, as a council with under £25,000 for both income and expenditure, subject to certain conditions, the Parish Council may be able to elect whether or not to undergo an external audit. It was felt that with a new clerk about to come into post, there may be less capacity to undertake an external audit. No decision was made at this meeting.</p>	
<p>8. Parish Plan</p> <p>8.1 It was RESOLVED to approve the draft of the Parish Plan which was formally approved by the Council and for submission to WBC for their endorsement. It is hoped that we can then present the WBC-endorsed plan to the May meeting of EPC. The Council and Clerk expressed their gratitude to the Chair for his efforts in analysing the survey responses and writing the Plan-</p>	

<p>9. Report on shift of policing cover 9.1 The proposal on the shift of policing was submitted in February and, subject to approval, we are hopeful it will go ahead. The PCC has supported our request.</p>	Action																								
<p>10. Rural broadband Gigaclear have encountered some problems laying cables for the infrastructure on Enborne Row, which is further delaying the work to connect individual homes.. The Chair also confirmed that, following correspondence with Sovereign Housing Association, and Richard Benyon, MP, Sovereign have confirmed that the wayleave is in place for Gigaclear to lay the cables down their private road and they will fund the cable laying as well.</p>																									
<p>11. Finance and banking 11.1 It was RESOLVED to transfer the bank statements to the PO Box ASAP 11.2 It was RESOLVED to transfer the new clerk as a signatory on the Poors NBS Account and to remove the current clerk 11.3 It was RESOLVED To ask the new clerk to set up banking with Unity Trust Bank with all Councillors as signatories</p>	Clerk, Cllr Lesson,																								
<p>12. Recruitment of new councillors 12.1 With reference to NALC's Legal Topic Note 8 on Elections, it was RESOLVED to advertise the vacancy for a councillor on the parish noticeboards and website.</p>	Clerk																								
<p>13. Reports from meetings 13.1 The Chair had attended the District Parish Conference last week, which had a Health and Wellbeing focus, particularly looking at what parish councils could do in this area. It was felt that without a workforce to carry out the actions, most of this work would not be possible for a very small parish council like Enborne.</p>																									
<p>14. Finance 14.1 It was RESOLVED to pay the following accounts for February-March, details of which had been circulated to Councillors prior to the meeting:</p> <p>Accounts for payment/approval for meeting of 19.03.18</p> <table border="1" data-bbox="151 1630 1284 2027"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>SLCC Enterprises Ltd</td> <td>GDPR Webinar</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td>Jacqui Thaw</td> <td>Bitdefender internet security, phone top-up and printer inks, re-registration ICO</td> <td style="text-align: right;">£137.20</td> </tr> <tr> <td>Newbury News Ltd</td> <td>Job advert</td> <td style="text-align: right;">£648.22</td> </tr> <tr> <td>The Good Exchange</td> <td>1st Battle of Newbury donation</td> <td style="text-align: right;">£1,000.00</td> </tr> <tr> <td>Jacqui Thaw</td> <td>Salary Feb-March and holiday pay</td> <td style="text-align: right;">£825.28</td> </tr> <tr> <td>HMRC</td> <td>Feb-March</td> <td style="text-align: right;">£166.40</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£2,813.10</td> </tr> </tbody> </table>	Payee	Description	Amount	SLCC Enterprises Ltd	GDPR Webinar	£36.00	Jacqui Thaw	Bitdefender internet security, phone top-up and printer inks, re-registration ICO	£137.20	Newbury News Ltd	Job advert	£648.22	The Good Exchange	1st Battle of Newbury donation	£1,000.00	Jacqui Thaw	Salary Feb-March and holiday pay	£825.28	HMRC	Feb-March	£166.40			£2,813.10	
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<p>From the Pools Allotment Account at Newbury Building Society</p> <p>Came and company Insurance for Pools and Trustees £218.00</p>	Actions
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<p>15. Parish Engagement re Newbury Town Plan and WBC Local Development Plan</p> <p>The Chair had attended meetings and given feedback on the draft. Enborne is mentioned in the draft, but although NTC had looked not just at their own boundaries, but also at adjoining settlements, they had not included Spring Gardens and Enborne Lodge. Feedback was also given re accessing the plan online.</p>	
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<p>16. Items of information</p> <p>16.1 It was suggested that we invite Gigaclear to the May meetings.</p>	Clerk
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<p>17. Public comments</p> <p>17.1 WBC Cllr Stansfeld commented that EPC must beware of being subsumed into Newbury, and becoming an urban council, particularly east of the A34.</p> <p>A resident asked about the Battle of Newbury commemorations. These will take place 23 and 24th June 2018 on the battlefield site accessed from Cope Hall Lane. On each day a re-enactment will take place. This event is being organised in collaboration with the National Civil War Society.</p>	
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<p>18. Next Parish Council Meeting</p> <p>18.1 The date of the next meeting of the Parish Council, the Annual Meeting of the Parish Council, was confirmed as Monday 21st May 2018, in the Barn, St Michaels and All Angels Church, Enborne, immediately following the Annual Parish Meeting and the meeting of the Parish Council as Corporate Trustee of the Pools Allotment Committee. Times to be confirmed.</p> <p>The meeting 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>Part 2 – Confidential</p> <p>19. Staffing</p> <p>19.1 It was RESOLVED to appoint a the new clerk to Enborne Parish Council, subject to her acceptance, starting at a date to be agreed, subject to availability and satisfactory references, salary on Scale LS2 (point 27-31). Salary to be reviewed at the end of her probationary period, and on obtaining ILCA and CILCA, as per the NALC/SLCC Model Contract of Employment.</p> <p>19.2 The outgoing clerk’s notice period ended on 20th February and she continued to work on a temporary basis. It was RESOLVED to pay the outgoing clerk at point 31 during her period of temporary employment.</p> <p>There being no further business the meeting concluded.</p>	
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