



ENBORNE PARISH COUNCIL

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**MINUTES OF THE MEETING OF ENBORNE PARISH COUNCIL
HELD AT 7.00 p.m. ON MONDAY 15th JANUARY 2018
IN THE BARN, ST. MICHAEL AND ALL ANGELS CHURCH, ENBORNE**

PRESENT	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

Public Session

In the public session WBC Cllr Cole informed the meeting that he is now the Chair of the Licensing Committee.

He also spoke about the potential traffic implications for Enborne of housing developments in the vicinity, such as one appeal currently in Kintbury.

With regard to finances at WBC, Cllr Cole reported that WBC are allowed to raise the Council Tax this year. There is a pay award pending, which will increase pressure on WBC's finances. However, WBC has been selected to take part in a Business Rates Retention pilot, which will mean WBC can keep a percentage of their business rates in 2018/19.

There was discussion of the cut to WBC funding for Citizens Advice. Cllr Cole reported that there is a great deal of support for Citizens Advice but that choices have to be made. Adult Social Care has an overspend of some one million pounds. However, he reported that the cut to Citizens Advice may not be as severe as planned.

Items 6 and 16 were dealt with first in order to allow WBC Cllr James Cole and the member of the public, who was attending to discuss the celebration of the first battle of Newbury, to leave the meeting if they wished to.

	Action
1 Apologies for absence 1.1 There were none.	
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.	

<p>3 Minutes of the last Parish Council meeting</p> <p>3.1 The Parish Council RESOLVED to sign the minutes of the meetings of 13th November 2017 as a true record.</p>																					
<p>4. Matters to report (Clerk)</p> <p>4.1 GDPR Genera Data Protection Regulation, May 2018 Information has started to come from NALC about the requirements for smaller parish councils like Enborne. The guidance recently stated that even small PCs will need a Data Protection Officer (DPO), although it's not clear how this will work, and whether there will be some sort of centralised offering. It was clear that the DPO cannot be the Clerk as they need to be independent. Consequently, we will need to allow an amount for this in the precept next year. NALC will be issuing clearer guidance and supporting documents in due course. Meanwhile, Councillors should start to audit what information they hold about individuals.</p> <p>4.2 Precept for 2018/19 This needs to be applied for by 31 January latest, once budget agreed at this meeting (under item 17).</p>	<p>All</p> <p>Clerk</p>																				
<p>5. Correspondence</p> <p>Email correspondence had been forwarded to councillors regularly. An abridged list of correspondence includes:</p> <table border="1" data-bbox="113 1160 1337 2011"> <thead> <tr> <th colspan="2" data-bbox="113 1160 1337 1205">West Berkshire Council</th> </tr> </thead> <tbody> <tr> <td data-bbox="113 1205 635 1641">West Berkshire Council</td> <td data-bbox="635 1205 1337 1641"> District Parish Conference slides Consultation on 2018/19 budget proposals Library usage figures and parish update Making every adult matter Western Area Planning Committee Speed awareness training - update on current situation Future supply of Register of electors Precept application reminder Information about precept levels 17/18 Invitation to District Parish Conference 15 March 2018 New British Sign Language Support Service </td> </tr> <tr> <th colspan="2" data-bbox="113 1641 1337 1686">Berkshire/National Association of Local Councils/SLCC/CCB</th> </tr> <tr> <td data-bbox="113 1686 635 1731">NALC</td> <td data-bbox="635 1686 1337 1731">Response to budget, including devolution</td> </tr> <tr> <td data-bbox="113 1731 635 1809">BALC</td> <td data-bbox="635 1731 1337 1809">Winter e-bulletin, including Annual review and letter re beacons in 1st World War</td> </tr> <tr> <td data-bbox="113 1809 635 1854">NALC</td> <td data-bbox="635 1809 1337 1854">Response to Brexit</td> </tr> <tr> <td data-bbox="113 1854 635 1899">BALC</td> <td data-bbox="635 1854 1337 1899">2nd winter e-bulleting including GDPR</td> </tr> <tr> <td data-bbox="113 1899 635 1944">CCB</td> <td data-bbox="635 1899 1337 1944">Free funding workshop</td> </tr> <tr> <td data-bbox="113 1944 635 1989">SLCC</td> <td data-bbox="635 1944 1337 1989">News bulletin</td> </tr> <tr> <th colspan="2" data-bbox="113 1989 1337 2022">HMRC, Government and Thames Valley Police</th> </tr> </tbody> </table>		West Berkshire Council		West Berkshire Council	District Parish Conference slides Consultation on 2018/19 budget proposals Library usage figures and parish update Making every adult matter Western Area Planning Committee Speed awareness training - update on current situation Future supply of Register of electors Precept application reminder Information about precept levels 17/18 Invitation to District Parish Conference 15 March 2018 New British Sign Language Support Service	Berkshire/National Association of Local Councils/SLCC/CCB		NALC	Response to budget, including devolution	BALC	Winter e-bulletin, including Annual review and letter re beacons in 1st World War	NALC	Response to Brexit	BALC	2nd winter e-bulleting including GDPR	CCB	Free funding workshop	SLCC	News bulletin	HMRC, Government and Thames Valley Police	
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HMRC	Changes to form VAT126	Action
Miscellaneous		
Rural Payments Agency	Basic Payment Scheme	
Rural Payments Agency	Cross-compliance guidance	
Rural Payments Agency	Remittance advice	
Smaller Authorities Audit Appointments	Notification of external auditor	
SW Newbury Neighbourhood Action Group	Speeding concerns and outline of process	
6. Planning applications		
6.1	The following applications had been received. 17/02775/LBC2 Crockham Heath Farm - Support 17/03016/FUL Enborne Lakes No objection 17/03172/HOUSE Harvest Barn, Skinners Green No objection 17/00103/FULD White Hart Inn, Hamstead Marshall Object on the grounds that it is a social asset. Mention was made of a complaint by a resident regarding the change of use of a property, which has been let out as a separate residence. The consent restricted use to family only.	Clerk
6.2	To receive applications decided by WBC, including any Parish delegated inputs/responses. 17/02011/CERTP This was still with the legal department at WBC. Clerk to chase. 17/02579/HOUSE Merrion. WBC planning had approved this with the condition that it was not to be used as a stand-alone unit, separate from the main house.	Clerk
7 Poors Allotment Charity		
7.1	Following the meeting of the Poors Allotment Committee prior to the Parish meeting, please see separate minutes of the Poors for 15 th January 2018.	
7.2	Approval was given for a cheque for Cllr Leeson, for the sum of £217, in reimbursement of Poors charity membership of the CLA (Country Landowners Association). The paperwork was signed at the meeting.	
8. Review of procedures		
8.1	Update on GDPR received in clerk's report. We await further information and clarification from NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks).	Cllr Cronney/ Clerk
	Resignation of Clerk The Clerk formally resigned from her post, but agreed to a longer notice period until end of February and to help out thereafter on a temporary basis while a replacement is recruited.	

9. 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) November 2017	Notes
9.1	Completion of the Parish Plan	Analysis of survey response		Now moved to a separate agenda item.
9.2	Upgrade of IT and web site	Move to Transparency Code compliance	Ongoing.	Action: Clerk
9.3	Road Safety / Speed	Enborne Road Speed measure by WBC and next steps	In progress	No further action required on this at present.
9.4	Policing Cover	Move of Enborne to Thames Valley Policing Cover to Newbury – not Kintbury / Hungerford.	Get contacts from Angela Money.	Action: Clerk
9.5	Rural Broadband	Monitor schedule for delivery	Chair to monitor and also looking at access on private roads owned by Sovereign	Action: Cllr Croney
9.6	Finance and banking update	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.	Deferred Action: Clerk
9.7	Councillor recruitment	Agree a lead on filling current vacancy	Deferred.	Action: Cllr Leeson
9.8	Footpaths	Review current state of footpaths	The November meeting reported that West Berkshire Council intended to repair the damaged footpath between Enborne School and the dog kennels. This had not yet been completed.	WBC

13. Finance

13.1. The Council reviewed the current expenditure against budget, which leaves a sizeable balance to take forward into 2018/19. There are some unknown expenses (e.g. GDPR) and also the costs of recruitment and training of a new clerk, which will reduce the balance somewhat.

13.2 It was RESOLVED to pay the following accounts for December-January, details of which had been circulated to Councillors prior to the meeting:

Clerk

Payee	Description	Amount	Cheque Number
Vision ICT	New website Fundamental Cllr training 24 Oct Cllr Croney and GDPR training 24 Nov	£1,023.60	*102
BALC	Clerk December and January,	£96.00	103
Salary clerk	incl backpay	£669.96	104
HMRC	Tax and NI	£84.09	105
Expenses and mileage clerk	Incl. travel for GDPR training	£30.60	106
	Total	£1,904.25	

*102 paid on
1/12.17. Minuted
at 10.2 on 03.07.17

**From Poors
Allotment Charity
Newbury Building
Society Account**

John Leeson	Poors membership of CLA	£217.00
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Following the earlier discussion on the commemoration of the First Battle of Newbury, it was RESOLVED to donate £1000 towards the event; the cheque will be signed at the March meeting.

Clerk

14. Chair of Staffing and Complaints Committees

14.1 Cllr Hart was elected to the Staffing Committee and to take the Chair of the Committee.

Cllr Darley was elected as Chair of the Complaints Committee.

15. Parish Engagement re Newbury Town Plan and WBC Local Development Plan

It was RESOLVED that Cllr Croney would represent the Parish Council on both Committees, where time commitments allowed..

<p>16 Support for First Battle of Newbury Commemorations (This item was taken after Item 6) Chris Garrett, from the organising committee of the First Battle of Newbury, attended the meeting, and provided handouts regarding the plans so far for the event. The event will take place over 2 days 23rd -24th June 2018, celebrating 375 years since the first Battle of Newbury. There will be an artillery display and cavalry as well as a re-enactment of the Battle. They expect some 2000 visitors on each day. The event is being organised in conjunction with the English Civil War Society. Issues of noise disturbance were discussed, with some noise expected at Skinners Green and Wash Common. Along with an estimated £10,000 from the gate over two days the Committee needs to raise a further £12500 from sponsorship. Given the links with the local area the Council RESOLVED to support the event in 18/19 with a donation of £1000 if the precept was agreed by WBC. (This was later amended, under point 17, and it was RESOLVED to be paid from the budget in the current year). Chris Garrett and WBC Cllr James Cole left the meeting after this item. Mr Garrett also agreed, in principle, that the Parish could also have a small stall at the event in return for this support. This is essential for the Parish as our normal Garden Society event is unlikely to take place.</p>	<p>Action</p>
<p>17. Precept 17.1 The draft budget for 18/19 was circulated before the meeting. It was agreed to apply for an increased precept of £19,340 for 2018/19. This reflects a small increase in hours for the clerk, as well as increasing the salary. It also reflects the need to assign a Data Protection Officer under the General Data Protection Regulation, coming in May 2018. The budget for grants is increased from £750 to £2500, and £4000 for two new noticeboards in also included.</p>	<p>Clerk</p>
<p>18. Items of information 18.1 There were no items of information for further meetings.</p>	
<p>19. Public comments 19.1 There were none.</p>	
<p>20. Next Parish Council Meeting 20.1 The date of the next Parish Council meeting was changed to Monday 19th March at 7.00. There will be no meeting of the Pours Allotment Charity on this occasion. 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>	