

# CHIEVELEY PARISH COUNCIL

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## DRAFT Minutes of a Parish Council Meeting held on 8 October 2024 Chieveley Village Hall, Chieveley RG20 8TE

**Members present:** Cllr. Lesley Dick (Acting Chair)  
Cllr. Maurice Beard  
Cllr. David Cowan  
Cllr. Rob Crispin  
Cllr. Eric Friend  
Cllr. Matthew Gilman  
Cllr. Sarah Hutchison

**Parish Clerk:** none

**District Councillor:** none

**In attendance:** 0 members of the public

### 24.10.1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Derry, District Cllr. Heather Codling and District Cllr. Paul Dick.

### 24.10.2 DECLARATIONS OF INTEREST ON AGENDA ITEMS

No members of the Parish Council raised any declarations of interest.

### 24.10.3 PUBLIC PARTICIPATION

There were no questions, comments or representations.

### 24.10.4 MINUTES

It was **RESOLVED** that the Minutes of the Parish Council meeting held on 10 September 2024 were a true record of the meeting.

### 24.10.5 PLANNING APPLICATIONS

(i) The following new planning applications were considered:

[24/01942/HOUSE](#) Homeborough, Oxford Road, Chieveley. Single storey rear extension and refurbishments to existing garage. It was **RESOLVED** to submit a response of no objection.

[24/01864/FUL](#) Orchard Barn Oxford Road Chieveley. Change of use of part of barn from B1(c) (light industrial) use (now Class E(g)) to B2 (general industrial) use. It was **RESOLVED** to submit a response of no objection.

[24/01974/HOUSE](#) 23 The Green, Chieveley. Replacing rear conservatory with extension and converting loft space. It was **RESOLVED** to submit a response of no objection.

[24/01836/HOUSE](#) 8 Priors Court Cottages, Priors Court, Hermitage. Erection of garage building. It was **RESOLVED** to submit a response of objection, noting previous comments for this site with respect to over development.

(ii) The following recent planning decisions had been taken by WBC:

[24/01157/FUL](#) Quackers Day Nursery High Street Chieveley. Erection of a single storey detached classroom, and re-location of fence between the side of the day nursery and north side boundary of the site. Refused: 13 September 2024.

[23/01805/FUL](#) Coombe House, High Street, Chieveley, Newbury RG20 8UX. Conversion of existing outbuilding to ancillary accommodation together with a pitched roof extension with photovoltaic panels within its courtyard; construction of new external storage along the walls of courtyard with a new pitched roof and photovoltaic panels. Granted: 16 September 2024.

(iii) A notice of an appeal following a recent planning decision taken by WBC was considered:

[23/01577/FUL](#) Demolition of industrial units and pigsty, and construction of 4 residential dwellings and parking provision (pursuant to refusal 22/00106/FULD) Appeal Ref. APP/W0340/W/24/3349957. It was **RESOLVED** to submit a response of objection, based on the previous objection.

**ACTION:** Cllr. Cowan to draft the response for submission by Cllr. Derry.

(iv) Further Notifications

Proposed Base Station installation at Cornerstone 12142829\_1309VF) at Hermitage Farms, Oare Village RG18 9SD. NGR E: 450468 N: 174158). **NOTED.**

#### 24.10.6 FINANCE

##### (i) Income and Expenditure

- a. It was **RESOLVED** to approve the payments shown in Appendix 1, except for the working from home payment. Clarification on the terms of the payment was requested.
- b. The Bank Reconciliation to 1 September 2024 was **NOTED.**
- c. It was **RESOLVED** to approve the Quarter 2, 2024-2025 budget vs expenditure.

##### (ii) Annual Governance and Accountability Return

The Annual Governance and Accountability Return (AGAR). The External Auditor's Report and Certificate for 2023/24 (section 3) was **RECEIVED**. The Report noted that the information provided in the AGAR had been in accordance with proper practice.

##### (iii) Bank Accounts

- a. Unity Trust Bank Mandate. The proposal to provide the current Chairman with full rights to the mandate and raise payments until a new clerk had been appointed was **APPROVED** (proposed by Cllr. Hutchison, seconded by Cllr. Crispin, all in favour)
- b. Royal Bank of Scotland Bank Account. The proposal for postal bank statements to be sent to the Chairman until a new clerk had been appointed was **APPROVED.**

#### 24.10.7 CLERK RECRUITMENT

Cllr Dick provided the following update on the recruitment of a new clerk:

- As the intention was to find a new clerk at the earliest opportunity, advice from the Hampshire Association of Local Council (HALC) was that a locum clerk would not be needed. Cllr. Derry would provide support until a new clerk had been appointed.
- An advert had been submitted to HALC for publication on its website and on the Berkshire Association of Local Council (BALC) website and newsletter. The outgoing clerk had also made other clerks aware of the vacancy via the local clerks' WhatsApp Group.

- Interviews were planned for 28 November 2024 and would involve Cllrs. Derry, Dick and Crispin. The Parish Council thanked the outgoing Clerk, Kim Lloyd, for her services and support.

#### **24.10.8 WBC's DRAFT WASTE MANAGEMENT STRATEGY**

WBC's Draft Waste Management Strategy was noted. It was **RESOLVED** that a Parish Council response would not be representative of household circumstances and attitudes. Individual responses were therefore encouraged.

#### **24.10.9 CLERK'S REPORT**

The following updates were received:

##### **(i) Parish Entrance Gates (minute 24.5.16 refers)**

If the Parish Council purchased Village entrance gates that met WBC specifications, WBC would meet the costs of installation. WBC would provide a quote for consideration and confirmed that it would meet the deadline for the members bid (31 October). This would allow the Parish Council to apply for a District Cllrs members bid of up to 40% of the cost.

##### **(ii) Stable View unlawful development (minute 24.6.13 refers)**

District Cllrs were investigating the closure of the enforcement enquiry and would report back.

##### **(iii) Closure and re-routing of local byways and footpaths in Curridge (minute 24.6.13 refers)**

**ACTION:** Cllr. Friend to contact Stuart Higgins (WBC) again to arrange a meeting.

##### **(iv) Curridge Playground Tree Removal Work (minute 24.7.11 refers)**

EJM Tree Surgery confirmed that the work had not been completed but it would be scheduled as a priority. Cllr. Crispin would inform EJB to correspond with Cllr. Derry.

##### **(v) New Entrance on B4009 (minute 9.10.9 refers)**

District Cllrs were investigating the new entrance onto the B4009. Cars had been observed queuing on the road awaiting access and there had been reports of HGV lorries entering and exiting the site.

##### **(vi) Curridge bin (9.10.7 refers)**

WBC had not yet emailed the Parish Council giving agreement for the bin.

##### **(vii) District Parish Conference: Tuesday 29 October**

The meeting would take place at 6pm in WBC Council Offices and Cllrs were invited to attend in person or via zoom. An agenda for the meeting would be circulated in due course.

#### **24.10.10 COUNCILLORS' REPORTS**

(i) The Opposition Report for September from District Cllr. Dick was received.

(ii) The following reports from Cllrs were received:

**OARE:** New activity and an additional caravan at Stable View had been reported. Dogs were frequently escaping from the site. District Cllrs were investigating the closure of the enforcement issues.

The meeting received the sad news of the death of Mike Taylor. His funeral would take place on 18 October at 11.30am at St Mary's Church, Chieveley followed by a wake at Hermitage Village Hall.

**CURRIDGE:** The report from the Enforcement Officers investigating Oakland Park was received.

**CHIEVELEY:** (i) Two Community Speedwatch sessions had been held in the last month.  
(ii) Overgrowth from The Thatched House (opposite Quackers Nursery) was obstructing the pavement and crossing. Cllr. Beard agreed to raise the matter via the WBC 'Report a Problem' web page.

**24.10.11 FUTURE AGENDA ITEMS**

The following topics were identified as future agenda items:

- New Parish Council Website
- Proposal for maintenance of bridleway (DC)
- Curridge Wastelands Charity – update on activity (RC)
- Risk Management Policy and Risk Register – the outgoing Clerk had drafted a Risk Management Policy and Risk Register for 2024-25.

**24.10.12 DATES OF FUTURE PARISH COUNCIL MEETINGS (all at 7.30pm)**

12 November 2024: Chieveley Village Hall, Rear of Club Room

10 December 2024: Chieveley Village Hall, Rear of Club Room

**APPENDIX 1**

**October 2024 payments: approved**

<b>Invoice No /Ref</b>	<b>Details</b>	<b>Name of Payee</b>	<b>Amount</b>
2139	Dog Waste Collection, 2302	Tactical Facilities Management Ltd	97.92
09.10.2024	Employer Tax/NI - Final	HMRC	9.40
09.10.2024	Clerk Pension - Final	Berkshire Pension	204.04
09.10.2024	Clerk Salary - Final	Kim Lloyd	602.67
23.09.2024	Clerk Payroll - 2237 Final	SME Accounting Services Ltd	12.00
30.09.24	UTB Service Charge: 04/06/2024 - 03/09/2024	Unity Trust Bank	18.00
July 2024	Microsoft 365 annual subscription 2024-25	Kim Lloyd	59.99
25.09.2024	External Audit AGAR 2023-2024	PKF Littlejohn Plc	756.00