

CHIEVELEY PARISH COUNCIL

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PARISH COUNCIL MEETING MINUTES FOR TUESDAY 20 JUNE 2023 AT 7.30PM IN THE CHIEVELEY VILLAGE HALL.

Cllrs. Present:

Cllr. Sandie Allan

Cllr. Maurice Beard

Cllr. Mike Belcher

Cllr. Rob Crispin

Cllr. David Cowan

Cllr. Lesley Derry (Chairman)

Cllr. Eric Friend

Cllr. Sarah Hutchison (Vice Chairman)

Clerk: Mrs K Lloyd

Members of the Public: 3

Ward Member: Cllr. Heather Codling

The Chairman announced that the Clerk would record the meeting and that the recording would be deleted when the minutes had been approved at the next meeting.

1 APOLOGIES FOR ABSENCE

Cllr. Lesley Dick sent her apologies.

2 DECLARATIONS OF INTEREST ON AGENDA ITEMS AND DECLARATION OF MEMBERS INTEREST FORMS

Cllr. Derry declared the following interests: (i) the Showground (Item 9) as she was a member of the Newbury and District Agricultural Society (NADAS); and (ii) planning application 23/01092 (item 6) as she was a neighbour to 2 Ivy Cottages.

3 PUBLIC PARTICPATION

Chieveley and Cold Ash Ward Member, Cllr Codling (Portfolio Holder for Children, Education and Young People's Services) introduced herself to the Council. Cllr. Codling said that she would support the Parish Council where she could and had recently been involved with potholes and overhanging hedges in the Parish.

Cllr. David Cowan asked for updates on West Berkshire Council's (WBC) Local Plan. Cllr. Codling said questions from the Secretary of State had been received. She understood that an extension had been requested, which could result in a delay to the examination process.

Cllr. Derry asked that the 'Community Speedwatch' item be brought forward to allow a member of the public to report on progress of the Speed Awareness Group (SAG), followed by a general discussion. All agreed.

Mr Alan Hall from SAG reported that he had worked with WBC's Safety Team to identify appropriate placing of the speedwatch signs. The signs did not need to be permanent but must be visible to drivers before any community speedwatch activities could be undertaken. Ten smaller signs were identified for Curridge at £586 plus VAT and seven larger signs for Chieveley at £949 plus VAT. SAG asked the Parish Council to fund this expense.

4 COMMUNITY SPEEDWATCH

After a full discussion, it was agreed that Curridge required only six signs and that two signs could be used in Oare. Curridge Councillors agreed to confirm the agreed position of the signs with Mr Hall directly or via the Clerk. Councillors then **RESOLVED UNANIMOUSLY** to agree the cost for the signage, on the understanding that the final total costs would be less than originally proposed as two signs were no longer needed.

ACTION: Curridge Cllrs

More volunteers were needed to carry out speed checks in Chieveley. Social media and the website would be used to promote the Group's activities and encourage participation.

ACTION: Clerk

5 MINUTES

Councillors **RESOLVED UNANIMOUSLY** to confirm and adopt the Minutes of the Parish Council meeting held on 9 May 2023.

The following updates on matters arising were received:

- **Item 17: Removal of foliage from footpath sign**

This had not been actioned by WBC; the Clerk would chase.

ACTION: Clerk

- **Item 18: Progress on installation of irrigation system**

Cllr. Crispin said that WBC still considered this to be 'work in progress'. He would seek the support of Cllr Codling to encourage WBC to make actual progress.

Councillors **RESOLVED UNANIMOUSLY** to confirm and adopt the Parish Assembly Minutes held on 11 April 2023.

6 PLANNING SCHEDULE (Appendix 1)

The Parish Council resolved to no objections on all planning applications shown in Appendix 1. Cllr. Derry abstained on planning application 23/01092, 2 Ivy Cottages.

Additional comments were made on planning application 23/01167, The Limes: (i) that the boundary wall might be set further back to allow better pedestrian access from the highway; and (ii) to note that reference to the demolition of the building in a conservation area had not been included in the planning history.

7 FINANCE

Councillors **RESOLVED UNANIMOUSLY** to approve the June Income and Payments as shown below.

The internal Auditor invoice of £110 was presented in the meeting and approved for payment.

Statement of Accounts Accounts for Payment June 2023

Expenditure brought forward 23-24 £17,345.55

Payments

Cheque No	Payee	Description		Amount
1760 *	Simon Halliday	Expenses for the Coronation Event	£	460.53
1761 *	BHIB	Parish Insurance for 2023-2024	£	842.06
1762	Rob Crispin	Expenses for the Hard Drive (to transfer data from the old laptop)	£	58.99
1763	HMRC	Employee/Employer Tax and NI	£	1,364.53
1764	Kim Lloyd	Clerk Salary - June 2023		
1764	Kim Lloyd	Postage stamps	£	12.00
1765	Sue Ellis	2023 Data Protection and Freedom of Information Consultancy Service	£	25.00
1766	Tactical Facilities Management Ltd	Emergency Dog Waste Collection in Curridge	£	12.89
1767	SME Accounting Services Ltd	Payroll for June 203	£	12.00
1768	BALC	Subs for 2023	£	563.34

PAID *

NB PAYE Employee, Employers and NI contributions are accrued and paid quarterly

Receipts

08.05.2023	WBC	21/00412/FUL Hazelhanger Farm, North Heath, Chieveley RG20	£	3,558.59
31.05.2023	RBS	High Interest Account Interest	£	23.71

The 2023-2024 Budget vs Expenditure to date was noted.

Options for online banking.

The Clerk had compared the terms and costs of five banks and recommended Barclays or Unity Trust Bank:

- Barclays offered a free service, but the mandate could take more than 12 weeks to set up and telephone contact was very difficult.
- The Unity Trust Bank charged £6 per month; the mandate set up would take a few weeks, but telephone contact/support was easier.

Cllr. Cowan suggested using the same bank for the interest-bearing account and the current account to increase efficiency and save time. The Clerk would investigate this possibility with Barclays and UTB and confirm interest rates.

ACTION: Clerk

8 ANNUAL GOVERNANCE ACCOUNTABILITY RETURN 2022/23 (AGAR)

- Section 1 of the AGAR
- Section 2 of the AGAR

The Council approved the AGAR for 2022/23 and the Chairman and Clerk both signed section 1 and section 2.

9 APPOINTMENTS TO COMMITTEES, WORKING GROUPS FOR THE FORTHCOMING YEAR

The final list of appointments to Committees and Working Groups would be circulated when all councillors had submitted responses.

10 IT ISSUES

a) Cloud storage

Cllr. Derry had proposed using [Microsoft 365](#) to provide secure storage and ensure up-to-date Microsoft Office applications. A personal account (£59.99 pa) would allow Microsoft Office to be used on up to five devices simultaneously and provided 1TB of cloud storage. Councillors **RESOLVED UNANIMOUSLY** to subscribe to a personal account for the Parish Council at an annual cost of £59.99.

ACTION: Clerk/Cllr. Derry

b) Parish Council emails

To ensure privacy and protect against potential FOIA requests, Councillors were advised to use a dedicated email address for Parish Council matters. Councillors agreed to consider web-based email accounts if the accounts were easy to access and use. The Clerk would investigate this further with Andrew Singleton, the Chieveley Website administrator.

ACTION: Clerk

11 CHIEVELEY FOOTPATH

Cllr. Cowan said that CPC's response to WBC's draft local plan had included a request for a footpath from East Lane to the Recreation Centre. The Diocese's response had included the East Lane development and a proposal to gift some adjacent land for use as a burial ground. It was agreed that Parish Council should contact the Diocese (and later WBC) about the possibility of including a footpath as part of the East Lane development.

Following discussions with the Diocese, the Burial Ground Working Group would resume its consideration of a Chieveley Parish burial ground.

ACTION: Cllr. Derry/Cllr. Cowan/Clerk

12 PARISH COUNCIL DOCUMENTS

The social media policy was approved and adopted. It was agreed that the Clerk should set up a Parish Council Facebook page using the Clerk profile rather than her personal profile.

ACTION: Clerk

13 COMMUNITY ENGAGEMENT

Cllrs. Hutchison and Derry had met with the Chieveley students attending The Downs School to explore facilities or services that would improve their day-to-day lives in Chieveley village. The discussion was presented as a report to the Council for possible further consideration at a later date. The possibility of similar meetings with Curridge and Oare students to identify opportunities for local provision was suggested.

14 BUS SHELTER INSPECTIONS

After a discussion, it was agreed that bus shelters in Chieveley were adequately maintained on an ad hoc basis. The bus shelter in Long Road, Curridge, however, needed more formal maintenance arrangements. The Clerk would investigate cost-effective options (including paying a local volunteer) for discussion at the next meeting.

ACTION: Clerk

15 PARISH DOG WASTE COLLECTION CONTRACTORS

A proposal from the Clerk to transfer responsibility for dog waste collection to Tactical Facilities Management (TFM) was considered. West Berkshire Council's contractors had been unreliable and, despite repeated requests to WBC, bins had not been emptied. At the request of the Clerk, TFM had undertaken emergency same-day collections. Adjacent parishes had also experienced waste-collection issues with WBC contractors.

Cllr. Crispin requested that TFM provide a service specification. Once received and checked by the Clerk to be satisfactory, it was agreed that dog waste collections transfer to TFM. **ACTION: Clerk**

16 CLERK REPORT

The Clerk had contacted the NADAS Chairman about the congestion caused by the *All About Dogs* show. NADAS had been aware of the traffic management problems although no complaints had been received during the event.

Larger events (involving more than 1500 vehicle movements) were required to submit a Traffic Management Plan (TMP) to WBC for approval. TMPs had been submitted but the person assessing the plans was on maternity leave, No one was providing cover during her absence, so the plans were being ignored. For all new hire agreements, NADAS would require a TMP to be approved by both WBC and NADAS. However, this requirement could not be applied retrospectively.

Email Correspondence

08/06 Email from members of the SAG that the new Curridge footpath was amazing and thanks to the Parish Council for pushing this through.

08/06 Email Parish report from ward member Cllr. Paul Dick.

07/06 Email from WBC. The Big Community Switch scheme (<https://www.westberks.gov.uk/communityswitch>) to help residents identify cheaper energy tariffs on renewable energy. Residents had until 31 July to register and accept offers.

30/05 Email invitation to join the West Berkshire Parish Climate Forum on Wednesday 5 July 2023

The Clerk was delighted to report that she had passed the Certificate in Local Council Administration (CiLCA) course. The Certificate from the Awarding Body, Ascentis, should be received within three months. The Clerk would investigate how Chieveley Parish Council could apply for General Power of Competence (GPC), which was awarded to a Council with two-thirds of its members elected and the Clerk holding the CiLCA or higher.

17 COUNCILLORS REPORTS on items not covered elsewhere

- **Oare** – no reports.
- **Curridge**

Cllr. Friend reported that the WI had celebrated its 100-year anniversary with a tea party at the WI Hall. Also that reactions to the new Curridge Footway between Crabtree Lane and Plantation Close had been positive; it was regarded as a great addition to the village. He thanked the Clerk for her perseverance with this project.

- **Chieveley**

Cllr. Cowan reported a problem on the poor state of bridleway 5/5a and encouraged others to also report this as a problem

Cllr. Derry raised the concerns about congestion along East Lane caused by drivers parking outside the pharmacy. This had been exacerbated when emergency work in Graces Lane caused Village traffic to be diverted along East Lane. Parked cars prevented traffic flowing along the Lane. The Clerk would report this to WBC. Councillors were encouraged to take photographs of congestion incidents to forward to WBC Highways Safety Team.

ACTION: Clerk

Cllr. Derry reminded Councillors that the new Chieveley playground would be officially opened on Sunday 2 July at 2pm.

18 MATTERS FOR FUTURE CONSIDERATION

- Community Warm Hubs – for discussion in July
- Burial ground – for discussion in July.
- Stable View (and other traveller sites) – for discussion in September
- Date and format of 2024 Assembly – for discussion in September

19 DATE OF THE NEXT PARISH COUNCIL MEETING

Tuesday 11th July 2023 at 7.30pm in Curridge WI Hall.

Planning Applications, Appeals and Enforcement Notices for consideration at the Parish Council Meeting 20th June 2023

Planning applications can be viewed by members of the public on the West Berkshire Council's website

[West Berkshire Planning Applications On Line Simple Search Link](#)

Planning applications for consideration at meeting

Reference	Type	Location	Description	Observations
23/00982	House	Noonwood House, Curridge Road, Curridge, Thatcham, RG18 9EF	Erection of a detached garage, following removal of existing	No Objections
23/00691	FUL	Mary Hare School, Arlington Manor, Snelsmore Common, Newbury, RG14 3BQ	Retention of 4 x timber interlocking cabins to provide workshop and classroom space for the delivery of vocational subjects to special needs deaf students aged 16-18 years old and for a temporary period of 2 years.	No Objections
23/01013	House	Hillcroft, Arlington Grange, Curridge Road, Curridge, Thatcham RG18 9AB	Garden room outbuilding to rear garden	No Objections
23/01046	House	Cricklewood, Chapel Lane, Curridge	Reinstate gable roof to existing detached garage	No Objections
23/01324	AGRIC	Barn Opposite Arlington Grange Curridge Road, Curridge	Application to determine if prior approval is required for a proposed: New agricultural hay storage building	No Objections
23/01123	House	1 Bardown, Chieveley, RG20 8TH	Two storey side extension and single storey rear extension.	No Objections
23/01092	House	2 Ivy Cottages, Downend, Chieveley RG20 8TR	Demolition of existing garage to be replaced with garden building.	No Objections
23/01167	House	The Limes, Horsemoor, Chieveley, RG20 8XD	Demolition of single storey kitchen, replace with 2 storey extension and single storey outbuilding with associated drop kerb application	No Objections, with comment.
23/01104	CERTE	Adjacent Parish – Cross Lanes House, Oxford Road Downend, Chieveley	Continued occupation in excess of 10 years in breach of 116542 (82/16542/ADD) condition no.	No Objections

West Berkshire Council Planning Application Decisions and Planning Inspectorate Appeal Decisions

Reference	Type	Location	Description	Decision
21/01829/FUL	FUL	The Bungalow, Long Lane, Cold Ash, Thatcham West Berkshire RG18 9LU	Replacement dwelling, new vehicular access and associated works	Granted
23/00821	House	18 Kiln Drive, Curridge, Thatcham, RG18 9EG	Garage Conversion and works to rear single storey flat roof	Granted
23/00594	House	21 Heathfields, Chieveley, Newbury, RG20 8TW	Two storey side extension, single-storey rear infill extension between garage and house and single-store rear extension to replace a conservatory	Granted
23/00497	House	Morphe, Downend Chieveley, Newbury, RG20 8TN	Rear extension and Porch addition. Energy efficiency alterations including insulated render and cladding, new windows, PV panels and air-source heat pump.	Granted
23/00454	House	19 Middle Farm Close, Chieveley, Newbury, RG20 8RJ	New porch	Granted