

CHIEVELEY PARISH COUNCIL

Public Participation and Neighbourhood Policing Public Open Forum Summary

Nothing reported

Minutes of the Annual Meeting of Chieveley Parish Council held at the Curridge W I Hall, Curridge, Berkshire RG18 9DZ on Tuesday 11 May 2010 at 7.30pm

Present

Cllr R Crispin Cllr D Cowan Cllr P Fidler
Cllr M Taylor Cllr E Friend

In Attendance Mrs T Snook (Clerk) 1 member of the public

1.05.10 Apologies and Acceptance of Absence

Apologies were received from Cllr Hamlin, Cllr Cole and Cllr Ramsay. These were unanimously accepted.

2.05.10 Election of the Chairman and Vice Chairman for the coming year

The retiring Chairman invited nominations for the Chairmanship for consideration.

Cllr Cowan proposed Cllr Crispin. Seconded: Cllr Taylor
No other nominations were received

Vice Chairman nominations were invited for consideration.

Cllr Crispin proposed Cllr Cowan as Vice Chairman. Seconded: Cllr Taylor
No other nominations were received.

The elected Chairman and Vice Chairman signed a new Declaration of Acceptance of Office in the presence of the clerk.

3.05.10 Declarations of Interest by Councillors and review of code of conduct documentation

The clerk confirmed that the Councillors present had reviewed, initialled and dated the Councillor's Notification of Registrable Interests Forms in her presence. The clerk confirmed Cllr Cole had initialled and dated the forms prior to the meeting. The clerk will contact Cllr Ramsay and Cllr Hamlin. **Action: Clerk, Cllr Hamlin, Cllr Ramsay.**

4.05.10 Minutes of the Parish Council meeting held on 13 April 2010 to be agreed and signed as a correct record

The minutes of the meeting held on 14 April 2010 were unanimously agreed as a correct record of the meeting and the Parish Council resolved to sign them.

5.05.10 Minutes of the Annual Parish Assembly held on 13 April 2010 to be agreed as a correct record

The minutes of the Annual Parish Assembly held on 13 April 2010 were unanimously agreed to be a correct record of the meeting.

6.05.10 Appointment of Councillors to Committees, working groups and outside bodies

6.05.1 Parish Plan Steering Committee Representative

Cllr Taylor

6.05.2 Chieveley Recreational Centre and Parish Council Liaison Group

Cllr Cowan, Cllr Crispin, Cllr Hamlin

6.05.3 Downland Patient Representative Group

Cllr Taylor

6.05.4 Newbury Showground Residents' Group

Cllr Crispin, Cllr Friend, Cllr Cole and Cllr Cowan

6.05.5 Code of Conduct Committee

The Parish Council agreed that a Committee would be convened with any three Councillors if required.

7.05.10 Standing Orders, Financial Regulations, Risk Assessment and Standard Documents. To consider if any of the Parish Council documents need to be reviewed or updated

All Councillors received copies of the standard Parish Council documentation at the beginning of term and copies of subsequent adopted documents in 2008/2009 as they were adopted (Freedom of Information Publication Scheme, Review of the Internal Audit Process Documentation and the Audit Planning and Reporting Document).

The clerk advised the Parish Council a new Standing Order document for 2010 had been released by NALC. A copy will be circulated to all Councillors with proposed amendments for consideration and adoption at the next meeting.

The Asset Register for 2010/2011 was tabled for approval. The Parish Council resolved to accept the updated Asset Register.

All Councillors present reviewed their 2009/2010 personal risk assessment documents, initiated and dated them for 2010/2011. Councillors not present will be approached by the clerk to do the same; The Chairman reviewed the Risk Assessment for the Clerk's Workplace for 2009/2010 and initialled and dated it for 2010/2011.

A discussion took place and it was agreed that no further documents needed reviewing and all documents were adopted for 2010/2011.

8.05.10 Planning Schedule and Planning Issues (Appendix I)

**8.05.1 10/00572/FUL Oakland Cottages, Marsh Lane, Curridge
Demolition of existing houses and erection of 2 detached houses**

The Parish Council objected to the planning application on the following grounds:-

Looking at the Ordnance Survey plan it appears to suggest the rear boundary is encroaching/including agricultural land within the curtilage of the site.

Should West Berkshire Council approve this application the Parish Council request a S106 contribution towards the refurbishment of the community hall, known as the Curridge W I Hall.

8.05.2 **10/00285/FUL Buildings at Hermitage Farm, Manor Lane, Oare
Change of use of former agricultural buildings to general
storage/business use (B1/B8)**

The Parish Council supported B1 use but objected to B8 proposed. The Parish Council commented that the application seemed to suit B2 use not B8 use.

A planning condition is required to ensure the proposed access to the site is used.

The Parish Council confirmed there were no objections or observations for the remaining planning applications listed on the schedule. The Parish Council approved the planning schedule.

09.05.10 **Annual Return and Year End Accounts. To approve the Annual Return and Year End accounts for 2009/2010.**

All Councillors received a copy of the Annual Return and Significant Variation information prior to the meeting. It was proposed by Cllr Crispin that the Annual Return, year end accounts and significant variation information be approved and signed. Seconded: Cllr Cowan. This was unanimously agreed.

The clerk confirmed the prepared Annual Return and year end accounts will go to the Internal Auditor to carry out the annual internal audit test and complete the annual return documentation.

The Parish Council resolved to bring Agenda item 13 forward

13.05.10 **MUGA project. To receive an project update**

In the absence of Cllr Hamlin the Chairman asked the clerk to provide an update on the project.

The clerk reported that most of the fencing had been installed. The lower panels and pedestrian gates are on site but not fitted so the tarmac contract can be carried out.

The location of the southern pedestrian exit gate was moved to the bottom fence line as agreed with Chieveley Recreation Centre. A site meeting was held with Safe & Sound Playgrounds on 29 April 2010 to assess the project's progress and to agree the position of the small pedestrian gate and 1m high fencing adjacent to the tennis club car park and new car park ramp.

The clerk reported to the Parish Council that the sub contractor, Edwards, gained access to the site on 7 May 2010. A huge wagon full of tarmac was driven up onto the old tennis court surface and damage occurred in two locations. This prevented the full tarmac programme being completed as repairs were required in the two damaged areas. A manual lay was carried out to the outer areas of the MUGA.

The clerk and Project Manager held a site meeting with the Director from Safe & Sound Playgrounds on Monday 10 May 2010 and a discussion took place regarding the repair responsibilities and tarmac work to be completed.

It was confirmed to Safe & Sound Playgrounds that the Parish Council will not be paying for the damage caused and the responsibility lies with the contractor and/or his subcontractor to make good the damage.

Safe & Sound Playgrounds advised the Project Manager and clerk to increase the tarmac skim from 20mm to 30mm to reinforce the MUGA surface area.

The clerk has requested a quote for the material cost to provide a 10mm increase of tarmac skim over the MUGA surface. Figures were not available at the time of the meeting.

At the time of the meeting Safe & Sound Playgrounds had not received confirmation from their sub contractor, Edwards, when they would return to site to complete the tarmac contract.

The Parish Council is content to be practical about the installation of the panels and accept the lower panels cannot be fitted until the tarmac work has been carried out.

The Parish Council confirmed they will release the second payment for the installation of the fencing when it becomes due and when Safe & Sound Playgrounds confirms in writing a satisfactory proposal to complete the surfacing of the MUGA.

The Parish Council accepted the advice given by Safe & Sound Playgrounds on 10 May 2010 to increase the tarmac skim from 20mm to 30mm (an increase of 10mm) over the MUGA surface subject to appropriate material costs being provided and approved by the Project Manager and Clerk.

The Parish Council were disappointed there was another delay in the project reaching practical completion.

The clerk was instructed to write to Safe & Sound Playgrounds. **Action: Clerk**

The Parish Council gave consideration to making a contingency fund available to the MUGA project using S106 funding, and budgeted MUGA maintenance fund for 2010/2011.

The Parish Council resolved to make available a MUGA project contingency fund of £6,452. This was unanimously agreed.

The Parish Council rejected the third payment invoice for the tarmac contract works and asked the clerk to confirm this in writing to Safe & Sound Playgrounds.

Action: Clerk

- 10.05.10 **S106 Public Open Space contribution from Gable End development. To give consideration to transferring the fund to Chieveley Cricket Club towards the construction costs of the all weather cricket wicket and square at Chieveley Recreational Centre**

The Parish Council agreed the S106 contribution should be transferred to the Parish Council for the MUGA project. The Cricket Club to receive funding from the Parish Council's grant budget. The clerk was asked to contact West Berkshire Council to request the S106 developer contribution. **Action: Clerk**

- 11.05.10 **S106 Agreements for Curridge Ward. To request West Berkshire Council provide support for the Curridge W I Hall refurbishment project through future S106 agreement**

The Parish Council agreed to request West Berkshire Council for financial support towards the community hall, known as the Curridge W I Hall, refurbishment project through future S106 agreements generated in Curridge.

Action: Clerk

- 12.05.10 **Grants 2010/2011. To give consideration to the grant applications for 2010/2011**

It was resolved that in pursuance of the powers conferred by S137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, the Council approved expenditure in the sum of £300 in respect of the S137. Proposed: Cllr Friend Seconded: Cllr Cowan.

It was proposed by Cllr Taylor that the general grants be approved as listed on the schedule in the sum of £10,080. Seconded Cllr Friend. This was unanimously agreed.

Clerk's note: The grant schedule is available to view at the Clerk's office or by email request.

- 14.05.10 **Sand Extraction Sites in the Parish. To receive an update**

It was reported that an application was submitted to the Planning Authority to regularise the breach of planning control at the Old Kiln Site. However the application received was too late and is invalid. The operator has been informed of this and West Berkshire Council is seeking legal advice on the relevant matters surrounding this situation.

Enforcement action may be required subject to legal advice. West Berkshire Council has confirmed they are continuing to monitor the site.

The Parish Council agreed that enforcement action should have been taken before this stage due to the irregularities on the site.

The clerk was asked by the Parish Council to seek advice on what steps are required to approach the Local Authority Ombudsman regarding this matter.

Action: Clerk

15.05.10 Co Option. To receive an update

Two candidates are interested in becoming a Councillor. Cllr Crispin and Cllr Cowan will approach the candidates. To be a future agenda item.

16.05.10 Communities and Local Government Planning Policy Statement: Planning for a Natural and Health Environment. To agree a response from the Parish Council

Cllr Cowan circulated observations for Parish Council approval prior to the meeting.

The Department for Communities and Local Government is consulting on a draft new Planning Policy Statement on: *Planning for a Natural and Healthy Environment*.

If adopted by the new Government, this is important to Chieveley because it replaces PPS7 which set out Government Policy for landscapes and development in AONBs. The draft PPS is also intended to replace a number of other Government policy documents on sport and recreation, nature conservation and coastal planning. It introduces the health agenda into the Planning Policy series for the first time.

The protection and weight attached to AONBs remains undiluted from the former PPS7 in the new draft policy is N8.5:

Nationally designated areas, comprising National Parks, the Broads and AONBs, have the highest status of protection in relation to landscape and scenic beauty. The conservation of the natural beauty of these designated areas should be given great weight in planning policies and decisions. In National Parks and the Broads, their wildlife and cultural heritage should also be given great weight, whilst in AONBs they are important considerations. Planning permission for major developments should be refused except in exceptional circumstances. Major development proposals should be demonstrated to be in the public interest and subject to the most rigorous examination...

The introduction of health and recreation issues is topical because the draft has policies supporting the introduction of community sports and recreation facilities.

NE5.1 Local planning authorities should provide sufficient high quality, multifunctional open space, sports and recreational facilities, and space suitable for play to meet the needs of local communities ...

It is also recommended that these be co-located:

NE5.4 Local planning authorities should identify opportunities for the co-location of facilities, so that different types of open space and land and facilities for sport and recreation, can be located next to each other and also in proximity to other community facilities for education and health.

They have addressed the need for floodlighting to extend the use of such facilities:

NE11.1 When determining applications for sports and recreational facilities that include floodlighting, local planning authorities should consider ... the benefits to the health and wellbeing of those participating in sport and recreation ... the increased provision of sport and recreation in an area which would result from the extended hours of use of the facilities

It was proposed the observations be accepted and submitted by the Parish Council. This was unanimously agreed. **Action: Clerk**

The Parish Council agreed the response should be shared with the Chieveley Recreational Centre.

17.05.10 West Berkshire Draft Housing Strategy 2010 – 2015 Consultation. To discuss and agree action

The document will be considered and feedback provided by the clerk on behalf of the Parish Council. Parish Council wish to ensure that affordable housing in rural locations for key workers and local people is suitably planned for.

18.05.10 Clerk's Report (including correspondence)

18.05.1 Parish Plan

The clerk reported that a the Parish Plan Steering Committee (PPSC) have presented the draft text for the Parish Plan and Action Plan document for the Parish Council's consideration and support. The PPSC request that any response is provided by 10 June 2010. To be a future agenda item.

18.05.2 Playbuilder Funding

The clerk tabled a letter from West Berkshire Council confirming the skate park grant application had been successful and £14,000 was available. The Parish Council has to enter into an agreement to secure the funding and meet specific criteria. To be a future agenda item.

18.05.3 Emergency Planning Seminar 22 June 2010

The clerk tabled an email from West Berkshire Council inviting Councillors to attend an emergency planning seminar on 22 June 2010. This was noted.

18.05.4 Enforcement Information

The clerk tabled correspondence received from West Berkshire Council regarding Stable View, Oare, 2 Pond Cottages, Curridge, Stables at Old Radnalls Farm, Chieveley for Councillors information.

19.05.10 Report of the Responsible Financial Officer, Cheque Signing and other financial matters

Year to date financial statement 2010/2011 with budget figures and a Receipts and Payments summary was provided for Councillor's information.

It was proposed by Cllr Friend and Seconded by Cllr Crispin and the Parish Council resolved to pay the accounts for May 2010.

The Safe & Sound Playground payment to be release when the conditions agreed have been met.

Payments

Cheque No	Payee	Description	Amount
683	Zurich Insurance	Cancelled cheque	
684	Zurich Insurance	Curridge Playground Public Liability Insurance	£ 428.65
685	Aon Insurance	Local Council Insurance	£ 670.98
686	CCB	Membership 2010/2011	£ 30.00
687	D Carter	Bus Shelter cleaning March	£ 40.00
688	BALC	Membership subscription	£ 378.59
689	Safe & Sound Playground Equipment Ltd	MUGA project 2nd Payment	£ 17,591.21
690	T Snook	Clerk Fees	£ 652.68
		Expenses & Allowance	£ 27.13
Total Payments for May 2010			<u>£ 19,819.24</u>

Receipts

BACS	West Berkshire Council	Precept	£ 12,750.00
Total Receipts for May 2010			<u>£ 12,750.00</u>

Financial Position as at 11 May 2010

Receipts for year to date including April/Sept precept received	£ 12,750.00
Less payments for year to date	<u>£ 20,759.75</u>
Sub Total	-£ 8,009.75
Add balance carried forward 31/03/10	£ 35,747.72
S106 Contributions as at 31/03/10	£ 41,501.81
	<u>£ 69,239.78</u>

19.05.1 Curridge Playground Public Liability Insurance

The clerk brought to the Parish Council's attention the public liability insurance included on the schedule. The Parish Council resolved to accept the insurance.

19.05.2 Chairman's allowance

The Parish Council resolved to provide an allowance up to £100 per annum for the Chairman.

19.05.3 Bank Mandate Review

The Parish Council reviewed the mandate. No changes required.

19.05.4 Other Financial Matters

The clerk brought to the Parish Council's attention that the Local Council's Insurance policy with Allianz is now administered by Aon.

20.05.10 District Councillor's Report

None

21.05.10 Councillors' Reports (Information Only)

21.05.1 Green Lane

It was reported that Green Lane is due to be resurfaced

21.05.2 Curridge W I Hall missing chairs

The 6 missing chairs have reappeared.

22.05.10 Any other items which the Chairman decides are urgent (Information Only)

None

23.05.10 Date of the next meetings

Tuesday 8 June 2010 at Chieveley Village Hall & Recreational Centre, Chieveley at 7.30pm

Tuesday 13 July 2010 at Chieveley Village Hall & Recreational Centre, Chieveley at 7.30pm

There being no further business the meeting closed at 9.40pm.

Signed _____

Dated _____

Planning Applications For the Parish Council Meeting on 11 May 2010

Planning applications for consideration

Planning applications can be viewed on the West Berkshire Council website www.westberks.gov.uk under planning applications

Planning No	Type	Location	Description	Observation	Members End Date
10/00529	HOUSE	20 The Green, Chieveley	Demolition of existing conservatory and bay window and construction of new conservatory	No objection	19-May-10
10/000737	FUL	42 Survey Engineer Group, Denison Barracks	To replace the side panels; and to over clad the roof. New external box gutters are to replace internal gutters to roof, replacement downpipes to connect into the existing storm water drainage system	No objection	19-May-10
10/00770	FUL	Gable End, Freshfields Lane, Chieveley	Section 73. Removal of condition 6 Sustainable Homes (Code 3) of application reference 09/01423/FULD	No objection	19-May-10
10/00572	FUL	Oakland Cottages, Marsh Lane, Curridge	Demolition of existing houses and erection of 2 detached houses	Obj/comment	19-May-10
10/00824	HOUSE	Stoneway, Long Lane, Hermitage	Proposed single storey rear and side extension	No objection	26-May-10
10/00285	FUL	Buildings at Hermitage Farm, Manor Lane, Oare	Change of use of former agricultural buildings to general storage/business use (B1/B8)	Support B1 Object B8	26-May-10
1000861	FUL	Woodside Nursery, Priors Court Road, Hermitage	Replacement of polytunnels	No objection	3-Jun-10
10/00230	FUL	Britwell Farm Oxford Road (adjoining Parish)	Retrospective - erection of a general purpose pole barn on land adjacent to existing stable block	No objection	26-May-10
10/00690	HOUSE	Bussock Mayne, Snelsmore (adjoining Parish)	Part conversion of existing barn to guest/staff annexe	No objection	3-Jun-10
10/00897	X FULMA	Land at Bardown	Application to renew extant planning permission 06/02093/FULMAJ. Residential development of No 75 dwelling with alterations to existing highway and proposed new access following demolition of existing	No objection	3-Jun-10

Planning Application Decisions and Appeal Decisions Notification

Planning No	Type	Location	Description	Decision
10/00222	LBC	Chieveley House, High Street, Chieveley	Conversion and refurbishment of former stables into ancillary domestic residential accommodation	Approval
10/00221	HOUSE	Chieveley House, High Street, Chieveley	Conversion and refurbishment of former stables into ancillary domestic residential accommodation	Approval
10/00275	XHOUSE	Old Farmhouse, Downend, Chieveley	Application for renewal of 05/00185/HOUSE - first floor extension above existing garage	Approval
10/00252	CERTE	Building K, Manor Farm, Manor Lane, Oare	Retrospective change of use from agricultural use to B8 non agricultural general store	Lawful
09/02100	FULD	Priors Court Cottages, Priors Court, Hermitage	Change of use of Priors Court Cottages to residential institution. Extensions and conversion of Priors Court Cottages into additional educational accommodation for Priors Court School and onsite classroom and staff facilities	Approval
10/00567	NONMAT	Middle Farm, Downend, Chieveley	Alteration to approved fenestration under planning permission 09/00185/FULD	Approval

For Information

09/02100	FULD	Priors Court Cottages, Priors Court	Change of use of Priors Court Cottages to Residential Institution. Resiting of front boundary back within the	
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