

**CHIEVELEY PARISH COUNCIL**  
**Minutes of the Meeting of Chieveley Parish Council held at the**  
**Chieveley Village Hall & Recreational Centre, High Street, Chieveley,**  
**Berkshire RG20 8TE on Tuesday 9 December 2008 at 7.30pm**

**Present**

Cllr R Crispin	Cllr M Taylor	Cllr H Cole
Cllr D Cowan	Cllr Ramsay	
Cllr E Friend	Cllr P Fidler	

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

**1.12.08    Apologies and Acceptance of Absence**

Apologies were received from Cllr Spence and Cllr Hamlin. These were unanimously accepted.

**2.12.08    Declaration of Interest by Councillors on the agenda items listed**

**A statement made by Cllr Cole. "I wish to make it clear that any views expressed in relation to planning applications under consideration at this meeting are based upon the information available to the Parish Council. Further, I am not pre-judging the way I may vote when the matter is considered by West Berkshire Council. At that time I shall assess all the evidence available and weigh the considerations material to that decision"**

**3.12.08    Minutes of the Parish Council meeting held on 11 November 2008 to be agreed and signed as a true record**

The minutes of the meeting held on 11 November 2008 were unanimously agreed as a correct record of the meeting and the Parish Council resolved to sign them.

**4.12.08    Planning Schedule and Planning Issues (Appendix I)**

**4.12.1    Far Acres, Freshfields Lane, Chieveley 08/02214/HOUSE**

**Retrospective application following the recent approval to extend and create a first floor level to the existing dwelling**

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

- The site is in a sensitive location in an Area of Outstanding Natural Beauty and should be built in accordance with the original plans 07/02151/HOUSE.

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.

**4.12.2    Kiln Farm, Oare – Access conditions for applications No 139608 and No 146891. To discuss and agree action**

Cllr Taylor reported that when the planning permissions were given a new approved access had to be built as a condition. This was done. However, recently the old access has been upgraded. The Enforcement Officer has visited the site.

The approved access under the above planning applications is the only appropriate access and he will be writing to the owners of the site requesting information and a planning application if required.

**5.12.08 Land at the Herb Garden, Woodside Farm Priors Court Road. To discuss various Appeal Notifications and agree action**

Cllr Taylor reported that on 28 July 2008 West Berkshire Council issued an Enforcement Notice on this land for change of use from agricultural/horticultural to residential and that three appeals have been lodged. APP/W0340/C/08/2084243 APP/W0340/C/08 2084240 by Mrs Craigie and APP/20340/C/08/2084236 by Mr Craigie. A discussion took place and a draft response was considered. The Parish Council agree that it supported West Berkshire Council in their enforcement action and would write to the Planning Inspectorate to express their strong support. **Action: Cllr Taylor, Clerk**

**6.12.08 Flooding Matters. To discuss and agree action**

The Parish Council confirmed that flooding had been reported in a number of locations, especially during steady rain on 11 November 2008.

Oxford Road (near Orchard End)

Oxford Road and Downend Lane junction

Carbrook, Curridge Road

Sandy Close, Curridge

Peasemore Road (outside Ivy Cottages and Trinity Cottages)

Cllr Taylor confirmed he had reported the flooding at the entrance area to Old Street, Oare (near Hillier's Garden Centre) to Mr Mills at West Berkshire Council.

The clerk was asked to report the other locations to West Berkshire Council.

**Action: Clerk**

**7.12.08 Report on Speed Limit Review Meeting B4009 and Priors Court Road. To receive a report from Cllr Taylor**

Cllr Taylor reported that two locations were considered at a West Berkshire Council meeting on 28 November 2008.

**Priors Court Road**

Consideration was given to extend the 40pmh limit to beyond Priors Court School but Police representatives felt that it would lose credibility because of the distance outside of Chieveley village. Priors Court School could improve their sight lines. Consideration to lower the speed limit from the National Speed Limit to 50mph was given and the survey analysis referred to but the status quo will remain. West Berkshire Council and the Police representative agreed that more 40mph repeater signs should be installed on the approach to Chieveley village.

**B4009, Long Lane**

Cllr Taylor reported that on the approach to Curridge from Newbury, that the 30mph signs will be moved south to just before the track to Rookery Farm to encourage earlier deceleration into the village.

8.12.08 **Freedom of Information Act Review. To approve the new Publication Scheme and documentation for January 2009.**

Cllr Crispin reported that the existing Parish Council's Freedom of Information documentation would expire on 31 December 2008 and a new model scheme has to be adopted by January 2009. Councillors received copies of the new documentation prior to the meeting for consideration. A discussion took place. The Parish Council proposed amendments to the draft documentation to include:

For documents available for inspection a mutually convenient time and venue is to be agreed in advance between parties and will be subject to a time limit.

The clerk's home address is to be withheld from the website versions as an email and telephone contact was felt appropriate.

The Parish Council resolved to accept the document with the agreed changes.

**Action: Clerk**

Cllr Crispin reported that West Berkshire Council is posting on their website alot of personal information, specifically in association with planning applications. This included correspondence's private address, email address, signature and private phone numbers. The clerk has raised a query about whether this is appropriate for the www and whether some of the information should be blocked out before going onto the www due to fraud and safety concerns.

Cllr Cole confirmed that Mr Lugg at West Berkshire Council is looking into the matter.

9.12.08 **Clerks Pay Review 2009/10 for budget purposes. To discuss and agree action**

The clerk left the room during the discussion.

The Chairman confirmed that after discussion the clerk should receive an incremental rise to SCP 22 from 1 April 2009 and the Parish Council should budget for a 5% cost of living rise during 2009/10. The clerk thanked the Parish Council.

10.12.08 **Preliminary Budget discussion for 2009/10. VAS and Notice Board**

Cllr Crispin reported that West Berkshire Council recommended the Parish Council should not pursue a purchase their own Vehicle Activated Sign (VAS) but to make better use of the mobile VAS and SID. This was noted and accepted by Councillors.

Cllr Crispin reported that the notice board outside the Curridge W I Hall was in need of replacement in the forthcoming year. The Parish Council agreed to budget for the notice board to be replaced.

**NB: Meeting interrupted by a member of the public arriving at the meeting**

11.12.08 **Clerk's Report (including correspondence)**

**11.12.1 Housing Strategy 2009 – 2014 Consultation**

The clerk tabled the document and confirmed it had been circulated to Councillors. The clerk reminded Councillors that the deadline for any comments was 19 December 2008.

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

A copy of the year to date financial statement 2008/2009 with financial budget figures and a Receipts and Payments summary were provided for Councillor's information.

It was proposed by Cllr Crispin and Seconded by Cllr Cole and the Parish Council resolved to pay the accounts for December 2008.

**Payments**

Cheque No	Payee	Description	Amount
605	BT	Telephone & Broadband Charges	£150.63
606	SLCC	Annual Subscription	£105.00
607	T Snook	Clerk Fees	£628.08
		Expenses and Allowance	£21.54
Total Payments for December			<u>£ 905.25</u>

**Receipts**

Total Receipts for December	<u>£0.00</u>
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**Financial Position as at 9 December 2008**

Receipts for year to date including April/Sept precept received	£ 25,472.53
Less payments for year to date	<u>£ 23,506.73</u>
Sub Total	£ 1,965.80
Add balance carried forward 31/03/08	£ 21,172.53
S106 Contribution 07/08 carried forward 31/03/08	£ 18,905.44
S106 Contribution 08/09	£ 8,880.00
	<u>£ 50,923.77</u>

**12.12.1 Review of the Effectiveness of Internal Audit**

The clerk reported that Mrs Ager carried out the Review on 3 December 2008. A copy of the completed and signed document is held at the office. The Audit Plan is to be approved at the next available meeting. No other action points required. This was noted by Councillors and the clerk was asked to thank Mrs Ager for carrying out the review. **Action: Clerk**

13.12.08 **District Councillor's Report**

13.12.1 Public footpaths

Cllr Cole reported that the Rights of Way Officer has been informed of horse riders on public footpaths in Chieveley. It was noted that horses walk on the new footway between Curridge House and the W I Hall.

14.12.08 **Councillors' Reports (Information Only)**

None

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

15.12.1 **Planning Notices**

The Chairman felt it appropriate the Parish Council should write to West Berkshire Council to bring to their attention the fact that whilst the planning application documentation was despatched from West Berkshire Council on 1 December 2008 for planning application 08/02214/HOUSE, the orange notice had not been displayed until 9 December 2008, the day of the Parish Council meeting. This matter had been brought to the Parish Council's attention by a local resident during the meeting. The clerk confirmed that the Parish Council had displayed on the Parish Council notice boards 5 clear days before the meeting the list of applications to be discussed at the meeting.

15.12.2 **Complaint**

The Chairman notified the Parish Council that he had received a letter of complaint addressed to him from Mr & Mrs Leman in relation to planning application 08/02008/OUTD and will be responding. The content of the letter and draft response was read out to the Parish Council for information. The Parish Council confirmed it agreed with the response.

16.12.08 **Date of the next meetings**

Tuesday 13 January 2009, Curridge W I Hall at 7.30pm

Tuesday 10 February 2009, Chieveley Village Hall at 7.30pm

There being no further business the meeting closed at 9.32pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## Planning Applications For the Parish Council Meeting on 9 December 2008

### Planning applications for consideration

Planning applications can be viewed on the West Berkshire Council website [www.westberks.gov.uk](http://www.westberks.gov.uk) under planning applications

Planning No	Type	Location	Description	Observation
08/02013	HOUSE	The Mount, Graces Lane, Chieveley	Re roof existing outbuilding range	No objection
08/02097	HOUSE	Hawthorn Cottage, Downend, Chieveley	Retrospective - New Shed	No objection
08/02079	FULD	Land adjacent to the Pantiles, Chapel Lane, Curridge	Construction of 1 no detached 3 bedroom house with basement storey	No objection
08/02177	HOUSE	11 Middle Farm Close, Chieveley	Porch	No objection
08/02122	FUL	Priors Court School	Construction of single storey classroom unit to form part of existing Countryside Learning Centre facility	No objection
08/02125	LBC2	Priors Court School	Construction of single storey classroom unit to form part of existing Countryside Learning Centre facility	No objection
08/02214	HOUSE	Far Acres, Freshfields Lane, Chieveley	Retrospective application following the recent approval to extend and create a first floor level to the existing dwelling	Objection

### Planning Application Decisions and Appeal Decisions Notification

Planning application decisions can be viewed on the West Berkshire Council website [www.westberks.gov.uk](http://www.westberks.gov.uk) under planning app

Planning No	Type	Location	Description	Decision
08/01739	FUL	Land adjacent to 1 Home Farm Barns, Snelsmore Common	Demolition of existing stables and construction of new stables, tack room, feed store and hay loft	Withdrawn
08/01850	HOUSE	44 Bardown, Chieveley	Renovation and erection of a single garage/hobbies room and conservatory	Approval
08/01860	HOUSE	3 Heathfields, Chieveley	Conservatory	Approval
08/01838	HOUSE	2 Pond Cottage, Curridge	2 storey extension and alterations, removal of lean-to porch, conservatory and outbuilding	Approval
08/01889	HOUSE	Yew Tree House, Chapel Lane	Conservatory	Approval
08/01908	HOUSE	Carbrook, Curridge	A new vehicular access and a detached outbuilding to provide garaging and attic storage space	Withdrawn

### For Information

		Land at the Herb Garden, Woodside Farm, Priors Court Road	Enforcement Notice: Appeal notification APP/W0340/C/08/2084240 and APP/W0340/C/08/2084243	Appeal Notification
		Land at the Herb Garden, Woodside Farm, Priors Court Road	Enforcement Notice: Appeal notification APP/W0340/C/08/2084236	Appeal Notification

## Information available from Chieveley Parish Council under the model publication scheme 2009

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website Email Hard copy Notice board Parish Magazine</p>	<p>Free Free Charge Free Charge</p>
<p>Who's who on the Council and its Committees</p>	<p>Website/Email Hard copy Notice board</p>	<p>Free Charge Free</p>
<p>Contact details for Parish Clerk and Council members</p> <p>Individual Councillor contact details including address and contact details</p>	<p>Website/Email Hard copy Notice board Hard copy Notice board/Email</p>	<p>Free Charge Free Charge Free</p>
<p>Location of Clerks Office and accessibility details</p>	<p>Notice boards/Email Hard copy</p>	<p>Free Charge</p>

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum In minute records	Hard copy	Charge
Annual return form and report by auditor	Hard copy Clerks Office for inspection	Charge Free
Finalised budget	Clerks Office for inspection Hard copy	Free Charge
Precept	Clerks Office for inspection Hard copy	Free Charge
Financial Standing Orders and Regulations	Website Hard copy	Free Charge
Grants given and received	Website Hard copy	Free Charge
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	In progress	
Chieveley Statement 2006	Hard copy Website/Email	Charge No charge
Annual Report to Parish Assembly (current year) Annual Report to Parish Assembly (more than 1 year)	Website Hard copy	No charge Charge

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)          Current and previous council year as a minimum</p>	<p>Hard copy of minute record          Website (previous 12 months)/Email</p>	<p>Charge          Free</p>
<p>Timetable of meetings</p>	<p>Hard copy          Website/Email          Notice board</p>	<p>Charge          No charge          No charge</p>
<p>Agendas of meetings</p>	<p>Parish Notice boards          Email</p>	<p>No charge</p>
<p>Minutes of meetings nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy          Clerks Office for Inspection/Email</p>	<p>Charge          No charge</p>
<p>Minutes of meetings held in the past 12 months</p>	<p>Website/Email</p>	<p>No charge</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy          Clerks Office for inspection</p>	<p>Charge          No charge</p>
<p>Reports presented to council meetings in the past 12 months</p>	<p>Website</p>	<p>No charge</p>
<p>Responses to consultation papers</p>	<p>Hard copy          Clerks Office for Inspection          West Berkshire Council website</p>	<p>Charge          No charge          No charge</p>
<p>Responses to planning applications</p>	<p>Hard copy          Website</p>	<p>Charge          No charge</p>

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders, financial regulations, chairmanship Code of Conduct 2007 Adopted 12 June 2008	Hard Copy Website Clerks Office for inspection	Charge No charge No charge
Policies and procedures for the provision of services and about the employment of staff:  Complaints procedures (including those covering requests for information and operating the publication scheme)  Planning Application procedure Grant criteria and application form	Hard copy Email  Hard copy Email	No charge No charge  Charge No charge
Records management policies (records retention, destruction and archive)	Hard copy	No charge
Schedule of charges (for the publication of information)	Hard copy Website/Email	No charge No charge
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available for inspection	No charge
Register of members' interests	Available for inspection	No charge
Register of gifts and hospitality	Available for inspection	No charge

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Chieveley Footpath Leaflet	Hard copy	No charge
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Assessments for Parish Council	Hard copy Available for inspection	No charge
Risk Assessment for Councillors	Hard copy Available for inspection	No charge
Chieveley Village Design Statement	Hard copy Website	£5 No charge
Housing Needs Survey	Hard copy Website	£5 No charge

**Please note that for documents available for inspection a mutually convenient time and venue is to be agreed in advance between parties and will be subject to a time limit.**

**Contact details:**

**Tel: 01635 247507**

**Email: [chieveley.pc@btinternet.com](mailto:chieveley.pc@btinternet.com)**

**SCHEDULE OF CHARGES**  
**Requests for Information under Freedom of Information – Charges and Fees**

- **Email & attachments** free of charge unless otherwise specified
- **Website** free of charge unless otherwise specified.
- **Copies by post of information:**  
Photocopies:  
A minimum charge of £1 for up to 5 pages A4 (back to back copying)  
A minimum charge of £1.20 for up to 3 pages A3 (back to back copying)  
Further pages are charged at:  
A4 pages at 20p per page (back to back copying)  
A3 pages at 40p per page (back to back copying)
- **Photocopies:** information accessed at the Parish Council Office can be viewed free of charge. Photocopies can be made for 20 pence per A4 copy (and upwards of this charge as indicated in the scale of charges above). There is no requirement for a minimum charge as there is for material provided by post.
- **Postage** for standard letters first and second class no charge will be made. For larger collections postage will be charged for any item or items in excess of a cost of £2.
- **Copies of published materials:** copies of specialist publications ie the Chieveley Village Design Statement are available on payment of the fee specified against that document ie £5.00. Postage for charged publications will generally be included within the cost of the item, or listed against that item on the website and in published catalogues.

This fees regime was written in December 2008 to be effective from 1 January 2009 and will be reviewed annually. The introduction of any further statutory obligations will also trigger a review of these arrangements.

# **This is Chieveley Parish Councils' Freedom of Information Publication Scheme**

The Parish Council is responsible for maintenance of this scheme, which was approved on 9 December 2008.

## **1. Introduction: what a publication scheme is and why it has been developed**

This publication scheme commits Chieveley Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Chieveley Parish Council.

The scheme commits Chieveley Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Chieveley Parish Council and falls within the classifications below.
- To specify the information which is held by Chieveley Parish Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Chieveley Parish Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **2.0 Classes of information**

### **2.1 Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **2.2 What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **2.3 What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **2.4 How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **2.5 Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

## **2.6 Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **2.7 The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **3 The method by which information published under this scheme will be made available**

Chieveley Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of Chieveley Parish Council, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **4. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **5. Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **6. Contact details**

If you require a paper version of any information, or want to ask whether information is available please contact the council by telephone, email, fax or letter. Contact details are set out below, or you can visit the website at [www.mychieveley.co.uk](http://www.mychieveley.co.uk)

Email: **chieveley.pc@btinternet.com**

Tel: **01635 247507**

Fax: **01635 247507**

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on the website, you can still contact Chieveley Parish Council to ask if we have it.

**Note:** This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.