

CHIEVELEY PARISH COUNCIL

Minutes of the Annual Meeting of Chieveley Parish Council held at Chieveley Recreational Centre, High Street, Chieveley, Newbury, Berkshire on Tuesday 13 May 2008 at 7.30pm

Present:

Cllr R Crispin	Cllr Taylor
Cllr D Cowan	Cllr Cole
Cllr Friend	Cllr Ramsay

In Attendance Mrs T Snook (Clerk), 6 members of the public

Part I

1.05.08 Apologies and Acceptance of Absence

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

2.05.08 Election of Chairman and Vice Chairman for the coming year

The retiring chairman invited nominations for the Chairmanship for consideration.

Cllr Taylor proposed Cllr Crispin. Seconded: Cllr Friend

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.

3.05.08 Declarations of Interest by Councillors and Review of Code of Conduct Documentation

The clerk confirmed that the Councillors present had initialled and dated the Councillor's Notification of Registrable Interests Forms in her presence and Cllr Cole and Cllr Crispin had completed amendment forms. Councillors not present at the meeting will be contacted by the clerk after the meeting and the forms initialled and dated in her presence as soon as possible.

Cllr Cole confirmed that she had been lobbied as District Councillor for planning application Gable End 08/00528/FUL .

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"

Cllr Ramsay declared an interest in planning application 08/00611/HOUSE, Park Farm.

4.05.08 Minutes of the Parish Council meeting held on 8 April 2008 to be agreed and signed as a true record.

The minutes of the meeting held on 8 April 2008 were unanimously agreed as a correct record of the meeting and the Parish Council resolved to sign them.

5.05.08 Minutes of the Annual Parish Assembly held on 8 April 2008 to be agreed as a correct record.

The minutes of the annual Parish Assembly held on 8 April 2008 were unanimously agreed to be a correct record of the meeting. The Chairman confirmed that the minutes of the meeting will be signed at the next Parish Assembly in 2009 in the presence of the community.

The Parish Council resolved to bring forward Agenda item 9.

9.05.08 Planning Schedule and Planning Issues for discussion and action (Appendix I)

**9.05.1 Gable End, Freshfields Lane, Chieveley 08/00528/FUL
Change part of garden from residential land to commercial land to enable running of Dog Breeding Establishment**

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

Inappropriate location for business or commercial use

Too near to adjoining properties in the lane and Pointers Close

The Parish Council are aware that there are a number of objections from neighbouring properties.

**9.05.2 Mole Corner, Red Shute Hill 08/00391/HOUSE
Two storey extension and revision of approved application 04/02229/HOUSE**

The Parish Council raised no objection to the application but commented that:-

Concerned about the proposed materials in a predominantly red clay tile area.

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.

Cllr Ramsay declared an interest in planning application 08/00611/HOUSE and did not take part in observations and comments provided by the Parish Council.

6.05.08 Appointment of Councillors to Committees, Working Groups or Outside Bodies

6.05.1 Parish Plan Steering Committee

Cllr Taylor

- 6.05.2 Chieveley Recreational Centre and Parish Council Liaison Group**
Cllr Cowan, Cllr Crispin, Cllr Spence, Cllr Hamlin
- 6.05.3 Neighbourhood Action Group (NAG)**
Cllr Spence and Cllr Crispin
- 6.05.4 Downland Patient Representative Group**
Cllr Taylor
- 6.05.5 Newbury Showground Residents Group**
Cllr Crispin, Cllr Ramsay and Cllr Cole

7.05.08 Standing Orders, Financial Regulations and Standard Documents. To consider whether the standard documents need to be reviewed or updated.

All councillors have copies of the standard Parish Council documentation. Amendments to the Freedom of Information documents took place in July 2007 to include the new Code of Conduct information. No further documents need reviewing.

8.05.08 Insurance Review. To discuss and agree action

The clerk provided an insurance review handout with information from Norwich Union who have introduced a new Parish Council Insurance Cover policy to the market and Allianz the current insurance provider.

A discussion took place. The clerk brought to the Parish Council's attention that Norwich Union has a schedule of charges for amendments and replacement documents.

The Parish Council confirmed that Allianz had provided a good service and appropriate cover for Chieveley Parish Council. It was noted that Allianz did not charge administrative costs for amendments and copy documents and have provided a competitive quotation and a reduction in premium for 2008/2009.

The Parish Council agreed to accept Allianz as the insurance provider.

The clerk brought to the Parish Council's attention that due to the Parish Council holding S106 funds the fidelity guarantee for 2008/2009 needed to be increased from £20,000 to £50,000. A form will need to be requested from Allianz. The increase in fidelity guarantee cover will increase the premium for the guarantee from £36 to £75.60. The Parish Council resolved to increase the fidelity guarantee to £50,000 for 2008/2009. **Action: Clerk**

10.05.08 Curridge Wastelands Charity. To give consideration to nominating two Trustees to the charity for a term of four years commencing 21 August 2008.

The Parish Council resolved to nominate Jean Main and Eric Friend.
Proposed Cllr Crispin, Seconded Cllr Cole
Clerk to write to the clerk to the Trustees. **Action: Clerk**

11.05.08 Annual Return and Year End Accounts. To approve the Annual Return and Year End Accounts for 2007/2008

The Chairman confirmed the clerk had made available the Annual Return, Year End Accounts and Significant Variations documentation a week prior to the meeting for councillors to view.

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 Clerk advised the Parish Council that a Review of Effectiveness of Internal Audit was to be carried out this year. This was noted. Cllr Cowan will assist the Clerk.

12.05.08 Grants 2008/2009. To give consideration to the grant applications (Appendix II)

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 Crispin Seconded: Cllr Cole.

12.05.1 Curridge W I Hall Grant

A discussion took place regarding the grant request for the chairs at the W I Hall. It was proposed by Cllr Taylor that the Parish Council pay the full cost. Seconded by Cllr Cole. Clerk to obtain quotations as the cost is over £1,500. The clerk is to approach the W I Hall Committee to ask if this is acceptable and to submit a new grant request for 100%. It was agreed that many of the Parish residents would benefit from new chairs and a stacking system in a busy community facility. Grant request from the W I deferred until the next meeting.

It was proposed by Cllr Crispin that general grants be approved as listed on the schedule. Seconded Cllr Cowan. This was unanimously agreed.

13.05.08 Neighbourhood Action Group (NAG). To receive information from Cllr Crispin. To discuss and agree action.

Cllr Crispin reported that a Pre NAG meeting is due to take place on 2 June 2008 at the Council Offices, Market Street, Newbury between 1.30pm and 4.30pm. The purpose of the meeting is to discuss and agree the structure/roles of members of the Downlands NAG.

The first official NAG meeting date for the agreed members is set for 12 June 2008. Venue to be advised.

Andy Bone has confirmed he could attend the Parish Council meeting on 10 June 2008. The Parish Council agreed this would be welcome. **Action: Clerk**

14.05.08 Capital Bid results for Highways and Transport Capital Programme. Councillors to receive individual copies of the projects identified. (Appendix III)

Cllr Friend noted the information on the schedule relating to the footpath link between the Curridge W I Hall and Crabtree Lane and along Curridge Road into the village. He had attended a meeting with Cllr Ramsay and Stuart Clark from West Berkshire Council. Requested it is an agenda item at the June Meeting. **Action: Clerk**

15.05.08 Bardown

Cllr Crispin confirmed that there was nothing he could report on at present.

16.05.08 Local Development Framework Consultation for Options for Development in the Rural Areas of the District. To receive a report from Cllr Cowan.

Cllr Cowan confirmed he attended the West Berkshire Planning Strategy meeting for Options for Development in the Rural Areas of the District with Cllr Crispin on 6 May 2008 at Chieveley Recreational Centre. Two documents were introduced for consultation. A Background paper entitled "A settlement Hierarchy for West Berkshire" and a discussion paper called "Options for Development in the Rural Areas"

New housing will be allocated by using a points system.

Response to Options for Development in the Rural Areas Consultation

Question 1

Do you agree or disagree with the principle of using a hierarchy of settlements to help determine the most sustainable locations for new development?

Disagree with the way the hierarchy is presented in this document. In principle, a hierarchy of services centres in rural areas might be one of a number of useful considerations but it is presented in the discussion paper not as something to 'help' but as the very basis of allocation of the regional demand for housing that cannot be met in or adjacent to the main urban areas. This is seriously flawed because PPS7 and Policy H3 of the draft South East Plan require the allocation of housing in rural areas to take into account the needs of the communities in question. The hierarchy method proposed totally overlooks this as it is solely based on what these communities have got, not what they need.

Question 2

Do you agree or disagree with the methodology for selecting the hierarchy? (Detailed information about the hierarchy can be found in the settlement hierarchy background paper).

Disagree. First, the policies in PPS1, PPS3, PPS7 and Policy H3 of the draft South East Plan place great weight on the importance of public transport in defining sustainable locations to the point of public transport links being inseparable from new housing areas. The methodology only weights 3 of 27 points to public transport links leading to results that are perverse in the case of Lambourn and Compton for example which fall into a class defined as having reasonable public transport without any recognizable public transport services.

Second. Does not take into account the extent to which the services that are identified may be already at capacity especially where villages like Chieveley have already accommodated significant new housing recently and still need to adjust to this.

Question 3

Do you agree or disagree with the approach of controlling development in rural areas by the use of settlement boundaries?

Agree. The settlement boundaries policy has worked reasonable well in the existing plan.

Question 4

For the Leading Rural Service Centres, do you agree or disagree with the option of allowing some new housing development on land adjacent to the existing settlement to meet housing needs?

Agree if it is in relation to needs. That does not seem to be what is proposed. The method for determining needs should be developed; the hierarchy does not do this.

Question 5

For the Rural Service Centres, do you agree or disagree with the option of allowing some new housing development on land adjacent to the current settlement to help meet housing needs?

Same answer as Question 4.

Question 6

For Service Villages, do you agree or disagree with limiting new housing development to within the existing settlement area?

Agree.

Question 7

One option is to designate the other settlements as countryside, with no further housing development. Do you agree or disagree with this option?

Agree with Question 8 below. To have no further housing development across these areas does not seem realistic.

Question 8

An alternative option is to allow for some infill housing development in the other settlements to help support the existing facilities. Do you agree or disagree with this option?

Agree.

It was proposed by Cllr Crispin and Seconded by Cllr Cole that the Parish Council provide the observations for the Options for Development in the Rural Areas consultation. This was unanimously agreed.

The Parish Council thanked Cllr Cowan for the information.

17.05.08 Clerks Salary 2008/2009

The Chairman confirmed that at the meeting in December (minute ref: 10.12.07 the Parish Council agreed an incremental rise to SCP 21 from 1 April 2008. The Chairman signed a letter confirming the new salary scale effective from 1 April 2008.

18.05.08 Clerk's Report including correspondence

18.05.1 Oare Pond

The clerk tabled a letter received from a neighbour to Oare Pond requesting access. To be a future agenda item.

18.05.2 Emergency Planning Training

The clerk tabled a letter confirming an introduction to Emergency Planning will take place on 23 June 2008 6.30pm – 9.30pm at West Berkshire Council, Civic Offices, Market Street, Newbury. Councillors who wish to attend should contact Carolyn Murison by emailing emergencyplanning@westberks.gov.uk.

18.05.3 Breach of Condition Change of Use Enforcement Notice

The clerk tabled a letter from West Berkshire Council notifying the Parish Council that an Enforcement Notice had been issued by the Council in respect of land at Woodside Farm, Oare.

19.05.08 Report of the Responsible Finance Officer, Cheque Signing and other financial matters

It was proposed by Cllr Crispin, Seconded by Cllr Taylor and the Parish Council resolved to pay the accounts for May 2008. A copy of the Year to Date Financial Statement for 2008/2009 was given to all Councillors including the agreed financial year budget figures 2008/2009.

Payments

Cheque No	Payee	Description	Amount
565	Curridge W I	Hall hire charges	£ 87.00
566	Zurich Insurance Company	Public Liability Insurance Curridge Playground	£ 367.50
567	T Snook	Clerk Fees (5 weeks)	£ 766.32
		Expenses and Allowance	£ 27.25
568	CCB	Membership subscription	£ 30.00
569	Allianz Insurance	Local Council Insurance	£ 491.36
Total Payments for May			<u>£ 1,769.43</u>

Receipts

BACS	West Berkshire Council	Precept	£ 12,500.00
Total Receipts for May			<u>£ 12,500.00</u>

Financial Position as at 13 May 2008

Receipts for year to date including April precept received	£ 12,500.00
Less payments for year to date	<u>£ 2,828.82</u>
Sub Total	£ 9,671.18
Add balance carried forward 31/03/08	£ 21,172.53
S106 Contribution 07/08 carried forward 31/03/08	<u>£ 18,905.44</u>
	<u>£ 49,749.15</u>

19.05.1 Curridge Playground Public Liability Insurance

The clerk brought to the Parish Council's attention that the Secretary of the Curridge Playground Trustees had confirmed that the premium had not changed from last year.

19.05.2 Chairman's Allowance

It was proposed by Cllr Cole and Seconded by Cllr Friend that the Chairman should have an allowance of £100 per annum. This was unanimously agreed

19.05.3 Bank Mandate Review

No amendments required

20.05.08 District Councillor's Report

Cllr Cole reported that she had accepted the post of Vice Chairman, West Berkshire Council. Everyone congratulated Cllr Cole.

21.05.08 Councillors' Reports (Information Only)

17.05.1 Newbury Showground

Cllr Friend reported that he had been aware of events held over the bank holiday weekend due to noise from the site.

Cllr Crispin confirmed that PA noise had been raised at a recent Residents' meeting at the showground. A noise consultant has been appointed and will be assessing and monitoring noise at events on the showground during the year. However the consultant needs to obtain and assess background noise data in the area before monitoring can take place.

Cllr Friend was encouraged to use the new number provided in the Newbury Showground minutes from the meeting held in April to report noise issues as they arise. Mr Crockford, telephone number 07768515454.

21.05.2 Curridge W I Hall

Cllr Friend reported that waste bags were being dumped outside the hall. The dustmen have confirmed they will be collected. There is concern about overhanging branches causing access issues to the dust truck along Chapel Lane. Matter has been referred to West Berkshire Council.

22.05.08 Any other items which the Chairman decides are urgent (information only)

None

23.05.08 Date of the Next Meetings

Tuesday 10 June 2008 at Curridge W I Hall at 7.30pm

Tuesday 8 July 2008 at Chieveley Recreational Centre at 7.30pm

There being no further business the meeting closed at 9.50pm.

Signed.....(Chairman)

Date.....

Part II

Due to the confidential nature of the information to be disclosed the Parish Council resolved to exclude members of the Public (Public Bodies (Admissions to Meeting) Act 1960 Section 2) for the disclosure of the confidential information.

24.05.08 Topic Affecting the Parish

Information was received in relation to this matter.

Planning Applications For the Parish Council Meeting on 13 May 2008

Appendix I

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
08/00354	HOUSE	4 The Old Nursery, Hermitage	Conservatory to rear of house	No Objection
08/00391	HOUSE	Mole Corner, Red Shute Hill	Two storey extension and revision of approved application No 04/02229/HOUSE	No Obj/comment
08/00503	HOUSE	35 Kiln Drive, Curridge	Conversion of existing loft space into bedroom and en-suite. Inclusion of dormer window to rear of property	Objection
08/00528	FUL	Gable End, Freshfields Lane, Chieveley	Change part of garden from residential land to commercial land to enable running of Dog Breeding Establishment	Objection
08/00499	HOUSE	5 Barton Copse, Chieveley	Barn style wooden doors to be put on existing cart shed	No Objection
08/00383	HOUSE	Chiltern House, High Street	Proposed 2 storey extension with certain minor internal alterations	No Objection
08/00611	HOUSE	Park Farm, Curridge	Erection of one open unit/workshop	No Objection
08/00636	HOUSE	Warriewood, Curridge Road, Curridge	Re-siting of central heating oil tank (domestic)	No Objection
08/00560	FUL	Gidley Farm, Downend	Part retrospective - Creation of lake from former slurry lagoon	No Objection

Planning Application Decisions and Appeal Decisions Notification

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

Planning No	Type	Location	Description	Decision
08/00365	HOUSE	Green Lane Cottage, Green Lane	Extension and internal alterations together with a replacement garage	Approval
08/00246	HOUSE	2 Barton Copse, Chieveley	Add wooden garage doors to existing cart shed	Approval
08/00275	HOUSE	8 Barton Copse, Chieveley	Add timber doors on the front of the existing cart shed	Approval
08/00183	HOUSE	2 Snelsmore Barns, Snelsmore	To remove and reposition the existing small window to a	Approval
08/00111	FUL	Arlington House, Curridge	Single storey extension to unit 2 Arlington Grange and	Approval
08/00317	HOUSE	6 Barton Copse, Chieveley	Barn style hardwood garage doors to be put on existing	Approval
08/00379	FUL	Priors Court School, Priors Court Road	Erection of temporary shade	Not required
08/00378	LBC2	Priors Court School, Priors Court Road	Erection of temporary shade	Not required

For Information

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Chieveley Parish Council

Grants 2008/09

Approved 13 May 2008

Section 137 Statutory Limit = £5.86 per elector 1983= £11,620.38 limit for 2008/09
1024 Electors Chieveley 859 Electors Curridge & Oare

Free Resource. In the interests of all, and will bring direct benefit to its area or any part of it or all or some of its inhabitants. If a specific spending power exists you cannot use S137

No.	Applicant	Purpose	Requested	Agreed
			2008/2009	
1	Curridge Residents Association CPRE	Running costs	£ 300	£ 300
2		Donation	£ -	
Total			£ 300	£ 300

Donations - Section 137

			2008/2009	2008/2009
				0
				0
				0
Total			£0	£0

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 approves expenditure in the sum of £300

Date: 13-May-08 Minute reference: 12.05.08

Section 19

**Local Government (Miscellaneous Provisions Act 1976, S19 (Power to provide gymnasia, playing fields, holiday camps)
Power to provide and equip buildings for use of clubs having athletic, social or educational objectives
Power to provide and contribute to buildings for offices and public meetings and assemblies in public buildings and village**

	Organisation	Description	Total Scheme Cost	Grant request	Agreed
3	Chieveley Recreational Centre	Ground Maintenance			
		Facilities maintenance	£ 9,800.00	£ 5,900.00	£ 5,900.00
4	Chieveley Toddler Group	Village hall rental for the year	£ 418.00	£ 418.00	£ 418.00
5	Chieveley School PTA	Gazebo for PTA and other groups	£ 611.87	£ 306.00	£ 306.00
6	Chieveley Pre School	Rent of Chieveley Village Hall for one term	£ 1,505.00	£ 1,000.00	£ 1,000.00
7	1st Hermitage Scout Group Curridge W I Hall	Maintenance of the cub hut	£ 1,500.00	£ 600.00	£ 600.00
		New chairs to update and improve seating in the hall for the community. To improve stacking and storage facilities.	£ 3,660.59	£ 1,830.00	Deferred
8					
Total				£ 10,054	£ 8,224.00
LGA 1972 S215 (6)					
9	Chieveley PCC	Maintenance of Churchyard	£1,630.00	£500.00	£ 500.00