

ECCHINSWELL, SYDMONTON AND BISHOPS GREEN PARISH COUNCIL

Minutes of meeting held at Ecchinswell Village Hall

Wednesday 11<sup>th</sup> April 2018, commencing at 19.30 hours

**Present:** Councillors Hall, Owen, and Sparrow, County Cllr Mellor

**In attendance:** Sarah Jones (Clerk), 1 member of the public

Item		Action
1	<p><b>Apologies</b> Apologies were received and accepted from Cllr Dain.</p>	
2	<p><b>Declarations of interest</b> There were no declarations of interest.</p>	
3	<p><b>Minutes of previous meeting and actions arising</b> <b>36/18 Resolved</b> To receive and confirm the minutes of the previous meeting held on 14<sup>th</sup> March 2018. Signed by Cllr Hall as a true record. <b>Actions arising:</b> The actions have either been addressed or are dealt with under Agenda items below.</p>	
4	<p><b>Public participation</b> 1 member of the public attended. She advised Cllrs she had attended the EVH Committee meeting and that the report was positive. The accounts are showing a healthy balance and the hall is able to purchase new doors and a new container for the pantomime seats. The hall is in good repair and all maintenance is up to date. There is no frost damage. The new floor has been scratched and the possibility of using rubber feet on chairs and tables to prevent this is being looked into. The pitches are waterlogged; matches need to be completed before the end of May. CCTV will be installed in the carpark over the summer. The next quiz night is Saturday 21<sup>st</sup> April and the next coffee morning is Tuesday 17<sup>th</sup> April. This member of the public will attend the next EVH meeting. The war memorial cleaning information was circulated by a member of the public and will be reviewed by Cllrs. Bee-keeping on allotments has been raised; information provided by BDBC has been reviewed and it was agreed there is nothing to stop the PC agreeing to bee keeping on allotments but there are stringent rules and regulations which must be adhered to. NO decision was made at this stage.</p>	
5	<p><b>Borough Councillor's Report</b> There was no report as the Borough Cllr was not present.</p>	
6	<p><b>County Councillor's Report</b> County Cllr Mellor advised there may be grant monies available for the cleaning of the war memorial and the Clerk is to follow this up on 1<sup>st</sup> June when the grant can be applied for. The cuts made to budget have had very little overall effect to villages other than road maintenance. Potholes continue to create a huge problem and cost large sums of money. Cllr Mellor advised all works being carried out on the roads at the moment relate to potholes. The Government have pledged more money to help with this issue and HCC will receive £3m which is primarily to be used to target potholes. The Newtown Road recycling permits have been extended until December 2018. Cllr Mellor will be in discussions shortly to establish whether these will be rolled out for another year or a different system put in place. He will keep the Council informed but this is not likely to be discussed further for some months.</p>	<b>SJ</b>
7	<p><b>Planning</b> <b>37/18 Resolved</b> a) No planning applications have been received this month. <b>b) Decisions</b> <b>37/17 Resolved</b> <b>17/03035/HSE Lane End House, Featherbed Lane, RG20 4UW</b> Erection of two storey and single storey extensions to the side/rear elevations, porches to</p>	

	<p>front and side elevations and conversion of garage to living accommodation with first floor extension and external alterations. Granted with conditions. <b>17/03474/FUL Ham Hill, Sydmonton Road, RG20 9AB</b> Demolition of existing building and erection of replacement dwelling house with attached single storey service wing and garage with first floor staff accommodation. Granted with conditions. <b>17/03680/AGPD Swaits Farm, Hyde Lane, Ecchinswell</b> Erection of an agricultural store. Granted with conditions. <b>17/04047/HSE Brook Cottage, Hydes Platt, RG20 4UH</b> Erection of a single storey rear extension and single storey front extension. Conversion of loft to living accommodation with alterations to rear gable and rooflights to front, rear and side elevations. Granted with conditions. <b>17/03807/FUL Rooksfield, Bishops Green, Newbury</b> Erection of 2 three bed dwellings with new vehicular access. Refused.</p>	
8	<p><b>Finance</b> <b>38/18 Resolved</b> <b>Electronic Payments:</b> a) Financial Report and Payments S Jones Clerk's salary (March) £484.56 S Jones Clerks Expenses (March) £0.00 D McClelland Litter warden – (March) £187.50 R Wherry Litter warden - (March) £120.00 HMRC PAYE – RW, DM, SJ £49.60 <b>Total £841.66</b></p> <p><b>Cheque payments:</b> None <b>39/18 Resolved</b> b) The actual/against budget for year end was agreed.</p>	
9	<p><b>Correspondence</b> <b>40/18 Resolved:</b> 28/3 – HCC roads and transport – notification of enquiry number for white railings and painting of lines outside the school 28/3 – Legal Aid – notification of help re HMRC issue. The Clerk advised Cllrs that there has been an on-going issue with HMRC. When the Clerk was replaced last June, the account was closed and re-started as advised by HMRC but there was an administrative error on HMRC's part which indicated late submissions. This was clarified the by the Clerk and following the instructions given by HMRC, a new account set up and used. This created a duplicate account which lead HMRC to believe there was a debt on an account relating to ES&amp;BG Parish Council and despite many phone calls and letters detailing the issue, HMRC were unable to clarify the administration at their end and eventually believed this to be a bad debt and sent the details to a Debt Collection Agency. The Parish Council sought legal advice via HALC, this was received and has been acted upon and it seems the issue has finally been resolved although final confirmation of this is required from HMRC. 29/3 – email John Murray – the internal audit has been booked for 15<sup>th</sup> May.</p>	
10	<p><b>Highways and Rights of Way</b> <b>41/18 Resolved</b> Cllr Dain raised the issue via email of accessibility on certain footpaths and the possibility of changing some stiles to kissing gates. Cllrs were in agreement with improving the access, confirming that the gates etc would remain the landowners responsibility. Cllr Hall is to approach Joe White to instigate a conversation relating to this, and will report back. Cllrs commented on the state of the roads but confirmed BDBC do respond to complaints.</p>	<b>TH</b>

11	<p><b>New Business</b></p> <p><b>42/18 Resolved</b>  a) <u>Facebook</u>  In order to improve communication and possibly engage more people Cllrs were agreed a Facebook page should be set up. Cllr Owen is to look in to doing this and will report back. A moderator for the page also needs to be agreed.</p> <p>b) <u>GDPR Information</u>  <b>43/18 Resolved</b>  In order to comply with the new General Data Protection Regulations this Clerk will establish the wording of an email with HALC, to be sent to all residents on the mailing list advising that need to confirm if they would like to remain on this list.</p> <p>c) <u>EVH Committee Meeting Report</u>  <b>44/18 Resolved</b>  This item was reported under Section 4 above.</p> <p>d) <u>1<sup>st</sup> Quarter Risk Assessment</u>  <b>45/18 Resolved</b>  The risk assessment was carried out and no issues raised.</p>	<p><b>NO</b></p> <p><b>SJ</b></p>
12	<p><b>Matters for discussion</b></p> <p>a) <u>Oakfields parking update</u>  The letter to residents has been drafted and will be sent once the correct person at Vivid has been identified so the letters can go directly to them. There are funds available for the printing and posting costs if needed.</p> <p>b) <u>Lengthsman jobs update</u>  The lengthsman's hours have been assigned for the year, ES&amp;BG PC have 52.5 hours. Cllrs Hall and Dain are going to review which jobs need to be carried out at the times allocated, and will advise the Clerk to report back.</p> <p>c) <u>War Memorial Cleaning progress</u>  Information has been sent out but needs to be reviewed so this item is carried over until the next meeting.</p> <p>d) <u>May Assembly</u>  This item will be discussed at the end of the meeting.</p> <p>e) <u>HARAH Survey update</u>  Cllrs were advised up to 20 responses were received and the survey has now closed. Full details will follow shortly and Tim Davis from Harah will attend the Annual Assembly.</p> <p>f) <u>Email addresses for Cllrs</u>  The format of <a href="mailto:CllrName.ESBG@outlook.com">CllrName.ESBG@outlook.com</a> was agreed and Cllr Hall will ensure the names are available and then the emails can be set up.</p> <p>g) <u>Parish Magazine</u>  Content for the Parish Magazine article was agreed. Cllr Hall will write the article this month.</p> <p>May Assembly:  The Clerk confirmed the following people will attend:  Borough Cllr Izett, County Cllrs Thacker and Mellor, John Dullingham – Police, Tim Davis – Harah, Adrian Wander – War memorial</p> <p>Cllr Owen will complete the questionnaire for attendees to answer on the evening.  Cllr Hall will ensure the signs are put up around the pond.  All Cllrs will be asked to assist in the leaflet drop 2 weeks before the meeting.</p> <p>It is with sadness the Council have received and accepted the resignation of Cllr Bate. Cllr Bate is warmly thanked for all his hard work and contribution during his time on the Council.</p>	<p><b>SJ</b></p> <p><b>TH/MD</b></p> <p><b>TH</b></p>
13	<p><b>Date of next meeting</b>  Wednesday 9<sup>th</sup> May 2018 at Ecchinswell Village Hall at 7.00pm.  There being no further business, the meeting closed at 9.10 pm.</p>	

## ACTIONS:

There may be grant monies available for the cleaning of the war memorial and the Clerk is to follow this up on 1st June when the grant can be applied for.

Cllr Hall is to approach Joe White to instigate a conversation relating to changing the stiles to kissing gates to improve access, and will report back.

Cllrs were agreed a Facebook page should be set up. Cllr Owen is to look in to doing this and will report back.

In order to comply with the new General Data Protection Regulations this Clerk will establish the wording of an email with HALC, to be sent to all residents on the mailing list advising that need to confirm if they would like to remain on this list.

The letter to residents has been drafted and will be sent once the correct person at Vivid has been identified so the letters can go directly to them.

Cllrs Hall and Dain are going to review which lengthsman jobs needs to be carried out at the times allocated, and will advise the Clerk to report back.

The format of CllrName.ESBG@outlook.com was agreed and Cllr Hall will ensure the names are available and then the emails can be set up.