

MINUTES OF THE MEETING OF BUCKLEBURY PARISH COUNCIL
Held at Bucklebury Memorial Hall on Monday 14th March 2011 at 7.45pm.

PRESENT

Mrs. P. W. Frankum (Chairman); Mr. B. Dickens (Vice Chairman); Mr. H. Hind; Mr. B. Dickens; Mr. J. de Lara; Mrs. L. Clarke; Mr. J. Brims; Mr. D. Heslop; Mr. G. Pask (District Councillor); Mrs. H. Pratt (Clerk).

OTHERS

Mr. Andrew Stott; Mr. Mark Taylor (Newbury Weekly News).

APOLOGIES

Mr. T. Slatford.

DECLARATIONS OF INTEREST

D1. There were no declarations of interest.

MINUTES

- M1. Bucklebury Parish Council Minutes for Meeting held on Monday 14th February 2011.
The minutes of the BPC meeting held on Monday 14th February 2011 were agreed and signed by Mrs. Frankum.
- M2. Planning Committee Minutes for Meeting held on Monday 28th February 2011.
The minutes of the Planning Committee meeting held on Monday 28th February 2011 were agreed as a true record and signed by Mr. de Lara.

CLERKS REPORT

- CR1. Cemetery Superintendent.
The Clerk reported that Mr. Kent had been unable to visit the Cemetery to check the reserved graves due to the cold weather. Once this has been completed, the books and records can be handed over. The books will be required for the annual internal audit, or if a burial in the Cemetery needs to take place. HP
- CR2. Salt Bins.
The Clerk recommended that the license request for the salt bin at Paradise Way be prepared but not submitted until September 2011 as the salt will not be needed during the warmer weather. HP
- CR3. Chapel Row PhoneBox.
The Clerk reported that BPC may still apply to adopt the phone box at Chapel Row, however the scheme will be brought to an end shortly. Questions were raised about the ongoing maintenance costs and the cost of its disposal should it be adopted. It was understood that some have been sold on ebay for £400.00 including collection. The Clerk will contact Frilsham Parish Council and find out about the maintenance costs on the phone box they have adopted. Mr. Dickens proposed that BPC pursue the idea of adopting the phone box and solicit opinions from parishioners in the next edition of The Oaks, before a decision be made at the May meeting. This was seconded by Mr. Beeson and unanimously agreed. HP
- CR4. Common Clearing – Saturday 26th March.
Oli Brooke from the farm park has offered to help at the event with a landrover. Unfortunately many councillors are unable to attend. The Clerk will contact the Police and let them know about the event. Posters have been put up and more were distributed to members.
- CR5. Fluorescent vests printed with Bucklebury Parish Council.
The Clerk reported that she had obtained two quotes for printed fluorescent vests, both for £5.50 per vest plus postage of £9.00 in one case. It was agreed that the Clerk would order 12 vests from the local supplier. HP

Signature

Date

CR6. Cemetery Maintenance.

The maintenance contract for the Cemetery has expired. The existing contractors have quoted for this year for a total of £1,369.89, which is the same as last year. It was agreed that this quote be accepted.

HP

TOPICS

T1. Royal Wedding.

The plans for the events at Bucklebury Farm Park and in each of the pubs are moving forwards well. Mrs. Frankum is attending a meeting with Thames Valley Police on Wednesday this week about policing in Bucklebury on the day of the wedding. The “Tea in the Park” event at the Farm Park will be much bigger than originally anticipated, costing has been completed and there should be money over. The children of the parish will be receiving Emma Bridgewater mugs commemorating the Royal Wedding which are specific to Bucklebury. The minimum order for these mugs is 250. On behalf of Bucklebury Village Events Committee, Mrs Frankum asked that BPC loan the committee an additional £2,000.00 (to the already loaned £2,000). The two fund raising events held have raised approximately £1,200 and Sky Television has agreed to loan a large screen on the day.

WF

Mr. de Lara proposed that BPC loan Bucklebury Village Events Committee up to a maximum of £5,000; this was seconded by Mr. Brook and carried with 7 members in favour and 1 against. Mrs. Frankum will forward a copy of the costing carried out to date to members of BPC.

Oli Brook is understood to be investigating whether the footpath from Vanners through the Farm Park can be closed for the day.

It was agreed that a member of Bucklebury Village Events Committee be asked to the next meeting of BPC to update members on progress.

WF

Mr. de Lara commented that the BPC web site is getting between 2,000 and 3,000 hits a week on average (an increase from 10 to 15 hits a week).

T2. Donation for Royal wedding gift.

It was unanimously agreed to make a donation of £100 to the gift being organised by Mary Bayliss, the Lord Lieutenant of Berkshire for the Royal couple, half the amount being raised to be donated to the Berkshire Community Foundation.

HP

T2. Policies and Procedures.

The Standing Orders, Financial Reserves Policy, Donations to Charities, Communications Policy, Pre Planning Consultation and Freedom of Information Act were all reviewed and agreed.

It was agreed that information on the Web Site should be added to the Communications Policy. A question was raised regarding an advert for an event in Stanford Dingley to celebrate the Royal Wedding. It was agreed that in this instance the advert could be placed on the web site.

It was agreed that there needs to be a clear definition of the purpose for the web site, and sources for the information on it. Mr. de Lara and Mr. Beeson agreed to establish a policy containing a framework for the web site over the next 3 months.

JdL
SB

T3. Grant to Memorial Hall for FY 2010/11.

Mr. Dickens proposed that the ring fenced £2,500 for the Memorial Hall during 2010/11 is granted; this was seconded by Mr. Beeson and unanimously agreed.

T4. Community Resilience and Emergency Planning.

The Parish Plan has identified Emergency Planning as a high priority task. It was agreed that Mrs. Clarke and Mr. Brook will consider the template Emergency Plan and information which has been distributed to Parish Councils. Carolyn Murrison is available to assist in compiling an Emergency Plan. It was agreed that the work required would be reviewed and a plan put in place to be shared at the July meeting.

LC
PB

T3. Clerks Terms of Employment.

Signature

Date

The Clerk reported that at the recent SLCC conference the SLCC HR advisor had indicated that the Gratuity/Pension section in the contract should remain, even if it is not applicable. The Clerk is continuing to look into this.

HP

PLANNING

P1. Enforcement at Chapel Row Dairy.
See Part II minutes.

Plans submitted for approval:

P2. 10/00219/COMIND Hopgoods Farm, Hopgoods Green.
Demolition of existing studio and stable block and relocate new stable within property.
There was discussion about lighting on the site (particularly around the ménage), work having already started and concerns over earthworks. It was agreed that no objection be offered.

P3. 11/000238/FUL Haycroft, The Slade.
Redevelopment of existing ménage to provide new tennis court.
At the time of the BPC meeting, this application had not been allocated to a case officer. Mr. Dickens reported that WBC would defer the date by which comments need to be returned until after the Planning Committee meeting on Monday 28th March, when this application will be discussed.

To receive WBC planning decisions:

P4. 10/03159/HOUSE Kings Copse Cottage, Southend.
Erect wood store to rear of property.
BPC had **no objection** to this application and it has been **approved**.

P5. 10/02049/FUL Bucklebury Farm Park.
Retrospective – Extension to barn and three small outbuildings.
BPC had **no objection** to this application and it has been **approved**.

P6. 10/02790/HOUSE Woodleigh, Long Grove.
Conversion of existing garage into rest room/sauna/utility/plant/WC and shower room and erection of single storey conservatory.
BPC **objected** to this application and it has been **refused** by WBC.

REPORTS

R1. District Councillor.

A 0% increase in budget has been set. Councillors have endeavoured to preserve front line services. There will be an increase in road maintenance after the recent bad Winter which will be funded with the help of a grant. The contentious part of the budget is the closure of some of the day centres; however 40% of the existing day care places are not used.

R2. The Common.

Mr. Beeson reported that he had spent a day working on the Common around the fishponds. A contractor with a JCB helped and the pumping station has been demolished and large logs moved across tracks to prevent illegal 4x4 use. Paths around Holly Lane need to be blocked in the same way.

The portable CCTV which was in use on the Common has been returned. Mr. Beeson reported that basic CCTV can cost as little as £150.00.

Emma Spriggs from the Parish Plan Cycling Group has applied for a grant of £5,000 under the RASP scheme to improve the byway to the north of the Common Road for cycling. Mr. Beeson commented that some of the work required under this scheme could be carried out by the contractor with his JCB who has helped elsewhere on the Common.

R3. The Memorial Hall.

The proposed BMX track will be reviewed with contractors at the end of March. Fund

Signature

Date

raising is going well and £10,000 has been received by the Memorial Hall from a parishioner specifically for the project.

PARISH PLAN

PP1. Ratification of Parish Plan Refresh.

Mr. Brook reported that he will be sending out copies of three documents for members to review prior to the next meeting. These are: the Action Plan; the full Report; an abridged report. The full Report needs to be endorsed by BPC at the April meeting and then by WBC.

Mr. Brook asked for any comments prior to the next meeting.

TOPICS FOR NEXT MEETING

TM1. Items to be discussed at the next meeting.

Ratification of the Parish Plan.

Update on Royal Wedding "Tea in the Park" event.

FINANCE

F1. Cheques to be signed by Councillors:

C. R. Landscapes	£913.26	Cemetery maintenance.
Berkshire Association of Local Councils	£75.00	Planning and Localism training.
SLCC Enterprises Ltd	£78.00	SLCC Regional Conference.
Helen Pratt	£324.00	February 2011 clerks salary.

F2. Balances:

Lloyds Current Account	£26,451.93	At 18/2/2011.
Scottish Widows Reserve Account	£26,739.74	At 21/2/2011.
Scottish Widows Gilroy Account	£4,470.28	At 5/1/2011.
Scottish Widows Memorial Hall Account	£14,303.66	At 5/1/2011.

CORRESPONDENCE

C1. Affordable Rural Housing – A Practical Guide for Parish Councils.

This document was passed to Mrs. Clarke. It was also noted that the results from the Parish Plan questionnaire on housing needs and the request for a housing survey in the parish are very confusing and not at all clear.

C2. WBC – Election update.

The Clerk distributed nomination papers to all members present.

ROUND TABLE COMMENTS

RT1. Provision of IT equipment for the Clerk.

It was suggested that BPC should consider a laptop for the use of the Clerk. It was agreed that this should be a topic at a future meeting.

RT2. Local Development Framework – Amendments by the Inspector.

Mr. Gilbert reported that there has been a reduction in the number of properties to be built in the AONB to 2,000 as the effects of the developments in Pangbourne had been overlooked. Bucklebury is not mentioned.

RT3. Rivar Development in Broad Lane.

Mr. Dickens reported that Rivar have announced that the new development will be called Catherine Place. There has been no consultation with BPC on this. Mr. Dickens will contact WBC on any road naming policies they have. In the meantime, if anyone has suggestions, please contact Mr. Dickens.

The meeting closed at 10.00pm.

NEXT BPC MEETING:

Monday 11th April 2011 7.45pm Memorial Hall

Signature

Date

**NEXT PLANNING MEETING:
APRIL PLANNING MEETING:**

**Monday 28th March 2011 8.00pm Victory Room
Tuesday 26th April 2011 8.00pm Victory Room**

Signature

Date