

MINUTES OF THE MEETING OF BUCKLEBURY PARISH COUNCIL  
Held at Bucklebury Memorial Hall on Monday 13<sup>th</sup> June 2011 at 7.45pm.

PRESENT

Mrs. P. W. Frankum (Chairman); Mr. B. Dickens (Vice Chairman); Mr. A. Stott; Mr. J. de Lara; Mr. A. Gilbert; Mrs. L. Clarke; Mr. H. Hind; Mr. J. Brims; Mr. T. Slatford; Mr. G. Pask (District Councillor); Mrs. H. Pratt (Clerk).

APOLOGIES

Mr. S. Beeson; Mr. P. Brook.

DECLARATIONS OF INTEREST

D1. There were no declarations of interest.

MINUTES

- M1. Bucklebury Parish Council Minutes for Meeting held on Monday 9<sup>th</sup> May 2011.  
The minutes of the BPC meeting held on Monday 9<sup>th</sup> May 2011 were agreed and signed by Mrs. Frankum.
- M2. Planning Committee Minutes for Meeting held on Monday 23<sup>rd</sup> May 2011.  
The minutes of the Planning Committee meeting held on Monday 23<sup>rd</sup> May 2011 were agreed as a true record and signed by Mr. Dickens.

CLERKS REPORT

- CR1. Autumn Common Clearing.  
The Autumn Common Clearing event has been reorganised for the afternoon of Saturday 8<sup>th</sup> October.
- CR2. Annual Assembly.  
After a number of telephone conversations, three representatives of Thames Water attended the Annual Assembly and explained the pressure balancing work they have completed on the 12" water main supplying Upper Bucklebury. They also explained their plans for ensuring a satisfactory water supply in the future.
- CR3. Bucklebury Footpath Leaflet.  
WBC is understood to have put the leaflet together and printed it. The Clerk reported that she had spoken to Jo Andreae regarding the photograph on the front. BPC would need to purchase a "license to use" the image from her in order to print the leaflet again. A suggestion was made that BPC take another photograph for the front cover. Mrs. Clarke agreed to talk to WBC and try to progress this further. LC
- CR4. Audit of FY10/11 Books.  
Erica Tipton has kindly carried out the internal audit of the books. This has been completed and papers have to be sent to the external auditor by the end of the June.
- CR5. Upper Bucklebury Bus Shelter.  
The necessary repairs have been completed. Concern was raised about scratch marks on the Perspex which aren't believed to have been their prior to the panels being collected by T.L. Contracting for safe storage. The Clerk will contact T. L. Contracting prior to paying their invoice to ensure the original Perspex was replaced. HP
- CR6. Cemetery.  
A burial took place on 24<sup>th</sup> May, which was the reopening of a grave. The Clerk reported that she had received a number of enquiries about memorial stones and is in the process of putting together a form for applicants to make the process easier. The SLCC run courses on Cemetery Management which cost £95.00. It was agreed that the Clerk should attend this course. HP  
Questions were also raised about consecration of the Cemetery Chapel, the old cemetery and the new cemetery. The Clerk will investigate this. HP
- CR7. Wood Shed on Path between Roundfield and Briff Lane.

Signature .....

Date .....

The wood shed, built on the land owned by Sovereign Housing, on the path between Roundfield and Briff Lane has been removed.

CR8. Chapel Row Telephone Box.

The Clerk has registered online for the adoption of the Chapel Row telephone box. In addition, the contract has been signed and sent to BT.

TOPICS

T1. Posts of Responsibilities.

The following posts of responsibility were agreed in addition to those at the last meeting:

Anthony Gilbert: Localism

Peter Brook: Greening

Lindy Clarke: Better bicycling & Chapel Row Phone box

Lindy Clarke and John Brims: Flood Wardens

John de Lara: Patient Participation Group

Anthony Stott: WBAGI liaison

T2. Change of Sorting Office for RG7.

It was agreed that the Clerk would investigate what other RG7 parishes are doing about the possible changes.

The Clerk will contact the Post Office and investigate any consultations which may be taking place. HP

T3. WBAGI (West Berkshire Against Grundon Incinerator).

After the presentation at the Planning Meeting on Monday 23<sup>rd</sup> May, Mr. Stott proposed that BPC objects to the Grundon Incinerator at Chieveley and adds its support to WBAGI. This would include being listed on the WBAGI website. The proposal was seconded by Mrs. Clarke and unanimously agreed.

T4. Use of Mailing Lists.

Mr. de Lara has written a document stating the way in which BPC will use a mailing list to communicate with parishioners. All emails will come from the email address: [news@buckleburyparish.org](mailto:news@buckleburyparish.org), access to which will be limited to the Clerk and the Webmaster. Email addresses used will be those supplied to BPC as part of the Parish Plan questionnaire, additions will be possible via personal application. Every email will give recipients the option to unsubscribe.

It is expected that there will be a maximum of 1 email a month, unless exceptional circumstances arise such as severe weather. The emails sent will be tightly controlled and restricted to parish council organised (or sponsored) events happening within 6 weeks, severe weather warnings, disruption to WBC services, road closures, police community messages and any other information deemed appropriate by BPC. Events outside the parish, organised by the school and requesting parish opinion will not be communicated in this way.

PLANNING

P1. Planning Policy.

The proposed Planning Policy document was discussed, in particular the wording concerning pre-application advice; It was agreed that Mr. Dickens would rewrite this paragraph. BD

The Policy will be ratified at the July meeting.

Plans submitted for approval:

Signature .....

Date .....

- P2. 11/00924/AGRIC Middle Wood, Hatch Lane.  
Three drying sheds and a tractor store.  
There are currently two buildings on site which are larger than the previous plans show. There is a turning circle composed of builders' rubble. Councillors were concerned about whether a 60 acre site could sustain the amount of wood needed to fill the proposed three much larger drying sheds every six months. All of the proposed stores are completely enclosed; for wood to dry out it was considered usual to have at least one open side.  
It was unanimously agreed that BPC **objects** to this application.
- P3. 11/00590/FULD The Manor, Bucklebury.  
Section 73A for the removal of condition 4 relating to Sustainable Design Techniques.  
BPC has **no objection** to this application.
- P4. 11/00504/HOUSE Hillfoot Farm, Hillfoot.  
Double storey side and rear extension/annex – amendment.  
The amendment was discussed and BPC has no additional comments to make.
- To receive WBC planning decisions:
- P3. 11/00131/HOUSE 19 Mortons Lane.  
Conservatory to rear elevation of house.  
BPC **objected** to this application, however WBC has **approved** it.
- P4. 11/00354/FULD Land at 44-46 Broad Lane.  
Application under Section 73A of the Town and Country Planning Act (as amended), to vary the provisions of planning permission 08/01594 (Appeal ref. APP/W0340/A/09/2103913) as amended by planning permission 10/02982/NOMAT, to allow the following:  
i) Removal of condition 06 of approval 08/01594/FULD to allow development without compliance with Code for Sustainable Homes requirements;  
ii) Substitution of amended plans for those previously approved and specified in Condition 1 of approval 10/02982/NOMAT to allow a dormer window to Plot 1; a high level window at first floor level to Plot 2; one window and one dummy window at first floor level to Plot 3; construction of a double garage with pitched roof and integral log store, adjacent to Broad Lane and within Plot 1.  
BPC **objected** to this application; however it has been **approved** by WBC.
- P5. 11/00300/OUTD Roundfield Cottage, Broad Lane.  
Proposed dwelling – reserved matters access, layout and scale.  
BPC **objected** to this application; it has since been **withdrawn**.
- P6. 11/00120/HOUSE The Old Cottage, The Avenue.  
Erect garage to replace existing wood and tin roof shed.  
BPC had **no objection** to this application and it has been **approved**.
- P7. 11/000238/FUL Haycroft, The Slade.  
Redevelopment of existing ménage to provide new tennis court.  
BPC **objected** to this application and it has been **refused**.
- P8. 10/02898/HOUSE The Highlands, Upper Bucklebury  
Extension and outbuildings with new gate and fence.  
BPC **supported** this application and it has been **approved**.

## REPORTS

R1. District Councillors.

Signature .....

Date .....

Mr. Pask reported that he is discussing with Richard Benyon MP the proposed change in the sorting office for the RG7 postal area and the best way forwards.

Mr. Pask reported that WBC has taken the owner of Chapel Row Dairy to court and the case is to be heard tomorrow.

R2. The Common and the Coronation Oak.

There was no update on the Common.

A number of parishioners have recently raised concerns about the Coronation Oak. Dick Greenaway has inspected it and now believes that it is actually two trees which have grown in very close proximity to one another, possible from two acorns from the same twig. One of these trees has now died. Willie Hartley-Russell has taken advice and WBC has offered to give their advice. Dead oak trees are considered to be a most valuable habitat and so it has been suggested by WBC that a sign is erected requesting that people do not walk or stand under the branches of the tree.

R2. Memorial Hall.

The AGM of the hall was held last month.

The BMX track is currently being built and is already being used, even though it's not currently finished. It should be finished within the next week or so.

Further discussions have taken place about the extension behind the committee room for store cupboards and the revamping the committee room.

The improved lighting should be in place soon for improved CCTV footage.

Charity Trustees will be appointed at the July meeting.

#### GENERAL ADMINISTRATION.

GA1. Members Interest and Declarations of Office.

The Clerk reminded members that interest forms and declarations of office need to be completed as soon as possible, such that copies can be sent to WBC.

HP

GA2. Printing costs.

It was unanimously agreed that the Clerk should charge 7p per sheet printed. This is an increase of 1p.

#### TOPICS FOR FUTURE MEETINGS

TM1. Items to be discussed at the future meetings.

The future use of the Chapel Row Phone Box.

Finances from Tea in the Park Royal Wedding Event.

Presentation by Arlene Kersley (CCB Rural Housing Enabler) on a "housing needs survey" as 52% of Parish Plan questionnaires returned were in favour of a survey being carried out. It was agreed she should be invited to come to the August meeting.

#### FINANCE

F1. Account for year ending 31<sup>st</sup> March 2011.

Mr. de Lara proposed that the accounts for the year ending 31<sup>st</sup> March 2011 be approved and signed; this was seconded by Mr. Gilbert and unanimously agreed.

F2. Governance Statement.

The Governance Statement was circulated to all members prior to the meeting. Mr. de Lara proposed approving the Governance Statement; this was seconded by Mr. Gilbert and unanimously agreed.

F3. Asset Register.

The Asset Register was reviewed and no changes were made.

F4. Cheques signed by Councillors since the last meeting:

BTCV	£263.32	Pang Valley Conservation Volunteers insurance.
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F5. Cheques to be signed by Councillors:

Signature .....

Date .....

T. L. Contracting	£252.00	Repairs to Upper Bucklebury bus shelter.
West Berkshire District Council	£220.78	Pease Hill Salt bin.
The Alpha Xperience	£19.44	Copying for the Annual Assembly.
Maria Briscoe	£3.00	Oaks delivery – Berry’s Road.
Saskia Pocock	£9.00	Oaks delivery – Hatch Lane, Hatch Close and Paradise Lane.
CCB	£30.00	Annual membership.
CPRE	£100.00	Annual membership.
Sylvia Cornell	£35.00	Bus shelter cleaning – April, May & June.
The Society of Local Council Clerks	£95.00	Annual membership.
P. W. Frankum	£3.88	Expenses for Annual Assembly.
Bucklebury Parish Council – MHE	£4,950.00	Greenham Common Grant for BMX track.
Helen Pratt	£324.00	Clerks May 2011 salary.
F5. <u>Balances:</u>		
Lloyds Current Account	£21,635.23	At 19/5/2011.
Scottish Widows Reserve Account	£26,739.74	At 4/4/2011.
Scottish Widows Gilroy Account	£4,473.03	At 4/4/2011.
Scottish Widows Memorial Hall Account	£14,303.66	At 4/4/2011.

#### CORRESPONDENCE

- C1. Localism Training for Parish Councillors.  
CCB are holding a training session on Thursday 23<sup>rd</sup> June on Localism in Woolhampton Village Hall. Mr. Gilbert agreed to attend.
- C2. Thanks received for Donations.  
Letters of thanks for donations made last month have been received from Bucklebury Tennis Club, Bucklebury Primary School, St. Martins Club, Royal Berkshire NHS Trust Robbie Appeal and Brain Tumour Research.
- C3. Standards Committee Annual Report.  
A copy of the WBC Standards Committee Annual Report has been received.
- C4. Thatcham Film Club.  
The Clerk has received information about the latest films being shown by Thatcham Film Club which is for the benefit of Thatcham and the outlying villages.
- C5. Proposal Under Sustainable Communities Act.  
A proposal has been received that requesting that applicants of major developments:  
- attend a meeting of the local Town or Parish Council, or of a duly called Town Meeting, to answer questions on the application for development; and  
- fund the council or duly called town meeting to commission an independent report on the application and critique of any reports that the applicant has submitted in support of the application for development.  
It was agreed that BPC would support this proposal.

#### ROUND TABLE COMMENTS

- RT1. Royal Wedding Mugs.  
Mr. de Lara asked if Royal Wedding mugs were still available, as people are still sending in emails. Mugs are no longer available.
- RT2. Bucklebury Parish Email Addresses.  
If any councillor would like an @buckleburyparish.org email address, they were asked to contact either Mr. de Lara or the Clerk.
- RT3. Big Tree Grant.

Signature .....

Date .....

Mr. de Lara will pursue this opportunity with a view to obtaining funding for a row of Oaks in the meadows. The first deadline for applications is September 2011.

RT4. Goals for 2011.

Goals were discussed and were broadly viewed as being the Parish Plan, WBAGI, the Chapel Row phone box, tidying up the Cemetery and Diamond Jubilee Celebrations.

RT5. Better Bicycling for Bucklebury.

Mr Clarke reported that the main priority for this group is to improve the byway to the north of the Common road. Elaine Cox suggested this would cost approximately £20,000 including labour. The group has applied for a grant from RASP, but this has been turned down. The group feels that something useful could be achieved for £5,000 and wondered whether BPC could support this in any way. After some discussion it was agreed that a more detailed presentation of the proposal should be made to BPC. It was also suggested that "Team Challenge" may be able to help with some of the labour and may also be able to add to the funding.

LC

RT6. Clerks Position.

Mr. Hind commented that an urgent priority of BPC should be to confirm the Clerk contract and working conditions.

RT7. Diamond Jubilee Celebrations.

Mr. Dickens asked whether, on occasions which are not Bucklebury specific, a joint celebration could be held with Bradfield and Woolhampton. Whilst concern was muted over whether the venue was suitable for the size which would be required by parishioners from all of the parishes it was agreed to suggest the idea to the Bucklebury Village Events Committee.

WF

The meeting closed at 10.10pm.

**NEXT BPC MEETING:**

**Monday 11<sup>th</sup> July 2011 7.45pm Memorial Hall**

**NEXT PLANNING MEETING:**

**Monday 27<sup>th</sup> June 2011 8.00pm Victory Room**

Signature .....

Date .....