

MINUTES OF THE ANNUAL MEETING OF BUCKLEBURY PARISH COUNCIL
Held at Bucklebury Memorial Hall on Monday 11th June 2012 at 7.45pm.

PRESENT

Mrs. P. W. Frankum (Chairman); Mr. B. Dickens; Mr. A. Stott; Mr. P. Brook; Mr. A. Dunkerton; Mrs. L. Clarke; Mr. J. Brims; Mr. A. Gilbert; Mr. T. Banks; Mr. G. Pask (District Councillor); Mrs. H. Pratt (Clerk).

OTHERS

Mr. Stuart Higgins (WBC Definitive Rights of Way Officer); Mrs. Patricia Barclay.

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 May 2012.
The minutes of the BPC meeting held on Monday 14th May 2012 were agreed and signed by Mrs. Frankum.
- M2. Planning Committee Minutes for Meeting held on Tuesday 28th May 2012.
The minutes of the Planning Committee meeting held on Tuesday 28th May 2012 were agreed as a true record and signed by Mr. Dickens.

PUBLIC SESSION

- PS1. Carbins Wood Footpath.
WBC has now made a decision not to place an order for the path through Carbins Wood to become a Public Right of Way.
The meeting was **closed** for Stuart Higgins to explain the decision.
Stuart Higgins said that it had been a very complicated case with lots of evidence going back to the 1920's. There was insufficient evidence for a bridleway, so a footpath was considered. For a footpath to become a Public Right of Way, the route must be used without permission, force or secrecy for a period of 20 years or more, in addition, no restrictions can be placed upon the route.
Bucklebury Estate owned the freehold of Cabins Wood until 2007, when it was sold to Mr. Wakelyn; however it was leased on a long term lease to the Forestry Commission from 1951 until 1984, to the Northmoor Trust (a charity) from 1985 until 1994 and to Mr. W. Hartley Russell in a personal capacity from 1994 until 2006. Land belonging to the Forestry Commission is "Crown land" which means that some legislation does not apply. Mr. Wakelyn closed the path in December 2007.
The path was closed in 1984 when two petitions were drawn up against the closure and an article appeared in the NWN. These items were submitted as evidence in the case. Some of the evidence of use prior to 2007 referred to signs on the path restricting use; some evidence did not, however a photograph of a sign was strong evidence against using the period from 1984 until 2007. For an order to be placed, the route must be open to all, without restrictions.
An earlier period from 1964 until 1984 was considered, however this is more complicated because the land was leased to the Forestry Commission and there is less evidence. Mrs. Barclay asked whether all of the evidence gathered in the 1980's had been submitted with the application; there was some uncertainty on this matter.
Subsequent to the meeting, Mrs Barclay has viewed the evidence submitted from the 1980's and whilst she thought there was more, she couldn't identify anything in particular which was missing.

Signature

Date

The meeting was **reopened**.

Mrs. Frankum thanked Mr. Higgins for attending the meeting and explaining the situation.

After a short discussion, Mrs. Clarke proposed that BPC take the decision not to place an order to appeal; this was seconded by Mr. Brims and unanimously agreed.

CLERKS REPORT

CR1. Audit for Year Ending 31st March 2012.

Erica Tipton has completed the internal audit for Financial Year 2011/12. It was agreed that some of the reserves held by BPC will be used for refurbishment of Cemetery Infrastructure, any additional legal expenses incurred on the transfer of Bucklebury Meadows, additional parking at the Recreation Ground and improvements to the facilities at the Victory Room. The Clerk will add these items to the return forms to be sent to the auditor.

HP

CR2. Dog Bins.

Once again, towards the end of May the bins were overflowing and had not been emptied for some time. When contacted, David Wilson Homes responded to the situation very quickly.

CR3. Cemetery.

An interment of ashes has taken place. This interment brought up a question regarding exclusive rights of burial, which will be discussed at the Burial Board meeting on 2nd July.

HP

There have been two or three cases of minor anti-social behaviour in the Cemetery, including real flowers being placed in the bin whilst they are still fresh.

CR4. Annual Assembly.

Bryan Lyttle from WBC spoke at the Annual Assembly on Localism. It was agreed that BPC should ask him to come back to speak to BPC either at the end of 2012 or early in 2013 to talk about Neighbourhood Plans.

HP

It is understood that Bucklebury is the only Parish Assembly in the Ward not to offer alcoholic drinks at the Assembly. Mrs. Clarke proposed that at the 2013 Annual Assembly, wine, soft drinks and nibbles are served rather than tea, coffee and biscuits; this was seconded by Mr. Dickens and carried with 6 members in favour and 1 against.

TOPICS

T1. Parish Council Vacancies.

An application from Tim Banks has been received for one of the vacancies. It is understood that David Coppas is also interested in joining the council. Mr. Dickens proposed that Mr. Banks become a member of BPC; this was seconded by Mr. Brook and unanimously agreed.

Mr. Banks was welcomed to the council.

HP

T2. Posts of Responsibility.

The following responsibilities were agreed:

BPC Web Site: Mr. Banks.

Burial Board: Mrs Frankum (Chairman); Mr. Brims; Mr. Dickens; Mr. Stott.

Commons Advisory Committee: Mr. Dunkerton; Mr. Slatford.

Emergency Plan: Mrs. Clarke; Mr. Dunkerton; Mrs. Frankum.

Flood Liaison: Mr. Brims; Mrs. Clarke.

Footpaths: Mrs Clarke and Mr. Banks (footpaths on the Common).

Greening Bucklebury: Mr. Brook (Chairman).

Highways: Mr. Dickens.

Hockett Field: Mrs Frankum.

Localism: Mr. Gilbert.

Signature

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Meadows: Mr. Dickens; Mrs. Frankum; Mr. Slatford.
 The Oaks: Mrs. Clarke; Mrs. Frankum.
 Parish Plan: Mr. Brook (Chairman).
 Parish Plan Steering Group: Mr. Brook; Mrs. Clarke; Mrs. Frankum.
 Patient Participation Group: Mr. Dickens.
 Planning Committee: Mr. Dickens (Chairman), all members of the council.
 Police: Mr. Slatford
 WBAGI (West Berkshire Against Grundon Incinerator): Mr. Stott.

T3. Review of Policies.

The Clerk advised that there are likely to be changes required to the Code of Conduct in line with the Localism Bill; however drafts are not yet available. It was agreed to maintain the current Code of Conduct until more information is available.
 The Standing Orders were reviewed and no updates were required.
 It was agreed to update section 18.1 of the Financial Regulations, and review this document on an annual basis.

HP

PLANNING

Plans submitted for approval:

- P1. 12/00809/HOUSE 4 Catherine Place.
 Conservatory in UPVC double-glazed to rear of house.
 It was unanimously agreed that BPC has **no objection** to this application.
- P2. 12/01086/FULD Land Adjacent to Thatchers, Chapel Row.
 Development of single two-storey detached dwelling, access, driveway and associated landscaping.
 It was unanimously agreed that BPC would **object** to this application for a number of reasons including the impact on the street scene and Chapel Row being situated outside of the settlement boundary and within the area of AONB.
- P3. 12/01116/HOUSE Gamekeepers Lodge Farm, Hawkridge Hill (Adjacent Parish).
 Two storey end extension. Single storey rear extension. Enlarge garden room and glaze in existing verandah.
 It was unanimously agreed that BPC has **no objection** to this application.
- P4. 12/01211/HOUSE 35 Berry's Road.
 Small single storey rear extension.
 BPC has **no objection** to this application.
- P5. 12/01227/FUL Middle Wood, Hatch Lane.
 Circular bund within sustainable forestry operation.
 Mr. Dickens reported that he had contacted the agent who asked that BPC combines its visit with the planning officer. It was agreed that the Clerk would contact the planning officer and request an extension and a joint visit.

To receive WBC planning decisions:

- P6. 12/00738/HOUSE Rushdens Cottage, Bucklebury Road (Adjacent Parish).
 Conservatory to be constructed to the front of the property.
 BPC **objected** to this application which has been **refused** by WBC.
- P7. 12/00744/HOUSE Eddystone House, Bucklebury Alley (Adjacent Parish).
 Two storey and single storey extension.
 BPC made **no comment** on this application and it has been **approved** by WBC.

Signature

Date

- P8. 12/00173/LBC2 Paradise Cottage, Paradise Way.
 Make timber repairs and replace where needed the single skin of external wall. Removal and rebuild in filled panels to external wall using existing materials where possible including lime mortars and render. All finishing to be like for like.
 BPC had **no objection** to this application and it has been **approved** by WBC.
- P9. 12/00517/CERTE Manor View, Hopgoods Green.
 Outbuilding/barn and adjacent land used for purposed ancillary to the dwelling known as Manor View.
 BPC had **no evidence** for or against this application; WBC has determined the application as **lawful**.
- P10. 12/00625/MDOPO Fifield Farm
 To allow Fifield Farm to be sold in the future with no encumbrances. Discharge of the obligation of planning application 00/01499/HOUSE.
 BPC had **no comment** on this application and it has been **approved**.
- P11. 12/00501/HOUSE Concordia, Upper Woolhampton.
 Conversion to raise roof to create home office.
 BPC had **no objection** to this application; it has been **approved** by WBC.
- P12. 12/00238/FULD Marlston Farm, Marlston.
 Retention of existing mobile home.
 Whilst BPC had **no objection** to this application, it was **not valid** due to a legality and so has been returned to the applicant.
- P13. 11/02413/MDOPO Land at Byrons Chase, Carbinswood Lane.
 Discharge of obligation dated 13.2.91 relating to application no. 137932 to allow the sale of a small area of garden land to the owner of the adjoining property who has been occupying the land proposed to be transferred.
 BPC had **no objection** to this application and it has been **approved**.
- P14. 11/00590/FULD The Manor, Bucklebury.
 Section 73A for the removal of condition 4 relating to Sustainable Design Techniques.
 BPC had **no objection** to this application and it has been **approved** by WBC.

REPORTS

- R1. District Councillors Report.
 Mr. Pask reported that the National Planning Policy Framework(NPPF) gives more local control, but it refers back to the Local Development Framework (LDF). A number of agents are currently trying to obtain planning permission using the NPPF. The last planned public examination of the LDF was at the end of May; once it has been adopted, it will become a primary planning policy. Within West Berkshire, the next stage is to consider smaller sites and settlement boundaries. BPC would like to discuss the settlement boundary around Upper Bucklebury.
 The average price for Neighbourhood Plans is £68,000; the aim of these documents is to consider new development, not protecting the community from development.
- R2. Diamond Jubilee Celebrations.
 The “Big Lunch” held to mark the Diamond Jubilee was a successful event despite the rain and enjoyed by many people. Due to the weather, the event is likely to run at a small loss mainly due to people not staying as long as expected and therefore not spending money on refreshments.
 It was agreed that the Clerk would send a letter to the Bucklebury Events Committee thanking them for putting on the event.
- R3. Terrorism Briefings.

Signature

Date

Mr. Dunkerton reported that he has recently attended two briefings on Terrorism. The first was related to terrorist action in large premises and the second was aimed at what to look out for and what needs to be reported.

R4. Recreation Ground.

Mrs. Clarke reported that the Recreation Ground Committee are hoping to extend the car parking at the Recreation Ground. This will require planning permission. Mrs. Clarke asked if BPC could submit the planning application on behalf of the Recreation Ground – this was agreed. Mrs. Clarke asked whether BPC would be willing to apply for and receive grants for the work and to pay subsequent invoices to balance with the grants received. This was agreed. A request was also made to BPC to consider whether it would be willing to make a donation to the project. The Recreation Ground Committee are applying for grant applications or making donation requests to the PCC, Greenham Common Trust, and WBC. Mr. Brook proposed that BPC make a donation of up to £5,000 to the project; this was seconded by Mr. Dickens and unanimously agreed.

R5. Bucklebury Beer Fest.

This will be held on Saturday 6th October at the Recreation Ground. Bucklebury Events Committee is helping to organise the event.

R6. Commons Advisory Meeting.

Mr. Dunkerton reported that Mr. Beeson will be remaining on the Commons Advisory Committee in the capacity of a resident. There is to be planting of some new oaks along The Avenue. A very large oak has fallen into the higher fish pond over the winter; Simon Barnett (WBC) is arranging to have this removed.

R7. Chapel Row Community Service Group (AGM).

Mrs. Frankum reported that the Community Service Group has provided transport for 108 journeys during the year and delivered 36 Christmas hampers. The lunch club, providing lunches for those living on their own and needing company is currently very healthy. The group currently has a bank balance of approximately £5,000.

TOPICS FOR NEXT MEETING

TM1. Items to be discussed at future meetings.

- Housing Survey.
- Code of Conduct with regards to Localism.
- Traffic through Bucklebury Village near St. Mary's Church.
- Transfer of Bucklebury Meadow.
- Parish Web Site.

FINANCE

F1. To confirm accounts for Year ending 31/3/2012.

The Clerk circulated the accounting statement for the year prior to the meeting showing a total balance at the end of the year of £52,762, having started the year with £54,443. The statement was unanimously agreed.

F2. To confirm the Governance Statement.

The annual governance statement was circulated by the Clerk prior to the meeting and all statements were unanimously agreed by those present.

F3. Asset Register.

The asset register, showing the Hockett Field, the Cemetery and the Chapel was reviewed and agreed. All three are held in perpetuity and valued at a total of £3.00.

F4. Cheques to be signed by Councillors:

The Alpha Xperience	£21.78	Copying for Annual Assembly.
Bucklebury Memorial Hall	£74.58	Rent for Memorial Hall.
Bucklebury Community Events	£18.00	Print and pencil tin.
B. Dickens	£24.74	Expenses.

Signature

Date

	P.W. Frankum	£24.76	Expenses.
	S. Cornell	£35.00	Bus Shelter cleaning.
	H. Pratt	£452.96	Clerk's May 2012 salary.
	St. Martins Club	£800.00	£300 donation from BPC and £800 (Payment 1 of 5 from the Gilroy account).
F5.	<u>Balances:</u>		
	Lloyds Current Account	£28,511.55	At 18 th May 2012.
	Scottish Widows Reserve Account	£26,739.74	At 1 st April 2012.
	Scottish Widows Gilroy Account	£6,984.40	At 1 st April 2012.

CORRESPONDENCE

- C1. Parish Council Representatives on the Standards Committee.
No members showed an interest in being on the Standards Committee.
- C2. Letter of Appreciation from Graham Pask.
A letter has been received from Graham Pask, showing his appreciation for the print and pencil tin to mark his serving the parish as a District Councillor for 25 years.
- C3. Training for Councillors on the new Code of Conduct – Monday 30th July.
Members were informed of the Code of Conduct training to be held on Monday 30th July.

The meeting closed at 10.10pm.

NEXT BPC MEETING: Monday 9th July 2012 7.45pm Memorial Hall
NEXT PLANNING MEETING: Monday 25th June 2012 8.00pm Victory Room

Signature

Date