

MINUTES OF A MEETING OF BUCKLEBURY PARISH COUNCIL
Held at Bucklebury Memorial Hall on Monday 14th October 2013 at 7.45pm.

PRESENT

Mrs. P. W. Frankum (Chairman); Mr. A. Dunkerton; Mrs. H. Cairns; Mr. A. Aldridge; Mrs. L. Clarke; Mr. J. Brims; Mr. A. Gilbert; Mr. G. Pask (District Councillor); Mr. Q. Webb (District Councillor); Mrs. H. Pratt (Clerk).

OTHERS

Mike James; Jim London.

APOLOGIES

Mr. T. Slatford; Mr. B. Dickens; Mr. T. Banks.

DECLARATIONS OF INTEREST

D1. There were no declarations of interest.

MINUTES

- M1. Bucklebury Parish Council Minutes for Meeting held on Monday 9th September 2013.
The minutes of the BPC meeting held on Monday 9th September 2013 were agreed as a true record and signed by Mrs. Frankum.
- M2. Bucklebury Planning Committee Minutes for Meeting held on Monday 23rd September 2013.
The minutes of the Bucklebury Planning Committee meeting held on Monday 23rd September were agreed as a true record and signed by Mr. Brims.

PUBLIC SESSION

M1. Tennis Court Lighting.

Mr. Webb declared an interest because he is the Chairman of Vibrant Villages and Mr. Pask declared an interest as he is the Chairman of Greenham Strategic Partnership; Bucklebury Tennis Club has applied to both bodies for grants for the lighting.

The meeting was **closed** for Mr. James to speak.

Mr. James said that he had two points he wished to ask BPC:

1. Would BPC be willing for the planning application to be submitted in their name as BPC is the holding trustee of the land?
2. Would BPC be willing to pay part of the invoices for the work subject to grant bodies paying the money to BPC?

Mr. James described the application for floodlighting for the tennis courts. The new lighting will involve the lowest level of light going out into the road and no further. Flood lighting has been present since the 1960's. The increase of approximately 2m in the height of the columns enables the light to be more specifically directed. The improved floodlighting will give increased flexibility with matches.

The meeting was **reopened**.

Mr. Brims declared an interest as a member of Bucklebury Tennis Club.

It was unanimously agreed to the planning application being submitted with the applicant being BPC. The Clerk will work with the Tennis Club to submit the application.

HP

BPC unanimously agreed to accept grant funding for the lighting and to use the grant to pay any invoices up to the grant funding; the VAT will later be reclaimed.

CLERKS REPORT

CR1. Name of Road from Hermitage to Chapel Row.

The 1883 map shows the road as Burntbush Lane; however Willie Hartley Russell has always known the road as Marlston Road. The Oaks contains a paragraph asking if

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any parishioners have any knowledge on the name of the road.

CR2. Road Name Signs.

A new sign has been requested for the south side of Berry's Road and a sign for Cemetery Road. However since the sign for Cemetery Road has been requested, a resident has claimed that the road is called Byles Green Lane. This call has now been closed due to the conflict in naming.

CR3. Rear Cemetery Gates.

After Graham Futcher's quote was received it was agreed to get a second quote. CR Landscapes are preparing a quote for the work. There was also a suggestion of the replacement gates being metal; CR Landscapes were of the opinion that they would be stolen very quickly.

CR4. Cemetery Chapel Damp.

The Clerk has contacted John Tennant who has recommend Chris Willett from Bucklebury village to come and look at the Chapel and make any recommendations. He has advised Mr. Tennant on works in relation to the churches. The Clerk will contact Mr. Willett and arrange for him to look at the Chapel.

HP

TOPICS

T1. Tennis Court Lighting.

This is covered under minute PS1 in the Public Session section of these minutes.

T2. Transfer of Bucklebury Meadow.

Estimates have now been received for the work in the meadows which DWH were supposed to complete prior to transfer. BPC will be requesting a financial settlement equal to the estimates for this work from DWH with the transfer, in addition to the S106 money which is index linked for the management of the meadows.

The concept of increasing the estimates should the transfer not go through in the near term was discussed. It was noted that the estimate does not include the Clerk's time. It was agreed that a new committee should be formed, once the transfer has been completed, comprising of 3 councillors plus the Clerk to manage Bucklebury Meadows and the Hockett Field. This will require an update to the standing orders.

HP

T3. Parish Plan.

Tessa Hall has asked for an update on how things are progressing with the Parish Plan. Mrs. Frankum and Mrs. Clarke will respond indicating that noobe has taken over the responsibility for it, now that Mr. Brook has moved away from the area, however a mahjong group has started and plans are continuing on the redevelopment of the Victory Room.

It was agreed that the Clerk would forward the Action Plan to councillors for discussion at the next meeting.

HP

T4. Vacant Councillor Position.

Notices have been put up advising parishioners of the vacancy and WBC has been informed. Notice has been received today from WBC that BPC can now co-opt a new councillor when a suitable candidate comes forward.

HP

PLANNING

Planning applications to be considered:

P1. 13/02286/HOUSE Meadow House, Paradise Lane.

Conversion of garage to utility room with small porch extension to create entrance to back lobby.

It was unanimously agreed that BPC has **no objection** to this application.

P2. 13/02290/HOUSE The Lodge, Paradise Lane.

Extension to enlarge home office and relocation/reinstatement of front entrance door.

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- BPC unanimously agreed to **no objection** to this application subject to the increase in size not being too excessive.
- P3. 13/02369/FUL Midgham Croft Cottage, Midgham Green.
Demolition of house and outbuildings. New four bedroom house, reconstruction of garage and store to form studio.
 BPC unanimously agreed to **object** to this application on the grounds of insufficient information; no block plan was included showing the existing dwelling. If the increase in size of the proposed dwelling over the existing is less than 50% BPC would have no objection.
 It was suggested that if approved, conditions should be included limiting the working hours of the development and a lighting plan be requested.
- P4. 13/02370/HOUSE Woodlands, Hatch Lane.
Single storey extension.
 BPC had **no objection** to this application.
- P5. 13/02374/CERTE Byrons Chase, Carbinswood Lane.
Manege.
 BPC had **no comment** on this application.
- P6. 13/02173/FUL Sunridge, Bucklebury Road (Adjacent Parish).
Revised scheme for replacement dwelling house and garages – change of use from agricultural to residential for driveway, access etc.
 This application has been **withdrawn**.
- Planning Decisions taken by WBC:
- P7. 13/01831/FUL Bucklebury Lodge, Chapel Row.
Retrospective planning application for the construction of a new garage block with room over. Application made under Section 73A to regularise the unauthorised development which has been commenced in breach of Conditions 3 (pre-approval of materials), and 5 (pre-approval of tree protection) of approved planning permission 12/02048/HOUSE.
 BPC had **no objection** to this application which has been **approved** by WBC.
- Update from WBC on Enforcement Cases:
- P8. Autumn House, Byles Green.
 WBC has written to the landowner explaining that the land to the rear cannot be treated as residential land and should only be cut as meadow grass approximately four times per calendar year.
- P9. Rochestown House, The Avenue.
 The owner has been requested to seek consent for any known breach of planning control (such as separate or individual residential use of the annexe/garden/store building), if such occupation is required to continue. If no such occupation is taking place there is no breach of planning control. The owner has advised WBC that no such occupation is currently taking place and WBC has no evidence to the contrary.
- P10. Chestnut Cottage, Bucklebury.
 The parking issue is not resolved. If the tenants are parking on private land, then the issues of change of use exists, but the misuse is between the owner and the tenant. Mr. Tandy is considering what the best course of action is as the owners may be unaware of the situation.
 Concern was raised by BPC about the play equipment on the paddock as well as the parking. The Clerk will forward this information to Mr. Tandy. HP
- P11. Land next to and behind 8 Broad Lane.
 This is a complex case due to the different curtilages and planning history of the site; it is currently unresolved.

Signature

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- P12. The Cottage Inn, Upper Bucklebury.
The owners have been made aware of the situation relating to the use of the paddock. They have suggested that they will seek retrospective consent to be able to continue to use the land for purposes ancillary to the public house. The application is awaited.
- P13. Osgoods Holding, Bucklebury.
Mr. Tandy has commented that the planning permissions granted in 2004 and 2007 don't contain any restricted conditions pertaining to future development and hence it may be further extended. The Clerk will ensure that Mr. Tandy understands the issues. HP

REPORTS

- R1. District Councillors Report.
At the District Parish Conference, it was reported that parishes will be asked to pay for grit to go into grit bins which they have purchased. The new Local Plan has now been adopted. It was noted that in South Oxfordshire 7 Neighbourhood Development Plans have been or are in the process of being produced; Thame was in the forefront and has spent in the region of £80,000 on it, including employing a series of consultants. It was agreed that BPC should ask someone from WBC planning department to come out to either the January or February Planning meeting to speak on the subject. HP
- R2. Parish Sign
The committee has met and after some debate due to the adverse comments which had been received, it was agreed to investigate the possibilities for a cast iron sign simply saying something along the lines of "The Parish of Bucklebury 2013 The year of birth of Prince George". The proposed location of the sign is at Chapel Row on the green opposite the Blade Bone or on the grass outside the former butchers at Chapel Row. A letter has been sent to Willie Hartley Russell asking for his views.
- R3. Bucklebury Events Committee.
Adrian Bend is the new Chairman of the committee, which has assisted with Bucklebury Beerfest and to a lesser extent Chapel Row Fayre. In November there will be a wine tasting evening and on December 7th there will be the annual Christmas Tree Festival in the Victory Room. There will be alighting up Bucklebury event in December.
- R4. Victory Room Committee.
Bucklebury Beerfest was held on 5th October and made a profit of approximately £3,350 which was similar to 2012, although costs have increased year on year. John Clarke has met with 6 different architects about the redevelopment of the Victory Room and 2 have agreed to produce plans free of charge. On the 7th November at 8pm there will be an exhibition of the plans and the AGM of the committee. Meetings with lawyers have been taking place about disabled access on the south side of the hall which will be over the Recreation Ground, so subject to agreement from the Recreation Ground Committee and WBC.
- R5. Chapel Row Fayre.
The Chapel Row Fayre was a great success and raised approximately £10,000 for three local charities. It was noted that they obtain a lot of sponsorship for the event.
- R6. The Small Ford.
Mrs. Clarke raised concerns about the lack of work being carried out at the small ford, west of the main ford. BPC has agreed to get posts placed between the river and the road to prevent 4x4's accessing the river, however after a tree fell across the river the priority of this was reduced. Further damage has now taken place on the bank and it has been suggested it may need to be restored prior to posts being inserted. The Clerk will contact the Environment Agency and WBC. HP
- R7. District Parish Conference.
Mr. Brims reported that Broad Band in West Berkshire will be increased to 91.6% of West Berkshire premises. In Bucklebury this will be an increase from 60% to 79%.

Signature

Date

TOPICS FOR NEXT MEETING

- TM1. Items to be discussed at future meetings.
Housing Survey.
Emergency Plan.

FINANCE

- F1. External Audit.
The external auditors have now completed their task and found that the closing balance as at the 31st March 2013 is fairly stated.
- F2. Summary of Spending for first six months of FY13/14.
The Clerk had forwarded a copy of the spending for the first six months of the financial year to members for review and asked for any questions.
- F3. Cheques signed by councillors since the last meeting:
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|-------------------------------------|---------|--|
| Mazars | £240.00 | External Audit |
| Bucklebury Memorial Hall | £66.18 | Memorial Hall rent from 1 st August – 31 st December 2013. |
| Southern Electric | £11.73 | Streetlight electric supply. |
| SSE Contracting Ltd. | £22.93 | Streetlight maintenance charge. |
| The Alpha Xperience | £282.50 | Printing of October edition of The Oaks. |
| Carol Farmer | £6.00 | Oaks delivery – Roundfield. |
| Sylvia Cornell | £35.00 | July, August & September bus shelter cleaning. |
| Helen Pratt | £452.96 | Clerks September '13 salary. |
| 1 st Bucklebury Brownies | £150.00 | Donation – see Sep' 13 minute C3. |
| Emily Morris | £4.50 | Oaks delivery – Broad Lane. |
| E. Weedon | £6.00 | Oaks delivery – Burdens Heath/Hopgoods Green. |
- F4. Balances:
- | | | |
|---------------------------------|------------|-------------------------------------|
| Lloyds Current Account | £9,637.57 | On 18 th September 2013. |
| Scottish Widows Reserve Account | £37,314.74 | On 1 st October 2013. |
| Scottish Widows Gilroy Account | £6,509.22 | On 1 st October 2013. |
- F5. Clerk's Salary and Hours.
The Clerk reported that she is currently contracted for 38 hours a month, including organising Common Clearing and typesetting and distribution of The Oaks. In reality she works a minimum of 10 hours each week and often more. It was unanimously agreed to increase her hours to 45 hours a month.
In line with BALC recommendations it was agreed that she be awarded a 1% pay rise from 1st October 2013.
It was unanimously agreed that the Clerk's hours and pay be reviewed in October each year.

CORRESPONDENCE

The following correspondence has been received:

- C1. Newbury Weekly News Christmas Box Appeal.
It was unanimously agreed to donate £85 to the Newbury Weekly News Christmas Box appeal. HP
- C2. WBC 2013/14 Highway Winter Service Plan – consultation.
Mr. Dunkerton is reviewing this document and will report at the November meeting. AD
- C3. WBC Local Transport Plan (LTP) Road Safety Strategy – consultation.
Mr. Dunkerton has reviewed this document and will comment at the November meeting. AD

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C4. Email regarding traffic in Berry's Road.

The Clerk has received an email from the Chair of Governors of Bucklebury School regarding the traffic chaos on 2nd October when 2 residents of Berry's Road were moving house. It was agreed that the Clerk would contact Iain Davies and arrange a meeting to discuss possibilities.

HP

C5. St. Martins Club.

Mr. Allum has written to thank BPC for the donation made to St. Martin's Club.

ROUND TABLE COMMENTS

RT1. Common Clearing.

Mrs. Frankum thanked all those who had attended the recent Common Clearing session and those who had made cakes.

The Risk Assessment for Common Clearing needs to be reviewed in light of a parishioner not returning by 5pm.

HP

RT2. Premises License for Bucklebury Farm Park.

Bucklebury Farm Park has notified BPC that they are applying for a premises license.

RT3. Road Names.

Mr. Dunkerton advised that BPC should think carefully before agreeing not to give a road a name as it can make places very difficult to find.

The meeting closed at 10.15pm.

NEXT PLANNING MEETING:

8.00pm Monday 28th October 2013 Victory Room.

NEXT BPC MEETING:

7.45pm Monday 11th November 2013 Memorial Hall.

Signature

Date