

HERMITAGE PARISH COUNCIL

Minutes of the meeting of Hermitage Parish Council held at Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST on Thursday 15th March 2018 at 7.30pm

Present Cllr R Cottingham, Cllr S Russell, Cllr R Marr, Cllr A Goldsmith, Cllr N Burraston, Cllr I Hunter.

No members of the public

In attendance Ms N Pierce (Parish Clerk)

01.03.18 **Public participation**

None

02.03.18 **Apologies for absence**

District Councillor G Pask, Dist Cllr Q Webb, Cllr O Cronk, Cllr C Purchase, Cllr D Brown.

03.03.18 **Minutes of meeting held on 22nd February 2018**

The minutes were agreed as a correct record and signed by the Chairman.

04.03.18 **Declarations of interest**

None

05.03.18 **Matters arising from the minutes of the last meeting not referred to elsewhere**

None

06.03.18 **Report of the District Councillor**

None

07.03.18 **Planning**

7.1 New applications:

None

Development at 4 High Street being considered at Eastern Area Planning Committee on 21 March.

7.2 Decision notes:

17/03425/FULD Clairewood, Hampstead Norreys Road, RG18 9RZ, demolish the existing single storey dwelling and garage and replace with 2 x detached dwellings. Refused.

7.3 Meeting with councillors from Chieveley Parish Council, awaiting dates from CPC.

7.4 Following the meeting with Landmark Developments, Clerk wrote to G Lugg, WBC, regarding traffic relating to collective developments in Hermitage. Awaiting response.

7.5 Consultation on West Berkshire Local plan review. Chair to respond. Hermitage Parish Council supports the division of the district into four main geographical areas.

08.03.18 **Report of Responsible Financial Officer, cheque signing and financials**

8. Financial position as at 23rd February 2018

Balance carried forward

(including S106 contributions)

£357,049.15

Receipts to 23rd February

£ nil

Payments to 23rd February

£ 98,309.53

Less unrepresented cheques	£ 312.43
Balance in hand	£258,427.19

8.1. Payments approved March 2018	
8.1.1 Sunshine Commercial Services Ltd	£ 220.44
8.1.2 Grass maintenance/Contractor	£ 590.50
8.1.3 Cost of administration	£ 506.63
8.1.4 HMRC paye	£ 122.48
8.1.5 S Russell ink £44.99, mileage £6.75, parking £1.30	£ 53.04
8.1.6 CCLA – Property Fund, financial advisor	£ 350.00*
8.1.7 WBCS 66% of capped figure as shortened day	£ 50.00
8.1.8 Barlow & Sons, membrane, rabbit spirals, bamboo canes, stakes and buckle ties	£ 116.77
Total	£ 2,009.86

*payment for financial advisor deferred.

Payment of £17,511.20 for Safe and Sound playgrounds on 7/3/2018.

Payment of £232.00 for West Berkshire Council (muga) on 7/3/2018.

8.2 To instruct financial advisor to facilitate payment to CCLA Property Fund, budget £350 with 10% ceiling increase if necessary. Unanimously agreed.

- 09.03.18 Adoption of Freedom of Information policy - unanimously agreed.
- 10.03.18 Adoption of Complaints procedure adopted - unanimously agreed.
- 11.03.18 Adoption of Anti-Bullying and Harassment policy adopted - unanimously agreed.

12.03.18 **Burial ground**

A burial is to take place on 22nd March. There is moss on the path near to the tree. Cllr Marr to remedy. The burial gates need to be treated. Cllr Cottingham to liaise with contractor.

13.03.18 **Highways**

13.1 New bus shelter: correspondence sent to Externiture Ltd on 7th March. Awaiting response. To advise Externiture a response is required by 4th April 2018. Parish clerk.

13.2 Contractor to carry out work on the damaged bus shelter on Hampstead Norreys Road. Unanimously agreed.

13.3 Cold Ash Zone proposal to restrict heavy commercial vehicles - no objection, unanimous decision.

14.03.18 **Environment**

14.1 Recreation ground: very waterlogged.

14.2 Furze Hill: the deceased oak has been felled 15/3/2018.

14.2.1 Silver Birches at Pinewood Crescent are leaning into the road. Permission received to fell. The cost is £350.00. Unanimously agreed.

14.2.2 Quotations accepted for fencing work at the entrance to Furze Hill and southern edge of recreation ground £900+vat, fencing to west side of the drive at Furze Hill £230+vat, fencing at Pinewood Park £550+vat. New gate hook and striker at Pinewood Park £25+vat. Unanimously agreed.

14.3 Cllrs Russell and Cottingham carried out February playground inspections. Cllr Burraston to carry out March inspection.

14.3.1 Annual inspection report: all play equipment requires a spring clean. Some surface corrosion, remedy after spring clean. Fixings for giant swing in Pinewood Park need inspecting.

14.4 MUGA and recreation policy to be drafted by Cllr Goldsmith.

14.5.1. The broken ball hoop at the MUGA has been mended.

15.03.18 **Non-environmental matters**

15.1 Social media: nothing to report.

15.2 A wedding and events fair being held on 29th April. Quotes are being sought for carpentry and plastering in the small hall.

15.3 Annual Parish Assembly is on 19th April 2018. To deliver APA fliers on 14/15th April.

16.03.18 **Correspondence received since the last meeting not referred to elsewhere**

Cllr Brown has received advice about the MUGA tarmac.

17.03.18 **Reports from parish council representatives who have attended meetings of outside bodies on behalf of the council**

Cllrs Russell and Cottingham had attended very useful training on using electronic plans. Due to WBC's change of policy, paper copies of planning applications will be requested only when absolutely necessary as they will be charged for.

18.03.18 **Items to be raised by Councillors (information only)**

19.03.18 **Any other items which the Chairman decides are urgent (information only)**

None

20.03.18 **Date of the next meeting**

Thursday 12th April 2018 at 7.30pm at the Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST. **Annual Parish Assembly 19th April 2018 at 7.30pm, Village Hall.**

There being no further business the meeting closed at 21.30pm.

Signed _____

Dated _____