

HERMITAGE PARISH COUNCIL

Minutes of the meeting of Hermitage Parish Council held at Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST on Thursday 21st March at 7.30pm

- Present** Cllr R Cottingham, Cllr D Brown, Cllr R Marr, Cllr S Russell, Cllr C Purchase, Cllr A Goldsmith,
4 members of the public
In attendance Ms N Pierce (Parish Clerk)
- 01.03.19 **Public participation**
Two members of the public attended to speak about the Clairewood planning application, two to observe.
- 02.03.19 **Apologies for absence**
Dist Cllr G Pask, Dist Cllr Q Webb, Cllr N Burraston, Cllr O Cronk
- 03.03.19 **Minutes of meeting held on 21st February 2019**
The minutes were agreed as a correct record and signed by the Chairman.
- 04.03.19 **Declarations of interest**
Cllr C Purchase, 18/03268/FULD Clairewood
- 05.03.19 **Matters arising from the minutes of the last meeting not referred to elsewhere**
None
- 06.03.19 **Report of the District Councillor**
Dist Councillor Cole advised of damage caused by travellers in Victoria Park. At the time of meeting they were parked at Chieveley services. Also information about annual council tax rise.
- 07.03.19 **Planning**
7.1 New applications:
19/00356/FUL. Exton House and Warwick House, Deacons Lane, Hermitage RG18 9RH. The addition of single storey conservatory to existing houses. Withdrawn.
18/03268/FULD. Clairewood, Hampstead Norreys Road, Hermitage. Demolish existing single storey dwelling and garage and replace with two semi-detached dwellings, and also lift and thin the crown of a TPO within the garden. Objection.
19/00440/FUL. Traveller site, Land North of M4, Hermitage Road, Hampstead Norreys. Adjacent parish. Invalid,
if valid would not comply with current policies.
- 7.2 Decision notices:**
18/03146/HOUSE. Sunnymount, Orchard Close, Hermitage RG18 9RU. Demolition of garage and conservatory. Alterations and additions to form kitchen extension, garden room and garage with an additional bedroom and ensuite bathroom on the first floor. Approved.
19/00029/FULD. Lawrence Building, Newbury Road, Hermitage RG18 9TD. Demolish garage and erect convenience store with 4 x apartments and erect 4 dwellings. Approved.
- Council to write to planning department to request consultation on external lighting and signage plans. Clerk.

08.03.19 **Report of Responsible Finance Officer, cheque signing and financials**

8.1 Report of RFO

Financial position as at 1st March 2019

Balance carried forward (including S106 contributions)	£265,736.12
Receipts to 1 st March	£ 891.15
Payments to 1 st March	£ 1,786.99
Less unrepresented cheques	£ 545.66
Balance in hand	£264,294.62

8.2 Receipts and payments for consideration March 2019

8.2.1 Sunshine Commercial Services Ltd monthly charge	£	238.40
8.2.2 Grass maintenance/Contractor	£	637.50
8.2.3 Cost of administration	Sal & exp	£ 548.00
8.2.4 HMRC	paye	£ 124.93
8.2.5 Cost of travel to council conference at WBC, Newbury and parking	£	6.95
8.2.6 Cripps Fencing Services	£	8,400.00
8.2.7 Hermitage Preschool, replacement cheque, grant 2018/19	£	750.00
8.2.8 Barlow and Sons (Hermitage) Ltd, 8 invoices 901/8 various supplies 1 & 1 direct debit payment 19 th March	£	4,701.46 5.99
Total	£	<u>15,413.23</u>

8.2.9 Hermitage Parish Council, transfer funds from

Lloyds treasurers (current) to 3 month deposit account £40,000.00

from Lloyds treasurers a/c to Metro deposit a/c as agreed at February meeting. £40,000.00

8.3 Grants 2019/20. Awards to Village Hall, Preschool, Horticultural Society, Church and Cubs, unanimously agreed. Appendix 1.

8.4 To instruct internal auditor Michelle Hillman: unanimously agreed.

8.4.1 Disaster recovery plan: outstanding

8.4.2 Investment and fraud policies: outstanding

8.4.3 Equal opportunity policy: outstanding

8.4.4 Harassment and dignity at work: Cllr Goldsmith to review with complaints policy.

8.4.5 Financial regulations under review

Councillors to consider policies and report any amendments to Clerk by Friday 29th March,

8.5 Budget 2018/19. To transfer;

£500 from grants to computer equipment to pay for projector, shared with Horticultural Society.

£750 from S106 to capital spending to match fund £5,000 grant obtained from West Berkshire Council for the active travel route.

£16,600 from commuted sum to Furze Hill other toward fencing works and maintenance.

To ensure sufficient free funds were available at the end of 2018-19 financial year to flow through into 2019-20 budget;

£1,800 from S106 to open spaces for fencing works in Pinewood Park. Unanimously agreed.

8.6 Budget 2019/20. Unanimously agreed. Appendix 2

09.03.19 **Burial ground**

To develop a brochure for the burial ground, to include costs and rules. Cllr Marr

9.1 Cheque returned.

10.03.19 **Highways**

10.1 Potential extinguishment of public footpaths and bridleways: Clerk has written to Highways regarding damage. Clerk to follow through.

10.2 Active Travel Route report: Two leases have been signed. Highways agency has now advised five to be signed.

10.3 West Berkshire: have your say on draft Council Strategy 2019-2023, response to be done by Cllr Russell. Unanimously agreed.

11.03.19 Environment

11.1 Recreation ground: first cut done, orange fence taken down. New fencing enhances the perimeter and new gate well placed. Old rabbit fencing to be tidied down by the Thursday team.

11.2 Furze Hill: Thursday team has tidied trees in the woods felled by recent winds.

11.3 Cllr Burraston carried out March inspection of playgrounds. Defibrillator outstanding. Cllr Cottingham to carry out April inspection.

12.03.19 Non-environmental matters

12.1 Village hall: no village hall meeting last month. A number of grant applications have been made.

12.2 Annual Parish Assembly 18th April 2019. APA fliers and NDP to be printed at Newbury College. Clerk to arrange and collect.

12.3 Parish and Council Elections – Thursday 2nd May 2019

12.4 Complaints policy: see 8.4.4

12.5 Neighbourhood Development Plan; meeting minutes of 13th March circulated. Future meetings will be the first Tuesday of each month. It was agreed that HPC should apply to WBC for designated area status.

13.03.19 Correspondence received since the last meeting not referred to elsewhere

Police & Crime Bulletin February – #KnowThisIsntLove, rural crime and more...

West Berkshire Council - Council gears up for district, parish and town elections

Police and Commissioner Newsletter – March 2019

Guidance for Town and Parish Councils – Planning for marking the Death of a Senior National Figure

West Berkshire Council – Traffic calming measures in place in Streatley

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

Cllr Russell provided a brief report on the District Parish Conference held on 14th March.

15.03.19 Items to be raised by Councillors (information only)

None

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

17.03.19 Date of the next meeting

Thursday 11th April 2019 at 7.30pm at the Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST

APA Thursday 18th April 7.30pm refreshments for 8.00pm start at the Village Hall

There being no further business the meeting closed at 21.06pm.

Signed _____

Dated _____