

HERMITAGE PARISH COUNCIL

Minutes of the meeting of Hermitage Parish Council held at Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST on Thursday 16th May 2019 at 7.30pm

Present Cllr R Cottingham, Cllr S Russell, Cllr R Marr, Cllr D Brown, Cllr A Goldsmith(7.30pm- 8.22pm),
Cllr Moran

1 member of the public

In attendance Ms N Pierce (Parish Clerk)

Annual Meeting of the council

- 01.05.19 **Election of Chairman for forthcoming year.**
Cllr Russell proposed Cllr Cottingham as Chairman, seconded by Cllr Goldsmith.
Unanimously agreed. No other nominations were received.
The elected Chairman signed a new Declaration of Acceptance of Office form.
- 02.05.19 **Election of Vice Chairman for forthcoming year.**
Cllr Goldsmith proposed Cllr Russell as Vice Chairman, seconded by Cllr Cottingham.
Unanimously agreed. No other nominations were received.
The elected Vice Chairman signed a new Declaration of Acceptance of Office
form.
- 03.05.19 **Confirmation of Standing Orders**
The Standing Orders were reviewed and signed.
- 04.05.19 **Confirmation of Financial Regulations**
The Financial Regulations were reviewed and signed.
- 05.05.19 **Register of members interests**
Forms were completed, to be returned to the monitoring officer at West Berkshire Council.
Clerk.

Ordinary Meeting

- 06.05.19 **Public participation**
One member of the public attended to speak about The Great Get Together on 23rd June
2019
- 07.05.19 **Apologies for absence**
Cllr N Burraston, Cllr I Hunter, Cllr C Purchase, Cllr O Cronk
- 08.05.19 **Minutes of meeting held on 11th April 2019**
The minutes were agreed as a correct record and signed by the Chairman.
- 09.05.19 **Minutes of the Annual Parish Assembly held on 18th April 2019**
The minutes were agreed as a correct record and signed by the Chairman.

- 10.05.19 **Declarations of interest**
None
- 11.05.19 **Matters arising from the Annual Parish Assembly.**
One person signed for defibrillator training. Three people expressed an interest in the Neighbourhood Development Plan.
- 12.05.19 **Matters arising from the minutes of the last meeting not referred to elsewhere**
None
- 13.05.19 **Report of the District Councillor**
None
- 14.05.19 **Planning**
14.1 **New applications:**
19/00765/HOUSE, Brackenveldt, Hampstead Norreys Road, Hermitage. Replace existing fence with 1.9m fence and remove 2.13m wall Elizabeth Moffat 23/05/2019. Objection
14.2 **Decision notices:**
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. Refusal
14.3 Neighbourhood development plan. Hermitage has been officially designated as a plan area. Service level agreement signed and returned. Members of the steering group are to meet the designated West Berkshire Planning Officer.
- 15.05.19 **Report of Responsible Financial Officer, cheque signing and financials**
12. Financial position as at 30th April 2019
Balance carried forward
(including S106 contributions) £248,881.30
Receipts to 30th April* £ 25,398.57
Payments to 30th April £ 15,304.45
Balance £261,796.29
Less unpresented cheques £ 2,820.78
Balance in hand £256,154.64
- *precept and bank interest
- 15.1 Report of Financial Officer
15.2 Receipts and payments for consideration May 2019
15.2.1 Sunshine Commercial Services Ltd monthly charge £ 244.37
15.2.2 Grass maintenance/Contractor £ 649.00
15.2.3 Costs of administration £ 594.82
15.2.4 HMRC paye £ 124.93
15.2.5 Zurich Municipal – 26/5/2019-25/05/2020 Insurance £ 1,785.68
15.2.6 West Berkshire Countryside Society 4 volunteer visits/donation £ 300.00
15.2.7 Wicksteed Leisure Ltd, 4 playground inspections, 2 risk analysis £ 252.00
15.2.8 Barlow & Sons Ltd, 3 invoices 35332/3/4, post savers, treated posts, treated timber, concrete, post savers, 38x88 treated rails £ 668.60
15.2.9 Ruth Cottingham, APA £31.27, paper for self and clerk £35.90, postage £1.50 £ 68.87
15.2.10Balc subscription £322.64, Nalc subscription £103.45 £ 426.09

Total £ 5,114.36

- 15.3 Direct Debits previously approved; 1 & 1lonas (web site) monthly payment, £5.99
- 15.4 Newbury building society to ensure eligibility for FSCS; chairman signed the paperwork to confirm HPC budget threshold. Unanimously agreed.
- 15.5 Bank account reconciliation to 30th April 2019. Unanimously agreed and signed.
- 15.6 CIL reporting; procedure. FWP to draft.
- 15.7 Finance Risk Assessment; reviewed and signed.
- 15.8 Asset register; reviewed and signed.
- 15.9 Purchase of filing cabinet for the clerk. Budget of £100. Unanimously agreed.

16.05.19 **Burial ground**

16.1 A request for headstone has been received. HPC would like to see no more than 2" in depth. Unanimously agreed. Clerk to liaise with funeral directors. To cancel cheque number 922 in the sum of £50.00.

17.05.19 **Highways**

- 17.1 Potential extinguishment of public footpaths and bridleways: Highways has provided an update.
- 17.2 Active Travel Route report: permissive path agreement received. Work to start Monday 20th May and expected to last two months.

18.05.19 **Environment**

- 18.1 The recreation ground has been cut, there are a couple of rabbit holes.
- 18.1.1 Basketball practice/muga hire has been requested. Unanimously agreed.
- 18.2 Furze Hill; 24 volunteers made dead hedges with brush left by SSE. A rotten tree fell onto the Village Hall fence, this has been removed. Logs have been replaced in the preschool woodland classrooms as the previous ones were removed.
- 18.2.1 Extra posts for exclusion fence, if required. None required.
- 18.3 Cllr Cottingham carried out the Play areas including MUGA inspection checklists, and defibrillator check in May. Cllr Brown to carry out in June. The new fencing at Pinewood Park looks good.
- 18.3.1 The Wicksteed playground inspections report carried out on 4th April was reviewed. Clerk to obtain quotes for works.
- 18.4 Resilience planning. Cllr Cottingham to liaise with Yattendon Estate Office. Clerk to complete form and make enquiries of SSEN.

19.05.19 **Policy reviews to adopt:**

- 19.1 Disaster recovery plan: reviewed and signed.
- 19.2 Investment and fraud policies: reviewed and signed.
- 19.3 Equal opportunity policy: to review at June meeting
- 19.4 Harassment and dignity at work: to review at June meeting
- 19.5 Code of Conduct: to review at June meeting
- 19.6 Freedom of Information: reviewed and signed.

20.05.19 **Other matters**

- 20.1 Village hall: the yoga class has left.
- 20.2 BIG weekend tea: The Great get Together; Parish council to provide funding of £50. Unanimously agreed.

- 21.05.19 **Correspondence received since the last meeting not referred to elsewhere**
West Berkshire Council; SEN funding stream is now open to constituted community groups, not-for-profit organisations and registered charities. The closing date for bids is 23rd May.
West Berkshire Council: Nominate now for West Berkshire's Learner Achievement Awards 2019
Metro Bank Quarter 1 2019 results
West Berkshire Heritage Forum AGM 31st May 2019
- 22.05.19 **Reports from parish council representatives who have attended meetings of outside bodies on behalf of the council**
None
- 23.05.19 **Items to be raised by Councillors (information only)**
The board at the coop development site has been removed.
- 24.05.19 **Any other items which the Chairman decides are urgent (information only)**
- 25.05.19 **Date of the next meeting**
Thursday 20th June 2019 at 7.30pm at the Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST.

There being no further business the meeting closed at 21.24 pm.

Signed _____ Dated _____