

## HERMITAGE PARISH COUNCIL

MINUTES OF THE MEETING HELD ON JUNE 18<sup>TH</sup> 2009.

Present.

Ms R Cottingham	Chairman
Mrs M. Goodman.	Vice-Chairman.
Mrs J. Cunningham.	
Mrs F. Groves.	
Mr M Kerry.	
Mrs K. Willis.	
Mr C.W.Goudge	Clerk

Four members of the public.

### 19. Public participation.

*The entrance to Forest Edge is particularly untidy – whose responsibility is it to keep tidy.*

It was suggested that this is Miller Homes' responsibility.

*The football pitch has large stones just on the surface – the pitch could not be used as it stands.*

It was decided to contact Stewart Souden for rectification by Miller Homes.

*The Hermitage Village Hall Management Committee have decided that some Council notices could be put on the Village Hall notice board if this would be of help.*

*There is plenty of open space for allotments between the motorway and the new football pitch.*

It was felt that this land is wildlife protected.

*The meetings which BACYP organise in the Village Hall cost £85 a meeting and it is difficult to see why the cost is reckoned by BAYCP to be £300 per meeting.*

The Council grant of £900 was an interim grant and the Council is in contact with other Councils in the area to examine the way in which the schemes work.

*Mrs Turvey, who has organised the Village Walk for years is to retire..*

It was decided to write to Mrs Turvey and express appreciation for all the years during which Mrs Turvey had organised the Walk.

*The ditch by Footpath 16 is overgrown and needs cleaning out.*

It was decided to notify WBC.

*Has the Council had a revised plan for the proposed footpath widening.*

The subject is for discussion later.

*Yattendon Road has a lot of overgrown hedges.*

It was decided to write to the property owners with a copy of a footpath management leaflet.

*There is a lime tree by Highcroft which is breaking out at the base.*

It was decided to ask Mr Lawrence to remedy this.

### 20. Apologies for absence.

Apologies for absence had been received from Mr Allum and Mr Pask.

**21. Minutes of the last meeting.**

The minutes had been circulated.

Amendments were requested to

Minute 4.

To read "Hermitage School Governors – Mrs J. Cunningham".

Minute 11.

To read "on the Eastern footway also Heritage kerb stones".

With these amendments the minutes were agreed as correct and signed by the Chairman.

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

Minute 8.

i Notice boards.

The boards are due for delivery from this week. It was decided to accept the quotation of £130 from Mr Perry for the installation of the boards.

ii Parish Plan.

It was decided to see if the Village Hall would be available for an Introductory Plan meeting with Sarah Ward.

The Council would meet on September 24<sup>th</sup> instead of the 17<sup>th</sup>.

**23. The report from the West Berkshire Councillor.**

Mr Webb would report on relevant matters throughout the meeting.

**24. Planning.****Appeal decision.**

08/02136/FULD

Thistledown, Hampstead Norreys Road.  
Seven detached houses.

**Decision**

**Appeal  
dismissed**

**Decisions from the Planning Authority.**

09/00414/HOUSE

The Benhams, Yattendon Road.  
Fence & gate

09/00474/FUL

Toutley Court, Doctors Lane.  
New dwelling.

**Approval  
Retrospective  
Approval**

**New applications.**

09/00802/HOUSE

55, Hermitage Green, Hermitage.  
Garage conversion into playroom

09/01030/HOUSE

Clairwood, Hampstead Norreys Road.  
Double garage and extensions.

**Adjoining Parish application.**

09/00848/HOUSE

South Cottage, Long Lane.  
Garden room.

**The Council returned "no objections" to these three applications.**

## Other matters

- i WBC Core Strategy  
The consultation papers were noted. Comments would be reported to the next meeting.
- ii S.106 funding.  
The annual report from WBC is being revised. It was decided to ask Caroline Walsh for an up to date view.
- iii Southwood TPO.  
There has been no feedback from the Tree Officer's visit. It was decided to contact the Tree Officer to ascertain the position.
- iv Dennison barracks.  
It was decided that the Chairman would contact the Chairman of Chieveley and Cold Ash Parish Councils and see if there is common ground to move forward.
- v S.73 condition alterations.  
A letter has been written to WBC expressing the Council's concern. An acknowledgement has been received, and a full reply is awaited..
- vi South East England Partnership Board.  
The submission was noted.
- vii Tree trimming at the telephone exchange.  
This was noted for monitoring. It was mentioned that there is a website which shows all trees with a TPO for the whole of the Parish.

## 25. Highways.

### Matters arising from the minutes of the last meeting.

#### Minute 11.

- i Footway works in the High Street.  
It was decided to ask Jon Winstanley for the letter and the map intended to be sent to residents, and to query the extent of the distribution. The letter and the map would be displayed on notice boards.
- ii Speed surveys.  
There was nothing further to report.
- iii Marlston Bridge.  
There had been a meeting with Jon Winstanley at the bridge. It had been agreed with Highways to –
  - Move the sign at the bottom of Slanting Hill.
  - Install a repeater sign for 30mph on Marlston Road.
  - Put a "Keep Clear" box on Marlston road.
  - Put a "Slow" marking on the road.
  - Carry out necessary tree trimming along the verges.It was anticipated that this work would be carried out in the very near future.

### New matters.

- i WBC Clear Streets Strategy.  
It was decided to evaluate the Strategy as it might apply to Hermitage and to report findings to the next meeting.
- ii WBC School flashing lights.  
It was noted that these would be installed during the current financial year. Mr Webb would enquire about a 20mph School Safety Zone.

**26. Environment.****Matters arising from the minutes of the last meeting.**

Minute 12.

- i Allotments.  
It was decided to advertise the existence of Landshare accessible at landshare.net. After enquiries it appears there is no Designated Common land in the Parish.
- ii Risk assessment at Pinewood Play Area.  
The assessment has been carried out and the report is awaited.  
The Scouts intend to install a light to illuminate the steps.  
There is also a suggestion that a stile might be erected, and it was decided to bring this forward as an Agenda item for the next meeting.
- iii Football pitch.  
It was decided that the W.P. would meet representatives of the Hermitage Village Hall Management Committee, organise a site visit to research costs for services, and to evaluate options for the changing rooms..
- iv Mr Greenaway presentation.  
A token of thanks had been purchased for Mr Greenaway at a cost inc VAT of £23.00  
Leaflet holders had also been purchased for a cost of £20.06. It was decided to reimburse both these amounts.
- v Outreach work.  
There have been no further reports of Youth problems at the Park.  
It was decided that two Councillors would liaise with local residents, the Scouts and Cubs.

**New matters.**

- i Bus service timetables.  
It was decided to ask WBC to display timetables on the bus stop sign posts.

**27. Finance.**

- i Receipts.  

Bank of Scotland	Interest	April / May	£6.93
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- ii Payments authorised.

F.C.Lawrence	Grass & shelters	£375.75
Thames Water	Burial Ground	£6.48
Oxford Diocesan Registry	Burial Ground extension.	£299.00
Mrs F. Groves	Greenaway presentation	£23.00
Ms R. Cottingham	Leaflet holders, lock & mileage	£62.15
C.W.Goudge	Salary & exes	£377.87
- iii Other matters.
  - i To note the Statement of Receipts and Payments to date.
  - ii There had been “thank you” letters from the Horticultural Society and the Scouts for grants made to them at the last meeting.
  - iii Annual audit matters.
    - i Mr R. Gleave was re-appointed as Internal Auditor.
    - ii The Council’s Finance Working Party had met to review Internal Audit procedures and reported back to the Council. A schedule of Internal audit work was drafted, which will form the basis to guide Internal Audit work.

- iii The Clerk's Contract of Employment was reviewed and signed. The salary for 2009 / 2010 was fixed at £11.074p / hour on SCP 25. The Clerk gave an undertaking regarding the disclosure of the Clerk's salary for the current and past years to HMRC.
- iv It was decided that there should be an annual inspection of the Council's deeds and documents held by the Council's Solicitors. The last inspection was carried out in June 2008.
- v The Health and Safety policy of the Council was reviewed and approved.
- vi It was decided that insurance cover for play equipment would be limited to insuring the play area ground surfaces. The sum to be insured would be assessed, and would probably be some £20,000. Insurers would be informed within the next four weeks. An annual sum of, probably, £300 would be set aside to cover other playground equipment damage.
- vii It was decided that the Audit Working Party would inspect the Bank Statements each quarter.
- iv The Annual Return and Governance Statement for the year to March 31 2009 were approved and signed by the Chairman.

**28. Burial Ground.**

**Matters arising from the minutes of the last meeting.**

Minute 10.

- i Grave spaces.  
The Petition to the Bishop of Oxford for the extension of the Burial ground was approved and signed by the Chairman and two Councillors.

**29. Correspondence received since the last meeting not referred to elsewhere.**

WBC – District Parish Conference fixed for Wednesday September 7<sup>th</sup>.  
Thames Valley Police – Open day at Sulhamstead PTC Saturday August 8<sup>th</sup>  
Cold Ash Greening Group – meeting report on Renewable Energy.  
WBC – Town and Parish Charter – now in place.  
Wings 2009 – Scouts and Guiding Camp & exhibition in Windsor Great Park in August.  
WBC – Town & Parish Emergency Planning Training – Session Newbury June 22<sup>nd</sup>  
from 6.30pm to 9.00.  
Shaw House – Restoration lecture July 9<sup>th</sup>.  
Shaw House – Hirer's drop in event Monday June 22<sup>nd</sup> through the day.  
BALC – asking for feedback on training needs.  
Fieldwork – CPRE newsletter.

**30. Reports from Parish Council Representatives who had attended meetings of Outside Bodies on behalf of the Council.**

Ms Cottingham had attended a Pre-meeting of the Cold Ash Greening Group.

Mrs Groves reported that the next meeting of NAG would be on July 8<sup>th</sup>.

Dr Kerry had attended a meeting of the Village Hall Management Committee.  
It is suggested that a Council website should be an Agenda item for the next meeting.

**31. Items to be raised by Councillors.**

Ms Cottingham asked that there is an Agenda item for the next meeting covering the Council's insurance aspect for the Village Walk in August.

Mrs Willis asked that there is an Agenda item for the next meeting to deal with the debris and rubbish on Footpath 18.

It was decided to contact Mrs Turvey to possible arrange an alternative walk to the Treasure Hunt.

**32. Date of the next meeting.**

**Thursday July 16<sup>th</sup> at 7.00pm in the Adelaide Room, Holy Trinity Church.**

..... Chairman ..... Date.