

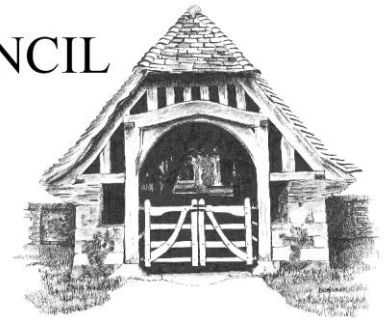
# WALTHAM ST LAWRENCE PARISH COUNCIL

The Old School, The Street, Shurlock Row, Berkshire RG10 0PR

Clerk to the Council: Mrs MJ Streater

Telephone: 07956 217783

Email: wslparishclerk@gmail.com



## Minutes of The Annual Meeting of Waltham St Lawrence Parish Council held on 14th May 2019

**Present:** Mike Kay-Chairman, Mark Hipgrave, Clive Scott-Hopkins, New Councillors: Rupe Patel, Paul Mason, Herman Bleekendaal, Graham Pobjoy, MJ Streater (Clerk)

**Also present** 7 members of the public, including John Birkett outgoing Vice-Chairman, Councillor Hunt, Councillor Johnson (New).

	<b>Public Question Time</b>	<i>ACTION</i>
	<p>The Chairman welcomed the new Parish Councillors and the new Borough Councillor Andrew Johnson.</p> <p>The Chairman highlighted that it is the duty of the outgoing Chairman to oversee Public Question Time prior to the election of new officers.</p> <p>A member of the public requested that the Parish Council consider opening the Nature Park prior to the resolution of issues relating to rights of access across the proposed play area.</p> <p>Cllr Hunt showed to the Chairman a map outlining the rights of way that are currently under discussion and dispute. She advised the Parish Council should speak to Kevin Mist (RBWM) prior to any decision being made.</p> <p>The Chairman summarised and advised that the Parish Council would not be able to make any decisions until such time as RBWM have resolved all issues. He confirmed that, as approved at the previous meeting, the Parish Council have made initial enquiries into obtaining legal advice to protect the interests of the Parish regarding rights of way and the proposed 99-year lease. He sought confirmation of the approval of the Council to continue with this legal advice. All approved (see below).</p>	
<i>FC/5/372/2019</i>	<p><b>Election of Council Officers</b></p> <p>The Chairman asked for nominations for the positions of Chairman and Vice Chairman.</p> <p>Clive Scott-Hopkins addressed the Clerk and proposed Mike Kay as the new Chairman, seconded by Mark Hipgrave.</p> <p>Clive Scott-Hopkins proposed Mark Hipgrave as Vice Chairman, seconded by Herman Bleekendaal.</p> <p>There were no other nominations.</p> <p><b>Both were duly appointed.</b></p> <p><b>It was agreed to allocate other responsibilities later in the meeting</b></p>	
<i>FC/5/373/2019</i>	<b>Apologies.</b> There were no apologies	
<i>FC/5/374/2109</i>	<p><b>Minutes:</b></p> <p>The minutes of the last Parish Council Meeting held on 9<sup>th</sup> April 2019 were approved by the Council and signed by the Chairman.</p> <p>The minutes of the Annual Parish Meeting held on 23<sup>rd</sup> April 2019 were approved by the Council and signed by the Chairman.</p>	<i>Clerk</i>
<i>FC/5/375/2019</i>	<b>Declarations of Interests:</b> There were none declared	

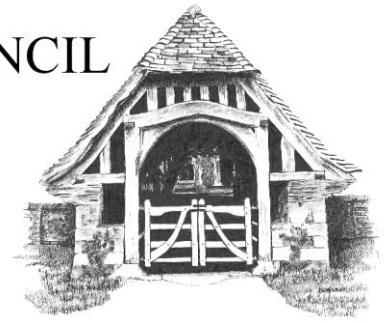
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FC/5/376/2019	<p><b>Significant Matters Arising from the April Minutes:</b>  <b>Campaign for the Protection of Rural Wokingham (CPRW)</b>                  There was no further update.  <b>Shurlock Road Nature Reserve, Shurlock Road, WSL,</b>                  Awaiting confirmation that issues on the Lease are resolved. The Chairman confirmed that the Solicitor appointed charges £210 per hr, costs are not expected to exceed £2.5k plus disbursements of no more than £500. Any charges likely to be incurred higher than this will be brought back to the Council prior to being incurred.</p>	
FC/5/377/2019	<p><b>Planning Applications</b>  <b>19/01033/FULL</b>  <b>Little Barton Hungerford Lane Shurlock Row Reading RG10 0NY</b>                  Single storey rear extension, following demolition of the existing conservatory.  <b>Parish Council had No Objection</b>  <b>19/01024/FULL</b>  <b>St Marys House Sill Bridge Lane Waltham St Lawrence Reading RG10 0NT</b>                  Replacement garage roof.  <b>Parish Council had No Objection</b>  <b>19/01092/CPD</b>  <b>Old Oak Cottage Sill Bridge Lane Waltham St Lawrence Reading RG10 0NT</b>                  Certificate of lawfulness to determine whether the proposed outbuilding is lawful.  <b>Parish Council had No Objection subject to it being ancillary to Old Oak Cottage</b>  <b>19/01106/CONDIT</b>  <b>Oakfield Farm Livery Stables Broadmoor Road Waltham St Lawrence Reading RG10 0HY</b>                  Details required by Condition 4 (Landscaping); 5 (Landscaping Management Plan); 7 (Access); 8 (Visibility Splays) and 11 (Biodiversity Enhancements) of planning permission 16/01248/FULL for the conversion of existing stables into residential dwelling with alterations to access.                  Mark Hipgrave confirmed that this has already been approved by Planning (with no reference to the Parish Council).  <b>Parish Council therefore made no comment.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
FC/5/378/2019	<p><b>Trees in a Conservation Area:</b> There were none.</p>	
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FC/5/379/2019	<p><b>Plans that have arrived in the last couple of days:</b> There were none</p>	
FC/5/380/2019	<p><b>Other Planning Matters:</b>  <b>Bellman Hanger</b> No further update. Clive Scott- Hopkins commented that it is likely to come to panel.</p>	
FC/5/381/2019	<p><b>Enforcement Notices and Appeals:</b></p>	

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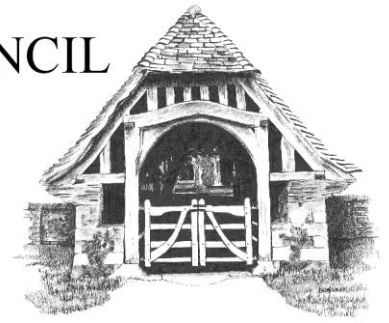
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	<p><b>Andrews Yard</b> Report is currently being written by the Enforcement team relating to unauthorised work carried out.</p> <p><b>Barn Bears Copse Appeal</b> Parish Council to submit to the Inspectorate <b>We support this appeal if, as previously stated 18/20701 replaces 18/02665 Class M with the barn demolished, hard standing removed and removal of permitted development rights on the entire site is successful.</b></p> <p><b>Shurlock Inn</b> The Clerk commented that the enforcement team have confirmed that there is a noise infringement. The Owners are aware of this and are having it fixed before the discharge of conditions. The Clerk thanked Cllr Hunt for her input at RBWM.</p> <p><b>Beenhams Farmhouse</b> Report is being finalised and action should be taken in the next 14 days. To be reviewed at June meeting.</p>	<p>Clerk</p> <p>Clerk</p>
<p>FC/5/382/2019</p>	<p><b>Finance:</b>                  No Cheques were raised                  Online payments £4695.30 to cover – New defibrillator Battery, Clerk salary, CPRW support, BALC subscription, ANB Groundcare maintenance, Zurich subscription (partial recharge to NHMT), Ian Woster for Memorial Garden maintenance:                  were approved and signed by the Chairman and the Vice Chairman.                  Cheques received for £130 were noted. The Chairman confirmed that £100 of this was a donation to the Rose Garden renewal and must be correctly allocated and spent.                  The Chairman raised that John Birkett and Katie Sarsfield should be removed as signatories on the bank mandate. The Parish Council confirmed that 3 remaining signatories were enough. (Mike Kay, Mark Hipgrave, Serena Bowe).                  The Chairman highlighted that the RFO has requested QuickBooks to be updated to the online version to be compatible with new “Making Tax Digital” requirements at a cost of £10.80 per month. This was approved.                  The WSL Standing Orders, WSL Financial Regulations, WSL Code of Conduct, WSL Media policy and WSL IT policy WSL Asset register, WSL Complaints procedure were approved and adopted.                  The Chairman highlighted that the WSL Risk Register requires review. Clerk to work with the Councillor responsible for Maintenance.                  The Chairman reminded Councillors that no Councillor has individual authority to spend monies on behalf of the Council without approval.                  Internal Audit is underway, Barrie Dancer has confirmed that the War Memorial should be valued at £35k on the Asset Register, also that the Neville Hall should be on the Asset Register at value TBC June.                  The Chairman confirmed that we would also be subject to an external auditor PK Littlejohn as expenditure in the last year exceeded £25,000 (due to the Pound refurbishment).                  The Chairman confirmed that it was expected that the final accounts will be approved at the June meeting</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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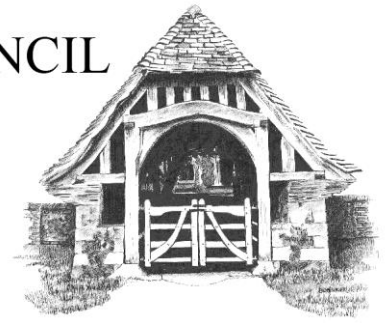
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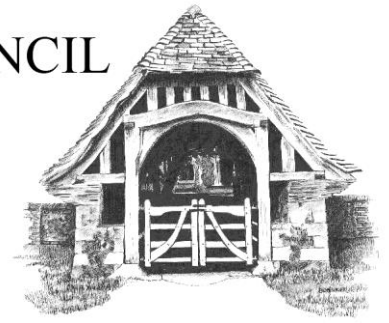


	<p><b>Reports from Representatives:</b></p> <p><b>Report from the Clerk:</b></p> <p>War Memorial Damage caused in 2018, The Clerk confirmed we have received an invoice for the repairs, documentation has also been obtained from the insured company Admiral and a claim will now be submitted to cover the costs.</p> <p><b>Litter Pick</b></p> <p>Clerk confirmed that items are available from RBWM this is a project to be investigated by the Councillor responsible for Maintenance.</p> <p><b>Parish Charter</b> which was approved at the last meeting. This to be circulated to new Councillors.</p> <p><b>Communications:</b> The Chairman confirmed that the Community Face Book would continue with Maggi Bevan. Other areas to be covered by the Councillor responsible for Communication.</p> <p><b>Bridleways and Footpaths:</b> Verges are again becoming an issue in the Parish due to Borough decision to reduce verge cutting. Where visibility is an issue the Chairman suggested that an individual could take this on when required. Cllr Johnson requested a list of places that require tending.</p> <p><b>Highways:</b></p> <ul style="list-style-type: none"> <li>• <b>The Straight Mile, Shurlock Row</b> No update on an overgrown hedge that is affecting the footpath.</li> <li>• <b>Speed Limits.</b> The Chairman confirmed that the Police had objected to reduced speed limits. This reluctance should NOT stop the project (according to RBWM), it is anticipated that reduction in speed limits should be implemented within the next 12 weeks.</li> <li>• <b>Callins Lane/Crockfords Bridge</b> A member of the public thanked the Parish Council for having Crockfords Bridge rail replaced, and the addition of signs in Callins Lane.</li> <li>• <b>Milley Bridge</b> signage for the new entrance to the maintenance yard - this has been raised again with the Borough. Still awaiting outcome. Halls Lane signage is still awaited. to prevent HGVs going down to get to Church Farm Brook Lane remains an issue regarding passing places.</li> </ul> <p><b>Burial Ground:</b></p> <p>Rose Garden main rose will be replaced with a standard rose. ANB have been briefed on this. Some of this will be funded by the donation we have received.</p> <p>The Trafalgar bench in the Memorial Garden has been repaired by a local resident. The Parish Council recorded their thanks.</p> <p>Other Parish Benches are being renovated as previously agreed.</p> <p>Chain still needs to be removed from a tree in the Burial Ground. ANB aware</p> <p><b>Parish Maintenance.</b> Tree survey to be carried forward to the next meeting.</p> <p>The Clerk confirmed that the Tree team at the Borough are working on supplying a list of where TPOs are located</p> <p><b>Capital Projects:</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chairman</p> <p>Chairman</p> <p>ANB Groundcare</p> <p>Clerk</p>
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	<p>The Pound: still outstanding how to finish off the turfing.                  There is still no resolution to whether to have posts to prevent parking on the edge of the kerb. To be reviewed in June.                  Mick's bench project is being managed by Scott Ganson  <b>Ditches and Allotments:</b>                  Castle Water: still in dispute with them regarding their attempt to impose waste charges                  It was proposed that we should investigate promoting allotments.  <b>Parish Shed</b> contribution still expected from Village Charities once the project is complete. Cricket Club keen to have an agreement with the Parish Council. The wording is being fine-tuned, to take forward to June  <b>Parish Fete.</b> Still under discussion whether the Parish Council should assume direct responsibility for this. The Internal Auditor has confirmed it would be acceptable for this to happen but the income and expenditure would need to form part of the Parish Council accounts. Investigating whether it should be set up as a separate Charity or, whether the Neville Hall Charitable Trust could take formal responsibility. To be re visited in June  <b>GDPR</b> Documents to be circulated to all Councillors for signing and return. Before June meeting  <b>Dog Poo Bins.</b> System in place is working and we have confirmation from RBWM regarding collection. Remove from Agenda going forward  <b>Defibrillator:</b> Date TBC  <b>Presentation Screen:</b> To relook at in June (most seem comfortable using the wall)  <b>Responsibilities:</b> These were confirmed as  <b>Mike Kay:</b> Finance and HR  <b>Mark Hipgrave:</b> Neville Hall Charitable Trust, Planning, (GDPR with GP)  <b>Herman Bleekendaal:</b> Footpaths, Bridleways, Ditches and Allotments.  <b>Paul Mason:</b> Parish Maintenance, War Memorial, Assistance re SRNR  <b>Rupe Patel:</b> Burial Ground, Communications, Shurlock Road Nature Reserve  <b>Graham Pobjoy:</b> Highways, IT (GDPR with MH)  <b>Clive Scott-Hopkins:</b> Major Planning Projects                  Copy attached of new Responsibilities  <b>Reports from Representatives who attended meetings representing the Parish Council:</b>                  The Chairman highlighted that there is a Parish Council Conference which could be useful for Councillors to attend to be reviewed on going.  <b>Training:</b> The Clerk confirmed that she has been in contact with a trainer and would circulate dates.</p>	<p>Chairman</p> <p>Clerk</p> <p>All</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<p><b>Correspondence:</b> There was none  <b>Clerk Appraisal</b> It was agreed The Chairman and Vice Chairman would meet with the Clerk.</p>	<p>Chairman/Clerk</p>
	<p><b>AOB</b></p>	

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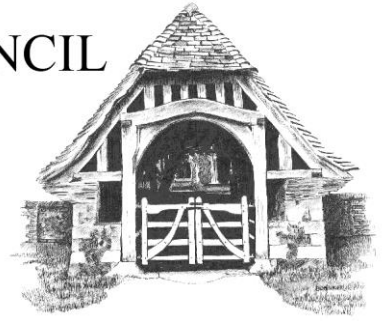
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	Clive Scott-Hopkins asked that Appeals and Enforcement issues should be available on screen. The Chairman suggested that this could be accommodated if identified as needed following the Saturday morning site visits.	<i>Clerk</i>
	<b>Date of Next Site Visits Neville Hall 9am Saturday 1<sup>st</sup> June 2019</b>	
	<b>Date of Next Meeting: 7pm Tuesday 4<sup>th</sup> June 2019</b>	
	<b>The meeting closed at 9.11 pm and the confidential meeting commenced.</b>	

DRAFT