

HERMITAGE PARISH COUNCIL

Minutes of the meeting of Hermitage Parish Council held at Adelaide Room, Holy Trinity Church, Hermitage, Berkshire RG18 9ST On Thursday 19th March 2020 at 7.30pm

- Present** Cllr R Cottingham, Cllr R Marr, Cllr S Russell, Cllr A Goldsmith, Cllr T Moran, Cllr C Purchase
No members of the public
In attendance Ms N Pierce (Parish Clerk)
- 01.03.20 **Public participation**
- 02.03.20 **Apologies for absence**
Dist Cllr H Cole, Dist Cllr G Simpson, Cllr I Hunter, Cllr N Burraston, Cllr D Brown,
- 03.03.20 **Minutes of meeting held 20th February 2020**
The minutes of the Parish Council meeting held of 20th February were agreed as a correct record and signed by the Chairman.
- 04.03.20 **Declarations of interest**
None

Part two; Co-option of new councillor. Agreed
- 05.03.20 **Matters arising from the minutes of the last meeting not referred to elsewhere**
Actions all completed
- 06.03.20 **Report of the District Councillor**
The District Councillors provided a written report.
- 07.03.20 **Planning**
7.1 New applications:
19/02993/OUTMAJ Land at The Old Farmhouse, Newbury Road, Hermitage, Thatcham.
Section 73: Variation of Condition 4 - Approved plans. (amend parameter plan) of previously approved application 17/03290/OUTMAJ: Outline application for demolition of farmyard buildings, retention of The Old Farmhouse and the erection of up to 21 new dwellings, improved vehicular access off Newbury Road, car parking, public open space and landscaping. Matters to be considered – Access. No objection.
- 7.2 Decision notices:**
19/03194/FULD 27/02/2020 Section 73a variation/removal of Condition (11) Site Of Former All Our Own Deacons Lane Hermitage Thatcham PD rights removed of approved 17/02957/FULD. Demolition of existing dwelling and garage and erection of 2 no: detached houses. Refused.
- 7.3 Neighbourhood development plan: joint PC/NDP meeting held on 5th March. Follow up with public; meeting postponed.
08. 03.20 **Finance and report of Responsible Finance Officer**
8. Financial position as at 29th February 2020
Balance carried forward
(including S106 contributions) £231,324.16
Receipts to 29th February £ 0.00
Payments to 29th February £ 2,771.90
Balance £228,552.26

Less unrepresented cheques	£ 811.75
Balance in hand	£227,740.51

8.1 Report of Financial Officer

8.2 Receipts and payments for consideration March 2020

8.2.1 Sunshine Commercial Services Ltd monthly charge	£ 244.37
8.2.2 Grass maintenance/Contractor	£ 719.00
8.2.3 Cost of administration	Salary £ 682.29
8.2.4 Clerk expenses, stationery	£ 26.78
8.2.5 Cllr D Brown, ink toner	£ 61.99
8.2.6 Cllr R Cottingham, supplies, travel, parking, printing	£ 80.88
8.2.7 Mr O Sowande, Domain renewal	£ 15.99
8.2.8 Castle Water, burial ground, invs 108/242/566	£ 5.29
8.2.9 Autela Payroll Services Ltd	£ 75.00
	Total £1,911.59

8.3 Direct Debits previously approved:

1&1 Ionas (web site) monthly payment £5.99

8.4 Bank account reconciliation to 31st December; agreed and signed

8.5 Lloyds Bank deposit account to roll over for a further 3 months; agreed.

8.6 CIL priority list, to discuss at next meeting.

8.7 Metro Bank; Community 1 Year Fixed Rate to mature 29th March, to roll over principal value to a new Community 1 Year Fixed Rate. Clerk

8.8 FWP Internal Audit Report 2019; Emergency plan Hermitage support group £1,000 payment agreed. Hermitage Parish Council would like to thank Carolyn Purchase, Andy Murray and Jon Turner for their hard work in setting up this support group for the community.

Health & Safety – always do risk assessment for public events pc is holding, no other policy necessary

Document Retention/ Disposal Policy – already have a policy for electronic docs, paper docs retained as required by law eg minutes, legal docs

Social Media – using NALC policy

Training – to consider modifying the NALC suggested requirements. Training for the clerk is discussed in the annual review, and councillors take training relevant to them.

Remuneration – not required as Clerk's pay and expenses regulated by FWP.

Finance Working Party – works to pc's Finance Regs

Terms of Reference and a Protocol for Councillor/Employee Relationships – have complaints policy and working on grievance policy. Too small a group for anything further to be required.

8.9 Parish Plan Progress Report; Ruth Cottingham provided a report.

09.03.20 **Burial ground**

9.1 Cllr R Marr to send suggested amendments to the burial ground booklet. Cllrs Purchase and Russell to follow up.

9.2 Memorial headstone and ledger; not approved.

10.03.20 **Highways**

10.1 Community Speed Watch: The volunteer SID training has been postponed.

10.2 Replacement Bus Shelter: Cllr Cottingham is in the process of applying for a grant.

11.03.20 **Environment**

11.1 Recreation ground: nothing to report.

11.2 Furze Hill: 23 members of West Berkshire Countryside Society attended the March working party. All the tasks were completed and good jobs done, including planting replacement hornbeam saplings in the MUGA hedge.

11.3 Play areas including inspection checklists, defibrillator check, Cllr Burraston to do March. To order defibrillator pads: clerk.

11.3.1 Pinewood Park: to obtain quotes for CCTV for scout hut; Cllr Moran. Cllr Cottingham to speak with scout master. To confirm if CCTV can look into the park: Cllr Purchase.

11.4 Land adjacent to Pinewood Crescent: Taylor Wimpey brought up to date. Application to fell and replant submitted and copied to TW. Planting quotes received. Awaiting a response from Taylor Wimpey to an email from the clerk.

11.5 PC land on Pinewood Crescent: response received from householder.

11.6 Hermitage Green play area: Agreed to accept 75 year lease and accept S106 monies.

12.03.20 **other matters**

12.1 Village Hall: A lot of cancellations have been received. Hort Soc spring show cancelled.

12.2 Village events: Eling Way opening postponed.

12.3 Annual Parish Assembly: Awaiting confirmation if this is to go ahead.

12.4 To transfer domain hermitage.org.uk name to the parish council's 1&1 account; clerk to speak with domain provider.

12.5 Twinning: A very successful event.

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

Police and Crime Bulletin February 2020 - £160,000 taken from criminals awarded to charities; protecting victims of domestic abuse; and more...

West Berkshire Council: Council commissions community-based service

West Berkshire Council: Public Health England and West Berkshire Council statement on confirmed COVID-19 case in West Berkshire

14.03.20 **Reports from Parish Council representatives who have attended meetings of outside bodies on behalf of the council**

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

16.03.20 **Any other items urgent (information only)**

None.

17.03.20 **Date of the next meeting:**

Thursday 21st May at 7.30pm in the Adelaide Room, Holy Trinity Church.

Annual Parish Assembly

Postponed.

There being no further business the meeting closed at 20.53.