

Peasemore Parish Council Meeting

17th November 2015 at 8pm

Peasemore Village Hall

Draft Minutes

1. Apologies for absence – None
2. Declarations of interest – As and when
3. Open public forum (members of the public may raise any item for discussion) – None
4. Approve minutes of last meeting (15/9/15) – Approved
5. Matters arising from minutes of last meeting
 - (i) AC re P Runacres – PR confirms appropriateness of co-option
 - (ii) AF has instructed painter re VH
 - (iii) Peasemore Committee has paid for SuperFast Broadband
 - (iv) Sarah Cameron will act as Parish Clerk (at no cost)
 - (v) LP rang Ampere re lighting test
 - (vi) AC informed WBC that no issue with ground water flooding
6. Neighbourhood Watch report – No report
7. Village Hall and Pavilion report (esp. re access to keys and lighting)
 - (i) LP report (see Appendix 1) – LP will obtain necessary items for 1st Aid Box
 - (ii) Tim Bean has produced new Pavilion Hiring Conditions – approved subject to amendment re deposit (TB / DM to post the new terms) *(see Appendix 3)*
 - (iii) Playground Services to be retained for Annual Play Inspection
 - (iv) Due to warm weather LP is authorised to organise an additional field cut for up to £100

- (v) AF will undertake Fire Safety Review of VH and VP
- (vi) Key will now be kept in a key safe – by arrangement with LP by email
- (vii) LP get a quote for repair of playground equipment
- (viii) LP will check salt bins

8. Treasurer

- a. Treasurer's Report (see Appendix 2)
- b. Approve payments – approved

9. Planning report

RW reports that West Berkshire Housing Site Allocation Plan:

- WBC has no plans for Peasemore for housing or travellers' site

10. Register of interests forms

- AC, GP, LP submitted
- AF and RW to submit

11. Appointment of Parish Clerk

- See 5(iii) above

12. Additional correspondence

- Auto-enrolment (pensions) – AC to make nil return
- Budget consultation to be posted
- Village Agent enquiry to be posted
- Annual Return – points arising:
 - Appoint parish clerk (done)
 - Review our standing orders (to be done)

13. Any other business

- GP and LP attended WBC Parish Conference
- Gigaclear (SuperFast Broadband) looks promising and Peasemore is in the first phase (pre-June 2016)

14. Date of next meeting: Tuesday 19th January 2016 at 8pm

Apr 1

Village Hall Report – 17th November

Bookings for the Village Hall have gone smoothly, we have had an increase in bookings as the Beedon Hall has been out of action. Lina Lennie moved her Monday morning pilates to Peasemore while the Beedon Hall was shut. We have three bookings for hiring the tables out, twice, four tables for £20 and all the tables on New Year's Eve for £50. We have also had two parties and a regular Tuesday evening booking for ballroom dancing practice.

The fan in the kitchen hasn't been fitted yet as the day Graham and Dave turned up the Hall was booked so Graham will now give me the date so I can let him know if the Hall is free. Adrian kindly renewed a bulb in the outside light and noticed that the glass in the lantern was broken. This probably caused the bulb to blow which fused the porch light too. We need to make a decision on refurbishing the emergency lighting and so the outside light could be replaced at the same time. Neil Sanderson forwarded a complaint about the First Aid box being out of date, I have checked this today, it is missing sterile eye dressings which I will organise and it is now in a new and cleaner box with appropriate stickers. I think we should insert a sentence in the hiring conditions detailing the location of the First Aid box and accident book (which may need purchasing). Tim Bean is checking the box at the pavilion.

People are having difficulty finding my house to get the key and at night as the gates are shut it is not easy for people to return it. It would work much better if we had a key safe at the Hall.

As the grass is still growing, I will get a price from Scoffel to cut it once more.

PEASEMORE PAVILION – HIRING CONDITIONS

Hiring Conditions

- The Pavilion is owned and managed by the Parish Council and is available for hire on a *first come first served* basis.
- The pavilion is available for hire between 1st April and 30th September. Exceptions may be considered at the discretion of the Parish Council.
- Booking the pavilion also gives you full use of the pavilion, outdoor play equipment and sports field. This excludes the fenced-off cricket square - use of the cricket square is by prior agreement with the Peasemore Village Cricket Club and is chargeable separately. Please note that the cricket equipment stored in the changing rooms is NOT for use as this belongs to Peasemore Village Cricket Club, not the Parish Council.
- The maximum number of people allowed in the pavilion at any one time is 20.
- Hirers must be 18 or over and are responsible for the conduct of guests at their event.
- The minimum hire time is one hour, charges are per whole hour. A deposit may be requested at the time of booking
- As the hirer you must obtain a Temporary Entertainments (TENs) licence if there will be alcohol sold or entertainments taking place at the event. The pavilion does not have a premises licence and the hirer will be liable if these are not obtained when necessary.
- Fire safety precautions are displayed in the pavilion, and you are responsible for the fire safety of all those attending your event.
- Start and end times for events must be agreed when booking and must be kept to. The Parish Council reserves the right to charge for additional time used
- The Parish Council accepts no responsibility for loss or damage to any equipment, personal belongings or goods brought in or left by hirers.
- You may be asked to stop your event in case of inappropriate behaviour, excess noise or nuisance to neighbours, or if damage is being caused. If amplified sound is used, it must be kept to a reasonable level to avoid nuisance to neighbours and **must cease no later than midnight**
- Please make sure the pavilion is left clean and tidy as you found it, and that all rubbish is taken away with you (the pavilion does not have a regular rubbish collection service). Damage and / or cleaning if required will be charged for.
- Parking is only permitted on the grass at the edge of the sports field. In wet weather cars can cause serious damage to the grass surface very quickly. In such circumstances vehicular access to the sports field may not be permitted in which case you must make sure you have suitable arrangements for alternative parking which do not cause inconvenience to nearby residents.
- Camping out on the sports field or overnight stays in the pavilion are not allowed

Charges for Use

Costs are kept as low as possible but are to cover immediate costs like hot water as well as general running costs and maintenance.

The Parish Council reviews and agrees charges for the hire of the pavilion on an annual basis.

Hourly Rates & Deposits *To BE AMENDED*

- ~~£25 charged to non-Peasemore residents and payable at the time of booking (at the discretion of the Parish Council)~~
- £8.50 per hour for private bookings made by Peasemore Parish residents
- £10 per hour for private bookings made by non-Peasemore Parish residents
- £15 per hour for company bookings
- An additional one hour is added and charged at the prevailing rate to cover set-up before and cleaning-up after your event (even if it takes longer!)
- 10% discount is available when 10 or more bookings are made and paid for at the same time
- There is a maximum charge of £60 for an all-day event.

Last Revised
November 2015

- See Appendix 1
- Allocation of tasks amongst parish councillors:
 - LP will continue taking the bookings for the village hall;
 - AF will finalise organisation of the painting;
 - Tim Bean will take the bookings for the pavilion;
 - RW will take over the vacant planning applications role.

- Cabling at sports' field – all done

- Play area report – considered: principal work (cutting back) had been undertaken by AC
- Outstanding issues in the report to be monitored by AC

8. Treasurer

a. Treasurer's Report

- Appendix 2
- Additional payments to Ampere and Scoffel approved between meetings

b. Approve payments – Approved

9. Planning report

- 1954 – No comment
- 15/02223 – to be circulated

10. Superfast Broadband project update

- AC to raise payment for Superfast Broadband with Peasemore Committee

11. Transparency Code December 2014

- We will be complying

12. Appointment of Parish Clerk

- To be appointed
- AC to make enquiries

13. Parish Plan grants

- No current appetite

AC
17/11/15

14. Parish Council website

- Peasemore village website will continue to be used

15. Downland Practice update

- Response to consultation was positive about the Downland Practice

16. Additional correspondence

- PC approve purchase and installation of extractor fan
- GP to call Ampere re results of emergency lighting test
- AF corresponded with WBC re grit bins
- AC to inform WBC no issue re groundwater flooding

17. Any other business

- Peter Jonas has PC's permission to prune weeping pair

18. Date of next meeting

- 17/11/15

ABC
17/11/15