

# Peasemore Parish Council

## Peasemore Parish Council Virtual Meeting Held on Wednesday 20<sup>th</sup> January 2021 7pm Hosted on Zoom

**Present:**

Cllr. R. West (Acting Chair)

Cllr. S. Homewood

Cllr. L. Prest

Cllr. A Foster

Cllr. D. Brady

S Youldon – Clerk

**Apologies:**

Cllr. C. Hooker (Downlands Ward)

	Action
<b>(1) Declarations of Interest:</b> There were no declarations of interest.	
<b>(2) Minutes:</b> The October minutes were agreed and signed as an accurate record.	Resolved
<b>Open Public Forum</b>	
Councillors reported another power cut in the village lasting for 6 hours. It was believed to have been caused by trees on the lines again. Clerk to follow up with SSE and clarify the cause of the frequent power cuts and if confirmed, request that the required tree maintenance is carried out as a priority. Clerk to copy Downland Ward Councillor.	SY
<b>Matters Arising</b>	
<b>(4) Appointment of Clerk:</b> Following the decision at the October meeting to appoint Sarah Youldon as Clerk & Responsible Financial Officer, contract and responsibilities were agreed and signed based on 3 hours per week. Clerk presented payroll administration quotes for consideration, contract agreed with TP Jones at £65 per year based on quarterly salary payments. Clerk to set up PC as an employer with HMRC and deal with workplace pension compliance paperwork.	Resolved
<b>(5) SSE Deed of Easement:</b> Following a virtual meeting with SSE, PC had clarified that there were already lines buried on the playing field from a wayleave granted in 2007. The latest deed is to add an easement allowing SSE ongoing access to the strip of land. Councillors queried Schedule 3 Part 5 on the contract relating to not allowing trees or shrubs to grow on the area, as Council would not want to see existing trees removed it was suggested that this may need to be re-worded to exclude the current trees. Clerk to raise with solicitors. Clerk to also check that the wayleave payments still remain.	SY
<b>(6) Code of Conduct &amp; Standing Orders:</b> Clerk provided updated regulation documents for Councillors to review and agree at the March meeting.	Deferred to March
<b>(7) Land Ownership:</b> Clerk had been in touch with solicitors and confirmed partial ownership of the land known as the 'D' on Field Road. Councillors approved a spend of £11 to request a title search with the Land Registry to confirm if there are any other areas that were in the ownership of the PC. Clerk to report back at March meeting.	SY
<b>(8) Village Parking:</b> Following discussions at the October meeting, a site meeting with Sovereign Housing had taken place regarding the need for further parking at Palmer Close and on Hill Green Lane. Sovereign agreed to look into options and report back. Councillors agreed that parking had improved in recent months with far less vehicles on Field Road, leading to the question of whether commuters are parking in the village and arranging lifts onto the M4. To be monitored when the latest lockdown lifts.	All Deferred to March
<b>(9) 2021 Mowing Contract:</b> Councillors reviewed the quotes from 3 grounds maintenance companies and agreed that there should be one contract in place to cover the field and playground based on fortnightly visits from April to October. A provision of 4 extra visits has also been included in the contract. Councillors approved Scofell quote of £1,965.60 holding the 2020 price. Clerk to instruct and sign Scofell contract and give notice on the current playground agreement.	Resolved
<b>(10) Playground Report:</b> Prior to the meeting Clerk reported that there was a couple of pallets and timber needing to be removed from the playground. Clerk provided quote of £61.22 to purchase a lid for the bin, Councillors approved. SH agreed to deal with pallets and the install of the lid. DB reported that there were some minor matters outstanding from the playground inspection, Clerk agreed to check details of warranty and report back on what was covered.	SH DB SY
<b>(11) Tree Maintenance:</b> Following the conversation on land ownership, it was agreed that the PC would be responsible for removal of the rotten Ash Tree in front of Lark Rise. Councillors approved quote of	

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<p>£290 for its removal from GMG, with the stump to be left to rot in the ground. Clerk to speak to neighbouring house to let them know when the work will go ahead.</p> <p><b>(12) Fallen Tree at Mell Close:</b> Following the report in November, this had now been removed by the WBC Highways team.</p>	<p>Resolved SY Resolved</p>
<p><b>(13) Finance</b></p>	
<p><b>Budget and 2021/22 Precept:</b> Expenditure was expected to come in this year at £7,419 with income reduced due to hall closure to £5,823. A £1,334 grant from WBC had helped to mitigate some of the halls lost income. Expenditure for 2021/22 was forecasted at £9,442, with a conservative estimate of income from the hall and pavilion at £2,300, Councillors agreed to raise the precept from £3,500 to £5,500, resulting in potentially using £1,500 of savings to cover the year's higher expenditure. Councillors were trying to balance a reasonable increase with the loss of the hall income, additional cost of employing clerk and the tree work required in the village. The precept rise would result in a £13 increase in the annual contribution from a council tax D band property.</p> <p><b>Balances, Invoices &amp; Receipts:</b> Current Account Balance: £3,119.02; Deposit Account 8,459.75.</p> <p><b>Payments made since the October meeting:</b>          30/11 DD Castle Water – Pavilion £5.00          30/11 DD Castle Water – Hall £5.00          30/11 DD Southern Electric – Pavilion £54.77 (inc 2.60 VAT)          30/11 DD Southern Electric – Hall £390.50 (inc £18.59 VAT)          11/12 BACS Christmas Tree Expenses £65.00          11/12 BACS Village Hall Cleaning 28 Weeks Cleaning £420.00          15/12 BACS PKF Littlejohn Audit Fee £240 (inc £40 VAT)          15/12 BACS Scofell October Mowing £294.84 (inc £49.14 VAT)          29/12 DD Castle Water – Pavilion £5.00          29/12 DD Castle Water – Hall £5.00</p> <p><b>The following payments had been received since the October meeting:</b>          16/11 WBC Grant Payment for Village Hall £1,334.00          08/12 Hall Hire £90.00          08/01 Peasemore Cricket Club game fees £330.00          07/12 Interest into Deposit Account £0.09</p> <p><b>It was noted:</b>          £4,750 was transferred from current to the deposit account 8<sup>th</sup> January 2021.          VAT submitted for the period 15<sup>th</sup> May 2019 to 30 November 2020 for £974.39.          Invoice for £65.00 submitted to WBC for Members Bid Christmas Tree Funds.</p> <p><b>Financial Regulations:</b> Clerk to draft financial regulations for the March meeting, agreed Clerk and DB would be set up as additional signatories. Online payments would be setup so that Clerk raised payment and a Councillor approves it. AF to contract Barclays and arrange mandate changes.          AF to forward compliance paperwork to SH for completion.</p>	<p>Resolved</p> <p>AF SH</p>
<p><b>(14) Planning Applications</b></p>	
<p>▪ 20/00091/HOUSE Walnut Tree Cottage, RG20 7JJ - proposed erection of garage. Councillors agreed that the revised plans reducing the ridge height of the garage were more acceptable and agreed a response of No Objections. Clerk to submit.</p> <p>It was stated for the record responses on the following applications:</p> <p>▪ 20/02793/HOUSE Bushey Leaze, Hill Green RG20 8RB - Proposed part demolition of storage buildings and replacement with new carport. PC responded with No Objections.</p> <p>▪ 20/02685/FUL Princes Farm, RG20 7JQ - Section 73 variation of conditions - moving the approved building 2.5m to protect tree roots. PC responded with No Objections</p> <p>▪ 20/02359/FULD Land at Mell Green - Section of 73 removal or variation of conditions on application 19/00086/FULD. PC responded with No Objections.</p> <p>▪ 20/02796/FUL Stable Cottage RG20 7JH – Section 73a removal of condition on cottage for family / staff use. PC responded with No Objections. WBC granted the application.</p>	<p>Resolved SY</p> <p>Resolved</p>

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<ul style="list-style-type: none"> <li>20/02261/FUL and 20/02262/LBC2 Peasemore Manor advised of revised drawings for the construction of the 3 bedroom bungalow. No response required</li> </ul>	
<b>Reports</b>	
<p><b>(15) Village Hall &amp; Pavilion:</b> WBC had been in touch with details of further grants that may be able to assist with the loss of income from the ongoing closure of village hall. AF submitted request for consideration, PC should receive a response in the next 21 days. It was reported that despite investigation from Thames Water, the drain to the side of the village hall still appeared to be blocked. Clerk to look into this further. Councillors were unsure of the current status of the village hall drainage (mains or septic tank) Clerk to check water bills and report back.</p>	SY
<p><b>(16) Peasemore Committee:</b> Nothing to report at this time.</p>	
<p><b>(17) Peasemore Website:</b> Clerk reported that several items were missing on the website required to meet the Transparency Act. Clerk to liaise with D Mullender to get these uploaded. Councillors also reported that the PC contact sheet on the parish notice board needed to be updated. Clerk to organise.</p>	SY
<p><b>(18) Neighbourhood Watch report:</b> There was nothing to report for the village but there had been several local break-ins, one at Worlds End and one on the Eling Estate.</p>	
<b>Correspondence &amp; Matters for Future Agendas</b>	
<p><b>Correspondence:</b> Clerk reported that she was speaking with SSE regarding the Cherry Trees which were removed at Palmer Close. SSE had stated that arcing had occurred, Councillors disputed this as the trees were only 12ft high, it was felt they had been removed instead for access. All agreed that they should be replaced. Stumps had also been reported as a trip hazard, Clerk awaiting response.</p>	SY
<p>WBC were issuing weekly Covid updates, Councillors agreed they would like a copy of these. Clerk agreed to attend the BALC AGM in February and report back.</p>	SY
<p><b>Permissive Path off Hailey Lane:</b> Parishioner had reported in November damage to the slope up to the Permissive Path off Hailey Lane caused by Thames Water vehicles whilst dealing with the drainage problem on the side of the track. Clerk reported that Thames Water had been back to inspect, it was agreed that laying hard-core wasn't appropriate given that not all damage was not caused by them and this would need permission from the owner, but they did agree to go back in April to reseed the area. Councillors agreed that was a fair resolution.</p>	Resolved
<p><b>What 3 Words:</b> Councillors questioned progress on this, SH to chase up the request for this to be promoted on the website.</p>	SH
<p><b>Playground Signage:</b> AF to update playground signage to incorporate emergency contact information as required following the inspection. What 3 Words codes to be incorporated into this.</p>	AF

**Meeting Closed at 8.52pm**

**Next Meeting: Wednesday 17<sup>th</sup> March at 7pm**

**Signed:** *S Youldon* – Clerk, 21<sup>st</sup> January 2021

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