

# Peasemore Parish Council

## Peasemore Parish Council Meeting

Held on Wednesday 21<sup>st</sup> July 2021 7.30pm in Peasemore Village Hall

**Present:**

Cllr. R. West (Chair)

Cllr. A Foster

Cllr. D. Brady (Vice Chair)

Cllr. S. Homewood

Cllr. L. Prest (from 7.45pm)

S Youldon – Clerk

**Apologies:**

Cllr. C. Hooker (Downlands Ward)

|   | Action                |
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| <b>(1) Declarations of Interest:</b> There were no declarations of interest.  |                       |
| <b>(2) Minutes:</b> The minutes of the May meeting were agreed and signed as an accurate record.  | Resolved              |
| <b>Matters Arising</b>  |                       |
| <b>(3) Playing Field Access:</b> Councillors considered the two access improvements presented. Some concerns were raised on the use of tarmac, with a grass path preferred. It was agreed that a design somewhere between the two proposals was worth further research, including a curved path at 1.2m wide and the recommended 1:10 incline. Clerk to investigate funding options and obtain further quotes for consideration at October meeting.   | SY                    |
| <b>(4) Power Outages:</b> Clerk reported that SSE were working on a long term agreement with landowner to allow adequate cutting back of trees and hedges around lines. It was understood that trees touching the lines have been the main cause of the outages. It was agreed Clerk would draft letter to land agent supporting SSE request and asking if issues can be addressed and agreement made. S Homewood agreed to make some local enquiries too. Clerk to circulate draft.  | SY<br>SH<br>Resolved  |
| <b>(5) Village Hall:</b> Councillors reviewed proposal to create a Village Hall Committee, all agreed this would be beneficial and would help the parish get more from the hall, increase bookings, provide access to grants and fundraising through charity status and create a future vision for the hall. Clerk to draft information for a leaflet. Leaflet to be distributed at the September picnic and be circulated by Councillors. Clerk to obtain information on financial set up and charity status. Clerk & D Brady had met with the two short listed window companies, the lower quote was dismissed not meeting the quality of finish required. The updated quote from the second supplier including black window frames and cills, Georgian bars inside and out, clear double glazing was approved at a cost of £11,137.56. Clerk to instruct, 50% deposit required, work to be carried out before winter with an aim to fit round the regular bookings. It was agreed that further refurbishment would be something the committee could look at. | SY<br>All<br>Resolved |
| <b>(6) Pond Ownership:</b> It was confirmed that only the back bank was owned by neighbouring landowner. PC still unsure on the ownership of the pond itself as land is unregistered. Some question of whether WBC highways may be able to assist seeing as the wall was repaired by WBC and road drains feed into the pond. Clerk to make enquiries. Councillors agreed to ask around locally. If no owner can be identified, Clerk to contact BALC for legal advice on adoption. Clerk to also speak to BBOWT (Berkshire Buckinghamshire, Oxfordshire Wildlife Trust) on best management for wildlife.  | SY<br>Resolved        |
| <b>(7) Parking in the Village:</b> Reported that Sovereign had still not come back on the request to look at options for the increasing parking at Hatt Close and Palmer Close. Clerk to continue to pursue. PC had written to neighbouring landowners' agent about increasing the parking for the village hall – response outstanding.   | SY                    |
| <b>(8) Speeding in the Village:</b> Following the request at the Parish Meeting, Councillors did not feel there was a particular problem in the village. Clerk had found that 14 volunteers had trained to use the mobile speeding device provided by WBC, details are now on file for future reference. No further action agreed at this stage.  | Resolved              |
| <b>(9) Notice Board Refurbishment:</b> It was agreed that the two notice boards at the Village Hall were sufficient with an increase in web and Peasemore-in-touch usage. Agreed the two other boards could be removed. D Brady agreed to make enquiries locally on the refurbishment and removal and report back.  | DB                    |
| <b>(10) Street Naming:</b> Following contact from parishioner request had been sent on to WBC for street name plates at Bolton Row.   | Resolved              |

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| <p><b>(11) Pavilion Roof Replacement:</b> Members Bid grant application successful, providing £2,435 towards the total cost of £4,870. Contractor scheduled to start work 4<sup>th</sup> October.</p>  | Resolved                       |
| <p><b>(12) Tree Works Application – Diseased Tree in front of Lark Rise:</b> Permission to remove diseased horse chestnut had just been received. Contractor to schedule work for autumn, costs of £240 for felling and £290 for stump grinding approved. The permission conditions required replacement with a hornbeam at height of 3.5-4m at planting. Clerk to obtain quotes at the start of the planting season. Whilst discussing trees, planting a tree for the Platinum Jubilee and Green Canopy campaign was raised. D Brady reported that the Peasemore Committee were happy to fund the tree, location to be agreed.</p>  | Resolved<br><br>SY             |
| <p><b>(13) Risk Assessment &amp; General Policies:</b> Councillors had reviewed the documents circulated prior to the meeting, amendments made on the Risk Assessment, including the paying in of all petty cash so the PC is holding no cash. Clerk to update. General policy document adopted. Clerk to check back on the 2018 minutes re ICO membership and data protection officer assignment.</p>   | Resolved<br><br>SY             |
| <p><b>(14) Gov.UK Domain, Website and Centrally Email System:</b> The purchase of a Gov.uk domain in line with JPAG recommendations and the building of a new parish Council website to meet the Transparency and Accessibility regulations agreed, costs expected at £400 to £500. Agreed parish council website would link to current Peasemore website and vice versa. Agreed Clerk would manage day to day content updates. Clerk to formalise brief for platform set up based on the 4 page draft presented. D Brady to make enquiries locally on the design and photography and feedback to Clerk. Adoption of Parish Council specific email addresses agreed. Clerk to organise.</p>  | Resolved<br><br>SY<br>DB<br>SY |
| <p><b>(15) Footpaths:</b> No issues to report<br/> <b>(16) Playground &amp; Playing Field Maintenance:</b> No issues to report. Contractor asked to ensure weed spraying around equipment legs rather than strimming. PC pleased to hear the bin is being emptied weekly by the Pub.</p>   |                                |
| <p><b>(17) Planning</b></p>  |                                |
| <p>It was stated for the record the responses on the following applications:</p> <ul style="list-style-type: none"> <li>- 21/00734/HOUSE 2 The Beales, Peasemore RG20 7JX – Existing converted garage returned to garage, additional timber workshop to side elevation. Timber cladding to rear elevation. PC responded with no objections. WBC granted the application.</li> <li>- 21/00865/FULD and 21/00866/LBC2 The Old Rectory, RG20 7JH – Demolition of pool house and replacement with single storey 2-bedroom dwelling, repurpose of swimming pool, formation of parking and turning area. WBC granted the application.</li> <li>- 21/01457/HOUSE Cullimore House, RG20 7JN – Proposed single storey extension to encompass small pool and garden room with small first floor extension to accommodate shower rooms. PC responded with No Objections</li> </ul>  |                                |
| <p><b>(18) Finance</b></p>   |                                |
| <p><b>Balances, Invoices &amp; Receipts:</b> Accounts balances as of the 21<sup>st</sup> July - Current £10,899.81 / Deposit £16,460.17. The following payments had been made since the May meeting, in line with the pre-agreed budget.</p> <p>21/05 BACS TP Jones Payroll Admin for YE 31/03/21 £39.00 (inc £6.50 VAT)<br/> 21/05 Transfer Current to Deposit Account £8000<br/> 28/05 Castle Water DD – Hall £5.00 / Pavilion £5.00<br/> 01/06 BACS Scofell May Mowing £294.84 (inc £49.14 VAT)<br/> 03/06 DD Southern Electric Hall Feb to May £277.49<br/> 03/06 DD Southern Electric Pavilion Feb to May £68.31<br/> 15/06 BACS Hall Cleaning 9<sup>th</sup> Nov to 21<sup>st</sup> Jun (excluding closure) £210.00<br/> 18/06 BACS Scofell field improvements as agreed on email £864 (inc £144 VAT)<br/> 30/06 BACS Clerk Wages April, May &amp; June £327.70<br/> 30/06 BACS HRMC Q1 PAYE £81.80<br/> 21/06 DD Southern Electric Pavilion balancing payment £12.10<br/> 30/06 DD Castle Water DD – Hall £5.00 / Pavilion £5.00<br/> 01/07 BACS Scofell June Mowing £294.84 (inc £49.14 VAT)</p> |                                |

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| <p>04/07 DD Southern Electric Hall Balancing Payment following meter readings £204.34<br/>         01/07 BACS WBC Business Rates – Instalment 1 of 2 £63.36<br/>         The following payments were approved:<br/>         Direct365 for Hall &amp; Pavilion PAT testing (27 items) £75.00 plus VAT, total £90<br/>         Clerk Expenses November to June £51.56 including postage, land registry search fees and ink cartridge.<br/> <b>Hall &amp; Pavilion income:</b> To date £616.00<br/> <b>2020/21 Accounts:</b> External Auditor had confirmed receipt and approved the Certificate of Exemption.<br/>         Public rights inspection notice currently on the notice board and website.</p>   | Resolved     |
| <b>Correspondence &amp; Matters for Future Agendas</b>  |              |
| <p><b>Debrief from BALC Training:</b> S Homewood and D Brady stated how valuable the new councillor training had been and shared information learnt.<br/> <b>Correspondence:</b> Clerk confirmed that the Downland Practice Covid memorial bench idea had been dropped due to lack of support. Wildflower seeds and verge planting information had been received from BBOWT, Councillors agreed this was worth discussing further and Clerk stated that this coincided with the WBC Climate Forum and Parish Greening Projections. Clerk to send on information as received and include on October agenda.<br/> <b>October Agenda:</b> As providing parking for the pub on the village green had been found to not be viable, Councillors agreed it would be worth discussing what other options there were to assist, protect village verges and maintain accessibility for large vehicles/tractors etc. Parish Plan refresh to be included in the October agenda.</p> | SY<br><br>SY |

**Meeting Closed at 9.36pm**

**Next Meeting: Wednesday 27<sup>th</sup> October 2021 7.30pm**

**Signed:** *S Youlton* – Clerk, 22<sup>nd</sup> July 2021

DRAFT