

## MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Parish Council held on Wednesday 27<sup>th</sup> March 2019 at The Englefield Estate Office

### Present:

Cllr E. Crookes (Chairman)  
Cllr M. Postles  
Cllr R. Smith  
Cllr S. Strang  
Cllr N. Wynne Jones

### In attendance:

N. Rands (Clerk)  
Cllr K. Chopping

**Also present:** Five members of the public

1. Welcome all present
2. Interest declared in Theale Primary School project by Cllr E. Crookes
3. Minutes of the Parish Council Meeting held on 9<sup>th</sup> January 2019 were approved and signed as a true record
4. **Public participation** – the following points were raised by members of the public in attendance
  - a) The possibility of installing ‘Children at Play’ signs on the entrance to North Street to prevent excessive speeds through the hamlet.  
The Council and Cllr Chopping responded that such a request would need to be submitted to the Highways Authority, and there would be a number of considerations taken into account by West Berkshire Council in light of any request:
    - i. Available budget – although it might be possible for residents to pay for the signage themselves
    - ii. Rules and regulations regarding signage**Action** – Clerk to raise with West Berkshire Council to establish criteria for considering such a request and potentially invite the relevant representatives to visit and assess the situation
  - b) Theale Primary School construction – a number of concerns raised by North Street residents in relation to the construction:
    - i. Parishioners being kept informed of planned construction and progress
    - ii. Construction traffic travelling through North Street and blocking the pavement on Englefield Road
    - iii. Preventative safety measures required at the junction of North Street from Englefield Road and Deadman’s Lane from Englefield Road to safeguard pedestrians
    - iv. Netting to prevent bird nesting
    - v. Postcode of new site being misleading to contractors

vi. Clarity over weight vehicle limits in North Street.

It was agreed that these points would be addressed under the relevant agenda point.

- c) Election of Councillors – the likelihood of there being a vacancy following upcoming nominations.

It was agreed to discuss agenda point 9 following the public participation, rather than wait until the allocated agenda point, as it was pertinent to point raised by members of the public in attendance.

## 5. **Theale Primary School**

Cllr Crookes responded to concerns raised with the following points:

- a) Englefield Parish Council shares the serious concerns regarding school construction traffic and preventing it using North Street, both on amenity and safety grounds
- b) The Council had responded very swiftly by relaying them to West Berkshire Council and applying pressure to resolve and respond to the concerns raised
- c) West Berkshire Council seem to have good communications in place with Theale Parish Council, but had failed to make a distinction between that and Englefield Parish Council – this has now been addressed
- d) West Berkshire Council immediately liaised with the Site Manager
- e) Traffic management plans are in place, including a call-in system. The traffic routing plan was tabled.
- f) West Berkshire Council have requested signage for the entrance to North Street from the A340 and on the approach to the junction with Englefield Road from the A340, Cllr Crookes has recommended an additional sign to be placed on exit from the site
- g) Postcode – the postcode allocated is out of the control of Englefield Parish Council, and postcodes are, by their nature, generic to an area and WBC are aware of that.
- h) Keir Newsletter – March edition has been circulated by the Parish Council to all North Street residents and future editions will be circulated directly by Keir/WBC. It is also published on the Parish Council website
- i) Once the site is open, WBC have advised that the main site entrance will be off Englefield Road rather than from North Street, with the exception of the works on the additional land for the new pitch
- j) Netting queries should be referred to West Berkshire Council as they relate to land outside Englefield Parish.
- k) Any future concerns should, of course, be raised with the Parish Council but dangerous situations should also be immediately be referred to West Berkshire Council and Keir. The site manager's mobile number is on the newsletter.

### **Actions –**

- i. Clerk to request response to specific issue of pedestrian safety at junction to Deadman's Lane
- ii. Council to check existing sign at exit of Golf Club
- iii. Council to check weight limits in North Street and address overgrown sign with WBC highways

## 6. **2018/19 Financial Update**

- a) Overview of financial position and forecast versus budget was given by Clerk

- b) End of year forecast indicates a deficit of £459 against budget, mainly due to unbudgeted training costs for Council members and new Clerk and increased salary costs due to back-paid holiday pay for Clerk.
- c) Variance of £851 between payments and receipts, but a budget was set in excess of receipts so a deficit was expected.
- d) Current bank balance of £4,633.

**7. Payments for Approval**

- i. HMRC – Council Administration Income Tax Q4 – £87.40
- ii. Claire Connell – Internal Audit Fees – £130

**Outcome** – payments approved

**8. Internal Audit**

Overview provided of scope of audit:

- a) Appropriate account keeping
- b) Payment approvals
- c) Regular financial updates to Council
- d) Adequate budgeting process

**9. Making Tax Digital**

Clerk advised the Council that no action currently required due to the Council not being VAT registered.

**10. Malpas Farm**

Cllr Crookes advised that he had contacted West Berkshire Council to raise concerns regarding the compliance with planning conditions and had received a thorough response. West Berkshire Council had taken into account the complicated planning history related to the site and changes to permitted development rights which had come into effect since planning consent was given.

These factors had resulted in the decision that it would not be expedient for the Planning Authority to use enforcement laws in this case, mainly due to the fact that the breaches would be permitted if they were now submitted for consent.

**11. Pond Farm**

Cllr Crookes advised that he had raised the concerns with West Berkshire Council and that they were now engaged with the owners, with potential options being explored.

**12. Parish Council Elections**

Clerk provided an overview of the process and key dates to Councillors.

**13. Annual Parish Assembly**

It was agreed to invite the new District Councillor for Bradfield ward, once elected, and a representative from Thames Valley Police.

**Action** – Clerk to invite both to APA

**14. Meeting dates agreed as follows**

- Next Council Meeting – Wednesday 19<sup>th</sup> June 6.30p.m.

The meeting closed at 7.13p.m.

Chairman: .....

Date: .....