MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held remotely on Wednesday 17th March 2021

Present:
Cllr E. Crookes
Cllr M. Postles
Cllr R. Smith
Cllr N. Wynne Jones
Cllr L. Dennison

In attendance:
N. Rands (Clerk)
Peter Carson (Englefield Estate House & Events Manager)
Giles Cooper (GCE Live)

1 member of the public present

DRAFT - AWAITING APPROVAL

1. **No apologies received**

2. **Declaration of Interest**
   Cllr Crookes declared an interest agenda point 5; and will not take part in the discussion to agree a response to the consultation regarding the licence application.

3. **Minutes**
   Minutes of the Parish Council Meeting held on 13th January 2021 were approved as a true record

4. **Public Participation**
   The following submissions were made by members of the public
   a) Concerns regarding traffic and volume of parked cars along North Street and Englefield Road during Theale Primary School drop-off and collection times
      The Clerk summarised the response from West Berkshire Council.
      Actions:
      - Residents with safety concerns as a result of cars causing an obstruction should report their concerns to the non-emergency police number on 101
      - Photographs of the specific problem area to be taken and provided to West Berkshire Council to assist their investigation of the issue – Cllr Dennison
   b) Statement providing an overview of the planning application 21/00490/FUL Malpas Farm, North Street was agreed to be discussed during agenda point 13

5. **Englefield House Concerts**
   a) Giles Cooper and Peter Carson provided an overview of the licence application and proposed management of the concerts at the grounds of Englefied House on 23rd-25th July 2021. The following key points were noted:

- The application is for up to 10,000 people and a maximum of four concerts.
- Different genre of music each evening, with gates opening at approximately 16:00 and the concerts finishing at approximately 23:00.
- Traffic management – a traffic management company will be used who will stay for duration of the concerts and provide marshalling when the concerts finish. Feedback from previous concerts identified traffic management as the main area for improvement, although congestion was mostly confined to the car park itself rather than local road network.
- Fireworks – usually will last for approximately 10 minutes at approximately 22:30
- Spitfire – it is hoped that this will take place midway through the concert

b) The Council agreed that there were no objections to the premises licence application reference 21/00098/LQN

6. 2020/21 Financial Update

The Clerk provided an overview of expenditure versus budget year to date, including an explanation of key variances, and forecast position at financial year end.

7. 2021/22 Budget Approval

The Council approved the final budget for financial year 2021/22

8. Payments for Approval

The Council approved the following items for payment:

i. Council Administration Salary March 2021
£170.96

ii. HMRC – Council Administration Income Tax Q4 2020/21
£337.56

9. Payments Made

The Council notes that the following payments have been made since the last meeting of the Council:

i. Council Administration Salary & WFH Allowance January 2021
£89.52

ii. Council Administration Salary & WFH Allowance February 2021 + NALC salary increase backdated to April 2020
£399.56

iii. Autela Group Limited – Council Payroll Administration November 2020 – January 2021
£48.24

10. Grant Requests

The Council approved a donation of £100 from the FY 2020/21 budget to Citizen's Advice West Berkshire

11. West Berkshire Council Emergency Active Travel Scheme Consultation – Deadman's Lane, Theale

The Council agreed to respond to the consultation with the following points:

- Broadly in favour of the proposals

DRAFT - AWAITING APPROVAL

- Concerns regarding how the interaction between pedestrians and cyclists will be managed to ensure the safety of pedestrians.
- Proposed suggestions for consideration are signage indicating that cyclists must give way to pedestrians, or inclusion of a cycle lane.

12. Traffic at The Street junction with the A340

Cllr Crookes outlined the response from West Berkshire to the concerns raised

Cllr Smith provided an update on his investigation into the criteria for potential traffic calming measures. It was noted that the location doesn't meet the design requirements for siting traffic lights.

Actions:

Respond to West Berkshire Council clarifying that the enquiry about installation of mirrors is to assist with vehicles exiting the North Street junction opposite The Street. – N. Rands

13. Planning Applications

A written submission from the applicant was summarised to the Council.

The Council considered the planning application 21/00490/FUL Malpas Farm, North Street and noted the following concerns that had been raised by local neighbours:

- The replacement of an existing 3 bedroom bungalow and small 1 bedroom annex with two 2/3 bedroom properties will potentially lead to an increase in the number of residents, and therefore potentially vehicles using the access road.
- Traffic – the access road has few passing points and is used by pedestrians, including those with small children. An increase in vehicles using the road may impact on road safety for pedestrians.
- Potential impact on safety of pedestrians using the road during the construction period and the impact on the road and verges themselves as a result of heavy construction vehicles.
- Wheelchair accessibility of the houses.

The Council agreed the following response:

No objection – with comments

The Council does not object to the principle of replacing the existing dwellings, but has concerns regarding the potential impact on road users both during and after the construction period due to the increased traffic on already restricted roads.

Englefield Parish Council ask for consideration to be taken to the increase and speed of traffic when implementing the traffic management plan during construction, and ask that West Berkshire Council explore potential traffic calming measures.

14. Englefield Village Hall

Cllr Crookes provided an update on progress to establish the Village Hall. The following key points were noted:

- The process to establish the charitable organisation is still in progress.
- No volunteers came forward in response to the advertisement in the recent Parish News.
- Work is in progress to plan a soft opening once Covid-19 restrictions allow.

15. Risk Register

It was agreed that there were no changes required to the Englefield Parish Council Risk Register.

16. Asset Register

DRAFT - AWAITING APPROVAL

It was agreed that the existing notice board formerly under the responsibility of the Social Club would transfer to the Parish Council.

Actions:

- Arrange for signage to be displayed to highlight the location of the defribrilator within the village – Cllr Crookes
- Investigate options to improve visibility of the litter bin – Cllr Crookes & N. Rands

17. Annual Meeting of the Council

Date agreed of Thursday 20th May at 6.30p.m.

18. Annual Parish Meeting (Annual Parish Assembly)

It was noted that the recommendation from NALC is to hold the meeting remotely prior to 7th May 2021 when the current Covid-19 legislation ends.

It was agreed that the Annual Parish Assembly would be held on Wednesday 28th April at 6.30p.m.

Potential speakers/updates proposed are:

- Councillor Ross Mackinnon
- Englefield Primary School
- 5-a-day Market
- The Englefield Estate Community & Education Liaison
- Thames Valley Police

Actions:

Use church social gatherings and Bulletin to encourage attendance to the Parish Assembly

Chairman: …… Date: …….

DRAFT - AWAITING APPROVAL