

**Minutes of the Annual Meeting of Frilsham Parish Council held on
Wednesday 8th May 2019 in the Clubroom at 7.30pm.**

Present

Cllr. M. Allum
Cllr. D. Benning
Cllr. C. Kettlewell
Cllr. B. Lyon
Mrs. H. Pratt (Clerk)

Andrea Arnold
Richard Keene

1. To receive Apologies for Absence.

Apologies for absence were received and accepted from Gerald Barber and David Slack.

District Cllr. Culver is having a short break after the elections.

2. Appointment of a Chairman.

2.1 To elect a Chairman

Cllr. Benning proposed that Cllr. Allum be chairman of Frilsham Parish Council (FPC) for the year to May 2020. This was seconded by Cllr. Lyon and unanimously agreed.

2.2 Chairman to sign Declaration of Office.

Cllr. Allum signed his Declaration of Office as Chairman of FPC.

3. Appointment of Vice Chairman.

No vice chairman was appointed. It was agreed that appointment of a vice chairman be considered at the next meeting.

4. To receive Declaration of Interest.

4.1 Declarations of Interest for the Register.

All councillors were given Declaration of Interest forms to be completed and returned to the Clerk.

4.2 Declaration of Interest in Agenda Items.

Cllr. Lyon declared an interest in any items relating to the Club Room, Frilsham Futures Implementation Group (FFIG) and the Yattendon and Frilsham Sports and Social Trust.

5. Declarations of Office.

All councillors were given and signed their Declarations of Office as Councillors of FPC.

6. To consider co-option of two Councillors.

Both Andrea Arnold and Gerald Barber are willing to be members of FPC. It was unanimously agreed that there being no other interested parties, that Andrea Arnold and Gerald Barber be co-opted on to FPC.

The Clerk will advise WBC of the co-options.

7 **Approval of minutes of the previous meetings:**

7.1 **Wednesday 13th March 2019**

The minutes of the meeting held on Wednesday 13th March 2019 were ratified and signed by the Chairman.

8. **Matters arising from the minutes (not mentioned elsewhere and for information only).**

Cllr Lyon asked whether the standard letter on external lighting had been drafted and a copy delivered to Yealand. The letter has not been written as the issue at Yealand was thought to have been resolved. A letter will be delivered.

The flooding of the road by the Pot Kiln has not been resolved. It was agreed that this would be raised with David Slack as the land belongs to Yattendon Estate.

It was noted that School Lane is being closed next week for gully and drain work.

9. **Report from Yattendon Estate.**

Concern was raised about the advertising of the Pot Kiln on their website. There is an offering of a marquee for up to 150 people; there are only a maximum of 35 parking spaces. Questions were raised about where the marquee would be sited, what arrangements would be made for parking and what licensing requests would there have to be for music. It was agreed that would be taken up with David Slack.

10. **Planning**

10.1 **Planning applications for consultation:**

10.1.1 **19/00888/HOUSE – Fifield Farm (Adjacent Parish).**

Conversion of existing storage outbuilding into gym. New garden/games room. New link between existing and new garden/games room.

It was agreed that FPC would not submit comments on this application.

10.1.2 **19/00802/HOUSE – Green Bower, Beechfield.**

Converted roof throughout to provide first floor accommodation space with additional side and rear extension at ground floor level.

FPC had **no objection** to this application.

10.2 **Planning Decisions made by WBC:**

10.2.1 **19/00379/HOUSE – The Coach House, Hawkridge Hill.**

Proposed outbuilding.

FPC **objected** to this application on the grounds that it is not in keeping with the surroundings. WBC has **approved** this application.

10.2.2 **19/00489/FUL – The Coach House, Hawkridge Hill.**

Demolish existing dwelling and erect new dwelling.

FPC **objected** to this application on the grounds that it is out of keeping with the surroundings. WBC has **approved** this application.

10.2.3 **18/03031/FUL – Land adjacent to Motorway.**

Installation of 35m high lattice mast (height including antenna supporting 3 no. antennas and 2 no. 600mm dia. Dish antennas associated 2 no. equipment cabinets and ancillary apparatus within a fenced compound).

FPC **objected** to this application on the grounds of the design of the mast. WBC has **approved** this application.

10.2.4 **18/03367/FUL – Manderley.**

Creation of an all-weather 20m x 30.8m outdoor riding arena.

FPC had **no objection** to this application which was **approved** by the Eastern Area

Committee.

10.3 CIL Money

The Clerk reported that she had spoken to the WBC CIL department about the sale of Yealand, less than 3 years after it has been completed, thus making it liable for a CIL payment.

11. Report from West Berkshire District Councillor.

11.1 The process for nomination of prospective parish councillors was criticised; the application forms were not straight forwards to complete and there was no justification for why they had to be delivered by hand which restricted delivery to office hours. It was questioned why they couldn't be submitted via email.

12. Playground and Facilities around the Club Room.

12.1 Safety issues noted during visual checks.

Cllr. Allum reported that the zip wire needs tightening; Cllr. Lyon will look at doing this and replacing some of the caps covering screws on the multi-play structure. One of the gate latches has been replaced and Cllr. Lyon or Cllr. Allum will replace the other one. Since the last meeting someone has attempted to cut through the cables on the multi-play structure, luckily this has only affected the outer covering of the cables and not the inner core. This vandalism has been reported to the Police.

To date there had been no significant problem with moles.

It was noted that the birch tree at the rear of the Clubroom and another very close to it look very unhealthy and may need to be felled. Cllr. Allum and Cllr. Lyon will inspect them.

12.2 Issues raised by the RoSPA inspection.

The RoSPA inspection raised two separate issues of potential rotting of timber. Rotting of the top beam is not a problem; it has been cleaned and the mould marks come off and there is no underlying rot. However, the rot identified at the base of the leg of the swing is an issue. Conveniently, the leg concerned also has the manufacturers label and guarantee on it. Photographs will be taken and sent to the manufacturer.

13. FFIG and the Club Room

Cllr. Lyon reported that another very successful BBQ was held on bank holiday Monday for Frilsham residents.

There were no updates on the planned extension/refurbishment of the Clubroom.

The following small pieces of work are planned for the near future: installation of a protective cover for the broadband cable, work on the sink waste to try and reduce the number of blockages which are occurring and continuing with the CCTV installation.

The policy for CCTV usage needs to be drafted by the Clerk and Cllr. Lyon.

A table tennis table was left, by the group who used the Clubroom during the holidays, they have been reminded about it but haven't bothered to collect it. It was opened during the BBQ and found to be in a bad state of repair. It is understood that Herriot House School are interested in it and will collect it.

14. Yattendon and Frilsham Sports and Social Trust.

Cllr. Lyon reminded those present that extra volunteers for the Yattendon and Frilsham Fete are still needed.

15. Thames Water.

It was noted that there is a leak on Dragon Hill.

The Clerk requested case numbers for water supply issues which have been reported to Thames Water. Once these are known, replacement of the pipe in the valley can be discussed with Thames Water.

16. Clerk's Report.

16.1 Annual Parish Meeting – Wednesday 22nd May 2019.

A poster advertising the Annual Parish Meeting has been put on the notice board and flyers will be produced and delivered now that councillors have been co-opted. The wheelie bin stickers encouraging drivers to slow down will be delivered with the flyers and a note informing people of the initiative. Cllr. Benning asked to deliver flyers and stickers to the Pot Kiln Lane area. Tessa Allum is co-ordinating food for the meeting. It was agreed that a report from the Beechfield Lane Resident's Association should be included on the agenda.

16.2 Asset inspection report.

Cllr. Benning reported that the bus shelter roof is leaking in one of the back corners and may need new felt on the roof. Cllr. Allum will inspect the roof with a ladder.

There is a little more rot around the straps of the door on the phone box.

Cllr. Kettlewell will talk to Dorcas Ward and find out which bench in the churchyard is the Millennium bench owned by FPC.

16.3 Items for the Broadsheet.

It was agreed that a list of the new councillors and WBC planning decisions in Frilsham should be included in the next edition of the Broadsheet.

17. Finance.

17.1 Financial Statement.

The financial statement dated 8th May 2019, showed a balance of £29,107.56 once all credits and debits have cleared. This was considered and approved. Of the balance, £15,000 is ringfenced for building work at the Club Room, including a contribution of £3,000 for FY18/19.

It was agreed to accept the Came and Company quote with Inspire for £695 under a three year long term agreement.

17.2 Exemption from External Audit.

It was resolved that FPC would claim exemption from external audit given that the income and expenditure for FY19/20 were both under £25,000. The Exemption Certificate was signed by the Chairman and the Clerk.

17.3 Statement of Governance for the year ending 31st March 2019.

The Statement of Governance was read by all councillors and unanimously agreed.

17.4 Statement of Accounts for the year ending 31st March 2019.

Councillors unanimously approved the Statement of Accounts for the year ending 31st March 2019.

18. Round Table Comments

18.1 Trees.

There was a discussion about whether or not FPC should remind home owners of the responsibility they have for trees on their property and the potential consequences for not checking them on a regular basis.

18.2 Recognition of Service.

It was agreed that there should be a collection for John Goodenough and Dorcas Ward in recognition of the long service they have provided to the parish. Cllr. Kettlewell will advise parishioners of the collection. Garden and Book tokens were suggested as possible gifts.

The meeting closed at 8.55pm.

Dates of future meetings:

Wednesday 22nd May 2019 – Annual Parish Meeting 7.30pm.

Wednesday 10th July 2019 – 7.30pm.