

# Shaw-cum-Donnington Parish Council

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Minutes of the meeting of the Parish Council held at the Village Hall, Love Lane, Donnington on Wednesday 19<sup>th</sup> October 2016 at 7.30pm.

## **Present**

Bill Graham (Chairman), Chris Byng (CB), Mary Carter (MC), Chris Fenwick (CF), Tony Harris (TH), Elizabeth Nonweiler (EN), Julia Owen (JO), Dawne Stephens (DS). and Vicky Schollar (VS)

In attendance: John Austin (Clerk)

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## **Apologies**

Apologies were received from Paul Bryant (PB)

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## **Declarations of Interest**

There were no declarations of interest

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## **Minutes**

The minutes of the meeting held on 21<sup>st</sup> September 2016 were approved and signed as a true record.

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## **Matters arising**

1. 3632/4 (July). A satisfactory temporary repair to the footpath bridge had been effected by Donnington Grove.
2. 3622 (June). The WBC Member's Community Bid Grant application for the re-laying of the top entrance to the Recreation Ground had been approved. The Clerk had e-mailed and spoken to the contractor who hoped to do the work in December.

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## **Correspondence**

Diary dates.

- i. CCB AGM, Garden Room, Wasing Estate, Aldermaston. 26<sup>th</sup> October 6pm. Chairman will attend.
- ii. BALC AGM Shinfield Parish Hall. 3rd November 7.30pm. Chairman and CF to attend.

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## **Finance**

1. The following payments were agreed:

Michael Gurr	Litter picking October 2016	62.40
John Austin	Salary & expenses September 2016	739.38
James Snelling	Groundsman's pay & Petrol September 16	135.93
SSE Southern Electric	Street Light electric Sept quarter	529.14
Bill Graham	Chairman's Allowance 2016/17	50.00
HMRC	PAYE on Clerk's salary	136.12
Veolia	Bin emptying June 2016	<u>29.16</u>
		<u>£1,682.13</u>

2. The Budget Report for the second quarter was presented by the Clerk and discussed.
3. Budget 2017/18.
  - i. A reply had been received from BALC/NALC concerning the use of reserves for churchyard maintenance. The only contribution that the parish council would be able to make, should it so decide, would be through S.137 which at present rates would amount to an annual level of just over £9,000.

- ii. It was noted that the present contingency reserve, put aside for replacement of street lighting and replacement of the mower, was enough to cover these eventualities. It was agreed that this and the Electricity Refund reserve will be combined and split into two and renamed Street Lighting reserve and Mower reserve
  - iii. It was agreed that any future surpluses should be put aside into an Amenities reserve to cover such eventualities as expenditure on the Recreation ground and its buildings.
  - iv. The Clerk asked Councillors to think about any projects that they might like to put forward for 2017/18 so that these could be discussed in November and, if agreed, costed and included in the budget.
4. Banking. The Chairman and CF were now cheque signatories making a total of 5 Councillors on the mandate plus the Clerk. It was agreed that no further full account signatories be nominated at this point in time. As the Council moves towards electronic banking other Councillors would be designated as 'delegates' to allow them the authority to approve electronic payments.

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**District Councillor's comments**

There were no District Councillors comments

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**Planning**

1. Applications

16/01874/HOUSE. 3 Love Lane. Shaw

Construction of brick porch

Council decision: Objections lodged on grounds of use, utilities and parking/traffic

16/02537/LBC2 Millers House, Church Road, Shaw

Removal of chimney

Council decision: No objections – leave to WBC conservation officer.

2. WBC Decisions

16/01874/HOUSE 3 Love Lane, Shaw

Construction of brick porch

Granted

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**Website**

TH reported that the final proposals had now been received. He hoped he will be able to make the switch to the new website shortly.

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**Churchyard paths**

New quotations have been received by WBC and details had been given to the Chairman by PB but no specifications of the proposals had been received. It was unknown how WBC now proposed to proceed. The Clerk was asked to write to WBC and request a meeting of all interested parties. The Chairman, CF and DS would represent the Parish Council.

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**Freedom of Information Publication Scheme**

The Clerk presented a draft Publication scheme based on that issued by the Information Commissioner's Office. The scheme was unanimously adopted.

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**Review of Councillors' Code of Conduct**

The Code of Conduct was discussed. VS agreed to write a new paragraph to cover equality for inclusion in the Code. The new code would be included in the November agenda.

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**Review of Governance and Management Risk Assessment**

This was re-adopted with no amendments.

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**Amenities**

- 1. Recreation Ground signs. EN had done some research and was in the process of costing the signs. She will come back to the next meeting with firm proposals.
- 2. Old pavilion. The Chairman is awaiting quotes for repair of the east wall.
- 3. Goal posts. The Chairman and DS were authorised to agree with the Football Club where and how the new posts are to be stored.
- 4. Hedge at Castle Lane Recreation Ground entrance. The landowners had been informed that the Council will be trimming the hedge both by letter and by personal contact via DS

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**Footpaths**

There were no formal footpath reports.

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**Highways**

A cost of approximately £300 was agreed to re-number approximately 30 lighting columns and re-paint two others.

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**Members Reports and Questions**

1. NAG meeting 29/09/16. NAG chair would contact the Castle pub brewery about an easement over the car park fence. NAG would erect signs about dog waste around Donnington Castle directing dog walkers to ScD's bin in the car park. Councillors did not think a further bin was required especially considering emptying difficulties in off-road sites.
2. BBOWT was considering designating a section of Snelsmore Common for walking dogs off-lead and also a section (where ground nesting birds are present) for dogs to be kept on-lead.
3. Councillors were asked to have a look at Twitter so that an informed decision could be made as to whether we required a Twitter feed linked to the website.
4. More fly-tipping has been evident in Owen Road. MC has again contacted Sovereign who has promised to action.
5. The Chairman has brought the hi-viz vests and hard hats relating to the Emergency Plan and would distribute to new Councillors after the meeting.

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There being no other business the meeting closed at 9.58 pm.