

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Monday 1st October 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Knight, Farrell, Crane, Cusack, Downe, Brookman, Benneyworth, Winser, Chicken, Gaines and Alford.

Also: James Podger and Paul Hewer (District Councillors), Sarah Hennessey (HTC employee), representatives from the Newbury News and Penny Post, and two members of the public.

Police Report: The Police sent their apologies and a written report (see attached). There were no questions arising from this report.

Public Forum: A member of the public directed a question to the District Councillors, asking when West Berkshire's Housing and Economic Land Availability Assessment (HELAA) will be published. PH advised he would find out the next day and email the Town Clerk who will forward the response to the member of the public.

There were no further questions.

- 1. Apologies:** Noted from Cllrs Hudson and Hawkins.
- 2. Declaration of Interests:** Cllr Knight (Hungerford Hub), Cllr Simpson (non-voting member on Hungerford Hub), Cllr Winser and Cllr Cusack (Triangle Field).
- 3. Approval of Minutes of the meeting of the Full Council meeting of 3rd September 2018 and the Extra Full Council meeting of 13th September 2018 and outcome of actions –** *Cllr Crane proposed the minutes of the Full Council meeting of 3rd September 2018 as a true record, seconded by Cllr Knight, one abstention, rest in favour.*
Cllr Knight proposed the minutes of the Extra Full Council meeting of 13th September 2018 as a true record, seconded by Cllr Cusack, two abstentions, rest in favour.
Update on crowd barrier fencing at Triangle Field – Cllr Winser advised the Rugby Club has temporary permission for advertising hoarding to be displayed during matches. A member of the public asked why no planning permission was sought by WBC when they fenced off part of the John O'Gaunt School playing field. Councillors were not able to answer this. Cllr Farrell advised the Rugby Club has not submitted a planning application for crowd barriers yet but when they do, all issues will be discussed. She has already spoken to AONB.
Update on street naming – A number of suggestions have been received which have been forwarded to WBC. A compromise is being sought with the developer.
- 4. Mayor's report and update on Christmas fundraising** – the report has been circulated (and is attached). Cllr Simpson is keen to involve the local community in fundraising for the Christmas Lights and suggested that collection boxes can be distributed at local outlets and local events. She has had a great deal of public support for her idea of reinstating the popular travelling Father Christmas / Sleigh around the town and has already had offers of help from volunteers. Councillors appeared to be in favour of this but requested more information. **Action:** Cllr Simpson will do more fact finding e.g. whether a

permit is required, what the route would be and will speak to someone who has organised the event previously.

5. **District Councillor's Reports** – Cllr Podger advised that WBC has voted through a proposal to set up a weekly lottery, similar to that run by Aylesbury Vale Council. The public buy a ticket for £1 and a proportion of the money raised goes to local good causes. The public choose which local good cause they want to support when they buy their ticket. More details will follow.

Cllr Hewer expressed concern regarding the issue of deliveries to the One Stop Shop in Fairview Road. He suggested that himself and Cllrs Simpson and Brookman meet with a senior member of WBC to discuss solutions to resolve the issue. Barriers and weight limits to be considered. **Action:** Cllr Hewer will set up a meeting.

He is also concerned that when the Mini and BMW garages move to Newbury, there will be more empty sites in the town, although he believes there is interest in one of the sites. He thinks it is unlikely the Sun Inn will reopen as a pub. A Councillor queried whether there should be a change of use relating to the pub car park as the garage is now using this as a storage depot for cars. Cllr Farrell advised she has contacted Dick Lovett for a response but has not received any reply. **Action:** Office to send a letter to Dick Lovett requesting a response. Cllrs Simpson and Knight would like to meet with Graham Jones at WBC. Cllr Hewer encouraged public to report signs that have not been removed after an event such as diversion signs.

The District Councillors left the meeting at this point.

6. **Receive report from Hungerford 2036 Project Team meeting, training event and reminder of date of joint meeting** – Cllr Gaines thanked those who had attended the training event last week. A report had been circulated which included the results from the initial Hungerford 2036 questionnaire (this is on our website). The response was 10% but this was just an initial survey. A member of the public asked for a copy of the Project Team report to be sent by email and commented that the Council did not ask the public if they wanted a Neighbourhood Plan. Cllr Gaines replied that a NP was a good idea as it enables the Council to work together with WBC, so we have a say in local issues and housing. We can also challenge the WBC local plan.

There will be a joint meeting with the Project Team and Councillors on Monday 15th October – all Councillors are welcome to attend.

7. **Committee reports (no more than 3 minutes per report)**

R&A – Cllr Simpson – Report has been circulated (see attached).

E&P – Cllr Farrell – Report has been circulated (see attached).

F&GP – Cllr Winser – The outstanding VAT payable on memorials has now been paid and VAT will be collected on all memorial applications going forward. Cllr Knight proposed the Tuesday Burchett Club be nominated for a Queen's Award for Voluntary service and an application has been submitted. The Council will retain ownership of the Hungerford Tragedy Trust records and these will be stored at Berkshire Records Office.

H&T – Cllr Brookman – Report has been circulated (see attached).

T&E – Cllr Crane – The Council has taken the option of one year's membership of the Great West Way. The Great West Way will be launched later this year with a lot of publicity. Cllr Crane is concerned about the lack of overnight accommodation in the town with the loss of the Sun Inn and plans for a hotel at Charnham Park not yet fulfilled. The capacity for people to stay overnight needs to be increased.

8. **Finance – Cllr Winser**

a) Propose authorisation of cheque run payments (circulated) for last month - Cllr Winser proposed authorisation of cheque run of £35,713.15 including VAT, seconded by Cllr Simpson, all in favour.

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Cllr Winser proposed the accurate Year to date accounts, seconded by Cllr Brookman, all in favour.

c) Outcome of External Audit 2017-18 – Two issues were highlighted on the audit: one was due to the wrong box being ticked on the form and the other to check all the assets. The RFO is currently working through the fixed asset list and has completed about 30% of the list.

d) Outcome of Internal Audit on General Data Protection Regulations – A report has been circulated with three options to consider:

1) The auditor advised that Councillor's should not be using personal email addresses and should have their own Council email addresses. *Cllr Simpson proposed the office will arrange for Councillors to have new Council email addresses, seconded by Cllr Knight, all in favour.*

2) Agree a procedure for Data Subject Access Requests (DSARs). Replies to these requests need to be received within 30 days. *Cllr Simpson proposed requests will be delegated to F&GP committee and ratified at Full Council under Part 2, seconded by Cllr Crane, all in favour.*

3) The auditor recommends we adopt an IT Security Policy. *Cllr Knight proposed adoption of an IT Security Policy, seconded by Cllr Gaines, all in favour.*

9. Consider recommendations from R&A

- **To review cemetery regulations with reference to reservations following a request.** Our current regulations state that reservation of plots is not permitted save in exceptional circumstances at the discretion of the Council. R&A committee could not make a decision on this issue as they were unsure what the term “exceptional circumstances” meant. After some discussion it was thought that reservations could be allowed but subject to certain conditions, e.g. a time restriction with a review after 5 years and a charge for the reservation. **Action:** R&A will make a recommendation to change the wording in our regulations and this to be agreed at Full Council.
- **To remove the skate park shelter.** R&A unanimously voted to remove the shelter following a request from the police, for Health & Safety reasons and recommendations from the professionals at the recent skate park awareness day. *Cllr Benneyworth proposed to remove the shelter, seconded by Cllr Downe, all in favour.* Cllr Downe suggested it would be a good idea to explain to users why the shelter was being removed and this could be done through the Youth Club, schools, a press release and with posters at the site.

10. Volunteers requested to meet, to help with arrangements for forthcoming events – Councillors were asked to volunteer to join working parties to help organise forthcoming events. All were invited to come along to a meeting in the office on Monday 8th October at 2.00pm when details of the events will be given out.

Cllr Crane is proposing to repaint the wooden fence near the Kennet Bridge and is hopeful he can get a team together. Council was happy for the colour to be the usual “Hungerford blue”. Cllr Crane was asked if he had received permission to go ahead with the painting and he replied that he had.

11. Hungerford Hub – Propose future funding grant from Town Council to the Charity for 2019-20. A report has been circulated. Last year Council agreed a grant of £10k and the Trustees of Hungerford Library would like to secure funding for the next five years. After much discussion, including questions about how the Hub is seeking to increase revenue, Councillors felt that as the Hub has only been operational for a short time, it would be appropriate to agree a grant for one year, rather than five. *Cllr Downe proposed placing £10k in the precept for 2019-20, with a review after one year, seconded by Cllr Crane, with two abstentions, rest in favour.*

12. Bridge Street War Memorial –

- **Propose payment to solicitors of £400 for investigatory work on ownership of land.** Councillors expressed concern at the cost and whether investigatory work was necessary. *Cllr Farrell proposed attempting to register the land, without investigatory work, for £400, seconded by Cllr Chicken, with one abstention and one against, rest in favour.*
- **Consider purchase of memorial to commemorate the centenary and agree allocation of budget.** R&A supported this idea but as yet, there was no design and no idea of costs. After discussion, a budget was agreed from the contingency fund and Cllr Simpson will investigate designs and this will go back to R&A. *Cllr Simpson proposed a budget of £1,000, seconded by Cllr Crane, one abstention, rest in favour.*

13. Any other Reports (3 minutes each) not to include any proposals – Cllr Crane advised the Hungerford Trade Showcase takes place on the 18th October from 12.30-4.30pm in the Corn Exchange. Advertising leaflets are available in the office if anyone could take some to disperse throughout the town.

Meeting closed at 9.05pm

REPORTS

Hungerford September Police Update

Apologies that we are unable to make September's meeting as it has fallen on our days off. We will however be able to attend next month.

Building Site Burglary Park Lane Hungerford. Tools & fixtures stolen 09/09

Criminal Damage to a vehicle Honeyfields. Attempted theft of number plates from a vehicle overnight on the 26/09 - 27/09

Theft from a vehicle in Honeyfields, Hungerford - Both front & rear number plates stolen overnight on the 26/09 – 27/09

Mayors Report: September 2018

Cllr Helen Simpson

1 st September	Open Oasis Hair Boutique
3 rd September	Full Council Meeting
6 th September	Presentation of the Elizabeth Cross – Aldershot Rosemary Appeal reception
8 th September	Opening of Hungerford Hub
9 th September	Judging of the carnival floats and parade
10 th September	Planning Meeting
11 th September	Finance & General purposes meeting
13 th September	Extra Full Council Meeting
18 th September	Tea with Mike & Alison Saunders – vicarage
18 th September	Recreation & Amenities meeting
19 th September	Hub Meeting
20 th September	Eight Bells Mental Health Open Day Newbury
24 th September	Highways & Transport Meeting
26 th September	H2036 Training
28 th September	AGM Berkshire Vision – Reading

I've really enjoyed September events. I had such a fun afternoon with the Eight Bells Mental Health team. Keith and I got the group and other members of the chain gang up and dancing to the Elvis tribute act.

The Rosemary appeal reception was so inspiring. The new ward will change the lives of so many. Berkshire Visions AGM showed the impact the charity has on its members. I was so humbled by the stories of its members.

Hungerford Carnival was so much fun, it has fuelled residents to bring it back to the carnivals of old, I hope the promise of volunteers will see a regeneration of this much loved event.

Opening Hungerford Hub - YAY!!! We did it, nearly 3 years of campaigning and we finally got to celebrate and fulfil the dream.

The Elizabeth Cross presentation was an honour; I was delighted to meet the family of the awardee who was killed in action at just 19yrs of age. The officer is now trying to arrange a visit to the grave in Cyprus, as the family has never been able to travel there.

Recreation, Amenities and War Memorials Committee Report **September 2018**

Triangle Field

HTC have not received any news as yet on the additional floodlights. HRFC were delaying until Sept/Oct. Crowd barriers around the 1st pitch have been discussed and HRFC will make a planning application in due course. Outstanding H&S items are now mostly up to date with any items scheduled for completion shortly.

Croft Field

Jeff will chase the final 25% outstanding funding. The floor remains unlevel, the office wrote to the contractor and the building inspector. HTC office will continue to chase. Hungerford Town Band will be attending October's R&A to discuss their future requirements before any further building works are discussed within HTC.

Skatepark

R&A unanimously voted to remove the skate park shelter, following advice from the police, and Olympic team. The shelter was badly damaged by a fire and potentially causing a H&S risk. We hope this will avoid negative loitering in the park and stop intimidation for younger users (reported). Sadly, the contractors instructed to paint the skatepark have gone into receivership and we need to go back to initial quotes.

Playgrounds

The safety surface around the new spinner is now complete. I can't wait to have a go!

Benches

Maintenance is still on going and priority is now with the benches around the memorial sites ahead of this year's remembrance services.

Graveyards

Office to contact the diocese regarding the ironwork around old graves at St Lawrence's. The 'common sense' approach to remove the old railings and bury them on site is favoured. HTC simply do not have the funds to reinstate the ironwork, we have a duty to make safe any potential H&S risk and it's hoped the diocese will understand our position.

The office will look into placing the trees onto the graveyard database, it is hoped this will enable us to plot and manage potential root problems and easily instruct the tree surgeon.

The committee have been asked to look at a request for reserving a plot next to a baby's grave in the garden of remembrance.

Fees have been reviewed by committee and an annual review date has now been set.

Allotments

Last signature still awaited on the lease.

War Memorial

The war memorial has now been cleaned and the trees works complete. The site is looking smart ahead of the centenary services. R&A are looking into producing a stone in recognition of the centenary and Hungerford RBL branch have kindly offered some funding. Time is short, and this may not be achievable in time, but R&A will try.

Swimming Pool House

R&A are hoping to update the storage heaters in the property. The current heating system is out of date and very costly to run.

Update for Planning Committee

Usual extensions and alterations

Request to WBC to question detail on swimming pool building in garden New House Priory Rd does this require a new application or come under revised plan/ conditions.

The proposed pizza restaurant at Priory Place has been Visited by WBC Enforcement Officer who has informed HTC the owner has changed his mind and an application for no longer be submitted.

We await alternative change of use.

Carolann Farrell.

Highways and Transport Committee Report for September 2018

Railway Station

GWR have recently come up with their design for the extension of the Up line passenger shelter. We have not yet received a starting date for the work.

HTC have joined ACORP and Cllr. Chicken is discussing alterations to the Up line station area with GWR.

Cllrs. Chicken, Knight and I had a meeting with GWR and NR about increasing car parking since the temporary car is likely to close in the near future. NR are investigating releasing more land on the south side of the station at the eastern end of the existing car park.

Street Lights

The cost of upgrading the street lights in Coldharbour Road so that they can be adopted by WBC is £5,996.04 ex VAT and a purchase order has been issued for this amount.

Pigeons

NR failed to turn up at the scheduled meeting on 17/7/18. Jed from T&M, who arranged the meeting, is trying to arrange another meeting with NR. The purpose of the meeting is to try to get NR to make the underside of the bridge in the High Street pigeon proof.

Flooding in Bath Road

As reported before WBC have been notified of the problem opposite the Shell garage in Bath Road but to my knowledge this has not yet been resolved.

After a long dry summer this problem reappeared after the first substantial rain. This has been escalated with WBC.

Canal Footbridge

Following several incidents this year with pedestrians slipping on the decking of the footbridge WBC have renewed the anti slip surface. After the long hot summer with little rain the new surface failed after the first substantial rainfall of the autumn and emergency repairs were carried out by contractors of WBC.

Illegal Parking in Atherton Road/Atherton Crescent

HTC received a complaint from a resident who lives in Atherton Road about cars completely blocking the footpaths at the junction of Atherton Crescent with Atherton Road.

The problem has now been reported to the Neighbourhood Policing team and WBC. We have asked the complainant to report back to HTC in 3 month's time to see if the problem persists

One Stop Shop Fairview Road

The saga of Tesco branded articulated delivery lorries driving down Priory Avenue and Fairview Road and then reversing into Clarkes Gardens during the school morning opening times continued.

A delivery lorry was photographed in Clarkes Gardens at 3.00pm as school children were in the vicinity. This matter has agreed to escalate this issue with Tesco head office.

RB 27/9/18