

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Tuesday 8th May 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Knight, Simpson, Crane, Farrell, Winser, Hudson, Cusack, Downe, Chicken, Brookman, Finlay and Benneyworth (entered later).

Also: Jeff Ford (RFO), Brian Quinn (Penny Post), John Garvey (Newbury News), Sgt Alan Hawkett, Peter Harries, Shirley Harries, Denise Gaines, Sarah Hennessey, Anthony Drewer-Trump, Dean Simpson, Alex Simpson and Adam Simpson.

Police Report: Sgt Alan Hawkett reported that since the last reporting period of May 2016-17, there has been an 8% increase in crime in Hungerford. The trend is that crime is on the rise in every district in the Thames Valley with only Newbury seeing a reduction in crime. He itemised the crime figures for each category; the largest increase is in shoplifting with reported offences going up from 39 to 75. This is largely due to 3 or 4 offenders who moved from Newbury to Hungerford; one has been charged with 8 offences and is now in prison and 2 others have been charged and have moved away from the town.

He reminded the meeting that police surgeries are held at Wyevale Garden Centre on the first Tuesday of every month and at Tesco on the third Wednesday of every month. The next Community Forum event will be on the 18th July at 7.00pm.

Further to a comment from Cllr Farrell regarding a previous statement from the Police that they would not respond to reports of shoplifting in the town, Sgt Hawkett replied that this didn't mean the offences were not acted on. He advised that members of the public can detain offenders, ring 999 and wait for the Police to arrive. If it was not safe to do this, he would advise recording as much information as possible e.g. physical description and any vehicle information. There appears to be a trend with Tesco's and the petrol stations being the main targets and the items being stolen are those which can be easily sold on e.g. meat, alcohol.

Cllr Crane asked whether there was a 'shop safe' system in the town and was informed that there wasn't; there is one in Newbury. It is not easy for the Police to advise shop owners when there is a higher risk of offenders as they move about constantly.

1. Propose election of, (along with signing of acceptance of office forms) of

Mayor: *Cllr Knight proposed Cllr Simpson as Mayor, seconded by Cllr Chicken, all in favour.*

Deputy Mayor: *Cllr Simpson proposed Cllr Knight as Deputy Mayor, seconded by Cllr Brookman, 5 in favour. Cllr Crane proposed Cllr Farrell as Deputy Mayor, seconded by Cllr Winser, 3 in favour. Cllr Knight elected as Deputy Mayor.*

Chair of F&GP: *Cllr Knight proposed Cllr Winser as Chair of F&GP, seconded by Cllr Farrell, 7 in favour. Cllr Brookman proposed Cllr Benneyworth as Chair of F&GP, seconded by Cllr Downe, 2 in favour. Cllr Winser elected as Chair of F&GP.*

Deputy Chair of F&GP: *Cllr Simpson proposed Cllr Knight as Deputy Chair of F&GP, seconded by Cllr Cusack, 6 in favour. Cllr Crane proposed Cllr Benneyworth as Deputy Chair of F&GP, seconded by Cllr Brookman, 3 in favour. Cllr Knight elected as Deputy Chair of F&GP.*

Cllr Downe thanked Cllr Knight for his service as Mayor and this was echoed by all those present.

2. Apologies: Noted from Cllrs Benneyworth and Whiting. Both had said they would be attending later.

3. Declaration of Interests: Cllrs Cusack and Knight (Library).

4. **Approval of Minutes of the meeting of the Full Council meeting of 3rd April 2018 and outcome of actions** - *Cllr Winser proposed the minutes as a true record, seconded by Cllr Knight, one abstention (Cllr Brookman), rest in favour.*
5. **Mayor's report** – the report has been circulated (and is attached). He also attended a meeting on the 27th April regarding the Great West Way project.
6. **District Councillor's Reports** – District Cllrs Hewer and Podger were not present at the meeting. Their report has been circulated (and is attached).
Cllr Brookman mentioned that regarding point 6 in the report (Canal Footbridge), he had dealt directly with Mark Edwards at West Berks Council, the District Councillors had not done so.
Cllr Farrell mentioned that regarding point 3 in the report (Station Yard Planning Application), she has been trying in vain to contact the District Councillors to discuss this.
7. **Hungerford 2036** – Cllr Downe advised there have been 6 meetings so far. The project team require acceptance of the following:
Officer roles – Cllr Downe to be Chair, Anthony Drewer-Trump to be Vice-Chair, Claire Barnes (Town Clerk) to be Secretary.
The Terms of Reference have been circulated (can be viewed on website)
The Service Level Agreement has been circulated and requires the Mayor's signature. (can be viewed on website)
The launch of Hungerford 2036 will be in the Adviser, Penny Post, CHAIN and on the website.
Cllr Finlay asked Anthony Drewer-Trump (Chair of HEAT) whether he has a conflict of interest. ADT replied he didn't believe so as HEAT does not have a strong planning bias. All non-councillors on the project team have agreed to submit declarations of interest. The project team want to get as much involvement from the community as possible.
Cllr Crane proposed acceptance of the above, seconded by Cllr Brookman, one abstention, rest in favour.
8. **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). Cllr Farrell advised that since April, WBC planning department no longer send out hard copies for all planning applications but we can order them if required. The Deputy Clerk has tried to do this for one application but it is proving difficult as WBC seem unsure how to process these requests. Cllrs suggested using a third party to print the plans and it might be worth writing to WBC to complain about the length of time this has taken.
T&E – Cllr Crane – Following the meeting with David Andrews MD about the Great West Way project, the town needs to decide what contribution it will make – whether as a 'designated destination' or 'ambassador'. Cllrs Crane and Downe are contacting employers regarding the Trade Showcase on the 18th October.
F&GP – No meeting has been held since the last FC meeting.
H&T – Cllr Brookman – Report has been circulated (see attached). **Action:** Regarding an additional pedestrian refuge in Charnham Street, Cllr Knight will speak to the residents at Bearwater to ascertain whether this is something they feel needs doing.
9. **Finance – Cllr Winser**
a) Propose authorisation of cheque run payments (circulated) for last month (Taken after item 9(h)) – *Cllr Simpson proposed authorisation of cheque run of £36,174.59 including VAT, seconded by Cllr Winser, one abstention, rest in favour.*
b) Propose 31st March 2018 Final Budget/Actual accounts – refer to circulated Income/Expenditure Report – *Cllr Winser proposed acceptance of the Final Budget/Actual accounts, seconded by Cllr Simpson, all in favour.*
c) Review the Annual Internal Audit Report 2017/2018 – *Cllr Crane proposed acceptance of the report, seconded by Cllr Downe, all in favour.*
d) To approve Section 1 of the Annual Governance Statement 2017/18 – *Cllr Winser proposed approval of the statement, seconded by Cllr Simpson, all in favour.*
e) To approve Section 2 of the Accounting Statements 2017/18 – The reports that WBC send to central government include the 'special expenses' shown on the council tax bill. HTC has challenged WBC regarding this. *Cllr Winser proposed approval of the statements, seconded by Cllr Knight, all in favour.*

f) Propose source of matched funding for Member's Bid – An application for a Member's Bid for a bus shelter by the Library has been made to cover 50% of the cost. Cllr Knight has received a quote for a shelter at just over £4k. There is £1,200 CIL money available; leaving £878 to find which it is proposed would come out of the contingency fund. *Cllr Winsor proposed agreeing the source of the matched funding, seconded by Cllr Simpson, all in favour.*

g) Propose renewal with existing contactor for supply & maintenance of flower baskets/troughs in town – *Cllr Simpson proposed renewing with the existing contractor (maintenance cost of £1531 to water, £27 a basket and £41.25 a trough) seconded by Cllr Brookman, all in favour.*

h) Propose any change to the works requested in the Croft Field project plans or any additional costs – Some of the work (the floor and soakaway) has not been completed in accordance with the original plans. The foundations had to go deeper so the small wall originally in the plans had not been constructed. Cllrs feel it would have been beneficial if a written specification had been done and agreed that most builders would have gone back to the client and queried any changes to the designs. It did not help that there had been no project management of this work. The builders have asked if they can have an interim payment of £20k to help cover their costs to date. *After some discussion, Cllr Simpson proposed an interim payment of £15k + VAT, seconded by Cllr Finlay, one vote against, two abstentions, rest in favour.*

No snagging list has yet been drawn up and it was suggested that Cllrs Farrell and Knight will now take responsibility for this and for seeing the project through to completion, with no further action required from the Clerk. All were in favour of this.

- 10. Library** – Cllr Knight reported that he had spoken to various parties regarding applying for grants. The draft lease, draft Joint User Agreement and draft sub-lease need to be signed off but this will be deferred until the extra FC meeting on Monday 21st May.

Shield Electrical has submitted a quote to replace the lights in the Library building with new LED lighting at a cost of £6,621.80. A grant has been obtained for £5k. *Cllr Simpson proposed taking the balance of the money from the £10k library grant, seconded by Cllr Downe, one abstention, rest in favour.*

Cllr Simpson proposed the appointment of Macauley & Co as HTC preferred solicitor, seconded by Cllr Knight, all in favour.

Cllr Benneyworth entered the room.

The planned date for the works to the Library building to start is Tuesday 29th May. The work in the office will take a week which will mean the office will be shut for that week.

- 11. Annual business of the council (as per standing orders)** – *Cllr Downe proposed that draft minutes of committee meetings should be published on the council website rather than waiting for them to be agreed and then published, seconded by Cllr Finlay, all in favour.*

Cllr Simpson proposed amendments to standing orders as recommended by the working party, seconded by Cllr Knight, all in favour. (can be viewed on our website)

Cllr Simpson proposed amendments to financial regulations as recommended by the working party, seconded by Cllr Knight, all in favour. (can be viewed on website)

Cllr Downe proposed agreement of existing Terms of Reference, seconded by Cllr Brookman, all in favour. (Can be viewed on our website)

Propose appointment of members to existing committees: (details on our website)

F&GP – Cllr Benneyworth no longer on committee.

R&A – no changes.

H&T – there was a query whether Cllr Whiting was still on the committee as he has not attended a meeting in some time. It was confirmed he is still on the committee.

T&E – no changes.

E&P – Cllr Knight wishes to stand down.

Staff – Cllr Benneyworth no longer on committee.

The Steering Group and Town Plan to be disbanded.

It was agreed that for the Hungerford 2036 Project Team, apologies are not required from other volunteers if they cannot attend meetings.

Cllr Knight volunteered to be the council representative on the Leisure Centre Joint Advisory Committee, seconded by Cllr Simpson, all in favour.

Cllr Simpson proposed amendments to Code of Conduct, seconded by Cllr Downe, all in favour.

Cllr Simpson proposed agreement of inventory of land and assets including buildings (but excluding office equipment), seconded by Cllr Knight, all in favour.(can be viewed on our website)

The current insurance policy is under a three year agreement. All agreed to add the Library building to the insurance cover following a revaluation and allocate the renewal review to the Clerk.

Cllr Knight proposed agreement of HTC or staff subscriptions to other bodies, seconded by Cllr Brookman, all in favour.

All agreed the review of representation on or work with external bodies and arrangement for reporting back with a couple of amendments.(details on our website)

Cllr Simpson proposed amendments to HTC's policy for dealing with social media, seconded by Cllr Winsler, all in favour.(can be viewed on our website)

*Cllr Simpson proposed no change to the existing arrangements regarding the time and place of ordinary meetings of the council, seconded by Cllr Knight, all in favour. **Action:** Office to look at WBC meeting dates to possibly change dates to accommodate District Councillors.*

12. **Consider letter drafted by Cllr Cusack and course of action** – this item was deferred.
13. **Any other Reports (3 minutes each) not to include any proposals** – None.
14. **Part 2 – Agree payment to Employee No. 2 for hours worked in addition to current contract specifically for the Hungerford 2036 Project** – *Cllr Hudson proposed Employee No 2 be paid for additional hours, seconded by Cllr Knight, all in favour.*
15. **Part 2 – Agree payment of an additional hour a week to Employee No. 4 to cover attendance at F&GP meetings** – *Cllr Crane proposed Employee No 4 be paid an additional hour a week, seconded by Cllr Benneyworth, all in favour.*

Meeting closed at 9.05pm

Hungerford Town Council, Mayor's report, April 2018

- 3 **Full Council Meeting**
- 4 **Meeting with Town & Manor**
- 5 **Neighbourhood Plan Steering committee**
- 8 **Annual litter Pick**
- 9 **T & M Ale Tasting Event**
- 10 **Tutti Day Lunch**
- 11 **E & P C'tee Meeting**
- 11 **Triangle Field Management Meeting**
- 15 **Counstables Day March & church service**
- 16 **Hungerford Town FC meeting with Deputy Mayor**
- 17 **R & A C'tee Meeting**
- 18 **CPRE Meeting in Twyford with Cllr Downe and Town Clerk**
- 18 **FOHL & Library Trustees Meeting**
- 19 **Hungerford 2036 meeting (Neighbourhood Plan)**
- 21 **Hungerford Town band Event in Corn Exchange**
- 23 **H & T C'tee meeting**
- 24 **Library sub lease meeting // IT Strategy meeting**
- 25 **(Tea and a bun) council meeting**
- 29 **Thatcham Mayoral reception**
- 1 May **Mayoral reception**
- 3 May **Meeting with Shield Electrical re library lights**
- 3 May **Hungerford 2036 Committee Meeting**
- 8 May **Full Council Meeting**

Keith Knight
Town Mayor,
8th May 2018

District Councillors May report to HTC members

1. Members Bid application: In support of HTC our members' bid application to support the new bus shelter has been lodged with WBC (deadline Monday 30th April)
2. Charnham Street traffic island: Rob Brookman has contacted us regarding issues residents from Bearwater have crossing the road to the Sun Pub. None of the residents of Bearwater has been in contact with us and we understand this was raised with Rob by the postman who had witnessed issues. There is an island to aid pedestrian crossing opposite BMW and Paul and my view is that residents should be able to walk down to this and cross safely.
3. Station Yard Planning Application: We have been contacted by Andrew Wilkinson, Chairman of Weldon and Waring in relation to their planning application number: 18/00837/FULEXT. Paul has agreed to call-in this application in the event it is recommended for refusal as we understand there is strong support from HTC.
4. 17/00291/FULD | Change of use of extension to the old cottage to an independent one bedroom dwelling with parking | The Old Cottage St Lawrence Square Hungerford Berkshire RG17 0HB. I have been contacted by a resident concerned that despite this planning application being refused, the one bedroom extension is still being used as an independent dwelling reporting, 'it looks like it has just been rented out' – I have been informed by WBC planning officer that Richard Beech WBC enforcement officer is to investigate and take any action necessary
5. Parsonage Lane – Restricted Parking sign stolen: I have been informed by Rev. Mike Saunders that this sign has been stolen. Despite a backlog the sign will be replaced within the next 4-6 weeks
6. Canal Footbridge: Rob Brookman has highlighted the continued problems with the slippery surface and a resident falling. Principal Engineer Miles Roberts has responded: 'Our contractor will be on site this week to clean the bridge deck boards and ensure the bridge deck is draining properly. This will improve the grip situation in the short term. With regard to a longer term solution I will make enquiries with the various contractors and suppliers who specialise in the provision of hardwood timber decks and anti-slip applications to see what can be done to improve the anti-slip properties of the deck and arrange for the work to be carried out as soon as possible.'
7. Request to replace the grass verges in Coldharbour Road and Park Way with hard standing: Rob Brookman has raised the issue of cars parking on these grass verges pointing-out that 'probably 50% of this was done in both roads many years ago. All of the remaining grass verges are parked on already and consequently are in a very poor state.' Paul has discussed this matter previously and his enquires raised an issue with services being located close to the surface under these grass verges which make it difficult to cover-over as any access would then require greater work and cost to access.
8. Full Council meeting West Berkshire Council Tuesday 8th May 2018: This meeting I believe clashes with HTC Full Council meeting for May, Please therefore accept Paul's and my apologies as we will be attending the WBC meeting.

James Podger 27.04.18

Recreation, Amenities and War Memorials committee April - May 2018

The Croft

We have had a few issues with the croft garden room build not aligning with the associated costs of the works as tendered. I have emailed the detail separately.

Allotments

Works on replacing missing tiles on the building on the Fairfield's site has now been actioned - Haha have covered the additional tile costs.

The office is still chasing the on-going delay on the signing of the lease at Marsh Lane.

The fencing at the Fairfield's site is now complete and I understand this has been built to a high standard. Thanks to Geoff (Haha) for the help from his team on clearing away the old fencing saving both time and money to the contractor.

War Memorials

Update on registering the land at bridge street – We have requested guidance from our solicitor on the way forward and costs involved.

Trees in memorial avenue have been noted on the H&S walk around as having some dead branches, office have been instructed to ask for advice from our tree expert. This may become a larger project for R&A as we have a considerable number of trees to look after and we may need a rolling program in the future.

We are looking into available grants for cleaning memorial stones.

St Lawrence Churchyard

Philippa has met with a stonemason report to follow. Pollarding of lime trees in hand. Philippa will contact Diocese regarding ironwork around old grave plots.

Playgrounds and parks

The committee have voted for a repaint of handrails/shelters/benches etc...., as assets are looking very tired, we are hoping to change from red to blue in line with Hungerford's colour scheme. We are also pricing new bins to clean up and make more uniform. Grip paint and welding to the youth shelter have been instructed to improve safety. We are looking at holding an organised (out sourced) skate park event, it is very expensive and we will need to know if there is enough interest to proceed.

Triangle field

A request has been made by HRFC to erect a fence around the first pitch.

Environment & Planning Monthly Report

The Station Development by Oakes had been resubmitted, with a fresh look. We supported this last time. It is on the next E&P agenda. Hard copies of the application are at the office for viewing. This will be a big discussion probably with public attendance please try to be prepared.

CALA have agreed to attend next E&P for update, on Salisbury Rd. Development.

As usual extensions and small additions have been commented on.

The District Councillors have taken up the one bed cottage extension on Church St. with WBC this has been before us on a number of times failing to secure one bed House status with WBC Planning. I will update on this when I have news.

These big applications if successful will mean big changes both visually and in terms of population so we may have some interesting times ahead.

Carolann Farrell
Chair of E&P.

Highways and Transport Committee Report for April 2018

Railway Station

Still no further news on grant from GWR for extending the up line passenger shelter.

Cllr. Chicken has agreed to take the lead on adopting the railway station. He will be assisted by Mark Cusack and John Willmott.

Street Lights

I have agreement from the Full Council to upgrade up to 30 HTC owned street lights over the next 3 years. I have asked WBC for a quotation to upgrade all 7 street lights in Coldharbour Road. Once the work has been completed then WBC will adopt them and so reduce the liability of HTC.

Pigeons

A document has been prepared to highlight the issues of pigeons to the general public. We are hoping that this document will be published in Penny Post, The Advisor and NWN. It will also be posted on the internet.

Another document aimed at food outlets within the town has been prepared.

Christmas Lights

Cllr. Chicken and Cllr. Finlay have volunteered to assist with organising the lights this Christmas. Cllr. Finlay has also volunteered to look at future funding for the lights.

Pedestrian Refuge

Following a report from a local postman, I asked for a new pedestrian refuge in Charnham Street close to Bearwater. However, Cllr. Podger would not support this and so my request was rejected by WBC.

Parking on Grass Verges

Because residents regularly park on the grass verges in Coldharbour Road and Park Way I requested WBC to replace the grass with hard standing. Again this request was not supported by Cllr. Podger and so my request was rejected by WBC. A similar request was rejected by WBC to provide a hard standing in Salisbury Road opposite Atherton Crescent for the same reason.

RB 4/5/18