# **HERMITAGE PARISH COUNCIL**

MINUTES OF THE MEETING HELD ON JUNE 18<sup>TH</sup> 2015.

#### Present

Ms R Cottingham Chairman

Mr D Brown, Miss A Goldsmith, Dr J Lawler, Mr R Marr, Mrs S Russell

Mr Q Webb District Councillor

Mr C.W.Goudge Clerk

There were no members of the public present.

#### 23 Public Forum

There were no members of the public present.

#### 24 Apologies for absence

Mr Pask had tendered an apology for absence.

# 25 Minutes of the last meetings held on May 21st 2015

The minutes had been circulated were agreed as correct and signed by the Chairman.

## 26 Matters arising from the minutes of the last meetings not referred to elsewhere

i Hermitage Plan implementation Group.

The Group had met and discussed ways forward for existing initiatives. There would be a co-ordination with the Village Hall Open Day.

ii Broadband.

A new cabinet has been installed but there is no known completion date from BT.

iii Twinning.

It was decided that this is not a matter which formally requires a Council decision. The proposers are welcome to come to a meeting and bring the Council up to date on an informal basis.

# 27 The report from the District Councillor

The Chairman congratulated Mr Webb on his appointment as Vice-Chairman of WBC, and Mr Pask for his Chairmanship of the Eastern Area Planning Committee.

There was no increase in Council tax for last year.

The media reported increase in Councillors allowances had been taken out of context, particularly as the Remunerations Committee meets only every four years.

# 28 Planning

## **Decision from the Planning Authority.**

15/00862/HOUSE Haycroft, High Street.

Extension Approval

# **New planning applications**

There were no new applications to consider.

#### Other matters.

Three Councillors would attend the WBC Planning Roadshow at Newbury on July 14<sup>th</sup>.

#### 29 Burial Ground

i Space application.

Mr & Mrs Jones had reserved plot no 28 in the Interment Area.

ii Entrance walls.

The rebuilding of the entrance walls had been finished.

#### 30 Finance

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i Receipts.
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<b> </b>		
Mr & Mrs Jones	Interment site purchase	£300.00
Payments authorised.		
SCS	Grasscutting	£200.40
Contractors	Maintenance	£574.75
T. Stares	Internal audit two years	£420.00
West Berkshire Council	Election costs	£100.00
A & M Construction	Burial ground walls	£3,256.80
Hermitage Village hall CIO	Grant	£41,342.43
HMRC	PAYE	£72.68
C.W.Goudge	Sal & exes	£323.50

#### iii Other matters

i Cheque signatories

The new Bank Mandate had not yet been processed by the Bank. Standing Orders only allow for financial Instruments to be signed and authorised by two Councillors.

The Council therefore decided to amend the existing Standing Orders to allow any two authorised signatories to sign financial Instruments. This change is to be reviewed each meeting and two Councillors reinstated as signatories as soon as possible.

- ii The Statement of Receipts & Payments to date was noted..
- iii Financial Regulations and Insurance

In view of the change above it was decided to review the Financial Regulations and Insurance provision.

i Internal Auditor

The Internal Auditor reviews the detail of the year to date in January and for the Annual Return in March.

ii Financial Working party

This normally meets quarterly to review and report to the Council, on their review of the details of the Receipts and Payments accounts presented to the Council at each meeting.

iii Insurance.

The Council has cover for PL of £10m, EL of £5m and Fidelity of £225k.

With the above provisions and regulations it was decided that the Financial Regulations provided adequate and sufficient cover.

# 31 Highways

Maters arising from the minutes of the last meeting.

Minute 17.

i Cycle track.

This will be an agenda item for the next meeting

The formulation of a Member's bid would need to be completed before September.

ii School parking.

There is traffic congestion at pick up and drop off times which has not been resolved by WBC in conjunction with School.

#### 32 Environment

# Matters arising from the minutes of the last meeting

Minute 18.

i New Hermitage Village Hall.

The grants to the CIO are now almost complete, with retention funds held back.

ii Recreation and wooded area.

SCS will be asked to empty the rubbish bin at the entrance to the recreation area.

iii Furze Hill.

The WP reported for the period from the last meeting.

iv Pinewood play area.

The quotes for repairs to the kit and area are on hold.

Risk assessments for ii to iv.

Formal risk assessments for each of the areas are in place. These assessment are reviewed by the Council as needed and are judged to be adequate and appropriate.

v Tree maintenance.

Any trees which are the Council's responsibility and which are accessible to the public must be surveyed every other year. Any problems which arise in the meantime will be dealt with individually.

vi Scout hut.

BT have again been asked for a copy of the Lease.

#### **New matters**

i Land under the Chapel Lane bridge.

Council has been billed for eleven years back rent. It is believed Council does not own the land and details have been sought.

# 33 Correspondence received since the last meeting not referred to elsewhere

LCR – newsmag.

The correspondence was discussed.

# 34 Reports from Parish Council Representatives who had attended meetings of Outside Bodies on behalf of the Parish Council

There were no reports.

#### 35 Items to be raised by Councillors

There were no items raised.

# 36 Date of the next meeting

Thursday July 16th at 7.30pm in the Adelaide Room, Holy Trinity Church.

Chairman	Date