

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Keith Knight  
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The Town Clerk  
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**MINUTES** of the **Full Council Meeting** held on Tuesday 3<sup>rd</sup> April 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

**Present:** Cllrs Knight, Simpson, Crane, Farrell, Winser, Hudson, Cusack, Downe and Chicken.

Also: Brian Quinn (Penny Post), John Garvey (Newbury News) and Catherine Judd (Community Engagement Officer for Sovereign Housing covering Berks and Hants)

**Police Report:** The police sent their apologies and a written report. (See attached).

**Sovereign Housing:** Catherine Judd reported that she has started organising monthly events, at Redwood House on a Thursday afternoon for those whom suffer from feelings of isolation and loneliness. The first event was a coffee and games afternoon held on the 15<sup>th</sup> March and 27 residents attended. The Village Agent has got involved; they have some funding and are hoping to expand in the summer and to use the local Handibus to go on day trips. 400 houses in Hungerford belong to Sovereign. A minimum of 6 residents are needed for the programme and they have 4 Sovereign residents and 5 non-Sovereign residents involved at the moment. Future events include a games afternoon on the 26<sup>th</sup> April at Redwood House and a resident's lunch at the JOG on the 10<sup>th</sup> May. They are hoping to speak to the Head of the Primary School to try and get more involvement from children of a younger age.

1. **Apologies:** Noted from Cllrs Brookman, Benneyworth, Whiting and Finlay.
2. **Declaration of Interests:** Cllrs Cusack and Knight (Library).
3. **Approval of Minutes of the meeting of the Full Council meeting of 5<sup>th</sup> March 2018 and the Extra Full Council Meeting of 13<sup>th</sup> March 2018 and outcome of actions - Cllr Simpson proposed the minutes as a true record, seconded by Cllr Winser, one abstention (Cllr Chicken), rest in favour.**
4. **Mayor's report** – the report has been circulated (and is attached).
5. **Member's Bid** – The Clerk has an application form to submit a bid for the purchase of a bus shelter in Church Street. Quotes need to be obtained. The aim is for all buses to terminate at Church Street car park. WBC is considering a request for the number 46 which runs to Swindon to also be moved to Church Street. WBC has no objection to a bus shelter at Church St. There was a query whether the public have been contacted about moving the bus route and Cllr Knight advised he has spoken to Clive Tombs at WBC. The bus company should run a public consultation.  
The bus company will not help financially with the shelter but it might be worth inviting them to suggest a design. We will need to consider a design that doesn't block access to the walkway and levelling the ground may increase the cost. The tree roots may cause a problem.  
The member's bid can be up to £8k and the District Cllrs support our application. The H1 route will stay where it is as this is an infrequent service.  
**Action:** Cllr Knight will invite companies to visit and provide quotes for a new shelter.
6. **District Councillor's Reports** – District Cllrs Hewer and Podger were not present at the meeting.

7. **Neighbourhood Plan** – The Neighbourhood Plan application has been submitted for the Parish of Hungerford. It was thought representatives from all the schools and the Youth & Community centre should be invited to be involved in the NP.  
Draft Terms of Reference were circulated together with the responses from the completed forms from the recent Town Meeting which had been collated by Cllr Downe. The steering group will decide what the name for the group should be. **Action:** The steering group will go through the TORS at their meeting on 5<sup>th</sup> April and bring back to next full council meeting.
8. **Committee reports (no more than 3 minutes per report)**  
**R&A – Cllr Simpson** – Thanks were given to David Small following his resignation for his many years of service to the council. Cllr Simpson is now Chair of R&A and gave updates on the Croft Field building work and Fairfields allotments and confirmed a schedule has been set for health and safety walk rounds.  
**E&P – Cllr Farrell** – Report has been circulated (see attached).  
**T&E – Cllr Crane** – The date for the next Hungerford Trade Showcase has been agreed for Thursday 18<sup>th</sup> October at the Corn Exchange. Cllrs Crane and Downe will be visiting the main employers in the town. Cllr Crane has a meeting on the 27<sup>th</sup> April with David Andrews MD for the Great West Way project. Meeting are needed to progress welcome signage and leaflets. **Action:** The banners at the entrance to the town (by the Texaco garage) need to be removed and this is to be reported to WBC.  
**F&GP** – Cllr Winser reported positive variances on the following committees - R&A £13k, H&T £7.5k, T&E £1,800, CIL £1,200, Giving a total of £30,443. E&P comes under F&GP. These are not the final year-end figures.  
**H&T – Cllr Brookman** – Has given apologies. Refer to item 9 for update.
9. **HTC owned lamp posts – Propose programme of replacement over the next three years** – Cllrs Knight and Brookman met with WBC Highways department last week. WBC will support us in our proposal to bring the lamp posts we own up to WBC standard and hand back to them. This will reduce our liability. We will still own some lamp posts but the special expenses part of our precept will reduce. The cost of this will be approximately £1k per lamp post; we could consider using CIL money to speed up the process. *Cllr Hudson proposed progressing with the replacement of the first 20 lamp posts over the next 3 years, seconded by Cllr Simpson, all in favour.*
10. **Finance – Cllr Winser**  
**a) Propose authorisation of cheque run payments (circulated) for last month** – *Cllr Winser proposed authorisation of cheque run of £35,469.88 plus VAT, seconded by Cllr Crane, all in favour.*  
**b) Propose Year to date accounts – refer to circulated Income/Expenditure Report** – *Cllr Winser proposed acceptance of the year to date accounts, seconded by Cllr Simpson, all in favour.*
11. **Library** – A meeting of the Friends and Trustees of the Library had taken place and the Joint User Agreement was discussed. A new draft is being created and this will be taken to HTC and our solicitor before forwarding to WBC. We now have a list of works from WBC which is a big step forward. John Wilmott has brought up a few more points. **Action:** The Clerk will forward these to our surveyor to see if they need to be added.
12. **Consider proposal to have a ‘Suggestions box’ and offer an award for any schemes that are successfully adopted** – This was an idea put forward by Cllr Knight. Councillors felt that judging of an award could be difficult due to legal and cost implications. Cllr Simpson suggested a ‘surgery’ and there was general support for this idea if each councillor would agree to commit to doing this on a rota basis. These could be held in the Library or joining with the Police at their ‘Have a Say’ meetings. It could be called ‘Council Chat’ and could be promoted on the website and in Hungerford Matters. **Action:** It might be a good idea if the first surgery coincided with the opening of the Library. *Cllr Simpson proposed looking at running a regular meet your councillor session, seconded by Cllr Winser, all those present were in favour and offered their services.*
13. **General Data Protection Regulations** – New regulations come into force in May 2018 and we need to appoint a Data Protection Officer. The Clerk has obtained a quote from our independent auditor who would act as our DPO for a single annual retainer fee of £75 + VAT based on a minimum 3 year appointment. This is conditional on councils confirming they have put in place adequate compliance procedure or on the DPO undertaking GDPR work directly. *Cllr Simpson proposed accepting the quote*

*of an annual fee of £75 and appointing our independent auditor as DPO, seconded by Cllr Winsler, all in favour.*

14. **Town Meeting (Wed 21<sup>st</sup> March 7pm)** – Approximately 35 members of the public had attended the Town Meeting. Cllr Downe commented he felt the meeting was too long, was uninteresting and lacked positivity. He feels it needs vision and more positive views should be put forward. He had some suggestions for the future including: refreshments/alcohol at the end of the meeting, having a practise session beforehand, and more emphasis on the Freedom of the Town Awards.
15. **Set a date for first ‘tea and a bun’ meeting** – It was agreed a teambuilding meeting was a good idea and a date was set for Wednesday 25<sup>th</sup> April at 7.30pm in the Library. **Action:** Attendees to bring refreshments.
16. **Any other Reports (3 minutes each) not to include any proposals** – Cllr Cusack reported he had recently attended a DPC meeting where it was mentioned that there is only one licenced NHS pharmacy in Hungerford and this is not performing its obligations correctly. Boots do not deliver prescriptions and do not offer a needle exchange. The NHS Commission is keen for a letter to be sent to WBC Health & Well-being Board asking them to consider providing another pharmacy. Cllr Downe queried why Boots are not being asked to fulfil their obligations and why we are involved. It was pointed out there have been problems in the past and because Boots did not want a second pharmacy in the town, they did improve their service. There was a query whether we could pass this on to the PPG to deal with. **Action:** Cllr Cusack will circulate his draft letter for councillors to consider.
17. **Part 2 – Agree change to Employee hours following recommendation from staff meeting** – Due to an increase in workload, Employee No 1 has been working a number of extra hours. *Cllr Chicken proposed Employee No 1 working hours to be increased from 6 to 10 hours a week, seconded by Cllr Crane, two abstentions, rest in favour.*

Meeting closed at 9.00pm

## **REPORTS**

### **Police Report:**

Due to starting my tour of duty earlier today to cover our community Have Your Say event in Wyevale, I am unable to attend this evenings meeting.

The Wyevale event was well attended and we have been passed various bits of intelligence that we can further develop. The event is a regular thing and will take place on the first Tuesday of every month 1200 – 1600hrs. This is in addition to the Tesco HYS event which is held on the 3<sup>rd</sup> Wednesday of every month. 1000-1300hrs.

In terms of an update – Since PC Burleigh addressed the Council for the Annual Meeting on the 21<sup>st</sup> March there has been nothing of note in the town to inform you of. We have received no further reports of vehicle crime, since the spate in February.

**PCSO C2047 Joanna King | Thames Valley Police - Hungerford Neighbourhood Policing Team**

Address: **Hungerford TRI Station, Church Street, Hungerford, Berkshire**

Email [joanna.king@thamesvalley.pnn.police.uk](mailto:joanna.king@thamesvalley.pnn.police.uk) | Mobile **07814852137** Non emergency number **101**

## Hungerford Town Council, Mayor's report, March 2018

- 5 Full Council Meeting
- 5 Rotary Club of Hungerford Talk
- 7 Staff Meeting in HTC Office
- 12 E & P C'tee Meeting
- 13 Freedom Awards Panel Meeting
- 13 Extra Full Council (ratify freedom nominations)
- 13 F & GP C'tee Meeting
- 16 Meeting with Roger Ballard (Claire Barnes)
- 19 Neighbourhood Plan Meeting including Bryan Little/Gary Lugg (WBC)
- 20 R & A C'tee meeting
- 21 Annual Town Meeting
- 26 WBC meeting re Hungerford owned street lights
- 26 i3 Web Meeting in HTC Office
- 26 E & P C'tee meeting
- 26 H & T C'tee meeting
- 27 Hungerford Library Trustee meeting
- 28 Hungerford Community Forum with the Police
- 29 Lunch Meeting with Mayor of Devizes re Devizes to Westminster canoe race 70<sup>th</sup> Anniversary

**Keith Knight**  
**Town Mayor,**  
**2<sup>nd</sup> April 2018**

### Environment & Planning Report for March

Following a site visit to the Old Police Station, the developer had informed the committee that he would re-submit the application with revised access and parking, however WBC Planning have asked us why we have not commented on the application, it appears the application was not withdrawn. I have requested another meeting with the developer, to discuss the situation. I have also asked WBC to extend the response to comments time, which they have agreed.

I will keep you all updated.

We await the outcome of the revised Rowlands application for 7(reduced) from 8 residential on their Station site.

The development at the rear of the Three Swans was reported in the NWN as HTC being unsupportive. This was on a previous application, the Station area now very much on our want to get done list.

I await a second meeting with CALA homes soon.

The NP Committee will have met by Full Council, hopefully have appointed a Chair and have a full update available.

From now on all Planning is only available on line, we will have to use a projector and screen for viewing plans in meetings. Please try to peruse the detail from applications prior to our Planning Meetings. I can order hard copies, (I have requested Police Station) if required but we have to pay for them.

Meetings for the Planning Committee will now be on a monthly basis unless we need to specifically have a second of which we will be timely notified.

This should cut office and Councillors' time; the cut off dates for comments will of course still be met.

I note no new application for new signage at Luna shop. This has already been placed in situ.

CLlr Carolann Farrell