

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Annual Full Council Meeting** held on Tuesday 7<sup>th</sup> May 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

**Present:** Cllrs Simpson, Knight, Cusack, Winser, Downe, Farrell, Chicken, Hawkins, Alford and Lewis.  
Also: Representatives from Newbury News, Advisor, Penny Post, Hungerford Nursery and members of the public

**Police were not present, but their report was read out:** No one is available to attend tonight's Council meeting so below is a brief update as to the main incidents that have happened in the Town. Unfortunately, incidents of note for the past month centre mainly around the BULPIT LANE area. In particular, the skate park and Cricket Field.

On 4<sup>th</sup> April there was a report of Criminal damage to the newly replaced ramps in the skate park. This has meant the skate park was closed for the duration of the Easter holidays and is still currently closed until the damage has been rectified. On several occasions I have been made aware that youngsters are still accessing the park via through bending back fences even though gates are padlocked, and signs have been put up to inform of the closures. (damage has since been repaired and park is open). Around the same time the unsold newspapers from Tesco were stolen, pushed in a trolley and littered on the Common. There is evidence to suggest they had been set alight.

3<sup>rd</sup> May several hundreds of pounds worth of damage has been caused to the covers at the Cricket Club. The covers had been slashed – possibly with a knife and set alight. If anyone has any information regarding this or any of the other incidents, please contact me.

A nasty assault occurred near Atherton Crescent on the 6<sup>th</sup> May. This investigation is currently ongoing but if anyone has any information please contact 101 and quote 43190135427. Since the beginning of April, we have had 4 reports of break ins to vans, where tools have been taken. This is not isolated to Hungerford. Vans in both Great Shefford and Lambourn have been targeted. You might have noticed the damage to the wall near to the Estate Agents on Church Street. A drink driver was arrested following this collision.

**Hungerford Nursery** – The Head handed out an updated report and thanked everyone for their support. She particularly drew attention to the actions on the report. (**Refer to report attached**)

## 1. Propose election of,

- **Mayor** – Cllr Winser proposed Cllr Simpson as Mayor, seconded by Cllr Knight, all in favour.

Cllr Simpson advised she is happy to stand again. She has attended over 161 civic events and has helped the council become more inclusive. She has had a new velvet backing for the CHAIN made.

- **Deputy Mayor** – There were three proposals for Deputy Mayor.

Cllr Cusack proposed Cllr Winser, seconded by Cllr Downe. Cllr Winser advised she has gained an insight into the workings of HTC through her role as Chair of F&GP.

Cllr Alford proposed Cllr Knight, seconded by Cllr Lewis. Cllr Knight said he attended many of the civic events with the Mayor over the past year and would like to continue in the role.

Cllr Chicken proposed Cllr Farrell, no seconder.

The vote was carried out by paper ballot and Cllr Knight won by a clear majority.

- **Chair of F&GP** – Cllr Simpson proposed Cllr Winser as Chair of F&GP, seconded by Cllr Farrell, all in favour.

- **Deputy Chair of F&GP** – Cllr Simpson proposed Cllr Knight as Deputy Chair of F&GP, seconded by Cllr Cusack, one abstention, rest in favour.

2. **Note apologies for absence** - Noted from Cllrs Brookman, Hudson and Crane. Also, from the new District Councillors
3. **Declarations of interest and signing of dispensations** – New Declaration of Interest forms are required to be completed. Cllr Chicken declared himself a member of the Liberal Democrats, Cllr Cusack as a member the labour party and the co-operative party. Cllr Alford and Cllr Lewis are involved with the Youth & Community Centre. Cllr Simpson is a representative for the RBL.
4. **Approval of Minutes of the meeting of the Full Council meeting of 1<sup>st</sup> April 2019, and Extraordinary Part 2 meeting of 12<sup>th</sup> March 2019 and outcome of actions** - Cllr Chicken proposed the minutes of the Full Council meeting of 1<sup>st</sup> April 2019 as a true record, seconded by Cllr Knight, one abstention, rest in favour. Cllr Simpson proposed the minutes of 12<sup>st</sup> March 2019 as a true record, seconded by Cllr Winser, 3 abstentions, rest in favour.
5. **Welcome to new councillors** – A welcome was extended to Cllr Daniel Lewis. He advised he helps run the Youth Club and is looking forward to helping with other issues in the town.
6. **Option to fill remaining vacancy by co-option** – At present there are no volunteers for co-option. No response has been received so far from Matt Wilson who was elected.
7. **Mayor's Diary** – This has been circulated and includes the hours involved.
8. **District Councillor's Reports** – Due to a West Berks Council meeting tonight none of the new District Councillors could attend but it is their intention to in the future.
9. **Hungerford 2036** – A report has been circulated. **See report attached.** Cllr Downe explained H2036 are still looking for input on their Aims and Objectives and from these the draft policies will be drawn up. It would be helpful to have assistance with this and H2036 would like to appoint PlanET Consultants at £420 for a day's work. In answer to a query about the 500 houses mentioned in the Housing Needs Assessment (HNA), Cllr Downe advised AECOM uses a standard model to come out with a number based on the previous figure of up to 2000 houses in the AONB. From the 500 the number of approved houses can be discounted. If you read the HNA there is some interesting info on age profiles. The HNA and its introduction can be found on our website. West Berks Council (WBC) has recently developed a traffic module and is collecting some of the info from mobile phones. We are waiting for site of this info from WBC.  
Cllr Farrell would like to see us working closer with WBC and can they not assist? Cllr Downe answered that we do work with the NDP representative and there are no restraints on this. However, WBC can not provide the level of help we need, and it is best to have independent advice, so the aims and objectives are driven by Hungerford not WBC. Cllr Downe advised we don't need to be waiting for the HELAA in order to pursue draft policies as these are more general to the plan. We will match potential sites to our criteria when we reach the HELAA stage.  
The press requested dates of future consultations.  
*Cllr Downe proposed £420 is spent appointing PlanET to draft policies, seconded by Cllr Cusack, all in favour.*
10. **Committee reports (no more than 3 minutes per report)**  
**R&A** – Cllr Simpson advised the H&S Consultants had visited. Quotes are being obtained for the Croft Field Gazebo floor. Timers are being fitted on the heaters at the Croft Field Centre. £380 of damage was caused to the skate ramps and we are considering replacing the fencing. She has made a statement to the Police; the criminals have been identified on CCTV and the investigation is on-going. Cllr Simpson is considering speaking to the youth council about them fundraising for the damage. An arboriculturist has been appointed to check trees. A notice about the war graves has been erected. HTC will be working together with HADCAF and REME to put on a larger Armed Forces Day celebration next year. Local butchers will be helping REME with the Armed Forces Day barbecue this year. A drinking water tap has been installed on the library wall. Cllr Downe thanked HTC for providing temporary parking facilities at Triangle Field.

**T&E** – Report has been submitted – **See attached**

**E&P** – Cllr Farrell advised several items were brought to her attention, but she didn't wish to comment.

**H&T** – Report has been circulated – **See attached**

**11. Finance –**

**a) Propose authorisation of cheque run payments (circulated) for last month** – Cllr Winser advised 50% of the precept has just been received. She mentioned some of the overspends being due to staff costs, legal fees, new PCs, CCTV and improvements at Croft Field Centre. Xmas Lights expenditure has been offset by donations and burial fee income is up. *Cllr Winser proposed the cheque run of £18,508.06 inclusive of VAT, seconded by Cllr Simpson, all in favour,*

**b) Propose 31st March 2019 Final Budget/Actual accounts – refer to circulated**

**Income/Expenditure Report** - *Cllr Winser proposed the accounts, seconded by Cllr Downe, all in favour.*

**c) Note the change in total assets to £843,964 as at 31<sup>st</sup> March 2019** – There has been a reduction in assets from £855,632 due to ridding of old playground equipment, the skate park shelter and old PCs. The new bus shelter has been added. *Cllr Winser proposed the change in total assets, seconded by Cllr Knight, all in favour.*

**d) Review the Annual Internal Audit Report 2018/2019 and propose acceptance** – *Cllr Winser proposed the report as an accurate record, seconded by Cllr Winser, one abstention, rest in favour.*

**e) To Approve Section 1 of Annual Governance Statement 2018/19 and propose approval** - *Cllr Winser proposed the statement as an accurate record, seconded by Cllr Knight, all in favour.*

**f) To Approve Section 2 Accounting Statements 2018/19 and propose approval** - *Cllr Winser proposed the statements as an accurate record, seconded by Cllr Knight, all in favour.*

**12. Annual business of the council (as per standing orders)**

- **Propose the Council meets the conditions to exercise the General Power of Competence** – *Cllr Simpson proposed we meet the conditions, seconded by Cllr Winser, all in favour.*

- **Propose agreement of standing orders which includes council's complaints procedure** (refer to website) - *Cllr Simpson proposed the Standing Orders, seconded by Cllr Knight, all in favour.*

- **Propose agreement of financial regulations** (refer to website) - *Cllr Knight proposed the Financial Regs, seconded by Cllr Winser, all in favour.*

- **Propose agreement of Code of Conduct** (refer to website) - *Cllr Alford proposed the Code of Conduct, seconded by Cllr Chicken, all in favour.*

- **Propose agreement of Co-option Policy** (refer to website) - *Cllr Simpson proposed the Co-option policy, seconded by Cllr Winser, all in favour.*

- **Propose agreement of HTC's policy for dealing with social media** (refer to website) - *Cllr Winser proposed the social media policy, seconded by Cllr Knight, all in favour.*

- **Propose agreement of inventory of land and assets including buildings and office equipment** (refer to website) *Cllr Alford proposed the inventory, seconded by Cllr Hawkins, all in favour.*

- **Propose agreement of HTC or staff subscriptions to other bodies; NALC etc.** (circulated) *Cllr Simpson proposed the subscriptions, subject to adding the Great West Way and extending the SLCC membership to include the Deputy Clerk, (it was noted BALC services are provided by HALC), seconded by Cllr Cusack, all in favour.*

- **Propose agreement of Terms of Reference** (circulated) - *Cllr Downe proposed the Terms of Reference, seconded by Cllr Hawkins, all in favour.*

- **Propose appointment of members to existing committees and external bodies including another appointment to Hungerford & Camburn** (circulated) - *Cllr Simpson proposed Cllr Knight is appointed as representative to Hungerford & Camburn in addition to herself, seconded by Cllr Chicken, all in favour. Cllr Simpson proposed everyone fills in the forms to indicate which main committees they wish to join before leaving the meeting, seconded by Cllr Hawkins, all in favour.*

- **Confirm arrangements for insurance cover in respect of all insured risks** (3-year agreement ends 2020) - *Cllr Winser proposed arrangements for insurance are in place, seconded by Cllr Chicken, all in favour.*

- **Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council** - *Cllr Simpson proposed ordinary meetings of the council and the Annual Meeting will be held in the Town Hall, seconded by Cllr Chicken, all in favour.*
- **Propose agreement of council's policies, procedures and practices in respect of its obligations under freedom of information and general data protection regulations** (refer to website for data protection policy, privacy statement and publication policy). IT Policy also circulated in draft form for agreement at F&GP. *Cllr Downe proposed agreement of the above policies, seconded by Cllr Simpson, one abstention, rest in favour.*

**13. Any other Reports (3 minutes each) not to include any proposals – None**  
**Meeting closed at 8.20pm**

### **T&E report**

Work progresses to bring together interested parties e.g. Chamber of Commerce, HTC and Love Hungerford and create a Tourist Information point.

The aim is to establish a seasonal kiosk, staffed by volunteers who could provide information and advice to visitors and residents alike

A trial of this is to be held on the Town Hall steps on Friday 17 May. 10 till 2pm

A consultation meeting with Tom Bennet, Kerridge Properties, owner of Charnham Park, was held to encourage their participation in the H2036 work.

The opportunity was taken to press for some progress with the extant planning approval for a hotel on the area.

The Welcome signs (3) are in production and should be in position shortly. WBC are still exploring some funding support. This would be in addition to that offered by NWD/AONB

### **H&T report**

M4 Diversion during works. Member of public raised the concern that the diversion will impact her house. Discussed and agreed to ask WBC or HE to monitor. Difficult, as not on the diversion route itself, but on Charnham Street where some traffic will remain on the A4 rather than follow the official diversion route.

Salt Bins. Great work from Keith who has reviewed the locations. New new bins identified, one Church Lane;

Christmas Lights: New waterproof connectors approved;

Safety Concerns at Bulpit Lane Play Park. To review who owns what and see how best to improve the parking areas;

Smarten Up Hungerford: Progress report from John Willmott. Great job being done;

Railway Update: Several fronts still ongoing. LEP funding possibility. Rob progressing well on these;

High Street Phone Box. Moving it is being considered due to safety of crossing;

Speed Limit on Common. Agreed to pursue a 30mph speed limit with WBC;

By the way, apologies in advance as doubtful for tonight with work commitments. But will try and make it!

## Mayors Diary: April 2019

### Cllr Helen Simpson

1 <sup>st</sup> April	Full Council Meeting		2.5hrs
4 <sup>th</sup> April	Queens Awards Nomination Ceremony	3hrs	
6 <sup>th</sup> April	JOG Colour Mile Fun Run	3hrs	
8 <sup>th</sup> April	Environment & Planning Meeting	1hr	
8 <sup>th</sup> April	Tourism & Economy Meeting	1hr	
9 <sup>th</sup> April	Town & Manor Meeting	1.5hrs	
10 <sup>th</sup> April	Internal Meeting	1hr	
15 <sup>th</sup> April	Easter Holiday 1 Week		
16 <sup>th</sup> April	Recreation and Amenities Meeting		2hrs
22 <sup>nd</sup> April	Making a New Velvet Pad for Mayors Chain	6hrs	
24 <sup>th</sup> April	REME internal meeting - Armed Forces Day	1hr	
24 <sup>th</sup> April	Meeting Rev Mike Saunders	1.5hrs	
26 <sup>th</sup> April	Mayors Reception		2.5hrs
29 <sup>th</sup> April	Ale Tasting		2hrs
30 <sup>th</sup> April	Hocktide Lunch	3hrs	
30 <sup>th</sup> April	Town Band Concert		2hrs

**Public Report to:** Full Council committee meeting 7<sup>th</sup> May 2019

#### **Agenda Item No 9:**

Report from Hungerford 2036

#### **Background**

The H2036 Project Team is currently seeking consultation input from local organisations and individuals on the plan draft Aims and Objectives.

The Housing Needs Assessment report produced by AECOM and a covering introduction are now available on the H2036 website.

In preparation for the next stage of the plan the project team resolved to appoint the PlanET consultants to draft an initial set of potential planning policies designed to support the H2036 Aims and Objectives.

Achievement of some of the current draft Aims and Objectives will not be directly possible through the statutory planning system and the project team also seek PlanET's input to differentiate these as "aspirational" aims of the project.

PlanET have been involved in Hungerford 2036 as "guiding minds" for the project team under a government funded scheme.

To date £1162 of the £5546 grant received by HTC has been spent so £4383 remains available.

#### **Options**

- 1) Contract with PlanET for one day's consultancy (their estimate) to differentiate between the planning and non-planning Aims and Objectives and produce an initial set of policies for the team to consider and develop further.
- 2) Investigate alternative consultant options to provide a similar service
- 3) H2036 project team start from scratch on plan policies development

#### **Financial and Legal implications**

Cost of PlanET for this task £420. Other quotes not sought due to scale of the expense and the familiarity of PlanET with the H2036 Project to date

#### **Recommendation(s)**

The Hungerford 2036 Project Team requests HTC ratification of the expenditure to engage PlanET in order to get the policy consideration activity started productively.

Signed:  
7/05/2019

John Downe, Joint Chair H2036



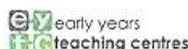
## HUNGERFORD NURSERY SCHOOL Centre for Children and Families

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Telephone: 01488 682628

Email: [office@hungerfordnursery.w-berks.sch.uk](mailto:office@hungerfordnursery.w-berks.sch.uk)

Website: [www.hungerfordnurseryschool.co.uk](http://www.hungerfordnurseryschool.co.uk)

Headteacher: Mrs Suzanne Taylor MBE BH PGCE MA NPQH



Update from Suzanne Taylor: Headteacher Hungerford Nursery School Centre for Children and Families

7<sup>th</sup> May 2019

- 1) **Extension of Maintained Nursery School Supplementary Funding:** Successful lobbying from the All Party Parliamentary Group for Maintained Nursery Schools and colleagues nationwide – including this Town Council, local councillors and Richard Benyon - has resulted in supplementary funding for Maintained Nursery Schools including ours being extended until July 2020. Thank you to all those who supported, including the mayor and other local people. The campaign to preserve the Maintained Nursery Schools must be continued to ensure that supplementary funding is extended beyond this date. We are already admitting children who will be in the Nursery School beyond July 2020.
- 2) **Minibus:** 'Shoal - Friends of Hungerford Nursery School' have been able to purchase a new minibus. This is with the amazing help from the Good Exchange, The Greenham Trust, the Town Council and the generosity of many in the Hungerford area. The minibus enables the Nursery School and the Family Centre children not only to continue to experience the high degree of outdoor learning they have enjoyed for a number of years in the woods at Boxford, but to increase the opportunities for off-site adventures. This minibus can be used by any other children's groups in the area for a small donation. We are proposing to set up a page on the Greenham Trust website for its continued maintenance so that individuals and voluntary groups can donate too.



- 3) **New project:** We are currently saving towards a new sensory garden £5000 to encourage children to understand the importance of minibeasts and plants and will continue and promote our focus on growing vegetables and cooking and outdoor learning. This will be put on the Good Exchange website.
- 4) **Clean-up:** We host a clean-up twilight session in the summer to get the parents and children community involved in maintaining the Nursery Garden.
- 5) **Family Centre Funding:** The Family Centre has received the same funding as last year from West Berkshire Local Authority, so funding will continue to be tight. We will have to generate an income to support the Family Centre in order to maintain services, courses and family support across the area.
- 6) **Community Interest Organisation:** The Nursery and Family Centre is trying to set up a Community Interest Organisation to provide long term for the provision of courses and training for the parents within the community. This is currently being reviewed by the Charity Commission.

**ACTIONS:**

- Any support for the Sensory Garden/Minibus via the Greenham Trust.
- Continued support and raising the profile of the Maintained Nursery Schools to preserve the supplementary funding beyond July 2020