

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **Full Council Meeting** held on Monday 1<sup>st</sup> April 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

**Present:** Cllrs Simpson, Knight, Crane, Cusack, Downe, Farrell, Benneyworth, Chicken, Hawkins, Gaines, Hudson and Alford.

Also: Representatives from Newbury News and Penny Post, District Cllr James Cole,

**Police Report:** Sgt Matt Tulett spoke about the Pubwatch scheme. This is a secure app-based scheme which enables participating licensees to communicate immediately with each other, and the police, in order to report any trouble-makers or other problems with an aim to decrease crime and disorder. It has been trialled in Newbury with great success. There is a cost of £50 per licensed premises and a small administration cost. The system only works if it is owned by a local group (such as the town council or chamber of commerce) as otherwise it tends to rely on one publican who might move on. The amount of administration work is minimal and mainly involves convening, providing agenda for, and taking minutes of meetings, which happen quarterly, and issuing exclusion letters. This is approximately 6-8 hours a year.

**Action:** Sgt Matt Tullet will forward details in writing to the Town Council office. Councillors were keen to support the scheme.

1. **Apologies:** Noted from Cllrs Brookman and Winser
2. **Declaration of Interests:** Cllr Cusack – item 14
3. **Approval of Minutes of the meeting of the Full Council meeting of 4<sup>th</sup> March 2019** – *Cllr Knight proposed the minutes of the Full Council meeting of 4<sup>th</sup> March 2019 as a true record, seconded by Cllr Crane, one abstention, rest in favour.*
4. **Mayor's report - the report has been circulated (and is attached).**
5. **District Councillor's Reports** – No report available.
6. **Upcoming Election Timetable** – The deadline to submit your nomination paper is 3<sup>rd</sup> April at 4pm. A list of those standing will be issued on 4<sup>th</sup> April.
7. **Receive report from Hungerford 2036 Project Team** – Nothing has been circulated as discussion will take place at the joint H2036/HTC meeting tomorrow at 7.30pm in the library. Cllr Downe advised the Aims and Objectives have been finalised and we have started to receive public feedback. More consultation is planned, and feedback can now be received on line.
8. **Committee reports (no more than 3 minutes per report)**

**R&A** – Cllr Simpson advised there is not much to report due to staff changes and actions still outstanding.

**E&P** – Cllr Farrell reported that Coffee#1 application has gone through, but the seating has been refused. There is no news on the occupation of the old Kaleidoscope premises. Cllr Crane is trying to find out who

has bought Nat West. It has been bought by auction. The brickwork finish on the new buildings at the 3 Swans is not up to scratch. **Action:** Cllr Farrell will contact building control.

**H&T** – Cllr Hudson – **The report is attached.** Cllr Chicken has four contacts at Network Rail. A formal process to check with all the NR departments about their use of the land at the station is underway and this will take 5 weeks. A feasibility study for parking and improvements will then follow involving GWR and WBC. Whoever runs a new car park would be paying for costs for moving of fencing etc. A permanent site for a café could become available. It is still at the ideas stage and Cllr Chicken has made clear that HTC do not have a budget. West Berks Council (WBC), Great Western Railways (GWR) or Local Enterprise Partnership (LEP) would need to fund the project. An existing café is located on the north side of the platform and it is thought another on the south side is unlikely to impact on trade. HTC should consider any cafe location carefully and the style of the building. The new waiting shelter is now in place.

Cllr Benneyworth mentioned that the resurfacing at Kennedy Meadow has started.

**Action:** Cllr Chicken should be invited to attend any future LEP and GWR meetings.

**T&E** – Cllr Crane has met with the subcommittee of the Chamber of Commerce and previous Town Team members to talk about town initiatives. The Trade Showcase will take place on Wed 16<sup>th</sup> Oct at JOG School. 100,000 copies of the Great West Way (GWW) magazine should have gone out on Friday. Cllr Crane has met with WBC about the siting of the welcome signs and locations are agreed. The cost is high but GWW will be funding 50% and there is possibly some S106 money available.

**F&GP** – Cllr Knight advised a staff meeting took place and TOIL has been addressed within two new contracts.

**9. Finance – Cllr Winser**

**a) Propose authorisation of cheque run payments (circulated) for last month** – *Cllr Simpson*

*proposed authorisation of the cheque run of £40,795.44 including VAT, seconded by Cllr Crane, with one abstention, rest in favour.*

**b) Propose Year to date accounts – refer to circulated Income/Expenditure Report** – Some phasing issues and overspends were explained, notably due to an increase in staff hours, a second phone line, new installation of 3 PCs, library legal expenses and heaters being left on by users of the Croft Field. **Action:** Chase up the quotes for a timer to be fitted. An increase in burial income was noted. The Xmas Lights resulted in a net cost of £26k as money was raised by matched funding. *Cllr Simpson proposed the accounts, seconded by Cllr Benneyworth, all in favour.*

- 10. Annual Town Meeting** – The feedback received was very positive and the Mayor has included some of these quotes in her report. Next year we need to consider more seating and refreshments. Thanks, were expressed to Cllr Downe for pointing out the format needed to change. It was good to engage with local organisations and it was agreed next year we will have a similar format with exhibits from groups. It was a more relaxed atmosphere and easier for the public to ask questions and feedback. One of the highlights was the attendance of the Youth Council. **Action:** Invite Youth Council to an R&A meeting soon.
- 11. St Saviour’s cemetery – Consider request to mark war graves** – *Cllr Simpson proposed agreement of the erection of a plaque at the entrance to St Saviour, seconded by Cllr Crane, all in favour.* In order to display a map at the cemetery marking the war graves we will need a larger noticeboard. **Action:** Take this to next R&A to discuss.
- 12. Consider quotations for Employment Law services – See report** – Cllrs Knight, Winser and Simpson attended some free training with Peninsula. Ellis Whittam currently provide our H&S policy. Peninsula do provide Employment Law for other Town Councils. They also include legal advice on property which covers leases, access and rent review etc. This is a valuable service particularly considering their reduced solicitor rate and the limited advice available from the local authority. *Cllr Simpson proposed proceeding with the Employment Law Service offered by Peninsula at a cost of £132 a month, seconded by Cllr Chicken, one abstention, rest in favour.*
- 13. Any other Reports (3 minutes each) not to include any proposals** – Cllr Crane commended Cllr Hawkins for her plans to embark on a marathon!

Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

- 14. Update on correspondence received from Airwaves – Refer to report circulated – Cllr Simpson** *proposed we acknowledge receipt of their correspondence and advise we are waiting the outcome of the legal proceedings with the current landlord, also adding that we don't propose to use the Triangle Field for anything other than recreation and community use as per the terms of the lease, seconded by Cllr Alford, one abstention, rest in favour. Action: Clerk to draft a letter.*
- 15. Propose renewal of contract with Penny Post – Refer to terms circulated – Council** *felt the service is very good value for money. Cllr Knight proposed accepting the continued service of monthly newsletters by Penny Post at an annual cost of £3000, seconded by Cllr Simpson, all in favour.*

Meeting closed at 8.40pm

## REPORTS

### Mayor's Diary March 2019

4 <sup>th</sup>	March	F&GP & Full Council Meeting	2hrs
5 <sup>th</sup>	March	Health & Safety Walkaround St Laurence's	1.5hrs
8 <sup>th</sup>	March	Freedom of the Town Meeting	1hr
11 <sup>th</sup>	March	Environment & Planning Meeting	1hr
12 <sup>th</sup>	March	Armed Forces Day Meeting REME	1hr
12 <sup>th</sup>	March	Finance & General Purposes Meeting	2hr
13 <sup>th</sup>	March	WBC/GWR Meeting	1hr
14 <sup>th</sup>	March	District Parish Conference WBC	2hrs
19 <sup>th</sup>	March	Recreation & Amenities Meeting	2hrs
20 <sup>th</sup>	March	Town Council AGM	4hrs
25 <sup>th</sup>	March	WBC/HTC/Trustee Library Meeting	1hr
26 <sup>th</sup>	March	Solicitors Meeting with Office	1hr
26 <sup>th</sup>	March	Armed Forces Day Meeting	1hr
27 <sup>th</sup>	March	Staff Meeting	1hr
27 <sup>th</sup>	March	High Sheriffs Awards Evening	3hrs
28 <sup>th</sup>	March	Town & Manor Community Awards	2hrs
29 <sup>th</sup>	March	Thatcham Mayor end of term reception	3hrs

March Reading & Writing Reports, email responses,  
Supporting staff & office procedures. Public Support. Ect...

I thought I'd share some of the lovely feedback I received following the Town Meeting.

[What a great idea it was having the annual meeting in the way you set it up.](#)

[It was a huge success and what's more it gave other institutions in Hungerford the opportunity to fly their flag.](#)

[It's nice to feel we have a mayor who is so in touch with the people.](#)

[It was a great evening with lots of encouragement.](#)

[You did a fantastic job. The new format was excellent and engaged those attending.](#)

[Thanks so much for such a lovely evening. I know we all really enjoyed it and felt it was great to put faces to names. You have clearly done a fantastic job of bringing the community together and I am so grateful to you for including us](#)

[Just to say very well done for last night....best annual meeting I've attended.](#)

[It was so good to see the young people taking part.](#)

[Helen, congratulations think the new format was a big improvement.](#)

[Shorter, less divisive and more effective at bringing the Town together.](#)

# Highways & Transport Update Report to Full Council 1<sup>st</sup> April 2019

By Richard Hudson (acting chair as Rob Brookman is unwell)

But a few items:

1. Pigeons: Volunteer member of public is going to assist with misplacement of roost deterrents on Dodd's. She may also attend our next meeting;
2. Future Projects spreadsheet. Very useful and some discussion, but felt useful to discuss when the new council & councillors;
3. Christmas Lights. Rob Chicken still progressing quotes on new connectors to trees and to report next meeting;
4. Salt bins. Keith Knight is progressing a detailed review of these. To report next meeting.
5. Parking on Atherton Crescent. Discussed and request to be sent to WBC highways;
6. Smarten Up Hungerford. Discussed and all very enthused by the progress being made;
7. Rail Station. Car parking extension and adoption of station discussed. Rob Chicken & Keith Knight to meet with Network Rail this week. Also noted new waiting shelter which great improvement. (They may be able to report on this tonight)
8. LEP Update. Discussed the press announcement from WBC about improving the station. Long term, but great potential;
9. Discussed issues raised at the Town Meeting which include:
  - 30mph speed limit wanted on the Common;
  - Rail station;
  - Speeding on A4 by Cobbs;
  - Keep buses as only means of travel for some.

## Hungerford Town Council

### Public Report

Report to: Full Council 1<sup>st</sup> April 2019

### Agenda Item No :12

Consider quotations for Employment Law Services

### Background

We do not currently have any support in place. This was previously considered when we took out our H&S policy but not progressed mainly due to budget.

### Objective

To provide professional advice and support to Hungerford Town Council as an employer

### Options

- 1) **Propose appointing our existing Health & Safety Consultant Ellis Whittam to provide an Employment Law Service. Annual cost (for 3-year contract) £ 1642.58**
- 2) **Propose appointing Peninsula to provide an Employment Law Service. Annual Cost (for 3-year contract) £ 1584.00**  
Please note Peninsula include these **free** additional services as follows: -  
As members you would also have unlimited access to our unique webinar training sessions. These sessions can be tailored to your organisation and held on a one to one basis with any staff member at no additional cost. All training sessions with Peninsula are also CPD certificated.

Advice from the Commercial law team is available (included in monthly fee). In particular, the property section would be of use to the office. **This covers advice on Freehold/Leasehold, lease extensions, access rights, rent review, landlord/tenant disputes etc. and access to a solicitor if required at £68 an hour.**

**Financial and Legal implications**

No budget

**Reference to Council Strategy, where relevant**

Not on Action Plan

**Consultation:**

The Mayor, Deputy Mayor and Chair of F&GP attended a Peninsula seminar on Employment Law and wish to have this service put in place to help with, creation of a new employers' handbook, review of contracts etc.

**Recommendation(s)**

Option 2 subject to obtaining a budget

**Signed:** Town Clerk 27/3/2019