

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **Extra Full Council Meeting** held on Tuesday 9<sup>th</sup> June 2020 at 10.00am remotely through Zoom.

**Present:** Cllrs Simpson, Downe, Knight, Chicken, Fyfe, Hudson (left after item 3) and Hawkins (who left during item 3c). Cllrs Alford joined at 10.13am, and Cllr Crane entered for item 4.

Also: Representative from Newbury News, District Cllr James Cole from West Berks Council (WBC) (left after item 3)

In attendance: Claire Barnes (Town Clerk), Sarah Hennessey (Deputy Town Clerk) and Sarah Chatters (Admin Assistant).

The Clerk advised the meeting was being recorded.

1. **Note apologies for absence** – Cllrs Winsler, Gaines and Lewis
2. **Declarations of interest** – None.
3. **Health & Safety – Impact of Coronavirus**

**a. Consider feedback from members of the public on the draft ‘COVID 19 proposal’ circulated, to put safety measures in place for high street and footways**

Queuing was mentioned and it was suggested that the best way for this to happen would be for Boots customers to queue towards the bridge and the bakeries in the other direction. Co-op customers should queue towards the railway bridge as the butcher’s queue is long and the barber’s shop is by appointment only. HTC can assist businesses by measuring out for signage/markings.

It was questioned what would happen if public cannot abide by the 2m rule in the queues and could Boots prescription collection be by appointment. It was commented that the Boots queue is not so long now, and 6 people are allowed in the shop at any one time. Panic buying of prescriptions/supplies has subsided.

Some parking loss is crucial for safety. It was suggested that if parking charges were postponed some problems would disappear.

Most traders supported a 20mph speed limit through the town. Marlborough TC requested this for their high street, and it is now in place. The reasons why this was turned down by West Berks Council for Hungerford were that there are enough interactions to keep the speed low already, it will be ignored, and it is an A road. It may also be an issue to police due to limited resources. **ACTION:** Approach Marlborough TC to look at the case work that achieved their 20mph limit.

**b. Agree and propose which safety measures will be implemented**

Cllr Hudson suggested only a 3m section of parking is lost near Roxton’s on the west side of Bridge Street to enable people to pass safely, as it is important to retain parking for the traders. There are narrow areas where socially distancing is difficult and it would be dangerous to walk on the road e.g. by the Bear, and instead signage for both pedestrians and drivers will be put in place.

*Cllr Hudson proposed agreeing content from his summary email (items b, c and d) as follows: -*

- *The only parking to be suspended is the 3-4 spaces outside Coffee1 and the bus stop outside the kebab shop. Also, about half a space on Bridge Street.*
- *A series of signs and sprayed on 2m distancing on footways.*
- *Canal footbridge to have distancing signage rather than 2 lanes.*

*Seconded by Cllr Simpson, 6 in favour, 1 abstention.*

Cllr Hudson advised he is in touch with WBC and waiting for them to send an updated plan following a site meeting with them. It was suggested a maildrop/press release be issued to let everyone know the safety measures being put in place and that shopping can take place safely. **ACTION:** Draft a press release

**ACTION:** *Cllr Hudson proposed writing to WBC asking them to reconsider a 20mph speed limit temporarily during the Covid19 emergency along Bridge Street, High Street and Park St, seconded by Cllr Hawkins, 5 in favour, 2 abstentions.*

**ACTION:** *Cllr Hudson proposed writing to WBC asking them to consider a temporary free parking period as a goodwill gesture to help businesses reopening, to encourage people to the town, to help with safety and to help avoid unlawful parking elsewhere, seconded by Cllr Simpson, 6 in favour, 1 abstention.*

**c. Consider any other requests received from businesses to help them to trade whilst restrictions remain in place**

A request has been received to suspend the use of 6 parking spaces outside a business to enable trade. This is due to social distancing measures affecting ability to use indoor space. Concerns raised were loss of any disabled parking bays, showing favouritism to any one trader, and health and safety of both pedestrians and customers with traffic. Use of footway instead was considered but is not possible as it is too narrow. A compromise of 2 spaces was suggested as it was thought 6 would result in too great a loss of parking for visitors.

*Cllr Chicken proposed supporting the use, of two parking bays or the turning head near to the establishment, by the applicant for placing tables and chairs on for customers, providing health and safety conditions are met, subject to West Berks Council (WBC) approval, to the end of August 2020, and to encourage WBC to cover any signage that would be counterproductive, seconded by Cllr Hudson, all in favour.*

**ACTION:** *Inform applicant and WBC.*

**4. Consider options to appoint an IT consultant and propose decision – see report**

The Clerk explained there is an urgent need to appoint an IT consultant as no resource is in place for IT support at present. HTC's previous consultant has retired and worked on an ad hoc basis. There is a need to improve the current home working and back-up system. There is also a requirement to adhere to a website accessibility standard by September. Three companies have been approached for quotes and whilst two were similar in price it would be recommended to use the provider of our hosted exchange to keep all IT issues with one company. Whilst the prices obtained are reasonable they show a marked increase on previous costs because what is being proposed is a more robust professional arrangement to provide support on a monthly contract with improved management, security, virus protection, licences and storage. Cost centre 4036 has been identified for the budget.

It was acknowledged that HTC's IT use has expanded, and the level of protection should reflect this.

1. *Cllr Simpson proposed appointing IAP as our consultants at a cost of £2150 per year, (services below and as detailed in the report),*

- Unlimited telephone and remote desktop support for the 4 office laptops/pcs and "server" PC at £29 per month, per PC
- Enhanced Internet Security (using Avast products) and related support at £8.50 per month (for the 5 PCs)

- Enhanced “Business” Office 365 licenses which will facilitate better “Cloud” shared data for the office whether working locally or remotely at an additional £25.60 per month in total over the basic Office 365 currently used.

*seconded by Cllr Knight, all in favour.* Cllr Downe and the Clerk were thanked for their work.

Meeting closed at 11.15am