

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
57 Fairview Road  
Hungerford  
Berkshire  
RG17 0BP  
Tel: 07920 110380  
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
Berkshire RG17 0JG  
Tel: 01488 686195  
townclerk@hungerford-tc.gov.uk  
www.hungerford-tc.gov.uk

---

**MINUTES** of the **Full Council Meeting** held on Monday 5<sup>th</sup> July 2021 at 7.00pm in the Corn Exchange.

**Present:** Cllrs Simpson, Winsor, Chicken, Fyfe, Downe, Alford, Lewis, Shatford and Schlanker.  
**Also:** West Berkshire District Cllrs Claire Rowles, James Cole and Dennis Benneyworth (all left meeting at 8pm). Representative from Newbury News (left meeting at 8pm). Representative from Penny Post.  
**Member of public:** Constable Peter Joseph left meeting at 8pm.  
**In attendance:** Claire Barnes (Town Clerk), Sharon Prance (RFO)(remotely) and Sarah Hennessey (Deputy Town Clerk).

**Police Report.** No report had been received.

**FC202100114 Note apologies for absence** – Councillors Hudson, Mills, Yakar-Wells

**FC202100115 Declarations of interest** – Cllr Shatford (Member of PSA for JOG school and Hungerford Primary)

**FC202100116 Approval of Minutes of the meeting of the Annual Full Council of 4<sup>th</sup> May 2021**

**Proposed:** Cllr Knight

**Seconded:** Cllr Winsor

**Resolution:** To approve the minutes of 4<sup>th</sup> May 2021 as a true record.

**Outcome of actions:** Covid Marshalls are no longer attending Hungerford markets. Other actions complete.

**Approval of Minutes of the meeting of Extra Full Council on 6<sup>th</sup> May 2021**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Chicken

**Resolution:** To approve the minutes of 6<sup>th</sup> May 2021 as a true record. 3 abstentions.

**Outcome of actions:** It was not viable to install car chargers in any of the new lampposts.

**FC202100117 Receive Mayor's Report** – The report had been circulated (**see attached**).

**ACTION:** Check planned roadworks and traffic lights for town, following complaints.

**FC202100118 Receive District Councillor's Reports** – The report had been circulated (see below). District Cllrs were successful with the member's bid application for funds of £949 for improving the section of land by the welcome to Hungerford sign. They advised £500k of CIL money is available up to the end of August and HTC can bid directly. The possibility of a bid to fund EV car chargers was discussed. The loss of ordinary car parking spaces, particularly for permit holders needs to be weighed up against the need for dedicated spaces for EV users with no off-street parking. The Hub hope to power 3 or 4 EV chargers from solar panels once installed.

**ACTION:** Add EV Car chargers/parking to H&T agenda.

**ACTION:** Add to F&GP agenda to discuss bids for CIL money. Suggestions included refurbishing the public toilets, CCTV and Croft Field.

District Cllr Dennis Benneyworth entered.

WBC are seeking a couple more people to join the conservation team.

**ACTION:** HTC to encourage volunteers. Cllr Fyfe has already joined. Town & Manor will ask their trustees.

The principal engineer at WBC has advised that the roundabout at Salisbury Road has been built incorrectly and will need to be redone. Work will start this month and could take up to 7

weeks maximum. Many complaints have been received about the traffic lights. Cllr Downe requested Highways make a statement explaining the situation so to fully inform the public.

**ACTION:** Pursue WBC Highways for statement on roundabout.

District Cllr Rowles is the Safer Streets Champion. She is working with MPs, Police, and communities to raise awareness of verbal and physical abuse in public spaces. The role involves communicating, obtaining feedback and lobbying for money.

**ACTION:** Cllrs Simpson and Fyfe to become involved with DC Rowles' work.

- FC202100119 WBC's environment Strategy Delivery Plan – HTC's involvement** – Cllr Downe has attended several meetings. WBC's plan talks about making use of the greening campaign. Cllr Downe asked when and where are the Hungerford Station EV car chargers going to be installed, how will they be used and what will the charging structure be. He particularly supports the objective to stop people idling in their petrol or diesel cars.

**ACTION:** District Cllr Cole will seek the info requested on EV car chargers.

- FC202100120 Publication of Town Council's strategy** – The Mayor advised the booklets have been delivered to all residents.

**ACTION:** Ask Bewley to pass on booklets to new residents welcoming them to the town along with a covering letter from the mayor.

The Constable advised Town & Manor has historical brochures that they will make available to new commoners.

- FC202100121 Covid Community Champion Awards** – A date has been set for 24<sup>th</sup> July and the event will be held in Croft Field between 12 and 4pm. The Town Band will play and there will be a BBQ; meat to be supplied by Christian Alba. Naked Grape will supply the wine. Tesco are also donating. All the nominees have been contacted and all HTC members are welcome to attend.

- FC202100122 Health & Safety – Any complaints or concerns, including Impact of Coronavirus** – It is likely covid restrictions will be lifted by 19<sup>th</sup> July. **ACTION:** Ensure WBC remove signage in high street. Footway markings will wear off. On 30<sup>th</sup> June Hungerford was back in the white zone (3 or less cases) after a peak on 23<sup>rd</sup> June.

- FC202100123 Hungerford 2036 – Receive a report from the Project Team – See attached report.**

**ACTION:** Cllr Shatford has meetings with both Hungerford schools planned and will raise the topic of H2036 public consultations with parents.

**ACTION:** Cllr Downe to chase District Cllr Benneyworth for update on HUN18

**ACTION:** Advise District Cllr Rowles of names of any WBC officers we would like to invite to our meetings.

- FC202100124 Receive Committee reports (no more than 3 minutes per report) - F&GP and E&P reports** have been circulated. **See attached.** Other committees have not met. It was confirmed acknowledgement of the stage 2 complaint has been received by WBC and they will respond within 25 working days.

Standing orders were briefly suspended at 8pm for the Mayor to lead a clap for the NHS on the Town Hall Steps.

- FC202100125 Note payment run for May (previously agreed by delegated authority)** – This was noted.

- FC202100126 Propose authorisation of payment run (circulated along with copies of invoices) for June**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree cheque run for June totalling £38,546.53

- FC202100127 Propose year to date accounts** – refer to circulated Income/Expenditure Report.

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree accounts with negative variance of £1489.

- FC202100128 Agreement to increase deposit held at Close Bros Plc to say £125,000 (increase of £40,000)**

**Maturity 18<sup>th</sup> July 2021 (following receipt of CIL funds)** – Refer to report attached.

**ACTION:** Add investments to F&GP agenda.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser

**Resolution:** Defer to F&GP and leave funds where they are until an alternative institution to invest with is found.

- FC202100129 Consider CCTV additional coverage – Refer to report attached**

**ACTION:** Add CCTV to H&T agenda to consider in more detail.

- FC202100130 Propose costs for exhumation permission** – Refer to draft schedule. See attached.  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Knight  
**Resolution:** Agree admin fee of £200 for an exhumation
- FC202100131 Update on Christmas tender** – The Clerk advised final amendments are being made to the tender document which will be agreed at H&T.  
**ACTION:** An invitation to tender will be sent out by the end of the month.
- FC202100132 Delegated authority in the event of an emergency**  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Chicken  
**Resolution:** Agree no changes to the paragraph 4.5 of HTC’s Financial Regulations regarding cases of extreme risk to council services.
- FC202100133 Any other Reports (3 minutes each) not to include any proposals** – Cllr Winser accompanied 3 judges around Hungerford to view the 35 entries to Hungerford in Bloom. She advised the judges were impressed by the standard of entries. Thanks were expressed to both Cllr Winser and Sarah Chatters for their excellent running of the event.

## PART 2

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.

**FC202100134 Triangle Field Management Agreement – Receive update**

**ACTION:** Chase HTC’s solicitors

**FC202100135 Leisure Strategy update –**

**ACTION:** Clerk to set up a meeting about all-weather pitches.

**ACTION:** Mayor to meet with members of public following requests for a pump track.

**FC202100136 Heritage Strategy update** – Next meeting is on Friday 9<sup>th</sup> July.

Meeting closed 8.50pm

### Mayors Report Full Council 5th July 2021

#### Strategy Document

Hopefully, you will all of seen the finished 12page document which was circulated in this week’s edition of the Adviser. I’ve been out and about all weekend and received some really positive feedback. I hope residents will find it both interesting and friendly and gain some useful facts about HTC’s plans/aspirations and responsibilities. Please let me know if you receive any feedback on the document from residents.

#### H2036

I attended both consultation sessions held in the town hall last Wednesday and Sunday morning. The turnout was steady and consistent. I’m sure more will follow in due course.

#### EV Event

Congratulations to HEAT who achieved a very successful Electric Vehicle show in the Croft on Saturday. The weather was kind, and the turn out was fantastic. It was great to have so many vehicle options in one place. I believe HEAT had over 500 visitors on the day. I really enjoyed experimenting with the electric bikes. The day had a real buzz about it, questions and feedback from the public were useful and will help us shape the future of electric vehicles/charging points in Hungerford.

#### Food and Artisan market

I'm not sure who booked the weather but thank you. Another fantastic event in the town this weekend. Hungerford has certainly been a hive of activity this weekend. Congratulations on a very successful market.

### **Summer Festival**

Hungerford's Summer Festival is now in full swing. I attended the art gallery in Chilton Foliat on Friday. We have some incredible talent exhibiting locally, I urge you to visit and get involved in the upcoming events. The team have worked incredibly hard and I wish them every success with the festival.

### **Members bid**

Hungerford has been successful in obtaining a member's bid for the regeneration of the corner of land near the 'Smarten up' team's planter. (Co-Op round-a-bout). The funds will be matched by HTC to develop the entrance to the town and improve the planting in the area. Thank you to our Ward members for championing this request for the town.

### **Mayor Making Newbury**

I attended the Mayor Making ceremony in Newbury with Cllr Knight. The event was lower key due to Covid restrictions. Cllr Billy Drummond took office from the out-going Mayor Cllr Elizabeth O'Keeffe. HTC wish Cllr Drummond a fantastic Mayoral year, Congratulations!

## **Hungerford Town Council**

**Public Report to:** Full Council meeting July 2021.

**Agenda Item No** FC202100123

### **Current Activities**

Two public consultations on the 4 potential sites for new homes have taken place in the last week in the Corn Exchange. We estimate that 100 people attended during the consultations and engaged positively in seeking clarifications on the Neighbourhood Plan and the sites being considered. A few completed consultation comments forms were submitted but most people said that they would record their input on the Hungerford2036.info website.

The H2036 website includes all of the materials exhibited at the public sessions and has an interactive consultation response facility for each of the sites.

We anticipate leaving the consultation open through July and August and will be looking for further physical consultation opportunities around the town after 19/7/2021 when C-19 restrictions are expected to be changed. The H2036 Team would welcome suggestions for groups and locations which would be suitable and worthwhile for further sessions.

An additional site (HUN18 on Marsh Lane) was put forward late in the site assessment process. Our consultant has reviewed it and it is currently being assessed by West Berkshire Council as part of an update of their HELAA. They plan to publish the updated HELAA once complete. We understand that the WBC Planning Policy team have long-outstanding requests for input from WBC Highways on additional sites which has caused some delay.

The H2036 Team would ask that all councilors use whatever local contacts they have to encourage as many residents as possible to review the potential housing sites and provide any comments and insights through the website.

**Signed:** John Downe, Joint Chair H2036, 5/7/2021

**Report on a Virtual Meeting of the Working Party of the Environment and Planning Committee  
that met on Wednesday 2 June 2021**

**EP2021035**      **Apologies for absence** – Cllr Lewis, District Councillor Rowles.

**EP2021036**      **Declarations of interest** – None.

**EP2021037**      **Update on actions from the Meeting held on the 6<sup>th</sup> May 2021.** This item to be discussed later in a Part 2 Meeting.

**EP2021038**      **Mobile pizza trailer – Dapao Takeaway** – Discuss possible location for siting of trailer. Cllr Winser recommended the following proposal be submitted to the delegated authority for their decision:  
To support the location of the car park at the skate park for the siting of the trailer, subject to checking of our lease and with the landowners, Town and Manor of Hungerford (**ACTION:** Office).  
Seconded by Cllr Chicken, all in favour.

**EP2021022**      **Planning Applications:**

**a) 21/00999/HOUSE**

20 Fairview Road, Hungerford – Mr and Mrs S Rowlands

Demolish existing single storey extensions, new single storey side and rear extension.

Cllr Simpson recommended the following proposal be submitted to the delegated authority for their decision:

No Objections subject to: For Health and Safety reasons and due to the close proximity of the primary school, no construction deliveries to take place before 9.30am and between the hours of 2.45-3.45pm due to the school run.

Seconded by Cllr Hudson, all in favour.

**b) 21/00902/HOUSE**

25 Prospect Road, Hungerford – Karl and Jennifer Patterson

Single storey side and rear extension. Modernise windows and doors.

Cllr Winser recommended the following proposal be submitted to the delegated authority for their decision:

No Objections subject to: Render only to be applied to the extension, not the existing brickwork which is to remain unaltered. For Health and Safety reasons, no construction deliveries between the hours of 8-9am and 3-4pm due to the school run, and to maintain the cleanliness of the road throughout the build.

Seconded by Cllr Simpson, all in favour.

**c) 21/01025/FUL**

Land South of Kennet and Avon Canal and North of Tesco, Everland Road, Hungerford – Sir John Edward Astley Troup

Four new dwellings and associated works.

Cllr Simpson recommended the following proposal be submitted to the delegated authority for their decision:

Object for the reasons of: Lack of a consultation response from WBC Highways, in particular regarding the status of the adopted road, access for waste collection vehicles, access for emergency vehicles, the potential for vehicles to access the site via Tesco's car park  
Concern over the appearance of new buildings in the conservation area  
Concern over the removal of the existing trees, in particular the horse chestnut tree to enable the new access road into the site.

Seconded by Cllr Hudson, one objection, rest in favour.

**ACTION:** Office to send request to District Councillors for this to be called in to WAP committee.

**AFTERNOTE. THIS APPLICATION HAS SINCE BEEN INVALIDATED**

**d) 21/01156/HOUSE**

Standen Hussey, Hungerford Bridleway 50, Standen, Hungerford – Mr and Mrs Lee  
Extension to existing detached garage.

Cllr Chicken recommended the following proposal be submitted to the delegated authority for their decision:

No Objections.

Seconded by Cllr Knight, all in favour.

**e) 21/01281/HOUSE**

Beacon Farm, Salisbury Road, Hungerford – Mr and Mrs H Ross

Single storey extension and external alterations to existing outbuilding.

Cllr Simpson recommended the following proposal be submitted to the delegated authority for their decision:

No Objections subject to: The condition that the proposal does not constitute independent living accommodation or a separate dwelling.

Seconded by Cllr Winsor, all in favour.

**EP2021028 Case Officers Reports** – These were read out and noted.

**EP2021037 Part 2. Update on actions from the Meeting held on the 6<sup>th</sup> May 2021.**

Cllr Fyfe recommended the following proposal be submitted to the delegated authority for their decision:

To respond to email from WBC Head of Development and Planning of the 24<sup>th</sup> May 2021 regarding the decision on planning application 21/00034/FUL, requesting a review under Stage 2 of WBC's complaints process.

Seconded by Cllr Simpson, all in favour.

**ACTION:** Cllr Fyfe to draft a letter, office to send to WBC.

**AFTERNOTE. DONE AND RECEIPT CONFIRMED.**

**ACTION:** Office to email WBC requesting a copy of the written undertaking from the applicant as detailed in item 8 of the decision notice relating to the repair of the surface of the Public Right of Way.

**AFTERNOTE. DONE. COPY NOT YET RECEIVED.**

**Meeting closed at 8.50pm.**

**The Working Party recommendations were submitted to the delegated authority who agreed with the recommendations and authorised them to be submitted by the HTC Clerks to WBC.**

**Alistair Fyfe**

**FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 5<sup>th</sup> JULY 2021**

**MONTH 3: JUNE 2021 INCOME & EXPENDITURE REPORT**

**101 FINANCE:**

£153,345 Annual Precept (50%) has been received to date.

**102 ADMINISTRATION:**

Net Income over Expenditure £18,040 above Budget. £10,241 Income received mainly WBC Grants, Expenditure £7,799 underspent due to phasing of expenditure.

**103 GRANTS & DONATIONS:**

Net Expenditure overbudget by £16,871. Majority of HTC Grants awarded in first quarter, leaving Year to Date figure of £2,706 remaining to be allocated.

**104 POOL HOUSE:**

Net Income is on Budget.

**105 CONTINGENCY:**

No Expenditure this month.

**106 TOURISM SUPPORT BUDGET:**

No Expenditure this month.

**109 HUNGERFORD 2036 PROJECT:**

Net Expenditure £140 overbudget. H2036 Exhibition costs included in June.

**201 RECREATION & AMENITIES:**

Net Income over Expenditure £248 below Budget.

**202 WAR MEMORIAL GROUND:**

Net Income over Expenditure £55 above Budget.

**203 ST SAVIOURS:**

Net Income over Expenditure £2,013 above Budget. Burial Fee Income £650 above budget. Wall repair and Head Stone work agreed at R&A were unbudgeted.

**204 CROFT FIELD:**

Net Income over Expenditure £144 above Budget. Income down by £247, 50%.

**205 LIBRARY MAINTENANCE COSTS:**

No Expenditure this month.

**206 TRIANGLE FIELD:**

Net Income over Expenditure £123 above Budget. The £320 HRFC rent has been received but not recorded for June.

**301 CHRISTMAS LIGHTS:**

No Income or Expenditure this month.

### **302 HIGHWAYS:**

Net Income over Expenditure £1,329 over Budget. Expenditure included 5 Recycling Bins at £1,909.

### **303 CCTV:**

No Expenditure this month.

### **304 TOURISM & ECONOMY:**

£132 expenditure this month for the Tourism South East Annual Membership.

Monthly Income up by £10,182 and Expenditure up by £11,671 giving a Net Income over Expenditure negative variance of £1,489.

Claire Winser

Chair of F&GP, 4<sup>th</sup> July 2021

FC202100123 CCTV

## **Hungerford Town Council**

**Report to:** 5<sup>th</sup> July Full Council

**Agenda Item No FC202100123** Consider CCTV additional coverage – Refer to report

**Background** Some gaps in coverage have been identified in the middle of the high street and outside the library and public toilets. Our current system allows up to 16 channels and we have used 13 of these. A Panovu camera (360 degree) requires 4 channels.

**Objective** Consider quotations provided by our current CCTV provider Smart. These cameras would link up to our existing system and images would be available in the office.

**Reference to Action Plan** Aim - Improve safety and help reduce crime by increasing conviction rates. Install extra cameras at entrance/exit points to town (high priority)

### **Options (including quotations)**

- a) The current cameras in Church St face up and down the street as requested by the Police. The public toilets and the entrance to the library are not captured. We have had quite a few instances of vandalism of the toilets in past years and again recently.  
**Install 2 fixed turret cameras. One opposite the library and one on the exterior wall of the library. Cost £1518.46**
- b) Rectify gaps in coverage along high street by installing a 360-degree camera opposite the junction to Park Street on Lamppost 13. **(See visual)**. Wireless link to be installed on lamppost outside Costa and other wireless links to be moved there from lamppost outside Martin and the Magpie to avoid tree and provided unhindered wireless link. Upgrade to CCTV system would be needed to provide more channels.  
**Cost for installation of Panovu 360-degree camera £3511.59**
- c) Cost to upgrade system, includes 8TB hard drive to allow extended recording, **to 32 channels £1268.61 (minimum required if option b is agreed)**  
**or to 64 channels £1658.61 to future proof**



**Available budget (£s) including cost centre** £1888 in Ear Marked Reserves, CIL money or Contingency budget available

**Health & Safety and Legal implications** Privacy impact Assessment in place and process for applying to view cctv available on website.



**Recommendation(s)** The best option, based on the above information

**Signed:** Town Clerk 28<sup>th</sup> June 2021

SCHEDULE to the Regulations relating to St Saviour's Cemetery, Hungerford

### **EXHUMATION FEES AND CHARGES (from April 2021)**

Guidance from the Diocese of Oxford advises that "It is a criminal offence to disturb human remains without lawful authority. No clergyman or other officer of the parish church (or local authority in relation to those parts of municipal cemeteries which are consecrated) may permit exhumation and re-interment without a Faculty first being obtained. This is a formal order made by the Chancellor of the Diocese (a judge or senior barrister) through the Bishop's Consistory Court." Each case will be considered on its own facts.

In the first instance, all requests / applications for exhumation of burials / ashes need to be referred to the Diocese of Oxford by contacting:

Helen Lambourne, Oxford Diocesan Registry Clerk  
01865 297208 [hlambourne@wslaw.co.uk](mailto:hlambourne@wslaw.co.uk).

There will be a fee payable to the Diocese – contact them directly for costings.

If the Diocese permits the exhumation / re-interment, there will be a fee payable to the Gravedigger – contact Gravedigger directly for costings.

HTC will charge an administration fee of £200.00.

If the remains are to be re-interred at St Saviour's Cemetery, the applicant will require a letter from HTC (as the burial authority) setting out HTC's consent.

For the re-interment, the following fees will apply.

### **FEES AND CHARGES**

#### **Purchase of Rights**

Exclusive right of burial for the period of 99 years in an ordinary grave .....£216.00

Purchase of plot 18" x 18" for the interment of cremated remains .....£108.00

#### **Interments**

Re-interment administration fee .....£25.00

Transfer of Burial Right .....£44.00

**Memorials**

To erect any headstone .....	£108.00
To erect a vase .....	£38.00
Placing of stone slab in Garden of Remembrance .....	£55.00
Second inscription on any memorial .....	£44.00

**Residential status**

The above rates apply to residents who lived in the parish prior to their death. This includes residents who have moved to nursing/residential homes outside the parish for not more than five years (or at the Council's discretion) prior to their death. Over five years, the fees will be doubled. For past residents who have lived in the parish at any time prior to death the fees are doubled. For non-residents of the parish the fees are trebled.