

# ***HURLEY PARISH COUNCIL***

## **MINUTES OF THE ANNUAL MEETING of HURLEY PARISH COUNCIL HELD AT 7.45 PM ON THURSDAY 13<sup>TH</sup> MAY 2010 AT HURLEY VILLAGE HALL, HIGH STREET, HURLEY**

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**PRESENT:**

- Cllr S Harrington (Chairman)
- Cllr H Sparrow
- Cllr J Addiscott
- Cllr Mrs S Baker
- Cllr D Burfitt
- Cllr D Jarvis
- Cllr Mrs K McLaren
- Cllr C Westacott
- Mrs Maria Lucas – Head of Legal, RBWM
- Mr L Kunzig – Trustee of Shottesbrooke and White Waltham Charities
- 2 members of the public
- The Clerk – Mrs C Woodley

Cllr S Harrington introduced Maria Lucas, Head of the Legal Department at the Royal Borough who gave a short presentation on Parish Code of Conduct and the Standards Board, followed by questions from Councillors. Mrs Lucas was then thanked for her attendance and she left the meeting at 8.15pm.

### **060/10. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr T Pratt and G Hill.

### **061/10. ELECTION OF CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr J Addiscott nominated Cllr S Harrington to continue as Chairman for the forthcoming year, seconded by Cllr Mrs S Baker. No further nominations. **AGREED UNANIMOUSLY.** Cllr Harrington agreed to take the Chair.

### **062/10. ELECTION OF VICE-CHAIRMAN and DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr J Addiscott nominated Cllr D Burfitt for the role of Vice-Chairman, seconded by Cllr S Harrington. **AGREED UNANIMOUSLY.** Cllr Burfitt agreed to take the role of Vice Chairman..

### **063/10. CONFIRMATION OF APPOINTMENTS OF PARISH REPRESENTATIVES ON OTHER BODIES:**

Cllr Harrington called for verbal reports from representatives on each of the outside bodies on a regular basis. Cllr Mrs McLaren suggested that reports be written in order to help keep meetings shorter. It was therefore **AGREED** that a written report is given by each representative at every other Parish meeting. Cllr J Addiscott enquired whether Parish Councillors were represented on the Schools' Governing Bodies and was informed that this was no longer the case.

Cllr Jarvis proposed that the Parish Council discontinues its membership of LAANC since this is no longer a local issue, seconded by Cllr Addiscott. AGREED.

Cllr Burfitt proposed that there be a Flood Group representative for liaison with the Thames Flood Forum and volunteered to be the representative. AGREED.

Cllr Sparrow reminded members that the Thames Valley Police’s Neighbourhood Action Group required Parish representatives. Both Cllr Mrs Baker and the Clerk had indicated that they were prepared to be Parish Council representatives. AGREED.

It was acknowledged that Hurley Riverside Project no longer existed.

Other representatives were confirmed as follows:

Berkshire Association of Local Councils	Cllr Mrs S Baker
District Association of Local Councils	Cllrs Mrs S Baker and D Burfitt
Grundon Liaison	Cllrs Mrs S Baker and T Pratt
Local Access Forum	Cllr C Westacott
Planning Stakeholders RBWM	Cllr Mrs S Baker
White Waltham Airfield Consultative Committee	Cllrs C Westacott and S Harrington

**064/10. DECLARATIONS OF INTEREST**

No declarations.

**065/10.PLANNING**

Ref: App. No. 10/00740 – Goulders Cottage, Warren Row Road

Mrs Lowe and her son were in attendance and confirmed that the roof light windows were deliberately placed to gain sunlight into the roof space. A neighbour had voiced concern that they could look down into these windows from their property. It was suggested that the windows are made with obscured glass which the Applicant could see no problem with. Mr and Mrs Lowe then left the meeting.

Re. App. No. 10/00900 – The Tilehouse, Warren Row

Cllr Jarvis voiced concern that there was not proper information to consider this application which seeks to extend the time limit for implementation. After discussion it was proposed by Cllr Jarvis and seconded by Cllr Burfitt to support this application provided it is identical to the previous application 07/00718 “to extend the time limit for implementation”. AGREED with two abstentions.

**APPLICATIONS CONSIDERED AND DISCUSSED:**

Location	Planning No.	Applicant	Proposal	PC’s Comments
<b>KNOWL HILL FARM,</b> Knowl Hill Common, Knowl Hill – (bungalow at)	10/00737	Mr S Miller	New highway access	<b>NO OBJECTION</b> Proposed by Cllr Sparrow, seconded by Cllr Burfitt. AGREED.
<b>GOULDERS COTTAGE,</b> Warren Row Road, Cockpole Green	10/00740	Mr J Lowe	Single storey rear extension with link to new granny annex, following demolition of existing outbuilding	<b>IN SUPPORT</b> with the proviso that a caviat is placed to require that obscured glass is fitted in the new roof lights. Proposed by Cllr Addiscott, seconded by Cllr Sparrow. AGREED unanimously.
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<b>HURLEY MANOR</b> , High Street, Hurley	10/00742 (work to trees in Conservation Area)	Mr J Iles	Consent to crown thin one lime tree by 20-30%	<b>DEFER TO TREE OFFICER</b>
<b>18 HONEY LANE</b> , Hurley	10/00746 Cert. Of Lawfulness	Mr S Cook	To determine whether a proposed rear conservatory is lawful	INFORMATION ONLY - <b>NOTED</b>
<b>BROAD OAK</b> , Burchetts Green Lane, Burchetts Green	10/00790	Mr and Mrs A Watson	Swimming pool and associated pool house	<b>NO OBJECTION</b> Proposed by Cllr Burfitt, seconded by Cllr Mrs Baker. <b>AGREED</b> unanimously
<b>THE BUNKER</b> , Warren Row Road, Warren Row	10/00826 (work to tree covered by TPO)	Milton Stanford Wines MJF Business Services	Consent to remove 1 goat willow	<b>IN SUPPORT</b> Proposed by Cllr Harrington, seconded by Cllr Mrs Baker. <b>AGREED</b> unanimously. Cllr Jarvis queried whether permission was needed for new gates – height dependant.
<b>2 FIR TREE COTTAGES</b> , Burchetts Green Road, Burchetts Green	10/00842 (work to trees in Conservation Area)	Mr R Williams and MS J Hayward-Wittwer	To remove one Ailanthus	Cllr Addiscott proposed support to fell, seconded by Cllr Harrington. <b>AGREED</b> unanimously to <b>DEFER TO TREE OFFICER</b>
<b>THE TILEHOUSE</b> , Warren Row Road, Warren Row	10/00900	Mr M Pitts	Two storey side extension – renewal of planning permission 07/00718	<b>IN SUPPORT</b> provided this application is identical to the previous application 07/00718 “to extend the time limit for implementation”
<b>HURLEY LOCK KEEPERS COTTAGE</b> , Mill Lane, Hurley	10/00941	Environment Agency	Work to Cherry Tree, to fell 1 Ash tree and 1 Yew tree	Cllr Burfitt proposed acceptance of this application, seconded by Cllr Harrington. <b>AGREED</b> unanimously to <b>DEFER TO TREE OFFICER</b>

The following Applications have been determined since the last meeting:

Location	Planning No.	Proposal	Parish Meeting	PC's Comments	Decision
<b>CHURCH HOUSE</b> , High Street, Hurley	<b>09/2007</b>	To fell one Chestnut tree in Conservation Area	29.10.09	Defer to Tree Officer	07.04.10 <b>OBJECTION</b> not in the interests of amenity or good Arboricultural practice

<b>RED STOCKS, Coronation Road, Littlewick Green</b>	09/00128	Single storey front and side exts. Amendment to approved planning Application	11.03.10	<b>OBJECTION</b> - on the grounds that Councillors felt there was no good reason why the previous application 09/00128 should not have been built to the original approved plans	<b>14.04.10 GRANTED</b>
<b>THE STUDIO, SHEPHERDS LANE, Hurley.</b>	10/00345	Work to fell 6 ash trees, 2 sycamores and 2 Laburnums	11.03.10	<b>NO OBJECTION</b>	<b>20.04.10 NO OBJECTION</b>
<b>LITTLE NETHERBY, New Road, Hurley</b>	10/00356	Work to fell 2 ash trees, 1 birch and 1 walnut reduce etc.and sever ivy on 1 apple tree	11.03.10	<b>NO OBJECT-ION</b> but a request to RBWM for reasons to fell what appears to be a healthy walnut tree.	<b>20.04.10 NO OBJECTION</b>
<b>HURLEY LODGE, MILL LANE, Hurley.</b>	10/00373	Work to crown reduce 5 apple trees and reduce 2 yews by 30%	11.03.10	<b>NO OBJECT-ION.</b>	<b>20.04.10 NO OBJECTION</b>
<b>BROAD REACH, Warren Row Road, Warren Row</b>	10/00379	Car port on front elevation	15.04.10	<b>IN SUPPORT</b>	<b>21.04.10 GRANTED</b>
<b>BAG END, HIGH STREET, Hurley.</b>	10/00452	Work to reduce 1 yew tree to create a topiaried shape	11.03.10	<b>NO OBJECT-ION</b>	<b>23.04.10 NO OBJECTION</b>
<b>ROSEMARY COTTAGE, Bottle Lane, Littlewick Green</b>	10/00474	Construction of a garage /store attached to existing house	15.04.10	<b>ACCEPTED BY PC</b> with the proviso that the Applicants sign S.106agreement	<b>30.04.10 GRANTED</b>
<b>ST MARYS HOUSE, High Street, Hurley</b>	09/00589	Garage conversion into studio/playroom together with roof alterations and chimney	15.04.10	<b>IN SUPPORT</b>	<b>30.04.10 GRANTED</b>

Cllr Mrs McLaren left the meeting at 9pm.

New Licensing Application 007001 - Ye Olde Bell, High Street Hurley

After discussion, Cllr Harrington proposed objection, seconded by Cllr Addiscott, on the grounds that that an outside bar area would be very un-neighbourly and cause a nuisance by way of both noise and light pollution within the vicinity of the public house. 5 voted in favour of this proposal, with 2 abstentions. AGREED. The Clerk to e mail Mr A Barwise of Licensing RBWM after the meeting to inform him of the Parish Council's objections. The Clerk was also asked to draft a letter to the Borough querying whether the erection of a marquee on site full time, required planning permission. Cllr Harrington reminded members that planning site visits will be carried out on Tuesday evenings prior to Parish meetings, throughout the summer months.

**066/10. MINUTES OF THE PREVIOUS MEETING**

Cllr Jarvis proposed acceptance of the minutes of the Meeting of the Parish Council held on 15<sup>th</sup> April 2010, seconded by Cllr Mrs Baker. 4 votes in favour with 4 abstentions by those not in attendance. It was AGREED that the Minutes could be signed as a true record.

**067/10. DISCUSSION OF PLANS TO PRESENT CLLR GEOFF HILL WITH FREEMAN OF THE PARISH OF HURLEY** (brought forward by agreement)

Cllr J Addiscott sought approval for funding to pay for the production of a citation and framing for Cllr Hill's Freeman of Hurley status. After discussion, Cllr Harrington proposed a sum of up to £250 for this, together with a further sum of £250 to pay for refreshments etc. at the presentation to Cllr Hill, total costs up to £500 to be approved, seconded by Cllr Addiscott. AGREED unanimously.

Cllr Addiscott left the meeting at 9.50pm. It was later proposed that the presentation takes place at around 5pm on Monday 14<sup>th</sup> June, prior to the Parish Conference.

**068/10. CLERK'S REPORT**

Choseley Road Play Area

Wicksteeds completed final work to the Choseley Road Play Area on 4<sup>th</sup> May 2010.

A Post Installation Play Area Inspection has been carried out and Callum Brown RBWM has forwarded the report to the Parish Council. This report does not identify any medium or high risk matters. The Parish Council has yet to issue a Certificate of Practical Completion and RBWM will not release funding to the Contractor until this is done. (An additional £400 is to be charged to the Parish Council for re-positioning of the gate and posts). Once the Certificate is issued, Hurley Parish Council assumes responsibility for the play area. Cllr Harrington proposed that this Certificate is now issued, seconded by Cllr Mrs Baker. ALL IN FAVOUR.

Other issues:

- 1) Japanese Knotweed - Cllr Harrington impressed upon members the seriousness of the spread of this plant which is beginning to encroach over the footpath towards the play area land. It was agreed that the Clerk contacts the Borough and the adjoining landowner and also get Braywick Nurseries to advise on how to deal with it.
- 2) Cllr Jarvis pointed out that the litter bin on site was overflowing. The Clerk will contact RBWM to ensure regular emptying.
- 3) The Clerk was asked to contact Braywick Nurseries for a quote to regularly maintain the new play area site.
- 4) The Clerk to contact the Electricity Board about the wobbly fence surrounding the adjacent sub-station.
- 5) Opening Ceremony – to be an agenda item for the next Parish meeting.

#### Purchase of new Parish printer/photocopier

The new Brother Printer/copier has been delivered and installed and is satisfactory.

Hurley Play Area The Duck Rocker was vandalised (head pulled off of duck). The Clerk arranged for Mr P Holford to inspect it and he reported that it could be repaired at a cost of £70-75. In order to make it safe, Councillors agreed by e mail to go ahead with this. The repair should be complete by the end of this week.

#### Hurley Bus Service

The Clerk obtained more details of usage numbers of the concessionary bus from December 2009 until the present time, as at Appendix B. Noted.

#### Purchase of Telephone Kiosks at Hurley Post Office and in Burchetts Green Lane

BT has returned their part of the contract duly signed, confirming the purchase of these two kiosks. They are now arranging for the de-commissioning of both boxes and removal of all equipment and will then forward a completion notice and a "K6" information pack. Future use of these kiosks to be an agenda item for the next meeting

#### Parish Conference on Monday 14<sup>th</sup> June 2010 at Windsor Guildhall

Agenda items requested.

#### RBWM Parish Paths Initiative

After the last Parish Council meeting, Cllr Mrs Hunt got in touch with Mrs S Wootten , Footpaths Officer RBWM who confirmed the outstanding maintenance issues for Hurley Parish. 14 of the 28 issues are to do with either signposts or waymarks. These can either be done as a 'job lot' under the PPI, or we could wait for them to be included on the routine signage works that are carried out by RBWM every couple of months. Four issues on FP5 and FP17 are already being dealt with by RBWM.

RBWM has asked the Parish which of the projects can be included under the scheme for this year. It was AGREED to include the following :

Hurley FP 45: at the A4 junction, just west of the Burchetts Green mini roundabout - replace concrete beams across road entrance with fencing and gate

Hurley FP 1: somewhere on the stretch east of Hurley Lock - exposed tree roots creating possible trip hazard and impediment to wheelchairs etc

Hurley FP 44: at the junction of FPs 43 and 44, close to the western end of Lutmans Haven (off of the Warren Row Road) - kissing gate requires attention.

Hurley FP 13: at the kissing gate at the very western end junction with FP 3 - geo-membrane starting to show through surface

Knowl Hill FP41: into FP37 Star Lane – broken gate.

#### Parking in Hurley Village

Cllr D Burfitt has received an updated plan from Neil Walters RBWM which he tabled and gave a short report. He confirmed that there were to be no parking bays in Shepherds Close that were not already parking spaces. It was agreed to see how it would work, prior to the public consultation.

#### Appeal – Warreners Stable Block 07/03190

The appeal relating to the demolition order had been won and therefore the Parish Council accepts that the agreement to have a gate has been lost. The Clerk has continued to press for a concealed drive sign to be installed at the entrance to the Warreners,

#### Car park at Bainhurst Cottages, Littlewick Green

Still no response to the Clerk's request to RBWM for a date to re-surface this area.

#### War Memorial – Knowl Hill

Mr Aze now planning to visit the Memorial next Monday when he carries out work in the churchyard. He will assess the reported cracks and the Clerk will ring him next week for a report.

### Installation of Grit Bins

Despite the suggestion to install grit bins, RBWM has now removed the grit bags.

### The Chiltern Society – route of The Chiltern Way

Mr Richard Booth from the Chiltern Society has agreed to attend the next meeting of the Parish Council on 10<sup>th</sup> June, in order to explain the Society's proposals.

### Water Leak on the A4130 Henley Road

Cllr Mrs Hunt received a report from South East Water who are now confident that they have cured the leak. The last job identified a relatively small leak which had taken exhaustive efforts to find on a section of main 1,600 metres long in total. South East Water has carried out 11 separate excavations and installed numerous leak noise correlation points and sluice valves to track down its eventual source. Those investigations have cost South East Water in excess of £30,000. As a result of their investigations, RBWM will also be undertaking further cleaning works to some of the outfall pipes to ensure maximum drainage capacity is obtained.

### Karaoke at The Rising Sun, Hurley

Cllr Mrs Hunt has followed up the recent complaint about ongoing noise nuisance at the public house by requesting returned diary sheets to help both Licensing and Environmental Protection to work together in ensuring no further breaches occur.

## **069/10. BOROUGH COUNCILLOR'S REPORT**

As at Appendix C.

## **070/10. FINANCE**

### Consideration on an increase in Insurance Premium – Choseley Road Play Area

The Parish Council's Insurers have given a premium quotation to include the new equipment in the Choseley Road Play Area which increases the annual premium due for renewal on 1<sup>st</sup> June 2010 (quotation before new play area included - £1866.71) to either £2479.65 to cover for equipment and installation to the value of £42K or £2241.80 to cover the new equipment to the value of £25,702 only. Cllr Sparrow proposed that the Parish Council accepts the lower quote of **£2241.80**, seconded by Cllr Jarvis. AGREED unanimously.

It was also confirmed that the Insurance policy covers for public liability and the Clerk was asked to obtain copies of insurance policies from regular contractors such as Braywick Nurseries.

### Consideration of Payment of the Clerk's annual subscription to the Society of Local Council Clerks

Cllr Jarvis proposed and Cllr Harrington seconded payment of the annual subscription for the Clerk's membership of the SLCC at a cost of £128.00. AGREED.

### Clerk's Changeover

Cllr Harrington proposed that Lloyds Bank is instructed to alter their contact details to Mrs Woodley's address in order that she may receive bank statements and correspondence, seconded by Cllr Jarvis. AGREED.

### To authorise Payments & Transfers as listed in the Financial Report

The Finance Report as at Appendix A was reviewed and Cllr Harrington proposed payment of all items of expenditure listed, seconded by Cllr D Jarvis. AGREED unanimously. Cheques were duly signed.

## **071/10. CORRESPONDENCE AND COUNCILLORS' FORUM**

Letter from Mr P Mason-Apps on open space – new ruling.

RBWM – Milestones Statement Annual Review 2010/2011.

Parish Boundary Walk – Cllr Jarvis suggested that the neighbouring Parish Councils of Bisham, White Waltham and Wargrave are invited to join the Walk. Agreed. Cllr Burfitt informed members that he was due to meet Frankie Fry from the Hurley Village Association to discuss the Walk.

Priority Change in Honey Lane

Cllr Jarvis asked the Clerk to get an update on this matter from Colin Rayner RBWM and include this in the next Clerk's Report.

**072/10. DATES OF FUTURE MEETINGS**

Thursday 10th June 2010 – 7.30pm. Parish Meeting in Knowl Hill Village Hall.

Monday 14<sup>th</sup> June 2010 – 7pm The Parish Conference in The Guildhall, Windsor.

The meeting closed at 10.45pm.