



**EARLEY TOWN COUNCIL**

Minutes of the Meeting of Earley Town Council held in the Council Chamber, Council Offices, Radstock Lane, Earley, Berkshire on Wednesday, 31<sup>st</sup> July 2019 which commenced at 7.45pm.

**Present**

Chairman – The Mayor, Councillor D Hare.

Councillors A Bassett, N Brock, D Chopping, J Clark, J Eastwell, M Eastwell, R Houlbrooke, D Ireland, C Jones, I Khayinza, G Littler, A Long, T Maher, S Matthews, A Mickleburgh, A Neal, A Newton, R Sangster, M Shaw, C Smith and P Stothart.

In Attendance: Jo Friend (Town Clerk) and J Friend (Senior Operations Support Officer).

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The first twenty minutes of the meeting were set aside for members of the public to pose questions to the Council. There were no members of the public present.

**40. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Cook and K Yabsley.

**41. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**42. MINUTES OF PREVIOUS MEETING**

The following amendments to the Minutes of the Meeting of the Town Council held on 19<sup>th</sup> June 2019 were requested:

1. To record Councillor P Stothart's apologies under Item 21.
2. To amend the 7<sup>th</sup> June entry under Item 24 to read "memorial service" rather than "funeral".
3. To amend the resolution under Item 25.3 to read "Minutes of the Policy & Resources Committee" rather than "Minutes of the Amenities & Leisure Committee".

Subject to the above amendments, the Minutes of the Meeting of the Town Council held on 19<sup>th</sup> June 2019 were confirmed as a true record and signed by the Chairman.

**43. TOWN MAYOR'S COMMUNICATIONS**

The Mayor reported that he had attended the following events:

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| 1 <sup>st</sup> July | Loddon School to speak at an assembly.  |
| 3 <sup>rd</sup> July | Aldryngton Primary School to speak with the older years. Key discussion points included sustainability and the environment. |
| 8 <sup>th</sup> July | Radstock Primary School to receive a tour of the school and introduction to staff and students.                             |
| 9 <sup>th</sup> July | Maiden Erlegh School to receive a tour of the school by the Headteacher.  |

- 12<sup>th</sup> July        The Bulmershe School to receive a tour of the school and meet with staff.  
 15<sup>th</sup> July        Attended the announcement of the new Bishop of Reading at Reading  
 Minster.  
 25<sup>th</sup> July        Mayoral portrait taken in the Council Chamber.

#### **44.    COMMITTEE REPORTS**

##### 44.1    Planning Committee

Councillor Littler presented the Minutes of the Planning Committee meeting held on 11<sup>th</sup> June 2019 and 9<sup>th</sup> July 2019. Councillor Littler noted that some amendments to the wording under Item 38 would be discussed at the next meeting. It was

**RESOLVED** that the Minutes of the Planning Committee meeting held on 11<sup>th</sup> June 2019 (Minutes 15 - 30) be received.

**RESOLVED** that the Minutes of the Planning Committee meeting held on 9<sup>th</sup> July 2019 (Minutes 31 - 49) be received.

##### 44.2    Amenities & Leisure Committee

Councillor Newton presented the Minutes of the Amenities & Leisure Committee meeting held on 3<sup>rd</sup> July 2019 and provided an update on the progress of discussions regarding the installation of beehives at Culver Lane Allotments and the introduction of recycling bins and woodchip bins around Earley. It was

**RESOLVED** that the Minutes of the Amenities & Leisure Committee meeting held on 3<sup>rd</sup> July 2019 (Minutes 16 - 29) be received.

##### 44.3    Policy & Resources Committee

Councillor Jones presented the Minutes of the Policy & Resources Committee meeting held on 17<sup>th</sup> July 2019, noting that the Community & Youth Sub-Committee meeting had been extremely successful in generating ideas, and that recent meetings with WBC Officers and Persimmon regarding the Sibly transfer had been positive and a resolution was expected in the coming weeks. Councillor Matthews updated Council that contact had been made with the Local Government Association regarding the SULV. It was

**RESOLVED** that the Minutes of the Policy & Resources Committee meeting held on 17<sup>th</sup> July 2019 (Minutes 14 - 29) be received.

#### **45.    REPRESENTATIVES TO OTHER BODIES**

##### 45.1    Woodley and North Earley Community Forum

Councillor Shaw updated Council on the key items discussed at the meeting held on 17<sup>th</sup> July 2019, these included domestic burglaries; car park thefts; speeding and the presence of cyclists in Woodley shopping precinct. WANE were currently trying to find a replacement Chair.

##### 45.2    The Earley Charity

Formal appointment of Trustees would take place at the Charity's AGM in August, however Councillor Maher reported that an initial meeting had been positive and that he would give a more detailed report once his appointment had been ratified.

#### 45.3 Borough Parish Liaison Forum

Councillor Littler reported that he and Councillor Neal had attended a meeting of the Borough Parish Liaison Forum on 1<sup>st</sup> July 2019. Councillor Littler explained that the Borough were currently considering the process for developing the new Local Transport Plan (LTP4), an ETC Local Plan Working Group had been formed and they planned to hold an initial meeting in the Autumn. WBC officers would be invited and all Town Councillors would be welcome to attend.

#### 45.4 Campaign for a Cleaner & Greener Environment

Councillor Bassett reported that making contact with a representative of the Campaign for a Cleaner and Greener Environment had been problematic. It was agreed that the Chairman would provide her with contact details for Peter Baveystock at WBC.

### 46. FINANCIAL INFORMATION

#### 46.1 Appointment of Internal Auditor

Earley Town Council is required to ensure that an effective internal audit is conducted annually. The Town Clerk recommended that Claire Connell MA, ACA, CTA be reappointed to the role of Internal Auditor for 2019/20. It was

**RESOLVED** that Claire Connell MA, ACA, CTA be reappointed to the role of Internal Auditor for 2019/20.

### 47. MAYS LANE BURIAL GROUND

The new Children's Funeral Fund came into effect on 23<sup>rd</sup> July 2019. From this date, Earley Town Council can provide burial and ashes services to families where the deceased is aged under 18 years, at no cost to the family. The Town Council will instead claim the fees from the CFF.

However, the scheme does not cover babies born before 24 weeks of gestation, the families of which are liable for all fees levied by the burial authority, whilst having no access to the CFF.

The Town Clerk requested that Council consider introducing a reduced fee structure for these very specific cases. After discussion it was

**RESOLVED** that all applicable burial and/or ashes fees be halved for all babies born before 24 weeks of gestation to residents of Earley and Woodley.

Councillor Jones requested that this matter be reviewed by Full Council in one year.

### 48. PARKING ON GRASS VERGES & FOOTPATHS

Councillor Mickleburgh reported to Council the discussions of the Planning Committee meeting of 9<sup>th</sup> July 2019 regarding the parking of vehicles on verges and footpaths, particularly in Silverdale Road between Hillside Road and Finch Road.

Councillor Mickleburgh suggested that the introduction of both a single yellow line with a time restriction and the installation of bollards on the verges would ease congestion.

A lengthy discussion followed with a number of Councillors raising concerns over matters including a sufficient consultation process with residents; the impact of displaced vehicles; accurate costings for bollard purchase, installation and maintenance and the possibility of setting a precedent by taking on a Highways responsibility from WBC for an individual area/issue. Members were also keen to have clarity on the reasons why WBC had not addressed this issue previously. After further discussion it was

**RESOLVED**

1. Councillor Mickleburgh, in addition to researching the work conducted on this subject over previous years, conduct an initial consultation with WBC's Highways & Transport department, senior staff at Loddon Primary School, and the local police regarding the area identified and potential resolutions.
2. Councillor Mickleburgh provide a report on this research and initial consultation to the Planning Committee for further discussion before being brought to the next Full Council meeting.

**49. PARKING MANAGEMENT PLAN**

A request had been received from WBC for Town Council comment on the development of a new Parking Management Plan for the Borough. After discussion it was

**RESOLVED** that William Luck, Advisor to the Planning Committee, be approached and commissioned for four hours work to prepare a response on behalf of the Town Council. This work to be presented to the Planning Committee on 13<sup>th</sup> August for approval. Any Councillors wishing to make an individual response were welcome to contact Guy Grandison, a WBC Councillor, directly.

**50. COUNCILLORS' ATTENDANCES**

**50.1 Record of Members' Attendance**

Members noted details of Councillors' attendance during 2019/20 at meetings of the Council and its Committees.

Councillor Houlbrooke requested that his attendance at the Planning Committee held on 11<sup>th</sup> June 2019 be recorded.

**51. ORDERS FOR PAYMENT**

There were no Orders for Payment ready for presentation to Council.

**52. PUBLICATIONS**

It was noted that the following publications had been received and were available for perusal in the Council Offices:

Maiden Erlegh Residents' Association:	Minutes of the meeting held on 11 <sup>th</sup> July 2019
Earley Neighbourhood Action Group:	Minutes of the meeting held on 24 <sup>th</sup> June 2019

**53. PRESS RELEASES**

Consideration was given to whether any of the foregoing items should be the subject of a press release. It was agreed that no press releases be published at this time.

**54. EXCLUSION OF PUBLIC AND PRESS**

There were no members of the public or Press present. It was agreed that the remaining item on the Agenda be taken under Part II.

**PART II**

**55. STAFFING MATTERS**

**56. TIMING OF TOWN COUNCIL MEETINGS**

After discussion it was

**RESOLVED** that future Full Council meetings would commence at 7.30pm.

**57. TERMINATION OF MEETING**

The meeting was declared closed by the Chairman at 9.07pm.

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**Town Mayor**