

**MINUTES OF THE ANNUAL MEETING OF THE PENN PARISH COUNCIL
HELD ON 10 MAY 2007 IN THE CRICKET PAVILION, KNOTTY GREEN**

Present	Cllrs M.J.Bayley (Chairman) Mrs C.Barton D.J.Baker A.S.Hardie M.A.Morley C. Pointon-Taylor M.J.Raszpla J.D.Smiley Mrs M. Seymour D.J.White Clerk M.S.Green
Apologies	All members were present
Declaration of Acceptance of Office	All members signed their Declaration
Election of Chairman	Cllr Bayley was the only nomination and was elected unanimously. He then signed the Declaration of Acceptance of Office as Chairman.
Election of vice-Chairman	Cllr Morley was the only nomination and was elected unanimously.
Democratic Half Hour	County Cllr Francis Robinson and District Cllr Dibbo were present. John Webb , our PCSO, will send us the results of SID tests carried out throughout the parish. There will be follow-up speed enforcement days. They now have more officers and PCSOs as well as a car and make regular patrols to our known hotspots. The number to ring is 08458 505505. A meeting in the pavilion is to be arranged with local residents and Chiltern's ASBO representative to discuss vandalism. John Folkard , Secretary of the Cricket Club, said that all had been quiet during the winter, but damage was done to the pavilion three weeks ago. Andrew Le Ber-Smith was present as an observer. Greg Hopkins , the Knotty Green Allotment tenant's representative was present and expressed concern about speeding outside the pavilion. Mr & Mrs Barratt and Mr & Mrs Blore complained about the size of the twice-yearly compost lorry using the side gate to the allotments. A site meeting was agreed.
Vacancy for a Councillor	We are one member short and can co-opt an eligible volunteer in due course.
Model Code of Conduct	A revised new Model Code of Conduct for Parish Councils (2007) has been issued by The Standards Board. It includes a new optional provision in para 12 (2) which allows members with a prejudicial interest to declare the nature & extent of their interest and then argue their case before withdrawing from the meeting, providing identical rights are allowed to members of the public. A resolution adopting the new code including para 12(2) was passed unanimously. We have to inform the Standards Board and amend Standing Orders accordingly.
Register of Members' interests	All members reviewed their register entry and completed a new one if their interests had changed. They will be sent to Chiltern District Council with a copy held by the Clerk.

Committees & Appointments

The list of Committees & Appointments agreed is attached to these minutes

**Minute No 938
Minutes of
Meeting held on
15 Mar 07**

The Minutes were agreed and signed by the Chairman

**Minute No 939
Matters Arising
From Minutes**

It was agreed that all matters would be covered in Committee reports

**Minute No 940
Reports From
Committees**

1) Neighbourhood Action Group – held on 3 Apr 07

The focus is now moving from speeding to flytipping & litter. The CCTV notices and cameras in e.g. Common Wood entrance and at Church Knoll seem effective. The Chairman will find out how often there are cameras in them.

2) Highways – held on 11 Apr 07. The minutes were reviewed and the following matters discussed:

Potters Cross Pond - A meeting has been arranged with Colin Jenkins our Local Area technician next Monday to discuss digging out the catch pit and sweeping the gullies.

Gully clearance - we need a regular schedule for gullies e.g. Penn St Pond, Widmer Pond.

FP to Common Wood - Former Cllr C.White has written again to Mr Clancy urging him to put back his fence as promised. It was agreed that, exceptionally we should have the verge trimmed.

Potholes - There are now 4 extra teams filling potholes with hot rather than cold asphalt. Some needy roads in the parish are to be pointed out to Colin Jenkins.

Whielden Lane traffic calming - County has confirmed the allocation of £30,000.

Parish Highway projects 2008/09 - The other two projects, Penn Road pavement and Saucy Corner road layout are rated worthwhile, but for consideration next year.

A quiet road surface for Church Road, Penn is another possible project.

Penn St verge - We need confirmation that this is on a regular cutting schedule.

Hazlemere Road street lights - Chris Schwier has replied to say that Highways have considered PFI funding for new lights but decided against it. All street lights are on a rolling programme for replacement as they age and he was not able to say when Hazlemere Road lights would reach the top of the list. They will ask us if we wish to be included in a pilot project for turning off the lights at night.

Village Road, Penn Street – It was agreed that this is not an acceptable address. The main road through Penn Street should retain its original name of Penn Street. If people want to add ‘Penn Street Village’ after that then it is up to them.

Unnamed roads - Alison Derrick is investigating what procedures are necessary to get our road names agreed and on the official maps.

3) Local Area Committee - held on 18 Apr 07. The following matters were discussed:

Winter salting routes - The names and distances on many of the roads are confused and are an added argument for our naming proposals. We have commented and asked for several roads in the centre of the parish to be added to the salting routes.

Rural grass-cutting - This regime applies to all the parish roads except those in the built-up area of Knotty Green. It was agreed that two rather than three times a year was generally adequate for the rural roads, but all junctions and some bends would need more than three cuts to keep sight lines clear. Saucy Corner, Clay St/Penn

Bottom and New Road/Penn Bottom were particular danger spots. These views will be passed on to Highways.

4) Finance & General Purposes - held on 26 Apr 07. The minutes were reviewed and recommendations agreed. There was further discussion on the following items:

Chairman - It was agreed that Cllr White should continue as Chairman until the next meeting in October.

Audit 2006/07 - The Internal Auditor had no criticisms of the account and has signed section 4 of the audit annual return. His praise of the well-kept records and friendly efficiency of the Clerk was reported and noted by the Council. He has also checked and agreed sections 1 and 2 which were then agreed by the Council and signed by the Chairman and Clerk. A note of dates when the accounts are open for inspection by electors, together with a summary of electors' rights were then circulated to be displayed on each notice board from 18 - 31 May.

Cheque signatories - These were agreed to be: Cllrs Bayley, White, Morley, Raszpla and Mrs Seymour.

Supporting Notes 2006/07 - The revised version attached to these minutes was noted.

Princess Anne's visit to W/Hill - Arrangements for the visit were discussed and a grant of £100 towards the Rural Housing Trust's costs were agreed.

Lloyds Bank charges - The bank now intends to charge for daily handling of the account. It was agreed that Cllr White and the Clerk would investigate alternatives.

Penn Street Village Hall - The new hall, towards which we gave a £5,000 grant last year, has now been started.

Parish tour - It was suggested that the tour of the parish for new members should include a stop at Flint House and a brief explanation of how the parish accounts are organised.

5) Planning

There have been three meetings with 23 applications. We have commented on 8 of them of which a brief summary was given.

6) Recreation & Open Spaces - There has been no meeting but the following matters were discussed:

Woodbridge Alley - The report of the Case Management Conference at Reading County Court on 17 Apr 07, which is attached to these minutes, was considered. The following resolution was then proposed by the Chairman and seconded by Cllr Mrs Seymour:

Penn Parish Council resolves that if Mr Burnett unconditionally removes the hedges and fences enclosing the ends of Woodbridge Alley such that Penn Parish Council can regain possession of the land, the Council agrees to enter into negotiations, without any prior undertakings or conditions, for the sale of Woodbridge Alley to Mr Burnett. Costs so far accumulated will be accepted by both parties.

Cllr White then proposed an amendment, seconded by Cllr Morley: That the final sentence relating to costs be replaced by the following sentence:

The Council agrees to bear its own substantial internal costs, but before such negotiations can commence the Council requires Mr Burnett to reimburse its external legal costs of £1,050.

After some discussion, the Council then voted unanimously in favour of the amendment. The original resolution as amended was then discussed and agreed unanimously.

Cllr Morley then proposed a second resolution:

Penn Parish Council resolves that if Woodbridge Alley is enclosed again such that free access by the public is in any way hindered, it will immediately instruct its contractor to remove the obstruction.

This was seconded by Cllr White and agreed unanimously.

It was noted that we have to notify Reading County Court by 14 May 07 of the withdrawal of our claim against Mr Burnett.

Penn War Memorial Green - A stone pathway has been constructed without permission across part of the green from the side entrance to Church & Crown Cottage. The green is owned by the Parish Council and is not common land. The owner, Mr Keith Twining, was not aware of this and has apologised. After discussion it was agreed that the path could remain providing the stone edges were removed and shaped to prevent any obstruction to mowing.

It was also noted that the nearby seat needed to be replaced or at least cleaned and that a possible contribution from Mr Twining could be investigated.

Pond clearance - The Chiltern Society have proposed the following dates:

Widmer – Sat 27 Oct 07; Gawde Water – Sat 24 Nov 07.

W/Hill Play Area - Local residents are not in favour of putting a play area in the garden of the Memorial Hall but prefer it on the far side of the common near the FP through Butcher's Field. This was agreed in principle. The Chairman will investigate possible equipment and costs.

Minute No 941 The list of cheques was approved.
Accounts for
Payment

Minute No 942 The next meeting will be held in Penn Church Hall at 8 pm on Thursday 19 July 2007.
Date of Next
Meeting