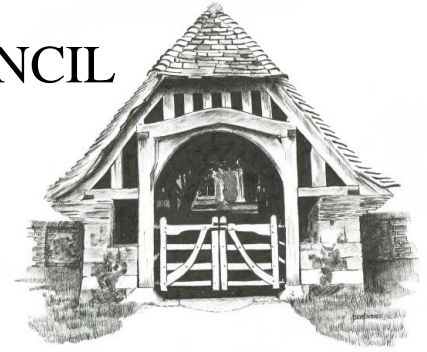


WALTHAM ST LAWRENCE PARISH COUNCIL

Pendell Cottage, Hungerford Lane. Shurlock Row, Berkshire RG10 0NY



Clerk to the Council: Ms Alison Jones

Telephone: 01189 342095

Email: wslparishclerk@gmail.com

Minutes of the Annual Meeting of Waltham St. Lawrence Parish Council held on 9th May 2017

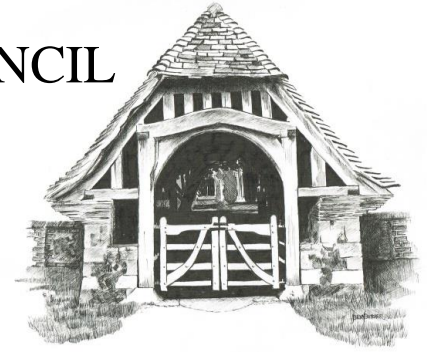
Present: Mike Kay - Chairman, John Birkett - Vice Chairman, Clive Scott-Hopkins, Mark Hipgrave, Maggi Bevan, Suzy Young & Alison Jones (Clerk)

Also present: 14 members of the public

		ACTION
FC173/05/17	<p><u>Public Question Time:</u> A member of the public commented on an error in a road name made in the draft minutes of the APM, the Chairman amended the minutes accordingly. The capital cost, ongoing maintenance costs etc of the proposed Open Space in WSL was raised by a member of the public. Suzy Young responded that the Borough may pay for the initial work from s106 monies and a Capital Bid, then the Parish would pay for the ongoing maintenance. Suzy Young explained that the 3 Borough Councillors can apply for a grant from RBWM (a "Capital Bid") but it is not guaranteed. However RBWM are keen to progress the project. The project was unlikely to proceed without a successful Capital Bid. A question of the costs involved in Stage 2 and possible sponsorship was asked, Suzy responded that the ongoing cost would be approximately £7,000 pa. The Chairman stated that grants, sponsorship etc should be addressed at a later date to reduce the annual running costs if a decision to proceed was reached. Suzy Young added that we are at the consultation stage and action will be based on the community's response to the project. The Chairman thanked members of the public for their support for the Open Space project, and acknowledged that there was a mix of opinions which was to be expected.</p>	Suzy Young
FC174/05/17	<p><u>Election of Officers:</u> John Birkett proposed and Clive Scott-Hopkins seconded Mike Kay for the position of Chairman. He was unanimously elected by the Parish Councillors present. He accepted the position. Mike Kay proposed and Clive Scott-Hopkins seconded John Birkett for the position of Vice Chairman. He was unanimously elected by the Parish Councillors present. He accepted the position.</p>	
FC175/05/17	<p><u>Apologies:</u> Received from Parish Councillor Katie Sarsfield.</p>	
FC176/05/17	<p><u>Minutes:</u> The minutes of a meeting held on 11th April 2017 and the APM minutes held on 25th April 2017 were both approved by the Council and signed by the Chairman, both following minor amendments.</p>	
FC177/05/17	<p><u>Declaration of Interests:</u> Mark Hipgrave declared an interest in the planning application from Foxwood.</p>	

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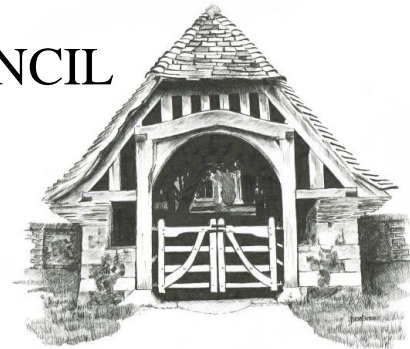
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	Mike Kay & Mark Hipgrave both declared an interest in the planning application from Waltham Lodge, Nut Lane.	
FC178/05/17	<p><u>Significant matters arising from the April 2017 minutes:</u></p> <p><u>Bellmans Hanger:</u> No update.</p> <p><u>Travellers' update:</u> The Chairman reported that he has written to The Borough Council raising various concerns about the waste materials left and buried on the site. He included thanks for the Borough's help in removing the travellers; but has requested further action to restore the site to a reasonable condition. Russell O'Keefe, from the Borough Council, has responded; The Chairman summarised the missive explaining that The Borough were satisfied that they had complied with their legal obligation to restore the land adequately for agricultural use.</p> <p>Clive Scott-Hopkins questioned the depth of the Borough's test holes as they were only dug to a depth of 300-400 mm, yet an earlier engineer's report stated that part of the hardcore base was at least 600mm deep. A neighbour declared the land to be substantially higher. The Chairman responded that The Borough believes that it will settle, which the Chairman disputes.</p> <p>The Chairman intends to draft a response and agree to the suggested meeting with Russell O'Keefe, and will report back next month.</p>	Chairman
FC179/05/17	<p><u>Open Space</u> Suzy Young reported that she is researching various issues: dogs on leads, parking and liaising with the Highways Department, adopting a new title of "nature reserve".</p> <p>Maggi Bevan informed the meeting that the site has an enormous variety of wild plants which will aid wildlife conservation. Maggi also questioned the alternative to adopting the Open Space plan would most likely be undesirable.</p> <p>The Chairman added that 13 acres of available land is an opportunity for the Parish which is unlikely to be repeated, and should the total running cost be met by the Parish it would equate to £10 for a band D home per annum.</p> <p>Clive Scott-Hopkins commented that to a certain extent the area is safe guarded as it is already designated as "public open space" in The Neighbourhood Plan: he suggested that "play area" be added to the proposed resolution. The Council agreed to this suggestion.</p> <p>The Chairman reiterated that the project would only be adopted with the support and approval from the local community.</p> <p>The following resolution was passed:</p>	Suzy Young

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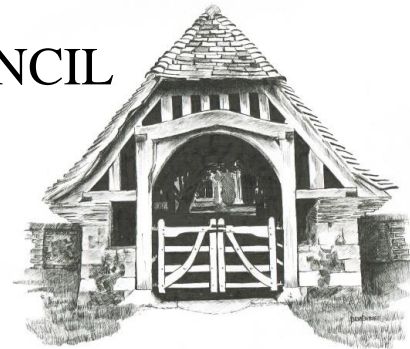
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	<p>The Parish Council support in principle the proposal to adopt the Open Space in Shurlock Road as a local park and play area under a lease to be agreed and negotiated with RBWM subject to agreement by residents at a local referendum.</p> <p>The proposal will now be taken to an open evening to enable residents to find out more and ask questions.</p>	
<p>FC180/05/17</p>	<p>Planning</p> <p><u>17/00955: The Manor House, Shurlock Row.</u> The Parish Council has no objection to this application.</p> <p><u>17/00916/7: Great Martins, Shurlock Row.</u> The Parish Council supports this application.</p> <p><u>17/00942: Foxwood, Waltham St. Lawrence.</u> Mark Hipgrave left the meeting, having declared an interest in this and the next application. The new application proposes an addition of less than 50% of the original structure and has withdrawn the extension above the garage. The Parish Council has no objection to this application.</p> <p><u>17/01142: Waltham Lodge, Waltham St. Lawrence.</u> The Chairman left the meeting having declared an interest. The Parish Council has no objection to this application subject to it being ancillary accommodation to the main house.</p> <p>The Chairman and Mark Hipgrave returned.</p> <p><u>17/00813/OUT: Downfield Tip, Waltham St. Lawrence.</u> A neighbour voiced concern about the large size of the building, huge hard standing area approximately ¾ acre, parking and traffic implications, groom accommodation and new ground height of 2 metres above the surrounding properties. Clive Scott-Hopkins stated that the application contravened various sections of GB 6 & 2. After various concerns being aired from both members of the Parish Council and the public regarding the size and position of the application the following conclusion was agreed by the Parish Council.</p> <p>The Parish Council is concerned at the scale of commercial stabling in an area already well covered by equestrian enterprises where grazing is the approved use with no on site living accommodation. As such at present it contravenes guidance within GB6 & GB2.</p> <p><u>17/01213: Fernbank, Shurlock Row.</u> The Parish Council made no comment.</p>	<p>Clerk</p>

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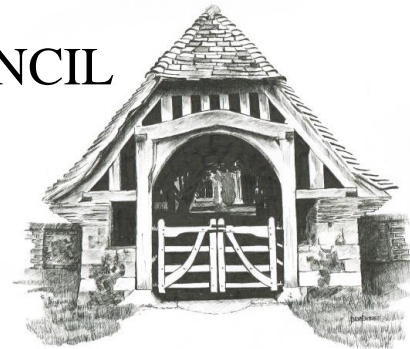
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	<u>17/30012/SMI: Viners, Waltham St. Lawrence.</u> The Parish Council has no objection to this application subject to the manege being primarily for private and disabled use only.	
FC181/05/17	<u>Trees in Conservation Area</u> <u>The Lodge, Waltham St. Lawrence</u> The Parish Council has no objection to this application, subject to appropriate replacement trees being planted.	Clerk
FC182/05/17	<u>Plans that have arrived in the last couple of days</u> None	
FC183/05/17	<u>Other Planning Matters</u> <u>Proposed Planning Application for Borlasses Barn Forge, Waltham St. Lawrence.</u> The Chairman explained that the owner sought advice prior to applying for planning. Clive Scott-Hopkins advised that the replacement should be no larger than the existing building, excluding the shed as it is likely that there would be future additions. Furthermore the design should be appropriate to the Conservation Area. A meeting will be arranged.	Chairman
FC184/05/17	<u>Enforcement Notices & Appeals</u> None	
FC185/05/17	<u>Neighbourhood Plan Update</u> No updates.	
FC186/05/17	<u>Finance and Governance</u> The proposed May 2017 cheques were approved. The WSL Standing Orders, WSL Financial Regulations, Code of Conduct, WSL Media policy and WSL IT policy were approved to be adopted for the next 12 months and signed by The Chairman. WSL Asset register was approved by the Parish Council and signed by The Chairman.	
FC187/05/17	<u>Reports from Representatives</u> <u>Communications:</u> Mark Hipgrave reported that wifi is operational in Neville Hall. The passwords have not yet been set but will be regularly updated. <u>Bridleways and Footpaths:</u> Nut Lane – No updates. Straight Mile footpath – No updates.	Katie Sarsfield

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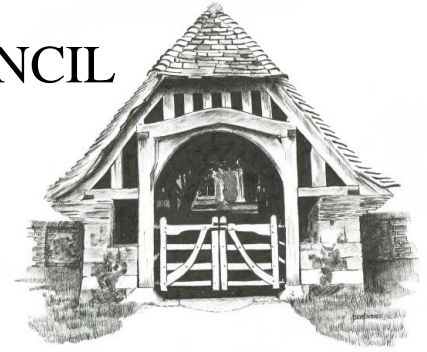
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	<p><u>Highways:</u> <u>Hungerford Lane</u> – Clive Scott-Hopkins suggested adding a "horses crossing" notice to the existing sign, The Chairman questioned if the Parish Council has the authority to do this. Suzy Young will ask the Borough Council. It was suggested that the hedge outside Whitfield Farm horse crossing point needs to be cut back; at present, it is difficult for drivers to see the horses until they are already on the road. The Chairman asked Suzy Young to request The Borough to trim the hedge. <u>Potholes near Milley Bridge.</u> Suzy Young reported that a short-term solution had been actioned. <u>Brook Lane</u> – Suzy Young reported that she has had no response from RBWM about the condition of Brook Lane. Speeding in Shurlock Row – Suzy Young volunteered to arrange a speed watch as proposed by The Community Warden, Elzbieta Debska Sarwar, at the WSL APM. Additionally accidents are a problem at the crossroads adjacent to the pond in Shurlock Row. The Chairman asked the Clerk to assist in appropriate location of the speed gun. She agreed to canvas residents.</p> <p><u>Burial Ground:</u> ANB Groundcare has assessed the overhanging tree into a neighbouring property. The conclusion is that the tree is healthy, not dangerous, but too big. ANB estimate that the cost of the tree surgery will be not more than £750 + VAT. It was agreed to undertake the crown reduction work. The Chairman thanked ANB for the assessment and will apply for planning permission for the work to be carried out.</p> <p>Suzy Young reported that she has been approached with a request to erect a memorial bench for Michael Lee. The Chairman welcomed the idea but wanted clarification with regards to design, maintenance etc.</p> <p><u>Parish Maintenance:</u> Dog poo bins – The Vice Chairman will give an update at the next meeting. The Pound – Mark Hipgrave stated that the contractor is searching for English oak for the project.</p> <p><u>Ditches and Allotments:</u> Mark Hipgrave reported that The Vice Chairman, Clive Scott-Hopkins and he had attended a meeting with Thames Water on 20/04/2017. A discussion was had as to what was causing the foul water flooding in the village. Thames Water explained that the current system was working well and only failed when excessive surface water found its way into the foul water system. Manhole covers were lifted and the flow was inspected to confirm the system was working satisfactorily. The excess surface water which happened during times of heavy rainfall was deemed to enter the system though manholes in areas of the village which had surface water</p>	<p>Suzy Young</p> <p>Suzy Young</p> <p>Suzy Young & Clerk</p> <p>Chairman</p> <p>Suzy Young</p> <p>Vice Chairman</p> <p>Mark Hipgrave</p>
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	<p>flooding. It was decided that 3 manhole covers should be replaced with sealed covers. The 3 covers to be replaced are 1 at the end of Halls Lane and 2 outside Fullers Cottage. No date was given for these works. With the man holes sealed it is hoped that even during heavy rainfall and times of flooding; this reduction of the amount of surface water entering the foul water system, it will stop the neat sewage rising and mixing with the surface water. Several drains were noted as being blocked at the roadside which will add to the surface water flooding, one outside The Neville Hall and several around The War Memorial (RBWM to be contacted to clear these). Ditches were also discussed and it was agreed that any ditch clearance will help reduce the surface flooding and thus reduce the impact on the foul water system.</p> <p>Mark added that the ditches outside houses were the responsibility of the resident.</p> <p><u>Allotments:</u> Mark Hipgrave reported that maintenance was required, ANB Groundcare volunteered to carry out the work as part of his maintenance contract. Mark Hipgrave and the Clerk agreed to liaise with regards to issuing the new tenants' contracts and invoices.</p>	
FC188/05/17	<p><u>Correspondence</u> None</p>	
FC189/05/17	<p><u>A.O.B</u> The Chairman commented that The Annual Parish Meeting was well attended, however some of the speeches were too long.</p>	
FC190/05/17	<p><u>Date of next site visit</u> Saturday 3rd June 2017 at 9am</p>	
FC191/05/17	<p><u>Date of next meeting</u> Tuesday 6th June 2017 at 7pm.</p>	
	The meeting closed at 8.38 pm & the confidential meeting commenced.	