



East Ilsley Parish Council

VIRTUAL EXTRAORDINARY MEETING of the PARISH COUNCIL

I hereby give you Notice that the next meeting of East Ilsley Parish Council is to be held on:

Tuesday 27th April 2021 at 7.00pm via Zoom

<https://us02web.zoom.us/j/84375622037?pwd=cHAYSmVzTUFRS1Y4K0lMT292WVhIQT09>

Meeting ID: 843 7562 2037

Passcode: april

All members of the Council are hereby summoned to attend this virtual Council Meeting.

AGENDA

1. To receive, and consider for acceptance, apologies for absence from Members of the Council.
2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation.
3. To receive:
 - a. Questions or comments from members of the public regarding items on the agenda.
 - b. Representations from any member who has declared a personal interest.
4. To approve the [minutes](#) of the virtual meeting of the Parish Council on Tuesday 9th March 2021.
5. To discuss any matters arising from the minutes of the virtual meeting of the Parish Council on Tuesday 9th March 2021.
6. To receive a presentation from Manor Oak Homes on the results of the Housing Needs Survey and Pen Meadow Development options.
7. To review the [Grounds Maintenance Contract](#) for 2021 to 2022.
8. To review the [quotations](#) received for the Pond Revamp Project.
9. To review and comment on the [Settlement Boundary Review](#) from West Berkshire Council.
10. To review and comment on the [CA17 Notice](#) from Dyson / West Berkshire Council.
11. To consider a request to apply for a new '[Members Bid](#)' via Cllr. Carolyn Culver and WBC.
12. To consider the purchase of the [Asset Inventory Software](#) from Rialtas.
13. To consider supporting the [Local History Society](#) with funds for their new website.
14. To consider the purchase of a new tree and plaque for the High Street.
15. To discuss matters for future consideration and for information.
16. To receive further questions or comments from members of the public.

Next Meeting of the Parish Council (Annual Meeting): 4th May 2021 at 7.30pm via Zoom.

All are welcome to attend.

Clerk to the Council: Mrs. Fenella Woods. Dated: 13th April 2021

Signature: *Fenella Woods*



East Ilsley Parish Council

Minutes of the Parish Council Meeting

Tuesday 9th March 2021 at 7.30pm via Zoom

Minute Ref: 016/09032021/VPCM

Members Present:	Cllr. Andrew Sharp (Chairman), Cllr. Tracey Murray (Vice-Chair), Cllr. Brendan McGrath, Cllr. Stephen Meadows, Cllr. Mike Lewis and Cllr. Mike Pembroke
Members Absent:	0
Officers Present:	Fenella Woods (Clerk & RFO)
In Attendance:	Cllr. Carlyne Culver and 3 members of public
Meeting Start Time:	19.32pm
Meeting End Time:	21.06pm

1. Cllr. Sharp welcomed all to the meeting; all members of the council were present and we are quorate.
2. There were no declarations of pecuniary interests by members or the clerk.
3. Both applicants of the planning applications were present online. They each gave a brief outline of the purpose of their applications in preparation for the discussions in item 9.
4. The minutes from the Parish Council Meeting dated 9th February 2021 were **approved** as an accurate record.
5. There were no matters arising from the minutes of the meeting on 9th February 2021 but the Clerk advised the council that the educational information on being a responsible dog owner was in the **process** of being put together but not yet ready for distribution.
6. Report from Cllr. Carlyne Culver: The annual budget meeting of WBC took place on Tuesday 2nd March. Both the Green Party and Liberal Democrat Party walked out of the meeting as their amendments were not put to debate and the conversation ceased. No money was sought for Berkshire Youth or the Foodbank and no further discussions took place. There is currently no case work for East Ilsley, but there is in surrounding villages which is being actioned. The CIL Bid grant for East Ilsley has been approved. The Pirbright Development is still not on the Western Area Planning Committee Agenda for next week. It was noted that residents have been caught out by additional CIL charges due to forms being completed incorrectly, a number of West Berkshire residents have been caught out with bills for thousands of pounds due to incorrect paperwork. A cross party campaign is being created to highlight these issues.
7. Manor Oak Home were due to present to the council their plans for Pen Meadow based on the housing needs survey. Unfortunately, there was no one in attendance online, despite

confirmation emails. This will be added to the next agenda Update: The presenter had Wi-Fi issues on the evening of the meeting and was unable to log on. A slot on the next agenda would be much appreciated.

8. The clerk informed the council that WBC had requested volunteers to assist with any 'surge testing' in the village should one of the new variants for C-19 be discovered here. The Emergency Response Team have shown their **support** and we have 12 names to put forward should we need to start up this service. Full training, PPE and equipment will be provided via WBC when the time comes.

9. Planning Applications

21/00319/HOUSE: Garden Office installation at Hobland House. Full Council reviewed this application and spoke with the applicant. **No objections** given and all were **in favour to support** the application. The clerk will complete the Parish Observation Sheet and send back to the Planning team.

21/00134/FUL: Retrospective Planning for Outdoor Wooden Structure for undercover seating at the Crown and Horns Public House. Full Council reviewed this and spoke with the applicant. **No objections** given and all were **in favour to support** the application. The Crown and Horns were commended for the phenomenal support they have offered the village since the start of the pandemic and it was agreed that this outdoor seated area will allow them to sustain their business as we start to move forward with less restrictions. The clerk will complete the Parish Observation Sheet and send back to the Planning team.

10. A report from our Flood Warden, Nick Watkins was received and circulated prior to the meeting. Nick discussed the alarms being set off at the pumping station in Haydon Lane due to high levels of ground water today, and the continuous pumping of water from the Crown and Horns as their cellar had flooded. This was contributing to the pond filling up. After a check around the village, water is gathering on various fields and any amount of heavy rain could cause problems with village flooding. Water is flowing down the culverts and riparian owners have checked their properties and will keep an eye on the flow. The Flood volunteers are on alert should we need to respond to an emergency as heavy rain is forecast this week. Generators have been prepped and we are ready to go should we need to offer assistance. The CIL funding has been approved, and two contractors have confirmed the prices quoted in September 2020 remain the same. However, we must caveat the price for the removal of silt as this is an unknown quantity until work on the excavation starts. We had hoped to start soon with the excavation but the field we were going to use for the drying process is now out of action until the autumn as it is growing season. It was agreed that an **extraordinary meeting** was needed to discuss other options for silt drying, secure a third quotation for comparison and for a decision to be made to award the contract. The council thanked Nick for his diligence and comments.
11. Full Council **approved** a donation to the Newbury branch of Citizens Advice Bureau as they have suffered with fundraising during the pandemic but have managed to maintain their contact with residents and support them. It was **agreed** to donate £175.00 via the Good Exchange which will match fund the amount. This would form part of our s.137 spend for 2021/2021 of which we have scope to pay this amount. The clerk will arrange the online payment.
12. The new Active Travel Plan for West Berkshire was discussed and councillors were informed about the 'Heat Map' that can have comments and suggestions added to it. A number of sites were located in our village that require work to make them safer for active travel and it was agreed that these would be put on one document and **shared with residents** to find out their thoughts and allow them to give further ideas before we present before the end of the consultation period in July.
13. The clerk advised that we had received a revised 'Settlement Boundary Plan' from WBC and there were some proposed amendments to the boundary. It was agreed that more information was

needed, which will be sought from WBC and discussed at the extraordinary meeting scheduled for April. West Berkshire Council has recently received a section 31(6) Highways Act 1980 Statement and plan for the Compton Estate, in the parishes of Compton and East Ilsley, submitted on behalf of the landowners, Beeswax Dyson Farming Limited and forwarded to us for review. It was agreed to make contact with James Dawson for some further information before we comment on it. We would also compare existing PROW's with the plan and ensure all are visible on the CA17 notice. This would again be reviewed at the extraordinary meeting in April. Most tenants at the allotment will continue for another year, the clerk will prepare the agreements and invoices for April 2021 / 2022. We may have 2 plots become vacant and we have 2 people on the waiting list so we hope that all allotments will be taken by April 2021. The annual payment for the ICO certificate will leave our account on 1st April via direct debit at the discounted price of £35.00. The clerk is making headway on preparing for the internal audit, post 31st March 2021. All were in favour to purchase 2 x pop up gazebos for £89 each as part of the emergency response equipment.

14. Future considerations: Cllr. Murray reminded us that Mr Jeffs has his 90th birthday coming up in April and it was agreed to place a poster saying 'Happy Birthday' from EIPC in the next issue of the EIC. An extraordinary meeting will be planned in early April to discuss the Pond quotes, Manor Oak Homes, Settlement Boundary and Dyson PROWS.

15. There were no further questions from members of the public.

With there being no further business, the meeting closed at 21.06pm.

Actions from the Meeting:			
	Description	Assigned to	Completed
1	Manor Oak Homes presentation rescheduled to next meeting	Clerk	✓
2	Parish Observations Sheets for Hobland House & Pub	Clerk	✓
3	Donation of £175 to Citizens Advice Bureau via Good Exchange	Clerk / AS / TM	✓
4	Prepare Heat Map amendments and share with residents	Clerk / MP	✓
5	Purchase 2 x Gazebos	Clerk	✓
6	Set up extraordinary meeting for early April	Clerk	✓



Grounds Maintenance Contract 2021 to 2023 Options

Agreed Cutting Schedule:

	Cuts per Month							Total
	April	May	June	July	August	September	October	
Recreation Ground	1	2	2	2	2	2	1	12
Millennium Green	1	1	1	1	1	0	1	6

Option 1	Option 2	Option 3	Option 4
C & D Grounds Maintenance Theale	Scofell Landscapes Hampstead Norreys	A D Clark Bucklebury	Tactical Facilities Burghfield Common
RG per cut = £205.00 MG per cut = £105.00 RG Total = £2,460.00 MG cut = £630.00 Grand Total = £3,090.00 VAT will be charged @ 20% but we can claim back	Annual Cost for above schedule = £2,260.00 VAT will be charge @ 20% but we can claim back	2021 Cost = £1,8766.00 2022 Cost = £1951.00 Not VAT registered	RG Total = £620.00 MG Total = £435.00 Grant Total = £1,055.00 Line painting for school sports day £25.00 for paint and £16 per hour VAT will be charged @ 20% but we can claim back

Budget allocated for 2021 / 2022 for Grounds Maintenance = £2,000.00

Leaves us with A D Clark or Tactical Facilities to choose from.

A D Clark has been contracted for a number of years by EIPC. Tactical Facilities have 5/5 reviews on Google and on Facebook.



Pond Quotations

Our Financial Regulations state:

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.

Despite repeated attempts, numerous cancelled meetings, and contractors not showing up when booked we have only been able to gather 2 x quotations. Given the specialism of the area, and the lack of specialists willing to travel to East Ilsley, full council should agree to make a decision using the two quotes obtained due to the extreme difficulty in sourcing quotes. Every effort has been made to adhere to the Financial Regulations but in this instance, it has not been possible to get the third quotation.

Quotation 1

G.SOUTHERN PLANT HIRE

CIVIL ENGINEERING

BUILDING

17 Camden Place,
Caxcot, Reading,
Berks, RG31 7AF.

TARMAC/BLOCKPAVING

Mobile: 07836 226472
Email: garry@southern-services.com

Mrs F Woods,
c/o East Ilsley Pond.

09 September 2020

OUR REF: GJS070920326

RE: Pond Clearing

Hi Fenella,

Further to your recent enquiry and my visit to site on the August 2020 with Yourself, I have pleasure in confirming my estimate as follows.

Pond Clearing (approximately 8 days)

- To set up site and erect all temporary barrier.
- To seal of piped outlet and start pumping out water.
- To supply plant and machinery and start clearing out pond.
- To move all mud/silt/soil/reeds to temporary site provided by yourself.

£ 14,352.00p + VAT

Clearing Field (approximately 3 days)

- To supply plant and machinery.
- To remove all material from field to licenced tip.
- Machine and driver on day work £350 per day.
- Muck away priced as per load £300.00 per load.
- This will all be priced per load and per day on final measure.

£ 00.00p + VAT

1. All works are subject to re-measurement on completion.
2. Prices quoted are net and fixed until: 31/10/20, thereafter subject to increased costs.
3. Full payment on completion.
4. All work is subject to normal working times.
5. Ducks and all wild live to be removed prior to work starting.

I hope this estimate meets fully with your approval and requirements. Should you require any further information please do not hesitate in contacting me on the above phone numbers.

Yours faithfully



G.SOUTHERN

E & O E

Gary has confirmed the pricing still stands as per this quotation. He is unable to provide a cost for the removal of silt until he knows how much has been excavated. Priced per lorry load, approximately £400 per lorry. Potentially 12 lorries @ £4,800 in total.

No testing included of the water / silt.

Quotation 2

25/08/2020

East Ilsley Parish Council

TL Contracting (Martin)

Pond Cleaning

1	Soil Test (WAC)	1	Item	£ 650.00	£ 650.00
2	Mobilization of plant and equipment 2 visits	1	Item	£ 1,200.00	£ 1,200.00
3	Heras panels to perimeter of pond inc of removal	1	Item	£ 1,150.00	£ 1,150.00
4	Over Pumping 6" Super Silenced Pump	2	Weeks	£ 1,350.00	£ 2,700.00
5	Excavate to Reduce Levels	1	Item	£ 6,900.00	£ 6,900.00
6	Depositioning of materials to Field within 250 M	1	Item	£ 3,500.00	£ 3,500.00
7	Re Mobilization of plant and equipment	1	Item	£ 500.00	£ 500.00
8	After material has dried re visit and dispose of excavated materials off site to licenced tip based on 11 loads away	11	Loads	£ 359.00	£ 3,949.00

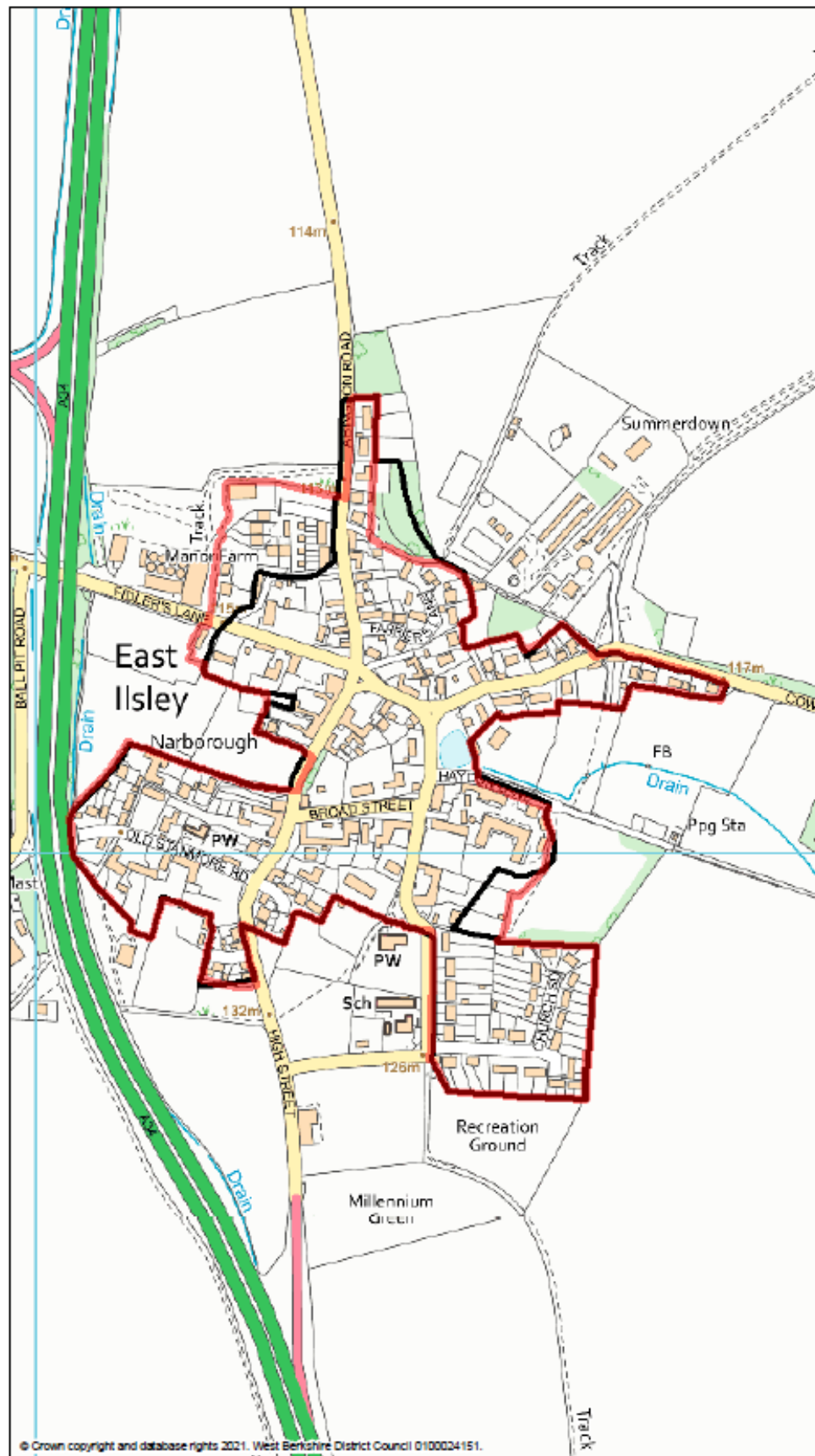
Total £ 20,549.00

Quotation 2 prices are also confirmed as still valid, included soil testing. Estimation of Lorry loads given. This could change depending on how much silt is excavated.



Settlement Boundary Review (deadline for comments 21st April)



Settlement Boundary Review - East Ilsley



Legend

Emerging Draft
West Berkshire Local
Plan Review to 2037

Consultation with
town/parish councils
and
neighbourhood planning
groups - March 2021

-  Proposed new settlement boundary
-  Existing settlement boundary

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March 2021

1:5000



After our last meeting I sent some questions to the team at West Berkshire Council and received the following answers:

Dear Planning Policy Team,

We have some questions regarding the attached documents that we would like you to help us understand before we discuss as a council.

1) The proposed extension around Manor Farm: We can see that it now will encompass 'Sheep Down' and the office building behind it. Can you advise why this is being done now? Sheepdown houses have been there for 15 years or so. Is it because it is the first time the boundary has been reviewed since it was built? **Yes** We want to understand the drivers behind this. Although pleased to see that 'Sheep Down' could now be within the boundary.

2) Abingdon Road: Opposite Sheep Down, the boundary used to go through the fields, now it is proposed as running along the back of the houses. Please tell us why this change and what the driver is for this proposed amendment. **At the moment the boundary does not align to any particular feature on the ground. We are therefore proposing to align it more accurately with the rear curtilages of properties along Abingdon Road.** What will happen to that 'green space' if it comes out of the parish boundary? **As that area would sit outside the settlement boundary, in planning terms it would become 'countryside' so there would be a general presumption against development. Our settlement boundary review criteria make clear that boundaries would generally exclude 'tree belts, woodland areas, watercourses and other features which help to soften, screen existing development and form a boundary to the settlement'. The alternative for this area would be to draw the boundary around the whole of the woodland so that it was all included within the settlement area. This would mean there was a general presumption in favour of development in this area. If your preference as a community is to adopt this approach then please let us know.**

3) Just above 'Narborough' there is a little dog leg' that looks like the black existing boundary line runs up to the end of a house (we think that house is 'The Chestnuts') but now the red line is being pushed out to join up with the rest. Please advise of the driver for this and what the purpose is? **To align more accurately with features on the ground.**

4) Again, where the text 'Narborough' is; the white space. This is called Pen Meadow and contains a number of trees with TPO's on them / in a conservation area. Can this area be added to our parish boundary? If not, why not? **Our settlement boundary review criteria make clear the general principles we have adopted and will hopefully help in giving clarity as to why some areas have been included and why others have not. As the meadow currently sits outside the settlement boundary, in planning terms it is 'countryside' so there is a general presumption against development on it. If, however, you feel that this area satisfies our settlement boundary review criteria and your preference as a community is to draw the boundary to include the meadow then please let us know. This would mean there was a general presumption in favour of development on the meadow.**

5) By the field, near the drain / pumping station, you can see that the existing boundary runs down the back of a house, but the proposed boundary looks like it is coming further out, almost in line with the edge of the field / edge of the private garden. Please advise the driver behind this and reason why it is being pushed out. **To align with the rear curtilages of the properties in accordance with the settlement boundary criteria.**

From WBC:

You will be aware that from 11 December 2020 to 5 February 2021 we consulted with you on the emerging draft of our [Local Plan Review \(LPR\)](#). Within that document we highlighted that there were still aspects of the LPR that needed further work. You will appreciate that over the past year some activities have taken far longer to plan and carry out safely than would normally have been the case. This has included undertaking a review of settlement boundaries across the District.

We are now pleased to say that we have been able to complete this work and have prepared maps showing the proposed new settlement boundaries for those settlements within your parish. We are attaching the relevant maps to this email. For your information we are also enclosing some more detailed information about the settlement boundary review which we hope will answer any questions you may have.

*We would welcome your comments on these proposed new settlement boundaries and are giving you 6 weeks to let us know what you think. Please send your comments to us at planningpolicy@westberks.gov.uk by **21 April 2021** - agreed 28th April due to mourning period.*



CA 17 Notice

West Berkshire Council has recently received a section 31(6) Highways Act 1980 Statement and plan for the Compton Estate, in the parishes of Compton and East Ilsley, submitted on behalf of the landowners, Beeswax Dyson Farming Limited.

I attach a CA17 notice giving more information, and an accompanying plan.

The owners will need to submit a corresponding declaration within the next twenty years to complete the process.

The process and legislation enables landowners to protect their land against claims of any additional public rights of way from coming into existence through ongoing public use.

The process has no effect on pre-existing public rights of way (see the map).

Let me know if you have any questions or need any more information.

**CA17 (Highways Statement) Notice
Ref. 118, Compton Estate (Mayfield Farm)
Notice of landowner deposit under section 31(6)
of the Highways Act 1980 West Berkshire District Council**

An application to deposit a statement under section 31(6) of the Highways Act 1980 has been made in relation to the land described below and shown edged in red on the accompanying maps.

This will not affect existing public rights of way that are already recorded on the West Berkshire Council Definitive Map and Statement or any unrecorded public rights of way which can be shown to exist already

PLEASE NOTE: Deposits made under section 31(6) of the Highways Act 1980 may prevent deemed dedication of public rights of way under section 31(1) of that Act. For further information please see guidance at: <http://www.defra.gov.uk/rural/protected/greens/>

Description of the land(s): Compton Estate, Mayfield Farm, Compton, Newbury RG20 7BR as shown on the accompanying plans edged in red. Name of the parishes in which the land is situated: (1)

Compton and (2) East Ilsley.

The Statement was submitted by an agent acting on behalf of the owner, Beeswax Dyson Farming Limited, was received by this authority on 25th February 2021.

The authority maintains a register of maps, statements and declarations deposited under section 31A of the Highways Act 1980. This register can be inspected free of charge 8:30am-5pm (Mon-Thurs) and 8:30am-4:30am (Fri) at the address below or online at:

<http://info.westberks.gov.uk/index.aspx?articleid=28888>

Signed on behalf of West Berkshire District Council: S Higgins

Name and Position of Signatory: Stuart Higgins, Definitive Map Officer

Date: 1st March 2021

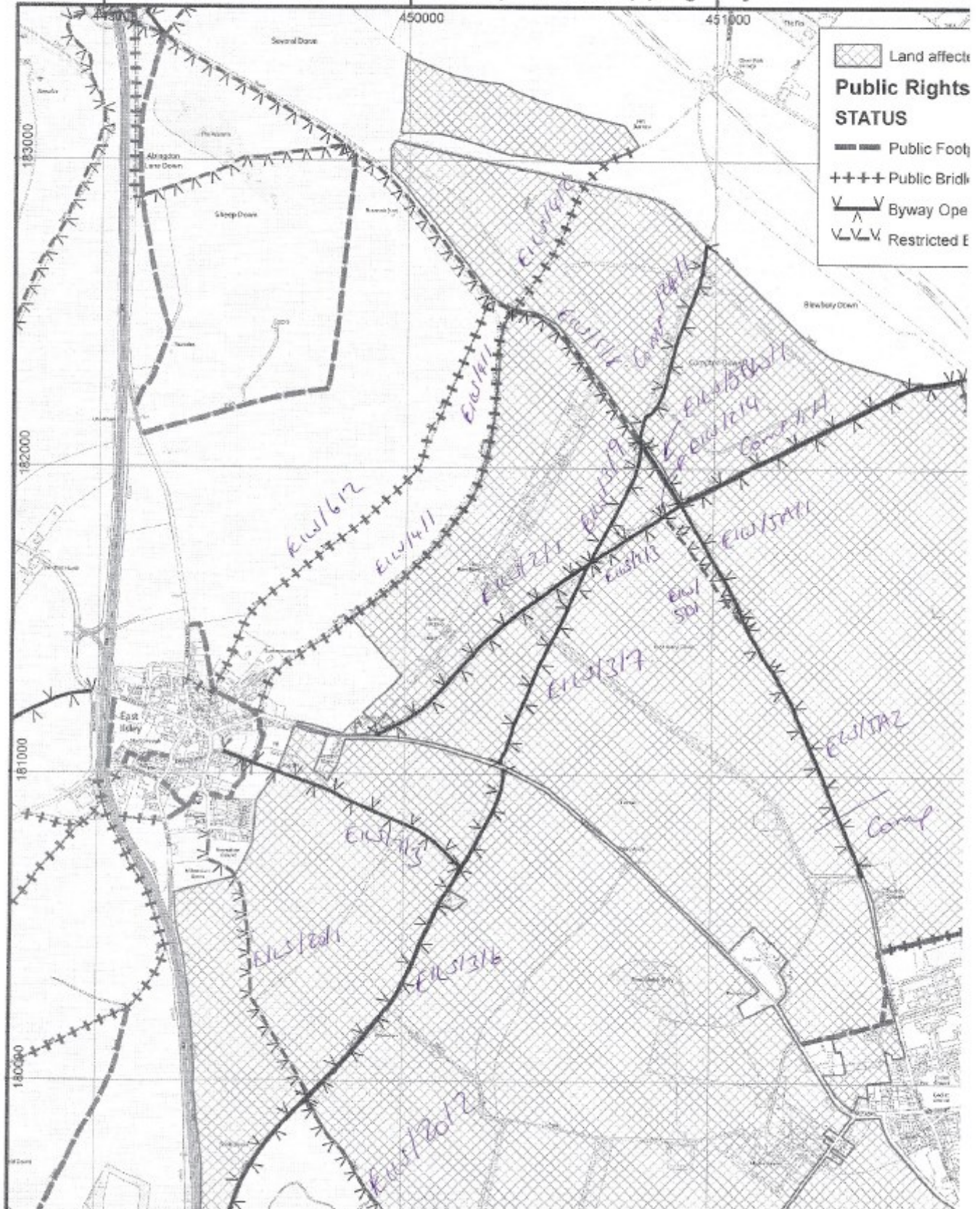
Email: stuart.higgins@westberks.gov.uk or telephone 01635 503251 for details

I have been through the map sent with the CA17 Notice and compared it with the Definitive map and all rights of way on the definitive map match with the CA17 Notice.

We have started a campaign to save our 'Lost Ways' in the EIC and via social media. So far no additional information has been supplied.

See my map on the next page.

Ref: 118, Map to accompany CA17 notice - Compton Estate
 (Compton and East Ilsley), land affected by section 31(6) Highways Act 1980



New Members Bid (Cllr. Carlyne Culver)

A new bid has been released, Carlyne can bid for up to £5K per ward. Can we think of anything we want help with? Covid Bench for Downland Practice? More Pond stuff? Purchase of Dog Bins?

Have a think!

Criteria states this would be towards 50% of the final bill (so we can't charge them for the whole Covid bench for example).



Asset Inventory System from RBS

With the large purchases made for the playground last year our Asset Register now totals over £100K for the first time ever. At present it is on a Word and Excel Document. Rialtas, who run our finance software have an optional extra called Asset Inventory, it links direct to our finance software and helps to complete the AGAR documents automatically.

Key features:

Asset Inventory

Allows your organisation to keep track of all your Assets however large or small.

Key Features

This information is relevant for all assets no matter the size of the organisation. It supplies all the information to satisfy both internal and external auditors and enable the creation of an inventory to keep records of all your assets.

Asset Inventory

- Unique identification number
- Asset description
- Asset serial number
- Original cost
- Current Value
- Insurance Value
- Details of who supplied the asset
- Where the asset is located
- Photo of asset
- The date the asset was acquired/disposed of
- Asset Grouping - identifying the type of asset, e.g. vehicles, land, street furniture

Reporting Features

- Assets by group
 - Assets by location
 - Assets by supplier
 - Original Cost
 - Current Value
 - Insurance Value
 - Acquired/disposed of report
-

Costs on next page.



QUOTATION

Prepared for East Ilsley Parish Council

Dated 30th March 2021

1a. Purchase of Rialtas Suite Asset Inventory

Purchase Installation of the following:

Asset Inventory Management Software	£ 295
25% Discount Available until 31 st July 2021	- £ 73.50
Purchase of Software	£ 221.25
1 st Year Annual Support and Maintenance Single User Licence*	£119
Total Costs 1st Year for Purchase of Software	£ 340.25

1b. Ongoing costs

Annual Support and Maintenance Single User Licence*	£119 per annum
Annual Support and Maintenance 5 User Licence*	£165 per annum

2. Training

We recommend 2 hours on line training for the above module:

Online Training per hour	£ 35 per hour
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All of the above prices are subject to VAT at the standard rate.}

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

Local History Society Funding

Request for support for the updated E Ilsley Local History Society web-site:

The Society is currently completely revamping and modernising our web-site to make it much easier for everyone to use and to enable us to add a lot more information. The work on the web-site to bring it up to date is being carried out by Tony Gadd on a voluntary basis but we will have to pay more for the web-site hosting and maintenance than we currently pay for the old site. The estimated ongoing cost would be about £120 per annum. We currently have only a small income from membership subs (we only charge £3 per household), which will be insufficient to cover this cost.

The new web-site will be open to all, so that membership will primarily be sponsorship to support the Society's work in preserving the heritage of the village. All of the research is carried out by a small group of people working on a voluntary basis, but we try to cover some of the costs of research (e.g. downloading documents from archives) and for materials for the displays that we periodically put on at open days and the Sheep Fair, for example. The intention is to add a lot more information than is on the current site, including the War Memorial biographies, more historical photos and many articles from past newsletters on a wide range of subjects relating to the village. The new web-site will become a valuable asset to the village community.

We would like to ask that the Parish Council consider making funds available to cover these extra on-going costs.

Sue Burnay

Chairman, E Ilsley Local History Society.

