

REMENHAM PARISH COUNCIL

Minutes of the meeting held in the Parish Hall on 10th May 2018 starting at 6:10pm
and finishing at 8:00pm (circulated 11th May 2018)

PRESENT: Cllrs John Halsall (JH; Chair)

Franky Cookson (FC)

Chris Leeming (CL)

John Merkel (JM)

Darrel Poulos (DP)

Graham Howe (GH; Borough Councillor for Remenham,
Ruscombe and Wargrave)

Clerk: Paul Sermon

049/18: APOLOGIES FOR ABSENCE

There were no apologies for absence.

050/18: ELECTION OF CHAIRMAN AND DEPUTY

DP proposed that JH was elected Chairman of RPC; this was seconded by FC. JM was proposed as Deputy Chairman by FC; this was seconded by JH. John Halsall and John Merkel were duly elected as RPC Chairman and Deputy Chairman. There was discussion about the co-option of members. The Chairman introduced and welcomed the new Borough Councillor for Remenham, Ruscombe and Wargrave, Graham Howe (GH).

051/18: DECLARATIONS OF INTEREST

There were no declarations of interest. The Clerk provided a DoI form for CL to complete and suggested that other councillors should consider whether their DoIs needed to be updated (along with their website photographs and profiles).

052/18: MINUTES OF THE MEETING

It was AGREED that the Chairman be authorised to sign the minutes of the meeting held on 10th April 2018 as a true record of that meeting, subject to a change in the format of the Appendix. It was AGREED the Clerk would circulate Transparency Code guidance on website publication of expenditure >£100.

053/18: MATTERS ARISING

The Clerk said that a letter requesting signage for Rotherfield Greys fete on 2nd Sept had been received; it was AGREED that The Clerk would write to that RPC were happy with the proposed signage but pointing out that RPC is not the planning authority. All other matters arising were considered under other Agenda items.

054/18: AREAS OF INTEREST OF COUNCILLORS

It was AGREED that responsibilities should reflect interests of councillors:

JH Chair, Henley, Wokingham, Traffic and Events

JM Planning and Deputy Chair

FC Website, TC and GDPR

CL Planning

DP Henley, Traffic and Footpaths

and that such information should go on the website along with the RPC matrix.

Signed..........Chairman

Page 1

13th June 2018

055/18: TRANSPARENCY CODE AND GENERAL DATA PROTECTION REGULATIONS

The Clerk reminded the meeting that it only had until September to spend or return TC award monies. FC thought RPC should make decisions on a way forward now. GH reminded the meeting that GDPR matters affected everyone now. After a discussion it was AGREED that:

- (i) RPC should continue to pay for the existing website (noting that JH had been meeting the cost personally to date) which would become a Remenham parish (RP) community website
- (ii) The Clerk would
 - (a) initiate an RPC-only website linked to the existing RP website (after initiating a discussion with SH and major RP website users) and provide a list of all TC & GDPR information needed for these websites
 - (b) contact the Parish Hall to see whether they would wish to have a Wi-Fi connection were RPC to be able to provide this
 - (c) initiate an Wi-Fi internet connection at the Parish Hall (if this suggestion was favourably received by the Parish Hall Committee in (b))
 - (d) initiate a communication/survey package allowing GDPR-compliant surveys of opting-in residents to be undertaken
 - (e) initiate a move to RPC-only email addresses for The Clerk and councillors, and
 - (f) register RPC on the ICO website to ensure its QDPR position

056/18: LICENSING

The Clerk reminded the meeting that a response was still required on the Rewind+ licence application (by a date yet to be defined) and on the WBC cumulative impact appraisal by 8th June. JH thought that RPC should get legal advice from a barrister as at present consideration was only given to an event in isolation; this was AGREED. JM and DP suggested that there might be a way of displaying the cumulative impact of events on residents.

057/18: WEBSITE

FC gave details of the website recent use. There was discussion about introducing neighbourhood alerts and 'Remenham Good Deeds' and links to Fix-My-Street.

058/18: HIGHWAYS

The Clerk said that some PCs were considering transferring street lights to WBC, but there were up-front costs of doing this. JH said that one might end up with urban LED lights that were not in keeping with Remenham and that RPC should not get involved.

059/18: FINANCIAL MATTERS

The Clerk presented the accounts. These were AGREED and it was confirmed that RPC has

- (a) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements,
- (b) maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness,
- (c) provided a proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations,

Signed..........Chairman
Page 2

13th June 2018

(d) carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required,
 (e) maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems,
 (f) taken appropriate action on all matters raised in reports from internal and external audit,
 (g) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements,
 (h) taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances, and
 (i) discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. It was AGREED accounts would go to the internal auditor (Pat Sly) and then SKF-Littlejohn). A NatWest form requesting that any two of the present councillors could sign a cheque was completed. It was AGREED that The Clerk would submit this. The following cheques were signed:

000675	£144.66	BALC subscription
000676	£ 51.60	BALC audit/TC course
000677	£ 51.60	BALC GDPR course
000678	£280.00	The CurryClub APM refreshments

Cheque 000674 was scrapped. The Appendix contains a list of all 2017-2018 current account income-expenditure up to this month.

060/18: DATE OF NEXT MEETING

APM at 8:00 today (notes found in Addendum); 12th June and 10th July 2018 at 8pm in the Parish Hall

ACTIONS:

The Chairman will

seek legal advice from a barrister on cumulative impacts of events in Remenham

The Clerk will

register RPC on the ICO website using the PO Box address to ensure its QDPR position by the 25th May deadline

circulate Transparency Code guidance on website publication of expenditure >£100 and a list of all TC & GDPR information needed for these websites.

write to those involved with the Rotherfield Greys fete on 2nd Sept saying that RPC had no objection to the proposed signage.

ask SH to upload the responsibilities of councillors and the Responsibilities Matrix to the website

initiate an RPC-only website linked to the existing RP website (after initiating a discussion with SH and major RP website users)

contact the Parish Hall to see whether they would wish to have a Wi-Fi

Signed.....Chairman

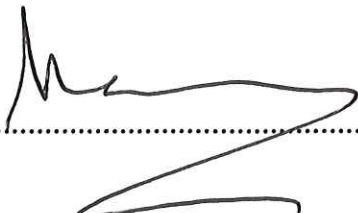
connection were RPC to be able to provide this and then (if the response is favourable) initiate a Wi-Fi internet connection at the Parish Hall

initiate a test of SendinBlue communication/survey package with SH allowing GDPR-compliant surveys of opting-in residents to be undertaken

initiate a move to RPC-only email addresses for The Clerk and councillors,

take the RPC accounts to the internal and external auditors

send off signed cheques 000675-000678.

Signed..........Chairman
Page 4

12th June 2018

APPENDIX: RPC Current Account Cash Book 30th March 2017- 30th March 2018

day	month	year	item	£	total
					48801.85
6	4	17	WBC Precept	2315	51116.85
11	4	17	CPRE	-36	51080.85
11	4	17	SSE (Lights)	-258.85	50822.00
11	4	17	Dog waste bin	-81.99	50740.01
11	4	17	NP data analysis	-150	50590.01
27	4	17	WBC precept	9260	59850.01
2	5	17	website managt	-65	59785.01
2	5	17	clerk wage	-250	59535.01
30	5	17	website managt	-65	59470.01
31	5	17	clerk wage	-250	59220.01
7	6	17	PO Box	-318	58902.01
30	6	17	website managt	-65	58837.01
30	6	17	clerk wage	-250	58587.01
13	6	17	internal audit	-100	58487.01
13	6	17	RPCC churchyard	-700	57787.01
13	6	17	RPCC hall	-700	57087.01
13	6	17	RPCC newsletter	-700	56387.01
13	6	17	clerk expenses	-43.46	56343.55
14	6	17	litter collection	-220	56123.55
16	6	17	CAS insurance	-149.12	55974.43
31	7	17	website managt	-65	55909.43
31	7	17	clerk wage	-250	55659.43
1	8	17	litter collection	-110	55549.43
7	7	17	newsletter extra pages	-95	55454.43
7	7	17	VAT refund	174.51	55628.94
31	7	17	website managt	-65	55563.94
31	7	17	clerk salary	-250	55313.94
1	8	17	litter collection	-110	55203.94
17	8	17	BALC/SLCC	-140.17	55063.77
30	8	17	website managt	-65	54998.77
31	8	17	clerk wage	-250	54748.77
1	9	17	litter collection	-110	54638.77
12	9	17	external audit (Mazars)	-150	54488.77
26	9	17	WBC precept	11575	66063.77

Signed.....Chairman

Page 5

13th June 2018

2	10	17	website managt	-65	65998.77
2	10	17	litter collection	-110	65888.77
2	10	17	clerk wages	-250	65638.77
30	10	17	website managt	-65	65573.77
31	10	17	clerk wages	-250	65323.77
1	11	17	litter collection	-110	65213.77
14	11	17	clerk expenses	-108.41	65105.36
30	11	17	website managt	-65	65040.36
30	11	17	clerk wages	-250	64790.36
1	12	17	litter collection	-110	64680.36
11	12	17	SLCC/BALC	-72	64608.36
11	12	17	Open spaces	-45	64563.36
2	1	18	website managt	-65	64498.36
2	1	18	litter collection	-110	64388.36
2	1	18	clerk wages	-250	64138.36
30	1	18	website managt	-65	64073.36
31	1	18	clerk wage	-250	63823.36
1	2	18	litter collection	-110	63713.36
8	2	18	BALC TC award	2105	65818.36
13	2	18	CAB Henley	-100	65718.36
13	2	18	CPRE	-36	65682.36
28	2	18	website managt	-65	65617.36
28	2	18	clerk wages	-250	65367.36
1	3	18	litter collection	-110	65257.36
13	3	18	clerk expenses	-145.9	65111.46

Signed.....Chairman
Page 6

12th June 2018

Addendum: Notes of the 2018 Remenham APM (10th May)

Those present included David Cook, Angie & Ron Emerson, Richard Fletcher, Charlotte Geeves, Jayne & Nigel Gray, Sue Laing (SL), Jenny & David Law, Geraldine MacMillan, Gillian & Richard Murdoch, Jamie Presland, Frances & Tim Roche (TR), Marilyn Sermon, Pat Sly, Domnall Tait, Adeli & Andrew Walley. Refreshments were served.

The Chairman (John Halsall) welcomed those attending the Annual Parish Meeting (APM). He introduced the new member for Remenham, Ruscome and Wargrave (Graham Howe (who spoke about his interests in becoming involved in Remenham matters) and councillors John Merkel (his Deputy Chair), Franky Cookson, Chris Leeming and Darrel Poulos. He thanked Richard Fletcher for his contributions over many years. Notes on the 2016 and 2017 APM and the Remenham Parish Council (RPC) budget and income-expenditure were distributed. The Chairman thanked The Clerk for his contributions.

JH stressed the vital importance of the Greenbelt to Remenham. JH described the work being undertaken by the Campaign to Protect Rural Wokingham in defending the Ruscombe and Wargrave Green Belt in the light of work being undertaken by masterplanners to build a strategic development location. He said that progress was being made on traffic matters within Henley led by the leader of Henley residents Stefan G ably supported by Darrel Poulos. This included a Poynton traffic-pedestrian shared-space design which was being considered for Henley. He said the canyon effects made air pollution a problem in Duke Street, but an aid to resolving the pollution issue was to increase the green in Henley. He suggested residents should look at the green living wall opposite St.Mary's church. This will lower NO₂ levels and a great first start. He described the situation on Remenham Lane when events were taking place and plans to improve the situation. He said he had talked with the police about extending the 30mph restrictions to Middle Culham cottages and Conwys Bridge, and how vehicle speeds might be checked by volunteers. A question was asked about the effect of the recent Tough Mudder event on traffic queues on White Hill. JH mentioned the RPC work on ensuring that the Cumulative Impact of events in Remenham were taken into account in licensing events. He welcomed Charlotte Geeves (Henley Festival) to the meeting. She spoke of ways in which the Festival was trying to improve parking facilities and traffic flow in Remenham during the event. She outlined a scheme by which local Remenham residents could get complimentary tickets to hear the Henley Symphony Orchestra on the Saturday morning of the Festival. JH said that RPC had supported Remenham Farm Residents Association in objecting to a proposed classical Rewind event in Temple Island Meadow. The Chairman said that Pegasus had agreed to provide independent advice to RPC on planning matters. He thought they might add weight to any RPC comments on for example the polo pitch built at Malmesbury. He mentioned the situation regarding Bird Place Cottage and Thames Bridge House. He said that the outcome at Barn Cottage had been excellent. He described refuse collection, the contribution made by Steve Allender and the success of the dog waste bin (soon to be emptied by OCS and Steve Allender on 2 days of the week). TR asked about the cost of recycling. He said that it had been difficult to find a refuse point in Remenham. The Chairman described the financial position of RPC with reserves set aside for traffic, event and planning matters. He spoke of broadband options in Remenham. He said that RPC was to ensure that it was compliant with General Data Protection Regulations through the present or a new RPC website. He said that RPC had agreed to offer wifi connectivity if the Parish Hall Committee thought this would be beneficial to the community.

SL said that there was on 21st July a Ball at the Cricket Club with tickets and raffle tickets available. It was suggested this should go on the website to ensure maximum support.

Signed.....Chairman

Page 7

13th June 2018