

**MINUTES OF A MEETING OF STREATLEY PARISH COUNCIL HELD      **Actions****  
**BY VIDEO CALL ON 9 NOVEMBER 2020 (start 7.30pm)**

**Present** – Mr J Spring (Chairman), Mr N Barnes, Mr M Robertson, Ms J Ashmore, Mrs L Coyle, Mr M Jubb, Mr C. Smith, District Councillor A Law

**20/139 Preliminaries**

- a. Council resolved that Mr Colin Smith be co-opted as a Councillor (proposed Councillor Spring, seconded Councillor Barnes). Councillor Smith executed a Declaration of Acceptance of Office. The Chairman welcomed Councillor Smith to the Council.
- b. **Dispensations**  
Councillor Barnes declared an interest in the planning application 20/02346/HOUSE Highmeadow Cottage.

**20/140 Apologies**

None.

**20/141 Open Forum**

There were no members of the public present, therefore no Open Forum.

**20/142 Minutes**

- i. Council resolved that the minutes of the meeting held on 12<sup>th</sup> October, having earlier been circulated, be agreed as the correct record. They will be signed by the Chairman at the next face to face meeting. **Clerk**

**20/143 Matters Arising from Previous Minutes**

**Note:** Some items cannot be progressed during the period of lockdown. These items will be maintained but in a lesser font except where there has been an update.

- a. 18/125 g. i. WBC email regarding establishment of footpath from Hill Gardens to Green Hill. A Law has received some objections, including one from a resident who believes there is a covenant in place for the land. A section of woodland behind the pre-school/school is owned by WBC Education Department. No details of a covenant have been found by WBC Property or Education Departments.

The remaining larger area is Open Access Land.

27 evidence forms sent to S Higgins, WBC, on 8 August. The next step is to apply for a public footpath. S Higgins has supplied all forms and will assist with the process. Council instructed the Clerk to proceed with completion of the forms. Clarification received from WBC on 'evidence' required.

Clerk and Mr. Ashton to ask more people to complete evidence forms. 9 received so far - aiming for at least 10. Mr. Ashton to try to collect more signatures. **Clerk**

- b. 19/026 iii. The Primary School Eco group is looking for projects. Councillor Coyle has two ideas which need further development:
  - i. Scope for inclusion in the wildflower meadow project
  - ii. Plastic recycling. Collection of recyclables currently not collected by WBC.

Councillor Coyle to discuss directly with Mrs Dineen (School Governor responsible for Eco). Ideas put forward included a walking bus and assistance to elderly allotment owners. Councillor Coyle was due to meet

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with Mrs Dineen but due to the lockdown this was delayed. Councillor Coyle in discussions with SAS.

**LC**

20/027 i. Councillor Ashmore referred Councillor Coyle to a scheme from TerraCycle whereby schools could receive money from collecting and recycling otherwise hard to recyclable product.

Councillor Coyle does not believe that the ECO Council has restarted following lockdown. Ongoing.

**LC**

c. 19/039 iii. Additional lease for West Streatley House. Discussed as a Part 2 item. Ongoing.

**Clerk**

d. 19/074 i. High Street parking. WBC carried out a traffic survey of High Street in October 2019. A further survey, including a weekend, was carried out in Spring 2020. District Councillor Alan Law met with the officers who analysed the data. The data volumes were comparable with the private survey carried out (for the Limeswell planning application) in November 2018. One point that came out was that when traffic travelling from Goring was held at the bottom of the High St. due to oncoming traffic, this affected the traffic detection loop and causing a shorter cycle at the lights for the traffic from the Goring direction. The lights can be changed to take this into account, but this may not make a great difference to traffic flows. A further video survey was carried out from Thursday 15<sup>th</sup> October to Sunday 18<sup>th</sup> October 2020. See 20/144 below.

Once the report is drafted, with its options and recommendations, it will be passed to District Councillor Alan Law and then to the Parish Council for consideration and discussion before consultation with local residents.

19/141 xi. When plans are in place for Streatley High Street they will be discussed with Goring PC. Ongoing.

**JS**

e. 19/081 f ii. Streatley Hill. People walk on the road to go up Streatley Hill and are apparently unaware of the footpath options. The owners of the property at the bottom of The Coombe have agreed that a sign can be placed on their wall.

The sign at the top of The Coombe is positioned along the footpath. A sign is required at the start of the gravelled area to point the way to the footpath. WBC will look to place an additional Public Footpath sign at the top of The Coombe. Councillors Jubb and Robertson have proposed wording for signs which has been approved by Council "Alternative Public Footpath to top of Streatley Hill avoiding the main road". Councillor Jubb suggested a series of dots highlighting the route up The Coombe.

Councillor Barnes has produced graphics for the signs, including SPC Logo, which he will circulate. He recommended a lightweight aluminium sign costing approx. £40.

Repeater signs are required for the two grit bins in The Coombe.

**NB/Clerk**

f. 19/108 d i. New SPC labels attached to 6 salt bins in Streatley. Remaining 4 (Stichens Green x 3, Wantage Road) to be done when weather is dry. The sticker on the bin at the top of The Coombe to be replaced as damaged.

**Clerk**

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- g. 19/139 a ii. The process for listing The Bull public house as an Asset of Community Value is under way. Councillor Jubb has sent the completed form to WBC who have acknowledged receipt. We will be notified when a date has been set for the panel to meet. **MJ**
- h. 19/142 i. Replacement for the rowan tree by the bus shelter. Following advice from the Woodland Trust and another source, and discussion with Mr Spencer who has offered to sponsor the tree, a field maple has been selected. Clerk and Mr Spencer met with Tree Solutions on 22 September. Tree Solutions to provide details of availability and costs of acer trees with a plan to plant in November. Clerk chasing proposal/costings from Tree Solutions. **Clerk**
- Council has agreed to a plaque subject to approval of wording. Clerk has updated Mr Spencer.
- When we have a confirmed plan for planting Councillor Spring to write an article for GGN. **JS**
- i. 19/153 c iii. The Parish Forum suggested gym equipment for children. Councillor Robertson confirmed that Fresh Air Fitness could supply monkey bars and chin-up bars and, following a member's bid from District Councillor Law, a grant of £2,174 was awarded with matched funding to come from the Parish Council.
- The Parish Council agreed the installation plan and to proceed with supply and installation of the equipment. Awaiting confirmation of installation date. **Clerk**
- j. 19/156 i. Councillor Robertson has been asked about life buoys on the footpath (STRE 24) along the eastern bank of The Thames. It was suggested that the lock keeper may be able to help with how this can be achieved. The recent flooding has delayed action on this. Ongoing. **MR**
- k. 20/040 f ii. Clerk to obtain name badges for Councillors Jubb, Smith and Ashmore, plus the Clerk. WBC can provide these. **Clerk**
- l. 20/069 c i. Following their annual inspection, RoSPA submitted a report with a list of recommended actions. Three organisations were approached, and the Clerk met with a playground maintenance organisation on 11<sup>th</sup> September. Quotation of £1,184 + VAT was received. It was agreed to go ahead with this work and that the new swing could be taken from CIL money. **Clerk**
- Removal of ivy from trees can now be done. Clerk awaiting a call back regarding quote for work. **Clerk**
- The basketball net is in a poor state as a result of suspected vandalism. It was agreed to remove the remains and leave as a ring. **NB**
- m. 20/104 xii Councillor Spring to raise issue of speeding traffic at next NAG meeting. **JS**

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**Actions**

- n. 20/116 d v. Philip Hood (Arrow Accounting) could not be contacted so, following discussions with the Clerk of Goring and South Stoke PCs, it was agreed to appoint Jane Olds as Internal Auditor (see 20/146 d vi). **Clerk**
- o. 20/117 a. Councillor Barnes enquired about the use of MS Teams as a means of document sharing. All agreed with piloting this approach. Councillor Barnes to pilot with Clerk and Councillor Spring.  
It was agreed that MS Teams or other cloud storage should be investigated as a document repository and not as a messaging system.  
It was also agreed that links to the WBC planning documentation and COVID information should be sent rather than actual documents. **NB/AL**  
District Councillor Law to provide introduction to IT experts at WBC who may be able to advise on secure storage for documents.
- p. 20/119 vi. Following notification of TPOs for 4 trees in The Coombe Councillor Robertson suggested contacting the WBC Tree Officer about including two large beech trees at Coombe Lodge. WBC Tree Officer will investigate when next in the area. **Action Completed**
- q. 20/119 xvii. Fallen trees on unleased land at top of High Street.  
RBC Tree Services visited on 21 September. Quotation of £700 (ex VAT) received and accepted for work to remove fallen tree, trim tree damaged by fall, remove branch of tree likely to fall on highway, trim trees overhanging garages of adjoining properties. The quotation excludes the repair to the fence which RBC are prepared to do once extent of damage is uncovered.  
Tree work completed on 3 November – awaiting quote for fence. **Clerk**
- r. 20/120 iii. Councillor Jubb offered to pick up with WBC the Vehicle Activated Sign for the Wantage Road now that the building works are complete. It was agreed that Councillor Jubb should investigate devices that would also record speeds.  
Councillor Jubb reported that the cost for signs range from £2,500 to £3,500 plus installation. The cost of installation depends on the work involved but may be up to £7,000. **MJ**
- s. 20/131 c ii. Clerk to post note to notify neighbours of planning application at 6 Hill Gardens. **Action Completed**
- t. 20/131 f i. Clerk to report to WBC Planning Dept. building work adjacent to the garage at the front of Mad Hatters, Wantage Road.  
Standard response received 14 October. **Action Completed**
- u. 20/132 d vi. Clerk to order Remembrance Wreath. **Action Completed**
- v. 20/132 d vii. Event poppies to be put up in the High Street on 1<sup>st</sup> November. Clerk to order additional cable ties. **Action Completed**
- w. 20/133 a i. Councillor Barnes to document layout of SPC website and all passwords. A copy to be given to the Chairman and the Clerk. **NB**

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- x. 20/133 a ii. Councillor Barnes to review SPC website content on a quarterly basis to ensure it is up to date. **NB**
- y. 20/135 ix. Clerk to accept offer of some trees for Recreation Ground and possibly the Meadows. 20 trees will be delivered in early November.
- The Allotment Society would like more trees behind the basketball area of the Recreation Ground, and it was suggested that some are planted along the western fence of the allotments as a screen. Councillor Barnes to discuss with HoSCT. **Clerk/NB**
- z. 20/136 i. Councillor Spring to offer vacant Councillor position to the first applicant, Colin Smith - who has accepted. **Action Completed**
- aa. 20/136 iv. Additional footpath maps directing walkers up The Coombe.
- Councillor Coyle has agreement in principle from the school to display one. Councillor Ashmore with ask manager of The Bull. **JA/LC/MJ**  
Councillor Jubb to contact the map owner for a copy without advertisements,

**20/144 Report of the West Berkshire District Councillor**

- i. High Street Traffic Survey. The results have been analysed. A physical meeting had been arranged for week commencing 16 November but has now been postponed until after lockdown. The aim is for an options paper to be available early in the new year for discussion with the Parish Council.
- ii. WBC Community Climate Bond. The target of £1m was achieved last week. The funds will be spent on solar panels for council owned buildings, LED traffic lights and planting of trees.
- iii. School Meals. There will be a package from the government that will provide food for lower income families over the Christmas period.
- iv. WBC Leisure Strategy is out for consultation
- v. WBC Community Champions. Categories have been added this year for COVID volunteers and groups. District Councillor Law suggested nominating SERG and would like the support of the Parish Council. District Councillor Law to discuss with Councillor Spring. **AL/JS**

**20/145 Planning**

**a. Decisions made in between meetings (papers previously circulated)**

- i. 20/02338/HOUSE Bauhinia, Three Gables Lane.  
Single storey front extension to replace existing glazed lobby and internal alterations.

The Clerk, in consultation with Councillors Spring, Coyle, Robertson, Jubb, Ashmore and Barnes, determined that Council do not object to this application.

Council resolved to ratify this decision.

- ii. 20/02346/HOUSE Highmeadow Cottage, Streatley Hill.  
Conversion of the garage roof space to a home office, ancillary to the use of the property as a dwelling house. Construction of 2 no. dormer windows, erection of an external steel

staircase and installation of a door at the head of the staircase to provide access into the new room.

The Clerk, in consultation with Councillors Spring, Robertson, Jubb, and Ashmore, determined that Council object to this application on two grounds:

1. A metal staircase is visually obtrusive and is not in keeping with the specifications of buildings within Zone 2 of the Village Design Statement.
2. A metal staircase will potentially cause a noise nuisance to neighbours.

In addition, if WBC is minded to approve the application, SPC request that two conditions be imposed, namely:

1. The converted roof space should not be used for residential accommodation.
2. The converted roof space should be used only by residents of Highmeadow Cottage.

Council resolved to ratify this decision.

**b. Applications for planning permission**

None.

**c. Planning matters received since the agenda was circulated (papers circulated prior to the meeting).**

- i. 20/02537/HOUSE Thatched Cottage High Street.  
Newly constructed Oak timber framed car port.

Following discussion, it was resolved that Council do not object to this amendment to the application but wished to comment that they agreed with the comments from the Conservation Officer that the pitch of the roof should be lowered.

**d. Decisions by WBC**

- i. 20/01867/HOUSE West Streatley House.

Section 73A: Variation of Condition 6 - Hours of work of approved application

20/00221/HOUSE: The demolition of the side extension (utility room) and the rebuilding of the extension to be more in keeping with the architectural style of the main house.

Council objected to this application on the grounds that deliveries during current working hours are causing a great deal of disruption to traffic flow along the High Street, with long queues in both directions. Extending working hours over the times when volumes of traffic are already causing long delays is unacceptable, especially as this would include the peak morning and evening rush hours.

Refused 14 October.

- ii. 20/01449/HOUSE. The Brambles, Wantage Road.

Rear extension up to existing retaining wall and roof alterations to existing house.

Council objected to this application on the grounds that the extension is disproportionate to the existing building and that the materials do not complement the existing building or comply with the village design statement for that area (Zone 3) of the village.

Amended plans received 25 September.

Council objected to this amendment on the same grounds as the original application.

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Refused 19 October.

- iii. 20/01313/HOUSE. Kiddington Cottage, Aldworth Road.  
New pool building and pool with associated landscaping. Amended plans received 1<sup>st</sup> September.  
Council objected to the original application on the grounds that the pool house is unnecessarily large and does not conserve or enhance the surrounding AONB, but Council did not object to this amendment to the application.

Approved 23 October.

- iv. 20/01705/HOUSE Betteridge House, Streatley Hill.  
Demolition of the existing outbuilding (at rear of garage) and construction of new extension linking the house and detached garage to provide improved access/entrance to the house, along with internal alterations to modernise the layout of the house.

Council did not object to this application.

Approved 4 November.

- v. 20/02157/HOUSE Applewood, Townsend Road.  
Erection of new oak frame garage and home office.

Council did not object to this application but requested conditions are placed on any approval to the effect that the building 'should not be used as residential accommodation' and 'is only to be used by the resident of the property as a home office and garage'.

Approved 4 November.

- vi. 20/01602/FULD Duzac, The Coombe.  
Replacement chalet bungalow.

Council did not object to this application but commented that SPC are aware of neighbours' concerns raised directly with WBC.

Amended plans received 7 October. Alterations to the design to remove rear balconies and reduce length of proposed development.

Council did not object to this amendment.

Approved 6 November.

- vii. 20/02113/HOUSE 10 The Coombe.  
Retrospective planning application for timber storage sheds at front of property.

Council objected to this application on the grounds that the positioning of the buildings is not in keeping with the existing street scene or the ANOB status. No other properties within the road have buildings to the front of the main dwelling.

Approved 9 November.

- e. Applications debated at previous meetings still pending WBC consideration.**

- i. 20/01940/LBC2 West Streatley House.  
The addition of a kitchen vent through the roof of the rear extension.  
Council do not object to this application.
- ii. 20/02204/HOUSE 6 Hill Gardens.  
Demolition of existing conservatory/sunroom, proposed single storey rear extension.  
Modifications to existing window and door openings.  
  
Council do not object to this application

**f. Other Planning (and Licensing) Matters**

- i. **Appeal** APP/W0340/W/20/3259156 - against decision for 20/00835/FULD The Old Golf House.  
Subdivision of The Old Golf House and annex into two separate residential dwellings.  
  
Council objected to this application on the following grounds:
  - 1. The development site sits outside the village settlement boundary and as such would amount to a new dwelling in the countryside.
  - 2. The existing annex building has permission to be used as ancillary accommodation. Just because the existing owners do not use the main house does not, in Council's opinion, make it redundant.
  - 3. Council sympathises with the applicants who find the property large and are not currently using the main house. However, the Parish Council feels that to convert an existing annex into a separate dwelling, when permission for the annex was granted with conditions explicitly preventing it from being used as separate dwelling and forming its own curtilage, would set a precedent.
- ii. Appeal Decision - APP/W0340/W/19/3233002: 18/02727/FULD – Limeswell, High Street.  
Erection of three-bedroom house including studio, conservatory, and garage on land to East of Limeswell.  
  
Appeal dismissed 22 October.
- iii. Councillor Spring reminded Councillors that it is the responsibility of the lead Councillor for an area to formally propose a planning response for others to debate.

**20/146 Finance Matters**

**a. Payment of Accounts between meetings**

None.

**b. Payment of Accounts received by Council**

- i. £14.39. H. Preston-Barnes. Zoom invoice November.
- ii. £19.25. H. Preston-Barnes. British Legion Remembrance wreath donation.
- iii. £9.37. H. Preston-Barnes. Cable ties for event poppies.
- iv. £240.00. PKF Littlejohn. External audit invoice.
- v. £13.50. H. Preston-Barnes. Travel to Newbury for collection of Covid banner.
- vi. £840.00. Reading Borough Council. Tree work on unleased land.

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vii. £124.32. N. Swann. SERG expenses.

viii. £104.34. M&C Landscapes. Grass cutting October.

Council resolved that the above invoices be approved for payment.

**Clerk**

**c. Receipts**

i. £1053.90. HMRC. Q2 VAT reimbursement.

Council acknowledged receipt of this payment.

**d. Other Finance Matters**

i. Council approved the bank reconciliation as of 31<sup>st</sup> October 2020 (previously circulated).

ii. Council acknowledged payment of the Clerk's salary by direct debit on 1<sup>st</sup> November.

iii. Council acknowledged successful completion of external audit for 2019/20 and thanked the Clerk for the efficient manner in which it had been prepared.

iv. Council noted the PWLB half yearly loan repayment of £4,977.75 will be paid by direct debit on 24<sup>th</sup> November.

v. Council acknowledged that no CIL payment is due for 1<sup>st</sup> April – 30<sup>th</sup> September 2020.

vi. Council agreed to the appointment of Jane Olds as internal auditor for 2020/21.

vii. All Councillors completed Dispensation forms ahead of budget process.

viii. Council acknowledged the start of the budget process for 2021/2. Councillor Spring to circulate an initial draft for discussion at the December meeting.

**JS**

ix. The Clerk pointed out that Council had not received an invoice from M&C for grass cutting in September so Councillors agreed that they should be reminded, and that the invoice should be paid when received.

**Clerk**

**20/147 Specific Matters for Discussion/Decision:**

**Note:** Some regular items where there is nothing to report during the period of lockdown have been omitted from the agenda.

**a. Website/IT**

i. Councillor Barnes reported that the new Emergency COVID web site is now up and running and a banner pointing to this site has been added to the landing page of the SPC web site.

ii. Councillor Barnes requested a photograph and short profile from Councillor Smith for the web site.

**CS/NB**

iii. Councillor Spring suggested that all Councillors should review their profiles and send any updates to Councillor Barnes.

**ALL**

**b. Emergency Planning/SERG.**

i. Councillor Barnes reported that regular SERG meetings had now resumed to assist during lockdown. The helpline has restarted taking calls (rather than answerphone), the new COVID website (goringandstreatley.org) is up and running and a new cascade system is in place for vital communications.

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- ii. Councillor Spring presented the SERG recommendations paper. After debate, Council agreed to, and supported, the recommendations. Councillor Spring to enquire who is to send a letter to Goring Parish Council and to request a copy of the letter, and who will send documents to WBC. **JS**
- iii. Clerk to resume weekly SPC updates of SERG activity should there be anything of significance during lockdown. **Clerk**
- iv. Councillor Jubb proposed that the Parish Council support District Councillor Law's nomination of SERG for WBC Community Champion award, see 20/144 v. This was seconded by Councillor Coyle and agreed by Councillors Robertson, Ashmore and Smith. Councillors Barnes and Spring abstained from the vote as they are part of SERG.

**c. Councillors' Portfolios & Responsibilities.**

Councillor Spring went through the proposed revised Portfolios & Responsibilities which were agreed. Councillor Barnes to update website accordingly. **NB**

Clerk to inform SAS of the change to Councillor Smith. **Clerk**

**20/148 Reports on:**

**Note:** Some regular items where there is nothing to report during the period of lockdown have been omitted from the agenda.

**a. Heart of Streatley Charitable Trust**

- i. The wall, salt bin, flower trough and tree were casualties of the recent car accident and the matter is being dealt with by insurers. **Clerk**
- ii. HoSCT is looking for a new Trustee who could be a fund raiser for the rebuilding of the wall. Councillor Coyle has someone in mind who she will approach. **LC**

**b. Neighbourhood Action Group**

- i. The High Street will be closed on 22<sup>nd</sup> November for Thames Water work.

**c. St Mary's Church**

- i. Councillors Spring and Barnes attended the Remembrance Sunday service and laid a wreath on behalf of the Parish Council.
- ii. No regular services are currently allowed inside the church
- iii. No major issues were found from the 5yr inspection and report.

**20/149 Correspondence (not dealt with elsewhere in the agenda)**

- i. 14<sup>th</sup> October. WBC. Community Champion Awards.
- ii. 15<sup>th</sup> October. WBC PPP. Guidance note for Remembrance Sunday events.
- iii. 16<sup>th</sup> October. WBC PPP. Tips for a Halloween 'COVID safe' pumpkin trail.
- iv. 21<sup>st</sup> October. WBC PPP. Fireworks / Bonfire Night press release.
- v. 26<sup>th</sup> October. North Wessex Downs Autumn 2020 newsletter.
- vi. 29<sup>th</sup> October. Open Spaces Society. October member update.
- vii. 29<sup>th</sup> October. Friends of the Ridgeway. Autumn newsletter 2020. Appendix 11.7.

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- viii. 2<sup>nd</sup> November. WBC press release. Support for West Berkshire residents during the new national restrictions.
- ix. 4<sup>th</sup> November. AAT Tree Consultancy on behalf of SSEN. Request for permission for tree works on Green Hill Common.
- x. 5<sup>th</sup> November. WBC press release. WBC launches UK's first local Covid-19 dashboard.
- xi. 6<sup>th</sup> November. Cheryl Evans, WBC. Suspension of SID loan.
- xii. 6<sup>th</sup> November. WBC press release. Local contact tracing for COVID-19 launched.
- xiii. 6<sup>th</sup> November. WBC press release. Further grants available to closed West Berkshire businesses.
- xiv. 9<sup>th</sup> November. Streatley on-street EV charging bollard - initial enquiry. Following discussion, it was agreed to respond with reasons why the four suggested locations were not suitable and mention two other potential locations. The Parish Council will also look at other alternatives. Councillor Spring to contact The Swan and Councillor Ashmore to contact The Bull. **JS/JA**

**20/150 Items Raised by Councillors**

- i. Councillor Robertson reported that a large flagpole had been erected in the front garden of a house in The Coombe and wondered whether planning permission was required. Clerk to ask WBC Planning. **Clerk**
- ii. Councillor Coyle had been approached by the Treasurer of Streatley Hill pre-school as they are struggling with funds due to reduced numbers during the pandemic. The Parish Council have already given a donation this year and will consider doing so next year. Various options for funding were discussed.
- iii. Councillor Spring had received a request to see if levels of lighting might be reduced at the Swan during lockdown. **JS**
- iv. As a Christmas get together is unlikely this year a virtual drink and pub quiz was suggested after the December meeting. **JA/NB**

**20/151 Open Forum**

None.

**20/152 End of Meeting**

There being no further business, the Chairman confirmed that the next meeting would take place on 14<sup>th</sup> December 2020. A decision will be taken nearer the time as to whether this is a physical or virtual meeting. The meeting closed at 9.50 pm.

Future meetings: 2nd Monday of the month except August when there are no meetings.