

MINUTES OF A MEETING OF STREATLEY PARISH COUNCIL HELD **Actions
BY VIDEO CALL ON 14 DECEMBER 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

20/155 Preliminaries

- a. **Dispensations**
None.

20/156 Apologies

None.

20/157 Open Forum

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

20/158 Minutes

- i. Council resolved that the minutes of the meeting held on 9th November 2020, 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**

20/159 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.

2 additional signed forms received from Mr. Ashton. **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 with Mrs Dineen but due to the lockdown this was delayed. Councillor Coyle in discussions with SAS. **LC**

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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 products.

LC

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

- 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 15th October to Sunday 18th October 2020.

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 residents. For further update see item 20/160 below.

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. A plastic sign, more suitable for external use, has now been delivered. It was agreed to mount this on plywood and attach to the wooden fence. Councillor Robertson to inform owners that the sign will be put up between Christmas and New Year.

MR/NB

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

NB/Clerk

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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**

g. 19/139 a ii. The process for listing The Bull public house as an Asset of Community Value is under way and Councillor Jubb sent the completed form to WBC.

The panel met on 24th November and determined that The Bull did not meet the criteria for listing as the letting rooms brought it into the hotel category and the majority of income is from the hotel business. There was also a comment that the submission did not include backing from individual members of the public.

District Councillor Law recommended that Council pursues the matter further. **MJ**

Councillor Coyle was going to write to the Goring Gap News thanking The Bull for their hospitality during the recent power outage and will include a note asking for written support for the registration as an Asset of Community Value. Any submissions can be sent to the Clerk. **LC**

h. 19/142 i. Replacement for the rowan tree by the bus shelter. Following advice from the Woodland Trust and another source, a field maple (acer) has been selected. Quotation received from Tree Solutions (£269 for the tree plus £175 for planting). Mr Spencer has agreed to donate £300 and it was agreed that the balance would be paid by the Parish Council.

Council has agreed to a plaque subject to approval of wording. Mr Spencer to source plaque. **Clerk**

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 had suggested gym equipment for children. Fresh Air Fitness supplied monkey bars and chin-up bars which were installed on 12th November. Following a member's bid from District Councillor Law, a grant of £2,174 was paid by WBC, with matched funding from the Parish Council. **Action Completed**

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. A quotation of £1,184 + VAT was accepted, and the work was completed on 8th November, with funds for some of the equipment coming from CIL money. **Action Completed**

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- Playground Facilities Ltd, determined that the swings did not need attention at the moment but would recommend an inspection every 6 months (£65 per visit). It was agreed to go ahead with 6 monthly inspections. **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 because of suspected vandalism. Council had agreed to remove the remains and leave the ring so the net was removed on 15th November. **Action Completed**
- m. 20/104 xii Councillor Spring to raise issue of speeding traffic at next NAG meeting. **JS**
- 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. **Action Completed**
- 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.
- District Councillor Law to provide introduction to Kevin Griffin, an IT expert at WBC, who may be able to advise on secure storage for documents. See item 20/163 a i below. **NB**
- p. 20/119 xvii. Fallen trees on unleased land at top of High Street.
- RBC Tree Services removed the fallen tree, trimmed the tree damaged by fall, removed branch of tree likely to fall on highway and trimmed trees overhanging garages of adjoining properties on 3rd November. The repair to the fence was completed on 11th November at an agreed cost of £200. **Action Completed**
- q. 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.
- This is in WBC Highways programme for next year. Discussions ongoing. **MJ**
- r. 20/133 a i. Councillor Barnes to document layout of SPC website and all passwords. The Clerk has one copy, and another has been delivered to the Chairman. **Action Completed**
- s. 20/133 a ii. Councillor Barnes to review SPC website content on a quarterly basis to ensure it is up to date. **Action Completed**

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- t. 20/135 ix. Clerk accepted the offer of some trees for the Recreation Ground and possibly the Meadows. 20 small trees (oak, field maple and rowan) were delivered on 28th November and need to be planted by the end of February.
- 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. Council noted that oak trees cannot be planted in a field where horses graze.
- It was suggested that the oaks are planted behind the ball area of the Recreation Ground.
- u. 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 stated that The Bull were happy to display a map. Councillor Barnes to provide contact details of R. Bridle to Councillor Jubb to enable him to ask for a copy of the map without advertisements,
- v. 20/144 v. District Councillor Law to discuss support from SPC with Councillor Spring for nominating SERG for WBC Community Champions award.
- w. 20/146 d viii. Councillor Spring to circulate an initial draft of the 2021/2 budget for discussion at the December meeting.
- x. 20/146 d ix. Clerk to remind M&C landscapes for an invoice for grass cutting in September and pay when received.
- y. 20/147 a ii. Councillor Barnes requested a photograph and short profile from Councillor Smith for the web site. Updated 25th November.
- z. 20/147 a iii. All Councillors should review their profiles and send any updates to Councillor Barnes.
- aa. 20/147 b ii. SERG Recommendations paper. 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.
- bb. 20/147 b ii. Clerk to resume weekly SPC updates of SERG activity should there be anything of significance during lockdown. Nothing of local significance.
- cc. 20/147 c. Councillor Barnes to update website with revised portfolios and responsibilities.
- Clerk to inform SAS that Councillor Smith now represents SPC.
- dd. 20/148 a i. The salt bin, flower trough and tree were casualties of the recent car accident. Clerk to contact the insurers.
- Aviva require invoices/quotes and photographs for the items being claimed.
- Tree has been cut down. Replacement green grit bin and salt have been delivered. Replacement flower trough has been identified.
- Clerk to make the insurance claim once invoice for the tree work has been received.

Clerk/NB

NB/MJ

Action Completed

Clerk

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- ee. 20/148 a 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 and respond to Councillor Barnes. **LC**
District Councillor Law is interested in becoming a Trustee. Councillor Barnes to mention this at the HoSCT meeting on 16th December. **NB**
- ff. 20/149 xiv. Streatley on-street EV charging bollard - initial enquiry.
Clerk to respond regarding the 4 proposed sites and two potential alternative locations. **Action Completed**
The Parish Council will also look at other alternatives. Councillor Spring to contact the Swan and Councillor Ashmore to contact the Bull. **JS**
- No response so far from the Swan. Marston's Brewery are implementing a scheme of EV charging points across their public houses in the UK. **JA**
Councillor Ashmore will contact them directly.
- gg. 20/150 i. Reports that a large flagpole has been erected in the front garden of a house in The Coombe, so Council wondered whether planning permission was required. Clerk to ask WBC Planning. **Action Completed**
Reported to WBC Planning Enforcement but deemed low priority.
- hh. 20/150 iii. Councillor Spring had received a request to see if levels of lighting might be reduced at the Swan during lockdown. **Action Completed**
As lockdown is over and they are now allowed to open for meals they are not able to reduce levels of lighting. Councillor Spring has reported this to the requester.
- ii. 20/150 iv. A virtual drink and pub quiz were suggested for after the December meeting. **Action Completed**

20/160 Report of the West Berkshire District Councillor

- i. WBC Local Plan Consultation. The three sites proposed for Streatley did not make it through the early review stages. There may be a challenge from the developers of the Reading Road site. **JS**
SPC should review the consultation paper and respond. District Councillor Law to respond on the definition of major sites within the AONB.
- ii. Traffic congestion in High Street. District Councillor Law now has the data. The data also shows traffic flows at the crossroads and in/out of the Swan. An initial impression shows that more traffic enters the Swan from the east than from the west. He will meet with WBC Highways on 18th December to discuss.
- iii. The Youth Hostel. The Save the Youth Hostel Action Group is still in discussion with the YHA and has verbal agreement for a grant funded feasibility study to look at additional uses for the Youth Hostel. The YHA have said that they will match any grant funding obtained for this. The Action Group is attempting to sign an MOU with the YHA confirming this agreement.

20/161 Planning

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

i. 20/02637/HOUSE Lardon Lodge, Wallingford Road.

Construction of rear single storey extension and part-conversion of attached garage to create an enlarged, open-plan kitchen/family room and new utility room. New pitched roof with roof windows over new extension, ex-utility room and garage with existing front gable of garage retained and integrated into new roof. Installation of larger window in front wall of ex-utility room. Installation of new bi-fold patio door in rear wall of ex-kitchen. Associated internal alterations.

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

Council resolved to ratify this decision.

ii. 20/02654/LBC2 and 20/02653/HOUSE. Southridge House, Stichens Green.
New Greenhouse

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

Council resolved to ratify this decision.

Note: LBC not required – 2nd December.

iii. 20/02596/HOUSE. 3 Hill Gardens.

Glazed timber infill to existing porch, timber cladding to front gable, blocking up of existing openings and insertion of windows and bifold door.

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

Council resolved to ratify this decision.

iv. 20/02721/LBC2. Elm Lodge Wallingford Road.
Internal alterations to existing listed building.

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

Council resolved to ratify this decision.

b. Applications for planning permission

i. 20/02776/HOUSE The Warren, Rectory Road
Remodelling and extension of west wing.

Council resolved that Streatley Parish Council do not object to this application.

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

i. 20/02887/HOUSE 5 Pound Cottages, Wallingford Road.

Addition of side facing dormer to provide additional accommodation in attic space.

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In view of the late notice of this application, and its position within the conservation area, Council decided that they require more time to reach a decision.

Views to be passed to Councillor Smith who will formulate the response.

ALL

d. Decisions by WBC

i. 20/02204/HOUSE 6 Hill Gardens.

Demolition of existing conservatory/sunroom, proposed single storey rear extension. Modifications to existing window and door openings.

Council did not object to this application.
Approved 20th November.

ii. 20/02338/HOUSE Bauhinia, Three Gables Lane.

Single storey front extension to replace existing glazed lobby and internal alterations.

Council did not object to this application.
Approved 26th November.

iii. 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.

Council objected 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 requested 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.

Amendment to plans received on 17th November. Change from steel to wooden staircase. Council did not object to the amendment to this application.
Approved 20th November.

iv. 20/01940/LBC2 West Streatley House.

The addition of a kitchen vent through the roof of the rear extension.

Council did not object to this application.
Approved 11th December.

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

i. 20/02537/HOUSE Thatched Cottage High Street.

Newly constructed oak timber framed car port.

Council do not object to this application but wished to comment that they agreed with the comments from the Conservation Officer that the pitch of the roof should be lowered.

f. Other Planning (and Licensing) Matters

- i. SODC planning application P20/S2488/FUL. Development off Springhill Road, Goring for 49 dwellings. Council agreed to submit the response proposed by Councillor Spring. **Clerk**
- ii. Mad Hatters, Wantage Road. Query regarding planning permission for car port to the front of the house. WBC Planning determined that planning permission was required and advised that a retrospective application should be submitted.
- iii. Correspondence from Dr. N. Swan regarding mobile field shelter in Rectory Road. Councillor Spring to forward to District Councillor Law. **JS**

20/162 Finance Matters

a. Payment of Accounts between meetings

- i. £100.44. SSE. Street Lighting Energy October (paid by direct debit).
- ii. £196.68. M&C Landscapes. Grass cutting September.

Council ratified payment of the above invoices.

b. Payment of Accounts received by Council

- i. £14.39. H. Preston-Barnes. Zoom invoice December.
- ii. £1397.28. Playground Facilities Ltd. Repairs to playground equipment.
- iii. £2701.86. Fresh Air Fitness. Supply and installation of children's gym equipment - second payment.
- iv. £119.34. H. Preston-Barnes. Replacement grit/salt bin in High Street (to be recovered from insurers).
- v. £13.03. N. Barnes. Sign for bottom of The Coombe.
- vi. £25.78. H. Preston-Barnes. Grit/salt for new bin in High Street (to be recovered from insurers).
- vii. £900.00. Field Seymour Parkes. West Streatley House legal advice.
- viii. £45.00. Open Spaces Society. Membership renewal.
- ix. £91.72. SSE. Street Lighting Energy November (to be paid by direct debit).

Council resolved that the above invoices be approved for payment. **Clerk**

c. Receipts

- i. £178.00. Q1 Foundation. Refund of balance for SERG volunteer DBS checks.
- ii. £2174.00. West Berkshire Council. Grant towards children's gym equipment.

Council acknowledged receipt of these payments.

d. Other Finance Matters

- i. Council approved the bank reconciliation as of 30th November 2020 (previously circulated).
- ii. Council acknowledged payment of the Clerk's salary by direct debit on 1st December.
- iii. Council discussed the budget for 2021/2 which will be agreed at the January meeting.

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- iv. Council approved changes to the Financial Regulations.
- v. Council approved changes to the Standing Orders.
- vi. Council approved changes to the Code of Conduct.
- vii. Council approved changes to the Virtual Meeting Guidelines.
- viii. Council approved changes to the Statement of Internal Control.
- ix. Council approved the Data Protection Policy.
- x. Council approved the Freedom of Information Policy.

The above documents (iv-x) to be dated and placed on the SPC web site. **Clerk/NB**

20/163 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 to persevere with the use of MS Teams and will handhold individual Councillors through the setting up process.
- ii. The website accessibility changes were checked using a software application and passed.
- iii. All Councillor bios have now been updated.

b. Emergency Planning/SERG.

- i. Councillor Barnes reported that there has been one SERG meeting in the last month. A cascade system is now in place so that households in the village will receive important Covid related information in a form that they are most comfortable with (email, text, WhatsApp, telephone call or printed document.)

20/164 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. HoSCT are in the process of obtaining quotes for the work on the wall as designed by the surveyor. The responses to be discussed on 16th December. The plan involves pulling down the bulging section and making safe. The damaged section awaits action from the insurers

b. Neighbourhood Action Group

- i. There was an attempted break-in of stables at the rear of High Street. Stables in Upper Basildon have also been targeted.
- ii. Councillor Spring has received a series of emails regarding scams and thefts of catalytic converters (mainly Honda and Toyota vehicles).

c. St Mary's Church

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- i. There will be a Carol Service on 20th December and communion on Christmas Day (both services by ticket only).

20/165 Correspondence (not dealt with elsewhere in the agenda)

- i. 9th November. Compton Neighbourhood Plan Pre-Submission Consultation - Regulation 14.
- ii. 9th November. WBC. SEN and Disabled Children's Service Consultation.
- iii. 10th November. Cheryl Evans WBC. Parish Owned TME (SID).
- iv. 13th November. Tree Officer WBC. TPO confirmed trees in The Coombe.
- v. 16th November. WBC Press Release. Council supports campaigns to wrap up Christmas for those in need.
- vi. 17th November. Going Forward Buses. Christmas is coming!
- vii. 18th November. WBC Community Hub. Help needed to boost response to our Covid-19 survey.
- viii. 18th November. WBC Press Release. West Berkshire lottery players have chance to win an entertainment bundle in national draw.
- ix. 19th November. RBH Trust. Patient newsletter - November 2020.
- x. 20th November. Streatley School defibrillator. Clerk to respond. **Clerk**
- xi. 20th November. WBC Press Release. Additional Restrictions Grant (ARG) scheme launched for West Berkshire businesses.
- xii. 20th November. CCB. Action for All E-Bulletin.
- xiii. 24th November. WBC. Winter preparedness - level 1.
- xiv. 24th November. WBC. Newsletter on recycling and waste news.
- xv. 24th November. WBC Press Release. A thank you letter to school staff.
- xvi. 24th November. Friends of the Ridgeway. Swire Ridgeway Arts Prize and Friends Day.
- xvii. 26th November. WBC Press Release. Post-lockdown restrictions in West Berkshire (high tier).
- xviii. 26th November. Open Spaces Society. November newsletter.
- xix. 27th November. WBC Press Release. WBC to launch £279k COVID winter grant scheme for residents.
- xx. 27th November. South East Energy Hub. Rural Community Energy Fund grants.
- xxi. 28th November. Going Forward Buses. Services start for Tier 2.
- xxii. 30th November. WBC Press Release. WBC to receive £495,000 to enhance cycling and walking infrastructure.
- xxiii. 1st December. WBC Press Release. £500k Community Infrastructure Levy fund open for bids.
- xxiv. 2nd December. Dr R. Clarke. Covid-19 preventative behaviour and symptoms study.
- xxv. 2nd December. WBC Press Release. Free parking days in WBC's public car parks this December.
- xxvi. 4th December. WBC. WBC table of evening meetings.
- xxvii. 4th December. WBC. Letter to Parish Councils with the IRP Report.
- xxviii. 5th December. West Berkshire Countryside Society. Upstream Winter issue.
- xxix. 9th December. South Oxfordshire District Council. Inspector's Report on the South Oxfordshire Local Plan 2011-2035.
- xxx. 11th December. WBC Planning. Regulation 18 Consultation on the Emerging Draft of the West Berkshire Local Plan Review to 2037.
- xxxi. 11th December. CPRE. Campaign update.

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20/166 Items Raised by Councillors

- i. Councillor Smith has received an email from the Allotment Society. They still have concerns regarding children climbing over the fence to retrieve balls. They are also looking for additional space as they currently have 14 people on the waiting list.

20/167 Open Forum

None.

20/168 End of Meeting

There being no further business, the Chairman confirmed that the next meeting would take place on 11th January 2021. This will be a virtual meeting using Zoom technology. The meeting closed at 9.20 pm.

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