



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm for 20 years

Council Meeting Agenda

Date of Meeting	Monday 10 th January 2022
Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot RG31 7AW
Time	7.30pm
Circulation	All Council members and District Councillors

No.	Notes												
1.	<p>Open forum for members of the public</p> <p>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Holybrook Parish. No decision can be taken during this session¹, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.</p> <p>¹ Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</p>												
2.	Apologies for absence (LGA 1972 s85 (1))												
3.	<p>Declarations of interest relevant to the Agenda</p> <p>Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).</p>												
4.	Approval and adoption of the minutes of the full council meeting which took place on Monday 6 th December 2021 (LGA 1972 sch 12, para 41(1))												
5.	Declaration of Acceptance of Office – Mr Salau												
6.	Past Matters for report purposes only – appendix 1												
7.	District Councillors' report												
8.	<p>Planning: New applications</p> <p>Members to consider and make representation on the following new applications:</p> <table border="1"> <thead> <tr> <th>Planning no.</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>21/03074/HOUSE</td> <td>Mr & Mrs Chrustwski</td> <td>16 Bainbridge Road, Calcot</td> <td>Single storey rear extension with roof light.</td> </tr> <tr> <td>21/03238/HOUSE</td> <td>Mr & Mrs Murby</td> <td>5 Brookside, Calcot</td> <td>Single storey rear extension with 5no roof lights and front bay window.</td> </tr> </tbody> </table>	Planning no.	Applicant	Address	Proposal	21/03074/HOUSE	Mr & Mrs Chrustwski	16 Bainbridge Road, Calcot	Single storey rear extension with roof light.	21/03238/HOUSE	Mr & Mrs Murby	5 Brookside, Calcot	Single storey rear extension with 5no roof lights and front bay window.
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9.	<p>West Berkshire Council Planning decisions – Information Item</p> <p>21/02564/HOUSE – 15 Ledbury Drive, Calcot: Conversion of a detached garage building to a habitable use as a detached residential property within the designated settlement boundary of Calcot, Reading. APPROVED</p> <p>21/02574/HOUSE – 2 Carters Rise, Calcot: Replacement of conservatory with brick-based rear extension. APPROVED.</p> <p>21/02673/HOUSE – 18 Willow Tree Glade. Single storey rear extension with Ultraframe replica tile roof and 2no double glazed roof panels. APPROVED.</p> <p>21/02418/FUL – Land at Magnolia Cottage, The Old Orchard, Mill Lane, Calcot: One No. 2 bed detached cottage and garage. Section 73 application to remove/vary conditions 2 (plans), 8 (permitted development restriction), and 9 (no additional openings) of planning permission 04/02607/FUL. CANNOT BE DETERMINED.</p>						
10.	<p>Other Planning – Planning appeal</p> <p>APP/W0340/W/21/328269 (20/02861/FUL: 18 Sandhills Way, Calcot)</p> <p>Members to consider the appeal reports and agree whether further comment be submitted to the Planning Inspectorate (please note all previous comments made by the Parish Council are submitted as part of the appeal process).</p>						
11.	<p>West Berkshire Council library review (as per e-mail 04/02/2022)</p> <p>a) Members are asked if they would like the Clerk to attend a ‘feedback session’ regarding WBC’s library review (Thursday 27th January 2022) and if so,</p> <p>b) The Council to agree and response to the following topics:</p> <ol style="list-style-type: none"> 1. Some parts of the district are undergoing change, such as increased housing, and changes to the local demographic. With this in mind, what do you consider to be the <u>needs</u> of your community which the library service could help with? 2. Based on these changing needs, how do you think we can deliver the library service differently? 3. Voluntary contributions from town and parish councils. 						
12.	<p>Financial Information</p> <p>a) Payments – Members are asked to authorise the payment of items listed on payment sheet 08-2020/21</p> <p>b) INFORMATION ITEM: The Band D tax base for Holybrook has been received from WBC. Therefore,</p> <table data-bbox="478 1769 1197 1848" style="margin-left: auto; margin-right: auto;"> <tr> <td>Band D rate 2022/23</td> <td>£50.33</td> <td>increase</td> </tr> <tr> <td>Band D rate for 2021/22</td> <td>£48.20</td> <td>4%</td> </tr> </table>	Band D rate 2022/23	£50.33	increase	Band D rate for 2021/22	£48.20	4%
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13.	<p>Clerk’s Report – appendix 2</p> <p>INFORMATION ITEM.</p>						

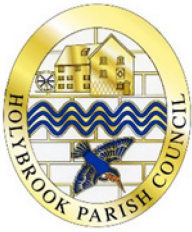
No.	Notes
14.	<p>Holy Brook River – condition</p> <p>Verbal report from Clerk</p> <p>a) Members to mark, prior to the meeting, on the map (provided with the agenda) exact locations on the Holy Brook which are in need of clearance.</p>
15.	<p>Nuisance & Obstruction Notices – Devolution</p> <p>a) Members to acknowledge the information provided by e-mail on 4th January 2022 regarding nuisance and obstruction notices (overgrown foliage).</p> <p>NOTE: Members previously agreed that the Parish Council would undertake this work (84/21/22) but wanted more information.</p> <p>b) Members to agree when the Parish Council will formally take over this work from WBC.</p>
16.	<p>Neighbourhood Action Group (09.12.2021) – verbal report, Cllr Littlewood</p>
17.	<p>Health and Safety</p> <p>Verbal report from Clerk following which, Members to discuss Health and Safety concern raised at the Meeting in December 2021 (see minute 127/21/22) and agree the next course of action.</p>
18.	<p>WBC Improvement Plan Working Group</p> <p>Feedback following working group in December 2021. Verbal reports:</p> <p>a) Clerk (documents enclosed);</p> <p>b) Cllr Littlewood</p>
19.	<p>2022/23 Meeting Dates – APPENDIX 3:</p> <p>Members to provisionally agree the draft 2022/23 meeting schedule (enclosed).</p>
20.	<p>Chairman’s remarks</p>

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Part II.

PART II

21. Staffing:

22. Beansheaf Centre opening hours.



Past Matters for report purposes only - APPENDIX 1

January 2022

- **147/20/21 Footpath Holybrook 4/1**
 - 1) FoLP has advised that this footpath has now has Tarmac scalplings to provide a stable, all weather surface along the whole pathway from the concrete footbridge back to the Mill.
- **68/21/22: Heritage Forum (Pump) (July) and 78/21/21 Matters Arising (September)**
 - 1) WBC's Principal Conservation and Design Officer has advised that WBC is now considering nominations for the inclusion in the local list of heritage assets as having special local architectural, archaeological or historic interest. The Pump in the Sensory Garden is one of these nominations. An advertisement was placed in local press on 9th December for public comment. The Clerk has provided comments of support for the listing of the Pump. The final decision is delegated to the Head of Planning and Countryside.
- **79/21/22: District Councillor's Report (September)**
 - 1) Investigate the possibility of improving road signs which are either dirty or covered in overgrown foliage. **(RS) Outstanding**
- **88/21/22: Greening Projects and Trees (September)**
 - 1) Ownership of Leylandii trees and possible course of action. **(RS) Outstanding**
 - 2) Blossom into Spring project: 11th December 2021 - Trees were planted by FoLP on the grassland strip behind Kennet Valley School (Underwood Road). There were some delivery issues but, otherwise, all went well. A local resident assisted FoLP by providing water and has also agreed to water the trees in the warmer weather. There will be an official press release in the New Year.
- **98/21/22: Beansheaf Centre/Linear Park facility bookings (October)**
 - 1) West Berkshire Council has been contacted regarding future bookings. **Response awaited.**
- **102/21/22: Other Planning (Bellway Development) (October)**
 - 1) A meeting has been arranged with WBC to take place in the Beansheaf Centre on Tuesday 11th January 2021. Feedback from the meeting will be provided to Council at its meeting in February.
- **110/21/22: Chairman's Remarks (Visit from CEO WBC) (October)**
 - 1) The CEO of WBC will be attending the Parish Council Meeting which is scheduled to take place on Monday 14th March 2022. There will be section, at the beginning of the meeting, for questions and answers.
- **116/21/22: District Councillor's Report (November)**
 - 1) Investigate re-instatement of the road-markings on Junction 12 **(RS)**.
- **119/21/22: Other Planning**
 - 1) As agreed, the letter was issued to the Service Director. The letter has been acknowledged. **Formal response awaited – chased in December.**



Clerk's Report – APPENDIX 2

January 2022

Beansheaf Centre

09/12/2021 – Updated Covid-19 guidance was issued to hirers of the Beansheaf Centre. The main difference for the centre is that face coverings are, once again, mandatory (with some exceptions). Additionally, hirers were reminded of their responsibilities. At the time of writing we had only received one cancellation in the centre due to the changing Covid situation.

13/12/2021 – Following Government guidance, the Parish Office was closed and employees are working from home until the guidance is updated.

29/12/2021 – Annual deep clean of the Centre was completed including carpet clean.

Sundry

The Clerk, on Monday 24th January, will be attending a meeting with WBC regarding dog foul in the Parish and possible devolution discussions.



HOLYBROOK PARISH COUNCIL

DRAFT Schedule of meetings 2022 – 23

2022		
June	Monday 20 th	Full Council
July	Monday 4th	Finance Committee
	Monday 25 th	Council
August	No council meetings held	
September	Monday 12 th	Council
October	Monday 10 th	Council
	Monday 17th	Finance Committee
November	Monday 7 th	Council
December	Monday 12 th	Council
2023 – local election year		
January	Monday 16 th	Council
February	Monday 13 th	Council
	Monday 27th	Finance Committee
March	Monday 13 th	Council
	Monday 27th	Annual Parish Assembly (meeting of Parishioners)
April	Monday 24 th	Council
May	Monday 15th (7.00pm)	Annual Meeting
	Monday 22 nd	Full Council

All Meetings will take place at the Beansheaf Centre, Charrington Road, Calcot RG31 7AW unless otherwise stated

Due to Covid-19 there may be some disruption to the Parish Council's meeting schedule and meetings may be subject to some regulations around Covid security.

The most up-to-date information will be published on the Council's website: www.holybrook-pc.gov.uk.