



Holybrook Parish Council

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

Council Meeting Agenda

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| Date of Meeting | Monday 14 th March 2022 |
| Location | Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW |
| Time | 7.30pm |
| Circulation | All Council members and District Councillors |

*Documents enclosed for Councillor reference only: Flow Chart and information on Disclosable Pecuniary Interests.

| No. | Notes |
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| 1. | <p>Open forum for members of the public</p> <p>Questions and comments from members of the public (limited to 15 minutes in total)</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. | <p>Question and Answer session with Nigel Lynn, CEO of West Berkshire Council</p> <p>(limited to 15 minutes in total)</p> |
| 3. | <p>District Councillor's report</p> <p>In addition, District Councillors to respond to a question from Cllr Lenaghan, on behalf of residents, regarding pot holes in the District.</p> |
| 4. | <p>Presentation from prospective new councillor</p> <p>(limited to 5 minutes in total)</p> |
| <p>Please note that members of the public exercising their right to speak during Public Question Time may be recorded and unless specifically requested their names will also be recorded in the minutes.</p> | |
| 5. | <p>Apologies for absence (LGA 1972 s85 (1))</p> |
| 6. | <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> |
| 7. | <p>Approval and adoption of the Minutes of the full council meeting on Monday 7th February 2022 (LGA 1972 sch 12, para 41(1))</p> |
| 8. | <p>Past matters for report purposes only: APPENDIX 1</p> |

| No. | Notes | | | | | | |
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| 9. | <p>Co-option of prospective new Councillor</p> <p>Following presentation from prospective new councillor, Councillors approval required.</p> | | | | | | |
| 10. | <p>Planning: New applications</p> <p>Members to agree response to the following planning applications:</p> <table border="1" data-bbox="188 421 1481 645"> <thead> <tr> <th data-bbox="188 421 437 461">Planning no.</th> <th data-bbox="437 421 743 461">Address</th> <th data-bbox="743 421 1481 461">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 461 437 645">22/00406/COND1</td> <td data-bbox="437 461 743 645">3 Goodwin Close, Calcot</td> <td data-bbox="743 461 1481 645">Application for Approval of Details Reserved by Conditions 4 (Landscaping), 5 (Parking layout), 6 (EVCP), 7 (Formal surveillance) and 11 (Refuse storage) of planning permission 21/00488/FUL - Proposed Change of Use of Dwellinghouse (C3) to Residential Care Accommodation (C2)</td> </tr> </tbody> </table> | Planning no. | Address | Proposal | 22/00406/COND1 | 3 Goodwin Close, Calcot | Application for Approval of Details Reserved by Conditions 4 (Landscaping), 5 (Parking layout), 6 (EVCP), 7 (Formal surveillance) and 11 (Refuse storage) of planning permission 21/00488/FUL - Proposed Change of Use of Dwellinghouse (C3) to Residential Care Accommodation (C2) |
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| 11. | <p>Amended Planning Applications – Information Item</p> <p>21/03238/HOUSE - 5 Brookside Close (Single storey rear extension with 5no roof lights, and front bay window): The footprint of the proposed bay window is reduced. In the east side elevation the glazing in the bay window is to be obscured.</p> | | | | | | |
| 12. | <p>Pincent's Hill – latest information.</p> <p>To receive a verbal report from Cllr Bedwell.</p> | | | | | | |
| 13. | <p>West Berkshire Council Planning Decisions – Information Item</p> <p>21/03238/HOUSE – 5 Brookside Close, Calcot: Single storey rear extension with 5no roof lights and front bay window. APPROVED.</p> | | | | | | |
| 14. | <p>Reported Planning Breaches – Information Item</p> <p>To receive a verbal report from the Parish Clerk.</p> | | | | | | |
| 15. | <p>Planning Appeals – Information item</p> <p>APP/W0340/W/21/3282691 – 18 Sandhills Way. Calcot: Demolition of existing two storey extension and garage and erection of two storey building to form 1 x 3-bedroom dwelling with associated car parking, access, hard and soft landscaping, refuse and cycle stores. ALLOWED.</p> | | | | | | |
| 16. | <p>Bellway Homes – Dorking Way site</p> <p>It was previously agreed that a follow up letter to residents should be issued following the completion of groundworks on the Bellway site. It is now estimated that large scale groundworks should be completed by Easter 2022, therefore:</p> <p>Members are asked to confirm the following:</p> <ul style="list-style-type: none"> a) What questions should be asked in the new survey; b) The time-line for the survey; | | | | | | |
| 17. | <p>Adoption of the Compton Neighbourhood Development Plan</p> <p>To receive a verbal report from the Parish Clerk. Following which:</p> <p>Members to discuss and agree if the council is aggrieved by the adoption and whether to make a representation to the High Court.</p> | | | | | | |

| No. | Notes |
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| 18. | <p>Financial Decisions – for Agreement/Ratification</p> <p>a) Payments – Members are asked to ratify the payment of items listed on payment sheet 10-2021/22</p> <p>b) Members to ratify the following recommendations of the Finance Committee:</p> <p>1) <i>Claire Connell as the Internal Auditor for the financial year 2022-2023.</i></p> <p>1a) <i>Scope of the Internal Audit as described:</i></p> <ul style="list-style-type: none"> - <i>The internal audit will be carried out in accordance with the guidance provided in ***“Governance and Accountability for Local Council: A Practitioners’ Guide”***;</i> - <i>An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council’s Risk Assessment;</i> - <i>The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurance to be given in the annual audit report can be made.</i> <p>2) <i>Alan Harland as the accountant for the financial year ending 2022.</i></p> <p>3) <i>Annual Financial Management Risk Assessment 2022/23 (enclosed)</i></p> <p>4) <i>Assets Register 2021/2022 (enclosed) *please note that the memorial bench for late Councillor Argyle may need to be added before the year.</i></p> <p>5) <i>Dave Prior’s honorarium to the sum of £420.00</i></p> <p>6) <i>List of Parish Council contracts and the listed payment methods (enclosed)</i></p> <p>7) <i>Updated hire discount eligibility policy (see Clerk’s note enclosed with the agenda)</i></p> <p>c) Members to confirm the renewal of the Survey Monkey subscription to the sum of £384.00</p> <p>d) Members are asked to confirm the earmarked reserves for the financial year 2022/23 as follows:</p> <p>Play equipment: £7,551.41 Community & Environment: £5,383.89 Staff Training: £123.34 Events: £5,500.00 Sharnwood (non-engineering): £33,250.00 Beansheaf Refurbishment (Office and disabled toilet): £24,438.75 Grants: £2,570.00 Community Infrastructure Levy: £158,200.54 (£40,000.00 earmarked for Sharnwood engineering)</p> <p>i) Members to confirm a value for an EMR for shutter replacement</p> <p>e) WBC has advised that Members bid opportunities have been committed to again this year. Therefore, members are asked to discuss and agree if Holybrook Parish Council is going to:</p> <ul style="list-style-type: none"> i) Apply for a Members’ Bid and if so, what for,; ii) The sum to be applied for; iii) Assign the bid application process. <p>Enclosed for information: income and expenditure</p> |

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| 19. | <p>Financial Information – Information Item</p> <p>a) Purco Print is increasing its prices from April 2022 meaning that each print run of the Holybrook News will henceforth be £345.00 per print run (rising from £330.00 / print run);</p> <p>b) ION is increasing its prices from April 2022 with the annual agreement rising from £45.00 per month to £47.50 per month (plus vat).</p> |
| 20. | <p>WBC Grounds Maintenance Contract – Information Item (enclosed with the agenda)</p> <p>a) Members to acknowledge:</p> <p>i) Holybrook Parish Council currently has 10 dog bins emptied once weekly by WBC and is seeking to add at least one more (Dorking Way). The current cost of this is £26/bin/year (meaning that this service is currently £0.50/bin/week). It is expected that, when WBC update their contract, this figure will rise significantly;</p> <p>ii) Other services currently provided to the PC from WBC and associated costs:</p> <ul style="list-style-type: none"> - Quarterly RoSPA Inspections x 2 playgrounds = £42.50/playground/inspections; - Annual RoSPA Inspections x 2 playgrounds = £49.50/playground; - Linear Park Gate unlocking (@30% cost of the overall bill) = £1,080.00. <p>iii) WBC has announced that the services charged above will be increased by 5.4% in the year 2022-2023.</p> <p>iv) The Parish Council received this information after the budget was agreed and precept requested. Therefore, there is likely to be a budget impact (especially when the new contract is awarded in January 2023).</p> <p>b) Members to review and agree if the proposed Service Level Agreement, as written by WBC, is sufficient;</p> <p>c) Members to discuss and agree whether, at this stage, HPC should:</p> <ul style="list-style-type: none"> i) Continue to use the subcontractor employed by WBC, or ii) Investigate the possibility of employing its own subcontractor for the aforementioned jobs (bar the Linear Park gate unlocking). <p>v) Members are advised that, due to ill health, the final quarterly RoSPA inspection for 2022/23 was not completed. It will, however, take place in April 2022 and will be added to the WBC grounds maintenance services charges next year. Therefore, a sum of £108.90 from the 2021/22 budget will need to be moved into the next financial year, 2022/23 (budget heading 4167 – playground inspections).</p> |
| 21. | <p>Naming of Linear Park Sections</p> <p>Members are asked to provide and agree suggestions for the naming of the section of the Linear Park (map enclosed)</p> |
| 22. | <p>Change of Meeting date</p> <p>Members are asked to approve that the Full Council meeting which was scheduled to take place on Monday 25th April 2022 be moved to Monday 4th April 2022.</p> |
| 23. | <p>Clerk's Report – Information Item, verbal report</p> |

| No. | Notes |
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| 24. | <p>Queen's Platinum Jubilee</p> <p>a) Members to discuss and agree whether Holybrook Council will undertake or promote any of the Queen's Jubilee official celebrations (information e-mailed to Councillors on 04/03/2022: https://platinumjubilee.gov.uk/get-involved-with-the-platinum-jubilee/) over the extended Bank Holiday Weekend Thursday 2nd June 2022 until Sunday 5th June 2022.</p> <p>If events are confirmed:</p> <p>i) Members to agree a source of funding for the events; ii) Consider a subcommittee to run the agreed events.</p> |
| 25. | Neighbourhood Action Group report – verbal, Cllr Littlewood |
| 26. | <p>Chairman's remarks</p> <p>Verbal report following meeting with MP Alok Sharma (regarding refused Pincents Hill development proposal)</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 2

27. Sharnwood Drive – Information Item:

Clerk to provide a verbal update from West Berkshire Council's Definitive Maps Officer

28. Staffing Information Items:

- a) Pay Increases
- b) Recruitment update



Past Matters for report purposes only – Appendix 1

March 2022

- **119/21/22: Other Planning**

As agreed, the letter was issued to the Service Director. The letter has been acknowledged. **Formal response awaited – chased in December. Chased again in January and February.**

- **139/21/22: Memorial.**

The bench has been ordered by WBC and it has been delivered to WBC ready for installation. **Installation date and invoice awaited.**

- **151/21/22: WBC – notification of planning applications (January 2022)**

Cllr Somner to investigate and report back **(RS)**

- **158/21/22: Holy Brook River**

WBC was contacted and they have advised that they are unable to assist the Parish Council with the issuing of letters to the riparian landowners for action to be taken in maintenance of the Holy Brook River. However, WBC has provided the Parish Council with the direct contact details of the Environment Agency and a template letter which could be issued by the Parish Council to the appropriate land owners. **The Environment Agency has been contacted and chased. No response to date.**

- **175/21/22: Other Planning b) i) and ii)**

Cllrs Bedwell, Collard and Tull have a Teams meeting arranged with MP Alok Sharma on 25th March to discuss, as previously agreed, the planning system and the redaction of Councillor e-mail addresses from the published Declaration of Members' Interest Forms. Cllrs Bedwell, Collard and Tull will work together to form the Council's questions to the MP (it has been requested that all questions are submitted in advance) and wish to consult with Councillors before the questions are issued. This will be done by e-mail.

- **175/21/22: Other Planning c)**

District Councillor Oloko's contact telephone number has now been added to the Dorking Way noticeboard. In addition, the Clerk sought permission from Bellway Homes for a contact e-mail address for Bellway to be added. The Clerk has also issued an information sheet in the noticeboard. Finally, Bellway has advised that WBC has completed an Enforcement visit to site following the Sunday working in January. We do not have any further information at this time.

- **178/21/22: Memorial Trees**

The following trees have been accepted for the Memorial for late Councillor Baker: Tilia cordata (2.5m). and a Prunus Avium (2.5m). The contactor is to contact us shortly to arrange a planting date and obtain location information.

On-going matters (listed for ease of reference):

- **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) on-going**

- **88/21/22: Greening Projects and Trees (September)**

- 1) Ownership of Leylandii trees and possible course of action. **(RS) On-going**

- **98/21/22: Beansheaf Centre/Linear Park facility bookings (October)**

1) West Berkshire Council has been contacted regarding future bookings. WBC has advised that they are **looking into this and that they are expecting to produce a more comprehensive hirer's agreement. Ongoing**

- **116/21/22: District Councillor's Report (November)**

1) Investigate re-instatement of the road-markings on Junction 12 **(RS)**.

- **159/21/22: Nuisance & Obstruction Notices**

1) WBC has been advised that the Parish Council will take over the issuing of the initial letters regarding the above. The Clerk has asked whether a Section 101 agreement is required (the official delegation of powers) and is awaiting a response.