



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 20 th June 2022 |
| Location | Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW |
| Time | 7.30pm |
| Circulation | All Council members and District Councillors |

| 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>Presentation from prospective new councillor</p> <p>(limited to 5 minutes total)</p> |
| 3. | <p>District Councillors' Report - verbal</p> |
| 4. | <p>Apologies for absence (LGA 1972 s85 (1))</p> |
| 5. | <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> |
| 6. | <p>Approval and adoption of the minutes of the minutes of:</p> <p>a) the Annual Meeting of Monday 16th May 2022;</p> <p>b) the Full Council meeting of Monday 23rd May 2022.</p> <p>Please note that the minutes of the Annual Assembly are enclosed for reference but these will be approved at the Annual Assembly in 2023.</p> |
| 7. | <p>Co-option of prospective new Councillor</p> <p>Following presentation from prospective new councillor, Councillors approval required.</p> |
| 8. | <p>Past Matters for report purposes only – report 1</p> |

| No. | Notes | | | | | | | | | | | | |
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| 9. | <p>Committee Membership</p> <p><i>Cllrs Moore and Littlewood to formally confirm their proposed positions on the following Committees:</i></p> <p>a) Cllr Moore – Human Resources Committee</p> <p>b) Cllr Littlewood – Finance Committee, Chairman of the Neighbourhood Action Group and representative on LLC (AWE)</p> | | | | | | | | | | | | |
| 10. | <p>Planning: New applications</p> <p><i>Applications to be considered:</i></p> <table border="1" data-bbox="185 613 1484 898"> <thead> <tr> <th data-bbox="185 613 456 645">Application no</th> <th data-bbox="456 613 683 645">Applicant</th> <th data-bbox="683 613 970 645">Address</th> <th data-bbox="970 613 1484 645">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 645 456 770">22/01133/TPW</td> <td data-bbox="456 645 683 770">G. Phillipps</td> <td data-bbox="683 645 970 770">14A Carston Grove, Calcot</td> <td data-bbox="970 645 1484 770">T1 – Elm – Crown lift to 2.5m from the grounds and crown thin by no more than 20% to allow more light and prevent obstruction.</td> </tr> <tr> <td data-bbox="185 770 456 898">22/01405/TPW</td> <td data-bbox="456 770 683 898"></td> <td data-bbox="683 770 970 898">17 Bucknell Close, Calcot</td> <td data-bbox="970 770 1484 898">T1 – Ash – Fell due to Ash dieback as in photos. When monitored last year canopy very light and yellow, showing first stages of Ash dieback.</td> </tr> </tbody> </table> | Application no | Applicant | Address | Proposal | 22/01133/TPW | G. Phillipps | 14A Carston Grove, Calcot | T1 – Elm – Crown lift to 2.5m from the grounds and crown thin by no more than 20% to allow more light and prevent obstruction. | 22/01405/TPW | | 17 Bucknell Close, Calcot | T1 – Ash – Fell due to Ash dieback as in photos. When monitored last year canopy very light and yellow, showing first stages of Ash dieback. |
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| 11. | <p>West Berkshire Council Planning decisions – Information Item:</p> <p>22/00638/COMIND – The Filberts, The Chase, Reading: Demolition of existing office building and erection of a three storey 66no bedroom care home (C2 use class) for the elderly and associated works. INVALID.</p> <p>22/00783/HOUSE – 22 Cambrian Way, Calcot – Two storey rear extension. GRANTED.</p> <p>22/00776/HOUSE – 10 Silbury Close, Calcot – Single storey rear extension. GRANTED.</p> <p>22/00842/HOUSE – 25 Honey Bee Street, Calcot – Single storey rear extension. GRANTED.</p> <p>22/00794/PASSHE – 45 Bath Road, Calcot – Application for prior approval for single storey rear extension 6.0m beyond rear well x 3.0m maximum height x 2.0m at eaves. REFUSED.</p> <p>22/00797/HOUSE – 2 Goodwin Close, Calcot – Proposed single storey front/side extension. Proposed double storey side and rear extension. Proposed single storey rear extension. REFUSED.</p> <p>22/00685/HOUSE – 34 Rushmoor Gardens, Calcot – Two storey part rear/side extension and a new front garage. REFUSED.</p> | | | | | | | | | | | | |
| 12. | <p>Minerals and Waste Local Plan - Consultation on Proposed Main Modifications</p> <p><i>Members are asked if they would like to make comment on the Minerals and Waste Local Plan (proposed main modifications) (e-mailed to all members 10/06/2022):</i> https://info.westberks.gov.uk/mwlpmm.</p> | | | | | | | | | | | | |
| 13. | <p>Financial Decisions</p> <p>a) Payments – <i>Members are asked to authorise the payment of items listed on payment sheet 02-22/23</i></p> | | | | | | | | | | | | |

| No. | Notes |
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| 14. | <p>Financial Information</p> <ul style="list-style-type: none"> a) A Members' Bid has been submitted for the upgrade to the Parish Office lighting and Linear Hall lighting. b) A valuation has been completed of the Chairman's Pendant (enclosed for information). In addition, the Pendant has been sent to Fattorini for updating with the change of Chairmanship. c) Two monitors have been purchased and installed by ION at a total cost of £527.98 |
| 15. | <p>Audit – Financial year 2021/22 – information Item</p> <ul style="list-style-type: none"> a) The Internal Audit is now complete. A copy of the Internal Audit section of the AGAR is enclosed for information only. b) The AGAR was issued to PKF Littlejohn on Tuesday 14^h June 2022 and, as per the agreed timings, the Notice of Exercise of Public Rights and completed AGAR will be published on Tuesday 21st June. This will complete on Wednesday 3rd August 2022. |
| 16. | <p>Committees – Delegation and Terms of Reference</p> <ul style="list-style-type: none"> a) Following a verbal report from the Council Chairman, Members to review and approve the following documents: <ul style="list-style-type: none"> i) Committee Scheme of Delegation (general); ii) Finance Committee – Terms of Reference; iii) Community and Environment Committee – Terms of Reference; iv) Planning Committee – Terms of Reference; v) Human Resources Committee – Terms of Reference; vi) Working Parties. b) Members to approve that the new committee scheme of delegation is reviewed by the Council in January 2023 and that any recommendations/amendments to be considered and approved in time for the new Council year (May 2023). c) All committees to provide any special financial requests to the Finance Committee prior to its scheduled meeting on Monday 17th October 2022 for inclusion in the budget approval for full Council in December. |
| 17. | <p>Community & Environment Committee – 2022/23 project list</p> <ul style="list-style-type: none"> a) Members to agree that the Community and Environment Committee focus on the following projects for the year 2022/23: <ul style="list-style-type: none"> i) Sharnwood Drive – footpath; ii) Estate entrance welcome gates; iii) Signage; iv) Climate Change (research, feedback from Forum); v) CIL projects (already consulted and agreed, follow-up on access/pathway); vi) Annual Assembly – consider new format and propose possible awards. b) Members to agree that the next Community and Environment Committee meeting be held on Monday 26th September 2022 (minute ref: 35/22/23). |

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| 18. | <p>Health and Safety Feedback – Aldi</p> <p>Members to provide feedback from their ad hoc visits to the aforementioned store (minute reference 161/21/22) with particular attention to litter and trip hazards.</p> |
| 19. | <p>Legacy Land Sales – land identification</p> <p>Members to use the map (which will be made available at the meeting) to mark areas of land that they have identified as potentially vulnerable for Legacy Land Sales (as per minute 30/22/23)</p> |
| 20. | <p>Covid measures – Review of updated documents</p> <p>a) Members to review and approve the enclosed updated documents for the Beansheaf Centre;</p> <p>i) Proposal for moving forward to ‘living with Covid’ at the Beansheaf Centre. NOTE there are several sections for approval and individual decisions to be made;</p> <p>ii) Beansheaf Community Centre – Conditions of Hire;</p> <p>iii) Risk Assessment.</p> <p>b) Members to review the Face-to-Face meetings safety measures and confirm, one-by-one, which safety measures they would like to maintain.</p> <p>c) To review and approve the updated Staff, Volunteer and Work Experience Risk Assessment;</p> <p>d) To review and approve the updated Playground Risk Assessment.</p> |
| 21. | <p>Linear Park - changes</p> <p>a) Following a verbal report from the Clerk, Members to review and consider the proposed new ‘no mow’ zones in the Linear Park (enclosed);</p> <p>b) BBQ’s in Linear Park – following a verbal report from the Clerk, Members to respond to the following questions:</p> <p>i) Do you approve;</p> <p>ii) How big should the area be;</p> <p>iii) Can you suggest a better area?</p> |
| 22. | <p>Clerk’s Report – written</p> <p>Members to receive a written report from the Parish Clerk to inform Members of Parish business not already included on the agenda.</p> |
| 23. | <p>Councillor Training (Minute reference AM10/22/23)</p> <p>Wellers Hedleys has been contacted regarding possible training dates. Currently they only offer the training on Monday or Wednesday mornings and it is delivered by Zoom.</p> <p>Members to confirm that they wish to proceed on this basis and propose 2 -3 suitable dates.</p> |

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| 24. | <p>Neighbourhood Action Group</p> <p>a) Members to receive a verbal report following NAG meeting on Thursday 26th May 2022</p> <p>b) Suggestions for increasing interest from residents at the NAG meeting.</p> |
| 25. | <p>The Great Big Green Week</p> <p>a) Members to discuss and agree if they wish to take part in The Great Big Green Week which is scheduled to take place during week 24th September to 2nd October 2022 (https://greatbiggreenweek.com/find-an-event/);</p> <p>b) If so, Members to agree what events they would like to hold (see attached sheet for possible ideas);</p> <p>c) Delegate responsibly for each of the agreed events.</p> |
| 26. | Chairman's remarks |

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

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| 27. | <p>The Garage</p> <p>Following a verbal report from the Clerk, Members to consider the future use of The Garage.</p> |
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