



# Holybrook Parish Council

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

## Council Meeting Agenda

Date of Meeting	Monday 23 <sup>rd</sup> May 2022
Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading 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>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 session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.</p> <p><sup>1</sup> 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>District Councillors' Report – verbal</p> <p>To include feedback on minutes Monday 4<sup>th</sup> April 2022 items 13/22/23 b) and c).</p>
3.	<p>Apologies for absence (LGA 1972 s85 (1))</p>
4.	<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>
5.	<p>Approval and adoption of minutes</p> <ol style="list-style-type: none"><li>1) <b>Members to approve and adopt the minutes of the Full Council meeting of Monday 4<sup>th</sup> April 2022;</b></li><li>2) <b>Members to approve and adopt the minutes of the Extra Ordinary Full Council meeting on Thursday 21<sup>st</sup> April 2022.</b></li></ol>

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6.	<p>Planning: New applications</p> <p><i>Applications to be considered:</i></p> <table border="1" data-bbox="185 297 1485 804"> <thead> <tr> <th data-bbox="185 297 456 331">Application no</th> <th data-bbox="456 297 683 331">Applicant</th> <th data-bbox="683 297 970 331">Address</th> <th data-bbox="970 297 1485 331">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 331 456 577">22/01024/HOUSE</td> <td data-bbox="456 331 683 577">Celine Awudu Ngimouh Ouba</td> <td data-bbox="683 331 970 577">49 Bath Road, Calcot</td> <td data-bbox="970 331 1485 577">Section 73: Removal of Condition 4 (PD windows) and Variation of Condition 2 (Approved Plans) of previously approved application (20/02459/HOUSE): proposed part side rear extension. Internal layout changes and garage conversion.</td> </tr> <tr> <td data-bbox="185 577 456 804"><a href="https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/">https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/</a></td> <td data-bbox="456 577 683 804">National Highways</td> <td data-bbox="683 577 970 804">The M4 Motorway (Jcts 3 to 12) (Smart Motorway)</td> <td data-bbox="970 577 1485 804">Non-material change to be made to the M4 Motorway (Jcts 3 to 12) (Smart Motorway) Development Consent Order 2016/863.</td> </tr> </tbody> </table>	Application no	Applicant	Address	Proposal	22/01024/HOUSE	Celine Awudu Ngimouh Ouba	49 Bath Road, Calcot	Section 73: Removal of Condition 4 (PD windows) and Variation of Condition 2 (Approved Plans) of previously approved application (20/02459/HOUSE): proposed part side rear extension. Internal layout changes and garage conversion.	<a href="https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/">https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/</a>	National Highways	The M4 Motorway (Jcts 3 to 12) (Smart Motorway)	Non-material change to be made to the M4 Motorway (Jcts 3 to 12) (Smart Motorway) Development Consent Order 2016/863.
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7.	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>22/00177/CERTP – 21 Caistor Close, Calcot: Convert garage into dining room. <b>APPROVED.</b></p> <p>22/00621/CERTP – 6 Kilburn Close, Calcot: Single-storey rear infill extension to replace existing orangery to modernise and fix dilapidated building. <b>LAWFUL.</b></p>												
8.	<p>Planning – information item</p> <p>1) The following applications have been submitted to West Berkshire Council under general permitted development:</p> <p>22/00794/PASSHE – 45 Bath Road, Reading: Application for prior approval for single storey rear extension 6.0, beyond rear wall x 3.0 maximum height x 2.9m at eaves.</p> <p>2) Verbal report following District Planning Meeting which took place on Wednesday 13th April 2022. Cllrs Bedwell and Tull.</p>												
9.	<p>Other Planning – Legacy Land Sales</p> <p>Discussion.</p>												

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10.	<p>Financial Decisions</p> <p>a) Payments – <b>Members are asked to authorise the payment of items listed on payment sheets:</b></p> <p><b>i) 12-21/22;</b> <b>ii) 01-22/23</b></p> <p>b) The 2021-22 year-end accounts are now complete and closed. <b>The Council to review and approve:</b></p> <p>i) The Assets Register as agreed with the Accountant; ii) The Unaudited Financial Statements 2021/22; iii) The Annual Return financial data for 2021/22.</p> <p>c) The Accountant has recommended that the EMR for ‘Community and Environment’ be removed as it is not being reserved for a specific project. <b>Members to approve the recommendation or consider assigning a project to the reserve.</b></p> <p>(an updated list of the current EMR is enclosed for reference. The values are slightly different to those reported in March due to last minute expenditure).</p> <p>d) <b>Members to consider the enclosed information from the Clerk regarding Fidelity Insurance and advise if they would like the sum insurance increased and, if so, to what level;</b></p> <p>e) Grant application: Written report from Clerk enclosed with the agenda. Then <b>members to agree whether the grant application from the Standby Volunteer Group be supported.</b></p> <p>f) <b>Members to approve the following quotations:</b></p> <p>i) Vale Cleaning Solutions: to machine scrub the linear hall floor and apply 3 x coats of emulsion polish. Sum £750.00 (see enclosed sheet for more information);</p> <p>ii) The purchase of a second screen for the Administration Assistant to allow for dual screen usage. Cost of screen and set-up installation: £302.39.</p> <p>NOTE: neither of these projects have been allocated in the Council’s 2022/23 budget but the Council is holding a large sum of reserves.</p> <p>g) The Internal Auditor has recommended that the Council consider the use of the RBS (Alpha) Asset Inventory software (see enclosed information). Quotation enclosed. <b>Members to consider the proposal and make a recommendation (product brochure available on request).</b></p>
11.	<p>Financial Information</p> <p>a) A final VAT claim as been submitted for the 2021/22 financial year for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2022 totalling £4,246.03. Over the last financial year, the Council has reclaimed a total of: £13,429.81 in VAT.</p> <p>b) Year-end income vs expenditure report (enclosed);</p> <p>c) The memorial bench purchased by the Council did not incur any additional insurance premium;</p> <p>d) The first half of the precept, to the sum of £66,518.00, was received on 26<sup>th</sup> April 2022;</p> <p>e) The Council is in receipt of a further £46,608.85 community infrastructure levy monies (CIL) in relation to development 19/01544/FULEXT (land west of Dorking Way, Dorking Way, Calcot).</p>

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12.	<p>Internal Audit – Financial year 2021/22</p> <p>The first half of the internal audit was completed on 10<sup>th</sup> May 2022. <b>Members to review the internal audit report (report enclosed) and heed any recommendations made.</b></p> <p>Enclosed for information only: The Smaller Authorities Audit Appointment annual report.</p>
13.	<p>Annual Accounts approval</p> <p>Members to ratify the following:</p> <ul style="list-style-type: none"> <li><b>I) The internally audited accounts for the year ending 31/03/2022;</b></li> <li><b>II) Section 1 - Annual Governance Statement 2021/22;</b></li> <li><b>III) Section 2 – Accounting Statements 2021/22;</b></li> <li><b>IV) The dates given for ‘Notice of appointment date for the exercise of electors’ rights’.</b></li> </ul>
14.	<p>Meeting with West Berkshire Council regarding possible CIL monies project – Verbal report, Clerk</p> <p>(most up-to-date list enclosed for councillor information. Note: the list was updated following the Community and Environment Committee meeting which took place Monday 7<sup>th</sup> March 2022).</p>
15.	<p>Beansheaf Centre Signage</p> <p><b>Members to consider a request from Friends of Linear Park to erect a Green Flag sign on the wall of the Beansheaf Centre on the right hand side of the Parish Office external doors (as you look at the building from the car park).</b></p>
16.	<p>Neighbourhood Action Group – verbal report, Cllr Littlewood</p> <p>Members to receive a verbal report following NAG meeting on Thursday 14<sup>th</sup> April 2022</p>
17.	<p>Climate Change Summit – verbal report, Cllr Tull</p> <p>Members to receive a verbal report following Cllr Tull's attendance of a Climate Change Summit on 23<sup>rd</sup> March 2022.</p>
18.	<p>Chairman's remarks</p>