



Holybrook Parish Council

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

Council Meeting Agenda

Date of Meeting	Monday 25 th July 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 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.	District Councillors' Report - verbal
3.	Apologies for absence (LGA 1972 s85 (1))
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 the minutes of:</p> <p>a) The minutes of the Extra Ordinary Full Council meeting on Monday 4th July 2022;</p> <p>b) the minutes of Full Council Meeting on Monday 20th June 2022</p>
6.	<p>Delegated Tasks Register (enclosed)</p> <p>Members to provide update on delegated tasks only. These items are not for debate.</p>
7.	<p>Committee Membership</p> <p>Members are asked to nominate a member to join the Finance Committee following the resignation of Cllr Biyi Oloko. The Finance Committee must have a minimum of 5 members (of which at least three must be elected members).</p>

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8.	<p>Highway Winter Service Plan 2022/23 – Consultation, WBC</p> <p>Members are asked to review the winter service plan as proposed by West Berkshire Council. Note: no changes to previous years are proposed.</p>																
9.	<p>Planning: New applications</p> <p>Applications to be considered:</p> <table border="1" data-bbox="185 465 1482 969"> <thead> <tr> <th data-bbox="185 465 456 510">Application no</th> <th data-bbox="456 465 683 510">Applicant</th> <th data-bbox="683 465 970 510">Address</th> <th data-bbox="970 465 1482 510">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 510 456 622">22/01553/HOUSE</td> <td data-bbox="456 510 683 622">Mr Yavinder Gill</td> <td data-bbox="683 510 970 622">3 Bath Road Calcot, Reading, RG31 7QH</td> <td data-bbox="970 510 1482 622">Rear extension to existing property and conversion of garage to internal accommodation.</td> </tr> <tr> <td data-bbox="185 622 456 745">22/01552/HOUSE</td> <td data-bbox="456 622 683 745">Mr Richard Glancy</td> <td data-bbox="683 622 970 745">37 Carters Rise, Calcot, Reading RG31 7XS</td> <td data-bbox="970 622 1482 745">Single-storey front extension, two-storey side extension, internal alterations to house dwelling.</td> </tr> <tr> <td data-bbox="185 745 456 969">21/02708/FULMAJ</td> <td data-bbox="456 745 683 969">Aldi Stores</td> <td data-bbox="683 745 970 969">Aldi Stores, A4 Bath Road</td> <td data-bbox="970 745 1482 969">Section 73: Variation of condition (delivery hours) of previously approved application 16/01218/FULMAJ: Section 73 variation of condition 2 (opening hours) and 3 (delivery hours) of planning permission 12/01833/FULMAJ.</td> </tr> </tbody> </table>	Application no	Applicant	Address	Proposal	22/01553/HOUSE	Mr Yavinder Gill	3 Bath Road Calcot, Reading, RG31 7QH	Rear extension to existing property and conversion of garage to internal accommodation.	22/01552/HOUSE	Mr Richard Glancy	37 Carters Rise, Calcot, Reading RG31 7XS	Single-storey front extension, two-storey side extension, internal alterations to house dwelling.	21/02708/FULMAJ	Aldi Stores	Aldi Stores, A4 Bath Road	Section 73: Variation of condition (delivery hours) of previously approved application 16/01218/FULMAJ: Section 73 variation of condition 2 (opening hours) and 3 (delivery hours) of planning permission 12/01833/FULMAJ.
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10.	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>22/01024/HOUSE – 49 Bath Road, Calcot, Reading, RG31 7QH: Section 73A: 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 garages conversion. GRANTED.</p>																
11.	<p>Planning: other</p> <p>a) Possible meeting, Rowan Cole, Planning Engagement Officer, West Berkshire Council</p> <p>Members are asked to discuss and agree whether they would like to meet or respond to an invitation from the aforementioned officer (details enclosed). If agreed, members to decide the format in which the meeting will take place.</p> <p>b) Information Item: 22/01630/CERTP – The Walled Garden, Mill Lane: Use of premises as residential car home for children with disabilities (C2).</p>																
12.	<p>Financial Information</p> <p>Draft minutes of the Finance Committee’s meeting of 4th July 2022 including supporting documentation enclosed: example delegated authority in graphics, Interim Financial report 2022/23, 5-year capital projects list.</p>																

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13.	<p>Financial Decisions</p> <p>a) Payments – Members are asked to authorise the payment of items listed on payment sheet 03-22/23</p> <p>b) Members are asked to ratify the recommendations of the Finance Committee as follows:</p> <ul style="list-style-type: none"> i) A further public consultation to be held once all the Bellway Development CIL monies and feedback from WBC on potential projects has been received; ii) The recently reviewed pricing structure for the Beansheaf Centre will not change at the present time due to the cost-of-living crises; iii) Terms of Reference; iv) 5-year rolling project list with the provisions: <ul style="list-style-type: none"> a. The Keep chairs to either be a) refurbished (no more than £120/chair), b) sold (ideally £5.00 per chair) or c) donated/given away. In the instance of b) or c) new chairs to be purchased at a cost of no more than £120/chair. b. Clerk to invite RES Fire Protection (as the Council’s current contractor) to undertake a fire safety report of all of the internal door in the Centre. Doors should be replaced with a natural wood finish (more sustainable and easier to maintain). c. Clerk to investigate solar panels for the Beansheaf Centre including costs, sustainability and planning consents. Note: historically, Heat and Air Pumps were ruled out as possible options by the Parish Council. <p>c) Members to approve the items selected to replace those highlighted as requiring repair on the most recent RoSPA inspections and agree a maximum spend limit (quotes are being sought but not yet received):</p> <ul style="list-style-type: none"> i) Maze Panel (in older children’s playground) to be replaced with Tic Tac Toe (noughts and crosses) Play Panel – Holymead Playground; ii) Maze Panel (in younger children’s playground) to be replaced with a Drive Test Play Panel – Holymead Playground; <p>d) Members to approve the repair of the fence playground/car park guardrail and apply SudsBond surfacing to worn mouth entrances to Multi-Use Games Area (MUGA) – total cost: £2,178.00</p> <p>e) Review, discuss and agree whether to approve a grant application from Spotlight UK to the sum of £390.00.</p>
14.	<p>Speed Indicator Devices (SIDs)</p> <p>a) Members to agree to dispense with Standing Order 10 ‘Recission of Previous Resolutions’ in relation to minute 13/22/23 (purchase of Speed Indicator Devices) - the reason being: new information received from West Berkshire Council regarding the purchase and use of SIDs on West Berkshire’s Highways</p> <p>b) Members to discuss the information provided from the Clerk by e-mail on 7th July and 12th July and decide if they wish to pursue the purchase of Speed Indicator Devices.</p> <p>c) If, the Council agree to the purchase of the SIDs the attached sheet of questions requires answering.</p>

No.	Notes
15.	<p>Clerk's Report – verbal</p> <p>Members to receive a verbal report from the Parish Clerk to inform Members of Parish business not already included on the agenda.</p>
16.	<p>Human Resources Committee</p> <p>a) Members to acknowledge a verbal report from the Human Resources Committee</p> <p>b) <i>Members to ratify the following recommendation from the Human Resources Committee:</i></p> <p>i) Terms of Reference of the Committee (issued to all Members by e-mail).</p>
17.	<p>Member Training</p> <p><i>Members to agree to a training date (see attached sheet for dates).</i></p>
18.	<p>Neighbourhood Action Group</p> <p>Members to receive a verbal report following NAG meeting on Thursday 14th July 2022.</p>
19.	<p>West Berkshire Council's Climate Forum</p> <p>Members to receive a verbal report - Clerk</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.	<p>Human Resources Committee</p> <p>a) <i>Members to ratify the following recommendations from the Human Resources committee:</i></p> <p>i) Staffing hours; ii) Amendment to current Job titles.</p> <p>b) Members to acknowledge a verbal report from the Committee Chairman regarding recent staff appraisals.</p>
22.	<p>The Garage</p> <p><i>Members to consider and comment on the proposal from an interested party regarding the future use of The Garage (enclosed).</i></p>
23.	<p>Contracts</p> <p>To review existing warden contract (details enclosed).</p>