



Holybrook Parish Council

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

Council Meeting Agenda

This meeting is open to the press and public (subject to room capacity)

Date of Meeting	Monday 12 th September 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 the:</p> <p>a) Full Council meeting on Monday 25th July 2022;</p> <p>b) Full Council Extra Ordinary Meeting on Thursday 18th August 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>

No.	Notes								
7.	<p>Notice of Vacancy – Information Item</p> <p>WBC's Electoral Services and Land Charges Manager advised, on 28th July 2022, that no requests to hold an election following Biyi Oloko's resignation have been made and it is now, therefore, in order for the parish to attempt co-option.</p> <p>Holybrook Parish Council currently has 5 vacancies. The next Parish Council full elections are currently scheduled to take place on Thursday 4th May 2023.</p>								
8.	<p>Planning: New applications</p> <p><i>Applications to be considered:</i></p> <table border="1" data-bbox="185 584 1484 741"> <thead> <tr> <th data-bbox="185 584 456 613">Application no</th> <th data-bbox="456 584 684 613">Applicant</th> <th data-bbox="684 584 975 613">Address</th> <th data-bbox="975 584 1484 613">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 613 456 741">22/01733/TPW</td> <td data-bbox="456 613 684 741">Jill Barton</td> <td data-bbox="684 613 975 741">9 Hawkesbury Drive, Calcot, Reading, RG31 7ZP</td> <td data-bbox="975 613 1484 741">G1 – Oak Tree: Remove deadwood and trim branches that are overhanging the house by approx. 5%, as per the photos provided.</td> </tr> </tbody> </table>	Application no	Applicant	Address	Proposal	22/01733/TPW	Jill Barton	9 Hawkesbury Drive, Calcot, Reading, RG31 7ZP	G1 – Oak Tree: Remove deadwood and trim branches that are overhanging the house by approx. 5%, as per the photos provided.
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9.	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>22/01480/HOUSE – 34 Rushmoor Gardens, Calcot, Reading, RG31 7AJ: Proposed single storey side and part rear extension. GRANTED.</p> <p>22/01412/TELE56 – Carters Rise, Calcot, Reading: Application to determine if prior approval is required for a proposed: Development by or on behalf of an electronic communications code operator for the purpose of the operator's Electronic Communications Network in, on, over or under land controlled by that operator, or in accordance with the electronic communications code. The proposed development includes for the installation of a new 15m monopole tower to support antenna, associated radio-equipment housing and ancillary development hitherto. APPROVED.</p> <p>21/01505/MDOPO2 – Land West of Dorking Way, Calcot, Reading: Request under section 106A subsection (1) (a) to modify the planning obligations within the section 106 legal agreement dated 14/02/2020 in relation to planning permission 19/01544/FULEXT. Proposed modification: Amendments to the mortgagee protection/mortgagee in possession (MiP) provisions. APPROVED.</p> <p>22/01553/HOUSE – 3 Bath Road, Calcot, Reading RG31 7QH: Rear extension to existing property and conversion of garage to internal accommodation. GRANTED.</p> <p>22/01630/CERTP – The Walled Garden, Mill Lane, Calcot: Use of premises as residential car home for children with disabilities. GRANTED.</p> <p>20/02029/COMIND – Reading Quarry, Berrys Lane, Burghfield: Development of an Energy Recovery Centre and adjacent Data Centre and associated infrastructure. GRANTED.</p>								
10.	<p>Planning: other – For Information Only</p> <p>22/02030/CERTP – 8 Embrook Way, Calcot, Reading, RG31 7BG: Installation of 12 x 390W Trina Vertex S solar panel on a rail system – to be fitted at the front of the property, south facing roof to ensure maximum efficiency and power generation.</p>								
11.	<p>Financial Information</p> <p>a) Income/Expenditure report from 01/04/2022 to 31/08/2022;</p> <p>b) The funds for the insurance claim for the damaged MUGA of £1,682.00 were received on 18th August 2022.</p>								

No.	Notes
12.	<p>Financial Decisions</p> <p>a) Payments – Members are asked to authorise the payment of items listed on payment sheet 04-22/23</p> <p>b) Members to review and approve a quotation received from RES Fire Protection for:</p> <p>a. Initial fire door inspection visit (noting that the Centre currently has only 6 single and 2 double internal fire doors) at a cost of £280.00 plus VAT;</p> <p>b. Routine first door inspections (6-monthly) at a cost of £280.00 plus VAT.</p> <p>Members to note that neither of these sums have been included in the budget for 2022/23 and would, therefore, require the use of the Council’s reserves.</p> <p>c) Members to approve a quotation to the sum of £1,974.00 for a replacement shutter in the Linear Hall. Note: this will take the Council over its budget for shutter repairs. This particular shutter has broken a number of times over the last couple of years.</p> <p>d) Members to review and approve a quotation for an interpretation board for the Anniversary Orchard (quotation and possible options enclosed).</p> <p>e) Members to consider a request from Friends of Linear Park for approximately 50 trees at a cost of between £25 and £35 each to create an avenue of blossom trees along the main footpath in East Linear Park (30 metres apart) (along the fitness trail) as well as additional trees along what we have already started calling Cherry Way in West Linear Park.</p>
13.	<p>Audit – Information Item</p> <p>PKF Littlejohn has completed the external audit of the Parish Council’s Annual Governance and Accountability Return and have concluded:</p> <p>‘the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’.</p> <p>As per legislation, the Notice of Conclusion of Audit was published in the parish noticeboards and on the Parish Council’s website on Tuesday 6th September 2022.</p>
14.	<p>West Berkshire Council’s Moving Traffic Offences enforcement powers consultation (issued to members by e-mail on 11th August 2022: https://www.westberks.gov.uk/MTOpowers)</p> <p>Members are asked to discuss and agree if:</p> <p>a) A response should be issued from Holybrook and, if so,</p> <p>b) The nature of the response (specific points to be made).</p>
15.	<p>West Berkshire Council’s Consultation on the Draft Hackney Carriage and Private Hire Licensing Policy (issued to members by e-mail on 27th July 2022)</p> <p>Members are asked to discuss and agree if:</p> <p>a) A response should be issued from Holybrook and, if so,</p> <p>b) The nature of the response (specific points to be made in relation to the questions asked on the survey via Survey Monkey).</p>

No.	Notes
16.	<p>Trees – boundary to Hawkswood</p> <p>a) Members to review the tree survey enclosed with the agenda as conducted by Cllr Tull;</p> <p>b) Members to agree on the next step based on the information provided.</p>
17.	<p>Ratification of recommendations of the Human Resources Committee</p> <p>Members to ratify the following:</p> <p>a) Beansheaf Centre:</p> <ol style="list-style-type: none"> 1. Councillor Salau to complete Health and Safety check of the Centre once per year (to be agreed by Councillor Salau): <p>b) Staff:</p> <ol style="list-style-type: none"> 1. The bi-annual (every other year) eye tests to include an optical coherence tomography (OCT) scan; 2. Remove daily timesheets. This tool to only be used when business need arises (e.g. to prove need for increased staffing hours). <p>c) Parish Assets:</p> <ol style="list-style-type: none"> 1. Asset inspections to be completed in September each year by council members; Cllr Salau to work with the Clerk to ensure that the Risk Assessments for each parish asset is appropriate (to be agreed by Councillor Salau).
18.	<p>Community Infrastructure Projects – West Berkshire Council feedback and next steps</p> <p>Clerk to provide a verbal update (initial e-mail to WBC enclosed for information). After which, Councillors to agree next steps.</p>
19.	<p>Civility and Respect Pledge</p> <p>To pass a resolution to sign up to the civility and respect pledge (information enclosed).</p>
20.	<p>Community Engagement – Parish Council’s sub-heading</p> <p>Verbal report from Chairman following which members to discuss the parish council’s current sub-heading of ‘serving the communities of Beansheaf Farm and Fords Farm’ and agree an appropriate re-wording.</p>
21.	<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>
22.	<p>Bellway Homes Development – verbal report</p> <p>Members to receive a verbal report from Councillor Tull following a meeting on Tuesday 9th September 2022.</p>
23.	<p>Councillor Training – Verbal</p> <p>Members to provide feedback following councillor training on Monday 5th September 2022.</p>

No.	Notes
24.	Holy Brook River – condition a) Members to acknowledge verbal report from Clerk b) Members to agree the provision of service from the Council to Action for the River Kennet (ARK)
25.	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

26.	Sharnwood Drive - Footpath Clerk to provide a verbal report.
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