



Holybrook Parish Council

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Meeting of Holybrook Parish Council's Finance Committee

This meeting is open to the press and public (subject to room capacity) (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Monday 3rd July 2023

Location	The Keep Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7.30pm
Circulation	All council members and District Councillors

7.30pm Open forum for members of the public

Questions and comments from members of the public (limited to 15 minutes in total)

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.

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

Finance Committee Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Notes
1.	Apologies for absence
2.	Declarations of interest relevant to the Agenda
3.	Approval and adoption of the Minutes of the Committee meeting on Monday 27 th February 2023
4.	Payment sheet <i>Review and approve payment sheet 03-2023/24.</i>

5.	<p>INFORMATION ITEM:</p> <p>Review of current financial situation including bank balances, earmarked funds, capital reserves, CIL monies and West Berkshire Council 2023/24 Tax bases</p> <p>Reports enclosed.</p>
6.	<p>INFORMATION ITEM:</p> <p>Community Infrastructure Levy Monies, Receipts</p> <p>For the period 1st October 2022 – 31 March 2023, there were no CIL eligible developments in the Parish of Holybrook.</p>
7.	<p>INFORMATION ITEM:</p> <p>Members to note:</p> <ul style="list-style-type: none"> - Castle Water has cancelled the Council's fixed arrangement and has moved it to a variable direct debit charged in arrears. The monthly cost rose from £5/m to £30.13 in May. - The additional cost for the August newsletter will be: £74.94 + VAT for delivery and £170.00 for printing. Total additional costs: £244.94.
8.	<p>Community Infrastructure Levy and Capital Projects:</p> <p>INFORMATION ITEMS:</p> <p>Members to heed the Liberal Democrat's, who is now the majority party at West Berkshire Council, Manifesto. Relevant points enclosed.</p> <p>NOTE: West Berkshire Council's Transport Action Group is scheduled to meet in July. At this point, current WBC transport policies could be agreed for review based on the published Manifesto.</p> <p>Also enclosed for information: notes from a closed meeting with WBC and FoLP.</p> <hr/> <p>DECISIONS:</p> <p>1) Vehicle Activated Signs (VAS)</p> <p>Members to review West Berkshire Council's current criteria for the installation of Vehicle Activated signs (enclosed) alongside the speed data collected by WBC in December 2022 (enclosed) and confirm the following:</p> <p>a) Which of the following roads in Holybrook fulfil the outlined criteria:</p> <ul style="list-style-type: none"> I. Dorking Way II. Charrington Road III. Mill Lane IV. Carters Rise V. Calcot place Drive VI. Underwood Road <p>b) If criteria met, delegate: working party to survey possible sites on the roads confirmed above to:</p> <ul style="list-style-type: none"> I. ensure that the specific location criteria can be met. II. Take photos of the ideal location to show that the criteria can be met. III. Advise whether any household will need to be consulted due to possible

- installation of the signs and provide the house address.
- IV. Party to produce a report and recommendation to be reviewed by full council in September 2023.

2) Speed limits painted on roads and 'Welcome to Holybrook' signs with speed limit and underplanting

HPC currently has earmarked £12,000 (£8,000 CIL monies and £4,000 C&E EMR) for 'welcome gates' to include spring bulb planting and speed limit.

Speed limit painting was well supported in CIL questionnaire. Costs are unknown. Can assume approximately £4,000/location.

a) Members to review possible location list and agree which method of speed control is preferred ready for consultation with WBC (options: welcome gates, speed limit painting, combined).

- I. Dorking Way
- II. Charrington Road (Royal Av jct)
- III. Charrington Road (Langley Hill jct)
- IV. Mill Lane
- V. Underwood Road (before Green Croft Gardens)
- VI. Underwood Road (before Grantham Rd)

b) Delegate: working party to meet with WBC at 10:00am on Monday 10th July 2023 to agree preferred/possible locations for the options selected for the Welcome Gates and report back to Full Council with WBC agreed site locations including photos and possible costs.

3) Footpaths

Members are advised the Volker Highways has been approached to provide a quotation for the works identified in the dropped kerb survey. Date awaited.

NOTE: 17 possible new dropped kerb locations have been identified plus 3 existing which require extending plus additional engineering works for path extensions and path flattening. Based on high level research dropped kerbs can cost up to approximately £1,500 so total project cost could be in excess of £30k.

a) Members to earmark an agreed sum for the dropped kerb and path extension project and identify the source of funding.

b) Members to consider a proposal from WBC for a new footpath in the Linear Park from the Fairfields Development to the edge of the Linear Park playing fields and agree

- I. whether HPC can provide funding towards this project from its current CIL monies budget.**
- II. If I. agreed, the maximum level of funding;**
- III. If I. agreed, agree any terms to be applied.**

NOTE: this is to be a maximum cost and WBC is still to seek alternative quotations.

c) Members to consider two further linear park footpath connections recommended by Friends of Linear Park and agree if any funds are to be earmarked for these projects pending quotations from West Berkshire Council and, if agreed, confirm from which budget these funds will come.

Locations

- I. Cow Lane to existing Linear Park footpath (approximately 80m)**
- II. Burbidge Close park entrance to existing footpath (approximately 40m)**

4) The Garage

	<p>The Council has already approved 'phase 1' refurbishment (see attached).</p> <p>a) Members to confirm from which budget these improvements will be funded and;</p> <p>b) propose the next steps of the project, including proposed costings, to be approved by Full Council.</p> <p>5) Noticeboard</p> <p>a) Members to review and approve the enclosed quotation for the new noticeboard to be located on Underwood Road. NOTE: this price does not include underground utilities search or installation.</p> <p>b) If the quote is approved, members to approve the suggested location (enclosed).</p> <p>c) If the quote is approved, members to confirm from which budget heading the funds should be spent (EMR for C&E?).</p> <p>6) Wildflower (spring bulb planting)</p> <p>a) Delegate a working party to visit identified locations (already agreed by Council) and produce a report to be provided to Friends of Linear Park and West Berkshire Council by the end of July. Report to include:</p> <p>I. Exact plot size in m2; II. Describe/photograph exact locations; III. List of preferred bulbs for each location; IV. Schedule for when each area is to be planted.</p> <p>b) Agree sum to be earmarked for this project (bulbs/equipment) and identify from which budget the funds should be allocated.</p> <p>7) Dual dog/litter bins</p> <p>a) Members to agree to new locations for dual dog/litter bins. b) Members to agree the source of funding.</p> <p>8) Beansheaf Centre Solar Panels</p> <p>a) Members to review and approve the enclosed quotation for a survey of the Beansheaf Centre roof to determine if there is sufficient residual capacity to allow the installation of PV panels.</p> <p>b) If the quote is approved members to identify from which budget heading the funds should be drawn.</p>
9.	<p>Playground Repairs</p> <p>Members to review and approve the enclosed quotation for the repair to the bargeboards in the Underwood Road playground to the sum of £1,179.70 plus vat.</p>
10.	<p>Beansheaf Centre Refurbishment</p> <p>a) Members to review and approve a quotation received from RES Fire Protection for the replacement/upgrade of the Fire Doors in the Beansheaf Centre.</p> <p>I. If the quotation is approved, members to confirm the budget from which the funds are to be drawn.</p>

11.	<p>Refuse Collection – additional service</p> <p><i>Members to consider enclosed quotation from Suez for a weekly food collection service from the Beansheaf Centre to the annual sum of £532.44 + VAT. Members to note that this has not been budgeted for in 2023/24 and will, therefore, take the council over its refuse collection budget.</i></p>
12.	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members are asked to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: 13 a – c and 14.</p>
13.	<p>External Contracts Review</p> <p><i>Members to review the enclosed confidential documents and proposed amendments to existing contracts and confirm which contracts should be retained/reviewed/tendered.</i></p> <p><i>a) Wardens</i> <i>b) Cleaning/caretaking</i> <i>c) Grounds maintenance.</i></p>
14.	<p>The Garage and Beansheaf Centre – planning, verbal report, Clerk</p> <p><i>Members to consider the verbal report from the Clerk and enclosed information regards planning for The Garage and Beansheaf Centre and agree the associated costs where relevant.</i></p>