



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Extraordinary Minutes

Date of Meeting	4 th January 2021
Location	Zoom Virtual Meeting
Present	Cllrs. Baker, Bedwell (Chair), Collard, Croal, Lenaghan, Littlewood, H. Mistry, S. Mistry, Oloko and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”) came into force on the 4 April 2020. The Regulations remove the legal obligation to hold local authority meetings at a specified physical location, by permitting members and others attending the meeting to do so by way of ‘remote attendance’. The obligation to hold an Annual Meeting was also removed.

All virtual meetings held by the Parish Council before 7th May 2021 (NOTE: the date could be brought forward if the Government rules are relaxed) are enabled by this legislative change. This Protocol applies to meetings of the Council and/or its Committees, that would, but for the coronavirus pandemic and the Regulations, be held in public. All other Standing Orders remain in place.

No.	Notes	Action
EO10/20/21	Open forum for members of the public None.	
EO11/20/21	Apologies for absence Members accepted apologies from Cllr Somner due to his declared non-pecuniary interest.	
EO12/20/21	Declarations of Interest relevant to the Agenda None.	
EO13/20/21	West Berkshire Council CIL Bids – Speed Indicator Devices: a) Members AGREED five separate locations for devices: Underwood Road, Carters Rise, Calcot Place Drive, Charrington Road and Dorking Way; b) Members AGREED that there are several suitable lamppost locations for Speed Indicator Devices in each of the aforementioned locations. Photographs have been taken of the locations and these will be submitted to WBC for formal approval;	PK

No.	Notes	Action
EO13/20/21 continued	<p>West Berkshire Council CIL Bids – Speed Indicator Devices (continued):</p> <p>c) AGREED: six devices to be applied for; one for each location (see a) and one spare. These will be portable and battery operated. Two of each of the following designs would be ideal SID, SLR and SAM. Furthermore, spare batteries will be required as well as data capture and fixing plates.</p> <p>The projected cost for the aforementioned equipment is approximately £15,000.00. Therefore, it was AGREED that this is the sum that will be applied for through WBC’s CIL Fund bidding process. This sum does not take account of potential installation costs and on-going costs such as insurance and cleaning;</p> <p>d) AGREED: the Parish Council will match fund 33% of the bid received if successful. The source of this funding has not been formally agreed;</p> <p>e) AGREED: more councillors will undertake SID training when it becomes available. Members noted that only trained SID operators can install, move and collect data from the devices. Members did not identify, at this time, who will undertake the training;</p> <p>f) AGREED: this project links to WBC’s Infrastructure Development Plan due to improvement of road safety and the potential cycle hub.</p> <p>DELEGATED: Clerk to complete application on behalf of the Council.</p>	PK
	There being no other business, the meeting closed at 20:11	

Signed: Dated:

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	5 th January 2021