



# Holybrook Parish Council

*Serving the communities of Beansheaf Farm and Fords Farm*

## Council Meeting Minutes

Date of Meeting	Monday 14 <sup>th</sup> March 2022
Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW.
Present	Cllrs. Bedwell (Chair), Collard, Croal, Lenaghan, Littlewood, Mistry, Salau, Somner and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

No.	Notes	Action
<b>165/21/22</b>	<p><b>Open Forum for Members of the public</b></p> <p>Mr Moore – to provide a presentation to the Council with a view to becoming a Parish Councillor.</p> <p>Mr Marshall and Mr Stocks – both with a view to becoming a Parish Councillor.</p> <p>Mr Giles – to make a representation regarding the condition of the footways (pavements) in Holybrook Parish and request that residents are encouraged to report issues to West Berkshire Council.</p> <p>Mr Nigel Lynn (CEO, West Berkshire Council) – to enable a question and answer session.</p>	
<b>166/21/22</b>	<p><b>Question and Answer session with Nigel Lynn, CEO of West Berkshire Council</b></p> <p>Several questions were asked of Mr Lynn. Subjects included:</p> <ul style="list-style-type: none"> <li>- Lack of amenity and infrastructure in Holybrook;</li> <li>- Traffic;</li> <li>- Planning – including protection of our green spaces;</li> <li>- Importance of Parish Councils;</li> <li>- Attraction of volunteers.</li> </ul> <p><b>19:55 EXIT MR GILES</b></p>	
<b>167/21/22</b>	<p><b>District Councillors' report</b></p> <p><b>Report 1</b></p> <p>In addition, Cllr Somner advised that there is strict criteria to which WBC's officers have to abide to when assessing the need to repair pot holes. This information can be found on WBC's website. Cllr Somner to investigate the pot hole on the Padworth/Aldermaston roundabout.</p>	<b>RS</b>

No.	Notes	Action						
168/21/22	<p><b>Presentation from prospective new councillor</b></p> <p>Following a formal interview process, Mr Maurice Moore provided a verbal presentation explaining why he would like to become a Parish Councillor. Mr Moore also advised Members of his work experience and skills which he felt would be of benefit to the Council and the residents of Holybrook.</p> <p>For reasons of expedience, Members <b>AGREED</b> that item 9 (Co-option of a prospective new councillor) be brought forward.</p> <p><b>AGREED.</b> Mr Moore shall be co-opted to the Council at the next full Council meeting (April 2022).</p>							
169/21/22	<p><b>To receive apologies for absence</b></p> <p>Cllr Oloko. Work commitments.</p>							
170/21/22	<p><b>Declarations of Interest relevant to the Agenda</b></p> <p>Cllr Somner – non pecuniary: Items 3 – District Councillors’ Report, 10 – 17 – Planning and 20 – WBC Grounds Maintenance Contract.</p>							
171/21/22	<p><b>Approval and adoption of the minutes of the full council meeting: Monday 7<sup>th</sup> February 2022</b></p> <p>Proposed by Cllr Lenaghan and seconded by Cllr Littlewood. <b>APPROVED.</b></p>							
172/21/22	<p><b>Past Matters for report purposes only</b></p> <p>Report 2.</p>							
173/21/22	<p><b>Co-option of prospective new Councillor</b></p> <p>See item 168/21/22.</p>							
174/21/22	<p><b>New Planning Applications:</b></p> <p><b>AGREED. OBJECT</b> to the following application:</p> <table border="1" data-bbox="268 1440 1560 1637"> <thead> <tr> <th data-bbox="268 1440 520 1480">Planning no.</th> <th data-bbox="520 1440 826 1480">Address</th> <th data-bbox="826 1440 1560 1480">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1480 520 1637">22/00406/COND1</td> <td data-bbox="520 1480 826 1637">3 Goodwin Close, Calcot</td> <td data-bbox="826 1480 1560 1637">Application for Approval of Details Reserved by Conditions 4 (Landscaping), 5 (Parking layout ), 6 (EVCP), 7 (Formal surveillance) and 11 (Refuse storage) of planning permission 21/00488/FUL - Proposed Change of Use of Dwellinghouse (C3) to Residential Care Accommodation (C2)</td> </tr> </tbody> </table>	Planning no.	Address	Proposal	22/00406/COND1	3 Goodwin Close, Calcot	Application for Approval of Details Reserved by Conditions 4 (Landscaping), 5 (Parking layout ), 6 (EVCP), 7 (Formal surveillance) and 11 (Refuse storage) of planning permission 21/00488/FUL - Proposed Change of Use of Dwellinghouse (C3) to Residential Care Accommodation (C2)	
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175/21/22	<p><b>Amended planning applications</b></p> <p>Members acknowledged the following:</p> <p>21/03238/HOUSE - 5 Brookside Close (Single storey rear extension with 5no roof lights, and front bay window): The footprint of the proposed bay window is reduced. In the east side elevation the glazing in the bay window is to be obscured.</p>							

No.	Notes	Action
176/21/22	<p><b>Pincent's Hill – latest information</b></p> <p>Members acknowledged that MP Alok Sharma has requested that the Senior Planning Case Worker Manager of the Planning Casework Unit of the Department for Levelling up, Housing and Communities, call in the Pincent's Hill planning application as soon as possible.</p> <p>West Berkshire Council officers have requested that the application is heard by the District Planning Committee and the likely date for this is 13<sup>th</sup> April 2022.</p>	
177/21/22	<p><b>West Berkshire Council Planning Decisions</b></p> <p>Members acknowledged the following WBC planning decision:</p> <p>21/03238/HOUSE – 5 Brookside Close, Calcot: Single storey rear extension with 5no roof lights and front bay window. <b>APPROVED.</b></p>	
178/21/22	<p><b>Reported Planning Breaches</b></p> <p>Suspected planning breaches were reported to WBC regarding the following applications:</p> <p>20/02459/HOUSE – An Enforcement Officer visited the site and noted some discrepancies between the approved plans and the current building works. The property owner has been given instruction and a time-frame of 28-days to act upon the officer recommendations (end of March).</p> <p>19/01544/FULEXT – An Enforcement Officer visited the site and has provided the developer with a, reportedly, robust response following the planning breach reports.</p>	
179/21/22	<p><b>Planning Appeals</b></p> <p>Members acknowledged the following stating 'disappointment' at the decision:</p> <p>APP/W0340/W/21/3282691 – 18 Sandhills Way. Calcot: Demolition of existing two storey extension and garage and erection of two storey building to form 1 x 3-bedroom dwelling with associated car parking, access, hard and soft landscaping, refuse and cycle stores. <b>ALLOWED.</b></p>	
180/21/22	<p><b>Bellway Homes – Dorking Way site</b></p> <p>Members acknowledged that it was previously agreed that a follow up letter to residents be issued following the completion of groundworks on the Bellway site. It is estimated that large scale groundworks should be completed by Easter 2022. Therefore, the following was <b>AGREED</b>:</p> <p>a) The same questions will be asked as before. This will enable a level of comparison;  b) The letter should be issued once the groundworks are confirmed as complete (approximately Easter 2022) allowing the residents up to one month to respond.</p>	

No.	Notes	Action
181/21/22	<p><b>Adoption of the Compton Neighbourhood Development Plan</b></p> <p>Members acknowledged the following information;</p> <p>'following the positive referendum result on the Compton Neighbourhood Development Plan (NDP) on Thursday 10 February 2022, West Berkshire District Council has adopted the Compton NDP and it now forms part of the Development Plan for the purposes of managing development in the parish of Compton. The NDP can be viewed on the Council's website at: <a href="https://info.westberks.gov.uk/comptonnp">https://info.westberks.gov.uk/comptonnp</a>.</p> <p>Following the adoption of the NDP, there is now a six week period during which any person aggrieved by the NDP may make an application to the High Court on the grounds that the document is not within the appropriate power of the local authority, or that a procedural requirement has not been complied with. Any such application should be made before 4pm on Thursday 24 March 2022.'</p> <p>Members congratulated Compton for its work on its Neighbourhood Development Plan and <b>AGREED</b> that Holybrook Parish Council would not be making a representation to the High Court.</p>	
182/21/22	<p><b>Financial Decisions</b></p> <p>a) Payments – Members <b>APPROVED</b> the payment of items listed on payment sheet 10-2021/22;</p> <p>b) Members <b>RATIFIED</b> the following (1 – 7) recommendations of the Finance Committee:</p> <p>1) <i>Claire Connell as the Internal Auditor for the financial year 2022-2023.</i></p> <p>1a) <i>Scope of the Internal Audit as described:</i></p> <ul style="list-style-type: none"> <li>- <i>The internal audit will be carried out in accordance with the guidance provided in ***"Governance and Accountability for Local Council: A Practitioners' Guide"***;</i></li> <li>- <i>An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council's Risk Assessment;</i></li> <li>- <i>The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurance to be given in the annual audit report can be made.</i></li> </ul> <p>2) <i>Alan Harland as the accountant for the financial year ending 2022.</i></p> <p>3) <i>Annual Financial Management Risk Assessment 2022/23</i></p> <p>4) <i>Assets Register 2021/2022 noting that the memorial bench for late Councillor Argyle may need to be added before the year end.</i></p> <p>5) <i>Dave Prior's honorarium to the sum of £420.00</i></p> <p>6) <i>List of Parish Council contracts and the listed payment methods</i></p> <p>7) <i>Updated hire discount eligibility policy.</i></p>	

No.	Notes	Action
<p><b>182/21/22</b> continued</p>	<p><b>Financial Decisions continued</b></p> <p>c) Members <b>AGREED</b> to the renewal of the Survey Monkey subscription to a sum of £384.00.</p> <p>d) Members confirmed the earmarked reserves for the financial year 2022/23 as follows:</p> <p><b>Play equipment:</b> £7,551.41  <b>Community &amp; Environment:</b> £5,383.89  <b>Staff Training:</b> £123.34  <b>Events:</b> £5,500.00  <b>Sharnwood (non-engineering):</b> £33,250.00  <b>Beansheaf Refurbishment (Office and disabled toilet):</b> £24,438.75  <b>Grants:</b> £2,570.00  <b>Community Infrastructure Levy:</b> £158,200.54 (£40,000.00 earmarked for Sharnwood engineering)</p> <p>Members <b>AGREED</b> that quotes should be sought for the replacement of the shutters on the Beansheaf Centre with a view to implementing a 5-year replacement plan. The plan should include a year-on-year inflation rise. It is acknowledged that there is no current need for replacement. However, the shutters are very old and do require more frequent repair. This will be a major capital spending project which may need to be brought forward if, at any time, a shutter becomes irreparable.</p> <p>i) Members' Bids: an application will be made, ideally, for the upgrade of the Parish Office and the lights in the Linear Hall, and possibly for new chairs for The Keep. Or, alternatively, at least the office and Linear Hall lighting.</p> <p>ii) Cost of these projects to be determined.</p> <p>The Clerk and Cllr Tull are already investigating costs and designs for the office upgrade project. However, the application for a Members' Bid was not formally delegated and, therefore, the application will be brought before the Council before being submitted.</p> <p>Members had sight of the Income and Expenditure from 01/04/2021 until 31/01/2022.</p>	
<p><b>183/21/22</b></p>	<p><b>Financial Information</b></p> <p>Members acknowledged the following price increases accepting that price increases for 2022/23 seem to be inevitable.</p> <p>a) Purco Print is increasing its prices from April 2022 meaning that each print run of the Holybrook News will, henceforth, be £345.00 per print run (rising from £330.00 / print run);</p> <p>b) ION is increasing its prices from April 2022 with the annual agreement rising from £45.00 per month to £47.50 per month (plus vat).</p>	

No.	Notes	Action
184/21/22	<p><b>WBC Grounds Maintenance Contract</b></p> <p>a) Members acknowledged the following:</p> <p>i) Holybrook Parish Council currently has 10 dog bins emptied once weekly by WBC and is seeking to add at least one more (Dorking Way). The current cost of this is £26/bin/year (meaning that this service is currently £0.50/bin/week). It is expected that, when WBC update their contract, this figure will rise significantly;</p> <p>ii) Other services currently provided to the PC from WBC and associated costs:</p> <ul style="list-style-type: none"> <li>- Quarterly RoSPA Inspections x 2 playgrounds = £42.50/playground/inspections;</li> <li>- Annual RoSPA Inspections x 2 playgrounds = £49.50/playground;</li> <li>- Linear Park Gate unlocking (@30% cost of the overall bill) = £1,080.00.</li> </ul> <p>iii) WBC has announced that the services charged above will be increased by 5.4% in the year 2022-2023.</p> <p>iv) The Parish Council received this information after the budget was agreed and precept requested. Therefore, there is likely to be a budget impact (especially when the new contract is awarded in January 2023).</p> <p>b) Members <b>AGREED</b> the service Level Agreement, as written by WBC, appears to be sufficient;</p> <p>i) Members <b>AGREED</b> that, at the present time, Holybrook Parish Council would prefer WBC contractors to continue with the services listed above (a i – iv). This will be reviewed once WBC has composed its renewal proposals and more is known on costs and whether or not there will be a provision for additional services i.e. extra dog bin emptying.</p> <p>c) The Clerk advised that, since producing the agenda, WBC had informed that the RoSPA inspections are now due to take place as originally scheduled and will, therefore, be charged accordingly in 2021/22. <b>DISPENSED</b>.</p>	
185/21/22	<p><b>Naming of Linear Park Sections</b></p> <p>Members reviewed the suggestions, to date, from the Friends of Linear Park and West Berkshire Council and agreed that, in the most part, the names were appropriate. However, it was <b>AGREED</b> that a suggestion be made that the field (near the Bellway Development) be names Chantry Green Meadows and the area with the anniversary trees be named Twenty Trees Orchard.</p>	
186/21/22	<p><b>Change of meeting date</b></p> <p>Members <b>AGREED</b> that the Full Council meeting which was scheduled to take place on Monday 25<sup>th</sup> April 2022 be moved to Monday 4<sup>th</sup> April 2022.</p>	
187/21/22	<p><b>Clerk's Report</b></p> <p>The Clerk provided a brief verbal report which included:</p> <ul style="list-style-type: none"> <li>- services and maintenance in the Beansheaf Centre and an update on hirers;</li> <li>- some issues experienced (and resolved) in the Parish following the February storms;</li> <li>- offensive graffiti on Underwood Road and the Holymead playgrounds;</li> <li>- raw meat fly-tipped on the Holymead;</li> <li>- a broken street light on Albury Gardens;</li> <li>- Closing of a Police incident report;</li> <li>- Update on MUGA damage.</li> </ul>	

No.	Notes	Action
188/21/22	<p><b>Queen's Platinum Jubilee</b></p> <p>Members <b>AGREED</b> that the two most local primary schools, Kennet Valley and Calcot Primary, be approached to see if they are completing any art works for the Jubilee. <b>DELEGATED:</b> Clerk to contact the schools.</p> <p><b>AGREED:</b> a maximum sum of £500 per school be allocated from the Events earmarked reserves.</p>	Clerk
189/21/22	<p><b>Neighbourhood Action Group</b></p> <p>Cllr Littlewood provided a verbal report which included:</p> <ul style="list-style-type: none"> <li>- Crime statistics for Holybrook;</li> <li>- Information on the laws around e-scooters;</li> <li>- The Police have been visiting local schools to educate on knife crime and the dangers of Social Media/sharing inappropriate photos;</li> <li>- Work taking place/proposed for the Linear Park including a pump track, kissing gates and recycling facilities.</li> </ul>	
190/21/22	<p><b>Chairman's Remarks</b></p> <p>Cllrs Tull and Bedwell were invited, by MP Alok Sharma, to attend a Zoom call following the Eastern Area Planning Committee meeting. The Officers' report had not been published at the time.</p> <p>Cllrs Tull, Bedwell and Collard, as delegated, have a meeting with Alok Sharma on 25<sup>th</sup> March 2022 to discuss the planning system at a Government level and the redaction of Councillor addresses from the Declaration of Interest forms.</p>	
	<p><b>There being no other business, the meeting closed at 21:30</b></p>	

Signed: ..... Dated: .....

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	17 <sup>th</sup> March 2022

## PART 2

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.

P2-21/21/22	<p><b>Sharnwood Drive</b></p> <p>Members acknowledged a verbal update regarding the Sharnwood Drive project as provided by WBC.</p>	
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<p><b>P2- 22/21/22</b></p>	<p><b>Staffing</b></p> <p>a) Members acknowledged that the 2021/22 annual pay increase has now been agreed by the NJC and that this has been applied to both staff members and backdated to 1<sup>st</sup> April 2021.</p> <p>b) Members acknowledged that the interviews for the Office Support position were commencing on 16<sup>th</sup> March 2022 and completing on 22<sup>nd</sup> March 2022. A Councillor will be required to attend the second interviews. Date to be agreed.</p>	
	<p><b>There being no other business, Part 2 of the meeting closed at 21:35</b></p>	

**Signed:** ..... **Dated:** .....

<p>Minutes prepared by</p>	<p>Pam Kirkpatrick, Clerk</p>
<p>Minutes dated</p>	<p>17<sup>th</sup> March 2022</p>