



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	Monday 4 th April 2022
Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW.
Present	Cllrs. Bedwell (Chair), Collard, Croal, Lenaghan, Littlewood, Moore, Oloko, Salau, Somner and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

No.	Notes	Action
01/22/23	Open Forum for Members of the public Mr Stocks – with a view to becoming a Parish Councillor.	
02/22/23	District Councillors' report Report 1.	
03/22/23	To receive apologies for absence Cllr Mistry. Out of town.	
04/22/23	Declarations of Interest relevant to the Agenda Cllrs Oloko and Somner – non pecuniary: Items 2 – District Councillors' Report, 8 and 9 Planning.	
05/22/23	Co-option of new Councillor – Mr Maurice Moore The following documents were signed by Mr Moore and witnessed by the Clerk: a) Declaration of Acceptance of Office; b) Dispensation request. c) The Clerk was provided with a completed Declaration of Interest Form.	
06/22/23	Approval and adoption of the minutes of the full council meeting Monday 14th March 2022 Proposed by Cllr Somner and seconded by Cllr Tull. APPROVED.	
07/22/23	Past Matters for report purposes only Report 2. In addition, Members accepted a verbal report regarding the Holy Brook from the Environment Agency. The Clerk is to contact Kennet and Avon Canal Society and the Canals and Rivers Trust for further guidance/support.	Clerk

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08/22/23	<p>New Planning Applications:</p> <p>Cllr Tull abstained from comment on the following planning application stating that, as it is a large planning application, it requires more in-depth investigation and, therefore, more time is required before debate and decision. Members AGREED that an Extra Ordinary Council meeting be held on Thursday 21st April 2022 commencing at 19:30 to discuss this application.</p> <table border="1" data-bbox="268 342 1513 488"> <thead> <tr> <th data-bbox="268 342 544 383">Planning no.</th> <th data-bbox="544 342 884 383">Address</th> <th data-bbox="884 342 1513 383">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 383 544 488">22/00638/COMIND</td> <td data-bbox="544 383 884 488">The Filberts, The Chase, Calcot RG31 7RB</td> <td data-bbox="884 383 1513 488">Demolition of existing office building and erection of a three storey 66mo bedroom care home (C2 use class) for the elderly and associated works.</td> </tr> </tbody> </table> <p>Members acknowledged that the proposed garage size has been reduced for the following application and AGREED. NO OBJECTION:</p> <table border="1" data-bbox="268 611 1513 725"> <tbody> <tr> <td data-bbox="268 611 544 725">22/00685/HOUSE</td> <td data-bbox="544 611 823 725">34 Rushmoor Gardens, Calcot RG31 7AJ</td> <td data-bbox="823 611 1513 725">Two storey part rear/side extension and a new front garage.</td> </tr> </tbody> </table>	Planning no.	Address	Proposal	22/00638/COMIND	The Filberts, The Chase, Calcot RG31 7RB	Demolition of existing office building and erection of a three storey 66mo bedroom care home (C2 use class) for the elderly and associated works.	22/00685/HOUSE	34 Rushmoor Gardens, Calcot RG31 7AJ	Two storey part rear/side extension and a new front garage.	
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09/22/23	<p>West Berkshire Council Planning Decisions</p> <p>Members acknowledged the following with no comment:</p> <p>21/02694/CERTP - 35 Calcot Place Drive, Calcot: Loft conversion with rooflights to rear and front. APPROVED.</p> <p>22/00128/HOUSE – 11 Knollmead, Calcot: Single storey rear extension and part garage conversion and addition of 3 Velux windows and roof lantern. APPROVED.</p>										
10/22/23	<p>Planning Other</p> <p>Members AGREED that Councillors Bedwell and Tull represent the Parish Council at the District Planning Meeting regarding application 19/00128/HOUSE (Pincents Hill). The meeting is likely to take place on Wednesday 13th April 2022. Members also AGREED to DELEGATE the content of the submission to Cllrs Bedwell and Tull.</p> <p>Members acknowledged that Cllr Lenaghan will be attending the site meeting for this application which is taking place on Wednesday 6th April 2022.</p>	Cllrs CT & MB									
11/22/23	<p>Financial Decisions</p> <ol style="list-style-type: none"> 1) Payments – Members APPROVED the payment of items listed on payment sheet 11-2020/21 2) Members reviewed a grant application request from the Standby Volunteer Group to the sum of £200.00. It was noted that the number of Holybrook residents, who would benefit from the service, section of the form had not been completed. However, Members AGREED that, provided, it can be confirmed that the Standby Volunteer Group is still supporting Holybrook Residents, the full sum of £200.00 be awarded. Proposed by Cllr Tull. Seconded by Cllr Somner. 										

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12/22/23	<p>Financial Information</p> <p>Members acknowledged the following information provided by the Clerk without comment:</p> <ul style="list-style-type: none"> - Thank you from Sue Ryder for the recent grant award; - The Beansheaf Centre's Non-Domestic Rate for 2022/23 is £0.00; - SCS is increasing its prices from 1st April from £328.92 /month to £345.04/m (an increase of £15.12/m (5%); - Suez is increasing its prices from 1st May 2022 by 5%; - The accountant is expected to finalise the parish accounts on 28th April 2022. The first half of the year end internal audit will take place on Tuesday 10th May 2022; - Due to Council's higher level of income during the 2021/22 financial year; the Council will be subject to the intermediate finance review at external audit; - Santander has confirmed that, following investigation, the Parish Council can retain a 'ghost' payment received on 7th June 2021 to the sum of £140.00. Santander has confirmed that the Parish Council has taken all of the appropriate actions in this case. The Clerk has requested written confirmation of this. 	
13/22/23	<p>Community and Environment Committee Meeting – 7th March 2022</p> <p>Members RATIFIED the following (items a – c) recommendations made by the Community and Environment Committee (Members were provided with draft minutes of the meeting reference):</p> <ul style="list-style-type: none"> a) Updated project list (as recommended in the draft minutes); <ul style="list-style-type: none"> i) The Clerk to provide Jon Winstanley (of WBC) with the approved project list and discuss the proposed options and project viability with him. b) that Councillor Somner, in his role as District Councillor, discuss with WBC Officers (and invite them to visit Holybrook) the following project suggestions: <ul style="list-style-type: none"> i) The roundabout at Mill Lane/Carters Rise/The Chase to be reviewed and considered as a 'stop' junction; ii) A4 Bath Road bicycle signage improvement plans; iii) Inappropriate/inconsiderate parking at Holmwood Avenue; iv) Progress on inappropriate/inconsiderate parking at Churchward Walk; <p>Members acknowledged that Cllrs Somner and Oloko (in their roles as District Councillors) are meeting Susan Halliwell, Executive Director, Place (West Berkshire Council) on Thursday 7th April 2022 (in the Parish) to discuss the Parish and highlight some of the issues.</p> <p>It was AGREED that items b iii) and iv) should be considered of urgent priority.</p> <ul style="list-style-type: none"> c) Cllr Somner, in his role as District Councillor, to engage with MP, Alok Sharma regarding inconsiderate parking legislation. d) Members AGREED to the purchase of 'smiley face' portable speed indicator devices (SID) including the necessary battery packs and fixing kits etc. However, DELEGATED: the Clerk to seek pricing for both two and four devices (including battery packs, fixing kits and any other necessary accessories) and provide the figures to Councillors, via e-mail, for final approval. <ul style="list-style-type: none"> i) AGREED: the maximum expenditure for this project is £10,000.00; ii) AGREED: the SIDs to be purchased with Community Infrastructure Levy (CIL) monies. 	<p>Clerk</p> <p>RS</p> <p>RS</p> <p>Clerk</p>

No.	Notes	Action
14/22/23	<p>Chairman's Remarks</p> <p>The Chairman advised Members of the following:</p> <ul style="list-style-type: none"> - The Annual Parish Assembly will be taking place on Monday 16th May 2022. All are encouraged to attend; - The meeting, that was scheduled to take place with MP Alok Sharma on Friday 25th March 2022, did not take place; - The Friends of Linear Park are holding their Annual General Meeting on Thursday 21st April 2022 at 11:00 in the Beansheaf Centre. <p>The Chairman further stated that the response from West Berkshire Council following the complaint the Parish had made regarding the 3 Goodwin Close application was disappointing. The response has been shared with Councillors via e-mail.</p>	
	There being no other business, the meeting closed at 20.25	

Signed: Dated:

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	5 th April 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.

15/22/23	<p>Staffing</p> <p>Members acknowledged the Confidential report provided by the Clerk and AGREED the recommended appointment.</p> <p>In addition, the following were AGREED:</p> <ol style="list-style-type: none"> a) The position be offered at SCP 4 rising to SCP 5 following a successful probationary period; b) The proposed start date for the new member to be Monday 9th May 2022; c) The purchase of all equipment required. However, the new employee should be provided with a laptop rather than a desktop computer; d) DELEGATED: Cllrs Bedwell and Littlewood to review the staff contract and update appropriately. To be presented to the Council for approval at the Extra Ordinary meeting on Thursday 21st April 2022; e) DELEGATED: Cllrs Bedwell and Littlewood to review the staff handbook and update appropriately. To be presented to the Council for approval at the Extra Ordinary meeting on Thursday 21st April 2022. 	Cllrs CL & MB
	There being no other business, Part 2 of the meeting closed at 20:38	

Signed: Dated:

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	5 th April 2022