



# Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

## Council Meeting Minutes

Date of Meeting	Monday 23 <sup>rd</sup> May 2022
Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW.
Present	<b>Chairman:</b> Cllr Tull <b>Vice Chairman:</b> Cllr Bedwell <b>Also Present:</b> Cllrs. Lenaghan, Littlewood, H. Mistry, Moore, Salau. <b>Officers:</b> Pam Kirkpatrick (Clerk) and Andrew Adair (Office Support)
Circulation	All Council and Ward Members

No.	Notes	Action
22/22/23	<b>Open Forum for Members of the public</b> Mr Marshall – with a view to becoming a Parish Councillor.	
23/22/23	<b>District Councillors' report</b> In the absence of both District Cllrs, no report was provided.	
24/22/23	<b>To receive apologies for absence</b> Cllrs Collard (prior engagement), Croal (illness), Oloko (out of the country) and Somner (illness).	
25/22/23	<b>Declarations of Interest relevant to the Agenda</b> None.	
26/22/23	<b>Approval and adoption of the minutes of the:</b> <ol style="list-style-type: none"><li>1) Full council meeting Monday 4<sup>th</sup> April 2022: Proposed by Cllr Moore and seconded by Cllr Littlewood. <b>APPROVED.</b></li><li>2) Extra Ordinary Full Council meeting on Thursday 21<sup>st</sup> April 2022: Proposed by Cllr Lenaghan and seconded by Cllr Littlewood. <b>APPROVED.</b></li></ol>	

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27/22/23	<p><b>New Planning Applications:</b></p> <table border="1" data-bbox="268 199 1530 425"> <thead> <tr> <th>Application no.</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>22/01024/HOUSE</td> <td>Celine Awudu Ngimouh Ouba</td> <td>49 Bath Road, Calcot</td> <td>Section 73: Removal of Condition 4 (PD windows) and Variation of Condition 2 (Approved Plans) of previously approved application (20/02459/HOUSE): proposed part side rear extension. Internal layout changes and garage conversion.</td> </tr> </tbody> </table> <p>No material planning objections were raised to the aforementioned planning application following the proposed revisions. <b>AGREED. NO OBJECTION.</b></p> <table border="1" data-bbox="268 548 1530 775"> <thead> <tr> <th>Application no.</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td><a href="https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/">https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/</a></td> <td>National Highways</td> <td>The M4 Motorway (Jcts 3 to 12) (Smart Motorway)</td> <td>Non-material change to be made to the M4 Motorway (Jcts 3 to 12) (Smart Motorway) Development Consent Order 2016/863.</td> </tr> </tbody> </table> <p><b>AGREED. NO COMMENTS.</b></p>	Application no.	Applicant	Address	Proposal	22/01024/HOUSE	Celine Awudu Ngimouh Ouba	49 Bath Road, Calcot	Section 73: Removal of Condition 4 (PD windows) and Variation of Condition 2 (Approved Plans) of previously approved application (20/02459/HOUSE): proposed part side rear extension. Internal layout changes and garage conversion.	Application no.	Applicant	Address	Proposal	<a href="https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/">https://infrastructure.planninginspectorate.gov.uk/projects/south-east/m4-junctions-3-to-12-smart-motorway/</a>	National Highways	The M4 Motorway (Jcts 3 to 12) (Smart Motorway)	Non-material change to be made to the M4 Motorway (Jcts 3 to 12) (Smart Motorway) Development Consent Order 2016/863.	
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28/22/23	<p><b>West Berkshire Council Planning Decisions – Information Item</b></p> <p>Members acknowledged the following:</p> <p>22/00177/CERTP – 21 Caistor Close, Calcot: Convert garage into dining room. <b>APPROVED.</b></p> <p>22/00621/CERTP – 6 Kilburn Close, Calcot: Single-storey rear infill extension to replace existing orangery to modernise and fix dilapidated building. <b>LAWFUL.</b></p>																	
29/22/23	<p><b>Planning – Information Item</b></p> <p>1) Members acknowledged the following application has been submitted to West Berkshire Council under general permitted development:</p> <p>22/00794/PASSHE – 45 Bath Road, Reading: Application for prior approval for single storey rear extension 6.0, beyond rear wall x 3.0 maximum height x 2.9m at eaves.</p> <p>2) Members acknowledged a verbal report from Cllrs Tull and Bedwell following a District Planning Meeting which took place on Wednesday 13th April 2022. The main points being:</p> <p>Cllrs Tull and Bedwell attended the meeting and spoke very strongly against the planning application which, they reported, had since been refused. In addition, Cllr Bedwell read out a statement outlining the reasons for the refusal to grant planning permission for this development.</p> <p>It was noted that, if the developers appeal the decision, it would go to the Inspectorate, whose decision would be final.</p>																	

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30/22/23	<p><b>Other Planning – Legacy Land Sales Discussion</b></p> <p>The Clerk advised that WBC has referred the case to Trading Standards and that a highway is a legal right over land. Therefore, although the Highways Authority does not own the land any freehold owner of land on which there are highway rights cannot obstruct or interfere with such public rights. Highways can only be extinguished by statutory power.</p> <p>It was agreed to wait for District Cllr Somner to update the Council when more information was available. However, Cllr Mistry proposed identifying plots of land and greenery and enquiring, of West Berks Council, who owns it. Seconded by Cllr Lenaghan. <b>AGREED</b>.</p> <p>It was further <b>AGREED</b> that a large map be made available at the next Full Council meeting and all members to mark any possible land for investigation.</p> <p>Cllr Tull thanked the residents of Underwood Road for bringing this matter to the attention of the Council.</p>	Clerk
31/22/23	<p><b>Financial Decisions</b></p> <p>a) Payments – Members <b>APPROVED</b> the payment of items listed on payment sheets:</p> <ul style="list-style-type: none"> <li>i) 12-21/22;</li> <li>ii) 01-22/23</li> </ul> <p>b) Members acknowledged that the 2021-22 year-end accounts are now complete and closed. Members reviewed and <b>APPROVED</b> the following:</p> <ul style="list-style-type: none"> <li>i) The Assets Register as agreed with the Accountant;</li> </ul> <p>However, it was suggested that some of the items on the Assets Register are re-valued and it was ultimately <b>AGREED</b> that a re-valuation of the Chain of Office be arranged. <b>DELEGATED</b>: Clerk. In addition, it was <b>AGREED</b> that revaluation of all other items will be considered at the Finance Committee meeting in October 2022.</p> <ul style="list-style-type: none"> <li>ii) The Unaudited Financial Statements 2021/22;</li> <li>iii) The Annual Return financial data for 2021/22.</li> </ul> <p>c) Members acknowledged the enclosed list of current Earmarked Reserves and considered the Accountant’s recommendation that the EMR for ‘Community and Environment’ be removed if it is not being reserved for a specific project.</p> <p>Following discussion, Cllr Tull proposed earmarking the monies for the following purposes:</p> <p>£1,000 - FoLP’s gate improvement project (disabled access entrance gates to the Linear Park),  £4,000 – ‘Welcome to Holybrook’ entrance gates;  £384 - for bulbs and planting.</p> <p><b>AGREED</b> by all acknowledging the Clerk’s caveat that she would ensure that the Council had the powers to spend the monies on the proposed projects.</p>	Clerk

No.	Notes	Action
31/22/23 cont.	<p><b>Financial Decisions - continued</b></p> <p>d) Members unanimously <b>APPROVED</b> an increase to the sum insured by Fidelity Insurance to £500,000 to more fully cover Holybrook Parish Council's financial liability.</p> <p>e) Members <b>APPROVED</b> the Clerk's recommendation that the Standby Voluntary Group Grant application be afforded some leniency (see report). Members unanimously <b>AGREED</b> that a sum of £200.00 be awarded.</p> <p>f) Members considered the following quotations:</p> <p>i) Vale Cleaning Solutions: to machine scrub the Linear Hall floor and apply 3 x coats of emulsion polish. Sum £750.00. <b>APPROVED</b>. In addition, Cllr Tull recommended obtaining a quote for the on-going machine scrub and buff the linear hall floor three times a year with this amount built into the Council's maintenance budget and yearly schedule. <b>APPROVED</b>.</p> <p>ii) The purchase of a second screen for the Administration Assistant to allow for dual screen usage. Cost of screen and set-up installation £302.23. <b>AGREED</b>. In addition, Cllr Mistry's recommended that a second screen also be purchased for the Clerk allowing dual screen usage for both the Clerk and the Administration Assistant to facilitate increased efficiency in their day-to-day work. <b>APPROVED</b>.</p> <p>It was acknowledged that neither of the aforementioned projects have been allocated in the Council's 2022/23 budget but the Council is holding a large sum of reserves which can be used.</p> <p>g) Following discussion, Members <b>APPROVED</b>, as proposed by Cllr Salau, the Internal Auditor's recommendation that the Council use the RBS (Alpha) Asset Inventory software. The 1<sup>st</sup> year set up and purchase price is £268.50 with the yearly on-going cost being £121.00. Member acknowledged that this, minimum 3-year contract, was not budgeted for in the 2022/23 accounts but the Council is holding a large sum of reserves which can be used.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
32/22/23	<p><b>Financial Information</b></p> <p>Members acknowledged the following information provided with no additional comments.</p> <p>a) A final VAT claim has been submitted for the 2021/22 financial year for the period 1st January 2022 to 31st March 2022 totalling £4,246.03. Over the last financial year, the Council has reclaimed a total of £13,429.81 in VAT.</p> <p>b) Year-end income vs expenditure report (enclosed);</p> <p>c) The memorial bench purchased by the Council did not incur any additional insurance premium;</p> <p>d) d) The first half of the precept, to the sum of £66,518.00, was received on 26th April 2022;</p> <p>e) The Council is in receipt of a further £46,608.85 community infrastructure levy monies (CIL) in relation to development 19/01544/FULEXT (land west of Dorking Way, Dorking Way, Calcot).</p>	
33/22/23	<p><b>Internal Audit – Financial year 2021/22</b></p> <p>Members acknowledged the following information with no additional comments:</p> <ul style="list-style-type: none"> <li>- The Internal Auditor's Report; the internal audit was completed on 10<sup>th</sup> May 2022;</li> <li>- The Smaller Authorities Audit Appointment annual report.</li> </ul>	

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34/22/23	<p><b>Annual Accounts approval</b></p> <p>Members reviewed the following information in the order presented:</p> <p>I) The internally audited accounts for the year ending 31/03/2022: <b>RATIFIED</b>. Cllr Tull thanked the Clerk for her work on the accounts.</p> <p>II) Section 1 - Annual Governance Statement 2021/22; <b>RATIFIED. Duly signed by Cllr Tull and witnessed by the Clerk.</b></p> <p>III) Section 2 – Accounting Statements 2021/22; <b>RATIFIED. Duly signed by Cllr Tull and witnessed by the Clerk.</b></p> <p>IV) The dates given for ‘Notice of appointment date for the exercise of electors’ rights’. <b>RATIFIED.</b></p>	
35/22/23	<p><b>Meeting with West Berkshire Council regarding possible CIL monies project – Verbal report, Clerk</b></p> <p>The Clerk attended a meeting with Jon Winstanley of West Berkshire Council (WBC) and read out her notes of the discussion that took place. The Clerk is now awaiting more information from WBC before any of the projects can be furthered.</p> <p>Cllr Tull thanked the Clerk for her work and suggested that a Community and Environment Committee meeting be scheduled for early Autumn to discuss any comments back from WBC on the proposed projects.</p>	Clerk
36/22/23	<p><b>Beansheaf Centre Signage</b></p> <p>Members <b>APPROVED</b> the request from the Friends of Linear Park (FoLP) to erect a Green Flag sign on the wall of the Beansheaf Centre on the right-hand side of the Parish Office external doors. However, it was <b>AGREED</b> under the condition that this was put up and maintained by the FoLP.</p>	
37/22/23	<p><b>Neighbourhood Action Group – verbal report, Cllr Littlewood</b></p> <p>Cllr Littlewood provided a verbal report following the NAG meeting on Thursday 14th April 2022. The main points:</p> <ul style="list-style-type: none"> <li>- latest crime statistics;</li> <li>- Police staffing updates;</li> <li>- confirmation that a Section 55 Order had been issued in the Parish.</li> </ul>	
38/22/23	<p><b>Climate Change Summit – verbal report, Cllr Tull</b></p> <p>Cllr Tull provided a verbal report to Members following her attendance of a Climate Change Summit online conference on 23rd March 2022. Cllr Tull highlighted the opportunity to get a toolkit that provided a high level of carbon footprint information to enable a better understanding of where your carbon and plastic is coming from. This knowledge will better facilitate engagement with the community on appropriate actions to reduce carbon footprint in the Parish.</p> <p>Cllr Tull proposed taking this matter to the Community and Environment Committee to agree next steps. <b>APPROVED.</b></p>	Clerk

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<b>39/22/23</b>	<p><b>Chairman's Remarks</b></p> <p>The Chairman advised Members of the following:</p> <ul style="list-style-type: none"> <li>- That Members had been invited to attend a developer site meeting at The Filberts which was taking place on 26<sup>th</sup> May 2022.</li> <li>- That she has been invited to speak at West Berkshire Council's 'Women in Local Politics' webinar which was taking place on 1<sup>st</sup> June 2022.</li> </ul>	
	<b>There being no other business, the meeting closed at 21.14</b>	

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

Minutes prepared by	Andrew Adair, Office Support
Minutes dated	31 May 2022