



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	17 th February 2020
Location	Beansheaf Community Centre
Present	Cllrs. Baker, Bedwell (Chair), Collard, Croal, H. Mistry, S. Mistry, Littlewood, Lenaghan and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

No.	Notes	Action
164/19/20	Open forum for members of the public Mr and Mrs Turner who wished to observe the Parish Meeting with particular interest in item 14.	
165/19/20	Members accepted apologies for absence from: Cllr Somner and District Cllr Argyle.	
166/19/20	Declarations of Interest relevant to the Agenda None.	
167/19/20	Approval and adoption of the Minutes of the Full Council meeting on Monday 20th January 2020 APPROVED. Proposed by Cllr Littlewood and seconded by Cllr Tull. Note: Cllr Tull, in her position as Vice-Chairman, signed the Minutes as a true record due to Cllr Bedwell's recent operation on her writing hand.	
168/19/20	Matters arising from the Minutes 150/19/20 Matters arising from the minutes (and 135/19/20 noticeboard Location (Dorking Way): Members unanimously APPROVED the new noticeboard location as proposed by WBC. WBC has approved, in principle, 'Welcome to Holybrook Signs'. It was, therefore, AGREED that Cllrs Collard and Tull will meet with the appropriate WBC Officer to agree locations. Clerk to organise the meeting. In addition, Members noted that the signs for Chantry Green, at some point, were removed. Councillors would like these re-instated. Cllr Collard will investigate the meaning of 'Chantry'. 156/19/20 West Berkshire Council Planning Decisions (Aldi Stores): It is noted that works have commenced and, therefore, the available car parking has been temporarily reduced. 162/19/20 Crime and Disorder: Cllr Littlewood attended a NAG Chairs' Meeting. There is discussion that SID may be replaced with hand-held speed guns. If this is undertaken, training will be provided. The cost of a hand-held speed gun is approximately £120.00. Cllr Littlewood will keep the Council updated on this.	PK

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169/19/20	<p>District Councillors' report</p> <p>In the absence of District Councillors Somner and Argyle, Cllr Somner provided a written report which the Clerk read (APPENDIX 1).</p> <p>19:50 ENTER CLLR BAKER</p>																					
170/19/20	<p>New Planning Applications</p> <p>Members unanimously APPROVED the recommendations of the Planning Committee as follows:</p> <table><tr><th>Application no.</th><th>Applicant</th><th>Address</th><th>Proposal</th></tr><tr><td>20/00124/HOUSE</td><td>Maria Grazia Crescella</td><td>3 Dorking Way, Calcot</td><td>Double storey extension.</td></tr><tr><td colspan="4">NO OBJECTION to the build in principle. However, a neighbour's concern regarding access should be investigated by WBC prior to any approval. In addition, WBC's comments regarding parking provision are noted and, should the provision be found to be below the minimum requirements, the application should be refused.</td></tr><tr><td>20/00273/FUL</td><td>Beansheaf Developments, Number One Ltd</td><td>Beansheaf Farm, Bourne Close</td><td>4 x Self-contained flats.</td></tr><tr><td colspan="4">OBJECT: Loss of green space, parking and cycle provision is below the minimum standard, and curtilage does not support four dwellings. This proposal is too high density and considered over-development of the area. Access is not sufficient.</td></tr></table>	Application no.	Applicant	Address	Proposal	20/00124/HOUSE	Maria Grazia Crescella	3 Dorking Way, Calcot	Double storey extension.	NO OBJECTION to the build in principle. However, a neighbour's concern regarding access should be investigated by WBC prior to any approval. In addition, WBC's comments regarding parking provision are noted and, should the provision be found to be below the minimum requirements, the application should be refused.				20/00273/FUL	Beansheaf Developments, Number One Ltd	Beansheaf Farm, Bourne Close	4 x Self-contained flats.	OBJECT: Loss of green space, parking and cycle provision is below the minimum standard, and curtilage does not support four dwellings. This proposal is too high density and considered over-development of the area. Access is not sufficient.				
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171/19/20	<p>West Berkshire Council Planning decisions</p> <p>19/02013/FUL* as adjacent Parish – Telecommunications Mast 2, Bath Road: Install a 20m high street works pole with 9 antennas, 8 equipment cabinets and ancillary development. GRANTED.</p> <p>19/02996/HOUSE – 23 Hawkesbury Drive, Calcot: First floor single storey extension. GRANTED.</p>																					
172/19/20	<p>Other Planning</p> <p>a) 19/01544/FULEXT – Land to the West of Dorking Way, Calcot: Full planning application for the erection of 199 dwellings (including affordable housing) with public open space, hard and soft landscaping and vehicular access from Dorking Way. Members noted that, at the time of writing (11.02.2020), this application was listed as 'awaiting decision' on the planning portal but has since been listed as APPROVED. The conditions of approval will be presented at the next Full Council Meeting.</p> <p>In addition, Members noted WBC's Recommendation Summary and the Minutes of the Eastern Area Planning Committee Meeting (20.11.2019).</p> <p>It is believed that the Eastern Area Planning Committee minutes contain inaccuracies and it was stated that it is felt that some of the comments made by a Senior WBC Officer, as reflected in the minutes, were leading and unfair.</p> <p>Cllr Tull proposed that a letter is issued to WBC highlighting the inaccuracies in the Eastern Area Planning Committee Minutes. AGREED by majority vote:</p> <p>8 - for 1 - against.</p> <p>b) Members reviewed and APPROVED the objection letter regarding planning application 19/00113/OUTMAJ.</p>																					

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173/19/20	<p>Clerk's Report</p> <p>The Clerk provided a verbal report which Members noted. The main points summarised:</p> <p>A new emergency light box was required, purchased and fitted in the Linear Hall for £257.11 inc VAT.</p> <p>The Pre-school nappy bin is now regularly too heavy for contractor to safely empty every other week as per the current contract. A proposal is made that the pre-school nappy bin will, moving forward, be collected once per week, term-time only. This will increase the bill by £16.84 per year. All other items remain the same. AGREED.</p> <p>There have been some changes with the regular hirers of the centre which will result in a loss of revenue. However, there is a good booking this summer which will help counteract some loss.</p> <p>The Administration Assistant's computer has been upgraded to Windows 10 which was included in the Council's IT support package. In addition, more memory has been given to the computer which has provided a lot more operational speed at a cost of £114.00 inc VAT.</p> <p>A work experience student is starting in March and will be with the Council one day a week for four weeks, for three hours at a time.</p> <p>Reports of an overflowing dog bin and dog foul through the Parish have been received. The dog bin issue was resolved the following day and the Clerk arranged for the Dog Warden to visit the Parish as well as placing anti-dog foul posters in the parish noticeboards and publishing a poster on FB. The Dog Warden visit was completed and recommendations have been made for additional bins. Members AGREED that WBC should be asked to provide these.</p> <p>A complaint has been received regarding litter in Holmwood Avenue/Greencroft Gardens. The Clerk has asked the Wardens to pay particular attention to this area and will contact Aldi and Lidl.</p> <p>A complaint has been received regarding inconsiderate parking on Corsham Road. This will be raised at the NAG meeting which is taking place on Thursday 20th February 2020.</p>	<p>PK</p> <p>CL</p>
174/19/20	<p>Financial Information</p> <ol style="list-style-type: none"> 1) Payments – Members APPROVED the payment of items listed on payment sheets 10-2019/20. <p>In addition Members noted that:</p> <ol style="list-style-type: none"> 2) The Precept Demand was submitted to WBC for the agreed sum of £123,533.00 on 22nd January 2020; 3) A VAT return, of £5,774.79 was submitted to HM Revenues & Customs on 29th January 2020. 	
175/19/20	<p>Staff and Work Experience Risk Assessment</p> <p>Members reviewed the Staff and Work Experience Risk Assessment which was APPROVED subject to some additions which include: appropriate footwear, fire drills and appropriate insurance cover. There were some other minor tweaks required. The Clerk will make the appropriate changes before the document is signed by the Chairman and staff.</p>	

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176/19/20	<p>Beansheaf Centre Kitchen project</p> <p>Members APPROVED the quotation request pack and confirmed that this be issued, with a covering letter to four companies: Thatcham Kitchens, Berkshire Kitchens, Barbury Kitchens and A N Other.</p> <p>It was further AGREED that the flooring is a specialist item and would be quoted for separately by three additional companies. Cllr Tull is aware of two companies who can undertake this type of work. Cllr Lenaghan to advise of a third.</p>	AL
177/19/20	<p>The Garage – Community Coffee Shop Project</p> <p>Members were advised that the majority of quoting companies have stated that delivery of a storage container to the location required on the Linear Park would be difficult due to the weight of the articulated lorry across the field, particularly when unloading. Some firms will not deliver to the requested location at all whereas others would on very dry land. However, the liability would rest with the Council if the lorry got stuck.</p> <p>Members discussed the options at length and it was AGREED that alternative options should be discussed with WBC before any further decisions are taken.</p>	PK
178/19/20	<p>Community and Environment</p> <p>a) The Clerk read out the top community and environment priority ideas which had been received from Council, which include: Climate Action Group, bulk purchase, managing land for nature, increase tree cover, minimise waste, save energy, buy green, designated sites in Holybrook Parish for trees, renewable energy, nature restoration, lift sharing scheme and community recycling schemes.</p> <p>b) Members AGREED that the Parish Council would support the Great British Spring Clean which is taking place from 20th March 2020 until 13th April 2020 by encouraging residents to litter pick their own surroundings and send in pictures via Facebook.</p> <p>c) Members AGREED that the Community and Environment Committee will meet in the new Council year to discuss the priorities outlined above.</p>	PK
179/19/20	<p>Holybrook Festival 2020</p> <p>In the absence of Cllr Somner, the Administration Assistant advised that the next Festival Meeting is taking place on Monday 2nd March 2020.</p> <p>Cllr Bedwell added that there are currently six stalls booked plus the police and Friends of Linear Park. The tents are booked and entertainment bookings are on track.</p>	
180/19/20	<p>VE Day 75</p> <p>The Clerk advised that the event planning is going well but there are specific jobs which will need to be completed on the day for which Councillors will need to take responsibility. The Clerk will e-mail out any requirements that she can think of but Members are welcomed to add to this if they feel anything has been missed. Members were reminded that the Clerk is not be able to attend the event for personal reasons.</p> <p>It is noted that the Pre-school table sales in the marquee are going well with about half already filled.</p> <p>The TENS Licence needs to be applied for before which the Clerk requires a more up-to-date conversation with the KVCA.</p>	<p>PK</p> <p>PK</p>

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181/19/20	Chairman's Remarks Members were reminded that the District Parish Conference is taking place in Newbury on Thursday 12 th March 2020. Cllr Croal advised that he will be attending. It was noted that the Parish Office is now the official address for Dr Ellerton's Charity.	
	There being no other business, the meeting closed at 21:04	

Signed: **Dated:**

Minutes prepared by	Pam Kirkpatrick (Clerk)
Minutes dated	19 th February 2020