



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	16th March 2020
Location	Beansheaf Community Centre
Present	Cllrs. Baker, Bedwell (Chair), Croal, H. Mistry, Lenaghan, Somner and Tull. Also present: Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

No.	Notes	Action
182/19/20	<p>Open forum for members of the public</p> <p>None. However, several Members of the public e-mailed the Parish Council ahead of the meeting to raise objection to planning application: 20/00431/FUL (they were unable to attend the meeting in person due to Covid-19 self-isolation regulations). Their comments were read under the appropriate section 'New Planning Applications'.</p>	
183/19/20	<p>Members accepted apologies for absence from:</p> <p>Cllrs Collard (holiday) and Cllrs S. Mistry and Littlewood (Self-isolation). District Cllr Argyle and Pamela Kirkpatrick (Clerk) (also, self-isolation). The Clerk, in her absence, did provide some noted information.</p>	
184/19/20	<p>Declarations of Interest relevant to the Agenda</p> <p>Cllr Somner declared a non-pecuniary interest in the following items due to his role as a District Councillor:</p> <ul style="list-style-type: none">6 – District Councillors' Report.8 – West Berkshire Council's Settlement Boundary Review.12 – Bus Shelters – ownership of Bus Shelter outside of Sainsbury's Store Calcot.	
185/19/20	<p>Approval and adoption of the Extraordinary Meeting Minutes of the 10th February 2020</p> <p>APPROVED. Proposed by Cllr Baker seconded by Cllr Croal.</p> <p>Approval and adoption of the Minutes of the Full Council meeting on 17th February 2020</p> <p>APPROVED. Proposed by Cllr H. Mistry and seconded by Cllr Tull.</p>	

No.	Notes	Action
186/19/20	<p>Matters arising from the Minutes</p> <p>168/19/20 – Welcome to Holybrook Signs – A meeting has been arranged between Cllrs Collard and Tull with Bob Bosley, WBC. However, it was AGREED, due to Covid-19 advice, this meeting will be postponed. Clerk to action.</p> <p>177/19/20 – The Garage – the Administration Assistant read out e-mailed information from Caroline Booth (WBC Countryside Department). Due to the non-urgent nature of this item in the present climate, this will be carried forward.</p> <p>178/19/20 – Great British Spring Clean – The Clerk has started a Facebook poster. However, questioned whether the Council should be encouraging the Spring Clean due to Covid-19. Members AGREED to continue supporting this item.</p>	<p>PK</p> <p>PK</p>
187/19/20	<p>District Councillors' report</p> <p>District Cllr Somner provided a verbal report on WBCs Financial Budgets for 2020/21. For further details, please go to West Berkshire Council's website at www.westberks.gov.uk.</p> <p>Cllr Bedwell stated that a lot of the information on the WBC website is outdated.</p> <p>Cllr Somner will share a list of WBCs Social Media outlets with the Parish.</p> <p>It was also noted that the way in which the District Council are dealing with Covid-19 comes from Public Health UK. However, the situation is fast moving and decisions can quickly become out-of-date.</p> <p>19:42 ENTER CLLR LENAGHAN</p>	
188/19/20	<p>Inconsiderate Parking</p> <p>It was noted that this is a big issue in the Parish.</p> <p>Cllr Somner gave a verbal report regarding inconsiderate parking within the Parish. It was noted that a resident had been issued with a letter from Cllr Somner due to complaints received. The Admin Assistant added that, in addition, the Police were going to issue a warning letter. This particular situation has now been resolved.</p> <p>The Parish Office has, on the front page of the April newsletter, raised the issue of inconsiderate parking.</p> <p>Cllr Somner advised that he is currently awaiting a quote for distribution of a WBC's inconsiderate parking leaflet. The Administration Assistant will check to see if the quotation had been received and forward it to Cllr Somner.</p>	<p>CLe</p>
189/19/20	<p>West Berkshire Council's Settlement Boundary Review</p> <p>Members AGREED not to make a formal response to the above review.</p>	
190/19/20	<p>Royal Berkshire Fire and Rescue: Integrated Risk Management Plan</p> <p>It was AGREED that Members should e-mail any comments to the Clerk. DELEGATED: the Clerk to correlate a response on behalf of the Council once all responses received.</p>	<p>ALL</p>

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191/19/20	<p>New Planning Applications</p> <p>The following was unanimously AGREED:</p> <table border="1" data-bbox="252 353 1517 477"> <thead> <tr> <th>Application no</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>20/00431/FUL</td> <td>Colony Architects</td> <td>Land at and adjoining 1 Sharnwood Drive, Calcot</td> <td>Erection of 8 garages/lock ups</td> </tr> </tbody> </table> <p>OBJECT. DELEGATED: the Clerk to write the formal response with approval from the Chairman.</p> <table border="1" data-bbox="252 544 1517 616"> <tbody> <tr> <td>20/00377/HOUSE</td> <td>Kenny Isitt</td> <td>26 Greencroft Gardens, Calcot</td> <td>Rear single storey extension to provide shower room with flat roof.</td> </tr> </tbody> </table> <p>NO OBJECTIONS</p> <table border="1" data-bbox="252 683 1517 754"> <tbody> <tr> <td>20/00224/HOUSE</td> <td>Mr G Sutherland</td> <td>19 Bayford Drive, Calcot</td> <td>Single storey rear extension with loft conversion.</td> </tr> </tbody> </table> <p>NO OBJECTIONS if the parking is deemed appropriate. However, if there is insufficient parking provision an OBJECTION will be submitted. DELEGATED: Clerk to review the parking provision and respond appropriately.</p>	Application no	Applicant	Address	Proposal	20/00431/FUL	Colony Architects	Land at and adjoining 1 Sharnwood Drive, Calcot	Erection of 8 garages/lock ups	20/00377/HOUSE	Kenny Isitt	26 Greencroft Gardens, Calcot	Rear single storey extension to provide shower room with flat roof.	20/00224/HOUSE	Mr G Sutherland	19 Bayford Drive, Calcot	Single storey rear extension with loft conversion.	
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192/19/20	<p>West Berkshire Council Planning decisions</p> <p>20/00021/HOUSE – 23 Tadcroft Walk, Calcot: Conversion of loft space to form habitable room incorporating dormer window to the rear elevation and 2 no Velux roof lights to the front elevation. REFUSED. Members acknowledged WBCs report as enclosed with the agenda.</p> <p>19/01544/FULEXT – Land 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. GRANTED. Members acknowledged WBCs report as enclosed with the agenda.</p> <p>Cllr Baker raised concerns about the trees that had been cut down around the perimeter of the development as this was not mentioned in the original planning application. Members DELEGATED for the Clerk to send an appropriate response to Michael Butler and the Case Officer about the situation. Cllr Bedwell asked Cllr Baker to email his concerns to the Clerk. Members also thought that the Noise and Air Quality survey and report should be repeated.</p>																	
193/19/20	<p>Bus Shelters – ownership of Bus Shelter outside of Sainsbury’s Store Calcot</p> <p>Members AGREED that the Clerk is to garner more information regarding the aforementioned bus stop before a decision can be made i.e. running costs. In addition, Members questioned whether CIL money could be used if the Council decided that it would take over the bus stop in question. Clerk to provide feedback.</p>	PK																

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194/19/20	<p>Clerk's Report</p> <p>The Clerk provided a brief report (read by the Administration Assistant). The main points summarised:</p> <p>The Parish Office remains very busy with many complaints about dog foul and inconsiderate parking.</p> <p>Main focus, on top of the day to-day, has been the VE Day Celebration, the Holybrook Festival and Year End.</p> <p>The Beansheaf Centre was closed on Thursday 12th & Friday 13th March 2020 due to advice the pre-school was given regarding Covid-19. A comprehensive clean of the Linear Hall was completed by the pre-school and they were advised that they could re-open on Monday 16th March 2020. As a precautionary measure, all other hirers booked in the Centre on the above days were cancelled by the Parish Office and their hire costs will be refunded.</p> <p>Hirers have been advised that the Council are closely monitoring the Covid-19 situation and will follow Government guidelines. However, all hirers were reminded that they are ultimately responsible for the health and well-being of their groups and the necessary precautionary measures should be followed. We are currently adhering to the cancellation policy in our Conditions of Hire. However, this may change. The Council acknowledged that this situation will result in a negative discrepancy in the 2019/20 and 2020/2021 finances.</p> <p>AGREED – The purchase of 3 anti-bacterial automatic dispensers to be installed by the front entrance to the Beansheaf Centre, the entrance to the Parish Office and the stairwell in the Centre at a cost of £30 each plus VAT. Members acknowledged that the cost of filling these had not been budgeted for and, therefore, the 2020/21 budget heading for 'cleaning equipment' will be negatively impacted. It was further acknowledged that, due to the current situation, hand sanitiser was very difficult to get hold of at the present time and it may be a while before these items can come into use.</p> <p>It is acknowledged that the Clerk is currently working from home on normal working hours. This will be reviewed in-line with the current Government advice once the enforced period of self-isolation is completed.</p>	
195/19/20	<p>Financial Information</p> <ol style="list-style-type: none"> 1) Payments – Members APPROVED the payment of items listed on payment sheets 11-2019/20; 2) Income/Expenditure 2019/20 April '19 – February '20: due the Clerk's absence, this information was not provided and will be issued by e-mail to all Members at a later date. It was acknowledged, that due to the current pandemic, the final income figures for the centre will be negatively impacted. 3) Members acknowledged that the Finance Meeting, scheduled to take place on Monday 9th March 2020 was re-scheduled to take place on Monday 23rd March 2020. However, this is also cancelled due to the Clerk and other Members of the committee self-isolating as per Government guidelines. Any items that should have been addressed at the Finance Meeting will be brought to Full Council instead; 4) Members AGREED to pay an Honorarium of £400.00 to Mr Prior for the unlocking/locking of the gates and safeguarding of the Underwood Road playground during 2019/20. 	

No.	Notes	Action
196/19/20	<p>Appointment of Internal Auditor and Accountant</p> <p>1. APPROVED - The appointment of Claire Connell as the Internal Auditor of the 2019/20 accounts;</p> <p>1a) Members also APPROVED the scope of the Internal Audit as described:</p> <ul style="list-style-type: none"> - The internal audit will be carried out in accordance with the guidance provided in "Governance and Accountability for Local Council: A Practitioners' Guide"; - An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council's Risk Assessment; - 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. <p>2. APPROVED – The appointment of Alan Harland as the accountant for the financial year ending 31st March 2020.</p>	
197/19/20	<p>Grant Applications</p> <p>a) Members APPROVED the Grant application from Standby Volunteer Group for £200.00. However, as the group has already received a grant in 2019/20 this will be paid in the new financial year of 2020/21 on condition the organisation complete the Grant Application Form.</p> <p>b) Members APPROVED the Grant application from the Friends of Linear Park for £350.00 to cover their insurance costs.</p>	
198/19/20	<p>Holybrook Festival 2020</p> <p>Cllr Bedwell asked Members if the Holybrook Festival and 75th VE Day celebrations should be cancelled in view of the Government's advice not to stage events of 500+ people. Members AGREED to wait until the next Council meeting on Monday 6th April 2020 before taking any firm decisions.</p>	
199/19/20	<p>VE Day 75</p> <p>This item was covered in 198/19/20.</p>	
200/19/20	<p>Neighbourhood Action Group</p> <p>In the absence of Cllr Littlewood no report was heard.</p>	
201/19/20	<p>District Parish Conference</p> <p>Cllr Croal attended the above Conference and gave a verbal report which included the following points:</p> <p>Climate change; Investments and how to get the best out of interest rates; Environment.</p>	

No.	Notes	Action
202/19/20	<p>Chairman's Remarks</p> <p>Cllr Bedwell asked Members to consider advice given by the SLCC to allow the Clerk enhanced delegation during the period of restricted activity as declared by the Government in respect of the Coronavirus Covid – 19:</p> <p>The SLCC suggested that Parish Council pass a motion that the Council consider giving the Clerk temporary authority to make decisions on behalf of the Council until the danger of the Covid -19 had passed.</p> <p>Members REFUSED to delegate any further powers to the Clerk at this stage.</p> <p>Cllr Bedwell asked Members to consider closing the Parish Office to the general public. The Clerk and the Administration Assistant will still answer the telephone and deal with Council business. AGREED.</p>	
	<p>There being no other business, the meeting closed at 9.18pm</p>	

Signed: Dated:

Minutes prepared by	Caroline Lenaghan
Minutes dated	20 th March 2020



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes: Addendum to meeting on Monday 16th April 2020

Date of Message	1 st April 2020
Location	E-mailed message to all Parish Councillors
Circulation	All Council Members

Dear Councillors

As Chairman and Vice-Chairman of Holybrook Parish Council, we are emailing you to explain an action which we propose.

The situation with Covid-19 is rapidly updating. Holybrook Parish Council, like all organisations, aim to keep abreast of and follow the most up-to-date advice from the Government. Whilst there is an acknowledgement that the SLCC and NALC are working with the Government to allow, temporarily, virtual meetings, this is not possible at the current time.

Unfortunately, due to Government guidelines on Social Distancing, the Clerk was unexpectedly, unable to attend the Full Council meeting on Monday 16th March 2020. Therefore the Clerk was unable to fully explain the situation and advice from the SLCC and NALC to the Councillors who were in attendance.

Since the meeting above, the country has been put on a more extensive lock-down but the Council is expected to still function. Had we been aware that lockdown was about to take place, we could have called an Extraordinary Meeting, but time did not permit. Therefore, the following resolution is proposed. As a convened meeting is not possible the vote will take place by e-mail and the results of the vote will be made publically available.

It must be acknowledged that local authorities are required to hold meetings to make decisions. The Local Government Act 1972 requires members to be physically present in order for a meeting to take place. This applies to Councils in all tiers. Holybrook Parish Council is committed to transparency in their decision making process. These are exceptional times and exceptional measures may be prudent.

Council Meetings and Decision Making

Members are asked to agree to the following proposals with retrospective enforcement from 16th March 2020:

- a) In response to the Covid-19 outbreak in the UK, in-line, with Government recommendations and the advice of the SLCC and NALC all Parish Council meetings up to and including June 2020 will be suspended. Any further postponements will be agreed by e-mail based on up-to-date Government advice in June. The Parish Council is awaiting further guidance on whether the Annual Assembly and Annual Meeting are cancelled or postponed.
- b) The Clerk and Chair shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline and to include such payments as become due. This will be carried out, where possible, by consultation with members by electronic means or telephone. The Clerk will further consult with the Chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing. This delegated authority is to cease on 30th June 2020 or such times prior to 30th June 2020 when Government legislation is updated.

Mary Bedwell
Chairman Holybrook Parish Council

Claire Tull
Vice Chairman Holybrook Parish Council

This proposal is **AGREED** by majority vote:

For: 7 Against: 0 No Response: 3

Signed: Dated:

Addendum dated	2 nd April 2020
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DRAFT