



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	15 th June 2020
Location	Zoom Virtual Meeting
Present	Cllrs. Baker, Bedwell (Chair), Collard, Croal, H. Mistry, S. Mistry, Lenaghan, Littlewood and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 ("the Regulations") came into force on the 4 April 2020. The Regulations remove the legal obligation to hold local authority meetings at a specified physical location, by permitting members and others attending the meeting to do so by way of 'remote attendance'. The obligation to hold an Annual Meeting was also removed.

All virtual meetings held by the Parish Council before 7th May 2021 (NOTE: the date could be brought forward if the Government rules are relaxed) are enabled by this legislative change. This Protocol applies to meetings of the Council and/or its Committees, that would, but for the coronavirus pandemic and the Regulations, be held in public. All other Standing Orders remain in place.

No.	Notes	Action
22/20/21	Open forum for members of the public Mr Oloko. Interested in re-joining HPC as a Councillor.	
23/20/21	Members accepted apologies for absence from Cllr Somner – work commitments	
24/20/21	Declarations of Interest relevant to the Agenda None.	
25/20/21	Approval and adoption of the Minutes of the Full Council meeting on Monday 18th May 2020 APPROVED. Proposed by Cllr Lenaghan and seconded by Cllr Tull.	
26/20/21	Matters arising from the Minutes <i>07/20/21 Matters Arising from the Minutes (192/19/20).</i> A response has not yet been received from WBCs Enforcement Department. DELEGATED: Clerk to chase. ENTER CLLR CROAL	PK
27/20/21	District Councillors' report None.	

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28/20/21	<p>Proposed diversion of public footpath Holybrook 4</p> <p>Members AGREED that, in principle, no objections would be raised regarding the proposed footpath diversion. However, the following was raised:</p> <ul style="list-style-type: none"> - Concern to ensure that public money is not being used for the project; - Concern whether there would be a public consultation on the proposed changes as many residents currently use this route. <p>In addition, a question was raised as to why no linking footpath has ever been created between the two sections of Linear Park. DELEGATED; Clerk to investigate.</p>	PK								
29/20/21	<p>WBCs Winter Service Plan 2020/21 Consultation</p> <p>Members AGREED no comment. WBC is proposing no changes to the previous years.</p> <p>It was noted that the salt bin outside the Beansheaf Centre requires a new lid. The Clerk will inform WBC.</p>	PK								
30/20/21	<p>New Planning Applications</p> <p>Members unanimously AGREED 'no objections' the following application:</p> <table border="1" data-bbox="252 981 1533 1093"> <thead> <tr> <th>Application no</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>20/01088/HOUSE</td> <td>Mr & Mrs Cook</td> <td>10 Embrook Way, Calcot</td> <td>Single storey rear extension.</td> </tr> </tbody> </table>	Application no	Applicant	Address	Proposal	20/01088/HOUSE	Mr & Mrs Cook	10 Embrook Way, Calcot	Single storey rear extension.	
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31/20/21	<p>West Berkshire Council Planning decisions</p> <p>20/00492/CERTP – 9 May Park, Calcot: Proposed conversion of part double garage to habitable room. REFUSED.</p> <p>20/00462/COND1 – Land west of Dorking Way: Condition 3 (minerals), 4 (archaeology), 10 (construction method statement) and 12 (drainage). APPROVED.</p> <p>20/00516/COND2 – Land west of Dorking Way: Condition 17 (visibility splays), Condition 20 (landscaping). APPROVED.</p>									
32/20/21	<p>Other Planning:</p> <p>Application 20/00431/FUL (Land adjoining 1 Sharnwood Drive: 8 garages/lock ups) has been removed from WBCs planning portal for technical reasons relating to the Certificates of Ownership. The application is deemed 'invalid'.</p>									

No.	Notes	Action
33/20/21	<p>Financial Information</p> <p>a) Payments – Members unanimously approved the payment of the items listed on payment sheets 03-2020/21. It is noted that the payment sheet will be retrospectively signed by the Finance Chairman once the period of enforced social distancing has ceased;</p> <p>Members requested a breakdown of the service provided during the deep clean.</p> <p>b) Business rates for the Beansheaf Centre in 2020/21 is £0.00;</p> <p>c) Parish Councils are not eligible for the Small Business Grant. A basic analysis of the potential losses over the coming year has been completed. HPC has sufficient reserves to cover the losses projected. In addition, the Council's insurance does not cover business interruption as a result of Covid-19.</p> <p>d) Members acknowledged that, at the end of 2019/20, the Council was owed £602.34 in unpaid hire fees. By 4th April 2020, £295.75 of this had been recovered. A total of £306.59 remains outstanding and is being regularly chased by the office. This total is split over three hirers and we are confident of recovering the full amount owed.</p> <p>e) Members reviewed the year end income/expenditure report. There were minor over spends in some category headings. However, the Beansheaf Centre income was excellent during 2019/20.</p> <p>(The column relating to 'actual year to date' had not been updated to 100% for the year. However, it is acknowledged that, at the year end, this column holds superfluous information and will be removed next year).</p>	PK
34/20/21	<p>Review of Financial Regulations</p> <p>Draft copy APPROVED. The Council's Standing Orders will now be updated in-line with the agreed Financial Regulations.</p>	PK
35/20/21	<p>Audits</p> <p>a) The Internal Auditor signed the AGAR on 29th May 2020;</p> <p>b) The AGAR and supporting documentation has been issued to the External Auditor;</p> <p>c) The 'Notice of appointment date for the exercise of electors' rights' was published on our website and in our noticeboards on the agreed date of Friday 12th June 2020 ready for the official date on Monday 15th June 2020. Note: the Internal Auditor has been advised of publication so it can be viewed in preparation for next years' audit.</p>	

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36/20/21	<p>Clerk's Report</p> <p>The Clerk provided a brief verbal report. The main points summarised:</p> <ul style="list-style-type: none"> - The pre-school delayed their return to Monday 15th June 2020; - All outstanding minor maintenance works have been completed in the Beansheaf Centre bar the hand sanitiser installation (date awaited now that the third unit has arrived); - A number of complaints have been received regarding behaviours in the Linear Park. These have been onward reported to the appropriate WBC department; - FoLP have been emptying the Linear Park bins and litter picking to supplement the service provided by WBC. The Beansheaf Centre bins have been used to dispose of the excess rubbish. <p>Members AGREED that the Parish newsletter will be distributed in August.</p> <p>a) Members AGREED that all residents, around the perimeter of the Underwood Road playground, will be contacted regarding the impact of the Underwood Road playground foliage so that the extent of works can be assessed, managed and budgeted where necessary.</p> <p>b) Members APPROVED the quotation from Kompan for the required playground works. However, the cost of the bark top up was currently REFUSED. Alternative costing to be sought.</p>	<p>PK</p> <p>PK</p>
37/20/21	<p>Kitchen Project</p> <p>The two remaining quoting companies have been supplied with an updated specification and asked to requote by Friday 19th June 2020. Both companies have advised that, if a decision is taken soon, they will be able to complete the works during the 2020 Summer Holidays.</p> <p>One of the companies has requested a Zoom call with the kitchen project team and it was agreed that this would take place as soon as is practically possible. Clerk to arrange.</p>	<p>PK</p>
38/20/21	<p>Return to operation</p> <p>Currently, there are no proposed changes. The Staff will continue to work from home and the centre remains closed to all hirers bar the Beansheaf Pre-School. The situation will continue to be closely monitored.</p> <p>The Office is working on a questionnaire for existing regular hirers to gauge their expectations for a return to operation and demand level. Our target is September but this will depend on government guidelines and hirers' requirements.</p> <p>Adjustments to the office are being considered including cost implications of any such changes. The staffing committee to be advised before the office agree to any face-to-face meetings with residents.</p>	
39/20/21	<p>Chairman's Remarks</p> <p>The Chairman read an e-mail received from Cllr Somner. A District Councillor written report will be issued to all members.</p> <p>The Chairman proposed that an Extraordinary meeting be held on Monday 22nd June 2020 to discuss 1) the grant that was awarded to the now cancelled Holybrook Festival 2020 and 2) agree which company will be awarded the kitchen contract. AGREED.</p>	
	<p>There being no other business, the meeting closed at 20:50</p>	

Signed: Dated:

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	18 th June 2020

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