



# Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

## Council Meeting Minutes

Date of Meeting	19 <sup>th</sup> March 2018
Location	Beansheaf Community Centre
Present	Cllrs. Bedwell (Chair), Croal, Evans, Lenaghan, Littlewood, H. Mistry and Tull Also present: Pam Kirkpatrick (Clerk) Caroline Lenaghan
Circulation	All Council and Ward Members

Before the meeting commenced attendees were reminded of the fire regulations.

No.	Notes	Action
173/17/18	<p><b>Open forum for members of the public</b></p> <p>Simon Collard, a resident, who is considering becoming a Holybrook Parish Councillor.</p>	
174/17/18	<p><b>Members accepted apologies for absence from:</b></p> <p>Cllr. S. Mistry (Comments for the meeting provided to the Clerk) Cllr Stewart Cllr. Somner</p> <p>It was noted that the above Councillors were absent due to personal reasons.</p>	
175/17/18	<p><b>Declarations of Interest relevant to the Agenda</b></p> <p>Cllr. Littlewood declared an interest in the following items:</p> <p>Item 13.7 – Financial Information - Weekend Beansheaf Centre Hire rates. Item 13.8 – Financial Information – Contract with Relyon.</p>	
176/17/18	<p><b>Approval and adoption of the Minutes of the Council meeting on 12<sup>th</sup> February 2018 and Finance Committee Members to Approve and Adopt the minutes of their meeting on Monday 5<sup>th</sup> March 2018.</b></p> <p>Council Meeting Minutes: proposed by Cllr. Lenaghan and seconded by Cllr. Tull. <b>APPROVED.</b></p> <p>Financial Meeting Minutes proposed by Cllr. H. Mistry and seconded by Cllr. Bedwell. <b>APPROVED.</b></p>	
177/17/18	<p><b>Matters arising from the Minutes</b></p> <p>161/17/18 – District Councillors’ Report –The Green Waste removal charge is not itemised on the 2018/19 Council Tax Bill. See ‘District Councillors’ Report’ (179/17/18).</p> <p>165/17/18 – West Berkshire Council Licence Hearing (actions) –The responsible authority was contacted and, subsequently, a response formulated to WBC. Alok Sharma, MP was copied in and his response to the Parish Council is enclosed (Appendix 1)</p> <p>166/17/18 2. – Clerk’s Report - Urn purchased and delivered 15.02.2018. Installed by the caretaker.</p> <p>166/17/18 1. – Clerk’s Report - The electricians have been instructed and a date for work is awaited.</p>	

No.	Notes	Action
<p><b>177/17/18</b> <b>Cont.</b></p>	<p><b>Matters arising from the Minutes – Continued</b></p> <p>169/17/18 – General Data Protection Regulations (ICO) – Individual Members <b>DO NOT</b> have to be registered with the ICO. Note: it would appear that the Parish Council's contribution will be increasing to £55.00 in the next financial year.</p> <p>166/17/18 - PCSO Ferries has completed checks and has reviewed the CCTV footage The Office forwarded him a picture of the mini-motorbike which is a bike of interest to the Police.</p> <p>170/17/18 – Community Infrastructure Levy – the April newsletter includes the survey with the agreed amendments. An electronic version has been formulated and is ready to be published. All key stakeholders have agreed to hosting a collection box.</p>	
<p><b>178/17/18</b></p>	<p><b>Parish Council Vacancies</b></p> <p>Members acknowledged that West Berkshire Council has been advised of Cllr Albanese's resignation and that the vacancy has been appropriately displayed.</p> <p>Two committee places are now vacant: Community and Environment and Staff Committee (Staff Liaison Officer). Cllr. S. Mistry had expressed an interest in becoming the Staff Liaison Officer which was <b>AGREED</b> unanimously.</p> <p>The Parish Council has five vacancies which have been advertised, as well as the formal notification, in the Parish Newsletter.</p>	
<p><b>179/17/18</b></p>	<p><b>District Councillors' report</b></p> <p>Cllr. Argyle gave a verbal report with the main points detailed below:</p> <p>There will be a £50.00 charge for the household Green Bin. Cllr. Argyle is in the process of finding out how and when this will be implemented.</p> <p>1 Bath Road and the Padworth Cycling Centre remain ongoing.</p> <p>A meeting is due to take place on Thursday 22<sup>nd</sup> March 2018 between West Berkshire Council and the applicant for the proposed Dorking Way Pub/Restaurant.</p> <p>Q. A Member asked why Maidenhead's residents' Council Tax Bill is approximately £500.00/y cheaper than that of West Berkshire Council. Cllr. Argyle will investigate.</p> <p>Q. The Clerk, on behalf of a resident, asked about a specific planning application which was granted with conditions. Enforcement is now required. .</p> <p>Q. Should the owners of a mobile home sited on private land be paying Council Tax?</p> <p>Q. A Member asked when the Smart Motorway works will commence from J3 – 12 on the M4.</p> <p>Cllr. Argyle requested that the above two questions be e-mailed to him. He can then make the appropriate enquires/responses.</p> <p>Q. A Member advised that there are traffic lights out on J12. A. Member was advised to email Highways.</p> <p>The Clerk advised that the initial steps formalising the footpath between Sharnwood Drive and Lidl have been taken. However, for WBC to help progress this, District Councillors' support will be needed.</p>	<p><b>PA</b></p> <p><b>PA</b></p> <p><b>PA</b></p>

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180/17/18	<p><b>Consultation: West Berkshire Local Plan Review to 2036 scoping report and the Sustainability Appraisal (SA) Scoping Report</b> (as per e-mail 20.02.2018):</p> <p>Members discussed the aforementioned documents and concluded that a formal representation will be made. <b>DELEGATED:</b> Clerk and Chairman.</p>	PK MB																
181/17/18	<p><b>New Planning Applications</b></p> <p>Members to <b>RATIFIED</b> the recommendations made by the Planning Committee:</p> <table border="1" data-bbox="240 562 1437 891"> <thead> <tr> <th>Application no</th> <th>Address</th> <th>Proposal</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>18/00328/ADV</td> <td>Dunelm Mill, Pincents Kiln, Calcot</td> <td>10 no. illuminated flexface signs and 1 no. welcome entrance non-illuminated sign.</td> <td>No objection</td> </tr> <tr> <td>18/00486/OUTD</td> <td>1 Sharnwood Drive, Calcot</td> <td>Outline application for one flat and associated parking. Matters to be considered: Access and Layout.</td> <td>Object</td> </tr> <tr> <td>18/00425/HOUSE</td> <td>10 Silbury Close, Calcot</td> <td>First floor extension over existing garage and two storey rear extension.</td> <td>No objection</td> </tr> </tbody> </table>	Application no	Address	Proposal	Decision	18/00328/ADV	Dunelm Mill, Pincents Kiln, Calcot	10 no. illuminated flexface signs and 1 no. welcome entrance non-illuminated sign.	No objection	18/00486/OUTD	1 Sharnwood Drive, Calcot	Outline application for one flat and associated parking. Matters to be considered: Access and Layout.	Object	18/00425/HOUSE	10 Silbury Close, Calcot	First floor extension over existing garage and two storey rear extension.	No objection	
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182/17/18	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>16/02330/FULEXT – Beansheaf Farm, Bourne Close, Calcot: Change of use/conversion of 5 buildings from office to residential use for 27 units. Internal and external alterations. <b>GRANTED</b></p>																	
183/17/18	<p>Other Planning – Information Item:</p> <p>17/03311/HOUSE – 19 Carston Grove, Calcot: Single storey rear extension and single storey front extension to garage. <b>ADDITIONAL/AMENDED DRAWINGS (As the Planning Committee objected to the original plans, further comments have been submitted based on the original objections and the additional/updated plans).</b></p> <p>18/00405/PASSHE – 21 Grangely Close, Calcot: Single storey rear extensions. 4.1m beyond the rear wall, 3.52m height and 2.25m height at the eaves. <b>NO COMMENTS REQUIRED. GPD.</b></p> <p>16/01237/FUL, 16/01238/FUL, 16/01239/FUL – Burghfield Sailing Club, Sulhamstead (as adjoining Parish): Construction of culverts under highway to enable flood alleviation and mitigation works, originally associated with and enabled by the development of Burghfield Park, currently the subject of a planning appeal (Culverts: 2, 3 and 4) (additional information and amended description). <b>ADDITIONAL/AMENDED DRAWINGS.</b> Of note location 1 has been withdrawn.</p> <p>18/000102/PASSHE – 21 Grangely Close, Calcot: Single storey rear extension, 4m beyond the rear wall, 3.52m height and 2.235m from height at the eaves. <b>WITHDRAWN</b></p>																	
184/17/18	<p><b>Clerk's report</b></p> <p>The Clerk provided a written report with the Agenda which Members noted. (Appendix 2). Members hope that WBCs survey of the Bus Sumps will cover peak times when an offence is more likely to take place.</p> <p>A Member requested that it be put on record that the steps at the side of the Beansheaf Centre (near the Parish Office) are in poor repair.</p>																	

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185/17/18	<p><b>Financial Information</b></p> <p>1) Payments –sheets 10-2017/18 <b>APPROVED</b> (Appendix 3).</p> <p>2) Information Item: Cllr Bedwell and The Clerk are now listed as the appropriate contacts for BACS;</p> <p>3) VAT Analysis to-date was provided at the Meeting. <b>APPROVED.</b></p> <p>4) Income/Expenditure 2017/18 April '17 – February '18 was provided at the meeting. <b>APPROVED.</b></p> <p>5) Cllr H. Mistry, Vice Chairman of the Finance Committee gave a synopsis of the Finance Meeting on 5<sup>th</sup> March 2018. The Finance Meeting Minutes had been provided with the Agenda. (Cllr Littlewood did not receive a copy prior to the Council Meeting due to his declared interest.)</p> <p>5a) Members <b>RATIFIED</b> the following decisions as recommended by the Finance Committee:</p> <ul style="list-style-type: none"> <li>○ The Santander bank account be capped at a balance of £85k and the Clerk to investigate a third bank account, possibly for sole use as a CIL monies account. However, Members do not want the third bank account to be opened until after the next Finance Meeting in October 2018 once the CIL money projects have been finalised and a time-scale approved.</li> <li>○ Claire Connell and Alan Harland be appointed as the Internal Auditor and Accountant, respectively).</li> <li>○ As the window project will not take place in the current financial year, the 'replacement plastic chairs for the Beansheaf Centre' project has been upgraded to high priority and to be purchased before the year end (31<sup>st</sup> March 2018).</li> <li>○ Assets Register (Appendix 4).</li> <li>○ Annual Management Risk Assessment (Appendix 4).</li> <li>○ Contracts list (Appendix 4).</li> <li>○ Health and Safety policy to be written and adopted as soon as possible.</li> <li>○ Dave Prior's honorarium be increased to £350.00</li> <li>○ Regular hirer rates remain as they are for a further year.</li> </ul> <p>6) Members <b>AGREED</b> an external body be employed to complete yearly Health and Safety checks of the Beansheaf Centre. Members also requested that the Clerk have a face-to-face meeting with Relyon, regarding their Health and Safety responsibilities.</p> <p><b>EXIT CLLR LITTLEWOOD DUE TO DECLARED INTEREST</b></p> <p>7) Following discussion the Finance Committee recommended that:</p> <ul style="list-style-type: none"> <li>- the Weekend Caretaking Fee be withdrawn</li> <li>- the Linear hall Weekend Hire Charge be increased to £24.00 per hour with a special promotion of 5-hours for £100.00.</li> </ul> <p>8) Members <b>AGREED</b> the amended cleaning/caretaking contract as proposed by Relyon (Appendix 5).</p> <p><b>RE-ENTER CLLR LITTLEWOOD</b></p> <p>9) Members <b>AGREED</b> the proposed Conditions of Hire (Appendix 6) with minor amendments.</p> <p>Information Item: Information pack from PKF Littlejohn was provided with the Agenda regarding the year end external audit for 2017/18 plus advice note from the SLCC (Appendix 7).</p>	<p>PK</p> <p>PK</p>

No.	Notes	Action
186/17/18	<b>Local Council Public Advisory Service</b> – Information Item Members <b>AGREED</b> the Parish Council will not make a formal representation.	
187/17/18	<b>General Data Protection Regulations</b> 1. Information Item: ICO Advice for elected and prospective Councillors was enclosed with the Agenda. 2. Members reviewed and <b>APPROVED</b> the draft documents regarding GDPR as provided. It was acknowledged that some information is still unknown such as who the DPO will be. 3. In light of the above, Members <b>AGREED</b> that it was not necessary to purchase the Council Public Advisory Service GDPR package.	<b>PK</b>
188/17/18	<b>Beansheaf Centre Windows</b> Following the Clerk's verbal report on this project, Members <b>APPROVED</b> the additional cost of £2,640.00 and for the works to commence in the early Summer Holidays 2018.	
189/17/18	<b>Holybrook Festival 2018</b> As Cllr. Somner (Chairman) and Cllr. Stewart (Vice-Chair) were not at the meeting. No update I was provided.	
190/17/18	<b>Crime and Disorder</b> a. Neighbourhood Action Group – Information Item. Written report provided with Agenda. b. 'Dumped' Tyres' – It has been noted that, as this happened on private land, the residents affected arranged and paid for the removal of the tyres.	
191/17/18	<b>Chairman's remarks</b> Cllr. Bedwell proposed the Parish Council apply for a Member's Bid so that equipment can be purchased to enable the display of planning applications when necessary. <b>APPROVED.</b>	
	<b>There being no other business, the meeting closed at 9.53pm</b>	

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

Minutes prepared by	Caroline Lenaghan
Minutes dated	5 <sup>th</sup> April 2018