



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	4 th September 2017
Location	Beansheaf Community Centre
Present	Cllrs. Albanese, Bedwell (Chair), Croal, Evans, Lenaghan, Littlewood, S. Mistry, Somner, Stewart and Tull Also present: Pam Kirkpatrick (Clerk) Caroline Lenaghan
Circulation	All Council and Ward Members

No.	Notes	Action
66/17/18	<p>Open forum for members of the public</p> <p>None.</p>	
67/17/18	<p>Apologies for absence</p> <p>None.</p>	
68/17/18	<p>Declarations of Interest relevant to the agenda</p> <p>Cllr. Somner declared an interest in the following items: 7 – District Councillor's Report, 8, 9 and 10 – Planning, 14 – Grant Application (non-pecuniary).</p> <p>Cllr. S. Mistry declared an interest in the following item: 16 – Bank Accounts.</p>	
69/17/18	<p>Approval and adoption of the Minutes of the Council meeting on 24th July 2017.</p> <p>Proposed by Cllr. Tull and seconded by Cllr. Lenaghan. APPROVED.</p>	
70/17/18	<p>Matters arising from the Minutes</p> <p>54/17/18 - Matters arising from the Minutes relating to 39/17/18 – The condition, applied by West Berkshire Council (WBC) to the Friends of Linear Park Members' Bid award, has been removed.</p> <p>59/17/18 – Clerk's Report - The Clerk advised the following:</p> <ul style="list-style-type: none"> • A report and quote has been received from Royal Air Conditioning following their investigation into the air-conditioning. Members unanimously AGREED for the work to be carried out. Due to the above a Timeline Report has not been sent to Samsung. • The weeds at Holymead Playground have been treated following assurance from SCS that the treatment used was child and pet friendly. • Alok Sharma's office have suggested the 17th November 2017 for the House of Parliament tour. The Clerk has asked for members to contact her by Friday to confirm their attendance. • The Warden had removed the damaged fence at Underwood Road Playground. <p>The Clerk is awaiting quotes to replace the Agility Trails at both Playgrounds.</p>	

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70/17/18	<p>Matters arising from the Minutes - continued</p> <p>60/17/18 – Book Exchange – An advertisement for volunteers was placed in the Parish noticeboards and was posted on Facebook and Twitter. It will also appear in the October edition of the Parish Newsletter. The Clerk read out WBC’s response following her contact with them.</p> <ul style="list-style-type: none"> ○ Cllrs Bedwell and Littlewood have volunteered to help trial the project until Christmas 2017. ○ The Clerk will investigate bookcases for the books (adults) and check the Hirer’s Diary to find out the best day and time for the Book Exchange to start. <p>63/17/18 – Festival Update – The Clerk has, again, contacted Caroline Booth, WBC to raise the on-going issue with storage. Members suggested that this situation be looked at under a CIL Monies Project.</p>	PK																				
71/17/18	<p>Members to nominate and agree a new Planning Committee Chairman following the resignation of Cllr, Schneider.</p> <p>Cllr Bedwell proposed that Cllr Tull become the Planning Committee Chairman. This was unanimously AGREED.</p>																					
72/17/18	<p>District Councillor’s Report – Verbal Report, Cllr. Argyle</p> <p>Cllr Argyle reported the following:</p> <ul style="list-style-type: none"> ○ The Boundary Review is now open for a further 10 week consultation period. Cllr Argyle advised that District Councillors have received feedback regarding the Calcot Ward name change to the ‘South Tilehurst and Holybrook Ward’. ○ The Planning Application for Padworth Recycling Centre has been resubmitted. ○ A new round of Member Bids has opened. The closing date for applications to be submitted is 27th October 2017. ○ West Berkshire Council are in discussion with National Express Coaches regarding the reintroduction of a stop at Calcot. However, the stop will be in the lay-by on the A4, just past the Sainsbury’s turn off. ○ District Councillor Ward Surgeries will resume on Saturday 9th September 2017. <p>Cllr Somner added that the development application for the old Murdoch’s site has been withdrawn.</p>																					
73/17/18	<p>Planning: New applications</p> <p>Members RATIFIED the following decisions taken by the Planning Committee:</p> <table border="1" data-bbox="233 1749 1382 2051"> <thead> <tr> <th>Application no</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>17/01977/HOUSE</td> <td>Mr Hathaway</td> <td>4 Rangewood Avenue, Calcot</td> <td>Single storey ground floor rear extension to enhance existing kitchen area.</td> </tr> <tr> <td colspan="4">No objections.</td> </tr> <tr> <td>17/02169/HOUSE</td> <td>Mr & Mrs Lomath</td> <td>3 Swanholm Gardens, Calcot</td> <td>Loft conversion with rear facing dormer.</td> </tr> <tr> <td colspan="4">No objections, providing there is adequate car parking provision.</td> </tr> </tbody> </table>	Application no	Applicant	Address	Proposal	17/01977/HOUSE	Mr Hathaway	4 Rangewood Avenue, Calcot	Single storey ground floor rear extension to enhance existing kitchen area.	No objections.				17/02169/HOUSE	Mr & Mrs Lomath	3 Swanholm Gardens, Calcot	Loft conversion with rear facing dormer.	No objections, providing there is adequate car parking provision.				
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73/17/18	Planning: New applications – Continued					
	Application no 17/02230/ADV *as adjacent Parish	Applicant IKEA Properties Investment s Ltd	Address IKEA Ltd, Pincents Kiln, Calcot	Proposal Erection of navigation tower with internally illuminated state sign at IKEA store.		
	Object.					
	17/02238/ADV & 17/02237/FUL *as adjacent Parish	IKEA Properties Investment s Ltd	IKEA Ltd, Pincents Kiln, Calcot	Erection of navigation tower with internally illuminated static sign at IKEA store.		
	Object.					
	17/02353/HOUSE	Harish Mistry	Tudor House, Mill Lane, Calcot	S73. Removal of condition 9: Sustainable Drainage Methods: of approved application 15/01996/HOUSE [proposed single storey side and front link housing yoga studio, changing room and sauna. Roof-light to kitchen area].		
	No comment due to declared interests.					
	17/02104/HOUSE	Mr & Mrs Green	79 Carters Rise, Calcot	Loft conversion with rear facing dormer.		
	No objections providing there is adequate car parking provision.					
	17/02367/HOUSE	Cliff Cowling	4 Embrook Way, Calcot	Conversion of garage to a study and front single storey extension.		
	No objections.					
	<p>Additionally, Members AGREED the following, which was not discussed at the Planning Meeting:</p>					
17/02323/FULD	West Berkshire Council	1 Bath Road, Calcot	Regulation 3 – proposed 5 affordable residential apartments. Demolition of 1 affordable residential dwelling.			
No objections.						

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74/17/18	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>17/01507/HOUSE – 30 Calbourne Drive, Calcot: Single storey in-fill extension to front of existing property. GRANTED.</p> <p>17/01509/CERTP – 79 Carters Rise, Calcot: Dormer construction rear slope. REFUSED</p> <p>17/01508/CERTP – 3 Swanholm Gardens, Calcot: Loft conversion including rear dormer construction. REFUSED</p> <p>17/01593/HOUSE – 4 Ledbury Drive, Calcot: 2 storey side extension. REFUSED.</p> <p>17/01535/HOUSE – 5 Kirkstall Court, Calcot: First floor bedroom extension above an existing garage. GRANTED.</p> <p>17/01749/HOUSE – 4 Fortrose Walk, Calcot: Proposed two storey rear extension and front canopy. GRANTED</p> <p>17/01619/HOUSE – 31 Rushmoor Gardens, Calcot: Second storey side and single storey rear and front extensions. GRANTED</p> <p>17/01922/PASSHE – 11 Skye Close, Calcot: Single storey rear extension: 4m from rear wall, 2.75m maximum height and 2.75m eaves height. APPROVED.</p>	
75/17/18	<p>Other Planning – Information Item:</p> <p>17/02250/PASSHE – 31 Albury Gardens, Calcot: Single storey rear extension 3.8m from rear wall x 3.5m max height x 2.6m to eaves with a pitch roof. GPD. No comment required.</p> <p>Appeal Decision (enclosed for information): APP/W0340/D/17/3176469 – 16 Bainbridge Road, Calcot: garage and porch extension, and first floor extension above garage. APPEAL IS ALLOWED. Planning permission is granted for proposed garage extension and first floor extension.</p>	
76/17/18	<p>Clerk's report</p> <p>The Clerk provided a written report with the Agenda which Members noted.</p> <p>In response to WBC highlighting an issue with a Parish bus shelter, opposite Kennet Valley School. Members AGREED for the Clerk to:</p> <ol style="list-style-type: none"> i. Check what value the five shelters that are owned by Parish Council are insured for. ii. Contact Reading Buses to find out which bus shelter company they use. iii. Arrange for more than one quote. <p>Cllr. Somner has requested a copy of the 'overgrown foliage' letter for his information.</p>	PK
77/17/18	<p>Beansheaf Centre Windows</p> <p>The Clerk provided Members with three separate quotes for replacement windows in the Linear Hall and Beansheaf Room. All three quotes were very similar and, therefore, after a brief discussion, it was AGREED that Members carefully consider each quote and advise the Clerk by Friday 8th September 2017, which option they preferred.</p>	All

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78/17/18	<p>Financial Information</p> <ol style="list-style-type: none"> 1) Payment Sheet 04 – APPROVED. 2) Information Item: Period for Notice of Electors Rights has now finished. No members of the public contacted the Parish Council. 3) As the Parish Council's expenditure was in excess of £200,000 during 2016/17, Mazars requested a significant amount more information. This was provided and the External Audit is now complete. The formal 'notice of conclusion of the audit' was published on the Parish website and in the notice boards for a continuous period of 14 working days from 14th August 2017. No residents contacted the Council regarding this information. <p>Members APPROVED the Clerk attending the SLCCs – 'Ensure your Council is compliant in 2017 and beyond' training course on Wednesday 1st November 2017 between 8.30am – 4.00pm, at a cost of £69.00 + VAT.</p>	
79/17/18	<p>Grant Application</p> <p>Members considered the grant application from Citizens Advice, Reading.</p> <p>As Citizens Advice had not stipulated an amount, Members AGREED unanimously to award a grant of £200.00 (being the same amount given to the organisation in 2016).</p>	
80/17/18	<p>Notice of Vacancy – information item</p> <p>Following the resignation of Cllr Schneider, the appropriate departments of WBC have been advised of the Parish Council's vacancy and the 'Notice of Vacancy' was posted in the Parish noticeboards and on the Parish website on the 1st September. The notice period concludes on 21st September 2017.</p>	
81/17/18	<p>Bank Accounts</p> <p>As Bank of Ireland (UK) have taken the decision to close all business bank accounts in Great Britain. Holybrook Parish Council, who currently hold two accounts with the bank, have been given until 27th September 2017 to make alternative arrangements.</p> <p>Members APPROVED the following (Cllr S. Mistry abstained from discussion and voting due to his declared interest):</p> <ol style="list-style-type: none"> 1) The two Bank of Ireland accounts to be amalgamated into one account elsewhere. 2) The current bank signatories to open a bank account with Nationwide. As this is an online bank account giving, although small, a better percentage of interest than other options considered. 	
82/17/18	<p>Lost Property Policy</p> <p>Members APPROVED the Lost Property Policy with minor amendments.</p>	
83/17/18	<p>Alok Sharma MP, public meeting</p> <p>Members were advised that Alok Sharma, MP is holding a public meeting for the residents of Holybrook Parish on Thursday 21st September 2017 to discuss car theft, Parish issues and graffiti. The meeting is scheduled to commence at 7.00pm in the Kennet Valley Free Church.</p> <p>Holybrook Parish Council has been asked if they wished to send a representative to appear on the panel. Therefore, Members unanimously AGREED that the Clerk should represent the Holybrook Parish Council at this meeting. Members who wish to attend the meeting will do so in their own right.</p>	

No.	Notes	Action
84/17/18	<p>Burials – Verbal Report, Cllr Bedwell</p> <p>Cllr. Bedwell advised members that she and the Clerk attended a meeting on Friday 4th August 2017 with the Reverend Ann Templeman. Cllr. Bedwell advised that there is a small area in the Theale Churchyard where Holybrook Parish residents could have their ashes buried, provided the deceased had a connection with Theale.</p> <p>For information: The Parish of Holybrook falls under the Parish Church of St Matthews, Southcote.</p>	
85/17/18	<p>Chairman's remarks</p> <p>Cllr Bedwell advised of the Neighbourhood Action Group notification about Card Defenders and contactless bank cards. These can be purchased via the Thames Valley Neighbourhood Watch Association for just £1.00 each; 5 for £4.00; or 10 for £7.00; plus postage. If any Members would like cards, let the Parish Clerk know by Friday, 8th September 2017 and the Clerk will place a group order once she has received payment from everyone concerned.</p> <p>Cllr. Bedwell advised that following an enquiry regarding possible land infringement, WBC has advised that no infringement has taken place. The Clerk will write to the resident concerned to advise of WBCs findings.</p>	
<p>There being no other business, the meeting closed at 9.05pm</p>		

Signed: Dated:

Minutes prepared by	Caroline Lenaghan
Minutes dated	11 th September 2017