



# Holybrook Parish Council

*Serving the communities of Beansheaf Farm and Fords Farm*

## Council Meeting Minutes

Date of Meeting	11 <sup>th</sup> December 2017
Location	Beansheaf Community Centre
Present	Cllrs. 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
121/17/18	<p><b>Open forum for members of the public</b></p> <p>None.</p>	
122/17/18	<p><b>Apologies for absence</b></p> <p>Cllr. Albanese and District Cllr Argyle.</p>	
123/17/18	<p><b>Declarations of Interest relevant to the Agenda</b></p> <p>Cllr. Somner declared an interest in the following items:            6 – District Councillor’s Report,            7 – WBC Library Service            9 – WBC Budget Proposals 2018/19            10, 11 and 12 – Planning.</p> <p>All Councillors declared an Interest in item 12.</p>	
124/17/18	<p><b>Approval and adoption of the Minutes of the Council meeting on 6<sup>th</sup> November 2017</b></p> <p>Proposed by Cllr. Somner and seconded by Cllr. Littlewood. <b>APPROVED.</b></p>	
125/17/18	<p><b>Matters arising from the Minutes</b></p> <p>108/17/18 – Matters Arising (99/17/18) – Cllr Somner advised that contact has been made with Alok Sharma, MP’s office. They are awaiting a response from Thames Valley Police and WBC before a follow-up meeting date can be set.</p> <p>108/17/18 – Matters Arising (91/17/18) – Cllr Somner advised that the Padworth Recycling Centre planning application was discussed at a Group meeting during week commencing 4<sup>th</sup> December 2017. This is being chased by Cllr Boeck.</p> <p>The Clerk advised the following:</p> <p>108/17/18 – Matters Arising (59/17/18 1)) – SCS will use a perennial ryegrass that will stop/start growing according to the temperature to replace the wet pour area.</p> <ul style="list-style-type: none"> <li>- Members <b>AGREED</b> that the new agility trail at the Holymead site should be green in coordination with the MUGA.</li> </ul> <p>111/17/18 – WBC Parking Scheme Amendment 26: TVP will complete a traffic patrol at Kennet Valley School during drop-off/collection times.</p>	

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125/17/18	<p><b>Matters arising from the Minutes (Cont.)</b></p> <p>115/17/28 – Clerk’s Report (SLCC) – The Clerk used the SLCC’s Legal Advice Team to help with CIL Monies questions. A full report will be provided in the January meeting.</p> <p>116/17/18 – Financial Information c) – Resolved.</p> <p>117/17/18 – Finance Committee 3) – Two more potential CIL monies projects have come to light. These will be added to the January meeting discussion on CIL.</p>	
126/17/18	<p><b>District Councillor’s Report – Written report provided by Cllr Argyle, read by the Clerk</b></p> <p>Holybrook Parish Council have been awarded £5,651.00 in the recent round of Members’ Bids. This is to be used towards the replacement windows at the Beansheaf Centre.</p> <p>1 Bath Road is on-going. Cllr Argyle intends on raising the issue at the Asset Management Group on Tuesday 12<sup>th</sup> December 2017 and will report back at the January meeting.</p> <p>Padworth Recycling centre – see item 125/17/18.</p> <p>District Cllr Somner was asked the following:</p> <p>Q. Can we be assured that the items which residents separate out for recycling does not go to landfill as it appears that all the separated items go back into one bin?</p> <p>R. WBC have met their recycling targets but the question will be put to Cllr Boeck.</p>	<p><b>PA</b></p> <p><b>RS</b></p>
127/17/18	<p><b>West Berkshire Library Service</b></p> <p>Members noted the information included with their agendas.</p> <p>Following discussion Cllr Tull proposed that HPC pay a small sum towards the running costs of Theale Library.</p> <p>Cllr Littlewood counter proposed that, for now, HPC see what form the library service takes over the coming year before agreeing to any contributions. Holybrook Parish Council have provided their residents with the free book exchange at which they can also have free tea and coffee. This proposal was seconded by Cllr Bedwell and <b>AGREED</b> by a majority vote (NOTE: Cllr Somner did not vote due to his declared interest).</p>	
128/17/18	<p><b>General Data Protection Regulations</b></p> <p>Members discussed the information included with their agendas. It is <b>AGREED</b> that the changes to Data Protection regulations needs to be taken seriously and it was suggested that the Clerk take on the additional role as the Data Protection Officer – more information is required as to whether Parish Council’s require this.</p>	

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129/17/18	<p><b>West Berkshire Council – Budget Proposals 2018/19</b></p> <p><b>ENTER CLLR LENAGHAN (7.35)</b></p> <p>Following discussion Members voted on the three WBC budget proposals (NOTE Cllr Somner did not vote on any of the following issues due to his declared interest):</p> <ol style="list-style-type: none"> <li>1) Annual £50.00 charge for removal of green waste: Proposal - <b>OPPOSE</b> as less people may recycle if charged and potential for increased fly-tipping. <b>CARRIED</b> by majority vote.</li> <li>2) Reduction in funding to Citizens Advice Bureau: Proposal – <b>NO COMMENT. CARRIED</b> by unanimous vote.</li> <li>3) No longer issuing planning application notices to nearby properties: Proposal – <b>OBJECT</b> as this is an unjust, backwards step which further removes the people most affected from the planning process. <b>CARRIED</b> by majority vote.</li> </ol> <p>Additionally, Cllrs discussed the new charges that WBC are applying for the provision of paper planning applications. It was unanimously <b>AGREED</b> that, although this is not a consultation item, a letter of objection be issued.</p> <p><b>DELEGATED</b> to the Clerk and Chairman to formalise the response.</p>	PK & MB																												
130/17/18	<p><b>Planning: New applications</b></p> <p>Members discussed and <b>AGREED</b> the following:</p> <table border="1" data-bbox="240 1086 1444 1921"> <thead> <tr> <th>Application no</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>17/02896/FUL * as adjacent Parish</td> <td>Patron Arlington Sarl</td> <td>1320 Arlington Business Park, Theale</td> <td>Two storey extension to main entrance (frontage). One storey side extension to eastern return.</td> </tr> <tr> <td colspan="4">No objections.</td> </tr> <tr> <td>17/02940/HOUSE</td> <td>Luke Flynn</td> <td>11 Bath Road, Calcot</td> <td>Side storey rear and side and extensions.</td> </tr> <tr> <td colspan="4">Object. This extension is considered overdevelopment which may have a detrimental effect on the neighbouring property.</td> </tr> <tr> <td>17/02904/OUTMAJ **</td> <td>Carter Lauren Construction Ltd, Marstons PLC</td> <td>Land adjacent to Bath Road, Dorking Way, Calcot</td> <td>Hybrid planning application (part full/part outline) comprising: (1) Restaurant/pub with 150 covers with associated parking and landscaping and installation of planting at roof level; (2) outline permission for 28 residential units with details of access submitted. Matters to be considered: Access.</td> </tr> <tr> <td colspan="4">** As this is considered to be a large planning application and views of residents are to be sought, Members were advised that an <b>Extraordinary meeting is scheduled for Monday 8<sup>th</sup> January 2018 commencing at 7.30pm with plans available to view from 6.30pm. All Members are urged to attend the Extraordinary meeting.</b></td> </tr> </tbody> </table>	Application no	Applicant	Address	Proposal	17/02896/FUL * as adjacent Parish	Patron Arlington Sarl	1320 Arlington Business Park, Theale	Two storey extension to main entrance (frontage). One storey side extension to eastern return.	No objections.				17/02940/HOUSE	Luke Flynn	11 Bath Road, Calcot	Side storey rear and side and extensions.	Object. This extension is considered overdevelopment which may have a detrimental effect on the neighbouring property.				17/02904/OUTMAJ **	Carter Lauren Construction Ltd, Marstons PLC	Land adjacent to Bath Road, Dorking Way, Calcot	Hybrid planning application (part full/part outline) comprising: (1) Restaurant/pub with 150 covers with associated parking and landscaping and installation of planting at roof level; (2) outline permission for 28 residential units with details of access submitted. Matters to be considered: Access.	** As this is considered to be a large planning application and views of residents are to be sought, Members were advised that an <b>Extraordinary meeting is scheduled for Monday 8<sup>th</sup> January 2018 commencing at 7.30pm with plans available to view from 6.30pm. All Members are urged to attend the Extraordinary meeting.</b>				
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<p>No objections to the planning application. However, a separate letter is to be sent to WBC Highways to raise concern regarding on-road parking along Carters Rise, particularly in the vicinity of the traffic calming sections. <b>DELEGATED</b>. Clerk to formalise a response.</p>		PK & MB						
131/17/18			<p>West Berkshire Council Planning decisions – Information Item:</p> <p>17/02540/HOUSE – 22 Cambrian Way, Calcot: two storey extension above existing conservatory base and wall. <b>GRANTED</b></p> <p>17/02640/HOUSE – 31 Albury Gardens, Calcot: Single storey rear extension. <b>GRANTED</b></p>					
132/17/18			<p>Other Planning – Information Item:</p> <p>17/02353/HOUSE – Tudor House, Mill Lane, Calcot: S73 Variation 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]. Amended drawings. Previous comments will be taken into account.</p> <p>(NOTE: Cllrs did not discuss this item due to their declared interests).</p>					
133/17/18			<p><b>Clerk's Report</b></p> <p>The Clerk provided a written report with the Agenda which Members noted.</p> <p>A verbal update was provided at the meeting regarding the following:</p> <ul style="list-style-type: none"> <li>- Beansheaf Centre Windows: Abbey Windows have now advised that they will not be able to replace any of the windows from the inside of the building as previously thought. The only option is to have the shutters removed.</li> </ul> <p>Members noted the Clerk's concerns and <b>APPROVED</b> that the Clerk research their options with shutter companies.</p>	PK				

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134/17/18	<p><b>Financial Information</b></p> <ol style="list-style-type: none"> <li>1) Payment Sheet 07 – <b>APPROVED</b>.</li> <li>2) Members noted the Internal Audit report. In addition Members were advised that the Internal Auditor has approved the proposed changes to the Standing Orders and these are to be formally ratified by Council at their next Annual Meeting.</li> <li>3) Members noted the details of the new External Auditor.</li> <li>4) Members <b>APPROVED</b> the Community Infrastructure Levy report which was then signed by the Clerk and verified by the Finance Committee Chairman. This will be issued to the appropriate department of WBC and published on HPC's website.</li> </ol>	
135/17/18	<p><b>District Parish Conference – verbal report Cllrs Croal and Littlewood</b></p> <p>As Members had been provided with the presentation slides and write-up of the questions and answers from the District Parish Conference by e-mail on 14th November, Cllr Littlewood gave a synopsis of the Conference stating that the information from the Police was of most interest.</p> <p>Members are advised that the next DPC will be held on Thursday 15th March 2018 and will be themed on health and wellbeing.</p>	
136/17/18	<p><b>Crime and Disorder</b></p> <ol style="list-style-type: none"> <li>1) Members noted the report from Neighbourhood Action Group. Of particular interest; TVP can now issue fixed penalty notices to unauthorised vehicles using the bus sumps in Holybrook as the signage has been appropriately amended. Twelve notices were issued during the week commencing 4<sup>th</sup> December 2017. <ul style="list-style-type: none"> <li>Q. Could, potentially, dummy cameras be installed at each of the bus sumps?</li> <li>A. Cllr Littlewood will address this at the next NAG meeting with TVP.</li> </ul> <p>Members were also advised that TVP are holding a World Café at the Beansheaf Centre on Monday 8<sup>th</sup> January 2017 from 6.30pm – 7.30pm. All Members are encouraged to attend.</p> </li> <li>2) The NAG Chairs' meeting is held at the West Berkshire Council offices, Newbury and is also attended by TVP and the WBC Building Communities Together team.</li> <li>3) Members noted the information regarding the closure of the Pangbourne Police Station and conveyed that they felt the move to Theale would be good.</li> </ol>	<p><b>C.Lit</b></p> <p><b>ALL</b></p>
137/17/18	<p><b>Holybrook Festival, verbal report, Cllr Somner</b></p> <p>The last meeting of the Holybrook Festival was held on 20<sup>th</sup> November 2017. The draft minutes are prepared (Thank you to the Administration Assistant).</p> <p>Festival planning is progressing well and the chosen charity for 2018 is The Rosemary Appeal.</p> <p>All of the Festival meeting dates for the coming year have been scheduled. The next meeting is on Monday 22<sup>nd</sup> January 2018.</p> <p>Cllr Littlewood suggested that AWE may like to have an information stall at the Festival and has agreed to contact them about this.</p>	<p><b>C.Lit</b></p>

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138/17/18	<p><b>Chairman's remarks</b></p> <p>Cllr Bedwell advised that there are currently grants of up to £7,500 available from the Public Protection Partnership. It has been suggested that, possibly through the NAG, a grant for speed reduction signs in Holybrook be applied for.</p>	
	<p><b>There being no other business, the meeting closed at 8.18pm</b></p>	

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

Minutes prepared by	Caroline Lenaghan
Minutes dated	12 <sup>th</sup> December 2017