



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Council Meeting Minutes

Date of Meeting	21 st May 2018
Location	Beansheaf Community Centre
Present	Cllrs. Bedwell (Chair), Collard, Evans, Lenaghan, Littlewood, H. Mistry, S. Mistry, Somner, Stewart and Tull Also present: Pam Kirkpatrick (Clerk) Caroline Lenaghan
Circulation	All Council and Ward Members

No.	Notes	Action
19/18/19	Open forum for members of the public None.	
20/18/19	Members accepted apologies for absence from: Cllr Croal	
21/18/19	Declarations of Interest relevant to the Agenda Cllr Somner declared an interest in the following items: Item 6 – District Councillors Report. Items 7, 8 and 9 – Planning Cllr Collard (non-pecuniary): Item 9 – Other Planning (17/02904/OUTMAJ)	
22/18/19	Approval and adoption of the Minutes of the Council meeting on 16th April 2018 APPROVED. Proposed by Cllr Lenaghan and seconded by Cllr Somner. Approval and adoption of the Minutes of the Annual Assembly on 14th may 2018 APPROVED. Proposed by Cllr Stewart and seconded by Cllr Somner Approval and adoption of the Minutes of the Annual Meeting on 14th may 2018 APPROVED. Proposed by Cllr Somner and seconded by Cllr Littlewood	
23/18/19	Matters arising from the Minutes 10/18/19 – Newsletter delivery. Issue resolved. However, Members ask that the next deliveries be monitored and details of when residents should expect to receive newsletter posted on the Parish website and social media. It was noted that some of the residents who had not received their newsletter fully support a new noticeboard being cited at the end of Dorking Way. 165/17/18 – Members noted the response from Alok Sharma and Nick Carter. 14/18/19 – Speed warning signs. It was reported that battery operated signs are available and the details will be passed to the Clerk to investigate pricing.	CL & PK

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24/18/19	<p>District Councillors' report – Cllr Argyle</p> <p>There are no new updates to provide following the Annual Assembly (Monday 14th may 2018). However, it was confirmed that recycling percentages are calculated by the weight of sorted waste. Currently, 49% is recycled with 51% going to landfill. The aim is to increase the recycled waste percentage.</p> <p>Members advised Cllr Argyle that they are disappointed that the Parish had not been involved at an earlier stage with the Dorking Way application.</p> <p>Cllr Argyle will investigate the timeframe given for the current consultation on the Dorking Way application.</p>	PA																
25/18/19	<p>New Planning Applications</p> <p>Members AGREED the following:</p> <table border="1" data-bbox="240 741 1441 1088"> <thead> <tr> <th>Application no</th> <th>Address</th> <th>Proposal</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>18/00994/HOUSE</td> <td>47 Underwood Road, Calcot</td> <td>Two storey and single storey rear extension. Front garden to be block paved.</td> <td>No objections</td> </tr> <tr> <td>18/01018/HOUSE</td> <td>8 Kemerton Close, Calcot</td> <td>First floor bedroom extension above existing garage</td> <td>No objections</td> </tr> <tr> <td>18/01046/HOUSE</td> <td>48 Embrook Way, Calcot</td> <td>Single storey side/rear extension and removal of carport</td> <td>No objections</td> </tr> </tbody> </table>	Application no	Address	Proposal	Decision	18/00994/HOUSE	47 Underwood Road, Calcot	Two storey and single storey rear extension. Front garden to be block paved.	No objections	18/01018/HOUSE	8 Kemerton Close, Calcot	First floor bedroom extension above existing garage	No objections	18/01046/HOUSE	48 Embrook Way, Calcot	Single storey side/rear extension and removal of carport	No objections	
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26/18/19	<p>West Berkshire Council Planning decisions – Information Item:</p> <p>18/00486/OUTD – 1 Sharnwood Drive, Calcot: Outline application for one flat and associated parking. Matters to be considered: Access and layout. REFUSED</p> <p>18/00425/HOUSE – 10 Silbury Close, Calcot: First floor extension over existing garage and two storey rear extension. GRANTED</p> <p>18/00804/HOUSE – 15 Camden Place, Calcot: Garage conversion into a habitable space (lounge) with some internal works of refurbishments. GRANTED</p>																	
27/18/19	<p>Other Planning:</p> <p>APP/W0340/D/17/3185648 – 4 Ledbury Drive, Calcot: Two storey side extension. THE APPEAL DOES NOT SUCCEED</p> <p>Members RATIFIED the recommendation of the Planning Committee, following Extraordinary Meeting Monday 21st May 2018, to OBJECT to the following amended application:</p> <p>17/02904/OUTMAJ – Land adjacent to Bath Road, Dorking Way: Hybrid planning application (part full/part outline) comprising: (1) Restaurant/pub with 150 covers with associated parking and landscaping and installation of plant at roof level; (2) Outline permission for 28 residential units with details of access submitted. Matters to be considered Access.</p>																	

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28/18/19	<p>Clerk's report</p> <p>The Clerk provided a written report with the Agenda which Members noted.</p> <p>Members APPROVED the quote from GC Fire protection for a replacement fire panel and five callpoints and five callpoint covers to the sum of £1,223.50 plus VAT. In addition, the Clerk was instructed to purchase a Fire Risk Assessment pack.</p>	PK
29/18/19	<p>Financial Information</p> <p>a. Payments – sheet 01-2018/19 APPROVED;</p> <p>b. Members noted the Unaudited Accounts produced by the Parish's Accountant;</p> <p>c. Members noted that the final VAT claim for 2017/18 to the sum of £5,702.13 has been made;</p> <p>d. Members noted the Internal Audit report;</p> <p>e. Members RATIFIED the internally audited accounts for the year ending 31/03/2018 and Parts 1 and 2 of the Annual return' (Cllr Collard refrained from approval as a new Member);</p> <p>f. Members unanimously APPROVED the dates for the 'Notice of appointment date for the exercise of electors' rights';</p> <p>g. Members acknowledged that the Council meet the criteria for an intermediate level External Audit review;</p> <p>h. Members acknowledged the receipt of the first half of the Precept;</p> <p>i. Members acknowledged the additional £28,939.72 CIL monies receipt.</p>	
30/18/19	<p>Community Infrastructure Levy Projects</p> <p>Members APPROVED that the top three projects under both Lidl and Bellway headings are progressed in their entirety</p> <p>And</p> <p>That the Finance Committee write/produce a contract of offer regarding the payment of CIL monies to external bodies.</p>	
31/18/19	<p>General Data Protection Regulation</p> <p>Members acknowledged that Parish Councils are no longer obliged to have a Data Protection Office (DPO). However, it was unanimously AGREED that the Local Council Public Advisory Service will be instructed to act as DPO for the year 2018/19. To be reviewed at the end of the financial year.</p>	
32/18/19	<p>West Berkshire Environment Action Plan</p> <p>No Members of the Parish Council wished to join the aforementioned.</p>	
33/18/19	<p>Holybrook Festival 2018, verbal report, Cllr Somner</p> <p>A brief reported was provided advising:</p> <ul style="list-style-type: none"> - Beansheaf Pre-school are running the refreshments; - Beer will be from West Berkshire Brewery (cider TBC); - Centre arena bookings look good; - Fliers are ready for distribution. - Volunteers are required for the day. 	

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34/18/19	<p>Neighbourhood Action Group</p> <p>The meeting was cancelled and, therefore, no report was provided.</p>	
35/18/19	<p>Chairman's remarks</p> <p>The number of residents using the book exchange has not increased and the exchange has, therefore, now ceased.</p> <p>Kennet Valley School are keen to start an adult library and therefore Members unanimously APPROVED that all of the books which had been donated to the book exchange can be given to Kennet Valley School.</p>	
	<p>There being no other business, the meeting closed at 8.48</p>	

Signed: **Dated:**

Minutes prepared by	Pamela Kirkpatrick
Minutes dated	30 th May 2018