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BARKHAM PARISH COUNCIL

**Minutes** of the annual meeting of the Barkham Parish Council held on 12th July 2022 in the Studio Hall, Arborfield Green Community Centre at 7.30pm.

**Present**: Mrs Stubbs (in the Chair), Mr Scott, Mr G Dexter, Mr Bundred, and the Clerk.

**22/090 To receive and accept any apologies for absence** Local Government Act 1972 Sch12

Mr Heyliger – On Holiday Mr Barker – Attending a training course

Mr Langford – Attending a training course Mr Wrobel – On holiday

**22/091 To receive any declarations of interest on items on the agenda** (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)

None

**22/092 Minutes of the Council Meeting** LGA 1972 Sch 12 para 41(1) **–**

The minutes of the meeting held on Tuesday 14th June 2022 were approved and signed as a true record.

**22/093 Public Participation (allotted time 15 minutes)** Public Bodies (admissions to meetings) Act 1960 s.1 extended by the LG Act 1972 s.100

Adjournment of the Meeting will be called if any members of the public wish to address the Council on any matters or concerns relating to Barkham.

None

**22/094 Planning**:

1. **Planning Applications –** Council discussed and agreed any comments or objections on planning applications received before 14th June 2022. As follows:

**221750** –18 Field Place, Wokingham, RG41 4EU

**Householder application for the proposed erection of a single storey rear extension including the insertion of 3no rooflights, and a patio area to the South East side and to the rear.**

No comment

**220779** –The White Cottage, Barkham Street, Barkham, Wokingham, RG404PJ

**Householder application for proposed two storey side extension with integral garage, single storey rear extension, 4No. rooflights, 2 juliet balconies, associated fenestration, following the demolition of existing detached garage.**

Barkham Parish Council object to this application.

This updated proposal still does not address our previous comments re the solid and imposing infill which will dominate the street scene

It will emphasise how close the house is located to the road and lack of screening.

The impact is still one of overdevelopment.

Barkham Parish Council requests that this application is refused

**222041 -** Feathercot, School Road, Barkham, Wokingham, RG41 4TP

**Householder application for the proposed erection of a rear conservatory.**

No comment

**221898** -Doles Farm, Doles Lane, Barkham, Wokingham, RG41 4EA

**Householder application for the proposed erection of a porch, carport, side gate, and brick and paling fencing, plus new vehicular access and changes to fenestration, following demolition of the existing porch and conservatory.**

No comment

1. **Approved and Refused Applications**

**221288** –Land at The Scrapyard, Highland Avenue, Wokingham, Berkshire, RG41 4SP

**Application for a certificate of existing lawful development for the use of land (Area F) for storage of materials and equipment associated with the business operation at the site.**

This application has been approved by WBC

**220991 –** 378 Barkham Road, Barkham, Wokingham, RG41 4DL

**Householder application for proposed single storey front extension, first floor side extension, garage conversion, erection of single storey detached garage, and changes to fenestration.A new access point for the garage.**

This application has been approved by WBC

**221607 –** The Scrapyard, Land at Highlands Avenue, Barkham, Wokingham, RG41 4SP

**Application for a certificate of existing lawful development for the use of land to store materials and equipment associated with the A1 business operations.**

This application has been approved by WBC

**221608** –The Scrapyard, Highlands Avenue, Barkham, Wokingham, RG414SP

**Application for a certificate of existing lawful development for the erection of a building.**

This application has been approved by WBC

**221556 –** 23 Baston Road, Arborfield Green, Wokingham, RG2 9ZW

**Householder application for proposed single storey detached outbuilding to the rear.**

This application has been approved by WBC

**221485** -23 Aggisters Lane, Barkham, RG41 4DW

**Householder application for the proposed erection of a single storey rear extension with 3 roof lights, including changes to fenestration and amendments to elevation materials.**

This application has been approved by WBC

1. **Any Other Planning Business**

**Letter to Michael Gove regarding housing numbers**

Due to Michael Gove no longer in the appointed role, the Council approved a letter to be sent to the new Secretary of State for Levelling Up, Housing and Communities, regarding the housing numbers, ahead of a meeting with WBC. Prior to sending the letter, WBC will be contacted to find out if the meeting with the replacement minister is planned. Depending on the response, the first paragraph of the letter may need to be tweaked. Mr Dexter will undertake this action.

**Arborfield Green District Centre / Community Centre**

Council received an update on the district centre at Arborfield green as a result of the recent meeting held to discuss the centre.

The main points from the meeting were:

1. Parking slots have been reduced by ‘sharing’ – no underpinning analysis provided but was promised.
2. Further design work has been undertaken to fit what can be fitted into the legacy building without a final agreed list of what is required.  Fit not ideal.  Location not ideal.
3. The legacy building has a smaller floorspace than FBCC but greater than that allowed for in the S106 Agreement.  Not everything will be included – some activities will have to be located elsewhere in the District Centre,
4. Hazebrouck would prefer a separate building.
5. One approach would be for a design brief prepared by FBCC several years ago to be updated by all.
6. Accepted that FBCC was not going to be replicated but it was recognised that there are some basic building blocks – café, library and sports hall.
7. WBC want to consider what was discussed.
8. Q4 2022 is still the target for submitting a planning application.
9. Next meeting on 18 Jul will focus more on the District Centre as a whole.
10. It is still early days.

Mr Dexter will draft a letter to Mr Corrigan outlining concerns prior to arranging a meeting with Mr Corrigan to discuss these points22/095 Election of 1 Finance Committee Member

Council elected Mr Barker to the Finance Committee to fill the vacancy

**22096 External Report – Ward Councillor report.**

No report was given, as the Ward Councillor did not attend the meeting.

**22/097 Delegated Authority Report**

The following decisions were made via Delegated Authority in June 2022 as the decisions were required to be made before the Council was due to meet in July.

**Finance:**

**Missed Amazon Invoice from May**

An Amazon invoice was omitted from the June payments list, and became overdue. The invoice was authorised to be raised by Mrs Stubbs, Chairman and was authorised on the bank by Mrs Stubbs and Mr Bundred.

**Planning and related items:**

**Planning Application 221580 –**73 Bearwood Road, Barkham, Wokingham, RG41 4SX

**Householder application for the proposed single storey rear extension, double storey side extension, raising of roof to create first and second floor habitable accommodation with 1No front three storey gable, following demolition of 2 No. chimney stacks, existing front and rear extensions and existing garage and changes**

**to fenestration.**

At the June meeting it was agreed that the application would be reviewed prior to the end date, to see if residents had any objections. There were no resident objections upon review, and the Council agreed to submit a no comment response to the application.

**22/098 Clerks Report**

**Land at Highlands Avenue**

No progress has been made. The Clerk has sent an email to the solicitors, but has not yet received a response. There is still no information on the Land Registry site.

**Item ongoing**

**Enforcement Issues**

Land by Coppid Hill House – This is now being progressed to Court proceedings.

The Coombes –

* Land adjacent to White Heart Grove – Recent appeals at this site have been dismissed by the inspectorate
* Plot B. – No updates have been received regarding these cases since the last meeting
* Beech Wood – No updates have been received regarding these cases since the last meeting

**Items ongoing**

**Drainage Issues**

WBC have been advised that the owner of Barkham Square now lives overseas.

Awaiting information as to whether there is a drainage gully at Barkham Fields, which may be contributing to how wet the ground is.

WBC is in discussions with Thames Water over an ongoing leak along Barkham Road. An update needs to be requested as to where the discussions are, to resolve the issue.

A leak was reported WBC by Woods Lane, this needs checking to see if it has been repaired. – Update from Mrs Stubbs, according to a resident on the road, this is due to be repaired this week by Thames Water.

**Items ongoing**

**School Road / Langley Common Road Junction**

The road Safety Group continue to work to try to reduce the speed limit along Langley Common Road, to make the junction safer.

**Item Ongoing**

**Trees at Barkham Fields (possible CIL Project)**

The Ecologist will be carrying out his site visits over the summer to determine if there are any species to be aware of where the trees are planned to go.

**Item Ongoing**

**The Coombes Woodland Maintenance**

Contact needs to be made with the resident who manages the woodland, to see if he is willing to meet with the councillors to discuss the maintenance plans for the woodland.

**Item ongoing**

**Instalcom Appeal Letter**

The additional letter to the inspectorate on the Instalcom appeal was sent to the inspectorate. The letter was rejected as it was outside of the deadline for representations. A councillor can attend the appeal and request to speak, or request that a written representation is accepted at the appeal hearing.

The letter will be sent to the officer at WBC dealing with the appeal, along with the perceived status of the site.

**Items ongoing**

**Next meeting with WBC Executive Officers**

The Clerk has made contact with the Executive of WBC to arrange the next meeting to discuss ongoing issues. An agenda is required before a date can be set, so that the appropriate people can be invited and an appropriate date for all is set. – Mr Dexter sees the agenda as 2 parts – 1. discuss outstanding items and 2. Ways to go forward

Mr Glencross has not responded to our letter, so a follow up letter needs to be sent. A letter has been drafted to be sent. If we do not receive a response within a week or so, this should be added to the agenda for the meeting with the Executive Officers at WBC.

Ms Morgan at WBC needs to be chased regarding an update for the solar farm project.

**Items ongoing**

**Closed Items:**

**Litter in Arborfield Green** – Since this was discussed at a council meeting, WBC have undertaken the emptying of the bins, which has improved the litter issue.

**22/099 CIL Projects and Expenditure**

* 1. **CIL Project List –** Council reviewed and approved the updated project list as proposed by the CIL Advisory Committee**.**
  2. **Purchase of VAS –** Council approved the purchase of a VAS as proposed by Mr Heyliger. The Clerk will contact the company to purchase the VAS at a cost of £1,200.00 excluding VAT.
  3. **Electricity to Barkham Field (The Junipers) –** Council approved the project to proceed. The Clerk will contact WBC to ask them to take the lead on the project and will ask for the cost of this. The Cost of the project is expected to be £25,000. Any changes to the expenditure predictions will be agreed by delegated authority, if the decisions need to be made before the September meeting.

Mr Scott would like the Council to consider acquiring Barkham Fields from WBC. This will be added to the list and looked at in due course.

* 1. **Bus Shelter replacement –** Council approved the project to replace the old concrete bus shelters to move forward. Based on the Quotes received from the damaged bus shelter at The Bull, the cost of replacing the shelters is approximately £7000. Quotes to replace the existing shelters will be obtained and presented to Council for approval.
  2. **New Bus Shelter on Barkham Street –** Council approved the project to look at installing a bus shelter at the stop on Barkham Street.
  3. **Pedestrian Crossing on Barkham Street –** Council approved the project to look at installing a pedestrian crossing on Barkham Street.
  4. **Additional projects to be investigated by the CIL Advisory Committee** – Council approved the CIL Advisory Committee look into the following projects:
* Litter bins in the parish
* Pedestrian crossing by the Bull
* Upgrade of Footpath BA10
* Parish Office Signage
* Possible acquisition of Langley House
* Acquisition of Barkham Fields

**22/100 Finance**

1. **Accounts** – Council agreed the accounts and payments for June to July 2022 LGA 1972 s150 (5)

|  |  |  |  |
| --- | --- | --- | --- |
| Payments for June to July 2022 authorised at Council meeting on 12th June 2022 | | | |
| S/O | Staff Wages | £1000.55 | July 2022 salary – LGA 1972 s111 |
| DD | Nest | £96.52 | Pension Contribution Employer & Employee – July 2022 – LGA 1972 s111 |
| DD | Plusnet | £32.14 | Internet and phone charges – July 2022 – LGA 1972 s111 |
| DD | Lloyds Bank (Credit Card) | £3.75 | Credit Card bill – June Payments  £3.00 – monthly fee. – LGA 1972 s111  £0.75 – Coop – Milk purchase - LGA 1972 s111 |
| BACS | C. Connell | £200.00 | Internal Audit YE 31 March 2022 Internal Audit Accounts & Audit Regulations 2003 reg 2 |
| BACS | Amazon | £61.10 | Stationary Order – June 2022 LGA 1972 s111 |
| BACS | Staff Expenses | £36.38 | Mileage and parking for April – June LGA 1972 s111 |
| BACS | HALC | £36.00 | Councillor Training LGA 1972 s111 |
| BACS | HMRC | £298.25 | Tax & NI payments for the 1st Quarter LGA 1972 s111 |
| DD | Unity Trust | £18.00 | Account fee LGA 1972 s111 |
| BACS | Solopress | £539.79 | Magazine Printing (Paid on 11th July) LGA 1972 s.142 |
| BACS | Abracadabra Distribution | £422.28 | Magazine Distribution LGA 1972 s.142 |
| BACS | D. Carr | £260.00 | Magazine Design LGA 1972 s.142 |
| BACS | Savills | £148.50 | Studio Hall Hire (July – September) LGA 1972 s111 |

Payments are to be authorised by Mrs Stubbs and Mr Bundred

1. **Report on Monies received**

None

1. **Grant applications –** Council discussed the grant applications and the amounts proposed by the finance committee for each application were approved. The Clerk will raise the grants for payment with the payments for July. The items in Yellow were agreed, but are not due to be paid until later in the year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Amount requested** | **For:** | **Legal power that the grant comes under** | **Finance Committee Proposal to Council** |
| Royal British Legion | £100.00 | Wreath (to be paid in November) | Local Government Act 1972 s.137 | £100.00 |
| Royal British Legion | £80.00 (based on last years spend) | Costs for Remembrance Parade (TBC) (to be paid in November) | Local Government Act 1972 s.137 | £80.00 |
| The Sam Hosgood Sporting Endeavour Award | £1,500.00 | Applications received towards end of year for Council to decide | Local Government Act 1972 s.137 | £0 – Any applications will be decided when they are received |
| Wokingham Job Support Centre | £400.00 | To help continue to provide the free support | Local Government Act 1972 s.137 | £400.00 |
| Berkshire Vision | £150.00 | To support the ongoing costs of providing our services to blind and partially sighted children and adults. | Local Government Act 1972 s.137 | £150.00 |
| **Total (S137)** | **£2,150.00** |  |  | **£730.00** |
|  |  |  |  |  |
| Citizens Advice Bureau | £1000.00 | for continuing service providing advice and support | Local Government Act 1972, s.142 | £1000.00 |
| St James PCC Burial ground grant (awaiting application form) | £2295.00 | Maintenance of Cemetery | Local Government Act 1972, s.214(6) | £2295.00 |
| Keep Mobile | £370.00 | To continue providing the services offered and where possible lower the number of refusals. | Local Government and Rating Act 1997, s.26-28  Transport Act 1985 s.106(a) | £370.00 |
| BVRA | £500.00 | To part cover printing costs of magazine | Local Government Act 1972, s.142 | £250.00 |
| Me2 Club | £500.00 | to help support Children with additional needs in participating in leisure activities | Local Government (Miscellaneous Provisions)Act 1976 s.19 | £500.00 |
| **Total other grants** | **£4,665.00** |  |  | **£4,415.00** |
| **Total of all grants** | **£6,815.00** |  |  | **£5,145.00** |

The Clerk will write to local sports clubs regarding the Sam Hosgood Sporting Awards.

**22/101 Parish Office Operations**

* 1. **Investment Strategy**

A small change is required to the order of the wording in section 7 of the document. Council approved the investment strategy for the Parish Council funds, based on the changed wording.

* 1. **Email Accounts**

Council decided all councillors should use an email account which is registered to Barkham Parish Council. The service will initially be provided by the Website provider as part of the current subscription package, however, there may not be enough disk space for all councillors, so an upgrade or change in provider may be required.

Mr Scott is opposed to taking on a new email address, as he does not send any emails to external contacts as a parish councillor, he requests the Clerk send them. Mr Scott understands he is liable under data protection for any information which is not sent through an official email address.

* 1. **Replacement Notice Board at Sandy Lane –**

The Clerk has since managed to open the notice board, and update the documentation within it. Council agreed the Clerk should look at a replacement notice board, due to the unpredictability of whether the noticeboard will seize up again. Quotes will be obtained for the replacement.

**22/102 Councillors Forum**

None

There being no further business the meeting closed at 9.22pm