*Barkham Parish Council*

Arborfield Green Community Centre

Sheerlands Road

Arborfield

RG2 9ND

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Clerk: Mrs Ellen Tims

Meeting of the Council Notice

To be held on **12th September 2023**

at the Studio Hall, Arborfield Green Community Centre

Commencing at **7.30pm**

**A G E N D A**

1. **To receive and accept any apologies for absence** Local Government Act 1972 Sch12

Mr Mike Barker – On holiday

1. **To receive any declarations of interest on items on the agenda** (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
2. **Minutes of the Council Meeting** LGA 1972 Sch 12 para 41(1) – To approve the minutes of the meeting held on Tuesday 13th June 2023.
3. **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. If you would like to ask a specific question to be answered at the meeting, please submit the question at least 24 hours in advance

1. **Co-option of New Councillor** Local Government Act 1972 S16 **–** Council to consider co-opting Mr David Williams onto the Council.
2. **Election of Vice Chairman** Local Government Act 1972 S15(6) – The role of Vice Chairman has become vacant. Council is asked to elect a new Vice Chairman to the Role.
3. **Planning**:
4. **Planning Applications –** To discuss and agree any comments or objections on planning applications received before 12th September 2023. To include:

**231791** -5 Aggisters Lane, Barkham, Wokingham, RG41 4DW

**Householder application for the proposed conversion of garage to habitable accommodation, part single storey side extension, part single part two storey rear extension**

Comments by 05.09.2023 – Extension requested to 14.09.2023

**231708 -** 331 Barkham Road, Barkham, Wokingham, RG41 4DJ

**Householder application for the installation of children’s play equipment. (Part retrospective)**

Comments by 07.09.2023 – Extension requested to 14.09.2023

**232132** -275 Barkham Road, Wokingham, RG41 4BY

**Householder application for the proposed erection of a single storey rear extension with 1 no. lantern rooflight following demolition of existing garage, plus changes to fenestration and alterations to landscaping including addition of hardstanding, removal of front steps and relocation of retaining wall in front garden.**

Comments by 25.09.2023

1. **Approved and Refused Applications**

**223468** - 39a Sandy Lane, Barkham, Wokingham, RG41 4SS

**Householder application for the proposed erection of a 2 storey extension to form additional habitable accommodation, including rooflights and conversion of the integral garage. Erection of a single storey detached garage/garden store with pitched roof to the front of the dwelling along with changes to fenestration, following demolition of the existing single storey front elevation and single storey porch.**

Application approved notification

**230606 -** Honeysuckle Lodge and Pine Lodge, Commonfield Lane, Barkham, Wokingham, RG40 4PR

**Application to vary conditions 2, 4, 5, 8, 9, 12 and 13 of planning consent 203626 for the proposed subdivision of existing 3 no. pitch gypsy traveller site to provide 8 no. pitches (net increase of 5 no. pitches), with ancillary day rooms, storage buildings and parking following demolition of existing buildings. Condition 2 refers to the approved details; condition 4 to landscaping and boundary treatment; condition 5 to submission of an Arboricultural Method Statement; condition 8 to cycle parking; condition 9 to drainage details; condition 12 to a lighting scheme and condition 13 to bin storage. The variation is to change the internal road layout of the site, and to alter the wording of condition 4, 5, 8, 9, 12 and 13.**

Application approved notification

**230529** -Hogwood Farm, Sheerlands Road, Arborfield, Wokingham, RG40 4QY

**Full application for the temporary formation of a visitors car park, temporary formation of a SUDS drainage basin and temporary landscaping to facilitate use of units 1 and 2 as a sales centre within development phases P14 & P15 at Hogwood Farm (Reserved Matters 220175 pursuant to outline consent 181194 refers). (Retrospective)**

Application approved notification

**230629 -** Caldwell House, Barkham Road, Barkham, Wokingham, RG41 4TH

**Householder application for the proposed erection of a single storey front extension, a part single part two storey part first floor side extension and a single storey rear extension with changes to fenestration and the addition of 1 no. Juliet balcony, plus the erection of a detached garage with first floor accommodation to form an annexe, following demolition of the existing detached triple garage, annexe,**

**workshop, carport and log store.**

Application approved notification

**231428 -** 299 Barkham Road, Barkham, Wokingham, RG41 4DG

**Householder application for the proposed erection of 2No Hip to gable loft conversions, with 3No Rear Dormers, and 3No roof lights to front elevation along with changes to the rear fenestration and removal of the chimney**

Application approved notification

**231330** - Bluebell Farm, Commonfield Lane, Barkham, Wokingham, RG40 4PR

**Full application for the proposed change of use of land for stationing no. 14 static mobile home caravans for permanent residential use following demolition of existing dwellinghouse.**

Application refused notification

**223721** -344 Barkham Road, Barkham, Wokingham, RG41 4DE

**Householder application for the proposed erection of a single storey side extension and alterations to roof to extend existing first floor habitable accommodation (part-retrospective).**

Application approved notification

**231225** -347 Barkham Road, Barkham, Wokingham, RG41 4DJ

**Householder application for the proposed erection of a two storey front and single storey rear extensions, including the conversion of the loft to habitable accommodation and storage, internal alterations and increase size of dormer.**

Application approved notification

**231701** -29 Lance Way, Arborfield, Wokingham, RG2 9YY

**Householder application for the proposed conversion of existing loft to create habitable accommodation, to include 1no. dormer to the main N/E roof elevation along with 3No rooflights to the S/W elevation.**

Application approved notification

1. **Any Other Planning Business**

**Planning Process Draft Statement of Community Involvement – Consultation** – Council is to decide if they have any comments on the consultation of the Planning Process Draft Statement of Community Involvement consultation to be submitted to WBC.

1. **Ward Councillor Report** – Council is asked top receive a report from Cllr Ian Pittock
2. **Delegated Authority Report** – Council is asked to receive a report on decisions made under Delegated Authority during June, July and August
3. **Clerks Report –** Council is asked to receive a report from the Clerk
4. **The Coombes Purchase –**
5. **Update -** Council is asked to receive an update on the progress of the purchase of the Coombes
6. **Terms of Agreement –** Council is asked to approve the terms of agreement document, to be sent to the solicitors to be made into a legally binding document to be signed before the purchase of The Coombes is finalised
7. **Signing of Sales Contract upon exchange and completion** Open Spaces Act 1906 s.9, - Council is to agree to the Chairman of the Council signing the sales contract when the exchange and completion is ready to occur.
8. **Transfer of funds to solicitors** Open Spaces Act 1906 s.9, CIL Regulations 2010 (as amended) - Council is asked to approve the transfer of funds be made when required, to the solicitors for completion of the sale. The share of funds to be transferred by Barkham Parish Council is:

£345,000.00 for the purchase and

£9619.50 for stamp duty

The Clerk will raise the transfer on the bank account when requested by the solicitors, and the transaction will be authorised by 2 councillors, as per the financial regulations.

1. **Payment of remaining invoices** – Council is asked to agree that any remaining invoices for the purchase of The Coombes (Solicitors fees etc) be agreed under delegated authority, if they are unable to wait until the next meeting for approval. Any approval will be inline with the delegated authority as set out in the Financial Regulations of the Council.
2. **Bus Shelter at Barkham Manor –** The Clerk has received a response from the management association at Barkham Manor. The management association agree in principal to the siting of the shelter on their land, but have some considerations for the council before full approval can be given. These are:
   1. The legal and ownership status viz a vis construction on our land and indemnification against any public liability arising. The association envisage this may require certain legal guarantees by BPC.
   2. The Association would require it to be sited at least 1m from the (grade II listed) wall to allow access for maintenance.
   3. The association would require that no access route to our property be inadvertently created adjacent to the new shelter, which might present a risk to the security of our grounds. As it appears that excavation of the earth bank and clearance of shrubbery would be required for the proposed shelter we foresee a risk, and would require that suitable physical obstacles to entry were retained or reinstated.

Council is asked to agree to the above conditions before the association can make a final decision on the siting of the bus shelter. The management association are happy to meet with the council to discuss the above conditions, should it be required.

1. **Finance**
   1. **Accounts** – Proposal to agree accounts and payments for August to September 2023 LGA 1972 s150 (5)

|  |  |  |  |
| --- | --- | --- | --- |
| Payments for August to September 2023 for authorisation at Council meeting on 12th September 2023 | | | |
| S/O | Staff Wages | £1085.27 | April 2023 salary – LGA 1972 s111 |
| DD | Nest | £105.44 | Pension Contribution Employer & Employee – April 2023 – LGA 1972 s111 |
| DD | Plusnet | £33.10 | Internet and phone charges – February 2023 – LGA 1972 s111 |
| DD | Lloyds Bank (Credit Card) | £179.59 | Credit Card bill – August Payments – LGA 1972 s111  £5.88 – Microsoft – Office 365 subscription  £2.83 – Coop – Office refreshments  £167.88 – Dropbox subscription  £3.00 – monthly fee |
| BACS | Amazon | £98.85 | Office Stationary LGA 1972 s111 |
| BACS | Arthur J Gallagher Insurance Brokers Ltd | £1,550.72 | Insurance for 1st October 2023 – 30th September 2024 (including taxes and fees) – LGA 1972 s111 |

* 1. **Report on Monies received**

£200.00 – Arborfield PC – ANPC Share of Cost for Agent fees for The Coombes Woodlands purchase

* 1. **Parish Accounting Information**
     + 1. **Income and Expenditure Report** – Council is asked to receive an income and expenditure report for April – September
       2. **Bank Reconciliations** – Council is informed that the bank statements and account reconciliations have been checked and agreed by Mrs Stubbs
  2. **Bank Mandate Updates** – Council is asked to agree to the removal of Mr Langford from the Bank accounts and to nominate a replacement signatory to be added to the accounts
  3. **Addition to Financial Regulations** – Council is asked to agree to an additional statement being written for the Financial regulation that states the Clerk can remove a signatory from the bank account upon the member leaving the Council, without the need to go to full council for permission. This will enable any signatory that has left the Council to be removed without delay. Wording to be written and agreed before the financial regulations are updated for approval.
  4. **Insurance Renewal** – Council is asked to agree to a long term agreement of 3 years being taken out with the insurance company recommended by the Broker Company for the Council (J Gallagher), which has compared the prices of alternative companies and recommended Hiscox, who is our current insurer.

Fixing for 3 years, means the insurance premium will remain the same, unless there are changes to the material facts concerning your policy; policy changes where the sums insured for assets covered against loss or damage are increased or decreased; the annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage; or the imposition by the Government of a higher rate of Insurance Premium Tax (IPT). The quote and price fixed for the period of 3 years is £1,339.93 excluding taxes and fees.

* 1. **Conclusion of Audit for YE 31st March 2023** - Council is notified that the External Audit for the Year Ended 31st March 2023 has concluded and the council has received and Unqualified audit report, with no action needed to be taken.
  2. **Book Purchases –** Council is asked to approve the purchase of the following books to assist the Clerk in the management of Council Affairs
     + 1. The Laws of Parks and Open Spaces £36.00 (this will assist with the management of The Coombes)
       2. 13th Ed Local Council Administration £137.00 (Current edition owned by Council is the 11th Edition)
       3. The Clerks' Manual 2023 £47.50 (Current edition owned by Council is 2019 edition)

Delivery: £10.80 – Standard

Total **£ 231.30**

* 1. **Grants –** Council is asked to consider the following grant applications for a grant payment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee:** | **Amount requested:** | **For:** | **Legal power that the grant comes under:** |
| Royal British Legion | £100.00 | Wreath (to be paid in November) | Local Government Act 1972 s.137 |
| Parenting special Children | £500-£1000 | To help Families who have children and young people who have experienced early life trauma, including children in foster care or who have been adopted due to a variety of reasons, neglect, abuse. Also, families who have experienced poor life experiences and need more specialist support to enable their family to thrive and avoid breakup of families | Local Government Act 1972 s.137 |
| Citizens Advice Bureau | £1000.00 | for continuing service providing advice and support | Local Government Act 1972, s.142 |
| St James PCC Burial ground grant (awaiting application form) | £2,407.00 | Maintenance of Cemetery | Local Government Act 1972, s.214(6) |
| Keep Mobile | Shortfall of £1490, so asking for a grant up to this amount | 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) |
| BVRA | £880 | To cover newsletter printing and the website operation. | Local Government Act 1972 s.137 |

1. **Parish Office Operations**
   1. **Employing a Deputy Clerk**
2. **Employment of Deputy Clerk -** Council is asked to agree to employing a deputy Clerk to assist the Clerk in the running of the Council. This has been raised by Councillors to assist the Clerk in the administration of the Council and to ensure continuity for the Council in the Clerks absence.
3. **Job description and Person Specification for Deputy Clerk –** Council is asked to adopt the job description and person specification for a deputy Clerk.
4. **Advertising the position –** Council is asked to agree to the Clerk looking into the different ways to advertise the position, to ensure all legal requirements are met. The Clerk will report back at the next meeting for a decision on the ways to advertise.
   1. **Proposal to merge Village Info and BVRA Magazine** – Council is asked to agree in principal to merge the Village Info and BVRA magazine into 1 publication. There are some items that need more discussion before full agreement can be sought.
5. **Councillor Forum**

1. **Exclusion of public and press** Public Bodies (Admission to Meetings) Act 1960 S1 (2)

*To agree that, in view of the confidential nature of the business about to be transacted, it is advisable that the public and press are temporarily excluded and are asked to withdraw for items 14 and 15 on the agenda.*

**Part 2**

1. **Minutes of previous part 2 meeting**

To approve the Confidential Minutes of the Part 2 Meeting of the Parish Council held on 13th June 2023.

1. **The Coombes**

To receive any updates for consideration and agreement.



E. Tims

Clerk to the Council