*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 **10th October 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
2. **To receive any declarations of interest on items on the agenda** (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
3. **Minutes of the Council Meeting** LGA 1972 Sch 12 para 41(1) – To approve the minutes of the meeting held on Tuesday 12th September 2023.
4. **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. **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.
2. **Planning**:
3. **Planning Applications –** To discuss and agree any comments or objections on planning applications received before 10th October 2023. To include:

**232244** -73 Bearwood Road, Barkham, Wokingham, RG41 4SX

**Householder application for the proposed wall mounted installation of an Air Source Heat Pump.**

Comments by 06.10.2023 – Extension requested to 13.10.2023

**232249 -** Beechwood, Highlands Avenue, Barkham, Wokingham, RG41 4SP

**Householder application for the proposed erection of a single storey side and rear extension, two storey side and rear extension. Following demolition of existing chimney and garage. Changes to fenestration and new porch.**

Comments by 10.10.2023 – Extension requested to 13.10.2023

**232144** - Doles Farm, Doles Lane, Barkham, Wokingham, RG41 4EA

**Full application for the proposed installation of 14 no. ground based solar PV panels following demolition of 2 no. existing outbuildings.**

Comments by 10.10.2023 – Extension requested to 13.10.2023

**231992 -** Sparks Farm, Barkham Road, Arborfield, Wokingham, RG41 4TL

**Application for Listed Building Consent for the proposed replacement of 9no. windows and repair of 3no.(total 12) Windows to match existing.**

Not open for Public Consultation, for notification only due to being listed building consent – Council can comment if they wish to.

1. **Approved and Refused Applications**

**231842** -17 Lance Way, Arborfield, Wokingham, RG2 9YY

**Householder application for the proposed erection of a single storey rear extension following the demolition of existing conservatory.**

Application approved notification

1. **Any Other Planning Business**

**A329 Reading Road (Wokingham town) cycle and pedestrian improvements Consultation –** Council is asked to consider if they would like to submit a response to the consultation and what any comments may be.

**Constitution Review Consultation –** Council is asked to consider if they would like to submit a response to the consultation, and what any comments may be.

**WBC Budget Engagement survey**  - Council is asked to consider if they would like to submit a response to the survey, and what any comments may be.

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 September
3. **Clerks Report –** Council is asked to receive a report from the Clerk
4. **Council Communications**
   1. **Proposal to merge Village Info and BVRA Magazine -** Council is asked to consider merging the Village Info and BVRA magazine into 1 publication.

If Council Agrees to the merger of the 2 magazines, Council is asked to agree to the following:

1. The Name of the new magazine (to be agreed with BVRA)

Suggestions are: Barkham Beacon; Barkham Eye: Barkham Village Information

1. A joint Editorial Policy being drafted for approval
2. Terms of Agreement to be drafted for approval
3. Advertising costs to be reviewed
   1. **Other Communications –** Council is asked to Consider other ways to communicate items of relevance to the residents using digital media.

The council uses it’s website as a digital source, however, use of Social Media is increasing, and Council is asked to consider the use of social media platforms to increase the number of residents that it can communicate to digitally. Council is asked to allow the Clerk to look at ways this can be done effectively.

1. **CCTV Cameras for Fly Tipping –** CIL Spend Community Infrastructure Levy (CIL) Regulations 2010 (as amended)

Council is asked to consider the following for the project to instal cameras at fly-tip hot spots in the parish using CIL monies:

Agreement in principle to use CIL funds to address the fly-tipping that is going on in our Parish.

**Level of engagement with WBC:**

1. No Engagement, BPC does everything
2. Finance WCB for 3 years and work with them in decision making, installations; maintenance; operations (review images)
3. Just finance WCB for 3 years to some degree but have no further involvement.

The purpose of our monitoring. This is one of a Deterrent or Prosecution. If we have any engagement with WBC we would have to align with their objectives. (Being Deterrent, there are good reasons for this option)

1. Use the same contractors as WBC (Vodafone who sub-contract to IDEFIGO for the kit)

**Level of service. If using WBC contractors’ options are:**

1. Standard – the service WBC use      £55 / month / camera.
2. Advanced – See Customer Brochure from Vodafone       £75 / month / camera
3. Premium – See Customer Brochure from Vodafone.  Vodafone themselves say this option is not suitable for BCP.      £95 / month / camera

**Kit**

Two options for Camera, but one option requires mains power, so we’re restricted to the ‘ID Cam Pro’ which can use batteries or solar. We’re told this does take HD images at night. Details presented at meeting.

**Power options:** Solar or Battery. The Battery option comes with a much higher maintenance cost. Costs to be confirmed

**Installations:**   Static or movable. Again, the moveable option comes with a much higher maintenance cost. Costs to be confirmed

**Where to Monitor**. Councillors to submit their preferences.

**Amount of annual funding for this initiative**. This decides most of the options above. In effect we give Vodafone a budget and they work out what can be done with that. Using batteries and movable installations obviously increase the maintenance cost.

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

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| --- | --- | --- | --- |
| Payments for September to October 2023 for authorisation at Council meeting on 10th October 2023 | | | |
| S/O | Staff Wages | £1085.07 | October 2023 salary – LGA 1972 s111 |
| DD | Nest | £105.44 | Pension Contribution Employer & Employee – October 2023 – LGA 1972 s111 |
| DD | Plusnet | £32.14 | Internet and phone charges – October 2023 – LGA 1972 s111 |
| DD | Lloyds Bank (Credit Card) | £9.73 | Credit Card bill – September Payments – LGA 1972 s111  £3.00 – monthly fee  £5.88 – Microsoft – MS Office Subscription  £0.85 – Co-op – Milk |
| BACS | HMRC | £289.70 | Tax and NI for 2nd Quarter LGA 1972 s111 |
| CHAPS | Geldards Solicitors | £354,619.50 | Purchase Payment (£345,000) and Stamp Duty payment (£9619.50) for the purchase of The Coombes – LGA 1972 s124 Community Infrastructure Levy (CIL) Regulations 2010 (as amended) |
| BACS | Amazon | £59.08 | Office Stationary - LGA 1972 s111 |
| BACS | SLCC Book Shop | £231.30 | Reference books for Office LGA 1972 s111 (Paid in September) (Unable to pay using Credit Card) |
| BACS | St James Church | £747.96 | Payment for Plaque of Remembrance sponsored by the council as agreed in March 2022 (it has taken time for the church to process the ordering of the plaque) LGA 1972 s111 |

* 1. **Report on Monies received**

20p – E. Tims – Overpayment of July’s Salary refunded.

£30,592.44 – WBC – Precept final payment

£519.86 – Unity Trust Savings Account – Interest for 2nd quarter

* 1. **Insurance for The Coombes Woodlands** LGA 1972 s111 – Council is asked to agree to joint insurance being taken out with Arborfield PC to cover The Coombes Woodland. Due to the specialism of the type of insurance, the Clerk has only found 1 company that can offer the type of insurance required, so has been unable to obtain more than 1 quote.

The insurance cover will be Landowners Liability Insurance, and will be taken out through Ashburnham Insurance Services Limited at a cost of £370.90 to be split in the ratio of the purchase of The Coombes. Cost to BPC is £269.27 with Arborfield paying £101.63.

* 1. **Purchase of spare battery for SID/Data logger** LGA 1972 s111 – Council is asked to approve the purchase of a spare battery for the SID/Data Logger at a cost of £64.99 including VAT and Delivery.

1. **Parish Office Operations**

**Deputy Clerk Recruitment** LGA1972 S112 ss.1

* + - 1. **Salary Scale for Deputy Clerk** – Council is asked to agree to the salary scale for the deputy Clerk position.

From a review of the Salary Scales Assessment Criteria, the role of Deputy Clerk will be in the LC1 above substantive range, which is points 13-17 on the salary scales. The salary for these points is currently between £24,948 and £26,845 per annum (full time equivalent), and will be pro-rated to the hours that the Deputy will undertake. Part Time hourly wage is between £12.97 and £13.96 for the scales. The actual salary scale point will be agreed once a suitable candidate has been recruited.

* + - 1. **Advertising the position of Deputy Clerk** – Council is asked to agree to advertising the position of Deputy Clerk in the following manner:
* **Advert on Parish Council Website** – Free
* **WBC Website** – Free? The Clerk has been advised by another Clerk that it is possible to advertise on the WBC website. The Clerk has contacted WBC HR services to enquire about this and is awaiting a response. Council is asked to approve this as a method of advertising if WBC confirms it is possible.
* **Advert through local press** – Wokingham Today - £200 +VAT for 2 weeks. Advert included in printed paper (available on a Thursday), on the website under the jobs page, and posted on their social media pages.
* The Clerk looked into Advertising through SLCC (website, social media pages and news bulleting to members), and it costs £118 +VAT for 1 week, £211 +VAT for 2 weeks, £319 + VAT for 3 weeks, £357 + VAT for 4 weeks. Feedback from other Wokingham based Clerks is that adverts through this site does not yield many results. It is for Council to decide if they wish to advertise through the SLCC

1. **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