*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 **13th February 2024**

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 9th January 2024.
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. **Planning**:
2. **Planning Applications –** To discuss and agree any comments or objections on planning applications received before 13th February 2024. To include:

**240179** – Land East Of Barkham Manor, Barkham Road, Wokingham, RG41 4TH

**Full application for the proposed erection of 3No detached dwellings with detached double garages and associated access and landscape works.**

Comments by 13.02.2024 – Extension requested to 20.02.2024

**240129** - Hogwood Meadows, Park Lane, Finchampstead, Wokingham, RG40 4PT

**Application for a certificate of existing lawful development for the use of a converted stables as a residential dwelling.**

Does not require consultation, for information only.

**240231** - Land at Rooks Nest Farm, Barkham

**Screening Opinion application for an Environmental Impact Assessment for the proposed 2No Special Educational Needs schools.**

Does not require consultation, for information only.

**240322** - Land at Biggs Lane and Venning Road, Arborfield, Reading, Berkshire

**APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1427/2012, T3 T7, Oak - Remove to ground level. T8, Oak - Remove to ground level. T14, Oak (T3 on TPO) - Remove to ground level.**

Comments by 21.02.2024

1. **Approved and Refused Applications Report**

**232805** - 1 Church Cottages, Church Lane, Barkham, Wokingham, RG40 4PL

**Application for Listed Building consent for proposed replacement and repairs to fenestration.**

Application approved notification

1. **Any Other Planning Business**

**Draft Local Transport Plan Consultation –** Council is asked to decide whether to submit a response to the Consultation, and if so, what the response should be.

**Hall Farm Development Letter –** Council is asked to consider a response to the letter received regarding the Hall Farm development proposals.

**Local Plan Update –** Council is asked to discuss and consider submitting a question to WBC on the Local Plan Update

**Consultation on affordable housing –** Council is asked to consider whether it wishes to submit a collective response to this consultation, and if it does, what the response should be.

1. **Ward Councillor Report** – Council is asked to 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 January.
3. **Clerks Report –** Council is asked to receive a report from the Clerk
4. **The Coombes Woodlands** 
   1. Council is asked to note the draft minutes from The Coombes Woodland Committee
   2. Council is asked to receive an update from the Coombes Woodland Committee on their meeting and any actions being undertaken.
5. **Finance**
   1. **Accounts** – Proposal to agree accounts and payments for January to February 2024 LGA 1972 s150 (5)

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| Payments for January to February 2024 for authorisation at Council meeting on 13th February 2024 | | | |
| S/O | Staff Wages | £1270.95 | February 2024 salary – LGA 1972 s111 |
| DD | Nest | £130.43 | Pension Contribution Employer & Employee – February – LGA 1972 s111 |
| DD | Plusnet | £32.14 | Internet and phone charges – February 2024 LGA 1972 s111 |
| DD | Lloyds Bank (Credit Card) | £227.88 | Credit Card bill – January Payments – LGA 1972 s111  £3.00 – monthly fee  £5.88 – Microsoft – MS Office Subscription  £50.00 – Homebase – wooden planks for The Coombes  £169.00 – Argos – Tablet for Speed Watch. |
| BACS | Tivoli | £71.78 | Bin emptying – February 2024 LGA 1972 s111 |
| DD | Unity Trust | £18.00 | Account Charges (Paid in January) LGA 1972 s111 |
| DD | BT | £171.70 | Internet & Phone bill LGA 1972 s111 – **Taken in error, being refunded.** |
| BACS | Amazon | £25.93 | Speed Watch accessories and office stationary LGA 1972 s111 |
| BACS | Arborfield PC | £6042.94 | Share of legal fees received so far for purchase of the Coombes Woodlands LGA 1972 s124 Community Infrastructure Levy (CIL) Regulations 2010 (as amended) |

* 1. **Error in January’s approved salary payments**

Due to the changes made by central government to National Insurance from the 6th January, the staff salary was reported incorrectly, as it had not taken the change into account. The salary paid was £1262.92 and with the change made it should have been £1270.95, so the salary paid was £8.03 short. Council is asked to agree this shortfall be added to the February Salary and paid along with the other salary payment.

* 1. **Report on Monies received**

£137.95 – Arborfield PC – Payment for share of insurance for The Coombes

* 1. **Bus Shelter at Barkham Manor** – After the bus shelter by The Bull was destroyed,permission has been granted by Barkham Manor Ltd to site the bus shelter by the bus stop, near to their wall. The Council has already agreed to the terms of siting the bus stop at this location.
     1. Council is asked to agree to moving the bus stop to the new location following the permission being granted.
     2. Council is asked to approve that the Clerk seek quotes for the new shelter in the new location, which include the clearing of the old shelter site, to be agreed at the next meeting of the Council. The funding for this is to be from the EMR for bus shelters, which contains the insurance payment and a reserve for replacement shelters.
  2. **CIL Projects**
     1. **New Bins –** Council is asked to consider purchasing 3 new bins to be sited at the junction of Sandy Lane & Barkham Road and at either end of the Sandy Lane footpath.

The Costs of purchasing 3 x new bins is:

* **Glasdon:** 50lt lidded general waste bin £233.10 each (£699.30 for 3), 25lt dog waste bin £138.82 each (£416.46 for 3) (all prices include VAT). Post fixing kits costing £25.61 each are required for each bin. Orders over £300 are delivered free. This company has been used by several other Parish and Town Councils, and is recommended by them.
* **Binshop.co.uk:** 40lt lidded general waste bin £267.95 each (£803.85 for 3), 25lt lidded bin £124.86 each (£374.58 for 3), (all prices include VAT). Post fixing kits costing £23.66 each are required for each bin. Delivery is approximately £51.00 for 3 bins.
* **Recyclingbins-direct.co.uk:** 50lt lidded general waste bin £110.88 each (£332.64 for 3), 56lt dog waste bin £237.13 each (£711.40 for 3), (all prices include VAT). Post fixing kits are not mentioned with this company, so it is unclear if there will be an extra cost for these. Delivery is free on orders over £100.

The cost of emptying the bins by Tivoli is currently £29.90 per bin per empty per month (the one in The Coombes is emptied twice weekly at a cost of £59.80 per month)

* + 1. **Fly Tipping** – Council is asked to agree to a trial of Fly Tipping cameras with WBC at the Commonfield Lane Location as previously discussed. WBC ASB dept. would buy, under its contract with Vodafone, up to 2 ‘Sets’ of surveillance equipment. These will be made available for a trial by BPC. For WBC to assist the cameras will need to be the same as the ones that the ASB currently use as we have no available resources to assist with any standalone products. The ASB team will assist with battery changes. The ASB team will check the cameras should there be a fly tipping incident and investigate as appropriate.

Costs to BPC for 1 year of operation: Camaras are £55/camara/month. Battery is £65/battery.

1 Set 2 Sets

Batteries £455 £910

Optional Replacement Batteries £455 £910

Usage (1 year) £1980 £3960

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With replacement batteries £2890 £5780

or without Replacement Batteries £2435 £4870

* + 1. **Pedestrian Crossings** – Council is asked to consider looking at CIL projects to install pedestrian crossings by Hazebroucke Meadows and by Farley Hill School. The consideration for these crossings is needed as WBC do not have any funding for these crossings and it could be many years before WBC agree to fund them. Council is asked to agree if these 2 projects should be looked into by the CIL Advisory Committee and the costs that would be involved, so that the Council can then make a decision on whether it can fund the projects through CIL.

1. **Parish Office Operations**

**Parish Meeting** Council is asked to consider what it wishes to do in relation to the Parish assembly which is scheduled to be held in April. The Clerk is away on holiday, but as it is a meeting of the parish, the Clerk is not required to be in attendance.

Council is asked to consider whether to hold the meeting in the clerks absence, or whether to re-arrange the meeting for another date. The assembly must be held between the 1st March and 1st June 2024.

**April meeting of the Council –** Council is asked to consider what it wishes to do in relation to the Parish Council meeting scheduled for April. The Clerk is away on holiday, and dependent on whether the council has managed to successfully recruit a deputy, it may be necessary to cancel the meeting. Council is asked to start thinking about this for a final decision at the March meeting

**Meeting venue for coming year –** The booking of the studio hall is up for renewal at the end of March. Council is asked to decide whether to continue using the Studio Hall for it’s meetings, or whether a smaller meeting room would be better for the meetings. The cost of the studio hall is £30 per hour and the cost of the meeting room is £20 per hour.

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 14th November 2023.

1. **The Coombes**

To receive any updates for consideration and agreement.



E. Tims

Clerk to the Council