*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 March 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 13th February 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 12th March 2024. To include:

**232859** - Land at Hogwood Park Park Lane Finchampstead RG40 4PT

**Full application for the use of plots 127 and 128 as show homes and marketing suite, plus associated landscaping and parking; erection of a pergola in the rear garden of plot 127 (for a temporary period of 3 years).**

Comments by 07.03.2024 – Extension requested to 15.03.2024

**240408 -** The Scrapyard, Land At, Highlands Avenue, Barkham, Wokingham, RG41 4SP

**Application for advertisement consent for 1no. advert on a brick structure (retrospective).**

Does not require consultation – for information only

**240342** - 11 Baston Road, Arborfield Green, Wokingham, RG2 9ZW

**Householder application for proposed single storey rear conservatory extension.**

Comments by 13.03.2024 – Extension requested to 15.03.2024

**240548** - 9B The Shires, Barkham, Wokingham, RG41 4SZ

**Householder application for proposed roof conversion to create 2No dormers to the front and rear for habitable accommodation**.

Comments by 25.03.2024

1. **Approved and Refused Applications Report**

**232927** - Land At Nine Mile Ride Extension, Reading, RG2 9GB

**Application for approval of Reserved Matters pursuant to Outline Planning Consent O/2014/2280 (dated 02/04/2015). The Reserved Matters (access, appearance, landscaping, layout and scale) comprise details of a foodstore, including the creation of the store building, public realm area, service vehicle access and service yard, customer car park with access from district centre spine road, landscaping, drainage and associated infrastructure.**

Application approved notification

1. **Withdrawn Applications not discussed by Council**

**233143** - Seasons Hayes Lane Barkham Wokingham RG41 4TA

**Full application for the proposed erection of 3 no. detached five bedroom dwellings with associated parking and landscaping following demolition of the existing dwelling, annexe and outbuildings.**

1. **Any Other Planning Business**

**Question to be put to WBC –** At the last meeting Council agreed to put a question to WBC regarding the LPU. A very similar question was asked by an ANPC Councillor at the February meeting. Council is asked to decide whether to continue to submit their question, change the question or cancel the question until after the elections.

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 February and March.
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.
   3. The Council is asked to review and adopt the updated Terms of Reference for the CWC
   4. Council is asked to review the draft Terms of Agreement with Arborfield, and approve that it be sent to Geldards to be out into a final contract for the 2 councils.
5. **Finance**
   1. **Accounts** – Proposal to agree accounts and payments for February to March 2024 LGA 1972 s150 (5)

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| --- | --- | --- | --- |
| Payments for February to March 2024 for authorisation at Council meeting on 12th March 2024 | | | |
| S/O | Staff Wages | £1270.95 | March 2024 salary – LGA 1972 s111 |
| DD | Nest | £130.43 | Pension Contribution Employer & Employee – March – LGA 1972 s111 |
| DD | Plusnet | £32.14 | Internet and phone charges – March 2024 LGA 1972 s111 |
| DD | Lloyds Bank (Credit Card) | £11.43 | Credit Card bill – January Payments – LGA 1972 s111  £3.00 – monthly fee  £5.88 – Microsoft – MS Office Subscription  £2.55 – Co-op – Office sundries |
| BACS | Tivoli | £71.78 | Bin emptying – March 2024 LGA 1972 s111 |
| DD | Unity Trust | £18.00 | Account Charges LGA 1972 s111 |
| BACS | Arborfield PC | £792.00 | Tree Survey Costs (50% share with Arborfield PC) Open Spaces Act 1906 ss9 & 10; CIL Spend Community Infrastructure Levy (CIL) Regulations 2010 (as amended) |
| BACS | Staff Expenses | £38.43 | Staff Expenses for ?? to ??. LGA 1972 s111 |
| BACS | HMRC | £647.13 | Tax and NI payments for the 3rd Quarter LGA 1972 s111 |
| BACS | Pinnacle Property Management | £804.00 | Meeting Room Hire for April 2024 – March 2025 LGA 1972 s111 |

* 1. **Report on Monies received**

£206.12 – BT – Refund of money taken for bills when service not yet transferred.

* 1. **Direct Debit for BT invoices**

Council is asked to agree to a Direct Debit being set up for payments as soon as the transfer to them has completed.

* 1. **Recruitment of Deputy Clerk**

1. Council is asked to agree to employ Natalie Hayes as deputy Clerk for 12 Hours per week, with a start date of 1st April 2024
2. Council is asked to agree to setting the salary scale at point 15 (£14.45 per hour) for the new Clerk
   1. **Purchase of Laptop and desk for Deputy Clerk to work from**

Council is asked to agree to the purchase of a new laptop, laptop stand, monitor, mouse and keyboard, laptop bag, desk and desk chair for the new deputy Clerk, from the following options:

**Laptop:** Dell 15 inch Laptop, i7 processor, Windows 11 Pro: £694.80 (from Dell) £764.00 (from Amazon) £849.97 (Laptops Direct)

**Laptop stand**: £24.00 (amazon)

**Logitech Mouse and keyboard**: £20.00 (Amazon) £23.99 (Viking Direct)

**Laptop bag:** £27.00 (Amazon)

**Monitor:** £74.97 (Amazon) £99.99 (Curry’s) £83.99 (Viking Direct)

**Desk:** £452.40 (Viking Direct) £199.00 (home office style) (The Range) £359.64 (Amazon)

**Desk Chair**t: £57.59 (Viking Direct) £60.00 (Argos) £49.59 (Amazon)

**All costs include VAT.**

* 1. **Membership to SLCC for new Deputy Clerk –** Council is asked to agree to a membership to the SLCC for the new deputy Clerk at a cost of £158.00
  2. **Investment of any dividends from the CCLA deposit fund** – Council is asked to decide how any dividends paid out through the CCLA Deposit Fund should be paid to the Parish. Council is asked to choose from the 2 following options.

1. Automatically re- invested back into the CCLA share fund and additional shares created, OR
2. Paid by electronic transfer to the councils nominated bank account.

Once this decision has been made, the account can be created.

* 1. **Defibrillator Pads –** The pads in the defibrillator at the Post office expire at the end of March. The Council is asked to agree to the purchase of replacement pads (1x Adult and 1x child pads) From Wel Medical (manufacturer of defibrillator) at a cost of £143.88 including VAT.
  2. **Litter Pick Refreshments –** Council is asked to approved expenditure of up to £50 for the provision of refreshments at the litter pick on the 24th March 2024.
  3. **Litter Bins**

1. Council is asked to agree to the purchase of a litter bin at the Coombes, to be ordered with the bins approved at the last meeting.
2. Mistake on bins at the last meeting - the bins agreed at the last meeting were wall fixed bins, which is not what is needed, a post mounted bin is required. There is a slight difference in price, as a fixing kit is required, to be able to fix them to the posts.

The bins that are needed are £258.65 each including VAT. The Council will also require 1 tamtourque bit to be able to use the fixing kits properly, and this bit costs £12.62. This means the total cost for 4 bins and all the items needed is £1049.74 including VAT (it is an extra £117.34).

1. **Parish Office Operations**

**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 the Council is asked to decide whether to hold the meeting in the Clerks absence, and appoint a councillor to take the minutes or whether to cancel the meeting and agree items for planning and Finance under Delegated Authority.

**Annual Litter Pick** – The annual litter pick is scheduled for 24th March. Volunteers are needed to help run the event. Please can Councillors advise if they are free to assist on the day.

**Arborfield Green Community Centre Working Group Meeting** - Council is asked to receive an update from Mr Dexter and Mrs Stubbs on the meeting that they attended.

Council is asked to consider how it wishes to take these meetings forward.

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 February 2024.

1. **The Coombes**

To receive any updates for consideration and agreement.



E. Tims

Clerk to the Council