

**Minutes of a meeting of Cold Ash Parish Council on
Tuesday 13.8.2024 at 7pm in the Committee Room of
Acland Memorial Hall**



Present: Cllrs Fenner (MF) (Chair), Adams (PA), Hanks (RH), Murray (PM), Morrow (AM), Clark (BC) and Codling (HC)

In Rosie Jardine (Clerk & RFO)

attendance: 1 member of the public plus 3 representing the Acland Memorial Hall Fundraising Sub-Committee.

A member of the public expressed his view that CAPC should not grants funds to Acland Memorial Hall and their reasons why.

239507 Apologies for Absence

Cllrs McArdle (IM), Wilding (JW) and District Cllr Dick

239508 Declarations of Interest

RH declared an interest in item 259512 as Chair of the Acland Memorial Hall Management Committee.

239509 Minutes

RESOLVED To approve the minutes of the meetings held on 9.7.24 and 23.7.24.
ALL IN FAVOUR

239510 Planning Matters

A Applications

Council considered the following applications and resolved responses:

PA [24/01405/HOUSE Woodhill House, Drove Lane, Cold Ash](#)

Proposed dormer windows and new staircase

RESOLVED NO OBJECTION
UNANIMOUS

MF [24/01646/HOUSE Collaroy Bank Collaroy Road](#)

For the demolition of a dilapidated existing garage and the construction of a 3-bay extended eaves oak framed garage with upper floor

RESOLVED OBJECT: The design documents are not consistent with the application wording. The
6 IN FAVOUR design appears to show a single parking bay (defined as non-domestic) with the
1 ABSTENTION remainder of the building being domestic. CAPC suggests that a new application should be made.

BC [24/01331/AGRIC Henwick Manor Farm Henwick](#)

Application to determine if prior approval is required for a proposed: An extension to the building with modern steel portable frame building that will have concrete panel walls up to 2m and box profile green cladding and fiber cement roof.

RESOLVED NO OBJECTION
UNANIMOUS

PM [24/01578/HOUSE Norbreck, The Ridge](#)

Proposed detached garage, stop up existing secondary access and new hedgerow with fence behind. Renewal of application reference 21/01197/HOUSE to which CAPC objected.

RESOLVED NO OBJECTION
6 IN FAVOUR
1 ABSTENTION

B Decision Notices

NOTED GRANTED - 24/00862/HOUSE Drake House, The Ridge
Construction of a timber garden room in rear garden of Drake House

CAPC: NO OBJECTION

239511 Finance

RESOLVED A To approve items for payment totalling £5,301.99 (see appendix I).

APPROVED B The Bank Reconciliation to 31.7.24.

NOTED C The Budget Report to 31.7.24

REVIEWED D CIL balances with forecast expenditure for 2024-2025

239512 Acland Memorial Hall request for grant funding

Standing Orders were suspended to allow a representative of Acland Memorial Hall (AMH) to speak. She reported that to secure National Lottery funding they need to demonstrate that £40,000 has been secured from other sources and requested £15,000.00 from CAPC.

7.43pm Standing Orders were reinstated

PM requested that his concerns regarding business planning and funding for future AMH projects be noted.

RESOLVED To grant £10,000 subject to sight of a satisfactory budget.

6 IN FAVOUR
1 ABSTENTION

ACTION BC will liaise with representatives of AMH to review a project budget and report to Council.

ACTION To reinstate the reporting of AMH Management Committee as an outside body so CAPC is aware of issues.

239513 Clerk's Report

- NOTED**
- The replacement noticeboard has been installed on Ashmore Green
 - The Clerk has arranged a second weekly litter bin empty on the Recreation Ground from 1.8.24 for 6 weeks to address increased volumes of litter during summer months. The budget should be reviewed in the autumn and a small amount vired from the contingency budget.
 - The Clerk has submitted the road closure application to WBC for Remembrance Parade: Sunday 10.11.2024
 - A resident of Ashmore Green Road would like Council to discuss the possibility of a 20mph limit.
- ACTION** The Clerk should liaise with the resident to ask if they wish to join Speed Indicator Device (SID) training and be part of the process to gather evidence.
- ACTION** HC will enquire with WBC as to the application process
- ACTION** The Clerk should include this on a future Council agenda
- The External Audit has been completed. The Clerk has a small number of actions to complete to notify the public of its conclusion. This will be formally reported at the 10.9.24 Council meeting.

239514 Play Area Repairs

NOTED The Clerk reported an extensive list of maintenance recommended at each of the 3 play areas (as per appendix II) with recommendations for use of CIL money held in reserve and a reserve specific to the Southend Junior Ball Court area. The recommended maintenance had been highlighted in independent reports by two CAPC contractors. The Clerk's report recommended that significant infrastructure upgrades including wet pour surface refurbishment and replacement fencing at Hermitage Road play area should form part of a larger future refurbishment plan. The item was deferred pending the following action:

ACTION The Clerk should report back to the next meeting with a report highlighting priority items

Standing Orders were suspended to allow a member of the public to express his view about the replacement of the Hermitage Road play area fence and the contractor recommendations.

8.11pm Standing Orders were reinstated.

239515 West Berkshire Council Statement of Gambling Policy

RESOLVED NO COMMENT
ALL IN FAVOUR

239516 Outside Bodies

There were no reports.

239517 Councillors' Reports & Questions

PA: has observed a fitness group (usually an AMH hirer) that occasionally makes use of the Recreation Ground in fine weather with the use of an amp to play music. He stated that CAPC had previously resolved that it is not acceptable for organized activities to take place without approval and that the use of loud music is antisocial.

ACTION Clerk to include on a Trust meeting agenda

PM: could HC please chase up the Highways matter relating to parking spaces outside the St Mark's School.

PM: could HC pursue Highways regarding potholes throughout Cold Ash, and specifically the 2023 resurfacing of Cold Ash Hill.

PM: there will be pressure on Cold Ash to absorb an increased housing allocation in the coming years following the recent change to government. CAPC should find a way to align with the local MP and WBC and press for significant infrastructure improvements if and when this happens.

239518 Correspondence

Council noted the correspondence received since the last meeting of Council.

There being no further business the meeting closed at 8.32pm

Chairman

Date

Appendix I - Item 239511 A Items for Payment

Vouche	Description	Supplier	Net	VAT	Total
82	Microsoft Subs	Microsoft Limited	10.30	2.06	12.36
83	Parish Office - telephone/broad	BT plc	34.94	6.99	41.93
84	Assets - street furniture	Earth Anchors Ltd	929.00	185.80	1,114.80
85	Website	IONOS	6.00	1.20	7.20
86	Litter picking	Litter picking - J Hauxwe	65.00		65.00
87	Mileage	CAPC Parish Clerk	15.30		15.30
88	Poor's Charity - to be recovere	Newbury & Thatcham Gi	25.00		25.00
89	Bin emptying	Tactical Facilities Manag	320.50	64.10	384.60
90	Venue hire	Acland Memorial Hall	24.75		24.75
91	Street Lighting	SSE Energy Solutions	43.08	3.02	46.10
92	Play area repairs	ARD Playgrounds	360.00	72.00	432.00
93	Parish office - supplies	Tesco	10.75		10.75
94	Assets - street furniture	Barlow & Sons (Hermita	13.62	2.72	16.34
95	Parish office - supplies	B&Q	50.89		50.89
96	Microsoft Subs	Microsoft Limited	10.30	2.06	12.36
97	Poor's Charity - to be recovere	Ultimate One Limited	367.50	73.50	441.00
98	Poor's Charity - to be recovere	NJ Perry	175.00		175.00
99	Poor's Charity - to be recovere	NJ Perry	80.00		80.00
100	Litter picking	Litter picking - J Hauxwe	48.75		48.75
101	Bin emptying	Grundon Waste Manage	54.07	10.81	64.88
102	Website	IONOS	21.00	4.20	25.20
103	Parish Office - telephone/broad	BT plc	34.66	6.93	41.59
104	Audit	PKF Littlejohn LLP	420.00	84.00	504.00
105	Payroll	CAPC Parish Clerk	1,304.77		1,304.77
106	Payroll	HMRC	223.57		223.57
107	Payroll	NEST	133.85		133.85
		Total	4,782.60	519.39	5,301.99

Appendix II – Item 239514 Play Area Repairs

Cold Ash Parish Council

Date of meeting: 13.8.24 **Agenda item number:** 239514
Report by: Rosie Jardine, Parish Clerk
Subject: Play Area Repairs

Each of our 3 play areas have extensive lists of repair actions recommended by ARD Playgrounds, the company which carries out our bi-monthly inspections. Having been warned (by well-meaning individuals) that the reports were excessive I waited for our annual RoSPA inspections to be completed before reviewing which actions can, should and/or must be addressed. The 2 reporting companies largely reported the same issues.

Having liaised with ARD Playgrounds, I now have a quote for repair works on each area and I am making a recommendation as to how these repairs could be funded. ARD have done much of the leg work on this and I would like to build on that relationship to develop a plan of maintenance going forward so that we can avoid accruing such a list of works in future and perhaps prolong some of the equipment.

	Recommend use of CIL*	Recommend use of reserve**
Southend Toddler	£1860	
Southend Ball Court & Junior	£20	£2335**
Hermitage Road	£360 + £1609 + £2200	

*These CIL spend recommendations were included in the CIL forecast report in the Finance section of this meeting, they are not in addition.

**Since the installation of the Southend Junior area, CAPC has held an earmarked reserve of £2335.00 called 3rd party funding Southend project. It would seem an appropriate use of this reserve to pay for repairs to the play equipment for which the funds were raised.

A Southend Toddler**To approve use of CIL funds for general repairs throughout - £1860.00**

- EPDM Rubber Surface (55m²) – To treat and remove the moss/algae growth from the rubber surface by applying 2 coats of Moss-Off and then brushing off once killed.
- FAHR 2 way spring rocker – to replace the complete body and spring assembly with new.
- Monster Play Single Tower & Slide - To rub down, treat and repaint the framework.
- Monster Play Cradle Seat Swing – To rub down, treat and repaint the framework.
- Monster Play Cradle Seat Swing – To supply and replace 4no bearing bushes.
- Monster Play Cradle Seat Swing –To supply and fit 2no new cradle seats (existing seats cannot be cleaned effectively).
- Monster Play Cradle Seat Swing – To patch repair 1no small hole in the surface by the upright (0.25m²)

B Southend Ball Court & Junior**i) To approve use of CIL funds for general repairs throughout - £2355.00**

- Benches – To rub down, treat and repaint 2no benches.
- Tarmac Paths (127.5m²) – To treat and remove the moss/algae growth from the tarmac paths by applying 2 coats of Moss-Off and then brushing off once killed
- EPDM Rubber Surface (170m²) – To treat and remove the moss/algae growth from the rubber surface by applying 2 coats of Moss-Off and then brushing off once killed.
- Ball Games Court Tarmac Surface (144m²) - To treat and remove the moss/algae growth from the affected tarmac surface by applying 2 coats of Moss-Off and then brushing off once killed.
- Big Boys Toys Rock 'n' Roll – Carry out a dismantling inspection by removing all plastic covers and lubrication all internal moving parts.
- Monster Play Flat Seat Swing – To rub down, treat and repaint the framework.
- Monster Play Flat Seat Swing – To weld secure the head section/cross bar joints where moving (these items are obsolete, and no spares parts are available).

Cold Ash Parish Council

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ii) Defer until future

- Fencing and Gates – To rub down, treat and repaint 14no fence panels and 2no gates. Price £1750.00
- Ball Games Court Fencing – We cannot effectively clean the ball games court fencing as there is no water supply present for the use of jet washers. All we can attempt to do is to apply 2no coats of Moss-Off to the affected areas (66no panels and posts) but there is no guarantee that the panels will come up looking clean. Price £1550.00

C Hermitage Road

Whilst a charity asset, please consider if spending from CIL funds should be approved. For the purposes of decision making the same breakdown will be provided below but will also be provided at a Trust meeting of The Poor's Allotments & Recreation Ground Charities for the Hermitage Road play area.

i) To approve use of CIL funds for urgent wet pour repair - £360.00

A minor hole rapidly became a significant trip hazard and an urgent repair was requested. Other minor wet pour repairs were undertaken on-site to achieve best value. This work has been completed.

ii) To approve use of CIL funds for urgent repairs to the multi-play tower - £1609.00

Urgent repairs to this piece of equipment were requested by the Clerk at a Trust meeting of The Poor's Allotments & Recreation Ground Charities. This work will make safe the equipment until a replacement is ordered as part of a future large scale refurbishment of the play area. The work has been requested and parts are being manufactured.

iii) To approve use of CIL funds for general repairs throughout - £2200.00

- Install concrete fillet edges to the concrete pad by the gate to field with edges ramped down below the grass level to remove trip points.
- EPDM Rubber Surface 350m² – The moss & algae coverage to the surface is currently ok and does not need attention, however it may be wise to apply a moss and algae growth inhibitor to the surface in the autumn to prevent excess moss and algae growth through the winter.
- Sutcliffe Cradle Seat Swing – Supply and replace 2no swing bearing bushes
- KSIL Multi Play Unit – A lot of the faults on this item have already been ordered and are in hand. Additionally, there are a lot of plastic do nut caps missing which can be replaced.
- Huck Spiral Climbing Roundabout – This item does not require dismantling and the splits in the green plastic sleeve are not an issue at present. We can lubricate all moving parts.
- FAHR Spring Cow – To clean off the algae from the item.
- HAGS Dragonfly See Saw – To dismantle the mechanism, lubricate and return to service.
- Wicksteed Pineapple Whirl Roundabout – To rub down, treat and repaint the yellow framework.
- Wicksteed Pineapple Whirl Roundabout – To weld secure the loose handrails to the platform.
- Wicksteed Pineapple Whirl Roundabout – To weld secure the loose plates underneath the item (removing entrapment hazard).
- Sutcliffe Pedestal Slide - To rub down, treat and repaint the yellow framework.
- Park Play Flat Seat Swing – To supply and replace 4no swing bearing bushes.
- Park Play Flat Seat Swing – To supply and replace 2no pairs of fork end chains.
- Combination Goal & Table Tennis Pads – Ground erosion around edging will naturally occur, and trip points will constantly be an issue. We can backfill around all edges (50l/m) with screened topsoil and grass seed.

iv) General repairs deferred - address as part of a large scale refurbishment possibly 2025-2026

- Fencing – To remove the existing timber fencing to tip, supply and install 90l/m x 1.0m high steel bow top fencing. Budget Price £10,109.00
- Picnic Table – To remove the timber picnic table to tip, supply and install a recycled plastic picnic table (bolt down to tarmac) Price £802.50
- EPDM Rubber Surface 350m² - To cut back the perimeter edges, repair soft spots and over lay with a new 20mm thick black EPDM surface. Budget Price £17,500.00