

COLD ASH PARISH COUNCIL



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6th December 2023

To: All Members of the Council

You are summoned to attend a Meeting of **COLD ASH PARISH COUNCIL** on Tuesday 12th December 2023 at 7pm in the Committee Room of the Acland Hall.

Yours faithfully,



Rosie Jardine, Clerk to Cold Ash Parish Council

Public Participation

There will be 15 minutes at the beginning of the meeting to hear public questions and comments. A member of the public shall not speak for more than three minutes and a question shall not require a response at the meeting nor start a debate on the question.

A G E N D A

239362 Apologies for Absence

To receive, and consider for approval, apologies for absence and reasons given.

239363 Granting of Dispensations to allow Councillors to discuss Budget

With the authority granted, the Clerk, will grant dispensations to those present to discuss matters pertaining to the Budget, having received the necessary signed proforma Declarations of Interest.

239364 Declarations of Interest

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Cold Ash Parish Council's Code of Conduct.

239365 Minutes

To approve and sign minutes of the meeting held on 14.11.23.

To receive and consider adoption of the signed Finance & General Purposes Committee minutes of the meeting held on 7.11.23.

239366 Clerk's Report

To receive a report from the Clerk outlining actions taken following the meeting on 14.11.23 on ongoing tasks

239367 CIL

To note the recent CIL payment received and to approve the statement prepared by the Clerk for submission to WBC and the CAPC website – to follow

239368 Poor's Charity

To discuss the notes supplied by Cllr McArdle following legal advice from HALC Legal Advice Service regarding ongoing administration of the Charity and to resolve, if appropriate, the delegation of tasks to establish processes and systems in readiness for April 2024, to include:

- A** Preparation of a draft budget by the Clerk
- B** Preparation of Code of Conduct and Standing Orders using NALC model
- C** Preparation of Governing Document
- D** Schedule a meeting to adopt the draft budget and Code of Conduct, Governing Document and Standing Orders
- E** Preparation of Charity specific correspondence to include but not limited to recording incoming correspondence, letterhead, Clerk's email footer
- F** Seek clarity regarding VAT reclaim for Charity expenditure
- G** Note that independent audit is not required until Charity income exceeds £25,000.00

239369 Budget 2024-2025

To receive an update from the Finance & General Purposes Committee and consider recommendations for resolution – report to follow subsequent to 6.12.23 Committee meeting.

239370 Neighbourhood Development Plan (NDP) Update

To receive an update from Cllr McArdle.

239371 Clothing Recycling Bank

To discuss and resolve, if appropriate, agreement with a new organisation regarding the Clothing Recycling Bank in the car park and the charity to which funds should be donated.

239372 Dog Waste & Litter Bins

To consider and approve, if appropriate:

- A** A press release reporting a change of contractor in response to complaints relating to poor service delivery by CAPC's previous contractor and the subsequent improvement.
- B** A proposed system for reporting bin issues within the Parish and associated cost
- C** Replacement bins on the Recreation Ground to be funded with CIL monies:
One dog waste bin adjacent to the Recreation Ground play area, replacing damaged 35litre with new larger capacity 66litre at £207.00 plus £25.00 installation.
Two litter bins in corners of Recreation Ground adjacent to Ashmore Green Road to replace lid-less bins at £330.00 each (inc. anchor) plus £25.00 installation

239373 West Berkshire Council Budget Consultation 2024/25

- A** To discuss the Consultation and resolve, if appropriate, a response by the Parish Council.
- B** To discuss the proposed removal by WBC of one litter bin on Cold Ash Hill and one dog waste bin on Florence Gardens and to consider and resolve, if appropriate, to adopt responsibility.

239374 Acland Memorial Hall Car Park – Signage

To discuss the necessity of signage in the car park. At the meeting of 14.11.23, when Council approved the plans prepared for the Recreation Ground Project, members expressed concern regarding damage to cars from ricochet balls. The Clerk has identified that there is currently no signage in situ. Guidance was sought from the Council's insurer:

The Parish Council can erect signage advising the members of the public that 'Any cars are parked at the owners risk' just to highlight that the area is not checked or patrolled. However, disclaimers are often not treated like contracts or legal agreements which makes them more difficult to enforce if you face legal issues. Therefore, it is up to the Council if they wish to install these signs, the policy provides cover under the Public Liability section of the policy up to £10 million for any claim made against the Parish Council that can be proven they have been negligent.

239375 Finance

- A** Items for payment - To review and approve items of expenditure
- B** Bank reconciliation for approval – To receive, approve and sign bank reconciliations prepared by the RFO for November 2023 and Chair to sign the bank statement
- C** Payments against Budget - to note the Analysis of Payments against Budget to Nov 2023
- D** Credit account application - to consider and resolve, if appropriate, to approve the Clerk's application for a Trade UK credit account for use at B&Q, TradePoint, Screwfix, Plumbfix, reducing the need for reimbursements to members and volunteers

239376 Planning matters

If members of the public would like to comment on an application, they should check the advice on our website: <https://coldashpc.org.uk/the-council/planning/>

A Applications

To consider and resolve a response, if appropriate, to the following applications:

23/02536/FULMAJ – Land West of Heath Lane and North of Bowling Green Road, Thatcham

<https://publicaccess.westberks.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

Section 73 – Vary condition 2 (Approved plans) of approved application 21/03154/COMIND: Construction of a detention basin with an area of 0.20 hectares and a 0.7m high earth bund to the south of the scheme. Realignment of an existing ditch for 12m into the proposed basin and installation of a bypass structure to facilitate flows in the existing watercourse downstream. A 300mm diameter pipe will convey flows from the basin during flood events to the existing ditch to the south of the scheme before out falling to the existing Thames Water sewer to the southwest. The existing ditch will be regraded from the outlet from the basin to the inlet to Thames Water sewer. The provision of a 3.0m wide access track from Bowling Green Road to serve the Scheme. Removal and deposition and levelling of soil on adjoining land and land north of Tull Way.

23/01916/HOUSE – Birkdale, The Ridge

<http://planning.westberks.gov.uk/rpp/index.asp?caseref=23/01916/HOUSE>

Amended plans – Erection of a single timber shed to the western side of the property.

1. The proposal description is amended to read as above. The proposed shed to the eastern side of the property has been removed from the scheme. The proposal now involves a single shed to the western side of the property measuring 2.43m by 3.04m and 2.21m (max) in height.
2. Amended Block Plan, Proposed Elevations and Proposed Floor Plans drawings have been submitted together with an outline landscaping proposal.

B Decisions

To note the following decisions:

APP/W0340/W/23/3316050 – 21/02702/OUTD – Sylvan House Fishers Lane, RG18 9NG

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant outline planning permission.
- The appeal is made by Millen Homes Ltd against the decision of WBC.
- The application Ref 21/02702/OUTD, dated 20.10.21, was refused by notice dated 1.12.22.
- The development proposed is a serviced self-build plot at land adjacent to Sylvan House, Fishers Lane, Cold Ash.

The appeal is dismissed

239377 Outside body reports

5.12.23 Rural Issues Community Forum – Cllrs IM and HC

239378 Councillors' Reports & Questions

To receive reports and questions from Parish and District Councillors.

239379 Correspondence

To note the following correspondence received since the last meeting of Council:

Part 2 - Exclusion of press & Public

In view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

239380 Staffing Matters

To discuss the Clerk's 13-week probation including assessment, objectives and next steps and to resolve, if appropriate, recommendations made by members of the HR Committee.