



COLD ASH PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD ON
TUESDAY, 22nd August 2023

Present:

Cllrs McArdle, Adams, Codling, Murray, Fenner, Hanks, & Wilding
Clerk L Randall

In Attendance:

District Cllr Dick, Mrs K Neville & Mrs K Dessert

Public Participation

No Public Participation

239276 Apologies for Absence

There were no apologies for absence

239277 Declarations of Interest

There were no declarations of interest.

239278 Minutes

Minutes of the Meeting held on 25th July 2023 were approved. They were signed by the Chairman.

239279 Matters Arising

- Clerk advised she had received the signed contract from the new clerk

239280 Report from District Councillors

District Councillors' reports had been circulated prior to the meeting; items included were Education, Transport, Economy and Community. The next round of Members Bids was discussed and this would be added to the next agenda. Copies of the reports can be requested from the Clerk.

239281 Clerks Report

- **Cllr Murray** mentioned the report that had been circulated regarding Woodland Leaves Restoration and Project Plan. It was agreed to contact the owner and invite him to the next meeting to give a presentation.
- **Clerk** advised that the resident who was interested in becoming a Parish Councillor was unwell and would attend a meeting in October, with a view to being co-opted at the end of October.
- **Clerk** had received a request to add details of the Glebeland Cemetery to the Heritage website. It was agreed to discuss this with the new Clerk once she had

- joined.
- **Clerk** had received a request for a new memorial bench to be installed on the Recreation Ground; Councillors agreed to the request, **Clerk** would now obtain prices and contact the resident.
- A request to install a noticeboard for the football team had been received the **Clerk** would pass to the Acland Hall committee for consideration.
- An email had been received regarding use of the Recreation Ground without permission, it was agreed to send an email to the parties concerned requesting information on the use.
- **Clerk** had received the bills for water usage in the Parish Office, as the water is shared with the tennis pavilion and usage had increased considerably since the pavilion had joined the water meter. The Clerk had spoken to the supplier and carried out leak tests, the current invoice would be resubmitted to the Tennis Club for payment, the Clerk would contact Castle Water for information on a separate meter being installed for the Tennis Club at their cost.

239282

Planning Matters

A)

Planning applications

23/01555/FUL Woodhill House Drove Lane - *Retrospective: Proposed dormer windows and staircase to main property together with retrospective change of use of garage to annexe with an extension in lieu of the log store.*

Cold Ash Parish Council has **No Objections** to the request for three new dormer windows and new internal staircase.

With regards to the request to change the garage to annexe with an extension, Cold Ash Parish Council Object to this request with the following comments:-

With regards to development outside the settlement boundary there is no presumption in favour of development of new dwellings. This is reinforced within the Cold Ash Parish Councils Neighbourhood Development plan:-

The Rural Zone is effectively the open countryside space that weaves between the settlements and in the main is largely agricultural. It is not anticipated that any development will happen in these rural environments - part of which are situated within the AONB, and all of which contribute towards the AONB's setting - however should any replacement dwellings or exceptionally agreed developments be proposed, they should take their cue from the character of the Villages Zone as opposed to the Urban Fringe.

Therefore Cold Ash Parish Council **object unanimously** to this part of the development.

B)

WBC (West Berks Council) Planning Decisions Members noted following decisions:

23/00798/OUTMAJ Land West Of Heath Lane and North Of Bowling Green Road- *Outline application (with all matters reserved except for site access to the highway) for up to 80 bed care home (Class C2), up to 200 residential dwellings (Class C3) comprising market, 45% (up to 90 no.) affordable and 10% (up to 20 no.) self/custom-build homes (Class C3) and public open space including a country park, allotments, community orchard, trim trail and equipped play areas, together with access from Bowling Green Road and Cold Ash Hill, landscaping, sustainable drainage systems*

and associated works and infrastructure. Matters to be considered: Access
WITHDRAWN Previous Parish Council Comments - Objection – Unanimous –
Report submitted is available on request

23/01377/PASSHE Davelaine Stoney Lane Ashmore Green *Application to determine if prior approval is required for a proposed: Larger Home Extension; Single storey rear extension. Dimensions 5.2m from rear wall, 4m maximum height, 4m eaves height.*
NOT REQUIRED Previous Parish Council Comments
Councillors agreed unanimously that Prior Approval is required and A site management plan would be beneficial.

23/00416/FUL The Old Farmhouse Stoney Lane Ashmore Green - *External alterations including addition of dormer and balcony and change of use of garage to a separate dwelling.* **APPROVED** Previous Parish Council Comments - No Objection – Unanimous

23/01405/HOUSE Florence Cottage Bucklebury Alley - *Proposed rear extensions and conversion.* **APPROVED** Previous Parish Council Comments No Objection 5 in favour 1 abstain

23/00246/HOUSE Juniper Rise Ashmore Green - *Retrospective: application for alterations to approved scheme 12/00538/HOUSE; first floor extension to single storey house, single storey extension to the west and new garage to replace existing.*
APPROVED Previous Parish Council Comments - Objection 6 in Support & 1 abstain.

- Out of keeping with neighbouring properties
- Overbearing to neighbouring properties
- Use of garage as a separate dwelling
- Concerns with retrospective planning applications being allowed which enable works, which have not complied with previous applications to be passed by the planning department.

C)

Appeal

There were no appeals.

239283

Finance

1. Items for payment. Members agreed Items for Payment on Sheet No 5 2023/2024.

Summary of sheet:

Room Rental – 45.00

Telephone/Broadband – 31.16

Litter Pick – 65.00

Waste collection – 52.60

Street light Supply – 40.20

Grass Cutting – 571.62

Tennis Court refurb – 1039.00

Expenses & Maintenance – 817.51

Website - 4.00

Playground Inspection -106.26

NDP Expenses – 1490.00

ICO – 35.00

Green Gym – 25.00

2. Bank reconciliation – Members to note Bank Reconciliation for July 2023.

3. Payments against Budget – Members noted the Analysis of Payments

Against Budget to August 2023.

Clerk advised that the Charity Return would be added to the next agenda as legal advice had been recommended by the current Internal Auditor ahead of the 23/24 Annual Return.

Cllr Hanks asked if the annual accounts for the Acland Hall, **Clerk** advised she had not received any. **Cllr Hanks** asked the **Clerk** to email the Acland Hall caretaker.

239284 NDP Update

Cllr McArdle gave an update on the NDP explaining that Regulation 16 was progressing but no feedback had been received from West Berkshire Council, as yet. **Cllr McArdle** has chased Laila Bassett regarding selection of an examiner, but has received no reply. **Cllr Codling** advised that she understood the engagement of a company to supply examiners wasn't going well and only a single examiner has tendered for the work. **Cllr McArdle** expressed the view that he was not surprised at this as West Berkshire Council is taking a novel approach that has no benefit for the examiners nor, as far as he can see, the council. He agreed to contact West Berkshire Council to clarify the position. **Cllr McArdle** and **Cllr Codling** clarified the position regarding Class C2 planning applications, confirming that they do not provide any special rights over planning rules. **Cllr Codling** advised that whilst District Cllr Tony Vickers is unable to attend a Parish Council meeting, he would happily attend a Cross-West Berkshire NDP meeting. **Cllr Murray** agreed to contact attendees to identify a suitable date for the meeting. **Cllr McArdle** suggested that the invite should be open to all Parish Councils, as it may help others who may not have started but may be considering developing a plan. This was agreed.

239285 Microsoft Office and IT

Cllr Fenner advised she had investigated Microsoft Office 365, and the cost would be approx. 4.90 per user per month and approx. 8.99 for the Clerk. **Cllr Hanks** had also spoken to them and there may be a discount on the price for a Parish Council. **Cllr Murray** suggested that once price was confirmed that **Cllr Hanks, Fenner** and the new Clerk could organize set up for all Parish Councillors. **Cllr Fenner** advised that using this system would also impact the cost of a new laptop bringing the price down considerably. **Cllr Fenner** would get some prices and it was agreed to use the contingency cost center to cover costs.

It was agreed to bring item 239290 forward on the agenda.

239290 Procurement Policy

The Procurement policy was reviewed.

Standing Orders were suspended at 8.10pm to allow Mrs Neville to speak

239286 Projects

Cllr McArdle thanked the committee for their hard work in sourcing prices and grants, he asked for all quotes received and recommendations to be submitted to the Parish Council so due diligence could be carried and the Parish Council was fully transparent. Funding would continue and a donation from Cold Ash Boys and Girls football club had been received, the Parish Council thanked them for their hard work and assistance. The clerk would send the committee a link to the procurement policy.

239287 Internal Auditor

Minutes of Cold Ash Parish Council

All Councillors were happy with the references for the new Internal Auditor the **Clerk** would now write to him to confirm the position.

239288 Dog Bins

Councillors discussed the recent issues with the emptying of the litter and dog bins within the Parish. Although the bins are owned by the Parish Council the contract for emptying is with West Berkshire Council. A quote for another company had been received and it was agreed to email them to get a better understanding what their processes would be, and what contingencies would be in place if the current problems happened again, before any decision would be made,

239289 Tree Report

The tree report and quote had been received. Councillors asked the **Clerk** to organize works to be carried out as soon as possible.

239291 Committee Reports

HR Committee working Group various meetings– **Cllr Fenner, Murray & McArdle**
This had been discussed at previous meetings.

239292 Reports from meetings with other bodies

11th July - Chairing Skill Training – **Cllr McArdle** attended the training course and said he found it interesting it was a good refresher. He advised further courses were available and other councilors should consider attending.

12th July – Downes School – **Cllr Hanks** attended and advised that he had met with the new pupils. He felt the visits were beneficial and would continue to attend on behalf of Cold Ash Parish Council

19th July – Western Area Planning – **Cllr Codling** had covered this at the previous meeting

239293 Councillors Questions

- **Cllr Adams** asked that once the hedge cutting commenced on the Recreation Ground Could the contractor contact him for a discussion regarding the height of the hedge on Ashmore Green Road.
- **Cllr Adams** advised that the Tennis club had been promoted in the league.
- **Cllr Adams** asked for Tree Perseveration Orders to be added to a future agenda.
- **Cllr Codling** asked who supplied the Salt for the grit bins.
- **Cllr Codling** asked that the Tennis Club advertise the correct opening hours for the courts to include the public access. **Cllr Hanks** stated that the website booking system for the Tennis Courts did not work when accessing as a member of the public. Clerk would ask the Tennis Club to submit full details of access for the Parish Council to agree,

239294 Correspondence

A list of correspondence received and sent since the meeting held on 11th July 2023 had been circulated as Information Sheet no 5/August2023 and was noted by Members.

There being no further business the meeting closed at 8.52pm

Minutes of Cold Ash Parish Council

Signed..... Date.....
Chairman