



**Minutes of a meeting of Cold Ash Parish Council on Tuesday 13<sup>th</sup> February 2024 at 7pm in the Committee Room of Acland Memorial Hall**

**Public Participation**

A member of the public spoke to raise an objection to agenda item 239410 A [23/02856/REG3 Land Midway Between Heath Lane and Southend and Opposite, Cold Ash Hill](#). He said that the gate proposed to be replaced by this application has not been used in the 25 years he has been resident in Cold Ash. A gateway on Hatchgate Close has been regularly used to access the land (JW concurred with this statement as a resident of Hatchgate Close) and he questioned why a new gate is needed. He also stated that he believes agricultural access is permitted via the new gateway to the catchment ponds rendering another new gateway unnecessary. He is concerned that the addition of another gateway onto Cold Ash Hill would be a way of opening the site to future development for housing.

**Present:** Cllrs McArdle (IM) (Chair), Hanks (RH), Adams (PA), Wilding (JW), Clark (BC)  
**In attendance:** Rosie Jardine (Clerk) and District Cllr Dick

**239404 Apologies for Absence**  
Cllrs Fenner (MF), Codling (HC) and Murray (PM)

**239405 Declarations of Interest**  
There were no declarations of interest

**239406 Thatcham Parochial Charities (TPC)**  
**A** The Chairman of TPC presented to Council introducing the Charities, what it does and its history. The Charities currently have a vacancy for one trustee following the resignation of the Cold Ash Parish Council representative after 55 years of service. Given that the Charities support the ancient Parish of Thatcham which includes Cold Ash, the Charities wish to invite a member of CAPC, or other interested party to apply for the role of Trustee. There is an existing Trustee whose ex officio role as a Church Warden in Thatcham is coming to an end who may be interested in taking on the role.

**B RESOLVED ALL IN FAVOUR** To promote the Trustee vacancy within the Parish to gauge interest from residents and, if no response is received, to take up the interest of the Church Warden in Thatcham.

**239407 Minutes**  
BC strongly disagreed with the accuracy of the draft minute for item 239386 at the meeting of 9.1.24, specifically the first resolution resulting in an action for PM to respond to the request for additional maps or information in the Investigation of the width of south-easternmost section of Drove Lane, Cold Ash. BC intends to take further action to dispute the matter.

**RESOLVED** That the draft minutes of 9.1.24 item 239386 should be amended to read:  
**4 IN FAVOUR:** 239386 RESOLVED That PM will respond that CAPC has no new information or comment to submit at this time - ~~ALL IN FAVOUR~~ MAJORITY IN FAVOUR.  
**1 AGAINST**

239408

**To amend the minutes of the meeting held on 12.12.23**

It was agreed to amend the payments listed under item 239375A to remove the duplicate listings struck through below. It was confirmed that no duplicate payments were made.

|   |                    |
|---|--------------------|
| Clerk - retiring Clerk's back payment due to NALC increase        | 582.72             |
| Connecting Communities in Berkshire                               | 42.00              |
| Acland Memorial Hall  | 24.75              |
| Wardsflex   | 514.68             |
| NBB Outdoors (Rec. Ground Project)                                | 1457.00            |
| Newbury Christmas Tree Farm                                       | 260.00             |
| Barlow and Sons Ltd   | 26.63              |
| Barlow and Sons Ltd   | 24.17              |
| Integrated Building Consultancy (Rec. Ground Proj.)               | 240.00             |
| NEST (Clerk's Pension)  | 124.09             |
| Tactical Facilities Management                                    | 302.54             |
| Microsoft   | 12.36              |
| N Perry   | 360.00             |
| N Perry   | 100.00             |
| J Hauxwell  | 65.00              |
| Microsoft   | 12.36              |
| <del>Clerk - retiring Clerk's back payment due to NALC rise</del> | <del>582.72</del>  |
| <del>Connecting Communities in Berkshire</del>                    | <del>42.00</del>   |
| <del>Acland Memorial Hall</del>                                   | <del>24.75</del>   |
| <del>Wardsflex</del>  | <del>514.68</del>  |
| <del>NBB Outdoors (Rec. Ground Project)</del>                     | <del>1457.00</del> |
| <del>Newbury Christmas Tree Farm</del>                            | <del>260.00</del>  |
| <del>Barlow and Sons Ltd</del>                                    | <del>26.63</del>   |
| <del>Barlow and Sons Ltd</del>                                    | <del>24.17</del>   |
| <del>Integrated Building Consultancy (Rec. Ground Proj.)</del>    | <del>240.00</del>  |
| <del>NEST (Clerk's Pension)</del>                                 | <del>124.09</del>  |
| <del>Tactical Facilities Management</del>                         | <del>302.54</del>  |
| Grundon   | £65.63             |
| I McArdle   | £404.00            |
| plusnet   | £37.51             |
| The Castle Cold Ash   | £87.30             |
| IONOS   | £4.80              |
| ARD Playgrounds   | £127.51            |
| ARD Playgrounds   | £321.60            |
| Clerk's Salary  | confidential       |
| Clerk's Pension   | confidential       |
| HMRC  | £739.01            |

239409

**Policies**

**RESOLVED**  
**ALL IN FAVOUR**

To adopt a policy for Recording and Use of Social Media at Meetings, which will be reviewed in February 2027.

239410

**Planning Matters****A Applications**

[23/02856/REG3 Land Midway Between Heath Lane and Southend and Opposite, Cold Ash Hill](#) Construction of a new agricultural access point to the landowner's field to replace the existing one that is to be lost as a result of the Flood Alleviation Scheme currently under construction at Heath Lane (ref. 21/03135/COMIND). The works will involve the removal of the existing gate used for access and the provision of a 4.8m wide new gate access point, and grasscrete surface to provide a crossing point from the

existing kerb line to the existing field.

**RESOLVED**  
**ALL IN FAVOUR**

TO OBJECT: Cold Ash Parish Council objects to the construction of a new gate. The gate, which is proposed to be replaced due to its loss as a result of the Flood Alleviation Scheme, has been left unused for many years in favour of an alternative access point via Hatchgate Close. This Council believes that a new gate is unjustified.

[23/02195/HOUSE Arbor Low, Bucklebury Alley, Cold Ash](#)

Section 73A application to vary condition 2 (Approved plans) and condition 3 (Materials) of approved 21/03247/HOUSE - Two storey front and rear extensions (CAPC No Objection 25.10.23)

- 1 Amended plans and Design and Access Statement have been submitted to reflect the build on site.
- 2 The proposal description is amended to include the Variation of Condition 3 - materials.

**RESOLVED**  
**ALL IN FAVOUR**

NO OBJECTION

[24/00157/HOUSE Drake House, The Ridge, Cold Ash](#)

New front porch with part castellated roof and fenestration to front and side elevations.

**RESOLVED**  
**ALL IN FAVOUR**

NO OBJECTION

[23/02973/HOUSE Cherry Cottage, Bucklebury Alley, Cold Ash](#)

Two-storey side and rear extension to the existing residential dwelling and the construction of an outbuilding following the demolition of the existing outbuilding

**RESOLVED**  
**ALL IN FAVOUR**

NO OBJECTION

Cold Ash Parish Council has no objection subject to the following caveats:

- CAPC has noted that the outbuilding is outside the settlement boundary
- the site should remain as a single dwelling and this Council's response does not imply that there is likelihood of the outbuilding being converted to a residential dwelling in the future
- no public notice was on display at the property; neighbours may have been unaware of this application.

## **B Decisions**

Council noted the following decision

**NOTED APPROVED: 23-02887-COND Coley Farm** - Approval of details reserved by Condition 18 (SuDS) of approved application 22/02124/FULEXT: Section 73: Variation of Condition 3 (Approved Plans) and 29 (Hard Landscaping) of previously approved application 20/00604/FULEXT: Erection of 75 dwellings, with associated access, parking, internal roads, drainage, landscaping, children's play space and other associated infrastructure

239411

### **Annual Parish Meeting – Tuesday 16.4.2024**

Members discussed the potential content of the Annual Parish Meeting and the proposed date of 16.4.24 currently booked at The Acland Memorial Hall.

Members suggested that the recent Recreation Ground Project should be a leading item. CAPC should factually present on the NDP. The Poor's Allotment & Recreation Ground Charities and the WAG should also be presented.

**ACTION** The Clerk will invite various known groups, including but not limited to: CAVG, The Bulletin, Thatcham Parochial Charities, Cold Ash Greening Group, Cold Ash Boys & Girls Football Club, Phoenix Flowers, Heritage Group, Guiding, Scouting and Tennis Club.

**ACTION** The Clerk will ask Cold Ash residents if they would like anything included.

**ACTION** The Clerk will circulate alternative dates for members to consider as BC and RH advised they cannot attend on the proposed date.

- 239412**      **Neighbourhood Development Plan (NDP) Update**  
 IM reported that the decision notice has been drafted and is going to a special meeting on 20.2.24. If approved, the NDP will go to referendum alongside Hermitage's NDP and the Police Crime Commissioner on 2.5.24.
- 239413**      **80<sup>th</sup> Anniversary of the D-Day landings – Thursday 6.6.24**  
 IM reported that he has approached experienced volunteers who are willing to facilitate the beacon lighting which would be open to all. Following discussion, it was agreed that  
**ACTION** IM will invite Cold Ash residents to get involved should they wish to take on any of the other possible activities proposed by the D-Day80Beacons group.
- 239414**      **Recreation Ground Project**  
 To receive a report from the Recreation Ground Project team.  
 Council noted the report and expressed thanks to the project team for an exceptionally well managed project. It was agreed that any remaining funding will remain in CIL and be available for future project/s.  
**ACTION** PA volunteered to approach members of the Tennis Club to see if there is any interest in participation in an opening event, possibly a tournament. The Clerk suggested that the paddles and balls supplied as part of the project could be a competition prize.
- 239415**      **Clerk's Report**  
 The Clerk reported the following items:  
 - An enquiry has been submitted by a resident for use of the Recreation Ground for a Newbury & District Amateur Radio Society event in June. Council raised concerns about the suitability of the site due to the size of the equipment proposed. BC suggested that he could accommodate the event at Westrop Farm.  
**ACTION** IM will contact the enquirer to offer the group the opportunity to present to CAPC at its meeting on 12.3.24 and to advise of the alternative option available at Westrop Farm.  
 - RoSPA has been engaged for an April/ May annual play safety inspection.  
 - A smart meter is due to be installed for the Parish Office power supply.  
**ACTION** - An email has been received from the applicant for Planning application 23/00565/FUL Land adjacent to Greenbanks: the email expressed disappointment at CAPC's objection in January having previously raised no objection.  
 The Clerk will respond that their disappointment is understandable and that CAPC had acted in response to the addition of a report by Mr Bachus.  
 - VAT: the Clerk will make another reclaim for VAT for Jan & Feb and then again for March  
 - The new Parish Office telephone and broadband service is running in place of Plusnet which no longer offers a business service. The service is ready for the digital switch but does not currently have voicemail; this will be addressed.  
**ACTION** - 2024-2025 Budget explanation: The Clerk will confer with PA and report back to Council. Suggested items for inclusion are a comparison of other Parishes in the area, devolution from WBC and the budgeting issue identified by the Clerk.
- 239416**      **Pre-School Garden Tenancy Agreement**  
 There was discussion to establish if a further 5-year agreement is necessary and or appropriate given the arrangements between CAPC as Custodian Trustee and the Acland Memorial Hall Trustees as Management Committee. PA also identified a minor error in the agreement wording.  
**ACTION** PA will email Clerk with a suggested minor edit.  
**RESOLVED** To approve and reissue this agreement for a further 5 years and review again before it's  
**ALL IN FAVOUR** renewal in 2029

**Finance**

- A. **Items for payment** - To review and approve items of expenditure – approved.

Council reviewed and approved the following items of expenditure:

|   |            |
|---|------------|
| Transfer to savings: Church Carols donation         | 288.00     |
| John Lewis - office shredder                        | 64.99      |
| Acland Memorial Hall - 13.2.24                      | 24.75      |
| Castle Water  | 110.86     |
| AD Clark - 10+23/10/23                              | 571.62     |
| AD Clark - Glebelands & Rec cut 7/11/23             | 221.27     |
| AD Clark - churchyard wildflower cut                | 85.00      |
| Newbury & Thatcham Green Gym - Orchard pond/stream  | 25.00      |
| Acland Memorial Hall - 16.1.24                      | 18.75      |
| Transfer to savings: Downe House Carols donation    | 1819.44    |
| Return to savings: VAT portion of invoice from IBC  | 40.00      |
| IONOS - web hosting                                 | 4.80       |
| Transfer to savings: Tennis Court refurb E. Reserve | 750.00     |
| J Hauxwell - litter picking                         | 65.00      |
| Grundon   | 64.88      |
| Clerk's Salary                                      | 1,141.01   |
| Clerk's Pension                                     | 87.66      |
| Tactical Facilities - bin empties                   | 409.08     |
| NJ Perry - Orchard pruning                          | £120.00    |
| NJ Perry - Rec. Ground hedge                        | £100.00    |
| Proludic - project                                  | £28,483.07 |
| BT - office broadband                               | £35.86     |

- B. **Bank reconciliation for approval** – Council received, approved and signed bank reconciliations for Dec 2023 and Jan 2024 and bank statements were signed by IM.
- C. **Payments against Budget** - the Analysis of Payments against Budget to Feb 2024 will be deferred until the March meeting.
- D. **VAT reclaim** – Council noted the VAT reclaim for 1.10.23 – 31.12.23.
- E. **Reserves** – Council discussed and approved the Clerk's recommendations for adjustments to Reserves.

**RESOLVED  
ALL IN FAVOUR**

**239418**

**Outside Bodies....**

IM reported on his attendance at the District Parish Conference on 30.1.24 where topics covered included WB Strategy, Budget, Flooding and Planning.

**239419**

**Councillors' Reports & Questions**

JW reported that the VAS on Cold Ash Hill has been out of action for quite some time. The Clerk was able to respond that this has been reported and chased and that the repair is part of a district wide delay. IM gave his apologies for absence for the meeting on 12.3.24.

**239420**

**Correspondence**

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

There being no further business the meeting closed at 8.59 pm.

Chairman .....

Date .....