

# WALTHAM ST LAWRENCE PARISH COUNCIL

The Old School, The Street, Shurlock Row, Berkshire RG10 0PR

Clerk to the Council:

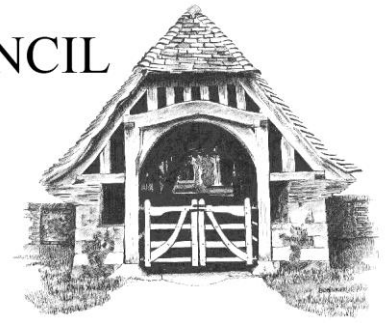
Mrs MJ Streater

Telephone:

07956 217783

Email:

wslparishclerk@gmail.com



## Minutes of a Meeting of Waltham St Lawrence Parish Council held on 9<sup>th</sup> July 2019

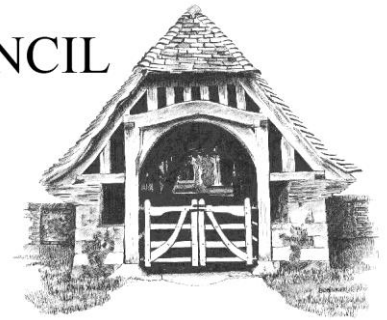
**Present:** Mike Kay (Chairman), Mark Hipgrave (Vice-Chairman), Graham Pobjoy, Rupe Patel, Paul Mason, MJ Streater (Clerk).

**Also, present:** 8 Members of the public

	<b>Public Question Time</b>	<b>ACTION</b>
	<p>Members of the public asked questions regarding</p> <ul style="list-style-type: none"> <li>• Beenhams Heath, 2 properties identified (Barns south of Callins Cottage) which Clerk has contacted RBWM to request a longer time frame to respond and to allow Clive Scott-Hopkins to have an input.</li> <li>• Beenhams Farmhouse, the Clerk confirmed that following a discussion with the case officer, an enforcement notice will be served to remove the vehicles from the site. It was noted that correspondence has been received from the owner, see below under correspondence/planning.</li> <li>• Grass verges along the Shurlock Road are getting very dangerous now. Footpaths next to Hilarion are also very overgrown. The Chairman responded that although verges and footpaths remain the responsibility of RBWM, due to budget constraints (and looking after butterflies!), the verges are being trimmed less often than we would ideally like. The Parish Council have decided to take a pragmatic approach; where visibility causes a safety issue or in extreme circumstances, individuals may be approached in the Parish to trim and clear as appropriate. The area outside the Nature Reserve is of concern and this has been identified to RBWM as the sight lines on exiting the site are dangerous when the verge is overgrown. This will be stipulated before the Parish Council take responsibility for the site. It will also be highlighted to Cllr Johnson. Identified that the verges need to be cleared every 2 weeks.</li> <li>• A local resident expressed concern about his hedge being overly cut back. The Chairman agreed to review outside the meeting.</li> <li>• Burial Ground late at night possible drug issue late at night. Clerk to get further details and contact the PCSO.</li> <li>• Member of the Public expressed his thanks to the Clerk for the efforts on the Nature Reserve, and to Rupe Patel for taking over the project.</li> <li>• Several members asked to discuss the application for Longmead.</li> <li>• A member raised the issue that School Road has road markings that need to be updated. The Chairman asked Graham Pobjoy to discuss with RBWM.</li> </ul>	<p>Clerk</p> <p>Paul Mason</p> <p>Clerk</p> <p>Chairman</p> <p>Clerk</p> <p>Graham Pobjoy</p>
FC/7/401/2019	<b>Apologies.</b> Received from Clive Scott-Hopkins, Herman Bleekendaal, Cllr Hunt, Cllr Johnson	

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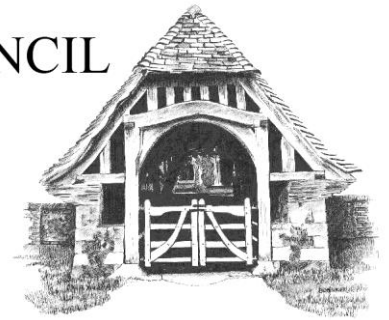
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FC/7/402/2019	<b>Minutes:</b> Minutes of the meeting held on 6 <sup>th</sup> June 2019 were approved by the Council and signed by the Chairman.	Clerk
FC/7/403/2019	<b>Declarations of Interests:</b> Paul Mason declared an interest in 19/01472 Longmead	
FC/7/404/2019	<p><b>Significant Matters Arising from the June Minutes:</b>  <b>Campaign for the Protection of Rural Wokingham (CPRW)</b> No further update  <b>Shurlock Road Nature Reserve, Shurlock Road, WSL.</b>                  RBWM are keen to hand this project over to the Parish Council ASAP, there are issues that need to be resolved before that happens:</p> <ul style="list-style-type: none"> <li>▪ Long grass will require cutting at least once per year, this will require a tender.</li> <li>▪ Lease issues are still being discussed with Lawyers.</li> <li>▪ Sightlines – these are currently poor on the exiting site and responsibility for maintaining these needs to be resolved before handover.</li> <li>▪ AOB                     <ul style="list-style-type: none"> <li>○ Bin emptying – where does the responsibility lie</li> <li>○ Signage – Dogs, fouling, lake</li> <li>○ The grass recently laid will take time to bed in and will be a safety risk until it is established.</li> <li>○ Turf will be watered every day until it is established.</li> <li>○ Anti-unauthorised entry bunds and bollards to be installed</li> <li>○ August opening is thus not unrealistic.</li> </ul> </li> </ul>	<p>Rupe Patel/ Paul Mason</p> <p>Rupe Patel</p> <p>Rupe Patel</p>
FC/7/405/2019	<p><b>Planning Applications</b>  <b>19/01538/FULL</b>  <b>Four Acres Twyford Road Waltham St Lawrence Reading RG10 0HE</b>                  Single storey side infill extension with front bay window. Garage conversion with hip to gable to create ancillary accommodation.  <b>Parish Council Comment:</b> Parish Council have no objection provided the application does not contravene GB2 or GB4                  Paul Mason left the meeting  <b>19/01472/FULL</b>  <b>Longmead Milley Road Waltham St Lawrence Reading RG10 0LA</b>                  New first floor with first floor North facing balcony.  <b>Parish Council comment:</b> The Parish Council strongly object based on</p> <ul style="list-style-type: none"> <li>▪ It is a massive overdevelopment of the site compared to the original small bungalow which existed in the 1970s, therefore would breach GB2 and GB4.</li> <li>▪ There are privacy issues relating to the balcony overlooking neighbouring properties.</li> <li>▪ There are concerns about the impact the proposed property would have on neighbouring trees</li> <li>▪ There are concerns that there would be insufficient parking for a property of this size.</li> </ul> <p>If the Planning Officer were minded to approve this application, the Parish Council would request that it be referred to Panel.</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>Paul Mason re-joined the meeting  <b>19/01378/FULL</b>  <b>Paddocks The Street Waltham St Lawrence Reading RG10 0JH</b>                  Replacement vehicular access gate and brick piers.  <b>Parish Council Comment:</b> The Parish Council would support this application.</p> <p><b>19/01698/CONDIT</b>  <b>Lewins The Street Shurlock Row Reading RG10 0PR</b>                  Details required by condition 2 (porch materials) 3 (brickwork and mortar details) 4 (brickwork and mortar details) 5 (fenestration) of Listed Building Consent 18/02209 for a replacement single storey rear extension with alterations to fenestration and front porch, and internal alterations.  <b>Parish Council Comment:</b> The Parish Council made no comment.</p> <p><b>19/01683/CONDIT</b>  <b>Lewins The Street Shurlock Row Reading RG10 0PR</b>                  Details required by condition 2 (porch materials) 3 (brickwork and mortar details) 4 (brickwork and mortar details) of planning permission 18/02208 for a replacement single storey rear extension with alterations to fenestration and front porch.  <b>Parish Council Comment:</b> The Parish Council made no comment.</p> <p><b>19/01674/FULL</b>  <b>Barns South of Callins Cottage Beenhams Heath Shurlock Row Reading</b>                  Conversion of former cart shed and cow house to 2 no. dwellings  <b>Parish Council Comment:</b> The Parish Council has requested to defer this discussion to the August meeting.</p> <p><b>19/01675/LBC</b>  <b>Barns South of Callins Cottage Beenhams Heath Shurlock Row Reading</b>                  Consent for the conversion of former cart shed and cow house to 2 no. dwellings  <b>Parish Council Comment:</b> The Parish Council has requested to defer this discussion to the August meeting.</p> <p><b>19/01737/CLASSO</b>  <b>Bear Farm Office Binfield Bracknell RG42 5QE</b>                  Class O: Change of use from B1 (office) to C3 (dwelling) to create x1 dwelling.  <b>Parish Council Comment:</b> Have insufficient information to make any comment.</p> <p><b>19/0828VAR</b>  <b>Old Oak Cottage Sill Bridge Lane Waltham St Lawrence Reading RG10 0NT</b>                  Variation (under Section 73) to planning permission 16/00424/FULL to vary the wording of Condition 3 (domestic permitted development rights) to read "Irrespective of the provisions of Class A of part 1 of schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking and re-enacting that Order with or without modification) no enlargement, improvement or any other alteration of or to any dwelling house the subject of this permission shall be carried out without planning permission having first been obtained from the Local Planning Authority."</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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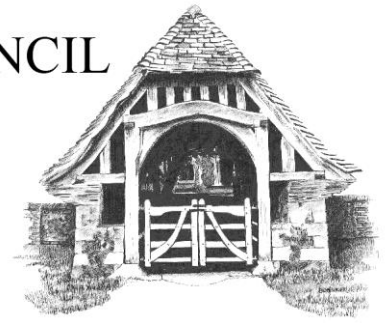
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	<p><b>Parish Council Comment:</b> The Parish Council noted but made no comment.</p> <p><b>19/01769LBC</b>  <b>Old Gunsbrook House</b>                  Consent for internal alterations to the ground and first floors of the annexe.</p> <p><b>Parish Council Comment:</b> The Parish Council would support the planning officer and the listed building officer to ensure that any renovations are undertaken correctly.</p>	Clerk
FC/7/406/2019	<p><b>Trees in a Conservation Area:</b> There were none</p>	
FC/7/407/2019	<p><b>Plans that have arrived in the last couple of days:</b> All covered above</p>	
FC/7/407/2019	<p><b>Other Planning Matters:</b>  <b>Bellman Hanger</b> confirmed that this is likely to go to panel in September  <b>Emergency Plan</b> It was confirmed that the Parish do not have a specific emergency plan advice would be sought from RBWM, this to include action to be taken in the event of a senior national figure.  <b>HELAA</b> – the project to identify sites available for housing development. It is recognised that the recently circulated plans are out of date and RBWM have confirmed that new documents will be issued in September. It was felt that further discussion should await the reissue of the documents.                  John Torrid Farm outside the Parish of Waltham St Lawrence (Shottesbrooke). RBWM are investigating a significant amount of digging that is taking place on the site.                  Shurlock Inn appears to be complete To be removed from agenda</p>	Clerk
FC/7/408/2019	<p><b>Enforcement Notices and Appeals:</b>  <b>Andrews Yard</b> awaiting contravention notice from RBWM  <b>Beenhams Farmhouse</b> No further update although an enforcement notice is anticipated: notice re removal of vehicles awaited RBWM                  Letter received from the owner disappointed in the negative response received to date from the Borough and the Parish Council. Clerk to acknowledge receipt of the letter and thanking him for looking after grass verges, but reiterating protection of the Conservation Area etc.                  Barn Bears Copse Appeal Continues</p>	Clerk
FC/7/409/2019	<p><b>Finance:</b>                  No Cheques were raised                  Schedule of online payments for £1,132.87                  RFO Salary, Clerk Salary, Memorial Ground maintenance, Office 365 licence, HMRC for RFO, QuickBooks online. Payments were approved by the council and signed by the Chairman                  Cheques received £1,110.00 were noted from Admiral ref The Memorial, also re the Burial Ground.                  The Asset Register was discussed, and it was agreed the old laptop should be removed and destroyed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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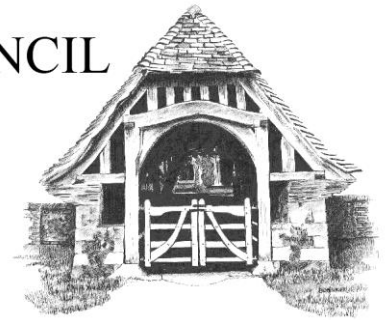
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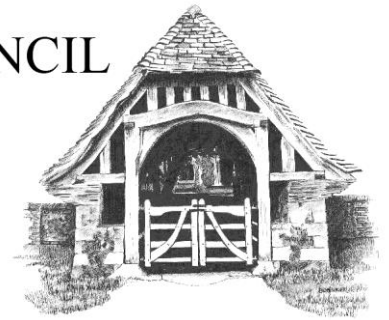
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	<p>The Chairman highlighted to the meeting that the posting of the supporting documents for the annual return were delayed beyond the deadline of 1<sup>st</sup> July due to software issues. In the Chairman's experience no individual has previously requested sight of the documents. On this occasion an individual did request to view the documents and reported the Parish Council to the External Auditor. The Auditor has suggested that we may have to repost the documents and restart the process. This is likely to incur cost (mainly time but possibly money) The Chairman confirmed that neighbouring Parishes are not compliant, only reporting data for 2018 and 2016; it was not considered by the local association of Local Councils to be a serious misdemeanour. It is intended to improve our record in this area going forward. The Chairman also confirmed that the Neville Hall Charitable Trust Accounts are filed totally separately to the Parish Council.</p>	<p>Clerk</p>
<p>FC/7/410/2019</p>	<p><b>Reports from Representatives:</b>  <b>Report from the Clerk:</b></p> <ul style="list-style-type: none"> <li>▪ IT - Training being investigated with Simon Shaw. A proposal will be brought forward to the August meeting</li> <li>▪ Rural Broadband - Clerk confirmed that Gigaclear have expressed apologies for their lack of communication previously regarding work to lay cables. They have also confirmed that their footprint ceases at Hilarion. Graham Pobjoy to investigate whether there genuinely is a gap between WSL and Shurlock Row (also to investigate why Halls Lane is not covered).</li> <li>▪ SE Water vs Castle Water - Update still awaited.</li> <li>▪ Parish Charter - now signed and live. Other local Parish Councils are positive</li> <li>▪ Defibrillator Awareness session 28th June 2019 was successful for the small number of people who attended. It was professionally well run</li> <li>▪ Dog Poo tipping on footpaths - The Parish Council and PCSO are aware this is happening, and it continues to be investigated</li> </ul> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>▪ Limited feedback on the New Parish Councillors' first insert in the Lychgate. It was agreed communication of any sort remains important across all media.</li> </ul> <p><b>Bridleways &amp; Footpaths:</b></p> <ul style="list-style-type: none"> <li>▪ Clerk to brief Herman Bleekendaal on comments made re overgrown footpaths on this return from holiday.</li> </ul> <p><b>Highways:</b></p> <ul style="list-style-type: none"> <li>▪ Network Rail Site - Cllr Johnson investigating signage</li> <li>▪ Straight Mile footpath and hedge - no further update</li> <li>▪ Verge cutting concerns - discussed above, continue to work on key sightlines in the Parish. To be shared with Cllr Johnson.</li> </ul> <p><b>Burial Ground:</b></p> <ul style="list-style-type: none"> <li>▪ State of the grass and state of the trees - comments from local residents. The Chairman confirmed he has inspected with Paul Mason/Rupe Patel.</li> <li>▪ Terms and Conditions of the Burial Ground will be reviewed. This to include maintenance of headstones etc.</li> </ul>	<p>Graham Pobjoy  Clerk  Rupe Patel  Clerk  Graham Pobjoy  Rupe Patel  Clerk</p>

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	<ul style="list-style-type: none"> <li>▪ It was confirmed that the Clerk would notify Paul Mason/Rupe Patel when a service is taking place so that it is tidy and no work taking place in the area.</li> <li>▪ Memorial Garden To be reviewed by Paul Mason/Rupe Patel</li> </ul> <p><b>Parish Maintenance:</b></p> <ul style="list-style-type: none"> <li>▪ Some of the trees being removed from the Nature Reserve could be used in the Burial Ground or elsewhere in the Parish ANB to liaise with Rupe Patel and Paul Mason</li> <li>▪ Alastair to confirm the work schedule for weeding etc.</li> <li>▪ Visual tree survey due to be conducted as part of the risk register</li> <li>▪ Litter Pick - adopt a Street being explored (also adopt a Parish). Likely to happen in the spring</li> </ul> <p><b>Capital Projects:</b></p> <ul style="list-style-type: none"> <li>▪ The Pound still being investigated for small posts to be added in the autumn</li> <li>▪ Mick's Bench - quote received likely to be sited on the right of the Lychgate (concern from resident re noise noted – to be monitored) likely to be complete October.</li> <li>▪ Presentation Screen – expected to be installed prior to next meeting</li> </ul> <p><b>Ditches &amp; Allotment:</b></p> <ul style="list-style-type: none"> <li>▪ Offer from local resident for fresh horse manure to be turned down, only if well-rotted.</li> <li>▪ Promotion of allotments update there was none</li> </ul> <p><b>HR:</b></p> <ul style="list-style-type: none"> <li>▪ Training for New Councillors Tuesday 16th July Neville Hall 6pm</li> <li>▪ Clerk's appraisal - completed</li> <li>▪ Clerk attended meeting with DALC - useful going forward</li> <li>▪ Parish Conference - happens Thursday 11<sup>th</sup> July, late notice by RBWM, going forward would be useful for Parish to be represented.</li> </ul>	<p>Rupe Patel/Paul Mason</p> <p>Paul Mason Chairman Paul Mason</p> <p>Mark Hipgrave</p> <p>Herman Bleekendaal</p> <p>All</p> <p>All</p>
FC/7/411/2019	<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>▪ Received from the owner of Beenhams Farmhouse. Clerk to respond.</li> </ul>	Clerk
FC/7/412/2019	<b>AOB:</b> None	
	<b>Date of Next Site Visits: Neville Hall 9am Saturday 3<sup>rd</sup> August 2019</b>	
FC/7/413/2019	<b>Date of Next Meeting: Neville Hall 7pm Tuesday 6<sup>th</sup> August 2019 – restricted agenda</b>	
	<b>The meeting closed at 8.58 pm and the confidential meeting commenced.</b>	