

*BUCKLEBURY PARISH COUNCIL*  
Jasmine Cottage, Byles Green,  
Upper Bucklebury, Reading. RG7 6SD  
Phone: 01635 863581  
e-mail: [clerk@buckleburyparish.org](mailto:clerk@buckleburyparish.org)

To: All members of Bucklebury Parish Council

You are hereby summoned to attend the annual meeting of Bucklebury Parish Council. If you are unable to attend, please notify the clerk.

## **Notice of Meeting**

Date: Monday 15<sup>th</sup> May 2023

Time: 7.45pm

Location: The Oak Room, Bucklebury Memorial Hall, Upper Bucklebury

*Helen Pratt*

Helen Pratt – Clerk to Bucklebury Parish.

10<sup>th</sup> May 2023

## **AGENDA**

<b>1. To elect the Chairman of the Council and to receive the Declaration of Acceptance of Office.</b>
<b>2. To elect the Vice Chairman.</b>
<b>3. Apologies for absence.</b> 3.1 To receive apologies for absence from the meeting.
<b>4. Declarations of interest.</b> 4.1 To receive declaration of interest papers for the Register. 4.2 To receive any declarations of interests in agenda items.
<b>5. Public session.</b> 5.1 To receive any comments from the public or police (if present).
<b>6. Minutes of the last Parish Council Meetings.</b> 6.1 To approve and sign the minutes of the meeting of BPC held on Monday 17 <sup>th</sup> April 2023.
<b>7. To consider the vacancies on the council and possible co-option.</b>
<b>8. Appointment to Committees:</b> 8.1 Bucklebury Planning Committee 8.2 Bucklebury Burial Board 8.3 Bucklebury Meadows and Hockett Field

<p><b>9. Appointments to External Bodies:</b></p> <ul style="list-style-type: none"> <li>9.1 Bucklebury Memorial Hall</li> <li>9.2 Commons Advisory Committee</li> <li>9.3 Victory Room Committee</li> <li>9.4 Recreation Ground Committee</li> <li>9.5 West Berkshire Heritage Forum</li> <li>9.6 Chapel Row Patient Participation Group</li> </ul>
<p><b>10. Positions of Responsibility:</b></p> <ul style="list-style-type: none"> <li>10.1 Fred Dawson Playarea and BMX track</li> <li>10.2 Public Rights of Way</li> <li>10.3 Grit bins</li> <li>10.4 Coffee mornings/Wellbeing</li> <li>10.5 The Oaks</li> <li>10.6 Opposition to NE Thatcham</li> </ul>
<p><b>11. To review corporate documents and the Asset Register.</b></p> <ul style="list-style-type: none"> <li>11.1 Standing Orders</li> <li>11.2 Financial Regulations</li> <li>11.3 Risk Assessment</li> <li>11.4 Code of Conduct</li> <li>11.5 Asset Register</li> </ul>
<p><b>12. To make review the insurance arrangements (long term arrangement until 6/5/2024).</b></p>
<p><b>13. To confirm meeting dates for the coming year.</b></p>
<p><b>14. Chair’s report.</b></p> <ul style="list-style-type: none"> <li>14.1 To receive an update from the Chair.</li> </ul>
<p><b>15. Clerk’s report.</b></p> <ul style="list-style-type: none"> <li>15.1 To make any final arrangements for the Annual Assembly (Friday 19<sup>th</sup> May).</li> <li>15.2 Timescales for the May edition of The Oaks.</li> <li>15.3 To receive an update on the BPC SID license.</li> <li>15.4 To consider the quote for the Chapel Row Bus shelter roof.</li> </ul>
<p><b>16. Planning.</b></p> <ul style="list-style-type: none"> <li>16.1 To consider the following planning applications: <ul style="list-style-type: none"> <li>16.2 23/00938/FUL – Westfield Stables, Tylers Lane. <i>Conversion of redundant stable to form one dwelling, car parking, landscaping and associated works.</i></li> <li>16.3 23/00813/FUL &amp; 23/00814/LBC – Brockhurst School. <i>Remodelling of the existing class rooms (within the existing converted stables) at Brockhurst and Marlston House Schools to include the introduction of new window and doorway openings, co-join neighbouring rooms and relocate existing wc provision.</i></li> <li>16.4 23/00562/FUL – Oak Acre House. <i>28 panels mounted via a ground mounted racking system. The panels will be pitched at 25 degrees with the highest part of the panel sitting ~2m off the surface of the ground. The proposed panels are ‘all black’ in finish to improve the aesthetic and also make the installation less visually obtrusive. The installation is expected to generate in the region of 11,202 kWh/year which will offset circa 2,201 kgCo2/year (based on MCS approved carbon intensity values).</i></li> </ul> </li> </ul>

16.5 23/00878/HOUSE – Cyntra, The Slade.

*Proposed two storey side extension and storm porch and internal alterations.*

16.6 To receive planning decisions made by WBC.

16.7 To review any new adjacent parish applications.

16.8 To receive an update on the Local Plan.

**17. District Council Business.**

17.1 To receive the District Councillor's report.

**18. Bucklebury Meadows and the Hockett Field.**

18.1 To receive an update on the tree work in the meadows.

18.2 To receive an update on the meadows.

**19. Cemetery and Chapel.**

19.1 To receive an update on the Cemetery and Chapel.

**20. Fred Dawson Playpark and the BMX Track.**

20.1 To receive an update on the playarea and BMX track.

**21. Wellbeing.**

21.1 To receive an update on defibrillators.

21.2 To receive an update on the Coffee mornings.

21.3 To receive an update on the antisocial behaviour in Upper Bucklebury.

**22. Environment.**

22.1 To receive an update on the Conservation area work.

22.2 Highways.

22.2.1 To receive an update on speeding in the parish.

22.2.2 To receive an update on grit bins in the parish.

22.3 To receive an update on works on the Common.

**23. Finances.**

23.1 To review cheques for payment.

23.2 To review the current balance and the financial position.

23.3 To receive an update on additional signatories.

23.4 To receive an update on audit.

**24. Correspondence.**

**25. Reports – To receive an update from any meetings.**

25.1 Any other meetings.

**26. Round table Comments.**

**Upcoming meetings:**

**Annual Assembly: Friday 19<sup>th</sup> May 2023 at 7.45pm (Victory Room)**

**Planning meeting: Tuesday 30<sup>th</sup> May 2023 at 7.45pm (tbc)**

**BPC meeting: Monday 12<sup>th</sup> June 2023 at 7.45pm (Victory Room)**