



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

## Full Council Meeting of Holybrook Parish Council

This meeting is open to the press and public (subject to room capacity) (Public Bodies (Admission to Meetings) Act 1960)

**Date of Meeting** Monday 13<sup>th</sup> March 2023

<b>Location</b>	Beansheaf Room  Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
<b>Time</b>	7.30pm
<b>Circulation</b>	All Council members and District Councillors

### 7.30pm Open forum for members of the public

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Holybrook Parish. No decision can be taken during this session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

<sup>1</sup> Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

### 7.45pm District Councillors' Report

District Councillors are invited to give short verbal reports on matters affecting Holybrook Parish.

# Council Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Items
1.	To receive apologies for absence (LGA 1972 s85 (1))
2.	Declarations of interest relevant to the agenda  Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).
3.	To approve and sign as correct record the minutes of full council meetings:  <b>a) Extra Ordinary Meeting of the full council Monday 13<sup>th</sup> February 2023;</b>  <b>b) Full Council Meeting on Monday 13<sup>th</sup> February 2023.</b>

## Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>a) Payments – <b>Members are asked to approve payment sheet 10-22/23</b> (enclosed).</p> <p>b) Members are to ratify the following recommendations of the Finance Committee:</p> <p>i) The lights in the Keep are upgraded at the same time as its pain refresh in 2024/25;</p> <p>ii) The Linear Hall window blinds (facing the Linear Park) to be removed and replaced with frosting/solar films as soon as possible in 2023/24;</p> <p>iii) The policy for deposit and other hire charges (enclosed).</p> <p>(members were e-mailed copies of the Finance Committee documentation before the FC meeting and the draft minutes are enclosed for reference).</p> <p>c) <b>Members to review the enclosed fire door maintenance works and agree the scope of the works and the associated costings.</b></p>
5.	<p>Planning:</p> <p><b>a) Members to review appeal notice (enclosed) and agree a formal response, if required:</b></p> <p>22/01766/COMIND: The Filberts, The Chase, Calcot, Reading, RG31 7RB – Appeal made against the decision of West Berkshire Council to refuse planning permission for the demolition of existing office building and erection of a three storey 66 no. bedroom care home (C2 use class) for the elderly and associated works. Note: all representations must be sent to the Inspectorate no later than 21<sup>st</sup> March 2023.</p> <p><b>b) New applications: Members to debate the following planning applications and agree the Council's response to each:</b></p>

Application no	Applicant	Address	Proposal
<b>23/00304/HOUSE</b>	Mr Wade	28 Honey Bee Street, Calcot, Reading, RG31 7DT	Retrospective: Proposed construction of garden office.

<b>23/00319/HOUSE</b>	Mr Frederick Appiah	6 Fairlop Close, Calcot, Reading, RG31 7EF	Double storey side extension.
<b>23/00374/HOUSE</b>	Mr Kirk Lim and Ms Jun Yong	2 Goodwin Close, Calcot, Reading, RG31 7ZW	Proposed single storey front/side extension. Proposed double storey side and rear extension. Proposed single storey rear extension. Proposed loft conversion of new taller roof structure.

<b>6.</b>	<p>Delegated Task Register - Refine</p> <p><b>Members to review the items on the Delegated Task Register which date back from March to May 2022 and either agree new action/remove from register or redelegate action.</b></p> <p><b>Additionally, Members to agree if they still wish to send a follow-up letter to the existing residents regards the Bellway Homes development</b> (minute reference: 180/21/22).</p>
<b>7.</b>	<p>Picnic in the Park – in honour of King Charles III Coronation</p> <p><b>Members to review attached suggestions report and:</b></p> <ul style="list-style-type: none"> <li>a) Approve/refine suggestions;</li> <li>b) Agree budget for each suggestion where required;</li> <li>c) Delegate tasks as appropriate.</li> </ul>

### Information Items/Reports

<b>8.</b>	<p>Delegated Tasks Register (enclosed) – Information Item</p> <p><b>Members to provide update on delegated tasks only.</b> These items are not for debate.</p>
<b>9.</b>	<p>Clerk's Report</p> <p>Members to receive a written report from the Parish Clerk to inform Members of Parish business not already included on the agenda or delegated tasks register.</p> <p>Also enclosed, for information, footpath survey. The results will be scrutinised by the Community and Environment Committee at its meeting in April (alongside the results of the CIL survey).</p>
<b>10.</b>	<p>Finance Committee Report – Cllr Tull</p> <p>Members to receive a verbal report from the Finance Committee following its meeting on Monday 27<sup>th</sup> February 2023.</p>
<b>11.</b>	<p>Neighbourhood Action Group – verbal report, Cllr Littlewood</p> <p>Members to receive a verbal report from Councillor Littlewood following the Neighbourhood Action Group meeting which took place on Thursday 2<sup>nd</sup> March 2023.</p>
<b>12.</b>	<p>Members to receive a written report with details on the following information (enclosed):</p> <ul style="list-style-type: none"> <li>1) Financial Information;</li> <li>2) West Berkshire Council Planning Decisions;</li> <li>3) New assets.</li> </ul>

<b>13.</b>	<p><b>Council Elections – Information Item</b></p> <p>Members are reminded that Council elections taking place on Thursday 4<sup>th</sup> May. Nominations must be delivered to Market Street between 24<sup>th</sup> March and 16:00 on 4<sup>th</sup> April in accordance with the requirements on the notice of election (Guide to Election Procedures enclosed for information).</p>
<b>14.</b>	<p><b>Chairman’s remarks</b></p> <ul style="list-style-type: none"><li>- Reminder Annual Assembly</li><li>- Reminder Asset Inspections</li><li>- Reminder June Scott’s Funeral</li></ul>