



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 24th April 2023

Location	Beansheaf Room Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7.30pm
Circulation	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 session¹, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

¹ 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)

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 meeting on Monday 13 th March 2023

Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>a) Payments – Members are asked to approve:</p> <p style="padding-left: 20px;">i) payment sheet 11-2022/23 ii) payment sheet 01-2023/24</p> <p>b) Members are asked to ratify the Assets Register (enclosed): note the Assets Register has been reviewed by the Internal Auditor.</p> <p>c) Members to approve the Unaudited Financial Statements 2023/23 – supplementary to the Annual Governance and Accountability Return</p> <p>d) The Annual Return Financial data for 2022/23</p> <p>e) Review and approve the price increase from Sunshine Commercial Services (details enclosed)</p>			
5.	<p>Internal Audit – Financial Year End 2022/23</p> <p>Members to review, and heed any recommendations of, the Internal Report which was produced following the second annual internal audit on Tuesday 11th April 2023 of the financial year 2022/23.</p>			
6.	<p>Annual Accounts Approval – Annual Governance and Accountability Return for the year ended 31st March 2023</p> <p>Members to ratify the following:</p> <p style="padding-left: 20px;">i) The internally audited accounts for the year ending 31/03/2023; ii) The Annual Governance Statement 2022/23 – Section 1 iii) Accounting Statements 2022/23 – Section 2 iv) The dates given for ‘Notice of appointment date for the exercise of electors’ rights’.</p> <p>JPAG Document enclosed which must be read before the aforementioned assertions are ratified.</p>			
7.	<p>New draft policy for review</p> <p>Members to review and approve the enclosed draft Policy on Dealing with Abusive, Persistent or Vexatious Complaints.</p>			
8.	<p>Planning:</p> <p>a) New applications: Members to debate the following planning application and agree the Council’s response:</p>			
	Application no	Applicant	Address	Proposal
23/00768/HOUSE	Mr Nadeem Tahir	1 Greencroft Gardens, Calcot, Reading, RG30 3PL		Single storey rear extension with tiled lean to roof. Widened parking area on driveway at rear of property, with ramped access to property.
9.	<p>Ratify Recommendations of the Community and Environment Committee – Cllr Croal</p> <p>Members to ratify the recommendations of the Community and Environment Committee following a meeting which took place on Monday 17th April 2023.</p> <p>Information enclosed.</p>			

10.	<p>Picnic in the Park – in honour of King Charles III Coronation</p> <p>Members to review attached information report and ratify the subsequent recommendations (enclosed).</p>
11.	<p>Review of received correspondence</p> <p>Members to review the enclosed correspondence recently received and formulate a formal response to each:</p> <ol style="list-style-type: none"> 1) Beansheaf Pre-School; 2) Resident Letter_01 and _02. The resident is asking to meet councillors regards planning application 21/02418/FUL (APP/W0340/W/22/3300783) (enclosed for reference, the Council's response to the Appeal) 3) Resident Email__01 (which includes response from Clerk and subsequent residential response) and _02
12.	<p>Annual Assembly Feedback – review and approve actions</p> <p>Members to review the suggested actions taken from The Parish of Holybrook's Annual Assembly and ratify and delegate each task (Report enclosed. Draft minutes enclosed)</p>

Information Items/Reports

13.	<p>Delegated Tasks Register (enclosed) – Information Item</p> <p>Members to provide update on delegated tasks only. These items are not for debate.</p>
14.	<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>
15.	<p>Planning Committee Report – Written report enclosed</p> <p>Members to receive a written report following a Planning Committee Meeting which took place on Monday 17th April 2023</p>
16.	<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 13th April 2023.</p>
17.	<p>What Local Councils can do about Emergency Planning – verbal report, Cllr Littlewood</p> <p>Councillor Littlewood to provide feedback following attendance of the aforementioned training course.</p>
18.	<p>Members to receive a written report with details on the following information (enclosed):</p> <ol style="list-style-type: none"> 1) Financial Information; 2) West Berkshire Council Planning Decisions;

19.	Chairman's remarks
------------	--------------------

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of Part II.

20. Abusive, unreasonable and vexatious complaints – Cllr Bedwell

21. Members to review enclosed proposal regards Calcot Cricket Club and agree next steps.

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council