



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 4th September 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)

7.45pm District Councillors' Report

District Councillors are invited to give short verbal reports on matters affecting Holybrook Parish (limited to 5 minutes).

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.	<p>Approval and adoption of the minutes</p> <p><i>Members to review and approve as accurate record the minutes of the Full Council meeting which took place on Monday 17th July 2023.</i></p>
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Council Decisions/Ratification of Committee Recommendations

4.	<p>Linear Park Events/Noise Complaints, Cllr Tull</p> <p>During the summer months, there have been three events in the Linear Park, that also used the Beansheaf Centre, following which complaints were received. The events were on Sunday 23rd July, Saturday 12th August and Saturday 19th August. These were three separate, unconnected bookings.</p> <p>Members to review the enclosed report before discussing the following (also enclosed for reference: Centre Conditions of Hire and WBC's Conditions of Hire):</p> <ul style="list-style-type: none"> a) <i>Any possible further action that can be taken to ensure that users can continue to enjoy the park whilst not causing excessive disturbance to the surrounding homes.</i> b) <i>the purchase of a sound pressure meter which can be used during events to ensure noise levels are not excessive.</i> <p>If the sound pressure meter is agreed to:</p> <ul style="list-style-type: none"> i) <i>Members to confirm how its application will be managed;</i> ii) <i>Members to confirm from which budget it should be purchased and maximum spend limit.</i>
5.	<p>Planning Other</p> <ul style="list-style-type: none"> a) Cllr, Lenaghan, <p>Planning Conditions, Bellway Homes: Members are advised that West Berkshire Council's Planning Department, West Berkshire Council's Countryside Department and Bellway Homes have been contacted regards, what is seemingly, an incomplete building site with many landscaping conditions/promises unfulfilled.</p> <p>West Berkshire Council's planning department has forwarded the points raised to its Enforcement Team who has entered the concerns 'onto the enforcement database' reference number: 23/00507/05NOAC. West Berkshire Council's Countryside Department has advised that the site will not be adopted by them until the work is complete. To date, no formal response has been received from Bellway.</p> <p><i>Members are asked what further action they wish to take.</i> Members are reminded that, as a Parish Council, they have no authority in planning and hold no more weight than residential objectors.</p> <p>Copy of e-mail sent enclosed for reference.</p> <ul style="list-style-type: none"> b) Cllr Bedwell <p>Appeal Decision: The Filberts, The Chase, Calcot (APP/W0340/W/22/3313840). ALLOWED.</p> <p><i>Members to discuss the application and appeal outcome, and agree if they wish to take any further action.</i></p>

6.	<p>Financial decisions</p> <ul style="list-style-type: none"> a) Payments: Members are asked to approve payment sheet 05-2023/24 b) Dropped Kerbs: Members to review a quotation provided to the sum of £29,061.09 for the installation of new dropped kerbs and footpath links in Holybrook. Please note that the works are subject to final approval from West Berkshire Council (WBC) and that WBC has confirmed that all dropped kerbs must be installed with tactiles. (EMR 'CIL monies). c) Playgrounds: Members are asked to approve that the Clerk can seek quotations to have the Underwood Road playground entrance driveway resurfaced (approximate size 100m2) <ul style="list-style-type: none"> i. Members are asked if office staff can investigate possible signage options for the entrance to the Underwood Road playground. d) Solar Panels (Beansheaf Centre): Members are to heed the enclosed report and agree whether to proceed with solar panel roof survey. <ul style="list-style-type: none"> i. If the quotation is approved, to advise from which budget heading the funds should be withdrawn. e) Members to approve the enclosed quotation for the installation of Heat Reflective Silver Films for the front Linear Hall windows (to replace the vertical blinds) at a cost of £541.67 + VAT (budget 'Redecoration'). f) Members to approve a dual bin be purchased for the Dorking Way/Charrington road junction at a maximum cost of £605.12 + VAT + installation. NOTE: this was a popular location on the recent questionnaire and the bin at the Bellway end of the Dorking Way is very well used. <ul style="list-style-type: none"> i. If agreed to, Members to confirm from which budget heading the bin be purchased; ii. If agreed to, Members to confirm if they prefer ground-lock system (will require underground utilities search) or an internal base weight (40kg) (this is a cheaper option). <p>NOTE: siting of bin subject to WBC approval.</p> g) Members to approve a quotation to the sum of £4,120 + VAT provided by Fox Fencing, for the top up of the bark in the Holymead and Underwood Road playgrounds. h) Fox Fencing has been asked to provide a quote for the bargeboard replacement in the Underwood Road playground due to issues with the original contractor. Members to agree that, providing the quote is within a threshold of the original quote, the Clerk can accept without further full council consultation. <p>Additional document enclosed for reference EMRs</p>
7.	<p>Council Committee Membership, Cllr Sharma</p> <p>Members to consider a request from Cllr Sharma to join a Council Committee.</p>
8.	<p>School Streets, Calcot school, Clerk</p> <ul style="list-style-type: none"> a) Members are asked to consider how Holybrook can support the School Street scheme, in particular, Park and Stride. b) It has been recommended in the 'W.Berks Active Travel Insight Study (excerpt enclosed, full details e-mailed 23rd August 2023) that, ideally, the chicane close to the Beansheaf Centre entrance is removed and replaced with a raised zebra crossing. Members are asked if, in theory, they would support this recommendation.

9.	Household rubbish in street bins, Cllr Lenaghan Members to heed a verbal report from Cllr Lenaghan and then decide what, if any, action can be taken.
10.	West Berkshire Council Consultations a) Draft Statement of Licensing Policy: Members are asked to review West Berkshire Council's Draft Statement of Licensing Policy (overview enclosed. Detail e-mailed 25th August 2023) and advise if the Council wish to submit a formal response. b) Probation Service: Members are asked to review the letter from MPs Davison and Hinds (enclosed) and 'propose a list of ideas/possible schemes in our communities across West Berkshire which can be taken forward under these initiatives and link with the Probation Service'. c) WBC Validation Checklists: Members are asked to review West Berkshire Council's Validation Checklists consultation (overview enclosed. Detail e-mailed 29th August 2023) and advise if the Council wish to submit a formal response.

Information Items/Reports

11.	Delegated Tasks Register (enclosed) – Information Item Members to provide update on delegated tasks only. These items are not for debate.
12.	Clerk's Report 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.
13.	Members to receive a written report with details on the following information (enclosed): 1) Financial Information; 2) External Audit; 3) West Berkshire Council Planning Decisions; 4) Welcome to Holybrook Gates (boundary signs); 5) Other.
14.	Chairman's remarks
15.	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members are asked to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: 16 & 17.
16.	Staffing – Clerk overtime hours, Cllr Bedwell Members to approve the recommendation of the Staffing Committee
17.	Warden and Grounds Maintenance Contracts, Clerk Members to heed report from Clerk and approve recommended actions.

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council