



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 11th March 2024

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 or relevant committee 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>a) Members to review and approve as accurate record the minutes of the Special Meeting which took place on Monday 15th January 2024.</p> <p>b) Members to review and approve as accurate record the minutes of the Full Council meeting which took place on Monday 15th January 2024.</p>
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Council Decisions/Ratification of Committee Recommendations

4.	<p>Planning, Cllr Lenaghan</p> <p>Members to discuss and ratify the recommendation of the Planning Committee with regard the West Berkshire Local Plan Examination.</p>
5.	<p>Financial decisions</p> <p>a) Payments: Members are asked to approve payment sheet 11-2023/24</p> <p>b) Portable hearing loop systems: report and quotations enclosed/mailed;</p> <p>c) Centre lights upgrade quotation includes: The Keep, lobby by kitchen, outer lobby and office kitchen (report and quotation enclosed) (minute reference 179/22/23 b) i).</p> <p>d) Ratify the following recommendations of the Finance committee after receiving a verbal report from the Committee Chairman, Cllr Tull (draft minutes enclosed for information purposes):</p> <ul style="list-style-type: none"> i. There will be no increase in the hire rates for the Centre during 2024/25. ii. Salt Bin Policy. <p>e) Moorepay (payroll provider): Moorepay has advised that they are now at the final stage to upgrade everybody to the NextGen platform, and this has to take place in either March or April. However, there are costs for this upgrade to the Council. Therefore, members to approve the following costs to be incurred in April (new financial year):</p> <ul style="list-style-type: none"> - £275 – one-off cost which includes building the new platform, building the mobile app and migrating all existing data over to the new system. - £1.25 PEPM increase – all other changes remain as they are. <p>Note the one-off cost is not budgeted for and, therefore, members to approve that the Council's reserves are used for this payment.</p> <p>Note there is added security and training available at additional costs but the Clerk recommends that these are not required as the Council's payroll service requirements are minimal.</p> <p>f) Members to approve the updated service requirements and pricing for the Underwood Road and Holymead Playgrounds grounds maintenance (details enclosed).</p> <p>g) GWR Customer & Community Improvement Fund: following a verbal report from the Clerk, Members to consider projects which meet the criteria for the GWR Customer & Community Improvement Fund bearing in mind the deadline for applications is Monday 25th March 2024.</p>

6.	<p>Community and Environment – approval of recommendations, Cllr Croal</p> <p>Members to heed a verbal report from Cllr Croal and then ratify the following recommendations of the Community and Environment Committee (draft minutes enclosed for information purposes):</p> <ul style="list-style-type: none"> a) Community Emergency Plan: Commence a Community Emergency Plan with the Clerk to start the document and each member of the committee to add to the document in turn. Once a first draft is completed, the document to be reviewed by full council. b) Community Speed Watch: Clerk to be the in-office Community Speed Watch (CSW) co-ordinator and Cllr Lenaghan to be the off-site co-ordinator. c) Linear Park Footpath: The already agreed footpath in Linear Park, from the culvert (at the edge of the sports fields) is to end at the existing Bainbridge Road entrance (rather than connecting to the new Bellway Development) and the entrance at Bainbridge Road, including the kissing gate is to be improved as part of the project (quotes from WBC to be updated accordingly). d) Community Payback Service: Adoption of this service with work to be undertaken on 1st Thursday monthly from approximately 09:30 until 15:00. The service will have use of The Garage and the outside toilets at the Beansheaf Centre. Service to commence on the 1st Thursday in April. <ul style="list-style-type: none"> i. Clerk to manage the liaison with the scheme and set tasks in conjunction with Friends of Linear Park and West Berkshire Council. ii. Members to approve the purchase of a fridge for The Garage and allocate the funding source for the expenditure. iii. Members to arrange the organisation of The Garage to ensure the space is usable for the service.
7.	<p>Linear Park Entrances, Cllr Tull</p> <p>Members to heed a verbal report from Cllr Tull on the entrances to Linear Park, particularly Burbidge Close and Albury Gardens and agree whether the Parish Council supports work in these locations and, if so, how any works may be funded.</p>
8.	<p>Resident request for consideration</p> <p>Members are asked to consider the following request from a Holybrook Resident following the installation of the new dropped kerbs:</p> <p>‘Perhaps the Parish should organize a ‘Walk the new crossings’ a bit like where parishes walk ‘The Boundaries’.’</p>
9.	<p>Nomination for a Holybrook Parish Council Representative for Dr Ellerton’s Charity, Cllr Bedwell</p> <p>Members to review the enclosed report and accept a nomination for a Holybrook Parish Council representative for Dr Ellerton’s charity.</p>

10.	<p>Consultations</p> <p>Members are asked if they would like to propose a formal response to the following consultation:</p> <p>a) Help Us Assess Potential Sites for Royal Berks (questionnaire enclosed).</p> <p>b) Martyn's Law Standard Tier Consultation: https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation?utm_source=emailmarketing&utm_medium=email&utm_campaign=martyns_law_standard_tier_consultation_webinar__13_february_2024&utm_content=2024-03-04</p> <p>c) Draft Hungerford Neighbourhood Development Plan (Regulation 14): https://www.hungerford-tc.gov.uk/hungerford-2036</p>
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Information Items/Reports - Note: If anything is raised under 'Information Items/Reports' that Council wish to discuss, it should be proposed that the item be added to a future agenda.

11.	<p>Delegated Tasks Register</p> <p>Members to review update Delegated Tasks register and provide an update on any outstanding action. Written report (e-mailed and hard copy provided at the meeting).</p>
12.	<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>
13.	<p>Planning Committee, Cllr Lenaghan</p> <p>Members to heed a short verbal report on the decisions of the Planning Committee from meetings which took place on Monday 12th February and Monday 11th March 2024.</p>
14.	<p>Community Speed Watch Training feedback, Cllr Lenaghan</p> <p>Cllr Lenaghan to provided a brief overview of the Community Speed Watch training he attended on 22nd February 2024.</p>
15.	<p>District Parish Conference, feedback</p> <p>Members to provide feedback on the District Parish Conference which took place on Tuesday 30th January 2024.</p>
16.	<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.
17.	<p>Chairman's remarks</p> <p>Reminders:</p> <ol style="list-style-type: none"> 1) Annual Assembly of Holybrook Parish is taking place on Monday 25th March. Please confirm attendance, if you have been asked, that you will provide a report and who can help serve refreshments. 2) There will be a closed meeting with Jason Brock (Reading Borough Council) at 18:30 on Monday 22nd April 2024. 3) The next District Parish Conference dates are Thursday 17th October 2024 and Wednesday 30th April 2025. There will also be a mini-District Parish Conference specifically for parishes in the east of the district in May. Dates to be confirmed.

18.	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: 19 and 20.
19.	<p>Community Spirit Awards</p> <p>Members to review the nominations received for the Community Spirit Awards and nominate a winner in each of the 5 categories. A spreadsheet of nominations received will be e-mailed before the meeting.</p>
20.	<p>INFORMATION ONLY, Linear Park noise complaints, Cllr Tull</p> <p>Members to receive a verbal report following a closed meeting which took place on Friday 1st March 2024.</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council