



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 20th May 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.	To receive 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 adopt the minutes of the previous meetings To review and approve as accurate record, the minutes of the Annual Meeting which took place on Monday 13th May 2024 *

Council Decisions/Ratification of Committee Recommendations

4.	<p>Planning</p> <p>Mover: Cllr Lenaghan, Chair of Planning:</p> <p>Motion: <i>that a formal response is proposed and agreed for the following planning applications:</i></p>	
Application no	Address	Proposal
24/00810/REG3	Kennet Valley Primary School, Carters Rise, Calcot, Reading, RG31 7YT	Section 73 - Variation of conditions 2 and 15 of planning permission 23/01325/REG3 - Construction of a single storey building to provide a Special Education Needs (SEN) facility for a maximum 12 children together with associated car parking, hard/soft landscaping and other related works.
5.	<p>Financial decisions</p> <p>Mover: Cllr Tull, Chair of Finance Committee</p> <p>a) Motion: <i>that payments, as listed on payment sheet 02-2024/25, are approved. *</i></p> <p>b) Motion: <i>that the Assets Register is approved *</i></p> <p>c) Motion: <i>that the Unaudited Financial Statements for 2023/24</i> (supplementary to the Annual Governance and Accountability Return) <i>are approved *</i></p> <p>d) Motion: <i>that the Annual Return Financial data for 2023/24 is approved *</i></p>	
6.	<p>Internal Audit – Financial Year End 2023/24</p> <p>Mover: Cllr Tull, Chair of the Council</p> <p>Motion: <i>that the recommendations made in the Annual Internal Audit report and any associated documents * are delegated to the Finance Committee to action.</i></p>	
7.	<p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024</p> <p>Mover: Cllr Tull, Chair of the Council</p> <p>a) Motion: <i>to confirm Section 1 – Annual Governance Statement 2023/24 *</i></p> <p>b) Motion: <i>to confirm Section 2 – Accounting Statements 2023/24 *</i></p> <p>c) Motion: <i>to ratify the dates for ‘Notice of appointment date for the exercise of electors’ rights’. *</i></p> <p>Note: due to the Council’s expenditure during 2023/24 additional documents must be submitted with the AGAR to the external auditor. This year, that documentation is ‘evidence that the council has complied with the criteria for general power of competence (GPC) which includes a copy of the minutes resolving the adoption of the GPC, evidence that at least two thirds of the total number of members had been elected at the date of adoption and evidence that the clerk held the relevant qualification at the date of adoption.</p>	
8.	<p>Memorial bench unveiling ceremony</p> <p>Mover: Cllr Moore</p> <p>Motion: That an official ceremony is held to unveil the recently installed memorial bench for Andy Alleyne.</p> <p>Costs: Nominal, less than £10.00; purchase of royal blue ribbon of 3” width.</p> <p>Budget: EMR ‘events’.</p>	

9.	<p>Parish Asset Maintenance</p> <p>Mover: Cllr Croal, Chair of Community & Environment Committee</p> <p>a) Motion: that the quotation received from Ultimate Spraying to the sum of £1,900 + vat is accepted (accompanying report enclosed).</p> <p>b) Motion: that the noticeboard in the bus shelter at Churchward Walk is disposed of and not replaced as it is burnt and vandalised.</p> <p>c) Motion: that the quotation * provided by Wonder Door Healer to the sum of £2,448.00 inc VAT for a new white, external shutter for the front entrance to the Beansheaf Centre is accepted.</p>
-----------	--

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.

10.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
11.	<p>Delegated Tasks Register</p> <p>To receive a written report and members to provide any updates on related matters.</p>
12.	<p>Neighbourhood Action Group</p> <p>To receive a verbal report from Cllr Littlewood following the Neighbourhood Action Group meeting which took place on Thursday 25th April 2024</p>
13.	<p>LLC Meeting, Cllr Littlewood</p> <p>To receive a verbal report following an LLC meeting which took place on Monday 29th April 2024.</p>
14.	<p>Community Litter Pick</p> <p>To receive a verbal report following the litter pick which took place on Saturday 11th May 2024.</p>
15.	<p>Chairman's remarks</p>
16.	<p>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 item 17.</p>
17.	<p>Staff Recruitment</p> <p>Mover: Cllr Bedwell, Chair of Human Resources Committee</p> <p>Motion: to offer a 4-month contract for archiving and office assistance for a maximum of 10-hours per week.</p> <p>Motion: that the hourly rate proposed by the Human Resources Committee for this purpose is ratified.</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council