



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 June 2024

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| 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 |
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| 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 meeting: Full Council Monday 20 th May 2024 |

Council Decisions/Ratification of Committee Recommendations

| 4. | <p>Planning</p> <p>Mover: Cllr Lenaghan, Chair of Planning:</p> <p>Motion: that a formal response is proposed and agreed for the following planning applications:</p> | |
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| Application no | Address | Proposal |
| 24/01062/HOUSE | 10 Sandhills Way, Calcot, Reading, RG31 7PQ | Construct a new double storey extension to the side of the property. Kitchen/utility and office on the ground floor. Bedroom and ensuite on the first floor. Loft space over the new extension to form a new playroom. |
| 5. | <p>Financial decisions</p> <p>Mover: Cllr Tull, Chair of Finance Committee</p> <p>Motion: that payments, as listed on payment sheet 03-2024/25, are approved.</p> | |
| 6. | <p>Community and Environment Committee report and ratification of proposals</p> <p>a) Non-committee members to provide feedback to the Committee regards the two D-Day 80 events (open discussion).</p> <p>b) To receive a verbal report following a Community & Environment Committee meeting which took place on Monday 17th June 2024</p> <p>c) Mover: Cllr Croal</p> <p>Motion: That the relevant proposals of the Community and Environment Committee are ratified (draft minutes e-mailed).</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.

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| 7. | <p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p> |
| 8. | <p>Delegated Tasks Register</p> <p>To receive a written report and members to provide any updates on related matters.</p> |
| 9. | <p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024</p> <p>To note that the AGAR was displayed in the noticeboards and on the Parish Council website in-line with the agreed publication dates.</p> |
| 10. | <p>Planning Committee</p> <p>To receive a verbal report following the planning meeting which took place on Monday 17th June 2024.</p> |
| 11 | <p>Chairman's remarks</p> |
| 12. | <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 13 a) and b).</p> |

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| 13. | <p>Staffing</p> <p>Mover: Cllr Bedwell, Chair of Human Resources Committee</p> <p>a) Motion: to discuss and approve Clerk absence.</p> <p>b) Motion: to approve payment to Clerk for year-end accounts.</p> |
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Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council