



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 9th September 2024

Location	Beansheaf Room Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7:00pm
Circulation	All Council members and District Councillors

7.00pm 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

7.15pm 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 Full Council meeting on Monday 29 th July 2024

Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>a) Mover: Cllr Tull, Chair of Finance Committee</p> <p>i. Motion: that payments, as listed on enclosed payment sheet 06-2024/25, are approved.</p> <p>ii. Motion: that a new contract 60-month contract with Ricoh is agreed to the sum of £196.03 quarterly rental plus clicks and VAT. NOTE: information enclosed. The current contract expires at the end of September.</p> <p>iii. Motion: that 5 x 120L garden waste sacks are purchased for the use of the Community Payback Team and that West Berkshire Council's permission is sought to dispose of the waste in the Green Grundon style bin in the Linear Park car park. Approximate cost £20.00 to be purchased from the 'Grounds Maintenance' budget (4155).</p> <p>b) Motion: that, following a verbal report from the Clerk, members approve the enclosed quotation for the redecoration of the Beansheaf Centre lobby and Beansheaf Room.</p>						
5.	<p>Planning</p> <p>a) New applications</p> <p>Mover: Cllr Lenaghan, Chair of Planning Committee</p> <p>Motion: that the Council discuss and agree a formal response to the following planning application:</p> <table border="1" data-bbox="212 1032 1513 1167"> <thead> <tr> <th>Application no</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>24/01705/HOUSE</td> <td>2 Kilburn Close, Calcot RG31 7DH</td> <td>First floor side extension and garage conversion.</td> </tr> </tbody> </table>	Application no	Address	Proposal	24/01705/HOUSE	2 Kilburn Close, Calcot RG31 7DH	First floor side extension and garage conversion.
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24/01705/HOUSE	2 Kilburn Close, Calcot RG31 7DH	First floor side extension and garage conversion.					
6.	<p>Meeting Apologies, procedure</p> <p>Mover: Cllr Tull</p> <p>Motion: that the Council agree a formal policy on when and how meeting apologies must be received. Consider officer working hours and potential WhatsApp Group.</p>						
7.	<p>Chairman Roll Board</p> <p>Motion: that members agree the following:</p> <p>a) whether a wooden or acrylic flat topped 800 x 800 board is selected, and b) the company from which the board should be purchased.</p> <p>Note: it has already been agreed that the Chairman's Roll board will be housed in the outer lobby entrance to the Beansheaf Centre. Agreed budget £1,000.</p> <p>Quotes and information enclosed. NOTE: Three companies were approached for quotations. However, only two quotes obtained from the companies selected by the Community and Environment Committee.</p>						

8.	<p>Parish Bus Shelters</p> <p>Motion:</p> <p>a) that the new bus stop locations proposed by West Berkshire Council are approved (see enclosed).</p> <p>b) That the parish council take lead in arranging the ordering and installation of any agreed new bus shelters in Holybrook Parish and that the Clerk work on the project in conjunction with West Berkshire Council.</p>
9.	<p>Cyber Awareness/Online Security for the Community Course</p> <p>Information enclosed.</p> <p>Motion: That a 'Cyber Awareness/Online Security for the Community Course', which is open to all Parishioners, be held in the Beansheaf Community Centre and that the Centre is provided to Thames Valley Police for free to enable them to do so.</p>
10.	<p>Closed Meeting Report: West Berkshire Council and Finance Committee</p> <p>CONFIDENTIAL draft notes enclosed for information.</p> <p>Mover: Cllr Tull</p> <p>a) Motion: That it is delegated to Community & Environment Committee to approve the design and costings of 'identity signage', as agreed with West Berkshire Council, providing the estimated costings are within the already agreed sum of £12,000,</p> <p>b) Motion: That it is delegated to the Community & Environment Committee to agree what else the Parish can do to further enhance its sense of identity using any funds remaining from a) (note: if no funds are remaining, to put together a proposal including costs, to the Finance Committee to allocate funding in the next financial year) including:</p> <ul style="list-style-type: none"> i. Name signs on Parish Assets (bus stops) ii. Directional signage to the Parish Office iii. Update of the Parish Office sign <p>c) Motion: That the Council agree whether the parish should have 20mph speed limits outside:</p> <ul style="list-style-type: none"> i. Kennet Valley Primary School (on Carters Rise and Underwood Road) ii. Beansheaf Pre-school (on Dorking Way) <p>d) Motion: That the Parish Council consider which of the following projects is most important for the Parish and whether any funding can be provided to WBC for these:</p> <ul style="list-style-type: none"> - Pump Track - Skate Park refurbishment - Palmera playground refurbishment <p>e) Motion: That the Parish Council rescind its previous decision 118/22/23: 'Identify all possible plots of land in the Parish which are not owned and seek to take ownership'.</p> <p>f) Motion: That the Finance Committee meeting which is scheduled to take place on Monday 14th October 2024 is moved to Monday 2nd December 2024 to allow West Berkshire Council time to provide their 'catalogue' of devolved services.</p>

11.	<p>Gambling Act 2005 - Formal consultation on West Berkshire Council's Draft Statement of Principles</p> <p>Mover: Cllr Tull, Chairman</p> <p>Motion: that, as there have been no substantive changes to the Statement of Gambling Principles, Holybrook Parish Council makes no comments on the consultation.</p> <p>https://www.westberks.gov.uk/draft-statement-gambling-principles</p>
12.	<p>Biodiversity Draft Policy</p> <p>Mover: Cllr Croal, Chair of Community & Environment Committee</p> <p>Motion: that the draft Biodiversity Policy is approved and adopted.</p>
13.	<p>Kennet Valley Community Association Meeting, Clerk</p> <p>To receive a verbal report regards Kennet Valley Community Association following a meeting the Clerk attended on Monday 2nd September 2024.</p> <p>Motion:</p> <p>a) that it is delegated to the Community and Environment Committee to work with the KVCA/KVC on suggested projects to help increase membership including 'events' which involve both the KVCA/KVC and HPC to the benefit of Holybrook Residents. The 'events' EMR can be used to fund these.</p> <p>b) that HPC allow the KVC/KVCA to print leaflets at the Parish Office for no charge.</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.

14.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
15.	<p>Delegated Tasks Register</p> <p>To receive a written report and members to provide any updates on related matters.</p>
16.	<p>The Garage – planning progress update, Clerk</p> <p>To receive a report regards progress on The Garage planning application progress and costings so far.</p>
17.	<p>Solar Panels – project progress update, Clerk</p> <p>To receive a report regards progress on the solar panel project for the Beansheaf Centre and costings so far.</p>
18.	<p>Community Speed Watch update, Cllr Lenaghan</p> <p>To receive a brief verbal report regards Community Speed Watch programme.</p>

19.	<p>External Audit 2023/24</p> <p>To acknowledge that the External Audit is complete and that the External Auditor's report, along with the rest of the AGAR was displayed on the Parish noticeboards and Parish website from 6th August 2024 until 3rd September 2024. Comments received:</p> <p><i>'The AGAR was not accurately completed before submission for review:</i></p> <ul style="list-style-type: none"> <i>• The smaller authority has not addressed the 'except for' matter raised by the external auditor when qualifying the prior year AGAR. The Council has not restated the prior year figures in Boxes 4 and 6, as reported in the prior year External Auditor Report, these figures should read £70,131 and £97,006 respectively.</i> <p><i>The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 3, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to internal control objective B in the Annual Internal Audit Report.'</i></p>
20.	<p>Chairman's remarks</p> <p>Reminders:</p> <p>Next community litter pick is Saturday 14th September from the Beansheaf Centre</p> <p>Big Coffee morning is on Saturday 28th September in the Beansheaf Centre.</p> <p>Motion: a) that the next Spring Bulb planting event take place on either Saturday 19th or 26th October and that only white Narcissus and Bluebells are bought.</p> <ul style="list-style-type: none"> b) That the planting locations to be: the traffic light triangle at Fords Farm entrance, Low Lane and behind and around the bus shelter near Red Cottage Drive. c) That Members agree a meeting time and location and the time the Beansheaf Centre is required for refreshments. d) That Members agree a budget for bulb purchases and refreshment purchases.
21.	<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 22.</p>
22.	<p>Recruitment, Cllr Bedwell, Chair of Human Resources Committee</p> <p>To receive a verbal report regarding recruitment of a new staff member.</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council