



# 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 10th March 2025

**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 session<sup>1</sup>, but the Chairman or relevant committee Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

<sup>1</sup> 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**).

#### Questions to District Councillors (DCs):

- Following an e-mail from a resident, who lives on the Red Kite Close development, (copied by Clerk on 20/02/2025 to WBC Countryside and Planning Departments, and DCs) has any progress been made on the land ownership and, as such, who is responsible for the playground management?
- Following a Full Council meeting visit from a resident and subsequent e-mail, has the Dorking Way (Bellway Homes) Development been signed off and landownership handed over to West Berkshire Council? (Clerk has reached out to Planning Department, Enforcement Department, Countryside Department and DC's).

# 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 20 <sup>th</sup> January 2025  <b>Motion:</b> that the minutes of the Full Council meeting on Monday 20 <sup>th</sup> January 2025 are approved as accurate record and are adopted.

## Council Decisions/Ratification of Committee Recommendations

4.	Financial decisions  <b>Mover:</b> Cllr Tull, Finance Committee Chairman  <b>a) Motion:</b> that payments, as listed on enclosed payment sheet 12-2024/25, are approved.						
5.	Grant Applications  <b>Motion:</b> that the enclosed grant application from Friends of Linear Park to the sum of £450.00 for a 50% contribution towards the running costs of the group is considered and a decision is made.						
6.	Planning: New applications  <b>Mover:</b> Cllr Lenaghan, Chair of Planning Committee  <b>Motion:</b> that members discuss and agree a formal response to the following planning application: <table><tr><th>Application no</th><th>Address</th><th>Proposal</th></tr><tr><td>24/02714/HOUSE</td><td>49 Narromine Drive, Calcot</td><td>Retrospective application to retail light weight conservatory to rear/side extension.</td></tr></table>	Application no	Address	Proposal	24/02714/HOUSE	49 Narromine Drive, Calcot	Retrospective application to retail light weight conservatory to rear/side extension.
Application no	Address	Proposal					
24/02714/HOUSE	49 Narromine Drive, Calcot	Retrospective application to retail light weight conservatory to rear/side extension.					
7.	Newsletter  <b>Motion:</b> that it is agreed MP, Olivia Bailey can place a regular news article in Holybrook News in a similar vein to the examples enclosed.						
8.	The Garage – ownership  <b>Mover:</b> Cllr Tull  <b>a) Motion:</b> that the Clerk and Cllr Tull meet with the people who are proposed to run the kiosk to review their bid and expectations, and to agree the following: <ul style="list-style-type: none"><li>i. equipment that will be provided by the Council and the equipment they will provide (sample list enclosed)</li><li>ii. consider their signage/decoration requests</li><li>iii. opening hours and shared usage</li><li>iv. Event opening</li><li>v. Rental and additional costings</li><li>vi. Formal opening date.</li></ul>						

8. Cont.	<p>The Garage – ownership continued</p> <p>b) <b>Motion:</b> that it is agreed that, to enable the Community Payback Service to continue, the kiosk owner to re-charge the Parish Council for 'reasonable' cost price refreshments for the service team. <b>NOTE:</b> this has not been budgeted for, and a new budget heading will be created under Environment Expenditure called 'Community Payback'. The Council's general reserves will be used for this funding. Also, income from The Garage has not been budgeted for.</p> <p>c) <b>Motion:</b> that it is delegated to the Finance Committee to finalise the terms and conditions of hire and ensure that an appropriate agreement is in place prior to the first day of rental. This can be agreed by e-mailed correspondence following completion of item 8 a).</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.

9.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
10.	<p>Delegated Tasks Register</p> <p>Members to provide updates on outstanding matters (report enclosed).</p>
11.	<p>Finance Committee Report, Cllr Tull</p> <p>To receive a verbal report (draft minutes enclosed for reference).</p>
12.	<p>Community &amp; Environment Committee Report, Cllr Croal</p> <p>To receive a verbal report (draft minutes enclosed for reference).</p>
13.	<p>Community Litter Pick Report, Cllr Croal</p> <p>To receive a brief verbal report.</p>
14.	<p>West Berkshire Council Climate Forum meeting report, Cllr Croal</p> <p>To receive a brief verbal report.</p>
15.	<p>Condition of the Holybrook update report, Cllr Croal</p> <p>To receive a brief verbal report.</p>
16.	<p>Police Report, Cllr Littlewood</p>
17.	<p>NHS 10-year Plan – meeting held by Olivia Bailey MP Feedback, Cllr Croal</p> <p>To receive a brief verbal report.</p>
18.	<p>VE 80 Day Event, Cllr Albanese</p> <p>To receive an update on the event so far and to agree what assistance each councillor will provide on the day.</p>
19.	<p>Chairman's remarks</p> <ul style="list-style-type: none"> <li>- Covid-Day of Reflection Event (Saturday 9<sup>th</sup> March 2025)</li> <li>- Annual Assembly (Monday 31<sup>st</sup> March 2025). Encourage nominations</li> <li>- Bio-diversity Citizen Science Initiative (launch date Tuesday 1<sup>st</sup> April 2025).</li> <li>- Berkshire Nature Recovery Plan – survey now available (shared by Clerk)</li> </ul>

<b>20.</b>	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 21, 22, 23,& 24.
<b>21.</b>	<p>The Garage</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> That the proposed contractor, as recommended by the Finance Committee, is ratified (quote enclosed for reference).</p>
<b>22.</b>	<p>Ground Maintenance Contract</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> That the proposed contractor, as recommended by the Finance Committee, is ratified (quote enclosed for reference).</p>
<b>23.</b>	<p>Transport</p> <p>To receive a verbal report from the Clerk.</p>
<b>24.</b>	<p>Community Spirit Awards</p> <p><b>Mover:</b> Cllr Tull</p> <p>a) <b>Motion:</b> that a winner is selected from the nominations received for each of the following categories:</p> <ul style="list-style-type: none"> <li>i. June Scott Award for Best Environment Champion(s)</li> <li>ii. Young Person(s) of the Year</li> <li>iii. Good Neighbour of the Year</li> <li>iv. Service with a Smile</li> <li>v. Unsung Hero</li> </ul> <p>b) <b>Motion:</b> that, in-line with last year, each winner is awarded with a £50.00 voucher, of their choosing, as well as their trophy.</p>

Yours sincerely

Pamela Kirkpatrick  
**Clerk**  
Holybrook Parish Council