



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 14th April 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 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.	<p>To receive declarations of interest relevant to the agenda</p> <p>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).</p>

3.	<p>To approve and adopt the minutes of the previous Full Council meeting on Monday 10th March 2025</p> <p>Motion: that the minutes of the Full Council meeting on Monday 10th March 2025 are approved as accurate record and are adopted.</p>
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Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>Mover: Cllr Tull, Finance Committee Chairman</p> <p>a) Motion: that payments, as listed on enclosed payment sheet 13-2024/25, are approved.</p> <p>b) Motion: that payments, as listed on enclosed payment sheet 01-2025/26, are approved.</p>																		
5.	<p>Grant Applications</p> <p>Motion: that the enclosed grant application from Standby Volunteer Group, to the sum of £600.00 to help meet operational costs – especially phone calls/public liability insurance, is considered and a decision is made whether to approve the application (confidential supporting report enclosed).</p>																		
6.	<p>Planning: New applications</p> <p>Mover: Cllr Lenaghan, Chair of Planning Committee</p> <p>Motion: that members discuss and agree a formal response to the following planning application:</p>																		
	<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><tr><td>25/00403/HOUSE</td><td>3 Lamplighters Walk, Calcot, Reading, RG31 7YU</td><td>Single storey rear extension construction</td></tr><tr><td>25/00499/HOUSE</td><td>13 Rushmoor Gardens, Calcot, Reading, RG31 7AH</td><td>Front porch and side extension</td></tr><tr><td>25/00547/HOUSE</td><td>10 Knollmead, Calcot, Reading, RG31 7DQ</td><td>Part conversion of existing garage and new porch</td></tr><tr><td>25/00645/HOUSE</td><td>29 Knollmead, Calcot, Reading, RG31 7DQ</td><td>Conversion of the existing garage, including a small single storey front extension, with the addition of rooflights and a roof lantern</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.	25/00403/HOUSE	3 Lamplighters Walk, Calcot, Reading, RG31 7YU	Single storey rear extension construction	25/00499/HOUSE	13 Rushmoor Gardens, Calcot, Reading, RG31 7AH	Front porch and side extension	25/00547/HOUSE	10 Knollmead, Calcot, Reading, RG31 7DQ	Part conversion of existing garage and new porch	25/00645/HOUSE	29 Knollmead, Calcot, Reading, RG31 7DQ	Conversion of the existing garage, including a small single storey front extension, with the addition of rooflights and a roof lantern
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7.	<p>Footpath – Linear Park</p> <p>Motion: that members consider the enclosed report from West Berkshire Council for a new footpath in Linear Park</p>																		
8.	<p>Street Nameplates – additional considerations</p> <p>Mover: Cllr Tull</p> <p>Motion: that the Council’s insignia is added to the street nameplates of the interior arterial roads through the Parish including Charrington Road, Dorking Way, Calcot Place Drive, Carters Rise and Swanholm Gardens.</p> <p>If agreed a budget to be set and funding source allocated.</p>																		

9.	<p>Finance Committee – Meeting Cancellation</p> <p>Mover: Cllr Tull</p> <p>a) Motion: that the Finance Committee meeting, which was scheduled to take place on Monday 28th April 2025, is cancelled.</p>
10.	<p>Eligibility for Office as a Parish Councillor Form – update</p> <p>Motion: that the enclosed Eligibility for Office as a Parish Councillor Form, which has been updated to reflect the current legislation, is approved and adopted for use.</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.

11.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
12.	<p>Delegated Tasks Register</p> <p>Members to provide updates on outstanding matters (report enclosed).</p>
13.	<p>Police Report, Cllr Littlewood</p>
14.	<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>
15.	<p>Chairman's remarks</p> <p>- Reflection on the Annual Assembly.</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 items 17,18, and 19.</p>
17.	<p>Street Trading – information report</p> <p>To receive a verbal report from the Clerk</p>
18.	<p>Underwood Road – gate unlocking</p> <p>To receive a verbal report from the Clerk.</p>
19.	<p>The Garage – open discussion</p> <p>Members to have an open discussion on The Garage next steps and agree a way forward.</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council