



25
Years
2000 - 2025

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 23rd June 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.	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.	<p>Minutes Adoption</p> <p>Motion: That the minutes of the full council meeting on Monday 19th May 2025 are approved and adopted.</p>
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Council Decisions/Ratification of Committee Recommendations

4.	<p>Planning</p> <p>Mover: Cllr Tull</p> <p>Motion: that a formal response is proposed and agreed for the following planning applications:</p>		
	Application no	Address	Proposal
	25/01042/HOUSE	33 Bath Road, Calcot, Reading, RG31 7QH	Section 73: Variation of Condition 2 (Approved Plans) of planning permission 24/01236/HOUSE - Rear extension to the existing house. Garden gym room. Front porch and dormer window.
5.	<p>Financial decisions</p> <p>Mover: Cllr Tull, Chair of Finance Committee</p> <p>a) Motion: that payments, as listed on payment sheet 03-2024/25, are approved.</p> <p>b) Motion: that the enclosed grant application, from The Cowshed, is considered to the sum of £500.</p>		
6.	<p>Issues Raised by Residents</p> <p>Mover: Cllr Croal, Community & Environment Committee Chair</p> <p>Motion: that the following suggestions made by a resident at the Community and Environment Committee meeting are heard and debated with possible next steps agreed:</p> <ul style="list-style-type: none"> i) That a cycle route through Linear Park is sign posted so that cyclists can avoid roads. ii) That the map of Linear Park is updated to include all new features. iii) That the gym equipment in Fairfields is advertised in the newsletter on regular basis. 		
7.	<p>Green Bin Waste Charges</p> <p>Mover: Cllr Littlewood</p> <p>Motion: to raise concerns with the new green bin waste charges being implemented by West Berkshire Council and that it is agreed Holybrook Parish Council make a formal complaint.</p>		
8.	<p>First Aid Training Course – dates and costs</p> <p>Mover: Cllr Tull</p> <p>a) Motion: that the two following training dates are accepted for ‘The Emergency First Aid at Work’ course lasting 6-hours (on successful completion, each attendee will be certified, and this will last three years).</p>		

8. cont.	<p>First Aid Training Course – dates and costs, continued</p> <table border="1" data-bbox="357 181 1370 461"> <tr> <td>Date 1: Saturday 6th September 2025</td> <td>Date 2: Wednesday 1st October 2025</td> </tr> <tr> <td colspan="2">Starting: 09:00</td> </tr> <tr> <td colspan="2">Tea break: 10:30</td> </tr> <tr> <td colspan="2">Lunch: 12:30</td> </tr> <tr> <td colspan="2">Finish: around 15:30</td> </tr> <tr> <td colspan="2">Maximum number of participants: 6</td> </tr> <tr> <td colspan="2">Cost: £250.00/date</td> </tr> <tr> <td colspan="2">Budget: EMR 'training'</td> </tr> </table> <p>b) Motion: that it is confirmed a light lunch to be provided for participants using the earmarked reserve 'Events'. Budget to be agreed.</p> <p>c) Motion: that councillors confirm their availability for either course date.</p> <p>i. and that, should there be any remaining spaces, these can be offered to residents for a refundable (conditions apply) deposit cost of £25.00.</p>	Date 1: Saturday 6 th September 2025	Date 2: Wednesday 1 st October 2025	Starting: 09:00		Tea break: 10:30		Lunch: 12:30		Finish: around 15:30		Maximum number of participants: 6		Cost: £250.00/date		Budget: EMR 'training'	
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9.	<p>Staff computers – new purchases</p> <p>Motion: that members review the enclosed quotes for new laptops for the Parish Clerk and Bookings Clerk noting that these will replace the current desktop pcs and laptops.</p> <p>Motion: that it is accepted that, whichever option is selected, the budget for Technology Repairs and Renewals will be exceed between £25.00 and £465.00.</p> <p>NOTE: there will be an additional cost for the disposal and clearing of the old equipment.</p>																
10.	<p>Policies – Councillor laptops</p> <p>Motion: that the enclosed Councillor Laptop Policy is accepted and adopted.</p>																
11.	<p>Replacement Youth Shelter and bins (Holymead Playground)</p> <p>Motion: that the enclosed design and quote options are reviewed and a preferred option is selected.</p> <p>NOTE: due to the extensive damage of the existing shelter, the Clerk arranged for this to be removed at a cost of £450.00.</p>																
12.	<p>Newsletter request</p> <p>Motion: that it is approved that the Kennet Valley Community Association (KVCA), as a valued community asset, can place an A4 double sided insert into the next edition of the Holybrook News. Any additional costs will be charged directly to the KVCA from the printing and delivery companies.</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.

13.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
14.	<p>Delegated Tasks Register</p> <p>To receive a written report and members to provide any updates on related matters.</p>
15.	<p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025</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>

16.	<p>Community and Environment Committee report and ratification of proposals</p> <p>To receive a verbal report following a Community & Environment Committee meeting which took place on Monday 16th June 2025.</p>
17.	<p>Notice of Vacancy – update</p> <p>Following the recent publication of Notice of Vacancy, West Berkshire Council has advised that the vacancy notice has expired and no requests to hold an election were received. The Parish can co-opt a new member for this vacancy.</p>
18.	<p>Dr Ellerton’s Charity – feedback</p> <p>To receive feedback following Dr Ellerton’s Charity meeting which took place in May.</p>
19.	<p>Chairman’s remarks</p>
20.	<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 21.</p>
21.	<p>Solar Panels - update</p> <p>To receive a verbal update from the Clerk.</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council