



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 1st September 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.	Apologies for absence (LGA 1972 s85 (1)) Mover: Cllr Tull, Chairman Motion: that apologies are received and recorded.

2.	<p>Declarations of interest relevant to the agenda</p> <p>Mover: Cllr Tull, Chairman Motion: that any declarations of interest relevant to the agenda are stated.</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 Minutes of previous meeting(s)</p> <p>Mover: Cllr Tull, Chairman Motion: that the Minutes of the full council meeting which took place on Monday 21st July 2025 are approved and adopted as true record of that meeting.</p>

Council Decisions/Ratification of Committee Recommendations

4.	Financial decisions											
	a) Mover: Cllr Tull, Chair of Finance Committee Motion: that payments, as listed on enclosed payment sheet 06-2025/26, are approved.											
	Planning: New applications											
	Mover: Cllr Tull, Chairman Motion: that the following planning application is reviewed and a formal response is agreed:											
5.	<table><tr><th>Application no</th><th>Address</th><th>Proposal</th></tr><tr><td>25/01749/HOUSE</td><td>24 Sweet Briar Drive, Calcot RG31 7AD</td><td>Alterations to existing fenestration.</td></tr><tr><td>25/00583/HOUSE</td><td>The Old Granary, Mill Lane, Calcot RG31 7RS</td><td>Alter the existing stairwell and add an additional storey to allow better access to the loft. Extend the existing gym and floor above and form a new internal staircase.</td></tr></table>			Application no	Address	Proposal	25/01749/HOUSE	24 Sweet Briar Drive, Calcot RG31 7AD	Alterations to existing fenestration.	25/00583/HOUSE	The Old Granary, Mill Lane, Calcot RG31 7RS	Alter the existing stairwell and add an additional storey to allow better access to the loft. Extend the existing gym and floor above and form a new internal staircase.
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6.	Human Resources and Health & Safety Experts											
	Mover: Cllr Claire Tull (Chairman Finance Committee) & Cllr Mary Bedwell (Chairman Human Resources Committee)											
	Motion: That the three quotations received for the provision of Human Resources and Health & Safety support be considered (enclosed), and that a contractor be appointed with a view to the service commencing immediately; and that the cost be met from the Legal & Professional budget, acknowledging that this will result in the budget being exceeded in the current financial year.											
7.	'Ridgway Council'/ 'Greater Reading Council' Proposals – Residential engagement session proposal											
	Mover: Cllr Tull Motion:											
	a) that it is agreed Holybrook Parish Council will hold two public engagement sessions (one formal meeting in the Beansheaf Centre on Monday 13 th October 2025 from 6.00pm and an informal session on an October Saturday in the Holybrook Centre (date and time to be agreed)) to garner resident opinion on whether residents would prefer to stay with West Berkshire Council (and become part of 'Ridgeway Council') or whether residents would prefer for the boundaries to be redrawn (and become part of 'Greater Reading').											
	i) Cllr Tull to Chair the meeting with the Clerk taking notes											
	ii) Bookings to support the organisation of the meeting											
	iii) As this will not be a Council Meeting, Cllrs may attend as residents of the Parish.											

7. cont	<p>'Ridgway Council'/New 'Greater Reading Council' Proposals – Residential engagement session proposal continued</p> <ul style="list-style-type: none"> b) that representatives from West Berkshire Council and Reading Borough Council be invited to the formal meeting to give a 10-minute presentation each and to respond to a question and answer session from residents. c) that the enclosed questionnaire is shared on-line, website and in the October newsletter for residents to feedback their views. Closing date for submission will at the end of the last engagement session. d) That, following the engagement sessions, the chairman and vice-chairman of the Council with the support of the Clerk, issue formal letters to the two authorities and Central Government stating the Parish of Holybrook's views.
8.	<p>Dogs Trust Talks</p> <p>Mover: Cllr Charles Croal</p> <p>Motion: that a request from Dogs Trust to deliver a free, in-person community talk outlining their work (including rehoming and fostering, free services such as the Canine Care Card and Behaviour Support Line, and their future aims) is considered and it is agreed that:</p> <ul style="list-style-type: none"> a. the talk is aimed at members of the community. b. the Beansheaf Centre be made available free of charge for this event. c. a date is proposed to align with the publication of the newsletter.
9.	<p>Civility & Respect Campaign – Training</p> <p>Motion: that Civility & Respect training for Councillors is agreed at a face-to-face cost of £200.00. The training is 3-hours with a break. Councillors to agree a suitable evening in 2026.</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.

10.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
11.	<p>Delegated Tasks Register</p> <p>To receive a written report and members to provide any updates on related matters.</p>
12.	<p>West Berkshire Town and Parish Climate Forum Report</p> <p>To receive a verbal report from Cllr Charles Croal.</p>
13.	<p>Chairman's remarks</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council