



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 21st July 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 following Minutes are approved and adopted as accurate record of Council decisions:</p> <p>a) Extra Ordinary Full Council meeting on Monday 16th June 2025 b) Full Council meeting on Monday 23rd June 2025</p>

Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>a) Mover: Cllr Tull, Chair of Finance Committee Motion: that payments, as listed on enclosed payment sheet 05-2025/26, are approved.</p> <p>b) Motion: that a request, from West Berkshire Council’s Countryside department, for a contribution of £1,500 (quote enclosed) towards repairs to the footpath access to The Garage is approved. Funding source – earmarked reserve: Devolved Services/Footpaths.</p>						
5.	<p>Planning: New applications</p> <p>Mover: Cllr Tull, Chairman Motion: that the following planning application is reviewed and a formal response is agreed:</p> <table><tr><th>Application no</th><th>Address</th><th>Proposal</th></tr><tr><td>25/01404/HOUSE</td><td>9 Dorking Way, Calcot, Reading, RG31 7AE</td><td>Removal of existing conservatory and construct new side extension</td></tr></table>	Application no	Address	Proposal	25/01404/HOUSE	9 Dorking Way, Calcot, Reading, RG31 7AE	Removal of existing conservatory and construct new side extension
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25/01404/HOUSE	9 Dorking Way, Calcot, Reading, RG31 7AE	Removal of existing conservatory and construct new side extension					
6.	<p>Underwood Road Memorial Trees Netting, Cllr Croal</p> <p>Mover: Cllr Croal Motion: that, at a cost of £80 for the materials, wire mesh netting is put around, by Friends of Linear Park, the three Covid Memorial Trees on Underwood Road.</p> <p>i) If agreed, Members to state from which budget heading the funds would be taken.</p>						
7.	<p>Refreshment Kiosk – next steps</p> <p>a) Motion: that a request, from the new lessee, to paint the internal of The Garage the colours of the logo is granted (costs born by lessee). Colours: brown, pink and green.</p> <p>Note: the lessee will be erecting a lockable noticeboard on The Garage to advertise their pricing, so this is visible to customers.</p> <p>b) Motion: Council invitee list to be formalised (noting that the lessee will also be inviting their own guests) for the formal opening date of the kiosk which is set for Saturday 30th August (soft opening is on Monday 4th August) at 11:30am.</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.

8.	Clerk's Report To receive a written report regards parish business not already included on the agenda.
9.	Delegated Tasks Register To receive a written report and members to provide any updates on related matters.
10.	Human Resources Committee, Cllr Bedwell To receive a verbal report from Cllr Bedwell following the Human Resources Committee meeting which took place on Monday 30 th June 2025.
11.	Finance Committee Report, Cllr Tull To receive a verbal report from Cllr Tull following the Finance Committee meeting which took place on Monday 7 th July 2025
12.	Community Litter Pick, Cllr Croal To receive a verbal report following the community litter pick which took place on Saturday 5 th July 2025.
13.	West Berkshire Heritage Forum AGM, Cllr Moore To receive a verbal report from Cllr Moore following the West Berkshire Heritage Forum AGM which took place on Tuesday 1 st July 2025.
14.	Linear Park entrances, Cllr Croal To receive a verbal report from Cllr Croal (and the Clerk) following a meeting and walk-around, with West Berkshire Council, of the Linear Park entrances on Monday 21 st July 2025.
15.	Chairman's remarks

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council