



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 November 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**).

7.50pm Presentation from Prospective new councillor

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.	Declarations of interest relevant to the agenda Mover: Cllr Tull, Chairman Motion: that any declarations of interest relevant to the agenda are stated. 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 Minutes of previous meeting(s) Mover: Cllr Tull, Chairman a) Motion: that the Minutes of the full council meeting which took place on Monday 1st September 2025 are approved and adopted as true record of that meeting. b) Motion: that the minutes of the Extra Ordinary meeting which took place on Monday 6th October 2025 are approved and adopted as true record of that meeting.

Council Decisions/Ratification of Committee Recommendations

4.	Financial decisions Mover: Cllr Tull, Chair of Finance Committee a) Motion: that payments, as listed on enclosed payment sheet 08-2025/26, are approved. b) Motion: that the list of devolved services, as provided by West Berkshire Council (emailed to Members on 23/10/2025), is considered and, if any are agreed, whether they are added to the 2026/27 budget precept or whether the funds are to be taken from General Reserves. c) Motion: that the following recommendations of the Finance Committee are ratified (draft minutes of the Finance Committee submitted with the agenda for reference): a. current rate of rent for The Garage Kiosk will remain at £0/m for an additional 3 months following which a further review will be completed with a view to then applying incremental increases until the full level of rent is achieved. b. an 'MOT' of the Council's website be completed by Vision ICT at a cost of £145+VAT noting that approval will take the Council over its 2025/26 IT budget. c. draft IT Policy. d. Clerk is enabled to claim overtime payments for meeting hours if the hours cannot reasonably be taken as time off in lieu. Hours that are currently owed to be claimed as payment (approximately 26-hours at present). e. there is no uplift in the hire rates for the Beansheaf Centre for the year 2026/27. f. the Community and Infrastructure Levy report for West Berkshire Council. g. the Insurance Policy update regards 'business interruption in relation to the addition of solar panels. h. Updated Equality Policy. d) Motion: that the grant application from Berkshire Therapy Centre to the sum of £500.00 is approved.
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5.	Co-option of prospective new councillor Motion: That Jagen Veerati is co-opted to the Parish Council.
6.	Mid-Year Internal Audit 2025/26 and External Audit 2024/25 a) Motion: that the External Audit report, which was reviewed by the Finance Committee and had no comments made, is acknowledged. b) Motion: that the mid-year internal audit report is heeded and any recommendations made are considered and an action plan, if required, is agreed.
7.	Bark Quote Motion: that the three enclosed quotes for a bark top-up, which is required at the Holymead playground, are reviewed and a provider is selected.
8.	Replacement Play Equipment a) Motion: this it is agreed whether replacement parts be purchased to repair the vandalised play equipment or whether new equipment is installed (see enclosed quotes). b) Motion: that it is agreed that an insurance claim is made following the vandalism of the Holymead Playground play equipment.
9.	'Ridgway Council'/ 'Greater Reading Council' Proposals – Residential engagement session feedback, questionnaire results and draft letter for approval Mover: Cllr Tull Motion: that, following feedback information (report enclosed), the enclosed draft letter, to be issued to West Berkshire Council, Reading Borough Council and the Secretary of State, is approved.
10.	Bus Shelters West Berkshire Council has advised that the shelter, ordered for Ketting Close, cannot be safely installed due to the utilities being far closer to the path surface than expected. However, a request has been made by a resident for a new shelter on Churchward Walk (towards Sainsbury's/Ikea). Motion: that the proposed alternative location, of Churchward Walk, for what was to be the Ketting Close bus shelter, is approved as well as an additional charge of £1,540.17 + VAT for the additional installation requirements. If approved, funds to be taken from the Council's General Reserves.
11.	Suspended Ceiling Replacement Motion: that the enclosed quotations are considered for the replacement of the tiles in the Linear Hall suspended ceiling and a supplier selected. The aim is that the ceiling tiles be replaced in the current financial year. The tiles are to be sound-dampening tiles, to help with the acoustics in the room, and they are to be clipped down to help prevent future lifting. Once the replacement is complete the Council may need to consider additional sound dampening measures.

12.	Little Library Box Mover: Cllr Tull a) Motion: that a 'Little Free Library' box is installed at the Beansheaf Centre with Councillors agreeing the exact location of where the box should be installed. b) Motion: that it is agreed that a Penguin box be applied for (Little Free Library Teams Up with Penguin Books to Grant 90 Little Book Stops - Little Free Library) c) Motion: that it is agreed who will become the 'steward' of the box. d) Motion: that it is agreed that, should the bid application fail, the box and installation costs are taken from the Council's General Reserves up to a maximum value of £200.00.
13.	The Garage – Mural request a) Motion: that the request for a mural to be painted on the park facing side of The Garage be considered and a decision made (proposed design enclosed). b) Motion: if approved, members to agree whether the proposed cost of £300.00 be paid by the Parish Council or whether this should be funded by The Garage Kiosk management. If agreed for Council funding, funding source to be agreed.
14.	1st Aid Training Note: the second First Aid at Work Course was cancelled due to reduced numbers. Motion: that it is acknowledged that the previously published price of the First Aid Course was for the three-hour session, not the agreed whole day course and, therefore, the actual cost was £450.00 + VAT (this includes an additional charge as an extra person turned up). Motion: that it is agreed the cancelled First Aid at Work Course is rescheduled so that Parish Office staff can receive the training and the additional three spaces be offered to residents up to a maximum number of 3 people. The cost £400 + VAT (plus the already agreed costs for refreshments).
15.	Signing the Armed Forces Covenant Mover: Cllr Littlewood Motion: that the Council sign the Armed Forces Covenant and select the areas of the Covenant that it can practicably engage.
16.	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item: 17
17.	Request to revoke future booking ban Motion: that a request to have a future booking ban lifted is considered and a final decision reached.

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.

18.	Clerk's Report To receive a written report regards parish business not already included on the agenda.
19.	Delegated Tasks Register To receive a written report and members to provide any updates on related matters.

20.	Litter Pick To receive a brief verbal report from Cllr Croal following the litter pick which took place on Saturday 1st November 2025 in Beansheaf.
21.	West Berkshire Town and Parish Council Climate Forum (WBTPCCF) To receive a brief verbal report from Cllr Croal following the WBTPCCF on Wednesday 22nd October 2025.
22.	Chairman's remarks - Feedback from 1st Aid Training - Feedback from the Friends Place Care Home Open weekend which was on 13th & 14th September 2025 - Feedback from 'Meet the Leader' session on 30th September - Feedback from Martyn's Law training and recommendation for future agenda item. - Remembrance Day Parade report.

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council