



# 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 13<sup>th</sup> April 2026

**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 session<sup>1</sup>, but the Chairman or relevant committee Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

<sup>1</sup> 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 of potential new Councillor, Andrew Griffin

## 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).

<b>3.</b>	<p>To approve and adopt minutes</p> <p><b>Mover: Cllr Tull</b></p> <p><b>a) Motion:</b> that the minutes of the Full Council meeting on Monday 9<sup>th</sup> March 2026 are approved as true and accurate record and are adopted.</p> <p><b>b) Motion:</b> that the minutes of the Extra Ordinary Full Council meeting on Monday 30<sup>th</sup> March 2026 are approved as true and accurate record and are adopted.</p>
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**Council Decisions/Ratification of Committee Recommendations**

<b>4.</b>	<p>Co-option of prospective new councillor</p> <p><b>Mover:</b> Cllr Claire Tull</p> <p><b>Motion:</b> That Mr Andrew Griffin is co-opted to the Parish Council.</p> <p>Clerk to receive signed copy of Declaration of Acceptance of Office.</p>									
<b>5.</b>	<p>Financial decisions</p> <p><b>Mover:</b> Cllr Tull, Finance Committee Chairman</p> <p><b>a) Motion:</b> that payments, as listed on enclosed payment sheet 13-2025/26, are approved.</p> <p><b>b) Motion:</b> that payments, as listed on enclosed payment sheet 01-2026/27, are approved.</p> <p><b>c) Motion:</b> that due to service standards and cost increases the Council consider a reduction in the following two services.</p> <ul style="list-style-type: none"> <li>i. Weekend cleaning of the Beansheaf Centre</li> <li>ii. Food waste collection service</li> <li>iii. Payroll provider</li> </ul>									
<b>6.</b>	<p>Grant Applications</p> <p><b>Motion:</b> that the enclosed grant application from Standby Volunteer Group, to the sum of £600.00 to assist with the costs of running the organisation (confidential supporting information enclosed), is approved.</p>									
<b>7.</b>	<p>Planning: New applications</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that members discuss and agree a formal response to the following planning applications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Application no</th> <th style="width: 40%;">Address</th> <th style="width: 35%;">Proposal</th> </tr> </thead> <tbody> <tr> <td>26/00651/HOUSE</td> <td>12 Bainbridge Road, Calcot, Reading, RG31 7BE</td> <td>Erection of a single storey extension on the rear elevation</td> </tr> <tr> <td>26/00617/HOUSE</td> <td>47 Hawkesbury Drive, Calcot, Reading, RG31 7ZR</td> <td>Proposed side extension and porch infill</td> </tr> </tbody> </table>	Application no	Address	Proposal	26/00651/HOUSE	12 Bainbridge Road, Calcot, Reading, RG31 7BE	Erection of a single storey extension on the rear elevation	26/00617/HOUSE	47 Hawkesbury Drive, Calcot, Reading, RG31 7ZR	Proposed side extension and porch infill
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7 cont.	<p>Planning: New applications continued</p> <table border="1" data-bbox="217 185 1519 707"> <tr> <td data-bbox="217 185 469 707">26/00719/OOD</td> <td data-bbox="469 185 884 707">Out Of District Reading Borough Council Station Hill Reading RG1 1NF</td> <td data-bbox="884 185 1519 707">Out Of District Planning Consultation RBC: Ref PL/26/0415 - Reserved Matters application pursuant to Outline Planning Permission ref. 192032 for the development of Plots A, B and D at Station Hill, Reading, comprising the erection of two buildings to provide residential units (Use Class C3), including affordable housing, ground floor flexible commercial units (Use Class E), resident amenity space, associated landscaping and public realm works, including Station Hill Gardens and to Station Hill Square, new pedestrian routes, cycle parking, servicing, refuse storage, plant and ancillary infrastructure, with all associated works. Discharge of conditions which are triggered with the Reserved Matters Application including Conditions 54(iii), 63, 75, 76, 86, 94, 95, 96, 99, 107 and 112.</td> </tr> </table>	26/00719/OOD	Out Of District Reading Borough Council Station Hill Reading RG1 1NF	Out Of District Planning Consultation RBC: Ref PL/26/0415 - Reserved Matters application pursuant to Outline Planning Permission ref. 192032 for the development of Plots A, B and D at Station Hill, Reading, comprising the erection of two buildings to provide residential units (Use Class C3), including affordable housing, ground floor flexible commercial units (Use Class E), resident amenity space, associated landscaping and public realm works, including Station Hill Gardens and to Station Hill Square, new pedestrian routes, cycle parking, servicing, refuse storage, plant and ancillary infrastructure, with all associated works. Discharge of conditions which are triggered with the Reserved Matters Application including Conditions 54(iii), 63, 75, 76, 86, 94, 95, 96, 99, 107 and 112.
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8.	<p>Holybrook Parish Plan – review and delegation</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that it is delegated to the Community and Environment Committee to review the Parish Plan, that was produced in 2006 (enclosed) and propose an action plan based on any unresolved issues that were raised at the time of the production of the Plan.</p>			
9.	<p>Water – review current situation and agree next steps</p> <p><b>Mover:</b> Cllr Moore</p> <p><b>Motion:</b> that, following a presentation on the current situation, Cllr Moore propose the next steps for Councillor approval (report enclosed).</p>			
10.	<p>Inconsiderate Parking/White Line Marking Reports</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that the information gathered by Councillors on inconsiderate parking and white line re-marking is considered and next actions approved. NOTE: the Clerk has informed West Berkshire Council (WBC) that this investigation is underway and a meeting with WBC is possible to discuss the findings and possible actions.</p>			
11.	<p>Memorial Plaque</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that a plaque is purchased in memory of late Cllr Andrew Lenaghan to be inserted near his memorial tree at a maximum cost of £50.00 using the earmarked reserve ‘Memorials’.</p>			
12.	<p>Delegated Task Register – review and decide if task is still relevant</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that each remaining task on the register (enclosed) is reviewed and a decision is taken as to whether each task is still relevant.</p>			

13.	<p>West Berkshire Council – Consultation – proposed amendment to the Hackney Carriage and Private Hire Licensing Policy 2025-2030</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that a formal response to the Hackney Carriage and Private Hire Licencing Policy 2025-2030 is agreed (<a href="#">Proposed amendment to the Hackney Carriage and Private Hire Licensing Policy 2025-2030 with respect to protected plates and accessibility - West Berkshire Council</a>).</p>
14.	<p>Beansheaf Centre Premises Licence</p> <p>Information report enclosed.</p> <p><b>Motion:</b> that it is agreed whether a premises licence is required for the Beansheaf Centre and, if so, who will be the designated premises supervisor moving forward.</p>
15.	<p>Bank Accounts and Account Signatories</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that Cllr Harish Mistry is added as signatory to all Parish Council bank accounts which currently consist of:</p> <ul style="list-style-type: none"> <li>a) Santander</li> <li>b) Nationwide</li> <li>c) Unity Trust Bank</li> </ul>

**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.

16.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
17.	<p>Audit – Year end 2025/26</p> <p>Due to expenditure which, in 2025/26, exceeds a total of £200k, Holybrook is subjected to an intermediate review at External Audit.</p>
18.	<p>Silver Anniversary 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>
19.	<p>West Berkshire Council's Vehicle Activated Signs (VAS)/Speed Indicator Device (SID) Policy update</p> <p>Enclosed, for information, is West Berkshire Council's VAS/SID Policy. If members would like to readdress SIDs/VASs for Holybrook, please request this for the next agenda.</p>
20.	<p>Dr Ellerton Charity Report – Cllr Bedwell</p> <p>Cllr Bedwell to provide a verbal report following a recent Dr Ellerton Charity Meeting</p>

21.	<p>Chairman's remarks</p> <ul style="list-style-type: none"> <li>- Reflection on the Annual Assembly.</li> <li>- The next District Parish Conference is being held on Wednesday 29<sup>th</sup> April. Cllrs Tull and Croal are attending via Zoom. If any other Councillors would like to attend information the Clerk so that your space can be booked.</li> </ul>
22.	<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 23 – 25.</p>
23.	<p>Vexatious Complaints Policy – invoking</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that the Vexatious Complaints Policy is invoked following a recent residential complaint (complaint, response provided and policy attached).</p>
24.	<p>Contract Review</p> <p><b>Mover:</b> Cllr Bedwell (chair of Human Resources Committee)</p> <p>a) <b>Motion:</b> that the contract for the new position in the Council staffing team is reviewed and agreed (note the contract is as recommended by WorkNest).</p> <p>b) <b>Motion:</b> that the updated staff handbook is adopted as per the recommendation of WorkNest.</p> <p><b>NOTE:</b> all staff will be issued with the updated staff handbook.</p> <p>c) <b>Motion:</b> that existing staff are consulted on updated contracts bringing them in line with the recommendations of WorkNest.</p>
25.	<p>Staff Overtime</p> <p><b>Motion:</b> that it is agreed the current Clerk can claim the necessary overtime to best ensure a suitable hand-over for the new recruit, whilst taking on the additional responsibility of recruitment.</p>
26.	<p>Photography Competition Entries – Review and select winners</p> <p><b>Motion:</b> using the enclosed judging criteria, select 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Places (prizes to be awarded at the Silver Anniversary event).</p>

Yours sincerely

Pamela Kirkpatrick  
**Clerk**  
Holybrook Parish Council