



# 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 18<sup>th</sup> May 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).

**Informal introduction of the new Parish Operations Manager by Cllr Claire Tull**

## 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 and to nominate a Chairman for the meeting in accordance with Standing Orders (due to the elected chairman acting as proper officer to the council for the meeting)  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>To approve and adopt minutes</p> <p><b>Mover: Cllr Bedwell</b></p> <p>a) <b>Motion:</b> that the minutes of the Annual Meeting of the Council held Monday 11<sup>th</sup> May 2026 are approved as true and accurate record and are adopted.</p> <p>b) <b>Motion:</b> Cllr Tull to sign the declaration of acceptance of office and for it to be witnessed by The Acting RFO.</p> <p>c) <b>Motion:</b> that the minutes of the Extra Ordinary Full Council meeting on Monday 11<sup>th</sup> May 2026 are approved as true and accurate record and are adopted.</p>
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**Council Decisions/Ratification of Committee Recommendations**

4.	<p>Financial Decisions</p> <p><b>Mover:</b> Cllr Bedwell</p> <p>a) <b>Motion:</b> that payments, as listed on enclosed payment sheet 02 2026 -2027, are approved.</p> <p>b) <b>Motion:</b> that the Finance Committee is delegated to complete the CIL report for the period 1<sup>st</sup> October 2025 to 31<sup>st</sup> March 2026 as required under CIL Regulation 121B</p> <p>c) <b>Motion:</b> that council approve the additional insurance premium of £ for the addition of the bus shelters. (The renewal premium has already been paid). <i>148-66 inc IPT</i></p> <p>d) The Risk and Assessment Management Report is ratified following receipt of the insurance figures.</p> <p>e) <b>Motion:</b> council to delegate the feasibility of a replacement gate locking service to the Finance Committee.</p> <p><i>For information: the VAT reclaim has been approved by the internal auditor. Although the de minimis was exceeded, the average over 7 years was below. A claim of £26,896.14 has been made.</i></p> <p><i>An additional licence for admin to access Rialas Bookings takes the council slightly over the budget forecast but is required for continuity of service.</i></p> <p>f) <a href="#">To receive the Internal Auditors' report and approve the Annual Return</a></p>						
5.	<p>Planning: New applications</p> <p><b>Mover:</b> Cllr Bedwell</p> <p><b>Motion:</b> that members discuss and agree a formal response to the following planning application (adjacent parish)</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>26/00923/HOUSE</td> <td>Cranbourne, Cranbourne Avenue Calcot Reading RG31 4RD</td> <td>Mr J McLeod-Ross Loft conversion including new pitched roof dormer to front elevation and rooflights to rear elevation</td> </tr> </tbody> </table>	Application no	Address	Proposal	26/00923/HOUSE	Cranbourne, Cranbourne Avenue Calcot Reading RG31 4RD	Mr J McLeod-Ross Loft conversion including new pitched roof dormer to front elevation and rooflights to rear elevation
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6.	<p>Water Consumption – information item</p> <p>Consumption graph for 3 years / average use per month presented.</p>						

7	<p>Committees and membership</p> <p><b>Mover:</b> Cllr Bedwell</p> <p><b>Motion:</b></p> <p>a) Councillors who were not present at the Annual Meeting to confirm their membership of their chosen committees and election of Chair/ Vice Chair as appropriate</p> <p>b) Each committee to be delegated to review their delegated authority/ terms of reference and policy documents. Confirm whether no changes are required or submit changes for full council ratification</p>
8.	<p>Policies and Documents</p> <p><b>Mover:</b> Cllr Albanese</p> <p><b>Motion:</b></p> <p>i) That the council's policies are reviewed to ensure they are up to date with best practice.</p> <p>ii) The council's document retention dates are checked. Documents to be prepared and sent to The Records Office accordingly.</p>
9 10	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p> <p>Delegated task register – for information</p>
11.	<p>Chairman's Remarks</p> <p>District Conference Report (Cllrs Tull, Bedwell and Croal attended)</p>
12	<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 13 and 14</p>
13.	<p>The Garage – facilities</p>
14.	<p>Recruitment</p> <p>To receive an update from the A/ Proper Officer and HR Committee members.</p>

To receive a handover report from the Acting Proper Officer from 1<sup>st</sup> May to date.

Yours sincerely

Claire Tull  
**Acting Proper Officer to the Council**  
Holybrook Parish Council