



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 27th July 2026

Location Beansheaf Room

Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW

Time **19:30pm**

Circulation All Council members and District Councillors

19.30pm 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)

19.45pm 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.	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).

3.	To approve and adopt minutes Mover: Cllr Tull a) Motion: that the minutes of the Full Council meeting on Monday 22nd June are approved as true and accurate record and are adopted.
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Council Decisions/Ratification of Committee Recommendations

4.	Planning: New applications Mover: Cllr Tull Motion: that members discuss and agree a formal response to the following planning applications: <table><tr><th>Application no</th><th>Address</th><th>Proposal</th></tr><tr><td>26/01152/FUL</td><td>1 Calcot Place, Low Lane, Calcot, RG31 7RT</td><td>Construction of dormer extensions to the existing roof slopes, to allow for the creation of two new studio flats</td></tr><tr><td>26/01485/HOUSE</td><td>18 Red Kite Close, Calcot, RG31 7BT</td><td>Loft conversion with insertion of three rooflights: two to the rear roof slope and one to the front roof slope.</td></tr><tr><td>26/00617/HOUSE</td><td>47 Hawkesbury Drive, Calcot, RG31 7ZR</td><td>Proposed side extension and porch infill</td></tr></table>	Application no	Address	Proposal	26/01152/FUL	1 Calcot Place, Low Lane, Calcot, RG31 7RT	Construction of dormer extensions to the existing roof slopes, to allow for the creation of two new studio flats	26/01485/HOUSE	18 Red Kite Close, Calcot, RG31 7BT	Loft conversion with insertion of three rooflights: two to the rear roof slope and one to the front roof slope.	26/00617/HOUSE	47 Hawkesbury Drive, Calcot, RG31 7ZR	Proposed side extension and porch infill
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5a.	Financial Decisions Mover: Cllr Tull Motion: Members to consider and approve payments sheet 05 2026 – 2027												
5b.	Financial Information Mover: Cllr Moore a) Year to date actual VS budget b) AGAR documentation was completed, return to external auditor and public rights notices displayed in accordance with requirements												
6.	Road Safety Mover: Cllr Tull a) For Information: Report received on the Red-Light enforcement camera – Bath Road b) Site meeting to be held with Gareth Dowding (Chairman & POM on 5th August) to view and discuss road signage and white lines through the Parish c) Motion: To reconsider the provision of SID's; the provision of SID's was a suggested option by many residents in the public consultation conducted in 2023. Members to discuss and resolve whether they wish to resurrect this project. cii) To delegate POM to contact the Senior Road Safety Officer. Obtain current terms and conditions and estimate of costs. d) For Information: To access the online training to become a member of the speed-watch team, contact the POM for more access code.												

7.	Policies and Documents Mover: Cllr Bedwell a) Motion: to adopt the current model standing orders issued by the SLCC b) Motion: to review the General Data Protection Regulation Policy, agree any amendments and adopt accordingly
8.	Parish Operations Tracker For Information: Copy of tracker is attached.
9.	IT & Systems Mover: Cllr Tull Motion: that the POM is delegated to contact VisionICT to discuss and rectify ongoing issues with the email system

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.	Community & Environment Mover: Cllr Croal To receive verbal report from Cllr Croal regarding the West Berkshire Climate Forum on the 8th of July and the Litter Pick on the 11th of July
11.	Parish Operations Report To receive a written report regards parish business not already included on the agenda.
12.	Chairman's Remarks Mover: Cllr Tull

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.

13.	Complaint Members to consider the complaint received from a member of the public and any action it wishes to take
14.	Ridgeway Council Members to receive letters from leaders of Reading and West Berkshire Council

Yours sincerely



Laura Norgate
Parish Operations Manager
Holybrook Parish Council