



**25** Years  
2000 - 2025

# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

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## 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 9<sup>th</sup> March 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

**NOTE:** Our District Councillors are advised that a resident attended the Community & Environment meeting on Monday 9<sup>th</sup> February to raise concerns regarding the lighting along the A4 Bath Road. The person stated that, they believe, the low level of lighting is being caused by overgrown trees.

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)) <b>Mover:</b> Cllr Tull, Chairman <b>Motion:</b> that apologies are received and recorded.

2.	<p>To receive declarations of interest relevant to the agenda</p> <p><b>Mover:</b> Cllr Tull, Chairman</p> <p><b>Motion:</b> 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 the minutes of the Full Council meeting on Monday 12<sup>th</sup> January 2026</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that the minutes of the Full Council meeting on Monday 12<sup>th</sup> January 2026 are approved as accurate record and are adopted.</p>

### Council Decisions/Ratification of Committee Recommendations

4.	<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 12-2025/26, are approved.</p> <p>Following a short verbal report:</p> <p><b>b) Motion:</b> that recommendations from the Finance Committee are ratified as follows.</p> <p style="padding-left: 40px;">i. Annual Management Risk Assessment (noting that the insurance values have not yet been updated due to insurance renewal; see item 5).</p> <p><b>c) Motion:</b> That members acknowledge that no VAT claims have been submitted to HMRC to date due to de minimis calculations. Should the seven-year de minimis average be exceeded, significant work will be required to remove all VAT amounts, relating to the Beansheaf Centre, from Rialtas. In accordance with Financial Regulations (9.8), a VAT claim will be prepared and submitted as part of the year-end process.</p>
5.	<p>Insurance 2026/27</p> <p>The Council's 5-year fixed term insurance is due to complete on 31<sup>st</sup> March 2026. Therefore, alternative quotes have been sought (confidential documents enclosed).</p> <p><b>Motion:</b> that the enclosed insurance options are considered and</p> <p style="padding-left: 40px;">i) a provider is selected and ii) length of term is agreed.</p>
6.	<p>Policies and Procedures</p> <p><b>Motion:</b> that each of the following new policies/procedures are reviewed and approved:</p> <p style="padding-left: 40px;">i) Fire Safety Policy ii) Asbestos Management Plan (AMP) iii) Emergency Light Testing Procedure</p> <p><b>NOTE:</b> these policies and procedures are as a result of the Council's recent Fire and General Risk Assessments. More policies and procedures are required which the Clerk is working towards (i.e. gas leak procedure and map of fire points of importance such as gas shut-off valve and solar panels).</p>

7.	<p>Co-option of prospective new councillor</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that item 3.6 (interview) of the Co-option Policy and Procedure is dispensed with and the process is moved straight to item 3.7 (presentation) which, if agreed, will be completed at the April Full Council meeting.</p>									
8.	<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" data-bbox="212 573 1506 902"> <thead> <tr> <th data-bbox="212 573 466 607">Application no</th> <th data-bbox="466 573 879 607">Address</th> <th data-bbox="879 573 1506 607">Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 607 466 779">26/00100/HOUSE</td> <td data-bbox="466 607 879 779">23 Corsham Road, Calcot, Reading, RG31 7ZH</td> <td data-bbox="879 607 1506 779">Install a garden office of less than 2.5 metres high in the back garden. The office will be built and installed by a professional company. Dimensions will be 4.2 metres wide, 2.1 metres deep and 2.466 metres high.</td> </tr> <tr> <td data-bbox="212 779 466 902">26/00300/HOUSE</td> <td data-bbox="466 779 879 902">11 Balfour Drive, Calcot, Reading, RG31 7BN</td> <td data-bbox="879 779 1506 902">Two storey side extension and first floor rear extension over existing ground floor and new side boundary fence.</td> </tr> </tbody> </table>	Application no	Address	Proposal	26/00100/HOUSE	23 Corsham Road, Calcot, Reading, RG31 7ZH	Install a garden office of less than 2.5 metres high in the back garden. The office will be built and installed by a professional company. Dimensions will be 4.2 metres wide, 2.1 metres deep and 2.466 metres high.	26/00300/HOUSE	11 Balfour Drive, Calcot, Reading, RG31 7BN	Two storey side extension and first floor rear extension over existing ground floor and new side boundary fence.
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9.	<p>Beansheaf Centre – disability access</p> <p><b>Mover:</b> Cllr Albanese</p> <p><b>Motion:</b> That the Council commission an assessment of the entrance door at the Beansheaf Centre, specifically in relation to opening force and manoeuvrability, and explore reasonable adjustments, including adjustment or replacement of the door closer or installation of an assisted opening mechanism, considering cost, fire safety compliance and safeguarding requirements.</p>									
10.	<p>Bin Locations</p> <p>a) <b>Mover:</b> Cllr Veerati</p> <p><b>Motion:</b> that one of the enclosed bin locations is selected for a new ground-locked dual bin on the Fairfields Estate (Council has already approved the purchase of the bin; only the location is for discussion). <b>Note:</b> West Berkshire Council will need to approve the selected location.</p> <p>b) <b>Motion:</b> that the proposed location for a ballast base dual bin on Dorking Way is approved. <b>Note:</b> West Berkshire Council will need to approve the selected location.</p>									
11.	<p>Linear Park Bench and Resident Memorials</p> <p><b>Proposal (from West Berkshire Council):</b> that the Parish Council agree to memorial plaques (see enclosed image) being attached to the bench to be installed along the connecting footpath between the car park and Honey Bee Street, subject to a formal request being made to West Berkshire Council. There would be no cost to the Parish Council.</p> <p><b>Motion:</b> that the proposal is discussed and a decision is reached.</p>									
12.	<p>The Garage – Additional works</p> <p><b>Motion:</b> that the installation of new, stable-style doors for The Garage is approved (allowing more light into The Garage and allowing better visibility of customers in the pergola). Maximum cost: £8,000.</p>									

12 cont.	<p>The Garage – Additional works continued</p> <p>i) If agreed, members to confirm from what funding source the monies should come from and whether the material of the door is a consideration for approval.</p> <p><b>Note:</b> to date, only one quote has been obtained.</p>
13.	<p>Local Government Reorganisation – public consultation details</p> <p><b>Motion:</b> that members agree the next steps in ensuring that residents are informed of the government consultation on the options to reorganise local councils across Oxfordshire and West Berkshire. The consultation is live now and is open till 26<sup>th</sup> March 2026.</p>
14.	<p>Vision and Mission Statement, and Core Values</p> <p><b>Mover:</b> Cllr Croal (Chairman of the Community &amp; Environment Committee)</p> <p><b>Motion:</b> that the enclosed Vision and Mission Statements and Core Values, as proposed by the Community and Environment Committee are adopted.</p>
15.	<p>Electric Vehicle charge points at the Holybrook Centre Car Park</p> <p>Following a verbal report from the Clerk:</p> <p><b>Motion:</b> that members consider the enclosed email from West Berkshire Council requesting that three electric charging points be installed at the Holymead car park and agree whether to approve the request.</p>
16.	<p>Overgrown foliage quotation approval</p> <p><b>Motion:</b> To approve a quotation to the sum £1,355 + VAT for significant grounds maintenance works at Dave Prior “Diddy” Park, comprising the cutting back of brambles, ivy, nettles and trees affecting ten surrounding properties. An additional cost may be incurred for a replacement fence.</p> <p><b>Note:</b> Members acknowledge that only one quotation was obtained due to the complexity of arranging access to the affected properties.</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.

17.	<p>Clerk’s Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
18.	<p>Delegated Tasks Register</p> <p>Members to provide updates on related matters (report enclosed).</p>
19.	<p>Community Litter Picks Report – Cllr Croal</p> <p>To receive a short verbal report following the litter pick which took place in Fords Farm on Saturday 7<sup>th</sup> March 2026.</p>
20.	<p>West Berkshire Council Community Climate Forum (WBCCCF) meeting report – Cllr Croal</p> <p>To receive a short verbal report following the WBCCCF meeting on Wednesday 4<sup>th</sup> March 2026.</p>

21.	<p>Community Speed Watch report – Cllrs Tull and Veerati, and Clerk</p> <p>To receive a short verbal report following recent Community Speed Watch assessments through Holybrook Parish.</p>
22.	<p>Friends of Linear Park Management Plan</p> <p><b>Motion:</b> that the Friends of Linear Park Management Plan (enclosed) is reviewed and councillors to agree if any of the items listed are to be added to a council agenda for further discussion.</p>
23.	<p>Chairman's remarks</p>
24.	<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 25, 26, 27 and 28.</p>
25.	<p>The Garage</p> <p><b>Mover:</b> Cllr Tull</p> <p>a) <b>Motion:</b> that a verbal report is received regards The Garage Kiosk's financials following which, Members to ratify the Finance Committee's recommendation for rental amounts for The Garage over the next three years.</p> <p>b) <b>Motion:</b> Subject to approval of 25. a), that the Clerk and Cllr Tull meet with the owner of The Garage to discuss the rental agreement.</p>
26.	<p>Community Spirit Award Nominations – winner selection</p> <p><b>Motion:</b> that a winner is selected from the nominations received for each of the following categories:</p> <ul style="list-style-type: none"> <li>i. June Scott Award for Best Environment Champion(s)</li> <li>ii. Young Person(s) of the Year</li> <li>iii. Good Neighbour of the Year</li> <li>iv. Service with a Smile</li> <li>v. Unsung Hero</li> </ul>
27.	<p>Photography Competition – winner selection</p> <p><b>Motion:</b> that the winners are selected for the photography competition in the following categories:</p> <ul style="list-style-type: none"> <li>i. Our Parish Through Young Eyes</li> <li>ii. Hidden Gems of Our Parish</li> <li>iii. People's Choice Award – for discussion</li> </ul>
28.	<p>Hirer – Decision reconsideration</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that a hirer, who had been precluded from future hire by the Clerk, is reinstated with specific, additional conditions in place.</p>

Yours sincerely

Pamela Kirkpatrick  
**Clerk**  
Holybrook Parish Council