



**25**  
Years  
2000 - 2025

# 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 22<sup>nd</sup> June 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 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

7:40pm – Presentation to Caroline Lenganhan for her 10 years of service

7.45pm - District Councillors' Report

## 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<br><br>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). |

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|-----------|---|
| <b>3.</b> | <p>Minutes Adoption</p> <p><b>Motion:</b> That the minutes of the full council meeting on Monday 18<sup>th</sup> May 2026 are approved and adopted.</p> |
|-----------|---|

### Council Decisions/Ratification of Committee Recommendations

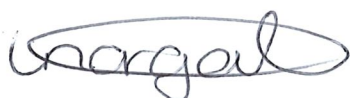
| <b>4.</b>      | <p>Planning</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion:</b> that a formal response is proposed and agreed for the following planning applications:</p>  |   |         |          |              |   |   |
|----------------|--|---|---------|----------|--------------|---|---|
|                | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Application no</th> <th style="width: 30%;">Address</th> <th style="width: 50%;">Proposal</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">26/01053/FUL</td> <td style="text-align: center;">101 Underwood Road,<br/>Calcot, Reading, RG30<br/>3PA</td> <td>This is a change of use application from residential dwelling C3 to residential children's home C2. No internal or external changes to main house, garage removal to enable tandem driveway parking spaces.</td> </tr> </tbody> </table> | Application no  | Address | Proposal | 26/01053/FUL | 101 Underwood Road,<br>Calcot, Reading, RG30<br>3PA | This is a change of use application from residential dwelling C3 to residential children's home C2. No internal or external changes to main house, garage removal to enable tandem driveway parking spaces. |
| Application no | Address  | Proposal  |         |          |              |   |   |
| 26/01053/FUL   | 101 Underwood Road,<br>Calcot, Reading, RG30<br>3PA  | This is a change of use application from residential dwelling C3 to residential children's home C2. No internal or external changes to main house, garage removal to enable tandem driveway parking spaces. |         |          |              |   |   |
| <b>5a.</b>     | <p>Financial decisions</p> <p><b>Mover:</b> Cllr Tull</p> <p>a) Members to consider and approve - Payment Sheet 3 2026 / 2027</p> <p>b) Members to complete the AGAR return for 2025 / 2026 in accordance with requirements</p> <p>c) POM to be delegated to publish and return the documents to the external auditor as required</p>  |   |         |          |              |   |   |
| <b>5b.</b>     | <p>Financial decisions</p> <p><b>Mover:</b> Cllr Mistry</p> <p><b>Motion:</b> Further to item 052627 of Full Council Meeting 13<sup>th</sup> April members to consider and approve the proposal to move the buy out from Moorepay and move to Worknest for the staff payroll function</p> <p>Refer to cost proposal attached</p>   |   |         |          |              |   |   |
| <b>5c.</b>     | <p>Financial decisions</p> <p><b>Mover:</b> Cllr Tull</p> <p><b>Motion A:</b> Members to consider and approve additional tree works to Underwood Road, Diddy Park, to complete the works</p> <p><b>Motion B:</b> Members to consider and approve the replacement (bucket swings) at Underwood Road, Diddy Park</p> <p><b>Motion C:</b> Members to consider and approve the replacement of miscellaneous office equipment as per the attached schedule</p>  |   |         |          |              |   |   |

|    |  |
|----|--|
| 6. | <p>Water Consumption</p> <p><b>Mover: Cllr Moore</b></p> <p>To receive a verbal report on the current situation</p>  |
| 7. | <p>Community &amp; Environment Committee</p> <p><b>Mover: Cllr Croal</b></p> <p>To receive a report from Cllr Croal on the meeting held 15/06/2026 and note of any upcoming events and important dates during Summer</p> |
| 8. | <p>Policy and Documents review</p> <p><b>Mover: Cllr Croal</b></p> <p><b>Motion:</b> To ratify the changes (if any) to the Community &amp; Environment Terms of Reference</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.

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| 9.  | <p>POM Report</p> <p><b>Motion:</b> Members to receive a written report informing them of Parish business not already included on the agenda</p>  |
| 10. | <p>Delegated Task Register List</p> <p><b>Motion:</b> Members to receive the delegated task register to date for information</p>  |
| 11. | <p>Chairman's Remarks</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 item 21.</p> |
| 13. | <p>Training induction and Staff update</p> <p>Members to receive a verbal report from Cllr Tull &amp; Moore</p>   |

Yours sincerely



Laura Norgate  
**Parish Operations Manager**  
 Holybrook Parish Council