



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 19th May 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 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)

7.45pm 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 the minutes of the previous meetings Motion: that the minutes of the Annual Meeting, which took place on Monday 12 th May 2025, are approved as an accurate record of the meeting.

Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>Mover: Cllr Tull, Chair of Finance Committee</p> <p>a) Motion: that payments, as listed on payment sheet 02-2025/26, are approved (enclosed).</p> <p>b) Motion: that the Assets Register is approved (enclosed)</p> <p>c) Motion: that the Unaudited Financial Statements for 2024/25 (supplementary to the Annual Governance and Accountability Return) are approved</p> <p>d) Motion: that the Annual Return Financial data for 2024/25 is approved</p>
5.	<p>Internal Audit – Financial Year End 2024/25</p> <p>Mover: Cllr Tull, Chair of the Council</p> <p>Motion: that any recommendations made in the Annual Internal Audit report and any associated documents are acknowledged and delegated to the Finance Committee to action and report back to full council for approval.</p>
6.	<p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025</p> <p>Mover: Cllr Tull, Chair of the Council</p> <p>a) Motion: that Section 1 – Annual Governance Statement 2024/25 is approved</p> <p>b) Motion: that Section 2 – Accounting Statements 2024/25 are approved</p> <p>c) Motion: that the dates for ‘Notice of appointment date for the exercise of electors’ rights’. Are ratified</p> <p>Note: due to the Council’s expenditure during 2024/25 additional documents must be submitted with the AGAR to the external auditor. This year, that documentation is: 1) ‘a copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2024/25 was discussed. And, 2) if the 2023/24 external auditor report included any ‘except for’ matters, copies of the minutes and any agreed plan showing the corrective action taken to address these matters’.</p>
7.	<p>Proposed Bus Stop Clearways Marking – Holybrook</p> <p>Motion: that the bus stop clearways markings proposed by West Berkshire Council, as detailed in the enclosed document, are approved: Locations:</p> <p>Mill Lane (Calcot Mill Lane): Repainting</p> <p>The Chase (Kettering Close): New clearway & sign</p> <p>The Chase (Knollmead): New clearway & sign</p> <p>Pollards Way (Pemberton Gardens): New clearway & sign</p> <p>Charrington Road (Fernhurst): New clearway & sign</p> <p>Charrington Road (Torcross Grove): New clearway & sign</p>
8.	<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 the clerk’s verbal report on item 9a – solar panels</p>
9.	<p>Solar Panels</p> <p>a) To receive a confidential verbal report from the Clerk.</p> <p>b) Motion: that the quotes for 52 solar panels (38 to power the Beansheaf Centre and 14 to power the West Berkshire Council changing rooms), provided by Sustain Homes (enclosed) to the total sum of £30,069 is accepted. The quotes include: solar panels, inverters, batteries, mounting and bird proofing. Spending from EMR: Solar Panels and Community Infrastructure Levy Monies.</p>

10.	<p>Equipment purchase, Cllr Tull</p> <p>Mover: Cllr Tull</p> <p>a) Motion: that a Costway Podium Stand 117cm Hostess Stand for Speakers w/ Storage Shelf-Brown is purchased from B&Q (https://www.diy.com/departments/costway-podium-stand-117cm-hostess-stand-for-speakers-w-storage-shelf-brown/7984704571710_BQ.prd?srsId=AfmBOopwX-aG2v-AxUJmutgR08xaQd3HF06ye81H_hNoAvkciM2Liz1CgWw&gQT=1) at a cost of £62.95 + delivery. To be purchased from the 'equipment' budget.</p> <p>b) Motion: that 12 councillor laptops and laptop bags are purchased (see enclosed report) at a total estimated cost of £2,040. Budget 'technology renewals and repairs'.</p>
11.	<p>Community Outreach Hub, Clerk</p> <p>a) Motion: that the council consider what are the important issues in our area (in relation to the services of the community outreach hub) and what services the council would like to come and be part of the Hub.</p> <p>b) Motion: that it is agreed that the Council would like to meet with Rhys Lewis, West Berkshire Council Community Coordinator (Engagement) regards a Community Outreach Hub (as presented by April Peberdy at the District Parish Conference).</p>
12.	<p>Street Trading, Clerk</p> <p>Motion: that West Berkshire Council is requested that the current street trading prohibition order that is in place for Holybrook is lifted. Enclosed, for information, is a copy of Theale Parish Council's minutes on the relating to this matter.</p>
13.	<p>New Toddler Play Equipment, West Berkshire Council</p> <p>Motion: that members agree to the new toddler play equipment as proposed by West Berkshire Council that is to be installed in Linear Park (details enclosed).</p>
14.	<p>VE-Day 80 Round-up and next events</p> <p>a) Motion: that a verbal report is received from Cllr Albanese regards VE-Day 80 including, what went well, suggestions for improvements and financials.</p> <p>Mover: Cllr Albanese</p> <p>b) Motion: that a May Day event is agreed for the early May 2026 bank holiday and that Cllr Albanese is the lead organiser alongside the office and Community and Environment Committee.</p> <p>c) Motion: that, if b) is agreed, a budget of £2,000 is set from the 'events' earmarked reserves.</p> <p>Mover: Cllr Tull</p> <p>d) Motion: that a final date is agreed for the Council's silver anniversary celebration to be held at the Holybrook Centre.</p> <p>e) Motion: that the Council consider any further activities or celebrations/celebratory paraphernalia it would like to hold/purchase.</p>

15.	<p>Damaged Youth Shelter, Clerk</p> <p>The Clerk to provide a verbal report following which members to agree:</p> <p>Motion: that the damaged youth shelter is reported officially to the Police;</p> <p>Motion: that the damaged youth shelter is replaced (styles, design and cost to be delegated to the Community and Environment Committee for approval);</p> <p>Motion: that an insurance claim is made for the replacement.</p>
16.	<p>Local Historical Listings</p> <p>Motion: that the Council review the list of possible local heritage sites suggested by Beth Asbury, Assistant Archaeologist (HER & Outreach), West Berkshire Council and agreed to apply for the suggested items to be listed locally (details enclosed).</p> <p>Motion: that the Council raise any other local items to request a local listing i.e. pill box, Linear Park, 20 tree orchard, Covid memorial trees etc.</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>To receive a written report and members to provide any updates on related matters.</p>
19.	<p>District Parish Conference, Cllr Croal</p> <p>To receive a verbal report from the District Parish Conference which took place on Wednesday 30th April.</p>
20.	<p>LLC Meeting, Cllr Littlewood</p> <p>To receive a verbal report following an LLC meeting which took place in April.</p>
21.	<p>Residential Correspondence, Clerk</p> <p>a) To receive a written copy of a recent email received from a resident with the Clerk's responses included.</p> <p>b) To receive a verbal report from the Clerk following residential complaint on newsletter article regarding community speed watch.</p>
22.	<p>West Berkshire Town and Parish Climate Forum, Cllr Croal</p> <p>To receive a verbal report from the West Berkshire Town and Parish Climate Forum which took place on Wednesday 30th April 2025.</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 item 25.</p>

25.	<p>The Garage</p> <p>To receive and update on possible garage user. Then,</p> <p>Motion: that it is delegated to the Clerk and Cllr Tull to meet with the possible user to agree terms and conditions, equipment list and rental costs.</p>
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Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council