



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 20th January 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 Full Council meeting on Monday 16 th December 2024. Motion: that the minutes of the Full Council meeting on Monday 16 th December are approved as accurate record and are adopted.

Council Decisions/Ratification of Committee Recommendations

4.	<p>Financial decisions</p> <p>Mover: Cllr Tull, Finance Committee Chairman</p> <p>a) Motion: that payments, as listed on enclosed payment sheet 10-2024/25, are approved.</p> <p>b) Motion: that the 2025/26 proposed budget, as presented to and updated from the Full Council meeting on Monday 16th December 2024 is approved and adopted (enclosed for reference only).</p> <p>c) Motion: that the precept demand to the sum of £143,357 be submitted to West Berkshire Council.</p>						
5.	<p>Subscriptions</p> <p>Motion: that members discuss and agree whether a subscription to SurveyMonkey is required for 2025/2026 at a cost of £384.00 per year.</p> <p>Motion: that members discuss and agree whether the Council will allow the office a subscription to Canva Pro at a cost of £270 per year (this includes all three staff members).</p>						
6.	<p>Planning:</p> <p>a) New applications</p> <p>Mover: Cllr Lenaghan, Chair of Planning Committee</p> <p>Motion: that members discuss and agree a formal response to the following planning application:</p> <table><tr><th>Application no</th><th>Address</th><th>Proposal</th></tr><tr><td>24/02681/HOUSE</td><td>22 Sweet Briar Drive, Calcot, Reading, RG31 7AD</td><td>Single storey rear and side extension.</td></tr></table> <p>b) The Garage, Planning Approval</p> <p>Motion: that members review the planning approval for The Garage (enclosed) and heed the planning restraints applied.</p>	Application no	Address	Proposal	24/02681/HOUSE	22 Sweet Briar Drive, Calcot, Reading, RG31 7AD	Single storey rear and side extension.
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24/02681/HOUSE	22 Sweet Briar Drive, Calcot, Reading, RG31 7AD	Single storey rear and side extension.					
7.	<p>Policies - update</p> <p>Mover: Cllr Bedwell, Chair Human Resources Committee</p> <p>a) Motion: that the updated Human Resources Committee Terms of Reference are adopted (as recommended by the Human Resources Committee and heard at Full Council, December 2024).</p> <p>b) Motion: that the following polices are adopted by the Council:</p> <p>i. In Case of Emergency (Councillor) Policy</p> <p>ii. In Memoriam Choices for Members</p> <p>All draft policies enclosed.</p>						
8.	<p>The Garage</p> <p>Mover: Cllrs Tull and Lenaghan</p> <p>a) Motion: That it is confirmed Financial Regulation 11.1 b. is dispensed with for this project (it was originally estimated that the works, to the fabric of the building, would be approximately £18,000 and, therefore, four local companies were approached for quotations as per the Financial Regulations. However, as the project progressed, the scope of works increased leading to higher costs of which council has been kept informed).</p>						

8. cont.	<p>The Garage continued</p> <ul style="list-style-type: none"> b) That the Council is informed of to whom The Garage contract has been awarded, the costings and details of the works programme. c) That the updated specification works and drawings (produced by Cllr Tull) are acknowledged. d) That the equipment list (produced by Cllrs Tull and Lenaghan) (e-mailed) is accepted and can be added to the 'Request to Tender' document. e) That a date is and volunteers are agreed for the clearance, re-housing of the event equipment currently stored in The Garage. f) That an additional £8,000 from the Community Infrastructure Levy monies is assigned to The Garage project for the building works and, up to a maximum, of £10,000 is added to the budget for 'equipment' required (as detailed in the list 8. d.).
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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.

9.	<p>Clerk's Report</p> <p>To receive a written report regards parish business not already included on the agenda.</p>
10.	<p>Delegated Tasks Register</p> <p>Members to provide updates on related matters (report enclosed).</p>
11.	<p>Update Report on West Berkshire Council/Holybrook Parish Council potential projects, Clerk</p> <p>To receive a verbal report.</p>
12.	<p>Chairman's remarks</p> <p>Details of a Councillor's resignation.</p>
13.	<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 14, 15 & 16.</p>
14.	<p>The Garage</p> <p>Mover: Cllr Tull</p> <p>Motion: That the 'Request to Tender' document (enclosed) is fully reviewed before it is approved and distributed as per the document.</p>
15.	<p>Ground Maintenance Contract</p> <p>Motion: That the 'Request to Quote document (enclosed) is fully reviewed before it is approved and distributed as per the document.</p>
16.	<p>Staffing Update</p> <p>To receive a verbal report from the Clerk on staffing.</p>

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council