



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 14th September 2026

Location Beansheaf Room

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

Time **19:30**

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
39-26/27	To receive apologies for absence (LGA 1972 s85 (1))
40-26/27	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).

41- 26/27	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.
--------------	---

Council Decisions/Ratification of Committee Recommendations

42- 26/27	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>26/01461/ADV</td><td>Kennet Valley Free Church, Carters Rise, Reading, RG31 7YT</td><td>An external black frame aluminium noticeboard, with magnetic backing for displaying x3 A2 posters. The posters will advertise regular and ad hoc events happening at the church and within local community. This is replacement for the current noticeboard which is broken and uneconomical to repair.</td></tr></table>	Application no	Address	Proposal	26/01461/ADV	Kennet Valley Free Church, Carters Rise, Reading, RG31 7YT	An external black frame aluminium noticeboard, with magnetic backing for displaying x3 A2 posters. The posters will advertise regular and ad hoc events happening at the church and within local community. This is replacement for the current noticeboard which is broken and uneconomical to repair.
Application no	Address	Proposal					
26/01461/ADV	Kennet Valley Free Church, Carters Rise, Reading, RG31 7YT	An external black frame aluminium noticeboard, with magnetic backing for displaying x3 A2 posters. The posters will advertise regular and ad hoc events happening at the church and within local community. This is replacement for the current noticeboard which is broken and uneconomical to repair.					
43- 26/27	Financial Decisions Mover: Cllr Tull a) Motion: Members to consider and approve payments sheet 06 2026 – 2027 b) Motion: Members to consider a grant application from Kennet Valley Community Association towards the installation of solar panels						
44- 26/27	Financial Information Mover: Cllr Tull a) Year to date actual VS budget b) Members to receive an update regarding AGAR and consider the queries raised by the external auditor c) Members to consider and agree the allocation of CIL funds, considering the applicable spending deadline d) Members to consider and approve further tree and shrub maintenance works at Diddy Park						
45- 26/27	Financial information: Mover: Cllr Moore a) Members to review and consider an increase to the Chairman's Allowance b) Members to receive a verbal report regarding staff appraisals and confirmation of employment following successful completion of probation						

46- 26/27	Road Safety Mover: Cllr Tull a) Members to receive a verbal update regarding the meeting with West Berkshire Council Highways b) Members to review the written speed data report c) Members to consider the return of Community Speed-watch equipment
47- 26/27	Parish Operations Tracker For Information: Copy of tracker is attached
48- 26/27	IT & Systems Mover: Cllr Tull a) Members to receive a verbal report regarding the collection of Council laptops for assessment and reporting b) Motion: To establish an IT Working Group to review the Council's IT requirements, including email systems and Microsoft 365, comprising of Cllr Salau, Cllr Veerati and the Parish Operations Manager

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.

49- 26/27	Community & Environment Mover: Cllr Croal To receive verbal report from Cllr Croal regarding the West Berkshire Climate Forum and Litter picking event
50- 26/27	Parish Operations Report To receive a written report regards parish business not already included on the agenda.
51- 26/27	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.	

52- 26/27	Financial Information Mover: Cllr Tull a) Members to consider the concerns regarding the Council's former payroll provider b) Members to review the annual charges associated with the Council's Worknest payroll services and consider any actions require
--------------	---

Yours sincerely



Laura Norgate
Parish Operations Manager
 Holybrook Parish Council