



Holybrook Parish Council

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Minutes of 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 13th March 2023

Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Present	Vice Chairman: Cllr Bedwell Also Present: Cllrs. Croal, Lenaghan, Littlewood, Mistry, Moore, Salau and Somner. 3 residents. Officers: Pam Kirkpatrick (Clerk) and Andrew Adair (Office Support)
Circulation	All Council members and District Councillors

Prior to the open forum for members of the public, Cllr Bedwell informed Members that, in the absence of the Chairman, Cllr Tull, and in accordance with the Standing Orders, she would be chairing the Full Council meeting.

Open forum for members of the public

Mr Giles attended the meeting to express his concern regarding Underwood Road, which he described as a 'slum area'. He shared his observations of gutters and drains being blocked and there being 'litter everywhere' and questioned why addressing these issues was not a management priority for West Berkshire Council (WBC). He spoke about the 'deplorable state' of some areas of the Parish and questioned a few individual Councillors at the meeting, branding the areas where they resided as 'a disgrace'. Mr Giles concluded by asking Councillors 'what can I do to encourage you to support me to get things done by WBC, as I know it's WBC's issue, not Holybrook Parish Council's' (HPC)?

Cllr Bedwell commented, in response to Mr Giles's observations, that every effort was made to keep the Parish clean and tidy and pointed to the regular litter picks organised by HPC. She also observed that any matter raised by members of the public in the open forum at HPC meetings would, where appropriate, be taken up with WBC by the Clerk.

Mr Sharma attended the meeting to request the support of HPC in his efforts with WBC to gain agreement for the recently formed 'Calcot Cricket Club' to use Linear Park for cricket matches annually from May until the first week of September. He outlined that this timing should not coincide with the football season when the Park is used for football matches. He has been in direct liaison with WBC's Countryside Department.

Open forum for members of the public continued

Mr Willett attended the meeting in connection with HPC's response to planning appeal APP/W0340/W/22/3300783. He outlined that he had written to Cllr Somner, in his capacity as both a District and Parish Councillor, but, as the Councillor had only had sight of the letter shortly before the meeting, he would not have had sufficient time to digest the contents. Cllr Bedwell invited Mr Willett to share the contents of the letter with Members, but Mr Willett felt that there was too much detailed information contained therein, which would not be appropriate to discuss during his five-minute open forum slot. Mr Willett indicated that he would like to meet with Cllr Somner, in his role as a District Councillor, and then, following the discussion, for the Cllr to report back to HPC.

In response, Cllr Somner suggested that the best way forward would be to arrange a site visit to be attended by himself and Mr Willett, as well as officers from WBC and possibly members of HPC. Mr Willett was agreeable to this suggestion that Cllr Somner said he would endeavour to facilitate.

EXIT ALL MEMBERS OF THE PUBLIC.

District Councillors' Report

Cllr Somner provided a verbal report, a written copy of which is attached. **Report 1.**

In addition, Cllr Somner advised Members:

- In response to Cllr Lenaghan's query regarding the inactivity of WBC attending to potholes on the Bath Road, that, if the potholes had been logged on the programme of works, they would be looked at, but that he would revisit this with appropriate officers at WBC and report back.

Council Meeting Minutes – Monday 13th March 2023

Announcement of Public Session and Evacuation Process

No.	Notes	Action
176/22/23	<p>Apologies received for absence</p> <p>Apologies were received and acknowledged from Cllr Tull. In her absence, and in accordance with the Standing Orders, Cllr Bedwell chaired the Full Council meeting.</p> <p>Councillor Marshall was absent from the meeting.</p>	
177/22/23	<p>Declarations of interest relevant to the Agenda</p> <p>Cllr Somner – non-pecuniary: Item 5 – Planning.</p>	
178/22/23	<p>Approval and adoption of the minutes of the:</p> <p>a) Extra Ordinary Meeting of the full council on Monday 13th February 2023: Proposed by Cllr Somner and seconded by Cllr Littlewood. APPROVED.</p> <p>b) Full Council meeting on Monday 13th February 2023: Proposed by Cllr Lenaghan and seconded by Cllr Somner. APPROVED.</p>	

Council Decisions/Ratification of Committee Recommendations

<p>179/22/23</p>	<p>Financial decisions</p> <p>a) Members APPROVED payment sheet 10-22/23 following clarification from the Clerk that the Suez refuse collection for February was £190.43, not £194.38 as listed on the payment sheet.</p> <p>b) Members RATIFIED the following recommendations of the Finance Committee:</p> <p>i) The lights in the Keep are upgraded at the same time as its planned refresh in 2024/25.</p> <p>ii) The Linear Hall window blinds (facing the Linear Park) to be removed and replaced with frosting/solar films as soon as possible in 2023/24.</p> <p>iii) The policy for deposit and other hire charges.</p> <p>c) Members REJECTED the quote for the recommended fire door improvements enclosed with the agenda and instead AGREED that the Clerk should obtain quotes for new fire doors and bring these back to Full Council for discussion and a decision on the scope of works and associated costings for fire door maintenance at the Beansheaf Centre.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																
<p>180/22/23</p>	<p>Planning</p> <p>a) Members RESOLVED that the Clerk and Cllr Tull should formulate the Council's response to the Inspector to the appeal APP/W0340/W/22/3300783, questioning the level of care to be provided and reiterating the points previously raised in relation to application 22/01766/COMIND: The Filberts, The Chase, Calcot, Reading, RG31 7RB – Appeal made against the decision of West Berkshire Council to refuse planning permission for the demolition of existing office building and erection of a three storey 66 no. bedroom care home (C2 use class) for the elderly and associated works. Members to be provided with the response electronically for final approval before the response is issued.</p> <p>b) New applications:</p> <table border="1" data-bbox="261 1267 1366 1391"> <thead> <tr> <th>Application no</th> <th>Applicant</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>23/00304/HOUSE</td> <td>Mr Wade</td> <td>28 Honey Bee Street, Calcot, Reading, RG31 7DT</td> <td>Retrospective: Proposed construction of garden office.</td> </tr> </tbody> </table> <p>OBJECTION.</p> <table border="1" data-bbox="261 1435 1366 1496"> <tbody> <tr> <td>23/00319/HOUSE</td> <td>Mr Frederick Appiah</td> <td>6 Fairlop Close, Calcot, Reading, RG31 7EF</td> <td>Double storey side extension.</td> </tr> </tbody> </table> <p>NO OBJECTIONS.</p> <table border="1" data-bbox="261 1552 1366 1798"> <tbody> <tr> <td>23/00374/HOUSE</td> <td>Mr Kirk Lim and Ms Jun Yong</td> <td>2 Goodwin Close, Calcot, Reading, RG31 7ZW</td> <td>Proposed single storey front/side extension. Proposed double storey side and rear extension. Proposed single storey rear extension. Proposed loft conversion of new taller roof structure.</td> </tr> </tbody> </table> <p>OBJECTION. Members DELEGATED the Clerk and Cllr Tull to formulate and submit HPC's objection to the planning application, based on the previous objection made by HPC in 2021.</p>	Application no	Applicant	Address	Proposal	23/00304/HOUSE	Mr Wade	28 Honey Bee Street, Calcot, Reading, RG31 7DT	Retrospective: Proposed construction of garden office.	23/00319/HOUSE	Mr Frederick Appiah	6 Fairlop Close, Calcot, Reading, RG31 7EF	Double storey side extension.	23/00374/HOUSE	Mr Kirk Lim and Ms Jun Yong	2 Goodwin Close, Calcot, Reading, RG31 7ZW	Proposed single storey front/side extension. Proposed double storey side and rear extension. Proposed single storey rear extension. Proposed loft conversion of new taller roof structure.	<p>Clerk & Cllr Tull</p> <p>Clerk</p> <p>Clerk & Cllr Tull</p>
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Delegated Tasks Register

Members reviewed the items on the Delegated Task Register which date back from March 2021 to May 2022 and agreed to either:

- (i) remove from the register.
- (ii) agree a new action.
- (iii) redelegate the action.

Members **AGREED** to remove from the register:

- Minute Reference 190/21/22 'Redaction of Councillor email addresses' arranging a meeting with Mr Alok Sharma, instead requesting that the Clerk write to him seeking clarification on this matter.
- Minute Reference 79/21/22 'Road Signs – investigate the possibility of improving road signs (dirty/covered in overgrown foliage)'.

In addition, the Clerk provided Members with an update on Minute Reference 181/20/21, dated 22/03/2021, 'Plaque – Community Orchard' advising them that proof had been received and approved and delivery was expected during week commencing 13/03/2023.

Cllr Somner provided Members with an update on his outstanding delegated tasks:

- Minute Reference 06/21/22, dated 06/21/22, 'Electric charging points': Cllr Somner will discuss with WBC Officers and report back to HPC.
- Minute Reference 151/21/22, dated 07/02/2022, 'Planning applications – notifications thereof': Cllr Somner will investigate whether building works notifications to neighbouring properties is to stop and report back to HPC.

Additionally, Members **AGREED** not to send a follow-up letter to the existing residents with regards to the Bellway Homes development (minute reference: 180/21/22).

Cllr Salau provided Members with feedback he had received directly from residents on the Bellway estate following his discussions with them whilst posting the 'CIL monies survey' Parish newsletter. He reported that he had received complaints about the lack of street lighting on the estate which left some areas in pitch darkness. He also outlined issues reported to him concerning indiscriminate parking happening on the estate, as well as there being lots of sharp bends and blind spots that made driving on the estate difficult.

Cllr Somner advised Members of issues that he had observed on a recent site visit to the Bellway estate. These included a damaged drain cover situated in the middle of the road, as well as a area of pavement immediately outside the Sales Office with a 3 inch drop in it that would be hazardous to walkers.

Separately, Cllr Somner advised Members that he was unsure if the site was now signed over to WBC, or if it still rested with the developers.

Members **AGREED** that the Clerk will report all of the issues reported to Cllr Salau by Bellway residents, as well as those observed by Cllr Somner on his site visit, to the developers and WBC.

Clerk

**Cllr
Somner**

**Cllr
Somner**

Clerk

181/22/23

182/22/23	<p>Picnic in the Park – in honour of King Charles III Coronation</p> <p>Members reviewed a suggestions report and AGREED the following:</p> <ul style="list-style-type: none"> • The Clerk to purchase Union Jack bunting 15 x polythene and 6 x design No. 7 in 10 metre strips limited to a budget of £100. The Clerk will request that the Parish Wardens put up the bunting around the Park and on the Beansheaf Centre. • The Clerk to purchase 10 packs of handheld flags (100 flags in total) at a total cost of £45 for distribution to children on the day. • The Clerk to ask Mr Sharma to organise a cricket event on the day, liaising with him on his plans and establishing his equipment requirements and what HPC may need to be asked to purchase. There is fencing available in the Festival goods storage container which could be used. • The Clerk will ask the Beansheaf pre-school organisers if they will run a drinks bar and refreshment stall out of The Garage and arrange for a TENS licence for the day. • Residents will be encouraged to attend with their neighbours and to bring their own gazebos to the event, as Members AGREED not to pay for a 9m x 18m marquee at a cost of £1,662 from Cascade Events. • The Clerk will ask Caroline Booth of WBC to open up the additional side part of the Park for parking. Cllr Croal volunteered to run the parking on the day and Members AGREED that no charges would be taken for parking. • Cllr Lenaghan volunteered to be responsible for first aid provision on the day. • In response to Cllr Mistry's suggestions that HPC purchase a full size cardboard effigy of King Charles and Queen Consort Camilla for fun photo opportunities on the day, the Clerk will investigate options and report back to Members with estimates of costs. • The Clerk will ask Caroline Booth of WBC to have the outside toilets at the Beansheaf Centre available for public use for the event, and, once this is confirmed, request the Centre Cleaner/Caretaker oversee their operation on the day checking to ensure there's enough toilet rolls, hand soap etc. Members acknowledged that there will be a charge for this. • The Clerk will liaise with the ice cream man to request he brings his van to sell ice creams on the day. • The Clerk to liaise with the rock painting group to take up their offer to provide painted rocks for the event. • The Clerk to ask Queens of Craft to run a session involving arts and crafts on the day. • A PA system will not be ordered for the event. AGREED. • A Coronation Quilt will not be organised for the event. AGREED. • The Clerk will invite representatives of the police and fire brigade to attend the event. • Cllr Littlewood will raise the Union Jack on the Beansheaf Centre flagpole on the day to commemorate the event. • It will be publicised in advance to residents that they will not be allowed to bring their own barbecues on the day. • Litter bags will be made available for use to tidy up after the event. <p>In response to Cllr Mistry's query, the Clerk confirmed that the event was covered under HPC's insurance policy.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Lenaghan</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Littlewood</p> <p>Clerk</p> <p>Clerk</p>
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Information Items/Reports

183/22/23	<p>Delegated Tasks Register</p> <p>Members provided an update on delegated tasks.</p>	
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184/22/23	<p>Clerk's Report</p> <p>Members received a written report from the Clerk detailing parish business not already included on the agenda. Report 2.</p> <p>In addition, the Clerk advised Members that she had been contacted by a resident thanking her for all the hard work done by HPC, but reporting an incident where they had been attacked by a dog in Linear Park and wanted to know what could be done by WBC. It was AGREED by Members that nothing could be done by HPC, other than for the Clerk to advise Caroline Booth of WBC that this had happened, and to acknowledge this action to the resident.</p> <p>Cllr Littlewood reiterated his previous request to Cllr Somner for clarification of WBC's policy on dog attacks, to which Cllr Somner advised him that he had yet to raise the matter with WBC, but that he would discuss it with appropriate Officers and report back to HPC.</p> <p>Members AGREED to the Clerk liaising with Caroline Booth of WBC and reporting back to Councillors in response to Cllr Salau's suggestion that a sign be put up in the Park clarifying dog owners' responsibilities.</p> <p>The Clerk advised Members that she had formally thanked Michelle Brown, Project Engineer of the Environment Department of WBC, for attending their 90 minute meeting on 1st March in which they discussed dropped kerbs and road safety. The subsequent detailed report, enclosed with the agenda, will be discussed at the next Community and Environment Committee meeting.</p>	<p>Clerk</p> <p>Cllr Somner</p> <p>Clerk</p>
185/22/23	<p>Finance Committee Report</p> <p>In the absence of Cllr Tull, Cllr Mistry provided a verbal report from the Finance Committee following its meeting on Monday 27th February 2023 (draft minutes were enclosed with the agenda for information).</p>	
186/22/23	<p>Neighbourhood Action Group</p> <p>Members received a verbal report from Councillor Littlewood following the Neighbourhood Action Group meeting which took place on Thursday 2nd March 2023.</p>	
187/22/23	<p>Information Report</p> <p>Members received a written report (Report 3) with details on the following information:</p> <ol style="list-style-type: none"> 1) Financial Information. 2) West Berkshire Council Planning Decisions. 3) New assets. 	
188/22/23	<p>Council Elections</p> <p>Members were reminded that Council elections take place on Thursday 4th May and that nominations must be delivered by hand to Market Street between 24th March and 4pm on 4th April in accordance with the requirements on the notice of election.</p> <p>Cllr Bedwell reminded Councillors that they need to print out their nomination form and include the electoral roll number of their proposer and seconder. The Clerk offered to collect nomination forms from Members and hand them to Cllr Somner before 23rd March for onward delivery to Market Street.</p> <p>Members who would like the Clerk to check the electoral numbers on their behalf were advised to provide the Clerk with the details of their proposer and seconder.</p>	<p>Clerk & Cllr Somner</p> <p>Clerk & All Councillors</p>

189/22/23	Chairman's remarks	
	<p>In the absence of Cllr Tull, Cllr Bedwell reminded Members that the Annual Assembly would be held on Monday, 27th March. The Clerk requested that any Members who required artwork for the Annual Assembly should ask her to arrange it for them.</p> <p>Cllr Bedwell requested that Cllr Somner comment, in his District Councillor capacity, on HPC's behalf, about the lack of infrastructure, in particular, inadequate GP provision in the proposal to build 300 houses at Theale, at the Eastern Area Planning meeting, as HPC have not been asked to comment on the proposal.</p>	<p>Clerk</p> <p>Cllr Somner</p>

There being no other business, the meeting closed at 21.46.

Signed: **Dated:**

Minutes prepared by:	Andrew Adair, Office Support
Minutes dated:	14 th March 2023