



Holybrook Parish Council

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Minutes of Holybrook Parish Council's Community and Environment Committee

This meeting was open to the press and public (subject to room capacity) (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Monday 15th January 2024

Location	The Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW
Present	Chairman: Cllr Charles Croal Vice Chairman: Cllr Andrew Lenaghan Also present: Cllrs Bedwell, Somner and Tull and Pam Kirkpatrick (Clerk)
Circulation	All Council members

Open Forum for the Members of the public

None.

No.	Notes	Action
CE09-23/24	Apologies received for absence None.	
CE10-23/24	Declarations of Interest relevant to the Agenda None.	
CE11-23/24	To approve and sign as correct record the minutes of the Community and Environment Committee meeting on Monday 9th October 2023. Proposed by Cllr Somner and seconded by Cllr Lenaghan. APPROVED.	
CE12-23/24	Holybrook Community Spirit Awards a) Members discussed the prizes to be awarded for the each of the following categories: i) June Scott Award for Best Environment Champion; ii) Young Person(s) of the Year; iii) Good Neighbour of the Year; iv) Service with a Smile; v) Unsung Hero. And AGREED that each winner is to receive a glass, engraved trophy at a cost of £29.49 + delivery and VAT per trophy from Trophy Store. And, a £50.00 voucher for a shop of their choice.	Clerk

<p>CE12-23/24 continued</p>	<p>Holybrook Community Spirit Awards continued</p> <p>b) Members AGREED a 'FS1 Copperplate Gothic' scroll is to be purchased from Clerks & Council's Direct at a cost of £99.00 + postage and VAT for the Honorary Freeman/Freewoman award. The scroll is to be framed at an additional cost.</p>	<p>Clerk</p>
<p>CE13-23/24</p>	<p>Chairman Honorary Roll</p> <p>a) Members AGREED that the Clerk seek quotes for an honorary roll board in both a high-quality acrylic and light-coloured wood. The size of the board is to be 800 x 800.</p> <p>b) AGREED: The board will contain the first and surname of chairman only (not vice-chairman). And, will detail the month and year that their chairmanship commenced and ceased.</p> <p>c) The board is to be located in the outer lobby of the Beansheaf Centre (the opening plaque is to be re-sited). It was acknowledged that the lighting in this area is in need of improvement.</p> <p>d) Members AGREED that a decision on final cost will be by all Committee members over e-mail once the quotations are received. Members further AGREED that, having researched companies on the web, Gold Tree Bespoke and Mirage Signs are approached for quotations.</p>	<p>Clerk</p>
<p>CE14-23/24</p>	<p>Beansheaf Centre Roof capacity report for solar panels</p> <p>Members reviewed the report as provided by SWJ Consulting confirming that the Beansheaf Centre roof does have the capacity for solar panels.</p> <p>As part of the Beansheaf Centre is owned by West Berkshire Council members AGREED, for full council ratification, that the Clerk is to contact the appropriate department at West Berkshire Council to discuss the next steps of this project.</p> <p>The Committee is keen to pursue solar panels as part of the continuing of the Council's green initiatives.</p>	<p>Clerk</p>
<p>CE15-23/24</p>	<p>Underwood Road Playground signage</p> <p>Members heeded a verbal report from the Clerk regards the constraints for placename signage at the Underwood Road playground. It was, therefore, AGREED that alternative options be investigated such as painting on the driveway or the incorporation of signage on the gates (which are also in need of upgrading).</p>	<p>Clerk</p>

CE16-22/24	<p>Events</p> <p>Members reviewed the list of events confirmed for 2024 and AGREED:</p> <p>Big Garden Bird Watch (26th – 28th January) – promote and socials and reach out to local schools to see how the Council could work them on this and other bio-diversity related events.</p> <p>DELEGATED: With the agreement from the schools, Cllrs Tull and Bedwell to meet with the Head Teachers at Calcot School and Kennet Valley School to discuss possible opportunities.</p> <p>Annual Assembly (25th March) – to commence at 19:00 with light refreshments available before. The new annual parish awards will be announced at the meeting and the usual speakers invited.</p> <p>Stop Food Waste Day (24th April) – raise awareness in the newsletter.</p> <p>No Mow May – Raise awareness in the newsletter.</p> <p>Walk to School Week (20th – 25th May) – talk to schools.</p> <p>D-Day Anniversary: Event to be held in the Linear Park from 12:00 until 16:00 on Saturday 8th June 2024.</p> <ul style="list-style-type: none"> - D-Day map to be displayed; - The following groups to be invited to attend: HRR, Calcot Cricket Club, Arts and Crafts, local schools/pre-school, ice-cream van, Go Fish, Friends of Linear Park, emergency services, Royal British Legion. - Clerk to discuss other sporting activities with Cllr Moore. - Clerk to contact WBC to confirm poppy planting. - Bunting to be erected (Cllr Tull); - If available, backdrop or cardboard cutouts to be purchased. <p>Further events (not considered at this meeting):</p> <p>Big Green Week (8th – 16th June), Big Butterfly Count (14th July – 6th August), Love Parks Week (26th – 2nd August), International Bat Night (24th & 25th August), Second-hand September, World Car Free Day (22nd September), Big Coffee Morning (27th September).</p> <p>Litter Picks: the parish bought equipment, which will be stored at the Beansheaf Centre, has arrived in time for the January pick on Saturday 19th January. A list of set pick dates has been confirmed for the year for the Beansheaf Centre and at Kennet Valley Free Church.</p> <p>Tea, coffee, hot chocolate sachets, sugar and biscuits, as well as black bin sacks to be purchased and stored with the equipment.</p> <p>Litter bags, from litter picks in Fords Farm, are to be collected and removed by Tactical at removal cost per bag. To be agreed with the company.</p> <p>AGREED: Any expenditure for events is to be taken from the Committee's Events earmarked reserves.</p>	<p>Cllrs CT & MB</p> <p>Clerk</p> <p>Office</p> <p>Office</p> <p>Clerk</p>
		<p>There being no other business, the meeting closed at 19:30</p>

Signed: **Dated:**

Minutes prepared by	Pamela Kirkpatrick (Clerk)
Minutes dated	24 th January 2024