



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Full Council Meeting of Holybrook Parish Council

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

Date of Meeting Monday 11th March 2024

Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Present	Chairman: Cllr Tull Vice Chairman: Cllr Bedwell Also Present: Cllrs Croal, Lenaghan, Littlewood, Mistry, Moore, Oloko, Salau, and Somner. Residents: 1 resident attended the meeting. Officers: Pam Kirkpatrick (Clerk) and Andrew Adair (Office Support)
Circulation	All Council members and District Councillors

Open forum for members of the public

Resident 1 attended the meeting to raise various concerns that they had noticed in the Parish.

19:40 EXIT RESIDENT 1.

District Councillors' Report

- District Cllr Somner provided a verbal report on various matters in the District including West Berkshire's latest budget proposals for 2024/25, the plans for the traveller site in Burghfield and Mortimer and potential changes in the structure of West Berkshire Council's (WBC's) Planning Enforcement Department.
- District Cllr Oloko informed Members about a meeting that he had recently attended in Theale to discuss the ongoing issue of car meets in Theale and the various measures that are being considered to combat this activity.

Council Meeting Minutes – Monday 11th March 2024

Announcement of Public Session and Evacuation Process

No.	Notes	Action
139/23/24	<p>Apologies received for absence</p> <p>Apologies were received and acknowledged from Cllr Sharma.</p>	
140/23/24	<p>Declarations of interest relevant to the agenda</p> <p>Cllr Somner – non-pecuniary: Items 4: Planning, and 10 a) Consultations: Potential Sites for Royal Berks</p> <p>Cllr Oloko - non-pecuniary: Items 4: Planning, and 10 a) Consultations: Potential Sites for Royal Berks</p> <p>Cllr Lenaghan – pecuniary and non-pecuniary: Item 19: Community Spirit Awards</p> <p>Cllr Bedwell – non-pecuniary: Item 19: Community Spirit Awards</p>	
141/23/24	<p>Approval and adoption of the minutes</p> <p>a) Members reviewed the minutes of the Special Meeting held on Monday 15th January 2024 which were APPROVED and ADOPTED. Proposed by Cllr Littlewood and seconded by Cllr Croal.</p> <p>b) Members reviewed the minutes of the Full Council Meeting held on Monday 15th January 2024 which were APPROVED and ADOPTED. Proposed by Cllr Bedwell and seconded by Cllr Somner.</p>	

Council Decisions/Ratification of Committee Recommendations

142/23/24	<p>Planning</p> <p>Members discussed and RATIFIED the recommendation of the Planning Committee that no formal submission be made with regard to the West Berkshire Local Plan Examination.</p>	
143/23/24	<p>Financial decisions</p> <p>a) Members APPROVED payment sheet 11-2023/24.</p> <p>b) Portable hearing loop systems: Members selected the quotation provided from Gordon Morris for £5,913.81 (excluding VAT) and AGREED to DELEGATE to the Clerk to obtain a requote for reduced numbers of equipment and APPROVED the purchase of the system following these amendments to the order.</p> <p>Members requested that the Clerk negotiates around the £399.72 cost (excluding VAT) quoted for an engineer to visit, set up and give training on the system, preferably on Monday, 25th March, so that the system is available to use at the Annual Parish Assembly meeting from 7pm on that day.</p> <p>c) Centre lights upgrade: Members APPROVED the quotation from Nurse Electrical Ltd for a total of £2,845.88 (excluding VAT), with Option 2 preferred for the Keep, and noted their prompt installation timeline enabling the works to be completed in the current financial year.</p> <p>Members APPROVED the works being paid for in this year's budget and not being rolled over into next year.</p> <p>Members noted Cllr Littlewood's suggestion regarding the installation of automatic shut-off lighting in the Keep.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>d) Members RATIFIED the following recommendations of the Finance committee after receiving a verbal report from the Committee Chairman, Cllr Tull:</p> <ul style="list-style-type: none"> i. There will be no increase in the hire rates for the Centre during 2024/25. ii. Salt Bin Policy. <p>Members acknowledged the smooth and efficient running of the room booking system at the Beansheaf Centre by the Bookings Clerk and thanked her for all her work overseeing the system and interacting with hirers.</p> <p>e) Moorepay (payroll provider): Members APPROVED the following costs to be incurred in April (new financial year):</p> <ul style="list-style-type: none"> - £275 – one-off cost which includes building the new platform, building the mobile app and migrating all existing data over to the new system. - £1.25 PEPM increase – all other changes remain as they are. <p>Members noted that the one-off cost is not budgeted for and, therefore, APPROVED that the Council's reserves are used for this payment.</p> <p>Members AGREED to Cllr Salau's recommendation that the Clerk seeks assurances from Moorepay that there will be no further costs incurred.</p> <p>f) Members APPROVED the updated service requirements and increased monthly rate of £323.07 + VAT for Underwood Road and Holymead Playgrounds' grounds maintenance from SCS Landscape Management.</p> <p>Members noted that the updated service requirements will provide greater visibility and scrutiny of the works undertaken and acknowledged the good service record SCS Landscape Management has had in the past maintaining the upkeep of these grounds.</p> <p>g) GWR Customer & Community Improvement Fund: following a verbal report from the Clerk, Members APPROVED the suggestion that Cllr Somner works with the Clerk to seek funding for the footpath from the culvert (at the edge of the sports fields) to Bainbridge Road, as a project which meets the criteria for the GWR Customer & Community Improvement Fund, noting the deadline for applications for funding is Monday 25th March 2024.</p> <p>Members discussed the possibility of an additional footpath from Pooh Bridge to the railway line as part of a multi-layered project.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & Cllr Somner</p>
<p>144/23/24</p>	<p>Community and Environment Committee – approval of recommendations</p> <p>Members heeded a verbal report from Cllr Croal and then RATIFIED the following recommendations of the Community and Environment Committee:</p> <ul style="list-style-type: none"> a) Community Emergency Plan: Commence a Community Emergency Plan with the Clerk to start the document and each member of the Committee to add to the document in turn. Once a first draft is completed, the document to be reviewed by full council. b) Community Speed Watch: Clerk to be the in-office Community Speed Watch (CSW) co-ordinator and Cllr Lenaghan to be the off-site co-ordinator. c) Linear Park Footpath: The already agreed footpath in Linear Park, from the culvert (at the edge of the sports fields) is to end at the existing Bainbridge Road entrance (rather than connecting to the new Bellway Development) and the entrance at Bainbridge Road, including the kissing gate is to be improved as part of the project (quotes from WBC to be updated accordingly). d) Community Payback Service: Adoption of this service with work to be undertaken on 1st Thursday monthly from approximately 09:30 until 15:00. The 	<p>Clerk</p> <p>Clerk</p>

	<p>service will have use of The Garage and the outside toilets at the Beansheaf Centre. Service to commence on the 1st Thursday in April.</p> <ol style="list-style-type: none"> i. Clerk to manage the liaison with the scheme and set tasks in conjunction with Friends of Linear Park and West Berkshire Council. ii. Members APPROVED the purchase of a fridge for The Garage but did not specify a funding source for the expenditure. iii. Members to arrange the organisation of The Garage to ensure the space is usable for the service. 	<p>Clerk</p> <p>All Members</p>
145/23/24	<p>Linear Park Entrances</p> <p>Members heeded a verbal report from Cllr Tull on the poor state of the entrances to Linear Park, particularly Burbidge Close and Albury Gardens, and AGREED that the Parish Council liaise with WBC on potential or possible works and requests a costing breakdown.</p>	<p>Clerk</p>
146/23/24	<p>Resident request for consideration</p> <p>Members considered the following request from a Holybrook Resident following the installation of the new dropped kerbs and agreed to take no action:</p> <p>'Perhaps the Parish should organize a 'Walk the new crossings' a bit like where parishes walk 'The Boundaries'.'</p>	
147/23/24	<p>Nomination for a Holybrook Parish Council Representative for Dr Ellerton's Charity</p> <p>Members reviewed a report from Cllr Bedwell and ACCEPTED the nomination of Cllr Lenaghan as the Holybrook Parish Council (HPC) representative for Dr Ellerton's charity following Cllr Bedwell's decision to step down from her role as a Trustee of the charity after 8 years of service.</p> <p>On behalf of HPC, Cllr Tull acknowledged the hard work of Cllr Bedwell representing Dr Ellerton's charity and thanked her for her 8 years of dedicated service.</p>	
148/23/24	<p>Consultations</p> <p>Members considered the following consultations and AGREED not to submit formal HPC responses, determining that it was more appropriate for individuals to make comments as they see fit:</p> <ol style="list-style-type: none"> a) Help Us Assess Potential Sites for Royal Berks (questionnaire enclosed). <p>Members AGREED to re-publicise the questionnaire via the Council's social media channels.</p> <ol style="list-style-type: none"> b) Martyn's Law Standard Tier Consultation: https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation?utm_source=emailmarketing&utm_medium=email&utm_campaign=martyns_law_standard_tier_consultation_webinar__13_february_2024&utm_content=2024-03-04 c) Draft Hungerford Neighbourhood Development Plan (Regulation 14): https://www.hungerford-tc.gov.uk/hungerford-2036 	<p>Office Support</p>

Information Items/Reports

149/23/24	<p>Delegated Tasks Register</p> <p>Members reviewed the updated Delegated Tasks register.</p>	
150/23/24	<p>Clerk's Report</p> <p>Members received a written report from the Clerk informing them of Parish business not already included on the agenda. APPENDIX 1.</p> <p>Additionally, the Clerk informed Members about a redaction request received from a former Parish Councillor and outlined the work this would entail. The possibility of HPC investing in mobile phones for Councillors to lessen the potential workload involved in any personal information redaction requests in the future was raised as an idea for Councillors to consider as a possible future action. If required, Cllrs to make a request to include this as an agenda item.</p>	
151/23/24	<p>Planning Committee</p> <p>Members heeded a short verbal report from Cllr Lenaghan on the decisions of the Planning Committee from meetings which took place on Monday 12th February and Monday 11th March 2024 and noted that the next Planning Committee meeting will be at 6.15pm on Monday, 25th March.</p>	Clerk
152/23/24	<p>Community Speed Watch Training feedback</p> <p>Cllr Lenaghan provided Members with a brief overview of the Community Speed Watch training he attended on 22nd February 2024.</p>	
153/23/24	<p>District Parish Conference</p> <p>Cllr Tull provided feedback on the District Parish Conference which took place on Tuesday 30th January 2024 that she and Cllr Lenaghan attended in person and Cllr Bedwell attended online.</p>	
154/23/24	<p>Information Report</p> <p>Members received a written report (APPENDIX 2) with details on the following information:</p> <ol style="list-style-type: none"> 1) Financial Information. 2) West Berkshire Council Planning Decisions. 	
155/23/24	<p>Chairman's remarks</p> <p>Cllr Tull informed Members about the following meetings:</p> <ol style="list-style-type: none"> 1) The Annual Assembly of Holybrook Parish is taking place on Monday 25th March. Members to inform the Parish Office if they will be in attendance. 2) The closed meeting with Jason Brock (Reading Borough Council) at 18:30 on Monday 22nd April 2024 has now been cancelled. 3) The next District Parish Conference dates are Thursday 17th October 2024 and Wednesday 30th April 2025. There will also be a mini-District Parish Conference, specifically for parishes in the east of the district, to be held at 3pm on Thursday, 23rd May with details to be confirmed in due course. 	All Cllrs

156/23/24	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: 19 and 20.	
157/23/24	<p>Community Spirit Awards</p> <p>Members reviewed the nominations received for the Community Spirit Awards and nominated a winner in 4 of the 5 categories.</p> <p>Members AGREED to DELEGATE to the Clerk to write to all nominees to inform them of their nomination and thank them.</p>	Clerk
158/23/24	<p>Linear Park noise complaints</p> <p>Members received a verbal report from Cllr Tull following a closed meeting which took place on Friday 1st March 2024.</p>	
There being no other business, the meeting closed at 21:55.		

Signed: Dated:

Minutes prepared by:	Andrew Adair, Office Support
Minutes dated:	12 th March 2024

Full Council Meeting: Monday 11th March 2024

Clerk's Written Report:

Monday 11th March 2024

Beansheaf Centre/Parish Office

Maintenance:

21/01/2024 – Linear Hall flood damaged by floor tape. The hirer has been ordered to have the remnant marks removed at their own cost.

25/01/2024 – Boiler service and radiator repair completed. No reported issues.

01/02/2024 – Intruder alarm service complete. No reported issues.

06/02/2024 – Ladies' toilets blocked. Emergency unblocking. Found to be clogged with wipes and oversized toilet roll. Also, the flush on one of the toilets is reportedly too weak and requires repair. Plumber contacted and work complete.

07/02/2024 – Window repair job could not be completed (wrong parts ordered). The company has apologised and will look to get this rectified as soon as possible.

12/02/2024 – The shutter on the front right-hand side of the Linear Hall is not working. Engineers have been called. It appears to be jammed. Repair taking place on Wednesday 6th March 2024.

12/02/2024 – Another radiator in the Linear Hall is leaking. Plumber contacted and repaired.

01/03/2024 – Flooring strip between lobby and Beansheaf Room broken. Repair ordered.

07/03/2024 – Linear Park Car Park flooded but not as significantly as previously so the Centre was able to open.

Bookings for the Centre during March are very high with high levels of enquiries and bookings continuing into the new financial year.

Parish:

16/01/2024 – Reported dying trees at the Underwood Road bus sump to West Berkshire Council.

21/01/2024 – Housing Solutions contacted regards overflowing bins at Red Cottage Drive.

07/02/2024 – resident reached out to the Council on raw sewage flooding at their property. Advice was provided as to whom the resident can contact for assistance and some agencies were contacted on the residents' behalf.

22/02/2024 – Resident contacted the council about inconsiderate parking on Sharnwood Drive. They have been advised to contact West Berkshire Council's Highways Safety Team, that, if their driveway is blocked the Civil Enforcement Officer can be contacted and if the parking is dangerous the police can be contacted on 101. They have been advised to copy their District Councillors in on any correspondence to the Highways Safety Team.

22/01/2024 - Pothole; Dorking Way reported to West Berkshire Council. Repair ordered.

22/01/2024 – Report of foliage obstruction on Mill Lane reported to WBC. Removed.

22/01/2024 – Pothole, The Chase. WBC determined no further action required.

02/02/2024 - Pothole; Pollards Way reported to WBC.

02/02/2024 - Fallen sign; Pollards Way reported to WBC. They have removed and new sign ordered for new financial year.

06/02/2024 – Cllr Moore reported abandoned trolley in Burbidge Close.

07/02/2024 – Housing Solutions contact regards overflowing bins at Red Cottage Drive (they advised that they empty the bin every two weeks on a Friday). I have suggested that they need to be emptying the bin more frequently and that I will publish their contact details so that residents can contact them directly to raise complaints.

12/02/2024 – Cllr Bedwell report abandoned trolley at the Swanholm Gardens bus stop which has been onward reported to WBC.

15/02/2024 – Following the newsletter distribution, a resident contacted the Council who expressed concern regards overflow parking during the construction of The Filberts. The resident was provided with the appropriate excerpt from the Construction Method Statement and with contact details should an issue arise. Cllr Lenaghan has visited the site on several occasions to check on the parking situation and did not find any issues at the time of his visits.

15/02/2024 – Quote received for the removal of significant levels of graffiti on the youth shelter at the Holymead Playground. Approved. Work complete.

19/02/2024 – Quote received for the removal of graffiti reported on the junction box near Kennet Valley Community. Approved. Work complete.

23/02/2024 – Pothole; Vine Crescent – reported to West Berkshire Council.

24/02/2024 – message of fly-tipped rubbish received from a resident. Unfortunately, some of the rubbish is on private land. However, Cllr Moore removed some of the rubbish which was part of this report from the wooded area at the litter pick on Saturday 2nd March 2024. It is now believed that some of the fly-tipping may be on land owned by a housing association. If this is the case, the housing association will be contacted to take responsibility.

29/02/2024 – Raw meat, which had been dumped on the Holymead, was removed.

Other:

Dropped kerb and new footpath project: Complete. However, some issues have been identified with the work and a site survey is expected. Outcome awaited. The outstanding invoice will be settled once all works are completed and signed off as satisfactory.

Clerk proof-read and edited West Berkshire Council's, DRAFT Rural England Prosperity Village Hall and Community Building documents.

Clerk attended SLCC Branch meeting in Burghfield on Wednesday 28th March 2024.

Clerk will be attending a Clerk's forum on Monday 18th March 2024 in Beenham.

APPENDIX 2

Full Council Meeting: Monday 11th March 2024

'Information Items' - Written Report

1) Financial Information

- O2 contract finished on 17/01/2024. A new reduced price of £11.00 ext vat per month, with increased data has been agreed (was £28.16 ext vat).
- Following receipt of the tax base information which was shared with Councillors by e-mail on 16th January 2024, Holybrook Parish Council's precept request, to the sum of £137,870.00 (as agreed by the Council at its meeting on Monday 18th December 2023), was submitted to West Berkshire Council on Monday 29th January 2024. The Council will receive this payment in two sums; one in April and the second in September.
- 29/01/2024 – VAT reclaim made to the sum of £5,103.23 for the period 01/10/2023 to 31/12/2023.
- Water: The water bill for the Centre has increased significantly. However, there appears to be no evidence of a leak. Monthly consumption is around 30m³.
- The Final Local Government Finance Settlement confirms the exclusion of parish and town councils from referendum principles for another year.
- The Council is in receipt of a Credit Note from West Berkshire Council to the sum of £585.16 for the failed dog bin emptying service at the beginning of this financial year.

2) Planning

a) West Berkshire Council Planning Decisions – Information Item:

23/02640/HOUSE: 11 Balfour Drive, Calcot, Reading, RG31 7BN – First floor rear extension over existing ground floor to supersede previously approved application 23/01240/HOUSE. Approved driveway changes to remain. **WITHDRAWN.**

23/02606/HOUSE: 7 Kirkstall Court, Calcot, Reading, RG31 7DL – Part single, part two-storey front extension. **REFUSED.**

23/02263/HOUSE: 5 Ladymask Close, Calcot, Reading, RG31 7QB - Proposed single storey rear extension. **GRANTED.**

23/02210/HOUSE: 20 Hanbury Drive, Calcot, Reading, RG31 7EJ – Two storey side extension to existing property. **GRANTED.**

23/02545/HOUSE: 6 Orkney Close, Calcot, Reading, RG31 7YW - Erection of a rear roof dormer extension with the addition of two roof lights to the front roof slope. **GRANTED.**

23/02771/FUL: 31 Latimer Drive, Calcot, Reading RG31 7AP - Change of use of existing car park area to domestic curtilage. Two storey side extension and relocation of car parking from side of home to front. **GRANTED.**

23/02383/COND: The Filberts, The Chase, Calcot, Reading - Application for Approval of Details Reserved by Conditions 3 (Materials), 5 (Construction Method Statement), 8 (Cycle Store), 9 (Electric Vehicle Charging Points), 13 (Arboricultural Watching Brief), 15 (Drainage), 16 (Water main) and 17 (Piling Method Statement) Allowed on Appeal of planning permission 22/01766/COMIND - 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. **APPROVED.**

23/02790/HOUSE: White Fields, The Spinney, Mill Lane, Calcot, Reading, RG31 7RJ - Proposed extension of a single storey side extension. Single storey rear extension under Permitted Development. **GRANTED.**

24/00141/PASSHE: Garden House, Mill Lane, Calcot, Reading, RG31 7RS - Application to determine if prior approval is required for a proposed: Single Storey Rear Extension to provide Utility Room to align with existing. Dimensions 5.84m from rear wall, 3.70m maximum height, 2.25m eaves height. **PLANNING PERMISSION NOT REQUIRED.**