



# 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 22<sup>nd</sup> April 2024

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

### Open forum for members of the public

No members of the public attended the meeting.

### District Councillors' Report

District Cllr Somner provided a verbal report to Members, the main points of which were as follows:

- West Berkshire Council (WBC) has approved its budget for 2024/25 and Council Tax bills have been issued to residents.
- The booking system for making appointments at WBC's recycling centres is working well and is set to continue.
- Grants will be made available, for residents, affected by flooding, to apply for, provided they meet certain criteria and conditions.
- In response to a query from Cllr Littlewood as to whether the current road works on the A4 Bath Road near Lidl and Aldi would be suspended during the closure of the M4 westbound between Junction 11 for Reading and Junction 12 for Theale from 9pm on Saturday, 27<sup>th</sup> April until 6am on Monday, 29<sup>th</sup> April, Cllr Somner said that he was unaware, but he would enquire and report back.

## Council Meeting Minutes – Monday 22<sup>nd</sup> April 2024

Announcement of Public Session and Evacuation Process

No.	Notes	Action
01/24/25	<b>Apologies received for absence</b>  Apologies were received and acknowledged from Cllrs Oloko and Lenaghan.	

02/24/25	<p><b>Declarations of interest relevant to the agenda</b></p> <p>Cllr Somner – non-pecuniary: Item 4: Planning.</p>	
03/24/25	<p><b>Approval and adoption of the minutes</b></p> <p>Members reviewed the minutes of the Full Council Meeting held on Monday, 11<sup>th</sup> March 2024 which were <b>APPROVED</b> and <b>ADOPTED</b>. Proposed by Cllr Bedwell and seconded by Cllr Somner.</p>	

**Council Decisions/Ratification of Committee Recommendations**

04/24/25	<p><b>Planning</b></p> <p>New applications: Members debated the following planning applications and proposed the Council's response to each:</p>		
<b>Application no</b>	<b>Address</b>	<b>Proposal</b>	
24/00535/FUL	Porsche, Pincents Lane, Calcot, Reading, RG31 7SE	Installation of a new external entrance canopy to Porsche Cars Great Britain office entrance doors.	
<b>NO OBJECTIONS.</b>			
24/00526/HOUSE	28 Mackay Close, Calcot, Reading, RG31 7XW	Retrospective conversion of garage into a liveable space.	
<b>NO OBJECTIONS.</b>			
24/00564/HOUSE	35 Bath Road, Calcot, Reading, RG31 7QH	Proposed timber framed building to provide additional living space to the original dwelling.	
<b>NO OBJECTIONS, providing the parking provision is deemed to be sufficient.</b>			
05/24/25	<p><b>Financial decisions</b></p> <p>a) Members <b>APPROVED</b> payment sheet 12-2023/24</p> <p>b) Members <b>APPROVED</b> payment sheet 01-2024/25</p>		
06/24/25	<p><b>Litter Picking Equipment</b></p> <p>Following a discussion, Members <b>AGREED</b>:</p> <p>(i) to advertise the availability of litter picking equipment in the Parish newsletter to see if there was interest and demand from residents to use the equipment to help keep our local community litter free.</p> <p>(ii) to ask attendees at our bi-monthly community litter picking events if they would be interested in using Holybrook Parish Council's (HPC's) litter picking equipment, and to also explore this with local groups.</p>		<b>Clerk</b>

**Information Items/Reports**

07/24/25	<p><b>Clerk's Report</b></p> <p>Members received a written report from the Clerk informing them of Parish business not already included on the agenda. <b>APPENDIX 1.</b></p> <p>In answer to Cllr Littlewood's query regarding repairs to the recently installed dropped kerbs, the Clerk informed him that this work had now been completed.</p>	
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07/24/25	<p><b>Clerk's Report continued</b></p> <p>In answer to Cllr Tull's query regarding the Community Payback scheme, the Clerk advised Members that the first session had been a success and that these would be a recurring event on the first Thursday of each month. Members were asked to advise the Clerk of any ideas they had for potential work that the group could undertake in the Parish, with the proviso that no work could be undertaken on private property.</p>	All Cllrs
08/24/25	<p><b>Neighbourhood Action Group Feedback</b></p> <p>Cllr Littlewood provided Members with an overview of the main points arising from the Neighbourhood Action Group meeting held on Thursday, 14<sup>th</sup> March 2024, which included details regarding the number of police officers now in place for the area (4 Police Officers, 3 PCSO's and 1 Sergeant, with another Police Officer expected to be appointed) and a police operation monitoring of car meets locally.</p>	
09/24/25	<p><b>Community and Environment Committee</b></p> <p>Members heeded a verbal report from Cllr Croal regarding the on-going planning of the D-Day event.</p> <p>Cllr Croal outlined the two events that were planned, the first of which would be on Thursday, 6<sup>th</sup> June at 8pm, where residents would be invited to gather at the memorial bench in Linear Park where a silhouette of a 'Tommy' would be unveiled, and 'The Tribute' read by the Chairman of HPC to commemorate the event.</p> <p>The main celebratory event, commemorating the 80<sup>th</sup> anniversary of D-Day, will be held in Linear Park on Saturday, 8<sup>th</sup> June from 12pm until 4pm. This family friendly event provides an opportunity for local residents to join together as one community for music, refreshments, fish and chips and a host of free activities for all the family, including junk drumming, a spotters trail and soft ball cricket.</p> <p>Members were informed that the Community and Environment Committee had agreed the following:</p> <ul style="list-style-type: none"> <li>(i) Hospital Radio Reading will be receiving a donation for their services.</li> <li>(ii) The Friends of Linear Park have agreed to buy the prizes for the spotters trail event on behalf of HPC.</li> <li>(iii) Any group attending the event, who do not intend to charge for their services, will be able to claim reasonable expenses.</li> <li>(iv) Any non-charging group who do not claim expenses will be sent a thank you letter and a voucher for them to use in their own fundraising endeavours.</li> </ul> <p>Cllr Croal encouraged Members to attend both D-Day celebratory events and to publicise them to friends and family.</p>	All Cllrs
10/24/25	<p><b>Information Report</b></p> <p>Members received a written report (<b>APPENDIX 2</b>) with details on the following information:</p> <ol style="list-style-type: none"> <li>1) Financial Information.</li> <li>2) West Berkshire Council Planning Decisions.</li> </ol> <p>Cllr Bedwell stated that, in light of WBC's refusal to grant planning permission for application number 24/00120/HOUSE, it was her expectation that WBC should enforce their decision and ensure that the garden office, that has already been built, is taken down.</p>	

11/24/25	<p><b>2024/25 meeting dates</b></p> <p>Members reviewed the proposed draft meeting dates for 2024/25 (to be approved at the Annual Meeting).</p>	
12/24/25	<p><b>Chairman's remarks</b></p> <p>Cllr Tull reminded Members about the following meetings:</p> <ol style="list-style-type: none"> <li>1) The next litter picking event on Saturday 11<sup>th</sup> May 2024.</li> <li>2) The Mini District Parish Conference which is taking place on Tuesday 21st May 2024.</li> </ol>	
13/24/25	<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 item 14.</p>	
14/24/25	<p><b>20:30 EXIT OFFICE SUPPORT</b></p> <p><b>Staffing</b></p> <p>Members heeded a verbal report from the Human Resources Committee and <b>AGREED</b> the Committee's suggestions regards recruitment.</p>	
	<p><b>There being no other business, the meeting closed at 20.40</b></p>	

Signed: ..... Dated: .....

Minutes prepared by:	Andrew Adair, Office Support
Minutes dated:	23 <sup>rd</sup> April 2024

**APPENDIX 1**

# Full Council Meeting: Monday 22<sup>nd</sup> April 2024

## Clerk's Written Report:

Monday 22<sup>nd</sup> April 2024

### Beansheaf Centre/Parish Office

#### Maintenance:

Week commencing 25/03/2024 – Lights upgrade completed.

03/04/2024 – Following high winds, the fascia on the entrance to the Beansheaf Centre came down. Replacement required.

05/04/2024 – The window in The Keep has finally been repaired.

08/04/2024 – New fire door handle was broken off the lobby door. Contractor to be contacted to repair.

15/04/2024 – The free portrait of King Charles was received and installed.

#### Parish:

There have been several incidences of minor graffiti around the Kennet Valley area of the Parish over the last month particularly the Kennet Valley bus stop and noticeboard, the substation near the playground and the youth shelter.

The Parish was contacted to offer assistance for fly-tipping in a private garage area. Investigations were completed on behalf of the resident but, as the garages are privately owned, there is very little that the Parish can do.

28/03/2024 – New playground signs were installed.

02/04/2024 – Cutback of hedging around entrance to Blackwater Rise ordered.

04/04/2024 – First Community Payback session was held and was successful with a couple of minor requests to be fulfilled for the next time. Councillors are reminded to advise the Clerk of any potential work that the group could undertake. Please remember that no work can be completed on private property.

Last week of March - Playground bench re-oiling completed.

The dropped kerb project has not yet been completed to a satisfactory standard. The Clerk is in liaison with the contractor.

#### Other:

The Planning Inspectorate has apologised for not yet responding to the Council's complaint regards The Filbert's development. There is reportedly 'significant backlogs' and they are 'working hard to fully respond as soon as possible'.

18/03/2024 – Clerk attended Clerk's Forum in Beenham.

### APPENDIX 2

# Full Council Meeting: Monday 22<sup>nd</sup> April 2024

## 'Information Items' - Written Report

### 1) Financial Information

- The year-end internal audit will be taking place on Wednesday 1<sup>st</sup> May 2024.
- The year-end pension figures were submitted to Berkshire Pension Fund on 27<sup>th</sup> March 2024.
- Non-domestic rates demand for 2024/25 is £0.00.
- There was a small fee, charged by West Berkshire Council, for the uncontested election in 2023 for 'Returning Officer recharge for administration of Parish Council election' to the sum of £160.00.
- An application was submitted to the Great Western Railway fund on 20<sup>th</sup> March 2024 for funding for a new footpath from the culvert in Linear Park to the park access at Bainbridge Road. I do not know when we will find out if we have been successful. We are application #7077.

### 2) Planning

a) West Berkshire Council Planning Decisions – Information Item:

24/00067/HOUSE: 2 Sharnwood Drive, Calcot, Reading, RG31 7YD - Proposed single storey side extension with changes to the rear fenestration. **GRANTED.**

24/00265/HOUSE: 10 Silbury Close, Calcot, Reading, RG31 7BQ – Single storey rear extension with one rooflight. **GRANTED.**

24/00120/HOUSE: 28 Honey Bee Street, Calcot, Reading, RG31 7DT – Retrospective construction of garden office. **REFUSED.** Refusal report enclosed for information.