



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 20th May 2024

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

Present **Chairman:** Cllr Tull

Vice Chairman: Cllr Bedwell

Also Present: Cllrs Albanese, Croal, Lenaghan, Littlewood, Moore, Oloko, Salau and Sharma.

Officers: Pam Kirkpatrick (Clerk) and Andrew Adair (Office Support)

Circulation 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 Oloko provided a short verbal report to Members, the main point of which was that there had been a new leader appointed at West Berkshire Council.

Council Meeting Minutes – Monday 20th May 2024

Announcement of Public Session and Evacuation Process

No.	Notes	Action
15/24/25	Apologies received for absence Apologies were received and acknowledged from Cllrs Mistry and Somner.	
16/24/25	Declarations of interest relevant to the agenda None.	
17/24/25	Approval and adoption of the minutes Members reviewed the minutes of the Annual Meeting held on Monday, 13 th May 2024 which were APPROVED and ADOPTED . Proposed by Cllr Tull and seconded by Cllr Bedwell.	

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Council Decisions/Ratification of Committee Recommendations

18/24/25	<p>Planning</p> <p>New applications: Members debated the following planning application and proposed the Council's response:</p>		
Application no	Address	Proposal	
24/00810/REG3	Kennet Valley Primary School, Carters Rise, Calcot, Reading, RG31 7YT	Section 73 - Variation of conditions 2 and 15 of planning permission 23/01325/REG3 - Construction of a single storey building to provide a Special Education Needs (SEN) facility for a maximum 12 children together with associated car parking, hard/soft landscaping and other related works.	
NO OBJECTIONS.			
19/24/25	<p>Financial decisions</p> <p>a) Members APPROVED payment sheet 02-2024/25.</p> <p>Members noted that the water bill appeared high and AGREED to Cllr Tull's suggestion that she reviewed the last 3 months bills in conjunction with the Clerk.</p> <p>b) Members APPROVED the Assets Register.</p> <p>c) Members APPROVED the Unaudited Financial Statements for 2023/24 (supplementary to the Annual Governance and Accountability Return).</p> <p>d) Members APPROVED the Annual Return Financial data for 2023/24.</p>		Cllr Tull & Clerk
20/24/25	<p>Internal Audit – Financial Year End 2023/24</p> <p>Members acknowledged the contents of the Annual Internal Audit report, in particular the additional note made on the fire doors, and AGREED to submit a comment on this when the document is sent to the External Auditor (see note 21/24/25 a) below).</p>		Clerk
21/24/25	<p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024</p> <p>a) Members CONFIRMED all statements in Section 1 – Annual Governance Statement 2023/24, apart from statement 3 where they AGREED that an additional response will be sent to the External Auditor with an explanation regarding the reasons for recording this statement as a no.</p> <p>b) Members CONFIRMED Section 2 – Accounting Statements 2023/24.</p> <p>c) Members RATIFIED the dates for 'Notice of appointment date for the exercise of electors' rights'.</p>		Clerk

22/24/25	<p>Memorial bench unveiling ceremony</p> <p>Cllr Moore recommended to Members that an official ceremony is held to unveil the recently installed memorial bench for Andy Alleyne, a former resident of Holybrook Parish, to commemorate the momentous occasion in October 1972 when he became the first black footballer to play for Reading FC. His debut was widely celebrated amongst the Afro-Caribbean community of Reading and was noteworthy for Andy as it saw him score his first goal at senior level when he scored from inside his own half to equalise in the 1-1 draw at Elm Park.</p> <p>Cllr Moore informed Members that the Alleyne family want to be involved in the ceremony and that Reading FC had also shown interest, but that he was still to confirm the family's and Reading FC's wishes on what their respective involvement would look like.</p> <p>Cllr Moore agreed to update Members on proposals for the official ceremony at the Full Council Meeting on 24th June, when Members will discuss and agree the final arrangements.</p>	Cllr Moore
23/24/25	<p>Parish Asset Maintenance</p> <p>a) Members ACCEPTED the quotation received from Ultimate Spraying to the sum of £1,900 + vat and acknowledged the Clerk's clarification that of the five companies approached, only one had provided a quotation and that the process adopted complied with Holybrook Parish Council's Financial Regulations.</p> <p>b) Members AGREED to the motion that the noticeboard in the bus shelter at Churchward Walk is disposed of and not replaced as it is repeatedly being burnt and vandalised.</p> <p>c) Members ACCEPTED the quotation provided by Wonder Door Healer to the sum of £2,448.00 inc VAT for a new white, external shutter for the front entrance to the Beansheaf Centre.</p>	

Information Items/Reports

24/24/25	<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>	
25/24/25	<p>Delegated Tasks Register</p> <p>Members reviewed the updated Delegated Tasks register.</p>	
26/24/25	<p>Neighbourhood Action Group</p> <p>Members received a verbal report from Cllr Littlewood following the Neighbourhood Action Group meeting that took place on Thursday 25th April 2024, which included details of recent anti-social behaviour in the Parish reported by Thames Valley Police and the appointment of Peter Clark, who will start his role as Capital Projects Officer at West Berkshire Council in May.</p>	
27/24/25	<p>LLC Meeting</p> <p>Members received a verbal report from Cllr Littlewood following an LLC meeting that took place on Monday 29th April 2024, which included details of significant investment taking place at the Atomic Weapons Establishment at Aldermaston, where 280 apprentices will be taken on in September 2024 and there will be a full staff headcount of 7,000 by 2050.</p>	

28/24/25	<p>Community Litter Pick</p> <p>Members received a verbal report from Cllr Croal following the litter pick that took place on Saturday 11th May 2024, which was attended by 12 people, who between them, collected 6 bags of waste.</p>	
29/24/25	<p>Chairman's remarks</p> <p>Cllr Tull reminded Members about the request from Kennet Valley School for people to serve on its governing board and the D-Day memorial event taking place at 8pm on Thursday, 6th June.</p> <p>Members AGREED that they were happy for the Clerk to confirm to the Poppy Appeal representative that he could attend the D-Day event on 6th June to sell poppies.</p>	Clerk
30/24/25	<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 31/24/25.</p>	
31/24/25	<p>Staff Recruitment</p> <p>Members APPROVED the motion of the Human Resources Committee to offer a 4-month contract for archiving and office assistance for a maximum of 10-hours per week and RATIFIED the hourly rate proposed.</p>	
	<p>There being no other business, the meeting closed at 20.40</p>	

Signed: Dated:

Minutes prepared by:	Andrew Adair, Office Support
Minutes dated:	21 st May 2024

APPENDIX 1

Full Council Meeting: Monday 20th May 2024

Clerk's Written Report:

Monday 20th May 2024

Beansheaf Centre/Parish Office:

Maintenance:

29/04/2024 – Broken fire door handle repaired.

03/05/2024 – Report that the front door to the Centre was broken. Nature of break made the door unsafe and it was removed. Repair ordered at a cost of £424.00 (repair complete 08/05/2024). Our insurance company confirmed that the correct course of action had been taken.

08/05/2024 – Shutter in Linear Hall front LH window broken. Repair ordered but, on inspection, it was uncovered that the previous repair was a patch job. Full repair required. Ordered at a cost of £1032.00 inc VAT. To be completed on 15/05/2024.

09/05/2024 – Shutter to front entrance broken. Luckily the repair of the LH shutter had been organised for this day so a temporary repair has been completed at a cost of £336.00 inc VAT. However, this shutter is in a poor condition and full replacement is recommended.

12/05/2024 – Linear Hall sockets have blown. Requires investigation.

Centre General:

PRS has contacted the Council to advise that a licence is now required for the Centre. I have raised concerns and questioned this. Response awaited.

Office:

12/05/2024 – The Clerk has now been working at the Council for 10 years.

20/05/2024 – The office has a work experience student from Blessed Hugh Faringdon School this week.

22/05/2024 – The Clerk will be attending an on-line Themed Summit: Are you prepared for Net Zero.

Parish:

24/04/2024 – Graffiti removed from KV jct box and youth shelter.

02/05/2024 – The Clerk and Bookings Clerk visited the Dorking Way Bellway site. Whilst the site is much improved, there are still issues present which have been reported to WBC. In addition, the dropped kerbs were checked. There are still a number which are not satisfactory and the installation company has been informed. The Clerk may require a member to attend a further site visit with the contractor. Correspondence on both these issues is awaited.

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07/05/2024 – The Clerk attending a Red Cottage Drive walkaround with two Housing Solutions officers and two of the neighbourhood policing team. Residents in Red Cottage Drive did not raise any complaints relevant to the Parish Council but the Clerk raised a couple of issues with the Housing Officers which included overgrown foliage and litter around the site, and the often overflowing dog/litter bins. The Housing Officer has requested that they are added to the distribution list for future council led litter picks so that they can directly inform their residents.

Finance:

Community Infrastructure Levy Monies (CIL):

West Berkshire Council has advised that, for the period 1st October 2023 – 31st March 2024, there were no CIL chargeable developments in our Parish.

D-Day Event:

Merchandise (including VAT & Delivery):

Bunting:	£143.92
Cardboard soldiers:	£131.94
Hula Hoops & Rounders:	£73.38
Skipping Ropes:	£37.90
Total:	£387.14

Caretaker/Cleaning: **£110.00 + VAT,**

TENs licence	£21.00
Spotters Trail prizes:	£130.60

General finance:

- The Clerk has disputed two invoices raised by West Berkshire Council. One as it is a duplicate invoice and one as it was charging for services never received. Response awaited.
- VAT claim to the sum of £8,211.27 for the period 01/01/2024 – 31/03/2024 has been made.

Insurance:

- The hearing loop system and dual litter dog bin for Low Lane (Sandhills Way) have been added to the insurance incurring no additional premium for this financial year.
- It has been confirmed that the D-Day event is adequately covered by our existing insurance but that a Risk Assessment must be completed.

Planning:

West Berkshire Council Planning Decisions:

- 24/00567/COND: Kennet Valley Primary School, Carters Rise, Calcot, Reading, RG31 7YT - Application for approval of details reserved by condition 8 (Air Handling Plant) of approved 23/01325/REG3 - Construction of single storey building to provide a Special Education Needs (SEN) facility for a maximum 12 children together with associated car parking, hard/soft landscaping and other related works. **APPROVED.**
- 24/00210/PASSHE: 45 Bath Road, Calcot, Reading, RG31 7QH - Application to determine if prior approval is required for a proposed: Larger Home Extension: Single storey rear extension. Dimensions 6m from rear wall, 3m maximum height, 2.9m eaves height. **PRIOR APPROVAL IS NOT REQUIRED.**
- 24/00813/FULMAJ: Calcot Lodge Care Home, The Chase, Calcot, Reading - PROPOSAL: S73a: Variation of Conditions 2 (Approved Plans), 7 (Car/Vehicle Parking Area), 9 (EVCP) and 18 (Noise Mitigation) of previously approved application 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. **WITHDRAWN.**
- West Berkshire Council has adopted the Cold Ash and Hermitage Neighbourhood Development Plans. There is now a 6-week period (before 4.00pm on Friday 14th June) during which any person aggrieved by the NDPs may make an application to the High Court on the grounds that the documents are not within the appropriate power of the local authority or that a procedural requirement has not been complied with.