



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 24th June 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, Mistry, Moore, Oloko, Sharma and Somner.

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

Circulation All Council members and District Councillors

Open forum for members of the public

A resident attended the meeting to ask for Council support in requesting West Berkshire Council to improve the piece of land between the top of the Low Lane footpath and the newly improved footway on Mill Lane (approximately 4ft).

7.33 ENTER Cllr Oloko

7.35 EXIT resident

Cllr Tull read a letter received from the Alleyne family which thanked the Council for the recent memorial bench installation and unveiling event.

District Councillors' Report

District Councillor Somner provided a verbal report on matters relating to Holybrook Parish.

Main points:

- the lack of verge cutting through the Parish which Cllr Somner will address with the portfolio holder;
- an investigation into the recent jet washing of a verge in Rangewood Avenue;
- information on a 'camera' which has been installed on Underwood Road; the 'camera' is, in fact, a sensor which is being used to monitor the temperature to help better understand when the roads will require gritting;
- the delayed EV charging points project, which is now likely to take place in August;
- Contact with Thames Valley Police's PCSOs regards a motorbike in the Park.

The Clerk advised of complaints received from residents regards the lack of verge cutting and requested that the Parish Council is provided with information on the heat sensor and EV parking for the August newsletter.

Council Meeting Minutes – Monday 24th June 2024

Announcement of Public Session and Evacuation Process

No.	Notes	Action
31/24/25	<p>Apologies received for absence</p> <p>Apologies were received and acknowledged from Cllr Salau.</p>	
32/24/25	<p>Declarations of interest relevant to the agenda</p> <p>Cllr Somner - Planning.</p>	
33/24/25	<p>Minutes of the previous meeting, Monday 20th May 2024</p> <p>APPROVED and ADOPTED. Proposed by Cllr Littlewood and seconded by Cllr Moore.</p>	

Council Decisions/Ratification of Committee Recommendations

34/24/25	Planning	
Application no	Address	Proposal
24/01062/HOUSE	10 Sandhills Way, Calcot RG31 7PQ	Construct a new double storey extension to the side of the property. Kitchen/utility and office on the ground floor. Bedroom and ensuite on the first floor. Loft space over the new extension to form a new playroom.
OBJECT.		
35/24/25	<p>Financial decisions</p> <p>Payment sheet 03-2024/25: APPROVED.</p> <p>19:58 ENTER Cllr Bedwell</p>	
36/24/25	<p>Community & Environment Committee report</p> <p>a) There was an open discussion on the two D-Day events. Main points:</p> <ul style="list-style-type: none"> - Lots of positive feedback received from attending residents; - So far, two groups have stated they will not be claiming expenses; - The drummers were a success and value for money; - The craft table was successful; - Ensure, for future events, that the planning is well in advance so that all attending activity providers, for example, can bring the right equipment i.e. gazebos; <p>b) Members, who had been provided with the Committee's draft minutes from its meeting on Monday 17th June 2024 prior to the meeting, acknowledged a verbal report from the committee chairman who highlighted the planned events list for the coming year, and provided an update on the Committee's on-going projects.</p> <p>Members were also informed of West Berkshire Council's proposal for a possible water station in the Linear Park and that the Committee has requested more information on this before a decision is to be made by Council.</p>	

<p>36/24/25 continued</p>	<p>Community & Environment Committee report continued</p> <p>Cllr Somner stated that weeds are growing through a new stretch of footpath on Dorking Way (near Bourne Close) which relates to the dropped kerb project. The Clerk will address this with the contractors.</p> <p>The Clerk advised that, since the Community and Environment meeting, West Berkshire Council had reached out to the Clerk and a meeting was scheduled to take place on Wednesday 10th July 2024 at 11:00 regards possible solar panels on the Beansheaf Centre. Members are encouraged to attend the meeting if possible.</p> <p>c) Members CONFIRMED approval of all matters arising from the Community and Environment Committee and that some items will require formal ratification at a later stage.</p>	<p>Clerk</p>
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Information Items/Reports

<p>37/24/25</p>	<p>Clerk's Report</p> <p>Members acknowledged a written report from the Clerk (appendix 1). Additionally, the Clerk advised members that the office has been busy over the last few months, particularly handling complaints regards the overgrown verges, and organisation of events; of a thank received from a booking in the Beansheaf Centre, information on junk e-mails to the .gov email addresses and a trailing power cable in the Parish.</p>	
<p>38/24/25</p>	<p>Delegated Tasks Register</p> <p>Members acknowledged the updated delegated tasks register which was enclosed with the agenda.</p>	
<p>39/24/25</p>	<p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024</p> <p>Members acknowledged and confirmed that the AGAR was displayed in the noticeboards and on the Parish Council website in-line with the agreed publication dates.</p>	
<p>40/24/25</p>	<p>Planning Committee Report</p> <p>Members acknowledged a verbal report following the Planning Committee meeting on Monday 17th June 2024.</p>	
<p>41/24/25</p>	<p>Chairman's remarks</p> <p>Cllr Tull reported on West Berkshire Council's Mini District Parish Conference which Cllrs Tull, Bedwell and Lenaghan attended on behalf of the Parish Council. Many matters were raised by our councillors such as the welcome to Holybrook gates, and that green spaces in the urban area need protection. It was stated that district councils should have more respect for parishes and what they do.</p> <p>Cllr Tull also reported on the bench unveiling ceremony and thanked Cllr Moore for tabling the original motion. This was another event that recognises what the people of Holybrook Parish have done and do, all of which all helps create a sense of identity and community.</p>	

42/24/25	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 43/24/25.	
43/24/25	<p>Staffing</p> <p>a) Members APPROVED the Clerk's absence as recommended by the Human Resources Committee.</p> <p>b) Members APPROVED the Human Resources Committee's recommended one-off payment to the Clerk for the completed year-end accounts work which is supplementary to the Clerk's standard job role.</p>	
	There being no other business, the meeting closed at 21:20	

Signed: Dated:

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	27 th June 2024

APPENDIX 1



Beansheaf Centre/Parish Office:

Maintenance:

May – Blown Linear Hall sockets repaired.

04/06/2024 – Centre front doors re-painted

05/06/2024 – Front entrance replacement, external shutter fitted.

Centre General:

Bookings for the Centre in the first quarter have been strong and we have seen an increase in bookings revenue during each month. This looks set to continue as we head into July.

Office:

The Office has been extremely busy during the last month of 2023/24 and the first quarter of 2024/25.

12/06/2024 – Clerk attended West Berkshire Climate Forum (in part).

The office support job has been advertised in the newsletter and on our website. It has also been sent to the local schools to advertise in their newsletters.

The Clerk's membership to SLCC has been renewed for another year.

Parish:

13/05/2024 – the Clerk contacted the District Councillors about a road-side camera which appeared earlier this year in Underwood Road. A response is awaited.

13/05/2024 – we were informed that a child had fallen from play equipment in the Underwood Road playpark as some bolts had been removed. A repair was made the following day.

20/05/2024 – the playgrounds had not received their first seasonal cuts. This has now been rectified and we are now on our summer cutting schedule of 2 cuts per month.

Following the Bank Holiday weekend there were several items fly-tipped in the Parish which were removed by our contractor. There was a further incident of raw meat being left on the Holymead site and dog foul.

The hedging on the corner of Bourne Close was cut back to help with site-lines.

Tommy was installed by FoLP in time for the D-Day 80 memorial service.

04/06/2024 – 4 x bus shelters and WW memorial bench were re-sprayed.

06/06/2024 – Community Payback Service worked around the Beansheaf Centre removing weeds and cutting back the hedge.

11/06/2024 – Overgrown foliage at Red Cottage Drive has been reported the appropriate housing association for action.

11/06/2024 – the significantly overgrown verges have been reported to West Berkshire Council.

Compliments:

'We always look forward to the newsletter hitting our doormat & reading about what's happening within the parish, & upcoming events organised by HPC - I think, as a parish, we are one of the most fortunate under WBC with everything that HPC does & undertakes on behalf of local residents.'

Finance:

The Council was unsuccessful in its bid to GWR for funding towards the Linear Park footpath project.