



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Minutes

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 29th July 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, Salau and Somner. Officer: Pam Kirkpatrick (Clerk)
Circulation	All Council members and District Councillors

Open forum for members of the public

A resident attended the meeting to request Council to put an article in the newsletter asking drivers to slow down and be more mindful, when driving, of wildlife on the roads, particularly hedgehogs. The Clerk asked the resident to provide a photo of a hedgehog to accompany any future newsletter article. The resident was advised that it would not be possible to put any information in the next newsletter (as it is already with the printers), and that a spring article would be best.

7.45 EXIT resident

District Councillors' Report

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

Main points:

- There is no update on the EV charging points with works set to commence in August 2024. Cllr Somner will chase.
- Information was provided on recent meetings at West Berkshire Council including Full Council, which was held on 18th July 2024 and, at which, several reports were received including the Monitoring Officer's report (the number of complaints about councillors was down on the previous year). Other reports included Annual Scrutiny and Health and Wellbeing. And an Executive Meeting which was held on 25th July 2024, at which, the main topics were the school funds clawback and financial progress reports.

Details of all West Berkshire Council meetings are available on West Berkshire Council's website.

District Councillors' Report Continued

The Clerk raised three issues on behalf of residents: verge cutting, a pothole on A4 Bath Road (opposite Lidl which is on Reading Borough Council's Highway) and inconsiderate parking on Thompson Walk by development staff.

Cllr Lenaghan raised issue with signage on the A4 Bath Road.

Cllr Littlewood re-raised the condition of Pollards Way.

Cllr Somner will address the above issues with the relevant councils and departments.

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Announcement of Public Session and Evacuation Process

No.	Notes	Action
44/24/25	Apologies received for absence Cllrs Mistry, Oloko and Sharma were not present.	
45/24/25	Declarations of interest relevant to the agenda Cllr Moore – non-pecuniary item 4 e) Finance (grant application: Hospital Radio Reading).	
46/24/25	Minutes of the previous meeting, Monday 24th June 2024 CORRECTION , Andrew Adair (Office Support) was not present at the meeting on Monday 24 th June 2024. Otherwise, the minutes were APPROVED and ADOPTED as true record. Proposed by Cllr Somner and seconded by Cllr Lenaghan.	

Council Decisions/Ratification of Committee Recommendations

47/24/25	Financial decisions Members were provided with the draft minutes of the Finance Committee Meeting and heeded a verbal report from the Committee chairman. a) Payment sheet 05-2024/25: APPROVED . b) i) RATIFIED : that Finance Committee members hold a closed meeting with West Berkshire Council to follow up on issues raised by the Parish at the District and Mini District Parish Conferences. AGREED : Additionally, a representative from the Planning Department to be invited. ii) RATIFIED : that Finance Committee members hold a closed meeting with West Berkshire Council to discuss possible devolution of verge cutting.	
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<p>47/24/25 continued</p>	<p>Financial decisions continued</p> <p>c) Members REJECTED the proposed price increase for the Linear Park gate unlocking service (a contract which is shared with West Berkshire Council). REJECTED: the tentative proposal from West Berkshire Council that the gates are only locked from Friday evening to Sunday morning acknowledging the potential for anti-social behaviour. AGREED: alternative options to be considered with West Berkshire Council.</p> <p>d) AGREED: the stage, which is currently stored in The Garage, to be donated to Kennet Valley Community Association for it to take ownership after 5th October 2024. Members acknowledged that, should it be required by the Parish Council, the stage can be transited at a cost of £75.00</p> <p>20:45 EXIT CLLR MOORE</p> <p>e) REJECTED: a grant application to the sum of £500.00 from Hospital Radio Reading. However, a proposed alternative sum of £300.00 was AGREED. To be awarded subject to conditions.</p>	<p>Clerk</p>
<p>48/24/25</p>	<p>‘Welcome to Holybrook’/Parish Gateway Signs</p> <p>Members REJECTED West Berkshire Council’s Network Manager (Highways) sign proposal. AGREED: the WBC Officer to be invited to a meeting (as detailed in 47/24/25 b) i)) so that Council can explain its requirements and reasons for requesting parish gateway signs in full.</p> <p>It was noted that ‘Holybrook’ is identified as a location on Google Maps.</p>	<p>Clerk</p>
<p>49/24/25</p>	<p>Solar Panels, Beansheaf Centre</p> <p>a) AGREED: that West Berkshire Council and Holybrook Parish Council work to deliver solar panels for the Beansheaf Centre as one project. That Holybrook Parish Council will be the organisational project leaders but that two separate meters (and effectively two separate systems) are installed.</p> <p>b) AGREED: that the Council apply for partial funding from the West Berkshire Council’s Village Hall and Community Buildings Grant Scheme to support this project.</p>	<p>Clerk</p> <p>Clerk</p>
<p>50/24/25</p>	<p>West Berkshire Council’s Winter Service Plan 2024/25 consultation</p> <p>AGREED: that, as West Berkshire Council is not proposing any changes to the carriageway and footway treatment networks in the Winter Service Plan 2024/25, no formal response is to be made.</p>	
<p>51/24/25</p>	<p>Community Wellbeing Outreach</p> <p>AGREED: that the Beansheaf Room is provided, free of charge, to Solutions4Health Ltd to enable them, through West Berkshire Council, to provide a free community wellbeing outreach service to our residents. The dates proposed for this are in October (to be aligned with the Parish Council’s newsletter schedule).</p>	

52/24/25	<p>Safety of Lithium-ion Batteries and E-bikes and Scooters</p> <p>AGREED: that the Parish Council offer its support to the Safety of Lithium-ion Batteries and E-bikes and Scooters cause by:</p> <ul style="list-style-type: none"> - Voicing support to Ron Bailey (researcher for Lord (Don) Foster, who has been campaigning on this issue in the House of Lords. And is the parliamentary advisor to Electrical Safety First, a UK charity dedicated to reducing the deaths and injuries caused by electricity). And, - Providing relevant information in the parish newsletter. <p>However, members REJECTED, at the present time, writing the local MP on the matter.</p>	
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Information Items/Reports

53/24/25	<p>Clerk's Report</p> <p>Members acknowledged a written report from the Clerk (appendix 1). Additionally, Members AGREED that Friends of Linear Park could install a second sign on the side of the Beansheaf Centre regards the Green Flag.</p>	Clerk
54/24/25	<p>Delegated Tasks Register</p> <p>Members acknowledged the updated delegated tasks register which was enclosed with the agenda.</p>	
55/24/25	<p>Neighbourhood Action Group</p> <p>Members acknowledged a verbal report following the Neighbourhood Action Group meeting which took place on Thursday 11th July 2024. Information included crime statistics for the area.</p> <p>Members asked that inconsiderate parking on The Spinney is raised at the next meeting.</p> <p>Cllr Salau advised that he had been contacted about the condition of some of the new dropped kerbs along Dorking Way. It was confirmed that this project is not yet signed off and acknowledged that further improvement works are still required.</p>	
56/24/25	<p>Community Litter Pick</p> <p>Members acknowledged a verbal report from Cllr Croal following the community litter pick which took place on Saturday 6th July 2024. 10 bags of litter were collected from the Fords Farm area.</p> <p>A member, whilst attending the event, cut their leg. It was noted that there are first aid kits available at both venues.</p>	

57/24/25	<p>New Bus Shelters</p> <p>Members heeded a verbal report from the Clerk following a site meeting which had been held with West Berkshire Council regards possible new bus shelters through Holybrook Parish which took place on Wednesday 24th July 2024.</p> <p>West Berkshire Council advised that, based on preliminary, findings all identified sites could house a new bus stop but further information on, for example, land ownership is required.</p> <p>Members acknowledged that there are, at least, eight other parish council's also applying for this funding so site suitability does not guarantee funding.</p> <p>A report will be produced and issued by West Berkshire Council in due course.</p>	
58/24/25	<p>Chairman's remarks</p> <p>The Chairman thanked members for their work in the first quarter of the financial year.</p>	
59/24/25	<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 60/24/25.</p>	
60/24/25	<p>Human Resource Policies for Council Members</p> <p>a) AGREED that the Council adopt 'in case of emergency' Human Resource policies for council members. DELEGATED: Cllr Albanese to work with the Human Resources Committee to draft the policies.</p> <p>b) AGREED that the Council adopt a policy for in memoriam for current and past council members. DELEGATED: Cllr Albanese to work with the Human Resources Committee to draft the policies.</p>	<p>KA & HR Committee</p> <p>KA & HR Committee</p>
	<p>There being no other business, the meeting closed at 21:30</p>	

Signed: Dated:

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	30 th July 2024

APPENDIX 1

Clerk's Written Report:

Monday 29th July 2024

Beansheaf Centre/Parish Office:

Maintenance:

20/06/2024 – RES completed fire equipment service. No issues reported.

10/07/2024 – External fire door (Linear Hall) intruder sensor was broken (screw missing). Simple repair made. All working.

17/07/2024 – Internal fire doors tested. A problem with the Linear Door hydraulic hinge which is leaking oil. As this is under warranty, it will be replaced free of charge.

18/07/2024 – Fire alarm system tested. No problems reported.

Office:

26/06/2024 – Clerk attended Scribe's Part 1 Bio-Diversity on-line conference (bio-diversity net gain).

28/06/2024 – Spam e-mail issue finally resolved.

09/07/2024 – Clerk attended Scribe's Part 2 Bio-Diversity (The Duty on Town and Parish Councils) on-line conference.

10/07/2024 – Clerk attended a meeting with West Berkshire Council regards solar panels on the Beansheaf Centre. Details on the main agenda.

12/07/2024 – Clerk meeting with Moorepay has confirmed that the Next Gen upgrade will take place on Monday 5th August 2024.

Parish:

The Parish Office has received many complaints from residents during June and July regards the lack of verge cutting.

17/06/2024 – Reported overgrown brambles and foliage along Fords Farm entrance footpaths to West Berkshire Council.

25/06/2024 – Fly-tipping removed from Holybrook playground area.

04/07/2024 – new dual bin for Montrose Walk has been ordered through West Berkshire Council. They will purchase and install the bin and re-charge the Parish for the cost of the bin.

08/07/2024 – new bus shelter litter picking schedule commenced.

Finance:

The Clerk has been in discussion with West Berkshire Council over some billing issues. WBC has confirmed that the Parish Council's account will be rectified and brought up to date by Tuesday 23rd July 2024. This should put the Council in credit.

West Berkshire Council Planning Decisions:

Application Number	Location	Application Proposal	Decision
24/00952/NONMAT	The Filberts, The Chase	Application for non-material amendment for planning permission 22/01766/COMIND allowed on appeal – 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. Amendments: Amendments to the external elevations, amendments to site plan. Noise monitoring.	APPROVED
24/00810/REG3	Kennet Valley Primary School, Carters Rise, Calcot, Reading, RG31 7YT	Construction of a single storey building to provide a SEN facility for a minimum of 12 children together with associated parking, hard/soft landscaping and other related works.	Granted
24/00564/HOUSE	35 Bath Road, Calcot, Reading, RG31 7QH	Proposed timber framed building to provide additional living space to the original dwelling.	Granted

Planning Other

Neighbourhood Development Plans:

West Berkshire Council informs of a new neighbourhood area designation within the district – Thatcham. The designation follows the Thatcham Parish boundary. Designation of the neighbourhood area now allows Thatcham Town Council to commence work on a neighbourhood plan.

(Under the Neighbourhood Planning (General) Regulations 2012 (as amended in 2015 and 2016), parish or town councils in West Berkshire developing neighbourhood plans need to apply to the council to designate the neighbourhood area that their proposed plan will cover). Both the application form and designation notice can be viewed at: <https://www.westberks.gov.uk/thatchamnp>.

Inspectorate Response:

'Thank you for your email, in relation to the grant of planning permission, on appeal, for the demolition of an existing office building and erection of a part two/three storey 66 bedroom care home for the elderly and associated works. at The Filberts, Calcot, West Berkshire, Reading, RG31 7RB.

*.....
I am very sorry to hear what you describe. If house foundations have indeed rocked as a result of the demolition, I can fully appreciate the occupiers' concerns. However, I have found no evidence in the appeal documentation about potential issues with demolition at the site. Indeed, I have found no mention at all of such concerns, including in the Parish Council's own representations. Certainly, West Berkshire raised no concerns (subject to the condition requiring a Construction Method Statement, which they agreed and suggested). The Inspector was appointed by the Secretary of State to exercise his own planning judgement on the issues in dispute, from the evidence presented at the time and what he saw during the site visit. In the context of the evidence presented on appeal, it is not accepted that there has been a failure by the Inspector to properly consider the appeal.*

Whilst I am genuinely sympathetic to any local residents who have been affected by the demolition, any alleged inadequacies concerning the Construction Method Statement should be taken up with West Berkshire Council, since they approved it. Moreover, construction companies have a duty of care towards neighbours and are liable for any damage that they cause.

In conclusion, your complaint is not upheld.'