



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 20th January 2025

Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading, RG31 7AW
Present	Chairman: Cllr Tull Also Present: Cllrs Albanese, Bedwell, Croal, Lenaghan, Littlewood, Mistry, Moore, Salau and Somner. Officer: Pam Kirkpatrick (Clerk)
Circulation	All Council members and District Councillors

Open forum for members of the public

Two members of the public were present.

Resident 1 raised the following questions (summarised):

- 1) How much is The Garage conversion costing?
- 2) Where will any profit made from the Kiosk venture be going?
- 3) If making a loss, from where will the Kiosk be funded?
- 4) What is the total cost of the solar panels for the Beansheaf Centre?
- 5) Will profits made from the solar panels be shared with the hirers of the Centre?
- 6) What is the update on the development at Bourne Close?
- 7) When will the potholes in Dorking Way be resolved?
- 8) What happened to the 60 bat and 100 bird boxes that were supposed to be installed at the Dorking Way development?

Cllr Tull thanked the resident for their 'excellent' questions and advised that some would be answered later in the meeting, for example, The Garage as this is an agenda item.

Resident 2 raise the following points and questions:

Congratulations on the work completed on the Sandhills Way footpath. Will more areas be identified and worked on and, if so, what is the schedule?

Congratulations on parish 'clear ups' but not much progress is being made with 'more people trying to ruin the success'. What is the approach to change the culture?

Cllr Tull thanked the resident for their questions.

19:45 both residents opted to EXIT.

District Councillors' Report

District Councillor Somner wished everyone a happy new year and advised there are currently no, relevant, updates to report.

Council Meeting Minutes – Monday 20th January 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
126/24/25	Apologies received for absence Members acknowledged and accepted apologies from Cllr Sharma.	
127/24/25	Declarations of interest relevant to the agenda Cllr Somner (non-pecuniary): Planning.	
128/24/25	Approval of the Minutes of the previous meeting, Monday 16th December 2024 The minutes were APPROVED , as true record of the meeting. Proposed by Cllr Albanese and seconded by Cllr Somner. The December meeting minutes contained two errors: in the District Councillor's report the name 'Matthew Barber' was misspelled as "Matthew Barbour" and the heading on page 2 should have read "Council Meeting Minutes – Monday, 16 th December 2024" rather than "11 th November".	

Council Decisions/Ratification of Committee Recommendations

129/24/25	Financial decisions a) Payment sheet 10-2024/25: APPROVED . Noting that the PRS Licence date should read January 2024 to December 2024. b) The 2025/26 budget was APPROVED and ADOPTED . c) The Precept Demand to the sum of £143,357 was APPROVED and can be submitted to West Berkshire Council.	Clerk									
130/24/25	Subscriptions a) AGREED : that the annual subscription to SurveyMonkey is not currently required and the subscription should be ceased on its renewal date in March 2025. b) AGREED : that an annual subscription to Canva Pro can be purchased for Office use at an annual cost of £270.										
131/24/25	Planning a) Following review and discussion of the following application, Members AGREED : <table border="1" data-bbox="300 1798 1487 1966"> <thead> <tr> <th>Application no</th><th>Address</th><th>Proposal</th></tr> </thead> <tbody> <tr> <td>24/02681/HOUSE</td><td>22 Sweet Briar Drive, Calcot</td><td>Single storey rear and side extension.</td></tr> <tr> <td colspan="3">NO OBJECTIONS</td></tr> </tbody> </table>	Application no	Address	Proposal	24/02681/HOUSE	22 Sweet Briar Drive, Calcot	Single storey rear and side extension.	NO OBJECTIONS			
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	<p>b) The restraints, applied in the planning approval for conversion of The Garage from tractor garage to refreshment kiosk were noted (application 24/01953/FUL). Particularly:</p> <ul style="list-style-type: none"> - <i>'No works to enclose or roof the existing pergola shall take place until details, including elevations and plans, have been submitted, including details of materials'.</i> It was re-iterated that the supporting structure of the pergola is sound but the joists are rotten and require replacement. A roof on the structure will help preserve its life whilst also providing a more comfortable and welcoming seating area for the kiosk. Work to make the pergola safe is required regardless of the use of The Garage. <p>DELEGATED: Cllr Tull to complete elevation drawings, including annotations, for submission, by the Clerk, to West Berkshire Council's planning department for approval. To be completed within the next 10-days.</p> <ul style="list-style-type: none"> - <i>'The applicant is advised that food businesses must be registered with the Council at least 28-days before trading or before the food operations start'.</i> This clause is proposed in the draft request for business quotes for possible vendors. - <i>'It is recommended that the applicant considered applying flood resistant and resilience measures at the siteand all sensitive receptors (i.e. outlets) should be placed a minimum of 300, above this level [modelled flood level associated with Flood Zone 2].</i> CONFIRMED. <p>It was further noted that the application received one 'ambivalent' comment from residents.</p>	
132/24/25	<p>Policies - update</p> <ul style="list-style-type: none"> a) Updated Human Resources Committee Terms of Reference: APPROVED and ADOPTED. b) APPROVED and ADOPTED: In Case of Emergency (Councillor) Policy. c) APPROVED and ADOPTED: In Memoriam Choices for Members Policy. 	

133/24/25	<p>The Garage</p> <p>a) CONFIRMED: Financial Regulation 11.1 b. is dispensed for this project. It was estimated that the works, to the fabric of the building and minor internals, would be approximately £18,000 (as reflected in the grant application to West Berkshire Council) and, therefore, four local companies were approached for quotations as per the Financial Regulations. However, as the project progressed, the scope of the required works increased, due to health and safety requirements and the discovery of faulty items, leading to higher costs of which the Council has been kept informed. The additional works, to ensure the interior of the building is fit for health and safety purposes, includes new flooring, new heating, electrics upgrade plus the repair and upgrade of the pergola.</p> <p>b) Members were provided with the updated quotations received from the two remaining quoting companies and were informed of the references received. Cllrs Tull and Lenaghan, and the Clerk made their recommendation to the Council which was APPROVED unanimously. The contract is awarded to Forest Builders at a total cost of £41,100+ VAT. The project will be funded from Community Infrastructure Levy Monies and from a generous grant of £9,000 awarded from West Berkshire Council.</p> <p>Members AGREED that the kiosk is not necessarily intended to be profit making and should be seen, primarily, as a community asset facility. The kiosk has been designed to be flexible so that it has the potential to serve community groups and business, and Parish Council organised events.</p> <p>Any hard equipment purchased will be of good quality which will retain a good re-sale value.</p> <p>The cost of running the Garage will be low and some are already incurred for example: electricity and water (when in use), insurance, safety testing. Some of the costs may be borne by a potential business user which is covered in the request to quote.</p> <p>c) The update specification works and drawings (produced by Cllr Tull) were acknowledged and APPROVED.</p> <p>d) Equipment list was NOT APPROVED as it is not completed. The Request to Quote will be updated to reflect this.</p> <p>e) A date and volunteers were NOT AGREED to clear the Garage before the works commence. Members to contract the Clerk with their availability; works are likely to commence at the start of February.</p> <p>f) AGREED that the garage project is funded from Community Infrastructure Levy Monies and the cost is listed under 133/24/25 b). It was further AGREED that, up to a maximum, of £10,000 is added to the budget for 'equipment' required. DELEGATED: the equipment list is to be added to the Finance Committee agenda in February for approval.</p>	ALL
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Information Items/Reports

134/24/25	<p>Clerk's Report</p> <p>Members acknowledged a written report from the Clerk (Appendix 1).</p>	
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134/24/25 cont.	<p>Clerk's Report Continued</p> <p>Additionally,</p> <ul style="list-style-type: none"> - Members ACCEPTED a quote to the sum of £840 for replacement noticeboard blinds in the Linear Hall noting that the existing ones are in a very poor state of repair and many now not meeting health and safety regulations. - Members acknowledged that the Community Speed Watch signs have been delivered and are to be erected on Tuesday 21st January 2025. <p>Additionally, the Clerk has collected the speed device and Community Speed Watch pack from Thames Valley Police. The device is on loan to the Council (no charge) and can be retained whilst it is being proactively used. More volunteers are required if the scheme is to be successful.</p> <p>The Clerk will complete training with Cllr Lenaghan after the meeting and with the other volunteers shortly with a view to completing a trial session in the coming weeks.</p>	ALL
135/24/25	<p>Delegated Tasks Register</p> <p>Members acknowledged the updated delegated tasks register which was enclosed with the agenda. Cllr Somner confirmed completion of his delegated task with regards to Emergency Planning.</p>	
136/24/25	<p>Update report on West Berkshire Council/Holybrook Parish Council potential projects</p> <p>Members were informed that West Berkshire Council has advised that quotes can be sought for street nameplates including the Holybrook logo. Members APPROVED the following locations: Dorking Way (Sainsbury's entrance) x 2, Charrington Road (both entrances) x 4, Mill Lane entrance x 2, Grantham Road x 2 and Holmwood Avenue x 2.</p> <p>A decision on the grant application towards the solar panel project is expected during week commencing 27th January 2025.</p> <p>West Berkshire Council has confirmed that the new bus shelters, already agreed for Holybrook Parish, can be installed with the metal perforated backs and sides (to align with the existing shelters in the Parish). There will be no additional costs. The Clerk and Chairman have signed and returned the Service Level Agreement on this basis and a works date is awaited. In the meantime, the Clerk will complete the necessary paperwork so the grant for the shelters and 5-year cleaning maintenance can be claimed.</p> <p>The Council has been informed that a patch repair has been completed to the Mill Lane footpath at the point the path turns onto the Bath Road.</p>	
137/24/25	<p>Chairman's Remarks</p> <p>Cllr Tull advised members that Biyi Oloko has resigned his position on the Council. This means the Council now has four vacancies. New members are sought who have a genuine passion and commitment to the whole of Holybrook Parish.</p> <p>Cllr Croal was congratulated on the success of the litter pick which had taken place on Saturday 18th January 2025 with 15 volunteers attending. It is important that the Council markets the good work it is doing.</p>	

138/24/25	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: 139/24/25, 140/24/25 and 141/24/25. No press or public were present.	
139/24/25	The Garage – request to quote documents Members APPROVED the Request to Quote document confirming the timeline, that it is DELEGATED to the Finance Committee to select the winning quote, the maximum limit for potential rental charges (including an initial 12-week starter discount) and the timeline for the quoting process.	
140/24/25	Grounds Maintenance Contract – request to quote documents Members APPROVED the Request to Quote document confirming the timeline, that it is DELEGATED to the Finance Committee to select the winning quote and the timeline for the quoting process.	
141/24/25	Staffing Update Members acknowledged and APPROVED recommendations from the Human Resources Committee following a change in employment circumstances for a member of staff.	
There being no other business, the meeting closed at 21:40		

Signed: **Dated:**

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	23 rd January 2025

APPENDIX 1

Clerk's Written Report:

Monday 20th January 2025

Beansheaf Centre/Parish Office:

Maintenance:

19/12/2024: Ladies' toilet leaking. Repair completed.
27/12/2024: Deep clean of Centre completed
28-30/12/2024: All hard floors in the Centre deep cleaned and the Beansheaf and Linear Hall floors sealed and polished.
20/01/2025: Fire door service due and replacement hinge being fitted to internal double doors.
27-29/01/2025: The Keep receiving a paint refresh and old noticeboard to be removed (not replaced).
30/01/2025: Lobby, reception and Keep carpets being replaced.

Centre:

PRS Licence obtained for the Centre covering regular hirers who use music but do not, currently, have the PRS Licence. The Licence covers the annual year 2024. This will require renewal each annual year. (NOTE: all hirers of the Centre, where applicable, already have a PPL Licence and many already have the dual licence. PRS has confirmed that we only need to pay for music users that do not hold the relevant licences).

One regular hirer of the Linear Hall has reduced their hours. However, we have obtained a new regular hirer of The Keep. Overall, despite changes in the regular hirers at the Centre, on average, regular hirer bookings are up on the previous year and, mostly, through year, income from party/ad hoc bookings is also up on previous years.

Office:

The Clerk is attending a free training session on 'The Procurement Act 2023: what Council's need to know' on Tuesday 21st January 2025. There is also a SLCC training course in April on 'Demystifying the Procurement Process' at a cost of £25.00 which the Clerk will attend, if required, after the January training.

Parish:

Playgrounds:

20/01/2025: Steps at the Holymead Playground scheduled for repair (was due on 03/01/2025 but was unable to be completed due to the weather).

General:

03/01/2025: Community Speed Watch signs ordered. Delivery is around 5 – 7 working days. GN Maintenance will install the signs, in the agreed locations, when they arrive.

Finance:

18/02/2025: Unity Bank is reducing the Council's interest rate from 2.60% to 2.50%.

West Berkshire Council Planning Decisions:

Monday 20th January 2025

Chairman's Initial of loose-leaf page _____

Application Number	Location	Application Proposal	Decision
24/01719/CERTP	13 Rushmoor Gardens, Calcot,	Conversion and extension of existing garage.	Approved in Part and Refused in Part
24/02062/HOUSE	5 Bath Road, Calcot, Reading	Proposal for part conversion of garage into habitable space, single storey rear extension and internal alterations	Granted
24/01953/FUL	The Garage Building, Linear Park, Charrington Road, Calcot	Change of use of the building in Linear Park known as "The Garage" from a storage facility to a refreshment kiosk providing mainly off-site consumption of hot and cold beverages and food. Some tables on-site for limited on-site service.	Granted