



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 10th March 2025

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

Present **Chairman:** Cllr Tull

Also Present: Cllrs Bedwell, Croal, Lenaghan, Littlewood, Moore, Salau, Sharma and Somner.

Officer: Pam Kirkpatrick (Clerk)

Circulation All Council members and District Councillors

Open forum for members of the public

One member of public was present who raised the following (summarised):

- Questioned whether there had been any further updates following their visit to the Council meeting in January acknowledging that the Clerk had already provided some information regards the biodiversity promises made by Bellway Homes on its advertising board (which had been displayed on Dorking Way for the duration of the build). The resident also acknowledged that issues with the development site were not the Parish Council's responsibility but that they were grateful for the Council's input in trying to get them resolved.
- Reported that one of the Dorking Way potholes (on the cycle lane) had been repaired and the others now have yellow lines around them.
- The resident questioned whether the published garage development figures were final.
- The resident noted that the minutes of the December Finance Committee meeting were not on the website and the meeting agenda for the meeting this evening was also not on the website but it was in the noticeboards.

In response to the above the resident was informed that the Council will continue to follow up with West Berkshire Council regards the outstanding items at the Bellway Development.

The published figure for the Garage was not final as some additional works and modifications may be required. All expenditure will be on the published payment sheets.

The Parish Council website had recently, last week, had a minor upgrade and this may have knocked off some information. The resident was assured that the minutes and agenda would be reinstated on the website the following day.

19:41 resident opted to EXIT.

District Councillors' Report

The following questions, set on the agenda, were acknowledged and Cllr Somner will follow up on them:

- Following an e-mail from a resident, who lives on the Red Kite Close development, (copied by Clerk on 20/02/2025 to WBC Countryside and Planning Departments, and DCs), has any progress been made on the land ownership and, as such, who is responsible for the playground management?
- Following a Full Council meeting visit from a resident and subsequent e-mail, has the Dorking Way (Bellway Homes) Development been signed off and landownership handed over to West Berkshire Council? (Clerk has reached out to Planning Department, Enforcement Department, Countryside Department and DC's).

Additionally, Cllr Somner advised the following (summarised)

On 13th February 2025, the Executive reviewed the budget papers, and this was followed by a heated debate at full council on 27th February 2025.

The budget has been set at £187m in total with £73m going to capital spending, £12m to highways, and £400k footpaths. More detailed information can be found on West Berkshire Council's website.

West Berkshire Council was successful in obtaining £16m in emergency bail out funding from central government.

Following new central government guidelines, West Berkshire Council is seeking to merge with other Councils. An initial proposal will be considered by 21st March, and final proposals are expected in November 2025.

Members raised the following:

- Please enquire why the Eastern Area does not have a Conservation Officer.
- Why are there still Members' Bids when the Council is asking for bailout money?
- It was stated that Cllr J. Stewart spoke very well to try and protect the adult centres in West Berkshire.
- The footpaths on Carters Rise are in poor condition and are very cracked particularly since new fibre cables have been installed. It was further stated that, in fact, most footpaths in Fords Farm are in poor condition and need attention (particularly A4 Bath Road). And, that recent pavement digging on Palmera Avenue and Pemberton Gardens has been put back in a 'hotchpotch' manner and it's not good enough.
- Low Lane needs attention as the main thoroughfare through Fords Farm and access to the school.

Council Meeting Minutes – Monday 10th March 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
142/24/25	Apologies received for absence Members acknowledged and accepted apologies from Cllrs Albanese and Mistry.	
143/24/25	Declarations of interest relevant to the agenda Cllr Somner (non-pecuniary): Planning. Cllr Croal (non-pecuniary): Grant application from Friends of Linear Park.	

144/24/25	<p>Approval of the Minutes of the previous meeting, Monday 20th January 2025</p> <p>The minutes were APPROVED, as true record of the meeting. Proposed by Cllr Bedwell and seconded by Cllr Somner.</p>	
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Council Decisions/Ratification of Committee Recommendations

145/24/25	<p>Financial decisions</p> <p>Payment sheet 12-2024/25: APPROVED.</p>										
146/24/25	<p>Grant Application</p> <p>A grant application, made by the Friends of Linear Park to the sum of £450.00 as a 50% contribution towards the running costs of the group, was unanimously APPROVED (Cllr Croal did not participated in the debate or vote due to his declared interest).</p>										
147/24/25	<p>Planning</p> <p>a) Following review and discussion of the following application, Members AGREED:</p> <table border="1" data-bbox="300 804 1485 967"> <thead> <tr> <th>Application no</th><th>Address</th><th>Proposal</th></tr> </thead> <tbody> <tr> <td>24/02714/HOUSE</td><td>49 Narromine Drive, Calcot</td><td>Retrospective application to retail light weight conservatory to rear/side extension.</td></tr> <tr> <td colspan="3">NO OBJECTIONS</td></tr> </tbody> </table>	Application no	Address	Proposal	24/02714/HOUSE	49 Narromine Drive, Calcot	Retrospective application to retail light weight conservatory to rear/side extension.	NO OBJECTIONS			
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148/24/25	<p>Newsletter</p> <p>Members REJECTED a request from Olivia Bailey, MP to place a regular news article in the Holybrook Newsletter. However, if there is ever any news, which is particularly pertinent to Holybrook residents (about Holybrook), this could be included.</p> <p>It was AGREED that contact details may be included.</p>										
149/24/25	<p>The Garage – ownership</p> <p>a) AGREED that the Clerk and the Chairman meet with the people who are proposed to run the garage to confirm the following points:</p> <ol style="list-style-type: none"> Equipment that will be provided by the Council and the equipment they will provide. As part of this, the Council AGREED the proposed equipment list but added a sliding window which is estimated to cost £1,500. The window will provide extra security for the building and workers as well as help to retain heat. Consider signage request/decoration requests Opening hours and shared usage Event opening Rental and additional costings Formal opening date. <p>b) AGREED that, to enable the Community Payback Service to continue, the kiosk owner to be able to re-charge the Parish Council for 'reasonable' cost price refreshments for the service team. Members noted that this had not been budgeted for and that a new budget heading will be created under Environment expenditure called 'Community Payback'. The Council AGREED that the general reserves will be used for this funding. Members further noted that no budget had been set for any income from the garage.</p>										

<p>149/24/25 cont.</p>	<p>The Garage – ownership continued</p> <p>AGREED: that it is delegated to the Finance Committee to finalise the terms and conditions of hire and ensure that an appropriate agreement is in place prior to the first day of rental. This can be agreed by e-mailed correspondence following completion of item 8a).</p>	
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Information Items/Reports

<p>150/24/25</p>	<p>Clerk's Report</p> <p>Members acknowledged a written report from the Clerk (Appendix 1). Additionally, the Clerk reported that the bin emptying contractor has advised that one of his members of staff was recently verbally assaulted by a resident and that the same member of staff also had their hand cut by glass which had been put in one of the dog bins. Members AGREED that this was unacceptable and that a note will be issued in the newsletter.</p>	
<p>151/24/25</p>	<p>Delegated Tasks Register</p> <p>Members acknowledged the updated delegated tasks register which was enclosed with the agenda.</p>	
<p>152/24/25</p>	<p>Finance Committee Report</p> <p>Members heeded a verbal report and the draft minutes which had been included with agenda, particularly, the information on VAT. Members also noted the very good income for the Beansheaf Centre.</p>	
<p>153/24/25</p>	<p>Community and Environment Report</p> <p>Members heeded a verbal report and the draft minutes which had been included with the agenda. Of particular note, was the call for volunteers for the VE Day event in May.</p>	
<p>154/24/25</p>	<p>Community Litter Pick Report</p> <p>Members heeded a verbal report which noted that the event, which took place on Saturday 1st March 2025 leaving from Kennet Valley Free Church, had 20 attendees (including families) and that over 25 bags of litter were collected. Members expressed their gratitude to the volunteers. However, it was noted that the levels of litter in the area seem to be increasing and that, of particular concern, are the areas around Aldi and Lidl and along the A4 footpath.</p> <p>Clerk to reach out to Aldi and Lidl, via Public Protection Partnership, to raise concern over the growing litter in these areas and the Council to possibly consider having a bin added in this area.</p>	
<p>155/24/25</p>	<p>West Berkshire Council Climate Forum Meeting</p> <p>Members received a verbal report. The main point, Jon Winstanley, Service Director (Development & Housing) of West Berkshire Council, gave a presentation, alongside Volker Highways, regards how they work and the machines they employ. A video on this can be found on YouTube.</p>	

156/24/25	<p>Condition of the Holy Brook</p> <p>Members received a verbal report from Cllr Croal advising that he had raised the condition of the Holy Brook at the West Berkshire Council Climate Forum meeting on behalf of the Council.</p> <p>Feedback from Action for River Kennet, at the present time, is that it felt the river was not degraded and it liked the fallen trees etc which slows the flow of the river (reducing flood risk) and providing valuable habitat.</p> <p>A free visit can be arranged from Wild Trout Trust which members AGREED would be a good idea. Clerk to arrange.</p>	Clerk
157/24/25	<p>Police Report</p> <p>Members received a verbal report on the crime figures for January. Crime, during this period, was low in all key areas.</p>	
158/24/25	<p>NHS 10-year Plan – meeting held by Olivia Bailey MP, feedback</p> <p>Members heeded a verbal report and noted that the survey was still currently open for responses. Key areas under review are moving care, making use of technology and preventing sickness.</p>	
159/24/25	<p>VE 80 Day Event</p> <p>In the absence of Cllr Albanese, a written report had been provided which updated members on the activities that had, thus far, been organised.</p> <p>Again, members were asked to be available on the day to help run the event.</p>	
160/24/25	<p>Chairman's Remarks</p> <p>The Chairman provided a verbal report on the following:</p> <p>Covid Day of Reflection: took place on Sunday 9th March. Attendance was low but it was a lovely day and over 100 'in the green' snowdrops were planted around the Covid Memorial trees on Underwood Road.</p> <p>Annual Assembly: Reminder to all Councillors to attend the event. It was AGREED that Cllrs Bedwell and Lenaghan will man a table at the event to try and encourage new councillors.</p> <p>Biodiversity Citizen Science Initiative: to be launched by the Beansheaf Pre-School with the Chairman present, on Tuesday 1st April. All Councillors are encouraged to undertake a survey of a green space on this day too with further surveys to take place in summer and winter.</p> <p>Berkshire Nature Recovery Plan: Members noted that this was now live for comments.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
161/24/25	<p>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: 162/24/25, 163/24/25, 164/24/25 and 165/24/25. No press or public were present.</p>	
162/24/25	<p>The Garage</p> <p>Members RATIFIED the Finance Committee's recommendation of contractor.</p>	

163/24/25	Grounds Maintenance Contract Members RATIFIED the Finance Committee's recommendation of contractor.	
164/24/25	Transport Members heeded a verbal report and unanimously AGREED a recommendation to provide transport to ensure a councillor can attend meetings. Members acknowledged that this would impact the 'councillor expenses' budget.	
165/24/25	Community Spirit Awards a) Members heard information about each nominee under the five categories. A winner was AGREED under each heading. b) AGREED , each winner is to be awarded with a trophy and a £50.00 voucher of their choosing.	
There being no other business, the meeting closed at 21:28		

Signed: **Dated:**

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	12 th March 2025

APPENDIX 1

Clerk's Written Report:

Monday 31st March 2025

Beansheaf Centre/Parish Office:

Maintenance:

15/01/2025 The sofas which were being stored in The Garage, cleaned and brought into the Beansheaf Centre reception.

Centre:

05/03/2025 Air conditioning service due.

06/03/2025 Access control system repair planned.

Office:

03/03/2025 Office Support completing Co-Production training in Newbury. Report expected.

19/03/2025 Clerk to attend an on-line employers' Pension meeting.

Parish:

Playgrounds:

21/01/2025 Graffiti removed from bin at Holymead Playground at an additional cost of £15.00

February Annual perimeter cut-backs completed.

24/02/2025 Playground repairs completed at the Holymead playground which included a new springer and a new climbing net. After the work was completed there were some snags which were due to be repaired on Monday 3rd March 2025.

General:

16/01/2025 Enquiry received over land ownership of part of Linear Park. Answer sought and provided to the resident concerned.

24/01/2025 Report received from Cllr Lenaghan of a problem with the Hawkesbury Drive Park entrance gate. Onward reported.

28/01/2025 Report received from resident regards the condition of Pooh Bridge. Onward reported to the Countryside Department of West Berkshire Council.

03/02/2025 Resident visited the Parish Office seeking help on a land issue. As this is outside the remit of the Parish Council, the enquiry was reverted to the District Councillors who were going to contact the resident directly.

- 16/02/2025** Linear Park playfields were damaged by a mini-motor cycle. The CCTV will be reviewed and, if any appropriate information is found it will be passed to the relevant authorities.
- 20/02/2025** Several resident complaints were received following a deluge of advertising posters being erected through the Parish. The Chairman removed several and the Clerk has contacted the Highways Department at West Berkshire Council. Fly-posting is an offence.
- 25/02/2025** A Community Speed Watch session was completed with the Clerk and two volunteers. The session took place on Charrington Road from 09:00 and 10:00. In total over 70 vehicles passed. The speed of 51 vehicles was recorded with the average speed being 27.9mph. 11 vehicles were observed to be above 30mph with 3 of these reaching 35mph.

One vehicle stopped and asked if their speed had been recorded (it had at 34mph) and several pedestrians passed comment to the team including thanks and people stating that the team should been on site earlier and that the team should be out monitoring how many non-bus vehicles use the bus sump in Beansheaf.

The Community Speed Watch team makes a difference BUT MORE VOLUNTEERS ARE REQUIRED!

Street nameplates, including the Holybrook symbol, should be installed sometime around week commencing 17th March 2025

Finance:

- The Council has been successful in its bid for a grant towards the solar panel project. The grant offered is £18,528 which must be claimed no later than 7th March 2025. The Clerk has completed all the necessary paperwork.
- The Council has been successful in its Members' Bid for a contribution towards the replacement carpets and new children's chairs. The sum of £1,682.50 is to be claimed by the Clerk.
- The grant awarded to the Council for new bus shelters has been received and will be kept in an earmarked reserve for the appropriate spending. Installation is expected during late Spring.

A meeting with the solar panel installation company is now awaited.

West Berkshire Council Planning Decisions:

Application Number	Location	Application Proposal	Decision
24/02681/HOUSE	22 Sweet Briar Drive, Calcot	Single storey rear and side extension	Granted
25/00150/COND	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. Condition 3 (pergola)	Granted
25/00236/CERTP	3 Lamplighters Walk Calcot	Single storey rear extension construction	Refused
24/02480/HOUSE	2 Fortrose Walk, Calcot	Front Porch	Granted
24/02081/HOUSE	21 Corsham Road, Calcot	Erection of outbuilding for use as a study/gym with shower room and store	Granted

24/02530/CERTP	16 Grangely Close, Calcot	Move the fence back to the boundary.	LAWFUL
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