



# 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 14<sup>th</sup> April 2025

<b>Location</b>	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading, RG31 7AW
<b>Present</b>	<b>Chairman:</b> Cllr Tull <b>Vice Chairman:</b> Cllr Bedwell <b>Also Present:</b> Cllrs Albanese, Croal, Littlewood, Mistry, Moore, Salau, Sharma and Somner. <b>Officers:</b> Pam Kirkpatrick (Clerk) and work experience student
<b>Circulation</b>	All Council members and District Councillors

Before formally opening the meeting, the Chair provided a heartfelt tribute to Councillor Andrew Lenaghan, who sadly passed away recently. Members acknowledged Cllr Lenaghan's dedicated service and significant contributions to the council and the community over the last 10 years. Tributes reflected on his commitment to the Council and the Parish of Holybrook, and the lasting impact he has made during his time in office. Councillor Lenaghan will be deeply missed.

### Open forum for members of the public

Two members of the public were present at the meeting. Both wished to speak.

Resident 1 offered condolences and stated the Cllr Lenaghan was a good councillor. The resident provided the Council with a detailed history of the cause of flooding on the A4 Bath Road and noted that in 2014 a satisfactory solution to the problem was found. However, the concrete that helped alleviate the issue was removed and, it is the resident's belief, this is the reason why the road now floods again. Therefore, the resident has stated that they would like the concrete reinstalled. To date, West Berkshire Council has not committed to complete this work.

In response Cllr Tull advised the resident that the area in question is not within Holybrook Parish. However, the Council will speak to Tilehurst Parish Council. Additionally, Cllr Tull requested that the resident supply the Council with the photos they have of the area concerned.

Resident 2 also offered condolences. The resident stated that the new street nameplates are 'top of the pops' but could one of the signs, that has been removed, be used to replace an old Dorking Way sign which is in poor condition?

Road works are expected on Dorking Way on 16<sup>th</sup> April which is also good news.

Reporting on behalf of another family, the Council was questioned why the minutes of the Council meetings are not telling residents anything.

A question was raised as to what will happen with the monies raised from the generation of solar power. But it was also stated that residents value the reduced carbon footprint.

## Open forum for members of the public continued

The question was re-raised regards the outstanding biodiversity on the Dorking Way, Bellway development.

In response to some of the above Cllr Tull advised that the solar panels saving on electricity would help to keep the hire charges in the Centre lower and will enable the Council to keep on top of the building maintenance both of which would ultimately benefit the hirers and that having panels will help to reduce the Council's carbon footprint. The Clerk added that the grid will only by back a certain level of power.

Regards the outstanding biodiversity, the resident was reminded that this is not within the remit of the Parish Council but, nonetheless, the Council would continue to push for answers.

It is noted that the resident section was allowed to overrun and was not completed until 20:00.

## District Councillors' Report

District Cllr Somner provided a verbal report to Members, the main points of which were as follows:

- Condolences were extended to Cllr Lenaghan's family on behalf of the District Councillors and West Berkshire District Council.
- The Council Executive met on 19<sup>th</sup> March with the main points being a replacement finance system and the possible Ridgeway Council.
- Full Council was held 27<sup>th</sup> March. The main points being the Hungerford Neighbourhood Development Plan and the statutory pay policy which was approved.
- Northcroft Lido is now re-open for 2025.
- A 3G football pitch is to be installed at Cotswold (where the old tennis courts were). This will be the 2<sup>nd</sup> 3G pitch in the local area with the other at Denefield School.
- Mobile library service has now ceased.
- There are currently four live public consultations including draft local transport plan, draft Hackney Carriage and Private Hire Licensing Policy, proposal to introduce a new Public Spaces Protection Order in Pangbourne Meadows and Berkshire Digital Infrastructure Group: Residents' Survey.

Additionally, the following responses were provided on the questions raised at the previous council meeting:

Footpath condition: Highways has been contacted and will be investigating.

Red Kite Close/Hawkswood Development: this development, alongside the Dorking Way development, is being investigated by the Countryside Department management. However, it is believed that no further improvements will be made at the Hawkswood site.

It was further noted that, following emailed correspondence from a resident, recent contractor behaviour in the Parish was under investigation by the appropriate department in West Berkshire Council.

## EXIT residents 20:04

Cllr Somner confirmed that there is now one conservation officer for the whole of West Berkshire.

# Council Meeting Minutes – Monday 14<sup>th</sup> April 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
01/25/26	<b>Apologies received for absence</b>  Before apologies were noted councillors expressed dissatisfaction that the Open Forum had been allowed to overrun. Cllr Tull apologised.  No apologies.	
02/25/26	<b>Declarations of interest relevant to the agenda</b>  Cllr Somner – non-pecuniary: Item 6: Planning.	
03/25/26	<b>Approval and adoption of the minutes</b>  Members reviewed the minutes of the Full Council Meeting held on Monday 10 <sup>th</sup> March 2025 which were <b>APPROVED</b> and <b>ADOPTED</b> . Proposed by Cllr Bedwell and seconded by Cllr Albanese.	

## Council Decisions/Ratification of Committee Recommendations

04/25/26	<b>Financial decisions</b>  a) Members <b>APPROVED</b> payment sheet 13-2024/25.  b) Members <b>APPROVED</b> payment sheet 01-2025/26.		
05/25/26	<b>Grant applications</b>  Members considered a grant application from Standby Volunteer Group to the sum of £600.00 to help meet operational costs, especially phone calls/public liability insurance.  Cllr Bedwell proposed a sum of £500 which was seconded and <b>APPROVED</b> .		
06/25/26	<b>Planning</b>  New applications: Members debated the following planning applications and proposed the Council's response to each:		
<b>Application no</b>		<b>Address</b>	<b>Proposal</b>
24/02714/HOUSE		49 Narromine Drive, Calcot	Retrospective application to retail light weight conservatory to rear/side extension.
<b>NO OBJECTIONS.</b>			
25/00403/HOUSE		3 Lamplighters Walk, Calcot, Reading, RG31 7YU	Single storey rear extension construction
<b>NO OBJECTIONS.</b>			
25/00499/HOUSE		13 Rushmoor Gardens, Calcot, Reading, RG31 7AH	Front porch, side extension and garage conversion.
<b>OBJECT.</b>			
25/00547/HOUSE		10 Knollmead, Calcot, Reading, RG31 7DQ	Part conversion of existing garage and new porch
<b>NO OBJECTIONS.</b>			

25/00645/HOUSE	29 Knollmead, Calcot, Reading, RG31 7DQ	Conversion of the existing garage, including a small single storey front extension, with the addition of rooflights and a roof lantern
<b>NO OBJECTIONS</b> subject to parking being sufficient.		
07/25/26	<p><b>Footpath – Linear Park</b></p> <p>Members reviewed information from West Berkshire Council which included a cost breakdown of potential footpath options from the edge of the sports field, these included connecting to Otter Drive, Bainbridge Road and Balfour Drive.</p> <p>The total projected cost to the Parish Council is a maximum of £47,361.33 if all path routes are accepted. Members further noted that West Berkshire Council remains committed to continuing this path through the sports field to the Beansheaf Centre car park.</p> <p>Members reiterated the Council's stance that it will not fund a footpath on Bellway land whilst there are outstanding biodiversity issues on the site and whilst the site remains unadopted by West Berkshire Council. Therefore, it was <b>AGREED</b>, again, that the Parish Council will fund the footpath from the edge of the sports field, over the culvert and to the Balfour Drive entrance to the park. It will also fund the footpath to the end of Bainbridge Road, acknowledging that the Bainbridge Road entrance cannot be modified to make it more accessible.</p> <p>The Clerk is to obtain final figures for this work from West Berkshire Council.</p>	
08/25/26	<p><b>Street Nameplates – additional considerations</b></p> <p><b>AGREED:</b> that the cost is investigated for the Council's insignia to be added to the street nameplates of the interior arterial roads through the Parish including Charrington Road, Dorking Way, Calcot Place Drive, Carters Rise, Swanholm Gardens and Pollards Way.</p> <p>No budget nor funding source were allocated at the present time.</p>	
09/25/26	<p><b>Finance Committee – meeting cancellation</b></p> <p><b>AGREED:</b> that the Finance Committee meeting, which was scheduled to take place on Monday 28<sup>th</sup> April 2025, is cancelled.</p>	
10/25/26	<p><b>Eligibility for Office as a Parish Councillor Form – update</b></p> <p><b>APPROVED.</b> But version control to be added.</p>	

### Information Items/Reports

11/25/26	<p><b>Clerk's Report</b></p> <p>Members received a written report from the Clerk informing them of Parish business not already included on the agenda. <b>APPENDIX 1.</b></p>	
12/25/26	<p><b>Delegated Tasks Register</b></p> <p>Members acknowledged the updates on the register. <b>APPENDIX 2.</b></p>	
13/25/26	<p><b>Police Report</b></p> <p>Cllr Littlewood provided Members with the crime figures for Holybrook Parish during the period 17<sup>th</sup> January to 17<sup>th</sup> March. Overall, the figures were low.</p>	

14/25/26	<p><b>VE Day, report</b></p> <p>Cllr Albanese provided a verbal report on the activities and refreshments which are line-up for the VE Day family event taking place on the early May bank holiday, Monday 5<sup>th</sup> May 2025, in the Linear Park.</p> <p>Due to the kiosk not yet being completed, a coffee van has been arranged.</p> <p>Cllr Albanese made a request for volunteers to help with the car park, getting out and setting up tables and chairs, putting up bunting and decorating.</p> <p>A small arena will need to be set up on the day (plastic barrier fencing behind container).</p> <p>Cable covers and extension leads are required (someone to check the container).</p> <p>Access to the Kitchen/Garage will be required for fridge access.</p> <p>The Clerk confirmed that the Centre is not open to hirers on the day of the event.</p> <p>Signs are required (type was not specified). However, the office will produce more posters for Councillors to distribute.</p> <p>Cllr Albanese asked all councillors who are on social media to widely share the event.</p> <p>Members confirmed their availability to help on the day with the set up starting at 12:00 mid-day and the event starting at 14:00.</p>	<p><b>All Cllrs</b></p> <p><b>All Cllrs</b></p> <p><b>Office</b></p> <p><b>All Cllrs</b></p>
15/25/26	<p><b>Chairman's remarks</b></p> <p>Cllr Tull remarked that the Annual Assembly was busy and a lot of information was provided to the residents who attended.</p> <p>The Office Support Administrator was thanked for their hard working in making the event a success.</p> <p>There are improvements to be made at future events and things to learn from but feedback has been positive.</p>	
16/25/26	<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 items 17/25/26, 18/25/26 and 19/25/26.</p>	
17/25/26	<p><b>EXIT Work Experience Student</b></p> <p><b>Street Trading</b></p> <p>Members heeded a verbal report from the Clerk and <b>AGREED</b> that the Clerk contact Public Protection Partnership on this matter for Council consideration.</p>	<p><b>Clerk</b></p>
18/25/26	<p><b>Underwood Road – gate unlocking</b></p> <p>Members heeded a verbal report from the Clerk and noted a change as to whom will be unlocking the Underwood Road playground gates moving forward.</p> <p>Clerk to contact the family of Mr Prior.</p>	<p><b>Clerk</b></p>

19/25/26	<p><b>The Garage – open discussion</b></p> <p>Following the withdrawal of the successful kiosk applicant members had an open discussion on the next steps.</p> <p><b>AGREED:</b> Clerk to advertise the opportunity on Contracts Finder. Members to approach viable candidates for potential options.</p>	<b>Clerk &amp; all Cllrs</b>
	<b>There being no other business, the meeting closed at 21.40</b>	

**Signed:** ..... **Dated:** .....

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	16 <sup>th</sup> April 2024

# Clerk's Written Report:

Monday 31<sup>st</sup> March 2025

## Beansheaf Centre/Parish Office:

### Maintenance:

#### Centre:

**13/03/2025** Boiler Service completed. No reported issues

**March** CCTV service completed. No reported issues.

**March** Both sets of fire doors to the Linear Hall damaged and the wooden frame broken. Repair has been completed.

**On-going** Issues with access control system. Two previous service meetings cancelled by company. Now scheduled for 08/04/2025.

**04/04/2025** Fire alarm in Centre triggered by two female youths. CCTV will be investigated and 101 contacted regards anti-social behaviour.

### Parish:

### Playgrounds:

**16/03/2025** Dog bin on Holymead was graffitied. Removed by contractor.

### General:

**24/02/2025** Linear Park football pitches damaged by a motorcycle. CCTV reviewed and information passed to West Berkshire Council.

**12/03/2025** Legacy Land Sales concerns re-raised as land near the Underwood Road bus sump was being measured. Referred to West Berkshire Council.

**17/03/2025** E-mail of gratitude received from one of the nominees for the Community Spirit Awards (read by Clerk).

### Finance:

- Unity Trust is reducing the Council's interest rate from 2.52% to 2.27% (AER) from 6<sup>th</sup> May 2025.
- Nationwide is reducing the Council's interest rate from 2.00% to 1.80% (AER) from 16<sup>th</sup> April 2025.

## West Berkshire Council Planning Decisions:

Application Number	Location	Application Proposal	Decision
24/02706/CERTP	49 Narromine Drive Calcot Reading RG31 7ZL	Hardstanding to the side of the garden.	<b>Lawful</b>

25/00046/COND	Friends Place, The Chase, Calcot, Reading	Application for Approval of Details Reserved by Condition 19 (External Lighting) allowed on Appeal of planning permission 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.	<b>Granted</b>
25/00137/HOUSE	26 Greencroft Gardens, Calcot, Reading, RG30 3PL	Proposed loft conversion with flat roof rear dormer and 2 Velux windows on front elevation	<b>Granted</b>
25/00419/NONMAT	33 Bath Road, Calcot, Reading, RG31 7QH	Non Material amendment application to planning application 24/01236/HOUSE : Rear extension to the existing house. Garden gym room. Front porch and dormer window.  Amendment: Change the gym outbuilding. The footprint will stay the same but layout will be different. In order to have improved roof insulation, the roof is proposed to be slightly higher to achieve energy efficiency. Replace the window with a door in the utility room.	<b>Refused</b>



## Appendix 2

Date	Minute Reference	Task	Subject	Delegated to	Date Completed	Notes	Next Action
04/09/2023	64/23/24	Household rubbish in street bins	Household rubbish in street bins	Clerk		Investigate possible signage options to deter inappropriate use of bins.	
11/03/2024	144/23/24	Approval of C & E recommendations	Linear Park Entrances	Clerk		To liaise with WBC on potential or possible works and requests a costing breakdown.	<b>Quotes requested. Response awaited</b>
17/06/2024	CE09-24/25	<b>Volunteers for CSW</b>	<b>Community Speed Watch</b>	<b>All members</b>		<b>More members and residents are required to train on CSW to enable the project to take place.</b>	
17/06/2024	CE11-24/25	Bio-Diversity	Audit	All members		Complete a biodiversity audit of the Parish in conjunction with the Emergency Plan	
17/06/2024	CE12-24/25	VE 80 day	Events	Cllr Albanese		To organise, with the assistance of the office and members, a VE Day 80 event on Monday 5th May 2025.	<b>On-Going</b>
17/06/2024	CE12-24/25	Equipment	Events	C&E Members		To complete a full audit of event equipment and produce an assets list (and dispose of what is not required). NOTE: FoLP has cleared out the Garage so the floor can be repaired. This is a good time to complete this task	<b>NOT Completed. Clerk moved all equipment to Keep loft hatches.</b>
01/07/2024	F06-24/25	Equipment	Beansheaf Centre	Councillors		To remove all items from the Centre and office that have been identified for disposal.	<b>Date to be agreed.</b>
09/09/2024	70/24/25	Speed bump for Beansheaf Driveway	Closed meeting report	Clerk		Discuss possibility with WBC.	<b>Clerk e-mailed several WBC departments (11/09/2024) on this but no response from anyone to date</b>
07/10/2024	CE19/24/25	Footpaths	A4 Bath Road/Mill Lane	Clerk		To contact the Environmental Service Director of WBC to ask that a formal survey be completed of these footpaths.	<b>Clerk e-mailed (04/11/2024). Response awaited.</b>
11/11/2024	89/24/25	Community and Environment Committee Consultations	Draft Emergency Plan	Cllr Tull & Clerk		Invite Tilehurst and Theale Parish Council's for a conversation on the draft plan to find areas that the Councils could work together. Invite key stakeholders and members of public for additional consultations.	

11/11/2024	97/24/25	Condition of Holybrook'	WBC/HPC potential projects	Clerk	10/03/2025	Needs attention and a follow-up with Action for River Kennet.	COMPLETED by Cllr Croal. Report at meeting.
16/12/2024	112/24/25 iv.	Financial Decisions	The Garage	Cllrs Lenaghan & Tull	10/03/2025	To work together to produce a final and detailed list of works and equipment for The Garage.	To be presented to full council at meeting in March
24/02/2025	F35/24-25	Review of existing contracts	Centre Phone	Clerk		To investigate whether, with the digital switch over, a landline is still required in the Beansheaf Centre	
10/02/2025	CE33-24/25	Events	VE Day 80	Clerk		Apply for TENS licence	
10/02/2025	CE33-24/25	Events	VE Day 80	Clerk		Apply for PRS/PPL Licence	
10/02/2025	CE33-24/25	Events	Annual Assembly	Office	25/02/2025	Attend Reading library to access material for compiling information on history of Holybrook	COMPLETED.
10/02/2025	CE33-24/25	Events	Covid-Day of Reflection	Cllr Albanese		To check and report back whether KVFC is holding a special service.	
10/02/2025	CE33-24/25	Events	Silver Anniversary	Cllr Tull		To check dates with KVC for possible events in October.	
10/02/2025	CE33-24/25	Events	Silver Anniversary	Cllr Albanese		To provide Cllr Tull with information for a possible Barn Dance caller.	
10/02/2025	CE36-24-25	Bio-Diversity	Citizen Science Initiative	All members		To complete a survey of green spaces near your homes (could be your own garden).	

**Projects currently on hold - Members to state when they would like to re-address the below**

24/04/2023	09/23/24	Community and Environment Committee Recommendations:	Designated parking			Liaise with WBC regards possible designated parking. Meeting held on Monday 19th June. On hold (see meeting notes enclosed with July agenda)	On hold.
		Office upgrade		Office support		Quotes provided by three companies with designs from two. Members Bid for lighting successful. Whole project on-going.	Waiting for some further archiving to be completed by Office Support
16/12/2024	116/24/25	Yellow Junction Boxes	-	Clerk		once the drive-through Greggs is completed on the A4 Bath Road and the impact of this is better known, the Clerk is to contact West Berkshire Council's highways department to request that a feasibility study is completed of the A4 Bath Road to ensure better traffic movement, particularly for when incidents occur.	HOLD