



# 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 19<sup>th</sup> May 2025

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

**Present** **Chairman:** Cllr Tull

**Vice Chairman:** Cllr Bedwell

**Also Present:** Cllrs Albanese, Croal, Littlewood, Moore, Salau, Sharma and Somner.

**Officers:** Pam Kirkpatrick (Clerk)

**Circulation** All Council members and District Councillors

### Open forum for members of the public

Two members of the public were present at the meeting. Both wished to observe the meeting with the view to possibly becoming parish councillors.

### District Councillors' Report

District Cllr Somner provided a verbal report. The main points of which were as follows:

- West Berkshire Council has appointed a new Chef Executive Officer, Joseph Holmes.
- There is no further information on the Council's possible merger.
- The new three weekly black bin service will commence shortly (date to be shared).
- Newbury's pedestrianisation has been extended. It is anticipated that this will have an impact on the wider local network.

The Clerk thanked Cllr Somner for his recent support with two issues raised by residents:

- 1) The size of print on the new bus timetables. Cllr Somner will follow this up with Reading Buses.
- 2) The inconsiderate parking of, what is understood to be, developer's cars on The Chase.

## Council Meeting Minutes – Monday 19<sup>th</sup> May 2025

Announcement of Public Session and Evacuation Process

Monday 19<sup>th</sup> May 2025

Chairman's Initial of loose-leaf page \_\_\_\_\_

No.	Notes	Action
20/25/26	<p><b>Apologies received for absence</b></p> <p>Cllr Mistry was not present.</p> <p>Cllr Somner advised of apologies received from District Cllr Oloko.</p>	
21/25/26	<p><b>Declarations of interest relevant to the agenda</b></p> <p>Cllr Somner – non-pecuniary Planning (under Clerk's report).</p>	
22/25/26	<p><b>Approval and adoption minutes</b></p> <p>Members reviewed the minutes of the Annual Meeting held on Monday 12<sup>th</sup> May 2025 which were <b>APPROVED</b> and <b>ADOPTED</b>. Proposed by Cllr Moore and seconded by Cllr Bedwell.</p> <p>In relation to the minutes, Cllr Somner confirmed he is happy to continue as Vice-Chairman of the Community and Environment Committee.</p>	

### Council Decisions/Ratification of Committee Recommendations

23/25/26	<p><b>Financial decisions</b></p> <p>a) Members <b>APPROVED</b> payment sheet 02-2025/26</p> <p>b) Members <b>APPROVED</b> the Assets Register as at the financial year end 2025.</p> <p>c) Members <b>APPROVED</b> the Unaudited Financial Statements for 2024/25 (which is a supplementary report to the Annual Governance and Accountability Return).</p> <p>d) Members <b>APPROVED</b> the Annual Return Financial Data for 2024/25.</p>	
24/25/26	<p><b>Internal Audit Report – Financial Year End 2024/25</b></p> <p>Members heeded the Internal Audit Report for financial year end 2024/25. The Clerk advised members that the Auditor had verbally expressed the Council's minute relating to the Garage expenditure was excellent.</p> <p>There were no reportable findings during the internal audit and, therefore, no resulting actions are required.</p>	
25/25/26	<p><b>Annual Governance and Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2025</b></p> <p>a) Section 1 - Annual Governance Statement: 2024/25: <b>APPROVED</b> and signed.</p> <p>b) Section 2 – Accounting Statements 2024/25: <b>APPROVED</b> and signed.</p> <p>c) The 'Notice of appointment dates for the exercise of electors' rights' being 3<sup>rd</sup> June to 14<sup>th</sup> July: <b>APPROVED</b>.</p>	

<p><b>25/25/26 cont.</b></p>	<p><b>Annual Governance and Accountability Return (AGAR) for the year ended 31<sup>st</sup> March 2025 continued</b></p> <p>Members heeded the note that, due to the Council's expenditure during 2024/25, additional documents must be submitted with the AGAR to the external auditor. This year, that documentation is: 1) 'a copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2024/25 was discussed. And, 2) if the 2023/24 external auditor report included any 'except for' matters, copies of the minutes and any agreed plan showing the corrective action taken to address these matters'.</p> <p>Due to the external audit request for a copy of the minutes with the agreed plan for 'except for' items, the Clerk provided Councillors with the minutes of the relevant meeting for review. It was <b>AGREED</b>, following review, that the Council correctly determined that it is not necessary to create a formal action plan based on the auditors 'except for matters', for the following reasons:</p> <ul style="list-style-type: none"> <li>• The issues raised were historic and had already been acknowledged and addressed in the Council's responses to both the external and internal auditors.</li> <li>• The restatement of figures did not impact the current year's accounting or governance procedures, and appropriate adjustments will be made, if necessary, going forward.</li> <li>• The governance non-compliance was clearly explained and accepted by the external auditor, with corrective actions already initiated.</li> </ul> <p>The Council remains committed to continuous improvement and will ensure that recommendations, by the internal and external auditors, are actioned where necessary.</p>	
<p><b>26/25/26</b></p>	<p><b>Proposed Bus Stop Clearways Marking - Holybrook</b></p> <p>The bus stop clearways markings proposed by West Berkshire Council, at the following locations in Holybrook, were <b>APPROVED</b>:</p> <p><b>Mill Lane (Calcot Mill Lane):</b> Repainting  <b>The Chase (Kettering Close):</b> New clearway &amp; sign  <b>The Chase (Knollmead):</b> New clearway &amp; sign  <b>Pollards Way (Pemberton Gardens):</b> New clearway &amp; sign  <b>Charrington Road (Fernhurst):</b> New clearway &amp; sign  <b>Charrington Road (Torcross Grove):</b> New clearway &amp; sign</p>	
<p><b>27/25/26</b></p>	<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 28/25/26 a).</p> <p><b>EXIT residents at 19:57</b></p>	

28/25/26	<p><b>Solar Panels</b></p> <p>a) The clerk provided members with a confidential verbal report explaining why a new solar panel provider had been selected through the Solar Together scheme which members <b>ACCEPTED</b>.</p> <p><b>RE-ENTER residents at 20:00</b></p> <p>b) Members <b>APPROVED</b> the quotes for 52 solar panels (38 to power the Beansheaf Centre and 14 to power the West Berkshire Council changing rooms), provided by Sustain Homes to the total sum of £30,069 heeding the quotes include: solar panels, inverters, batteries, mounting and bird proofing. Further <b>AGREED</b>: spending will be from EMR: Solar Panels (grant received from WBC) and EMR: Community Infrastructure Levy Monies.</p>	
29/25/26	<p><b>Equipment Purchase</b></p> <p>a) Members <b>APPROVED</b> the purchase of a Podium Stand at a cost of £62.95 with the 'equipment' budget being used for the purchase.</p> <p>b) Members <b>REJECTED</b> that 12 councillor laptops and laptop bags are purchased at a total estimated cost of £2,040. However, it was <b>AGREED</b> that 15 laptops/Chromebooks are to be purchased with a maximum budget of £4,000 to include virus protection, Windows, setup and laptop bags. <b>DELEGATED</b>: Clerk to find the best budget option and make the aforementioned purchases.</p>	Clerk
30/25/26	<p><b>Community Outreach Hub</b></p> <p>a) Members considered the possible needs of a Community Outreach Hub but ultimately <b>AGREED</b> that the scope is too wide and more information is required. It was further suggested that there are a lack of facilities in Holybrook to accommodate a Hub but the Church and possible Garage Kiosk may be options.</p> <p>b) <b>AGREED</b>: to enable the Council to better respond to the question of 'what are the important issues in Holybrook' (in relation to the services of the community outreach hub), a meeting with Rhys Lewis, West Berkshire Council's Community Coordinator (Engagement) would be appropriate and that Mr Lewis should be invited to give a presentation before the next full council meeting.</p>	Clerk
31/25/26	<p><b>Street Trading</b></p> <p><b>AGREED</b>: that the current street trading prohibition order, that is in place for Holybrook, is lifted by West Berkshire Council in-line with the request being made by Theale Parish Council. Resultantly, Holybrook would become a 'consent' area which marries with the rest of West Berkshire.</p>	Clerk
32/25/26	<p><b>New Toddler Play Equipment</b></p> <p>Members <b>APPROVED</b> the proposed new toddler play equipment for Linear Park which will be provided and maintained by West Berkshire Council.</p>	

33/25/26	<p><b>VE-Day 80 Round-up and next events</b></p> <p>a) Members heeded a verbal report from Cllr Albanese regarding the VE-Day event which took place in Linear Park on bank holiday Monday 5<sup>th</sup> May 2025. The main points being:</p> <ul style="list-style-type: none"> <li>- The weather helped on the day (not too hot, not too cold);</li> <li>- Advertising was really strong, and the Coriander Club was a great asset with this.</li> <li>- All stall holders made money and were happy with how the event went.</li> <li>- The table and chairs 'food' area worked really well.</li> <li>- Hospital Radio Reading was great from start to finish.</li> <li>- Unfortunately, the wind was in the wrong direction which meant the sound of the performers was affected (a learning curve for next time).</li> <li>- The event had a great atmosphere and the timings worked really well.</li> </ul> <p>b) <b>AGREED:</b> that an event will be held on Monday 4<sup>th</sup> May 2026 and this will be tied into the Council's silver anniversary celebration (see more details under d). Cllr Albanese will be the lead organiser for the event, supported by the Office and Community and Environment Committee.</p> <p>c) <b>AGREED:</b> a budget of £2,000 can be used for the event from the 'Events' EMR. The Community and Environment Committee can increase the budget if deemed necessary.</p> <p>d) Due to resources/time pressures, Members <b>AGREED</b> that a separate Silver Anniversary event will no longer be held and that the Silver Anniversary Celebration of the Council will be held at the end of the Council year and tied into the May Day celebrations.</p> <p>e) <b>DELEGATED:</b> Members to advise the Community and Environment Committee of any further activities or celebrations/celebratory paraphernalia they would like to hold/purchase.</p>	<p><b>KA</b></p> <p><b>All Cllrs</b></p>
34/25/26	<p><b>Damaged Youth Shelter</b></p> <p>Members heeded a verbal report from the Clerk. Main points:</p> <ul style="list-style-type: none"> <li>- The youth shelter was damaged by arson over the early May bank holiday.</li> <li>- The Fire brigade attended to the fire and there is a fire report.</li> <li>- There is CCTV footage of the event.</li> <li>- Two teenagers took it upon themselves to clear the site of fire debris and rubbish the day after the event. An article will go in the newsletter to formally thank them for their hard work and dedication to the Parish.</li> </ul> <p>a) <b>AGREED:</b> damaged youth shelter to, formally, be reported to the Police and the Police to be provided with the CCTV footage.</p> <p>b) <b>AGREED:</b> the damaged youth shelter to be replaced with a metal shelter.</p> <p>c) <b>AGREED:</b> that an insurance claim is made for the replacement.</p>	<p><b>Clerk</b></p>
35/25/26	<p><b>Local Historical Listings</b></p> <p><b>APPROVED:</b> that the list of local heritage sites, suggested by Beth Asbury, Assistant Archaeologist (HER &amp; Outreach), West Berkshire Council, is accepted as a list of historical assets that the Council will apply to be locally listed as well as the Linear Park and tree groupings which have been planted in honour of historical events such as the Covid memorial trees and the 20 Tree orchard.</p> <p><b>DELEGATED:</b> Community and Environment Committee to undertake the applications and see if training is possible from the Local Heritage Forum.</p>	<p><b>C&amp;E Committee</b></p>

#### Information Items/Reports

36/25/26	<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> <p>In addition:</p> <ul style="list-style-type: none"> <li>- Members <b>APPROVED</b> the silver anniversary logo and requested that this be made into a flag.</li> <li>- Heeded a report advising that a significant amount of litter had been strewn in Linear Park over the weekend (not from an event in the Centre). The people responsible are on CCTV and the appropriate authorities have been informed.</li> <li>- Members were advised that a Community Speed Watch session had been undertaken on Thursday 15<sup>th</sup> May 2025 between 3.00pm and 4.00pm. Members notes that, whilst speed had, typically been well within speed limits, several incidents of dangerous driving were witnessed.</li> </ul>	
37/25/26	<p><b>Delegated Tasks Register</b></p> <p>Members acknowledged that the register had not been updated. However, the task raised in the Annual Meeting of possible first aid training, had been completed and all members had been supplied with the various options by email.</p> <p>It was <b>AGREED</b> that the full training option was to be accepted (allowing for a three year certification on completion) and that all councillors are to advise the Clerk if they would prefer training during the week or at the weekend. Depending on availability, one session would be booked for up to 12 people (with any spare spaces being offered out to residents) or two sessions booked for up to 6 people (if there is a split for weekend and weekday requests, again, with any spare spaces being offered out to residents). The two individual sessions would work out slightly more expensive.</p>	
38/25/26	<p><b>District Parish Conference</b></p> <p>Cllr Croal provided a verbal report. Main points:</p> <ul style="list-style-type: none"> <li>- Two main issues currently are the change to the black bin collection schedule and possible community support outreach hubs.</li> <li>- There will be a consultation on the new proposed council structures (date not yet known but will be this summer).</li> <li>- There will not be just one level of new council, there will be a strategic authority above the Unitary.</li> <li>- It is likely there will be another mini District Parish Conference due to the success of the last.</li> </ul>	

39/25/26	<p><b>LLC Meeting</b></p> <p>Cllr Littlewood provided a verbal report. Main points:</p> <ul style="list-style-type: none"> <li>- There has been no change in UK defence.</li> <li>- There are currently 9 thousand people working across the AWE sites.</li> <li>- AWE can provide a working group to the community.</li> <li>- An AWE exercise was held in May.</li> <li>- A public text alert is being investigated with the possibility of going live in Summer 2025.</li> <li>- ONR can put in planning objections (which is being exercised more often currently).</li> </ul> <p>Cllr Littlewood will provide councillors with the minutes of the meeting when they are made available.</p>	
40/25/26	<p><b>Residential Correspondence</b></p> <p>a) Members reviewed recent correspondence received from a resident. <b>AGREED:</b> the clerk had provided a clear and thorough response and the Council considers all matters raised answered. <b>AGREED:</b> the questions and associated responses to be published in the minutes of the meeting and that public questions, where appropriate, should be shared on the Council social media platforms and, at least, the Council's website.</p> <p>b) <b>AGREED:</b> the Clerk's response to a resident, regarding the recent newsletter article on Community Speed Watch on Charrington Road, was appropriate and the article is not to be rescinded.</p>	Clerk
41/25/26	<p><b>West Berkshire Town and Parish Climate Forum</b></p> <p>Cllr Croal provided a verbal report from the West Berkshire Town and Parish Climate Forum. The main points:</p> <ul style="list-style-type: none"> <li>- Reports were provided from Action from River Kennet and the Wild Trout Trust. Lots of information was relevant to the Holy Brook.</li> <li>- Damage is being caused to the Holy Brook by dogs entering the water.</li> <li>- There is only one person at Wild Trout Trust for the whole of the Southeast.</li> </ul> <p>Members <b>DELEGATED</b> to the Community and Environment Committee to liaise with Friends of Linear Park on possible dog dip stations.</p>	
42/25/26	<p><b>Chairman's remarks</b></p> <p>None.</p>	
43/25/26	<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 44/25/26.</p>	

44/25/26	<p><b>EXIT residents at 21.38</b></p> <p><b>The Garage</b></p> <p>Members heeded a verbal report from the Clerk regards possible users of The Garage.</p> <p>Additionally, the following was <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>- New deadline for interested parties is Friday 30<sup>th</sup> May. <b>DELEGATED</b>: Clerk and Cllr Tull to review new applications to make a recommendation to full council at an Extra Ordinary meeting on Monday 9<sup>th</sup> June 2025.</li> <li>- Possible rental prices (subject to applicant type, opening days/hours). Rental will be subjected to quarterly review in the first year.</li> <li>- If, due to flooding, the kiosk is unable to operate a 50% rental discount will be applied for the duration of inaccessibility.</li> </ul>	<b>Clerk &amp; Cllr Tull</b>
	<b>There being no other business, the meeting closed at 21.38</b>	

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

<b>Minutes prepared by:</b>	Pam Kirkpatrick, Clerk
<b>Minutes dated:</b>	22 <sup>nd</sup> May 2025



**APPENDIX 1**  
**Clerk's Written Report:**  
Monday 19<sup>th</sup> May 2025

**Beansheaf Centre/Parish Office:**

**Maintenance:**

05/03/2025                      Air conditioning service completed with no reported issues.  
23/04/2025                      Repair completed to outside electrics and socket in the Office.

**Centre General:**

**Office:**

12 – 16/05/2025              The office has hosted a work experience student from Blessed Hugh Farringdon School.

**Parish:**

03/04/2025                      Resident raised concerns, via the District Councillors, regards speeding around the Carters Rise area. This resident has now joined the Community Speed Watch team.

**Play Parks:**

25/03/2025                      RoSPA inspections completed. Minor repair works required; mostly replacement caps and some sanding of damaged wood. Larger job required is replacement of some of the barge boards around the bark in the Underwood Road playground.  
26/04/2025                      The wooden supports holding up Cllr Baker's memorial tree were damaged.  
May                                  Report received that the 5-bar gate at the Underwood Road playground is damaged. Temporary repair completed.  
May                                  Community Speed Watch sign at Charrington Road had been removed and dumped in a bush. It has now been replaced.

**Finance:**

**Community Infrastructure Levy Monies (CIL):**

West Berkshire Council has advised that, for the period 1<sup>st</sup> October 2024 – 31<sup>st</sup> March 2025, there were no CIL chargeable developments in our Parish.

**General finance:**

- VAT claim to the sum of £13,846.11 for the period 01/01/2025 – 31/03/2025 has been made.
- Moorepay is increasing its prices by 5% from 1<sup>st</sup> May 2025.

**Planning - West Berkshire Council Planning Decisions:**

Monday 19<sup>th</sup> May 2025

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Application Number	Location	Application Proposal	Decision
25/00403/HOUSE	3 Lamplighters Walk, Calcot, Reading, RG31 7YU	Single storey rear extension construction	<b>APPROVED</b>
25/00547/HOUSE	10 Knollmead, Calcot, Reading, RG31 7DQ	Part conversion of existing garage and new porch	<b>APPROVED</b>