



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 23rd June 2025

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

In the absence of Cllr Tull, Cllr Mary Bedwell duly chaired the meeting (as per the Council's Standing Orders).

Open forum for members of the public

No members of the public were present.

District Councillors' Report

Note: No District Councillors were present at the meeting. The following issues were raised and are recorded for action and reference:

1. **Parking on The Chase**

Concerns were raised regarding dangerous parking conditions caused by construction activity at the care home site. Approximately 30 cars were observed parked around the bend, and traffic signalling has been removed. It was requested that District Councillors follow up with the Planning Department to seek a response and any appropriate action.

2. **Grass Cutting Standards**

Residents expressed dissatisfaction with the standard of grass cutting. Cuttings are reportedly left on footpaths and private property, with some ending up in drains. Additionally, certain areas in Linear Park, particularly around the 20-Tree Orchard, are being missed during routine maintenance.

3. **SSE Excavation Works**

Ongoing works by SSE on Palmera Avenue and Pemberton Gardens have resulted in mess and debris being left behind. It was requested that the matter be addressed to ensure the area is properly cleaned.

Council Meeting Minutes – Monday 23rd June 2025

Announcement of Public Session and Evacuation Process

Monday 23rd June 2025

Chairman's Initial of loose-leaf page _____

No.	Notes	Action
45/25/26	Apologies received for absence Members ACCEPTED apologies from Cllrs Somner and Tull. Cllrs Mistry and Salau were not present.	
46/25/26	Declarations of interest relevant to the agenda None.	
47/25/26	Approval and adoption minutes Members reviewed the minutes of the Full Council Meeting held on Monday 19 th May 2025 which were APPROVED and ADOPTED . Proposed by Cllr Littlewood and seconded by Cllr Moore.	

Council Decisions/Ratification of Committee Recommendations

48/25/26	Planning		
	Application no	Address	Proposal
	25/01042/HOUSE	33 Bath Road, Calcot, Reading, RG31 7QH	Section 73: Variation of Condition 2 (Approved Plans) of planning permission 24/01236/HOUSE - Rear extension to the existing house. Garden gym room. Front porch and dormer window.
	NO OBJECTIONS.		
	19:45 ENTER Cllr Salau		
49/25/26	Financial Decisions a) Payment sheet 03-2025/26 was approved. However, a discussion ensued regards the high water bills with Cllr Littlewood advising members that he and the Clerk had investigated the water system. Initial investigations suggest that the West Berkshire Council changing rooms are run from the same mains as the Parish Council's. DELEGATED : Finance Committee to discuss the water situation and agree a way forward. b) Members REJECTED a grant application to the sum of £500 from The Cowshed. However, it was AGREED , by majority vote, that a sum of £100.00 be awarded.		Finance Committee Clerk
50/25/26	Issues Raised by Residents Members heard and discussed the following points raised by a resident at the recent Community & Environment meeting: i) That a cycle route through Linear Park is sign posted so that cyclists can avoid roads. ii) That the map of Linear Park is updated to include all new features. iii) That the gym equipment in Fairfields is advertised in the newsletter on regular basis. Additionally, members heard responses, which had been received by the Clerk, on the aforementioned matters, from West Berkshire Council (that is responsible for the Linear Park).		
50/25/26 cont.	Issues Raised by Residents continued DELEGATED : Clerk to write to the resident with the information from West Berkshire Council.		Clerk

51/25/26	<p>Green Bin Waste Charges</p> <p>Cllr Littlewood informed members that a resident had recently written a complaint letter regards the new green bin charges which were being implemented by West Berkshire Council.</p> <p>Members acknowledged that it had been in the original manifesto of the main party at West Berkshire Council that the aim was to remove all green bin charges and, so, this decision was a ‘backward step’.</p> <p>DELEGATED: Clerk to write to West Berkshire Council to express the concerns raised by residents.</p>	Clerk																
52/25/26	<p>First Aid Training Course – dates and costs</p> <p>a) The following training dates were APPROVED for ‘The Emergency First Aid at Work’ course which will last 6-hours:</p> <table><tr><td>Date 1: Saturday 6th September 2025</td><td>Date 2: Wednesday 1st October 2025</td></tr><tr><td colspan="2">Starting: 09:00</td></tr><tr><td colspan="2">Tea break: 10:30</td></tr><tr><td colspan="2">Lunch: 12:30</td></tr><tr><td colspan="2">Finish: around 15:30</td></tr><tr><td colspan="2">Maximum number of participants: 6</td></tr><tr><td colspan="2">Cost: £250.00/date</td></tr><tr><td colspan="2">Budget: EMR ‘training’</td></tr></table> <p>b) AGREED: a light lunch and refreshments to be provided for participants up to the sum of £50 per event. The earmarked reserve ‘Events’ to be used.</p> <p>c) Members present confirmed which day they will be attending the course and AGREED that any remaining spaces will be offered out to residents for a refundable deposit of £25.00 (terms apply).</p>	Date 1: Saturday 6 th September 2025	Date 2: Wednesday 1 st October 2025	Starting: 09:00		Tea break: 10:30		Lunch: 12:30		Finish: around 15:30		Maximum number of participants: 6		Cost: £250.00/date		Budget: EMR ‘training’		
Date 1: Saturday 6 th September 2025	Date 2: Wednesday 1 st October 2025																	
Starting: 09:00																		
Tea break: 10:30																		
Lunch: 12:30																		
Finish: around 15:30																		
Maximum number of participants: 6																		
Cost: £250.00/date																		
Budget: EMR ‘training’																		
53/25/26	<p>Staff computers</p> <p>AGREED: two Lenovo laptop computers to be purchased at a total cost of £1,715 (ext VAT) which includes docking stations, power cables and set up costs.</p> <p>It was acknowledged and ACCEPTED that the ‘Technology Repairs and Renewals budget for 2025/26 will be exceeded but that it was important that the Office had reliable computer equipment.</p> <p>Members noted that there would be an additional charge for the clearing and disposal of the old machines in addition to the purchase price.</p>																	
54/25/26	<p>Policies – Councillor laptops</p> <p>Members reviewed and APPROVED the draft policy enclosed with the agenda. However, one amendment was made to include: laptop accessories (eg specific keyboard or larger screen) may be bought for Councillors under special circumstances, for example, medical requirements.</p>																	
55/25/26	<p>Replacement Youth Shelter and Bins (Holymead Playground)</p> <p>Members reviewed the four quotes provided with the agenda and selected Option 1 from Infinity Playgrounds which is for a 5 pod shelter that seats approximately 10, and replacement of bin, 3 bin liners and the removal of 1 bin. Total cost: £9,740.74 excluding VAT.</p>																	

56/25/26	<p>Newsletter request</p> <p>AGREED: that the Kennet Valley Community Association (KVCA), as a valued community asset, can place an A4 double sided insert into the next edition of the Holybrook News. It was acknowledged that any additional costs will be charged directly to the KVCA from the printing and delivery companies.</p>	
----------	--	--

Information Items/Reports

57/25/26	<p>Clerk's Report</p> <p>Members received a written report from the Clerk informing them of Parish business not already included on the agenda. APPENDIX 1.</p> <p>In addition:</p> <ul style="list-style-type: none"> - Members acknowledged a request from a resident to plant a tree at the Holymead recreation ground and DELEGATED it to the Finance Committee to review formally. - Members acknowledged that a residential complaint had been received about antisocial behaviour and, particularly, mini motorbikes using the Grangely Close entrance to the Linear Park. <p>Whilst outside the remit of the Parish Council, the Clerk has contacted West Berkshire Council who, in turn, reached out to Thames Valley Police. Subsequently, a survey will be undertaken of the entrances to the Park by the Clerk, West Berkshire Council Countryside Department and a Councillor, if able.</p>	<p>Finance Committee</p> <p>Clerk</p>
58/25/26	<p>Delegated Tasks Register</p> <p>Members acknowledged the report enclosed with the agenda with no further comment.</p>	
59/25/26	<p>Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2025</p> <p>Members acknowledged that the AGAR was displayed in the noticeboards and on the Parish Council website in-line with the agreed publication dates.</p>	
60/25/26	<p>Community and Environment Committee report</p> <p>Members received a verbal report from Cllr Croal following the recent Community and Environment Committee meeting. Main points:</p> <ul style="list-style-type: none"> - Details of upcoming Events were provided including the Annual Assembly and Silver Anniversary events. 	

Clerk's Written Report:

Monday 23rd June 2025

Beansheaf Centre/Parish Office:

Maintenance:

28/05/2025 Linear Hall front left shutter broke over the weekend. The motor was replaced just over a year prior. Therefore, although outside its warranty period, the installer replaced for free (only charge was the call-out fee).

Centre General:

15/05/2025 Fire Door service was completed with no reported issues.

26/05/2025 Following a party on 24th May, the Council received several complaints regards litter, noise and late finishing. Following review of the CCTV, the hirer was witnessed to be in breach of several of the Council's Conditions of Hire. Therefore, actions have been taken against the hirer.

June: Due to heavily increased pricing, a new contactor has been sought for the hygiene services in the Beansheaf Centre. The hand sanitisers will be removed but the rest of the services will remain the same. Install date is set for 30/06/2025. Due to the change in company a few access controls have been altered including a change to the height barrier lock and a new key lock box installed in the Linear Hall.

Office:

05/06/2025 The Clerk attended a Clerk's Forum meeting.

06/06/2025 Following a recent work experience the following feedback was received: '*The work experience placement was great, I would like a full time paid position doing a similar job.*'. This feedback will be used in marketing by Business Education Partnership that has stated how much our work experience offering is valued.

10/06/2025 The Clerk attended an 'Essential HR Update' free training course in Reading and had a free follow-up consultation on 18/06/2025. The Clerk will share the outcomes with the HR Committee.

29/05/2025 Notice was received that the Roger Charging Case that the parish council previously purchased, is subject to a product safety recall. The item has been returned. The Council will receive a credit return for the returned chargers. Additionally, as a replacement for each charger, four units of the 055-3010-Roger Charging Rack 4, which will be shipped in the coming weeks.

Parish:

Monday 23rd June 2025

Chairman's Initial of loose-leaf page_____

13/05/2025	The Clerk, with two volunteers, completed a Community Speed Watch session on Carters Rise.
22/05/2025	The Clerk, with two volunteers, completed a Community Speed Watch session on Mill Lane.
28/05/2025	The Police reviewed the Council's CCTV following an incident in Linear Park on Monday 19 th May. The footage is of use.
28/05/2025	Report received from our contractors that the dog bin at the entrance to the bottom end of Cow Lane is broken (the lock has failed and it cannot, therefore, be opened to be emptied). A quote was supplied and accepted to the cost of £336.00 inclusive VAT. Install date awaited.
04/06/2025	Report received that the dog bin at Mill Lane/Hawkesbury Drive was overflowing. Reported to contractor who dealt with this the same day.
04/06/2025	Report received from a resident concerning the condition of housing association homes on Carters Rise. The Clerk has written to the companies involved and has copied in the District Councillors. On-going.
09/06/2025	Report received from West Berkshire Council's Traffic and Road Safety Team, following contact from a resident, who reported <i>'In recent weeks, I've heard/seen multiple loud cars and motorbikes backfiring, revving, and racing down Charrington Road at far faster than the 30mph speed limit, I suspect to avoid any traffic/cameras on the A4. As there are no speed bumps on the road, only a few 'give way' traffic calming places, it can be easy to build up speed on the road when there's no other traffic around. The speed is an obvious safety issue, and the volume of the vehicles is incredibly disruptive in an otherwise quiet neighbourhood. I live in XXXXX close to Charrington Road. I haven't been disturbed at night by the noise so I wouldn't say it happens too late but it definitely happens 3-4 times a day. Unfortunately as my visibility of the road is quite poor, I haven't been able to identify the make/colour of any of the vehicles.'</i> I have onward reported this to the District Councillors and the Police. Responses awaited.
10/06/2025	Complaint received regards the amount of litter on the Holymead Recreation ground and an alleyway in Vine Crescent. The person has been responded to and, for the alleyway, referred to Reading Borough Council.
13/06/2025	Further complaint received regards the inconsiderate parking on The Chase which has been persistent since the building of the care home commenced. The Clerk has chased West Berkshire Planning for a response and has copied in the District Councillors. The Police have also been contacted. Responses awaited.
17/06/2025	Two residents have borrowed Council litter picking equipment to pick their local areas.

Play Parks:

- 28/05/2025** Contractor reported that there had been further fire damage at the Holymead playground and three bins have been burnt out and glass melted into the grass. A clear-up has been completed.
- 02/06/2025** Contractor visited to provide quotes for replacement youth shelter (also made minor repairs to rope crossing).
- 02/06/2025** The condition of the Holymead playground was really poor. Several litter bins had been emptied out over the grounds. Our contractor was contacted to conduct an emergency clear up.
- 03/06/2025** Resident raised a complaint regards overgrown foliage at the Underwood Road playground which has impacted the fence to their garden. A quote to repair the fence and have the foliage cut back has been requested.

Finance:

- 19/05/2025** Santander wrote to advise that, due to the Council being moved from Corporate and Commercial bank to business banking, from 1st July 2025, it will no longer permit BACS payments. Salaries, HMRC and pension contributions are paid via BACS. Due to the short timeline, Moorepay has been instructed to start the process to enable these payments to be made by Faster Payment. However, the set-up process takes 6-weeks (way past the deadline of 1st July). Therefore, Santander was contacted for a possible extension on the deadline which has been granted to 31st July 2025. There is a cost of £28.00 per month for the faster payment service which will take the Council over budget. The Council is in contract with Moorepay for, at least, a further two years.
- 06/06/2025** Santander has advised that it is going paperless so statements will no longer be issued by post.
- 06/06/2025** Nationwide Building Society has advised that the Council's interest rate will reduced to 1.70% from 04/06/2025 (previously 2.00%).

Planning:

West Berkshire Council Planning Decisions:

Application Number	Location	Application Proposal	Decision
24/02714/HOUSE	49 Narromine Drive, Calcot, Reading, RG31 7ZL	Retrospective application for a single storey rear extension and demolition of canopy.	GRANTED
25/01036/CERTP	19 Greencroft Gardens Calcot Reading RG30 3PL	Rear dormer loft conversion.	LAWFUL
25/00499/HOUSE	13 Rushmoor Gardens, Calcot, Reading, RG31 7AH	Front porch, side extension and garage conversion	APPROVED
25/00850/CERTP	18 Red Kite Close Calcot Reading RG31 7BT	Velux conversions	REFUSED