



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 21st July 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, Mistry, Moore, Sharma and Somner.

Officers: Pam Kirkpatrick (Clerk)

Circulation

All Council members

Open forum for members of the public

No members of the public were present.

District Councillors' Report

Cllr Somner acknowledged the items presented at the previous meeting under 'District Councillors' Report and confirmed that they would be investigated. It was also confirmed that the SSE works near Palmera Avenue should be finished by 25th July 2025.

A verbal report was also provided which included:

- The Local Plan 2023 – 2041 was adopted on 10th July 2025.
- A Summer Reading Challenge is now running for 4 – 11 year olds at local libraries.
- Archaeology talks are taking place at Shaw House on Thursday 24th July 2025.
- Public Protection Partnership are currently reminding dog owners of their responsibility to have their dogs microchipped.
- Recycling drop-ins are being held with the next in Theale on 23rd July 2025.
- Garden waste reminders will be issued shortly.

19:35 ENTER Cllr Littlewood.

- Bikeability Courses will be held at Cotswolds sports centre this summer.
- Cllr Bedwell asked if there was an update on Greenfields.

Council Meeting Minutes – Monday 21st July 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
66/25/26	Apologies received for absence Members ACCEPTED apologies from Cllr Salau.	
67/25/26	Declarations of interest relevant to the agenda Cllr Somner - planning.	
68/25/26	Approval and adoption minutes a) Members reviewed the minutes of the Extra Ordinary Full Council Meeting held on Monday 16 th June 2025. APPROVED and ADOPTED . Proposed by Cllr Somner and seconded by Cllr Littlewood. b) Members reviewed the minutes of the Full Council meeting held on Monday 23 rd June 2025. APPROVED And ADOPTED . Proposed by Cllr Albanese and seconded by Cllr Moore.	

Council Decisions/Ratification of Committee Recommendations

69/25/26	Financial Decisions a) Payment sheet 05-2025/26 was APPROVED . b) Members APPROVED , by majority vote, a request, from West Berkshire Council's Countryside Department, for a donation of £1,500 towards The Garage footpath access repairs. Funding source – earmarked reserve: Devolved Services/Footpaths.		
70/25/26	Planning		
	Application no	Address	Proposal
	25/01404/HOUSE	9 Dorking Way, Calcot, Reading, RG31 7AE	Removal of existing conservatory and construct new side extension
	NO OBJECTIONS.		
71/25/26	Underwood Road Memorial Trees Netting AGREED: that a donation of £80 is provided to Friends of Linear Park to enable wire netting to be installed around the Covid memorial trees in Underwood Road. The Grounds Maintenance budget is to be used for the work.		

72/25/26	<p>Refreshment Kiosk – next steps</p> <p>a) REJECTED a request from the new lessee that The Garage can be painted the colours of their logo;. However, a counter proposal was made and AGREED that a large canvas can be painted and placed on the back wall of The Garage so that it is visible through the serving hatch.</p> <p>Members noted that the lessee will be erecting a lockable noticeboard on The Garage to advertise their pricing, so that it is visible to their customers.</p> <p>b) Members AGREED and formalised a list of invitees for the formal opening day of The Garage which is taking place on Saturday 30th August 2025. Members further AGREED that the Council will fund one free drink per invited guest.</p>	
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Information Items/Reports

72/25/26	<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, the Clerk advised that a response had been received from West Berkshire Council regards the Hawkswood Development which sited that land that West Berkshire Council will be taking ownership of and clarified that any outstanding environmental works had been completed. West Berkshire Council now considers this matter answered and closed.</p> <p>Cllr Tull informed members that one of the Linear Hall shutters had broken and repaired during the Clerk's annual leave. Resulting, it was AGREED that all shutter keys be removed and the caretaker to have one copy of each and the office to hold two copies of each. It is to be added to the booking form that people can request for the shutter to be closed (acknowledging that this may not be possible if there are other bookings in the hall on the same day).</p>	Clerk
73/25/26	<p>Delegated Tasks Register</p> <p>Members acknowledged the report enclosed with the agenda with no further comment.</p>	
74/25/26	<p>Human Resources Committee Report</p> <p>Members acknowledged a verbal report provided by the Human Resources Committee Chairman.</p>	
75/25/26	<p>Finance Committee Report</p> <p>Members received a verbal report from the Finance Committee Chairman.</p>	
76/25/26	<p>Community Litter Pick</p> <p>Members received a verbal report from Cllr Croal following a community litter pick which took place on Saturday 5th July 2025 from Kennet Valley Free Church.</p> <p>Attendance was low and 6 bags of litter were collected.</p> <p>It was noted that the litter in the alley near Aldi was substantial and a few suggestions were put forward for future consideration.</p>	

77/25/26	West Berkshire Heritage Forum AGM Cllr Moore provided a verbal report stating the Holybrook was the only Parish at the AGM.	
77/25/26 cont.	West Berkshire Heritage Forum AGM continued Two talks were given at the AGM; of particular interest was the talk on Local Verbal/Oral History. It was considered that this is a project that the Parish Council could consider in the future.	
78/25/26	Linear Park Entrances Cllr Croal provided a verbal report following a walking survey of the Linear Park entrance which had taken place on Monday 21 st July 2025 with a Friends of Linear Park representative and an officer from West Berkshire Council's Countryside Department. It was noted that most of the entrances to the Park were in good condition. However, some works were identified. The Clerk and the West Berkshire Council office will produce a report following the survey and possible actions can then be considered.	
79/25/26	Chairman's remarks The Chairman attended the Ridgeway presentation on-line and was the only attendee which enabled plenty of opportunity to ask questions.	
	There being no other business, the meeting closed at 21.08	

Signed: **Dated:**

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	25 th July 2025

APPENDIX 1

Clerk's Written Report:

Monday 21st July 2025

Beansheaf Centre/Parish Office/Kiosk:

Maintenance:

- 26/06/2025 Fire equipment service completed with some new equipment required which included 3 x new extinguishers.
- 09/07/2025 Small maintenance tasks completed including fixing Office toilet door handle and kitchen door handle.
- 10/07/2025 Fire alarm service completed with no reported issues.

Solar panels are due to be installed during week commencing 18th August 2025.

Office:

- 25/06/2025 Clerk, with Cllr Croal, attended a meeting with a representative from the Local Heritage Forum.
- 02/07/2025 Clerk attended a training course: The Clerk and an Employee and HR Advisor.
- 08/07/2025 A new sign for the outside of the office has been ordered which updates the Council's logo and email contact.
- 10/07/2025 New staff laptops have been delivered but are not currently in use. Need to migrate Rialtas to a web version first (cost £395 +VAT) and arrange for NET 2 to be transferred (cost unknown).

Kiosk:

- Heads of Terms have been signed.
- Deposit received.
- Equipment ordered (waiting on two final deliveries)
- Give-away cups ordered
- Sign ordered – due for installation on Friday 1st August
- Fire equipment installed
- Vacant wasps' nest removed
- Soft opening date Monday 4th August – please support your new local resource.

Parish:

- 03/07/2025 Resident attended the Parish Office to advise of an issue with dog fouling in Linear Park (which has been reported to the dog wardens) and anti-social behaviour concerning e-bikes (which has been reported to the Neighbourhood Policing Team). The Clerk has received no responses.
- 03/07/2025 Fly-tipping reported to West Berkshire Council (WBC) (near Aldi). This was a follow up response to an issue already raised by Cllr Croal directly to WBC.
- 08/07/2025 Fly-tipping removed (toilet).
- 10/07/2025 Clerk attended a Community Speed Watch session on Charrington Road (near Dorking Way). In the 50-minute session 158 vehicles passed with 13 of these vehicles in excess of the speed limit.
- 14/07/2025 Construction of the new footpath in Linear Park commenced today.

Monday 23rd June 2025

Chairman's Initial of loose-leaf page _____

Finance:

Grant thank yous have been received from Kennet Valley Community Association that is extremely grateful to the Council and from West Berkshire Therapy Centre (attached).

Local Government Pay Update:

In regard to the pay claim for 2025/6 effective from the anniversary date of 1 April, SLCC has advised that UNISON members have “overwhelmingly rejected” this year’s local government pay offer for staff in England and Wales. This result follows similar outcomes in consultative ballots of the members of GMB and Unite, in relation to the offer from the employers’ side of the National Joint Council for Local Government Services (NJC).

In its response, Unison highlighted that the 3.2% offered is below the rate of inflation in the year to May 2025 (3.4%), according to the government’s preferred consumer prices index (CPI), as well as pay settlements or offers for most other public sector staff. However, the employers have said that the offer is “full and final”, given the pressure they say it will put on council finances. UNISON, along with UNITE and GMB have written to the employers to come back with a fairer and better offer.

West Berkshire Council Planning Decisions:

Application Number	Location	Application Proposal	Decision
25/00184/CERTP	34 Rushmoor Gardens, Calcot RG31 7AJ	The proposed Use Class C2. Residential Family Assessment Centre - The centre will accommodate up to two mothers/parents and two children, with care provided by two staff members. The purpose of the scheme is to offer families an environment that closely resembles a traditional family home, with standard everyday facilities, while providing an element of care and supervision. Two staff members will be on-site at all times, sharing the communal facilities with the families. Shift patterns will be from 8:00am to 8:00pm and from 8:00pm to 8:00am. The existing property has the layout, facilities and services typical of a standard residential dwelling. The proposed use will not alter the nature of the property, and the external appearance of the building will remain unchanged. This proposed use will bring a long-vacant property back into effective use and provide a valuable service to the community.	Refused

West Berkshire Council Planning – Other

Following the Council raising several enforcement enquiries, West Berkshire Council’s Enforcement Department has confirmed that the matter is now closed and that they are satisfied that all required works are completed. With this in mind, the Clerk has contacted West Berkshire Council’s Countryside Department for clarification on when the land will be formally transferred over. Response awaited.