



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 10th November 2025

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

Open forum for members of the public

Four members of the public attended:

- 1) A prospective councillor to present to the Council as part of the Co-Option process.
- 2) to watch the meeting with a view to potentially becoming a councillor
- 3) to watch the meeting with a view to potentially becoming a councillor
- 4) to advise the Council of issues with flooding on the north side of the A4 Bath Road which members acknowledged.

No District Councillor was present and, therefore, no report was provided.

Prospective new Councillor Jagan Veerati delivered a presentation outlining his interest in joining the Parish Council, particularly his wish to be a 'bridge' between the Parish Council and the residents on the Fairfields Estate.

19:41 EXIT resident 4).

Council Meeting Minutes – Monday 10th November 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
101/25/26	<p>Apologies received for absence</p> <p>Apologies were received and ACCEPTED from Cllrs Salau and Somner.</p>	

102/25/26	<p>Declarations of interest relevant to the agenda</p> <p>None.</p>	
103/25/26	<p>Approval and adoption of Minutes</p> <p>a) Full Council - Monday 1st September 2025. Proposed by Cllr Bedwell, seconded by Cllr Moore. APPROVED.</p> <p>b) Extra Ordinary - Monday 6th October 2025. Proposed by Cllr Bedwell, seconded by Cllr Croal. APPROVED.</p>	

Council Decisions/Ratification of Committee Recommendations

No.	Notes	Action
104/25/26	<p>Financial Decisions</p> <p>a) Payments as listed on payment sheet 08-2025/26 were APPROVED.</p> <p>Members DELEGATED authority to the Clerk to lodge a 'disputed bill' with the water company following excessive billing.</p> <p>b) Members reviewed the list of devolved services offered by West Berkshire Council and AGREED not to adopt any services at this time, due to ongoing Local Government Reorganisation proposals.</p> <p>c) Finance Committee recommendations – RATIFIED as following:</p> <ul style="list-style-type: none"> a. The Garage Kiosk rent: to remain at £0 per month for an additional 3 months, following which the rate will be reviewed with a view to introducing incremental increases until full rent is achieved. b. Website 'MOT': an IT review (MOT) of the Council's website to be completed by Vision ICT at a cost of £145+VAT, noting this will exceed the 2025/26 IT budget. c. IT Policy. d. Clerk Overtime: The Clerk is authorised to claim overtime payments for meeting hours where time off in lieu cannot reasonably be taken. Approximately 26-hours currently outstanding may be claimed. e. DECLARATION OF INTEREST: Prior to ratification, Cllr Albanese declared an interest and took no part in the following decision: Beansheaf Centre Hire Rates 2026/27: No increases will be applied. f. Community and Infrastructure Levy (CIL) report: the Annual CIL report for West Berkshire Council, was duly signed by the Chairman and the Clerk. g. Insurance Policy: update regards 'business interruption in relation to the addition of solar panels. h. Equality Policy as updated. <p>d) Grant Award: A grant of £500.00 to the Berkshire Therapy Centre was APPROVED.</p>	Clerk

105/25/26	<p>Co-option of prospective new councillor</p> <p>The co-option of Mr Jagan Veerati was unanimously APPROVED. He joined the councillor table immediately and signed a Declaration of Acceptance of Office, witnessed by the Clerk.</p>	
106/25/26	<p>Mid-Year Internal Audit 2025/26 and External Audit 2024/25</p> <p>a) The External Audit report (previously reviewed by the Finance Committee) which contained no comments, was ACKNOWLEDGED. Members thanked the Clerk for her work.</p> <p>b) The mid-year internal audit report had not been received in time. It will be reviewed at the Full Council meeting on Monday 15th December 2025.</p>	
107/25/26	<p>Bark Quote</p> <p>Three quotes were received. The Council AGREED to appoint JM Landscapes at a cost of £2,070 + VAT.</p>	
108/25/26	<p>Replacement Play Equipment</p> <p>a) AGREED: due to the severity of the arson damage to the equipment and ground below, new equipment will be required, and this should be the closest 'like-for-like'. It was, therefore, AGREED, from the three quotes obtained, that the Vinci Mini Sweet 0110 be purchased at a cost of £9,506.30 + VAT.</p> <p>b) AGREED: an insurance claim will be submitted for the arson damage.</p>	<p>Clerk</p> <p>Clerk</p>
109/25/26	<p>'Ridgeway Council'/ 'Greater Reading Council' Proposals – Residential engagement session feedback, questionnaire results and draft letter for approval</p> <p>Members reviewed feedback from the residential engagement sessions and the questionnaire:</p> <ul style="list-style-type: none"> • Response rate: 4% of households • Of respondents: 73% preferred the Ridgeway option though concerns were raised about both proposals. <p>Members APPROVED the draft letter to West Berkshire and Reading Borough Councils, and the Secretary of State.</p> <p>The Chairman emphasised that all councillors should attend future engagement sessions wherever possible to ensure informed feedback to residents.</p>	<p>Clerk</p>
110/25/26	<p>Bus Shelters</p> <p>West Berkshire Council has advised that the previously ordered shelter for Kettering Close cannot be safely installed due to shallow utilities. However, a resident has requested a new shelter on Churchward Walk (towards Sainsbury's/Ikea).</p> <p>APPROVED:</p> <ul style="list-style-type: none"> • The Churchward Walk location shall replace the original Kettering Close installation. • Additional installation costs of £1,540.17 + VAT were approved and will be taken from General Reserves. 	<p>Clerk</p>

111/25/26	<p>Suspended Ceiling Replacement</p> <p>Two quotes were received; attempts to obtain a third were unsuccessful.</p> <p>AGREED:</p> <ul style="list-style-type: none"> • ceiling tiles to be replaced in 2025/26. • Tiles must be sound-dampening and clipped down to help prevent lifting. • additional sound dampening measures may be required after installation. <p>Members selected the quote from Eco Grid Ceilings, subject to the inclusion of a reasonable charge to remove the existing tiles from site.</p> <p>Cost £6,845 + VAT plus tile removal funded from the earmarked reserve 'Beansheaf Refurbishment'.</p> <p>In the meantime, helium balloons to be temporarily banned in the Linear Hall until the works are complete.</p>	Clerk
112/25/26	<p>Little Library Box</p> <p>Following discussion, it was AGREED that, whilst the Council supports the idea of a Little Free Library box, the following motions are deferred to a later date:</p> <ol style="list-style-type: none"> a) that a 'Little Free Library' box is installed at the Beansheaf Centre with Councillors agreeing the exact location of where the box should be installed. b) that it is agreed that a Penguin box be applied for (Little Free Library Teams Up with Penguin Books to Grant 90 Little Book Stops - Little Free Library) c) that it is agreed who will become the 'steward' of the box. d) that it is agreed that, should the bid application fail, the box and installation costs are taken from the Council's General Reserves up to a maximum value of £200.00. 	
113/25/26	<p>The Garage – Mural request</p> <p>The request was withdrawn; therefore, no decision was required.</p>	
114/25/26	<p>First Aid Training</p> <p>Members noted that the second First Aid at Work Course was cancelled due to reduced numbers.</p> <p>ACKNOWLEDGED AND ACCEPTED that the previously published price of the First Aid Course was for the three-hour session, not the agreed whole day course and, therefore, the actual cost was £450.00 + VAT (this includes an additional charge as an extra person turned up). It was stated that the course, at this cost, was 'excellent value for money'.</p> <p>AGREED, the cancelled First Aid at Work Course will be rescheduled for Parish Office staff. Up to three additional spaces will be offered to residents. The cost £400 + VAT (plus previously agreed refreshments costs).</p>	
115/25/26	<p>Signing the Armed Forces Covenant</p> <p>AGREED: the Council will sign the Armed Forces Covenant adopting Theme 7 – Civic Responsibilities, which includes organising, facilitating, promoting and/or taking part in remembrance and other ceremonial activities.</p> <p>Lead: Cllr Littlewood.</p>	Cllr Littlewood

Item moved	For reasons of expedience, the Chairman moved item 'Request to revoke future booking ban' to the end of the meeting.	
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Information Items/Reports

116/25/26	<p>Clerk's Report</p> <p>A written report was circulated. However, due to public attendance, the Clerk provided a verbal summary.</p>	
117/25/26	<p>Delegated Task Register</p> <p>A written report was heeded.</p>	
118/25/26	<p>Litter Pick</p> <p>Members heeded a short verbal report which included:</p> <ul style="list-style-type: none"> • number of attendees at the litter pick which took place on Saturday First November in Beansheaf, and the number of bags of litter collected. • The number of litter picks in Fords Farm has been low due to lack of venue availability for the litter bag collection after the event. This needs to be considered going forward. <p>Members were asked, by the Chairman, to return to the next meeting with ideas on how litter picks in Fords Farm could be made 'more special'.</p> <ul style="list-style-type: none"> • The next litter pick will take place in Beansheaf in January 2026. 	All members
119/25/26	<p>West Berkshire Town and Parish Council Climate Forum (WBTPCCF)</p> <p>A short verbal report was provided. October's Forum focussed on solar panels and the success of the soil conditioner giveaway.</p>	
120/25/26	<p>Chairman's Remarks</p> <p>The Chairman reported attending the following events:</p> <ul style="list-style-type: none"> - First Aid Training, describing the course as 'the best training course' she had attended. - Friends Place Care Home Open Weekend (13th & 14th September 2025): Praised as a 'very nice place' with plenty of good activities on offer to residents. Engagement with the Parish Council was encouraged. - 'Meet the Leader' session (30th September) - Martyn's Law training: Council must carefully consider the implications. - Remembrance Day Parade in Theale: attended jointly with Cllr Littlewood; a wreath was laid on behalf of Holybrook Parish by the Chairman and Cllr Littlewood read names of some of the fallen. <p>The Chairman noted a high volume of Parish activity during the year and encouraged councillors to remain engaged and collaborative.</p>	
121/25/26	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, RESOLVED that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item: 122/25/26.</p> <p>21:12 remaining residents EXIT</p>	

122/25/26	<p>Request to revoke future booking ban</p> <p>Members considered an appeal from a hirer banned in August 2025 following breaches of the Council's Conditions of Hire.</p> <p>After discussion, Members AGREED to propose a meeting between:</p> <ul style="list-style-type: none"> • The hirer • Holybrook Parish Council • West Berkshire Council <p>to explore a possible way forward and safeguards to prevent future breaches. Options may include a large deposit or requiring a supervisor to be present during events.</p>	Clerk
<p>There being no further business, the meeting closed at 21:33</p>		

Signed: **Dated:**

Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	19 th November 2025

Appendix 1

**Clerk's Written Report:
Monday 10th November 2025**

Beansheaf Centre/Parish Office:

Office:

08/09/2025 WorkNest has been appointed and a lower rate of £2,985 + VAT was negotiated. Zurich has confirmed that it would accept the advice from WorkNest under the Council's existing insurance policy and, therefore, not additional insurance cover is required.

25/09/2025 Clerk attended Emergency Planning workshop

09/10/2025 Clerk attended ScribeFest

Staff appraisals were completed in October.

During October the Clerk has attended several meetings with WorkNest whilst we establish our working relationship with this company. Staff have been set several on-line training courses. Contracts and Handbook templates have been updated and need personalising before issue. A Health and Safety audit of the Beansheaf Centre is planned for mid-November.

21/10/2025 Clerk attended Martyn's Law training provided by Home Office, SLCC and NALC.

30/09/2025 Staff were not paid by the payroll company. After some effort, the monies were issued accordingly. Reportedly this was 'human error' on behalf of the payroll company.

03/11/2025 Mid-Year Internal Audit completed.

Centre:

23/10/2025 One of the roller blinds in the Linear Hall was damaged. A repair was attempted unsuccessfully by the roller blind company. Replacement may be required.

29/10/2025 Annual shutter service completed with no issues reported.

Parish:

Complaint received from resident regards the newly installed bus shelter on Pollards Way. It is stated that the shelter can be seen from the resident's lounge window and there is a concern over anti-social behaviour at the shelter.

04/09/2025 Following West Berkshire Council's (WBC) caddy liner give-away in September, the Parish Council received complaints from residents that Holybrook did not have a distribution point. The Clerk contracted WBC and the Parish Office has been added to the next distribution point list.

05/09/2025 Report made to Thames Valley Police, with CCTV evidence, of youths vandalising the lights in the Garage pergola and being abusive to staff of The Garage. Unfortunately, the youths were unable to be identified on this occasion.

15/09/2025 Gas cannisters removed from playground.

15/09/2025 Fly-tipping removed from next to one of the dog bins.

17/09/2025 Community Speed Watch sign, that was knocked down on Dorking Way, replaced.

25/09/2025 The youths who undertook the arson of the play equipment on the Holymead were captured on CCTV and a report was made to the Police. Unfortunately, the youths were unable to be identified on this occasion.

29/09/2025 The company originally selected to undertake the fence repair and foliage cutback at Rangewood Avenue did not complete the work within a satisfactory timeframe. Therefore, an alternative quote was sought with the condition of timely work completion. The work was completed to a good standard on Monday 28th October at a reduced cost of £323.00 + VAT.

29/09/2025 Bench re-oiling at Underwood playground completed. One bench has been reported as damaged. Replacement or removal may need to be considered. Clerk to investigate.

- 02/10/2025 A fire call was made to the Linear Park after a large pile of woodchips, stored in the overflow car park, was starting to self-combust.
- 02/10/2025 Several reports of red crosses on the mini-roundabouts in Holybrook have been made. The roundabouts are the responsibility of West Berkshire Council.
- 08/10/2025 Report received that the tree planted by the Scouts in July was vandalised and had to be removed.
- 10/10/2025 Lighting issues on the A4 Bath Road reported to WBC. Repair complete.
- 22/10/2025 Following a visit to the Parish Office from concerned residents, a report was made to West Berkshire Council regards possible food and garden waste dumping. West Berkshire Council has completed an inspection and a formal response is expected imminently.
- 24/10/2025 A complaint was received regards e-bikes around the bottom of Langley Hill/Royal Avenue shops/Charrington Road. This was onward reported to the Local Policing Team that advised the following:
- 'We are aware of the issues with e-bikes in Calcot, but unfortunately, these issues are everywhere as you can imagine.*
- We patrol Royal Avenue and Langley Hill on a regular basis. The problem we have is e-bikes and scooters don't stop for us and we aren't allowed to pursue them.*
- We will continue to keep an eye on the area over the coming weeks.'*
- 31/10/2025 Several issues reported to WBC's Report a Problem including fly-tipped waste on Charrington Road, fallen branches and road signs on the A4, over-grown trees on the A4, directional signage facing the wrong direction on Charrington Road and over-grown foliage on Charrington Road.
- Memorial park sign and tree have been ordered.
- 03/11/2025 Report received of a damaged fence surrounding the Palmera Avenue playground. This has been onward reported to West Berkshire Council who has organised a repair.
- 04/11/2025 Complaint received regards the condition of the Holymead playground. Clerk investigated and the complaint is upheld. The contractor has been contacted and immediate rectification is expected on 06/11/2025.

Finance:

The Parish Council received no Community Infrastructure Levy monies for the period 1st April 2025 – 30th September 2025.

West Berkshire Council Planning Decisions:

Application Number	Location	Application Proposal	Decision
25/01749/HOUSE	24 Sweet Briar Drive, Calcot, Reading, RG31 7AD	Alterations to existing fenestration	Granted
25/01671/COND	Farm House, Old Grange Close, Calcot, Reading	Application for Approval of Details Reserved by Condition 3 'Roof tiles' of planning permission 18/02936/LBC2: S19 Variation/removal of condition 2 approved plans of approved application 16/02331/LBC2 - Change of use/conversion of 5 buildings from offices to residential use for 27 units. Internal and external alterations.	Approved
25/00583/HOUSE	The Old Granary, Mill Lane, Calcot, Reading RG31 7RS	Alter the existing stairwell and add an additional storey to allow better access to the loft. Extend the existing gym and floor above and form a new internal staircase.	Granted

25/02074/CERTP	28 Hatfield Court, Calcot, Reading. RG31 7AN	Garage conversion to habitable room	Lawful
25/01580/PASSHE	49 Narromine Drive, Calcot, Reading, RG31 7ZL	Single Storey Rear Extension 6.00m beyond rear wall x 2.45m maximum height from ground x 2.45m at eaves.	Refuses prior approval
25/02061/CERTP	57 Calbourne Drive Calcot Reading RG31 7DB	Conversion of existing garage.	Lawful
25/01935/HOUSE	10 Goodwin Close, Calcot, Reading, RG31 7ZW	Rebuild roof to steeper pitch for better storage and accessibility. Addition of a dormer to the rear elevation and 14 solar panels to the front elevation.	Grants

West Berkshire Council– information only

A resident reached out to West Berkshire Council regards speeding on the Bath Road and the difficulty with exiting the golf course.

West Berkshire Council provided the following reply:

'... I am sorry to hear of your observations in Bath Road.

I have used a Speed Compliance Tool to see what the speeds were over the 12-month period of 2024 in the 40mph restriction I have attached the report to this email. This shows that the average speed compliance is good at and 34.7mph (-5.3mph) in the 40 restriction.

No doubt you are seeing those antisocial BMW M3 drivers and motorcyclists that are at the extreme end of the average figures. It is the responsibility of Thames Valley Police (TVP) to enforce the speed restriction. As I understand the situation, new deployments of Speed Cameras at any location within TVP are unlikely. I do know that there is a TVP Mobile Speed Camera site just to the west of West Drive that is indicated by a red dot on the report map which would cover your area of concern. This location has received regular enforcement over the last twelve months. You might like to inform TVP of your concerns at NeighbourhoodSpeedSolutions@thamesvalley.pnn.police.uk. And they may be able to take your observations into account when deploying future resources. As a side note, there is a Red-Light (not speed) camera being installed imminently at the traffic light controlled pedestrian crossing, 1 km to the west near to Calcot Infant School. This has been proposed since 2015 due to the data supporting a high amount of non-compliance with the automated signals.

Another possible avenue to explore is Community Speed Watch (CSW) <https://www.communityspeedwatch.org/>. This is a volunteer scheme which deploys at the roadside and records the speed of offending vehicles so that Thames Valley Police (TVP) can contact the drivers, again to try and educate the offenders. I'm sure the CSW group would welcome any offers of help from other residents. CSW is a police initiative. I have copied in the parish council, who would have also received a copy of your original email. They may be able to advise you directly of any planned CSW activity. I can assist with supplying data as to the best times of day that CSW would be most effective.

I disagree with your description of the road layout here. When exiting West Drive a driver has a view of at least 250 meters to the east, towards Mill Lane which is not obstructed by a bend. There is a similar view to the west. If the view is obstructed by overgrown vegetation, please report this to West Berkshire council at this link: <https://westberks.highway-iams.uk/live/PBLC/PIP/?cg=Grass%20Hedges%20and%20Shrubs>. In relation to any change of speed limit. This would require a speed limit review process. Setting local speed limits - GOV.UK. However, the data supports the existing 40mph restriction.'