



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 12th January 2026

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

Open forum for members of the public

No members of the public were present but the Council did receive apologies from a resident who had expected to attend. The Council extended best wishes to this person.

District Councillors' Report was brief advising that, at the present time, West Berkshire Council was expected to be holding additional conversations particularly focussed on finances and the Ridgeway Council proposal.

Council Meeting Minutes – Monday 12th January 2026

Announcement of Public Session and Evacuation Process

No.	Notes	Action
136/25/26	Apologies received for absence Apologies were received and ACCEPTED from Cllrs Albanese and Salau.	
137/25/26	Declarations of interest relevant to the agenda Cllr Somner – non-pecuniary; Planning.	
138/25/26	Approval and adoption of Minutes Full Council Meeting - Monday 15 th December Proposed by Cllr Sharma, seconded by Cllr Mistry. APPROVED.	

Council Decisions/Ratification of Committee Recommendations

No.	Notes	Action						
139/25/26	<p>Financial Decisions</p> <p>a) Payments as listed on payment sheet 10-2025/26 were APPROVED.</p> <p>b) The Budget for 2026/27 was RATIFIED.</p> <p>c) The precept demand, to the sum of £149,067 was RATIFIED. This will now be submitted to West Berkshire Council by the Clerk.</p>	Clerk						
140/25/26	Planning: New Applications							
	<table border="1"> <thead> <tr> <th>Application no</th> <th>Address</th> <th>Proposal</th> </tr> </thead> <tbody> <tr> <td>25/02781/FUL</td> <td>Holybrook Farm, Burghfield Bridge, Burghfield RG30 3RA</td> <td>Demolition of existing dairy barn and erection of new barn building with solar PV panels on the roof, for light industrial (E) and B8 use.</td> </tr> </tbody> </table>	Application no	Address	Proposal	25/02781/FUL	Holybrook Farm, Burghfield Bridge, Burghfield RG30 3RA	Demolition of existing dairy barn and erection of new barn building with solar PV panels on the roof, for light industrial (E) and B8 use.	
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25/02781/FUL	Holybrook Farm, Burghfield Bridge, Burghfield RG30 3RA	Demolition of existing dairy barn and erection of new barn building with solar PV panels on the roof, for light industrial (E) and B8 use.						
NO OBJECTIONS.								
141/25/26	<p>2026/27 Proposed Meeting Dates</p> <p>The draft meeting schedule for 2026/27 was APPROVED.</p>							

Information Items/Reports

142/25/26	<p>Clerk's Report</p> <p>A written report was circulated with the agenda. APPENDIX 1.</p> <p>Additionally, the Clerk verbally advised members that the insurance claim for the damaged play equipment, on the Holymead, had been approved by the insurers to the sum of £9,406.30. And, that Holybrook had been selected to trial a dashboard for West Berkshire Council related to its 'Report and Problem' page. The Clerk has provided feedback to West Berkshire Council.</p>	
143/25/26	<p>Delegated Task Register</p> <p>A written report was noted.</p> <p>It was AGREED, following a suggestion of the Chairman, that any outstanding actions on the Delegated Task Register are added to the next agenda as discussion topics so that the items can either be dismissed or an action plan agreed.</p>	Clerk
144/25/26	<p>Chairman's Remarks</p> <p>Members were reminded that the Annual Assembly is being held on Monday 30th March and that Members should be alert to information coming out in due course. Members were also encouraged to think about nominations for the Community Spirit Awards.</p>	
145/25/26	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was 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: 146/25/26.</p>	

Monday 12th January 2026

Beansheaf Centre/Parish Office:

Maintenance:

17/12/2025 Water Regulations survey completed of the Beansheaf Centre. There were no actionable findings (report enclosed for information).
05/01/2026 Linear Hall shutter broken again. Investigation to be completed on 07/01/2026
05/01/2026 TRV broken off in kitchen repair required
22/01/2026 Legionella Risk Assessment due
09/02/2026 Fire Risk Assessment due

Centre:

PRS Licence obtained for the Centre covering regular hirers who use music but do not, currently, have the PRS Licence. The Licence covers the annual year 2025.

06/01/2025 A 'Review of Small Business Rates Relief' form has been completed and returned to West Berkshire Council.

Office:

Administration Assistant attended a 'show and tell' call regards Holybrook becoming a West Berkshire Directory champion.

The Clerk completed a survey on behalf of Zurich Municipal. As a 'thank you' a £50.00 Amazon gift voucher was awarded which will be used to purchase cleaning products.

15/01/2026 Clerk meeting with Friends Place to discuss Emergency Planning.

28/01/2026 All staff attending 1st Aid Training Course.

Parish:

Playgrounds:

Quarterly RoSPA reports have been received. There are some minor issues which require addressing.

General:

22/12/2025 Clerk attended a site meeting with a representative from the Heritage Forum to complete the photos of the proposed assets for listing. The meeting was both interesting and a success.

22/12/2025 Review of dropped kerbs completed.

22/12/2025 New CCTV signs installed on the outside of the Beansheaf Centre and images of persons concerned with damage to the outside toilets captured and reported to the Police.

01/01/2025 Report received of a deceased swan in Linear Park. This was onward reported.

Local Government Review Response:

A response has been received from Ministry of Housing Communities and Local Government following the Council's letter to the department in December (see attached).

West Berkshire Council Planning Decisions:

Monday 12th January 2026

Chairman's Initial of loose-leaf page _____

Application Number	Location	Application Proposal	Decision
25/02336/HOUSE	27 Charville Drive, Calcot, RG31 7AU	Single storey side extension and front porch.	Granted
25/02488/CERTP	3 Grantham Road, Reading, RG30 3NJ	Extend front of porch by 1m from front door.	Lawful