



# 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 13<sup>th</sup> April 2026

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

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

**Vice Chairman:** Cllr Bedwell

**Also Present:** Cllrs Albanese, Croal, Mistry, Moore, Salau, Somner and Veerati.

**Officers:** Pam Kirkpatrick (Clerk)

**Circulation** All Council Members and District Councillors

### Open forum for members of the public

Mr Griffin was present to provide his presentation to councillors.

### District Councillors' Report

District Cllr Somner provided a verbal report to Members, the main points of which were as follows:

- Executive meeting was held on 19<sup>th</sup> March 2026 with the main discussion points being: 2025/26 performance report for Q3 and 'decisions following public consultation'.
- Full Council meeting was held on 26<sup>th</sup> March 2026 with the main discussion point being statutory pay policy for staff and Swift bricks.
- Pedestrianisation of Northbrook Street which was recently in the press following a leaked report.
- The Northcroft Lido is reopening shortly for the spring and summer period.
- Shaw House now has an interactive visitor experience.
- Plastic tubes can now be deposited into your household plastic recycling.
- Bikeability will be holding a course at the Cotswold Centre on 27<sup>th</sup> May 2026.

Cllr Bedwell questioned what is happening to the Kennet Centre and Cllr Somner responded that a planning application has now been accepted and it is going to be dwellings. The cinema and car park will remain.

### Prospective new councillor presentation – Mr Andrew Griffin

Mr Griffin provided a short verbal presentation outlining his history of living in Holybrook, his family, and relevant work experience. He also stated that he was keen to help preserve the area, serve the entirety of the Parish, and give back to the community in which he lives.

# Council Meeting Minutes – Monday 13<sup>th</sup> April 2026

Announcement of Public Session and Evacuation Process

No.	Notes	Action
01/26/27	<p><b>Apologies received for absence</b></p> <p>Members noted and accepted apologies from Cllr Sharma.</p>	
02/26/27	<p><b>Declarations of interest relevant to the agenda</b></p> <p>Cllr Somner – non-pecuniary: Item 7: Planning. Cllr Moore – non-pecuniary: Item 6: Grants</p>	
03/26/27	<p><b>Approval and adoption of the minutes</b></p> <p>a) Members reviewed the minutes of the Full Council Meeting held on Monday 9<sup>th</sup> March 2026. These were <b>APPROVED</b> and <b>ADOPTED</b> with a minor amendment noted (item 155/25/26, should have stated that Cllr Moore did not vote on planning 26/00100/HOUSE due to his declared interest). Proposed by Cllr Bedwell and seconded by Cllr Albanese.</p> <p>b) Members reviewed the minutes of the Extra Ordinary Full Council meeting held on Monday 30<sup>th</sup> March 2026. These were <b>APPROVED</b> and <b>ADOPTED</b>. Proposed by Cllr Albanese and seconded by Cllr Moore.</p>	

## Council Decisions/Ratification of Committee Recommendations

04/26/27	<p><b>Co-Option of prospective new councillor</b></p> <p>Member unanimously <b>AGREED</b> to co-opt Andrew Griffin to Holybrook Parish Council.</p> <p>Mr Griffin was invited to join the Council table where he duly signed a Declaration of Acceptance of Office which was witnessed by the Clerk.</p> <p>Mr Griffin has previously been provided with an agenda pack (bar information deemed as confidential).</p>	
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05/26/27	<p><b>Financial decisions</b></p> <p>a) Members <b>APPROVED</b> payment sheet 13-2026/26.</p> <p>b) Members <b>APPROVED</b> payment sheet 01-2026/27</p> <p>c) Due to service standards and cost increases, Members considered a reduction in each of the following three services:</p> <p>i. Weekend cleaning of the Beansheaf Centre. <b>AGREED</b>, the benefit of this service outweighs the price increase (which the Clerk has negotiated down to a more reasonable level). Therefore, this service is to be retained provided the current level of service is maintained. Members <b>ACCEPTED</b> that the price increase, for the whole cleaning service, meant that the 2026/27 budget for 'cleaning' will be exceeded by approximately £650.00</p> <p>ii. The food waste collection service is to be ceased due to the poor service and poor take up from Centre users. However, before ceasing the services, Beansheaf Pre-School to confirm that it is happy to remove and dispose of its own food waste.</p>		
05/26/27 cont.	<p><b>Financial decisions continued</b></p> <p>iii. Members <b>AGREED</b> that the cost of payroll administration is excessive particularly as the service delivery is deemed as not sufficient by the Clerk. However, the Council is locked into a 5-year agreement with the current provider (ending in 2029). Therefore, it was <b>AGREED</b> that the Clerk investigate a possible buy out from the existing service with the outcome being reported back to full council for a final decision.</p>		
06/26/27	<p><b>Grant applications</b></p> <p>Members considered a grant application from Standby Volunteer Group to the sum of £600.00 which was <b>APPROVED</b> unanimously (bar Cllr Moore who did not vote due to his declared interest).</p>		
07/26/27	<p><b>Planning: New applications</b></p> <p>Members debated the following planning applications and <b>AGREED</b> the Council's response to each (Cllr Somner did not vote due to his declared interest).</p>		
<b>Application no</b>	<b>Address</b>	<b>Proposal</b>	
26/00651/HOUSE	12 Bainbridge Road, Calcot, Reading, RG31 7BE	Erection of a single storey extension on the rear elevation	
<b>NO OBJECTIONS.</b>			
26/00617/HOUSE	47 Hawkesbury Drive, Calcot, Reading, RG31 7ZR	Proposed side extension and porch infill	
<b>NO OBJECTIONS.</b>			

26/00719/OOD	Out Of District Reading Borough Council Station Hill Reading RG1 1NF	Out Of District Planning Consultation RBC: Ref PL/26/0415 - Reserved Matters application pursuant to Outline Planning Permission ref. 192032 for the development of Plots A, B and D at Station Hill, Reading, comprising the erection of two buildings to provide residential units (Use Class C3), including affordable housing, ground floor flexible commercial units (Use Class E), resident amenity space, associated landscaping and public realm works, including Station Hill Gardens and to Station Hill Square, new pedestrian routes, cycle parking, servicing, refuse storage, plant and ancillary infrastructure, with all associated works. Discharge of conditions which are triggered with the Reserved Matters Application including Conditions 54(iii), 63, 75, 76, 86, 94, 95, 96, 99, 107 and 112.
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**NO COMMENT.**

08/26/27	<p><b>Holybrook Parish Plan – review and delegation</b></p> <p>Members reviewed the Parish Plan which was released in 2006 following extensive public consultation.</p> <p>Review revealed that many of the items requested have been completed including, but not limited to, a sensory garden, the Underwood Road redevelopment, provision of café/tea bar in the Linear Park. However, some items remain outstanding such as speeding traffic (although this is being addressed by the Community Speed Watch team), e-scooters, graffiti (this had significantly reduced but has started to reappear in recent months), litter (being addressed by community litter picks) and dog foul.</p> <p>Members <b>AGREED</b> that a full review of the outstanding projects in the plan be <b>DELEGATED</b> to the Community &amp; Environment Committee.</p> <p>It was further <b>AGREED</b> that a public statement be made about what the plan achieved and which projects have been delivered.</p>	<p><b>C &amp; E committee</b></p>
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<p><b>09/26/27</b></p>	<p><b>Water – review of current situation and agree next steps</b></p> <p>Members received a verbal and written report on the rising water costs at the Beansheaf Centre and possible reasons for this rise including over estimation of bills, possible cross billing (due to an adjacent unregistered meter) or faulty meter. Following which:</p> <ul style="list-style-type: none"> <li>- Members <b>REJECTED</b> the following services offered by the water supplier: meter test/replacement (at a cost of £99 or free if no fault found), and supply/meter verification (at a cost of £218 or free if no fault found).</li> <li>- Cllr Tull counter proposed that a slave meter be installed on the Beansheaf Centre’s internal pipework so that readings can be compared to the readings on the supplier’s meter. Should a discrepancy be recorded, there would be evidence of a fault with the supplier’s meter or potential of cross billing. <b>AGREED</b>. Members further <b>AGREED</b> a maximum cost for purchase and installation of £500 using the ‘repairs’ budget.</li> <li>- Cllr Tull will plot the rising costs by month ready for presentation to the water provider.</li> <li>- Members requested that, depending on the result of the slave meter, Cllr Somner, in his capacity of District Councillor, raise the issue with West Berkshire Council.</li> <li>- Members <b>AGREED</b> that ‘water’ be kept on the agenda going forward and until the issue had been fully addressed and resolved.</li> </ul>	<p><b>Clerk</b></p> <p><b>Cllr Tull</b></p>
<p><b>10/26/27</b></p>	<p><b>Inconsiderate Parking/White Linear Marking Reports</b></p> <p><b>AGREED:</b> that a working party is formed consisting of Cllrs Tull, Somner, Griffin and Croal that is to review the white line markings and double yellow lines in Holybrook Parish. Particularly: a possible new parking bay at the top of Calcot Place Drive (including ‘give way to oncoming traffic signs’), double yellow lines around road corners on Carters Rise and near the bus sump on Underwood Road. And, remarking of white lines at the ends of roads in Dorking Way. Narromine Drive also to be considered.</p> <p><b>DELEGATED:</b> Clerk to contact West Berkshire Council’s Highways Team to arrange a date for a survey to be completed or a meeting to discuss the working party’s findings.</p>	<p><b>Working Party – CT, RS, AG &amp; CC</b></p> <p><b>Clerk</b></p>
<p><b>11/26/27</b></p>	<p><b>Memorial Plaque</b></p> <p><b>APPROVED</b> unanimously that a memorial plaque be purchased to the maximum sum of £50 using the earmarked reserve ‘Memorials’.</p>	<p><b>Clerk</b></p>

12/26/27	<p><b>Delegated Task Register review</b></p> <p>Members reviewed the Delegated Tasks register noting relevant updates. It was <b>AGREED</b> that the following items are removed:</p> <ul style="list-style-type: none"> <li>- Investigate possible signage to deter inappropriate use of bins.</li> <li>- Formal survey of A4 Bath Road/Mill Lane footpaths.</li> </ul> <p>It was <b>AGREED</b> that the request for a speed bump on the Linear Park entrance driveway be removed and replaced with 'pre-school to investigate and/or design warning signs for drivers to reduce their speed.</p> <p>It was <b>AGREED</b> that the Clerk investigate the possible installation of a GSM phone to replace the current pay phone that is sited in the Beansheaf Centre. Payphone to be retained until a suitable alternative has been sourced.</p> <p>It was <b>AGREED</b> that Cllr Tull, with a group of volunteers, organise walks and survey of the Parish's biodiversity. It was further <b>AGREED</b> that £20 be spent on identifying guides using the Events budget. Members noted that Beansheaf Pre-School holds a biodiversity week and that the Friends of Linear Park are posting a lot of photos on social media of biodiversity in Holybrook Parish. It was mentioned that BBOWT may be able to support biodiversity efforts.</p>	<p><b>Pre-School</b></p> <p><b>Clerk</b></p> <p><b>Clerk/Cllr Tull</b></p>
13/26/27	<p><b>West Berkshire Council – Consultation – proposed amendment to the Hackney Carriage and Private Hire Licensing Policy 2025-2030</b></p> <p><b>AGREED:</b> no response.</p>	
14/26/27	<p><b>Beansheaf Premises Licence</b></p> <p><b>AGREED:</b> Clerk to investigate the possibility of disapplying the Designated Premises Supervisor (DPS) requirement for the premises licence at the Beansheaf Centre. If this is not possible, the Council does wish to retain the premises licence and, therefore, the replacement staff member will need to train to become a DPS.</p>	<p><b>Clerk</b></p>
15/26/27	<p><b>Bank Accounts and Account Signatories</b></p> <p><b>AGREED:</b> Cllr Harish Mistry is to be added as a signatory to all Parish Council bank accounts which currently consist of:</p> <ul style="list-style-type: none"> <li>a) Santander</li> <li>b) Nationwide</li> <li>c) Unity Trust Bank</li> </ul> <p>The current Clerk, Pam Kirkpatrick, is to be removed as signatory from all accounts from 30<sup>th</sup> April 2026 with her replacement being added when appointed.</p>	

## Information Items/Reports

16/26/27	<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, Members were provided information from the PCSOs regarding the Linear Park disabled toilet vandalism, information on the improvement of the Sainsbury's/Dorking Way junction following a recent spate of accidents at this location, and information from West Berkshire Council regarding the Linear Park gate locking/unlocking. It was <b>AGREED</b> that the Linear Park gate locking/unlocking be added to the next full council agenda for formal discussion and resolution. Clerk to inform West Berkshire Council of this.</p>	Clerk
17/26/27	<p><b>Audit – Year end 2026/27</b></p> <p>Due to expenditure which, in 2025/26, exceeds a total of £200k, Holybrook is subjected to an intermediate review at External Audit.</p>	
18/26/27	<p><b>Silver Anniversary Event</b></p> <p>Cllr Albanese provided a verbal report on the event details so far included the activities arranged, stall holders that are confirmed and food/drink offerings.</p> <p>The Clerk confirmed that the TENs licence and PPL/PRS licence applications will be made during the current week after a meeting with Cllr Albanese on the site layout.</p> <p>Cllr Albanese confirmed that Councillors will be required on the day of the event to help with setting up.</p> <p>Cllr Albanese to provide the Clerk with information on the decorations that are to be ordered.</p> <p>More advertising is required.</p>	Clerk All Cllrs KA Office
19/26/27	<p><b>West Berkshire Council's Vehicle Activated Signs (VAS)/Speed Indicator Device (SID) Policy update</b></p> <p>Members acknowledged the information enclosed with the agenda on West Berkshire Council's VAS/SID Policy. Members <b>AGREED</b> that, at this stage, there was no requirement to reintroduce VAS/SIDs onto the Parish Council's agenda.</p>	
20/26/27	<p><b>Dr Ellerton's Charity Report</b></p> <p>Cllr Bedwell gave a verbal report on Dr Ellerton's charity including a brief synopsis of the charity's purpose and that Calcot and Kennet Valley Schools had each been awarded £1,000. The next meeting of the charity is in May 2026.</p>	
21/26/27	<p><b>Chairman's remarks</b></p> <p>Cllr Tull reflected on the Annual Parish Assembly noting that it went extremely well with an excellent key-note talk from Mike Green on nature photography and that the event ran to the planned timings. The Administration Assist was noted for their involvement in the event and particularly their professional approach to communication.</p> <p>Members were advised that the next District Parish Conference is being held on Wednesday 29<sup>th</sup> April. Cllrs Tull and Croal are attending via Zoom. Cllr Bedwell requested to also attend via Zoom.</p>	



Minutes prepared by:	Pam Kirkpatrick, Clerk
Minutes dated:	16 <sup>th</sup> April 2026

## APPENDIX 1

# Clerk's Written Report:

Monday 13<sup>th</sup> April 2026

### Beansheaf Centre/Parish Office:

#### Maintenance:

##### Centre:

- 11/03/2026 Defibrillator repair – low heat in box.
- 28/03/2026 Air conditioning service completed.
- 09/03/2026 Paint refresh of the lower wall in The Keep completed. New mirrors installed in ladies' and gentleman toilets plus a refresh of the sealant around the sinks.

##### Parish:

#### Playgrounds:

- 30/03/2026 RoSPA Reports received. No major findings. One old wooden bench requires removal from the Dave Prior Diddy Park. All other minor repairs are booked with GN Maintenance for the second week in April.
- The Dave Prior Diddy Park overgrown foliage cutbacks are scheduled for the third week of April.

#### General:

- 10/03/2026 Report received of graffiti on some bus stops. Removal has been arranged.
- 11/03/2026 Following several recent road traffic accidents on the A4 Bath Road at the Sainsbury's Junction, the Clerk contacted West Berkshire Council's (WBC) Highways Safety Team. Following input, WBC has agreed that there are improvements that can be made. The Clerk will be updated when a plan has been agreed.
- 11/03/2026 New lock system has now been implemented at the Linear Park outside toilets.
- 12/03/2026 The bench plaque design suggested by West Berkshire Council has been withdrawn and WBC has opted for a simpler version.
- 13/03/2026 Report received from Cllr Veerati regarding the condition of a signpost outside of Calcot School which, despite being out of Parish, was onward reported to West Berkshire Council for urgent action.
- 23/03/2026 West Berkshire Council has agreed to include The Garage on new signage at the top of the Linear Park entrance driveway. Clerk waiting on the design and costings.
- 26/03/2026 Following a residential request, the Community Payback Team cleared a footpath between Goodwin Close and Orkney Close.

Monday 13<sup>th</sup> April 2026

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## Finance:

- West Berkshire Council has now started charging the Council Rates. The value for 2026/27 is £800. Having paid £0 rates over, at least 7-years, the Council had not budgeted for this sum.
- O2 is increasing the cost of the mobile phone by £1.50 per month from April 2026.
- Tactical is increasing its prices from 1<sup>st</sup> May 2026. There is expected to be a minor impact on the budgeted sums.
- Relyon is increasing its prices from 1<sup>st</sup> April 2026. The Clerk has questioned the significant increases and awaits a response.
- Berkshire Pension Fund has confirmed that the employers' contribution rate for the next three years will be 24%.
- The Council's Insurance has been renewed with Zurich as agreed at the cost of £6,091.19 (no discount was available due to the higher level of cover for Public Liability).
- Moorepay is increasing its prices by 5% from 1<sup>st</sup> May 2026. This is above the rate of inflation. The Council's contract with Moorepay runs until 2029.
- Suez will be charging a fuel surcharge on all collections from 1<sup>st</sup> April 2026 of 3.02%. This will be charged in arrears.

## Other:

- Holybrook Parish Council's Armed Forces Covenant has been accepted. This will be advertised on the Council's website.
- The Clerk cancelled her IOSH training. No monies were lost.
- The Garage stable door job was advertised on Check A Trade with no companies coming forward for the job.