



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 22nd June 2026

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

Present **Chairman:** Cllr Tull

Vice Chairman: Cllr Albanese

Also Present: Cllr Bedwell, Croal, Moore, Veerati

Officers: Laura Norgate (Parish Operations Manager)

Circulation All Council Members and District Councillors

Open forum for members of the public

No members of the public were present

Presentation to Caroline Lengahan for her 10 years of service

Cllr Tull welcomed Caroline to the meeting and recognised her 10 years of dedicated service to the Council. On the 1st of June, Caroline was presented with a Letter of Commendation, a Bronze Service Badge and flowers in recognition of her commitment and contribution.

All Members thanked Caroline for her hard work in managing the Beansheaf Centre bookings and the many associated administrative tasks, noting that her dedication, friendly, cheerful manner has played a significant role.

District Councillors' Report

Cllr Somner provide short verbal report to Members, the main points of which were as follows:

New elected members of West Berkshire Council:

- Chairman: Stephanie Stevenson
- Vice Chairman: Martha Vickers

Executive meeting was held on the 21st of May 2026 with the main discussion points being:

- Adoption of the Playing Pitch Strategy
- Adult social care and assessments
- Transparency on Net Zero 2030 targets
- Ongoing Grazeley Solar Farm project
- New scheme launched by Solar Togher on the 1st of June to help reduce carbon emissions
- Council's free recycling workshops for schools

Cllr Tull questioned if there were any updates on the Government's decision regarding local government reorganisation and Cllr Somner advised there is no official communication yet.

Council Meeting Minutes – Monday 22nd June 2026

Announcement of Public Session and Evacuation Process

No.	Notes	Action
27/26/27	Apologies received for absence Members noted and accepted apologies from Cllr Griffin, Mistry, Salau and Sharma	
28/26/27	Declarations of interest relevant to the agenda None	
29/26/27	Approval and adoption of the minutes Members reviewed the minutes of the Full Council Meeting held on Monday 18 th May 2026. These were APPROVED and ADOPTED with a minor amendment noted (spelling mistake on item 1). Proposed by Cllr Somner and seconded by Cllr Albanese ACTION: Amend spelling mistake on item 1	POM

Council Decisions/Ratification of Committee Recommendations

30/26/27	Planning		
Application no	Address	Proposal	
26/01053/FUL	101 Underwood Road, Calcot, Reading, RG30 3PA	This is a change of use application from residential dwelling C3 to residential children's home C2. No internal or external changes to main house, garage removal to enable tandem driveway parking spaces.	
OBJECT.			
It was AGREED that the Parish Operations Manager is to complete and return the 'Observations of Town/Parish Council' decision objection.			
31a/26/27	Financial Decisions a) Payments listed on payment sheet 3 2026 / 2027 were APPROVED b) All members completed the AGAR return as required c) Parish Operations Manager was delegated to publish and submit the documents to the external auditor by the 30 th of June		POM

31b/26/27	Financial Decisions Members reviewed and AGREED the motion to terminate the contract with Moorepay and move to Worknest for payroll functions as of 31st July 2026. Cllr Somner proposed that a letter of complaint is raised against Moorepay; Cllr Moore seconded, members agreed unanimously. ACTION: To raise a formal complaint with Moorepay regarding recent breaches of contract and liaise with Worknest to finalise the new contract to commence 1st August 2026.	POM
31c/26/27	Financial Decisions A(i): Members APPROVED the additional tree works at Underwood Road, Diddy Park A(ii): Members APPROVED the works for Phase 2 A(iii): Members reviewed and APPROVED the suggested maintenance programme B) Members APPROVED the replacement bucket swings at Underwood Road, Diddy Park C) Members reviewed and APPROVED the replacement miscellaneous parish office equipment D) Members APPROVED the new signage with the parish label for the Beansheaf Centre and Café	
32/26/27	Water Consumption Cllr Moore provided a verbal report on the current water consumption; Cllr Moore advised that bill is expected to increase this month due to the successful Football Tournament in June but should decrease in the future as ongoing maintenance issues have been resolved (leaks and constantly flushing toilets). ACTION: Send Water website details to Cllr Moore	Cllr Tull
33/26/27	Community & Environment Committee Cllr Croal provided a verbal report on the last Community & Environment meeting primarily potential events for the coming year, and litter pick schedules were discussed and AGREED. There is potential to join with FOLP in October for their planned tree planting event at Fairfields; details to be issued.	

34/26/27	Policy & Documents Review Members APPROVED the policy amendments	
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Information Items/Reports

35/26/27	POM Report Members received a written report from Cllr Tull informing them of Parish business not already included on the agenda; this included the various ways the Council has been able to help the residents, by finding keys, giving advice and investigating ongoing issues to source reliable resolutions.	
36/26/27	Delegated Task Register Cllr Tull advised all, in the next Full Council meeting there will be an amended task register which will be more interactive, cover all projects and have an assigned status.	
37/26/27	Chairman's Remarks Cllr Tull thanked all councillors for their support during her interim cover of Parish Operations Manager and stated that an operations manual will be implemented to ensure the best cover for annual leave / sickness. ACTION: Finalise operations manual	POM
Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members are asked to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items 24/26/27 – 27/26/27. There were no members of the public or press present.		
38/26/27	Training Induction & Staff Update Cllr Tull reiterated the importance of the operations manual, cross training for all office staff and ensuring that mandatory training is completed.	
	There being no other business, the meeting closed at 21:12pm	

Signed:  Dated: 27.07.2026

Minutes prepared by:	Laura Norgate – Parish Operations Manager
Minutes dated:	29 th June 2026