



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Clerk's Written Report:

Monday 1st September 2025

Beansheaf Centre/Parish Office/Kiosk:

Maintenance:

15/07/2025 Shutter in Linear Hall broken and repaired (stated in previous meeting).

Office:

25/09/2025 The Clerk will be attending Emergency Training at West Berkshire Council offices. Following this, the local clerks will meet to discuss plan alignment.

24/07/2025 Reading Borough Council requested a copy of the Council's 2025/26 budget which was supplied to enable it to gather evidence for the Secretary of State.

13/08/2025 Rialtas was upgraded to Rialtas Web ready for the Parish Office move over to laptops from Desktops. Outstanding is Net2 Set up which will be an additional cost of £427.00 +VAT.

22/08/2025 Clerk attended and officer to officer meeting with Reading Borough Council regards the proposed boundary changes. Meetings between leaders and Chairman is currently being arranged and public sessions are being publicised.

During July and August the office has received 5 emails of people interested in becoming Parish Councillors. Each has been responded too and invited to attend the September full council meeting. The Council currently has 5 vacancies.

Centre:

28/07/2025 Complaint received from resident that an event was using power from the Centre. On investigation the complaint was upheld and, therefore, actions have been taken against the hirer.

18/08/2025 Solar panel installation commenced and the work is now complete.

Water:

It appears that the Kent meter (the old one that looked like it was disused) is reading the water from: the outside toilets, garage and changing rooms. However, this meter is not registered with any supplier.

Our meter was reading from the Centre.

Whilst at our meter, it was observed that the lower digits were constantly going up (but not significantly suggesting a dripping leak: readings went from 001772.311 to 001772.366 in the space of around 20 minutes). When moving around the building it was noticed that the men's urinal is constantly dripping between rather long flushes. Therefore, here are some recommendations for the Council's consideration:

- 1) That it is approved the urinal in the men's toilet is replaced with a push flush urinal using the 'repairs' budget
- 2) That our water supply is stopped at the water meter and a final check on usage is made (it could be that both water supplies are running through our meter, and this is the only way to determine this). A plumber or specialist tool maybe required for this.
- 3) If, the changing of the urinal does not help with the water issue; an expert is employed to attempt leak detection.
- 4) If, when turning off the water at the meter, the changing rooms etc are not affected, WBC to be informed of the old Kent meter.

Parish:

- 22/07/2025 Report received of anti-social behaviour in Linear Park (also on social media). Onward reported to the appropriate authorities.
- 22/07/2025 Reports received regards speeding vehicles on Calcot Place Drive (via WBC Report a Problem). This has been onward reported to the appropriate authorities. NOTE: there have been several reports on social media and directly to the Community Speed Watch team about speeding cars at nighttime through the Parish.
- 23/07/2025 Provided information to a resident who has difficult with overgrown foliage from a neighbour's garden.
- 25/07/2025 Report received that the new bus shelter installation is slightly delayed. However, Kettering Close (NW) has now been installed with Pemberton Gardens and Ledbury Drive expected w/c 8th September.
- 25/07/2025 A request was received on the process of how to make a formal complaint about 'the state of a local playground'. A response was issued but, to date, no complaint has been received.
- 29/07/2025 Residential complaint received following newsletter delivery stating that their door was being banged at 6.30am. This has been raised with the delivery company who is investigating as this delivery time is not within their standard operating hours.
- 04/08/2025 Resident complaint received following footpath treatment works on Rangewood Avenue. The complaint was onward reported to West Berkshire Council who provided a swift response.
- 04/08/2025 Two nitrous oxide cannisters have been retrieved from parks in Holybrook. These have been onward reported to the appropriate authorities and disposed of by West Berkshire Council.
- 04/08/2025 Report received from West Berkshire Council that the footpath improvement works between Angus Close and Graham Close were completed the previous week. The sign replacement on the A4 was due at the end of August/beginning of September.
- 12/08/2025 Friends of Linear Park advised that the cages have now been installed around the Covid Memorial trees on Underwood Road. Invoice awaited.
- 12/08/2025 A report was received in the office of a 'squeaking' tree in Linear Park. This was onward reported to Friends of Linear Park and West Berkshire Council. To date, the tree has not been identified.

- 14/08/2025 Report received a fallen goal in Linear Park (leaving a dangerous piece of metal protruding from the ground. This was onward reported to West Berkshire Council who is responsible for the Park.
- 20/08/2025 Complaint received regards one of West Berkshire Council's playgrounds which has a lot of stinging nettles. Complainant responded to and details forwarded to WBC who has taken action to have the matter resolved.

Following residential complaints, the Clerk has been working with Sovereign Housing and a resident to have overgrown foliage cut back. After some time, the matter has now been addressed.

Playgrounds:

- 20/07/2025 Quote received for fence repair and vegetation cut-backs at the Underwood Playground. Cost £582.00.
- 22/07/2025 The 1st Theale & Calcot Scout Group planted a new tree on the Holymead Recreation ground as agreed by the Council. A report will go in the next newsletter.
- 28/07/2025 Removal of dumped waste from Holymead playground. Cost £2.33+ VAT.
- 31/07/2025 Play equipment in the Holymead playground was set alight at approximately 23.19. The incident has been reported to the appropriate authorities along with CCTV footage.
- The company who is due to install the new youth shelter has been asked to survey the equipment and inform the council if full replacement is required or whether the equipment is salvageable.
- 22/08/2025 Complaint received from resident regards significant graffiti on the Holymead playground equipment. Our contractors were instructed to remove as a matter of priority. The graffiti has been onward reported to the police as names were included.

Finance:

- BACS has now been deactivated.
- Santander has advised that the Parish Council's account, from, at the earliest, 1 October 2025, will be changed to a 'Business Current Account'. Main changes to be aware of:
 - o A monthly account fee of £9.99 will be applied (not budgeted for).

The account type has been questioned with Santander and a response is awaited.

- Adobe will auto renewal on 21/09/2025 at a cost of £238.75 inc VAT.

Local Government Pay Update

Pay award for 2025/26 has now been agreed at an increase of 3.2% on all pay scales effective from 1st April 2025. This has been applied to all staff salaries in accordance with Council policy.

West Berkshire Council Planning Decisions:

| Application Number | Location | Application Proposal | Decision |
|--------------------|--|---|----------------|
| 25/01042/HOUSE | 33 Bath Road, Calcot, RG31 7QH | Section 73: Variation of Condition 2 (Approved Plans) of planning permission 24/01236/HOUSE - Rear extension to the existing house. Garden gym room. Front porch and dormer window. | Granted |
| 25/00834/CERTP | 27 Charlville Drive, Calcot RG31 7AY | Single-storey side extension width 5.5m, depth from original side wall 3m, maximum height (to the ridge) 3.85m, eaves height 2.7m and small front porch extension width 2.2m depth 1m, height under 3m. | Refused |
| 25/01404/HOUSE | 9 Dorking Way. Calcot | Removal of existing conservatory and construct new side extension. | Granted |

West Berkshire Council – information only

- West Berkshire Council has proposed no changes to the Winter Service Plan and, therefore, no comment was submitted to the formal consultation which expired on 22nd August 2025.
- West Berkshire Council's response regards the Green Waste charges is attached below.
- West Berkshire Council's Planning Enforcement responses are enclosed regards Land West of Dorking Way including: Non-compliance with conditions 2, 20 and 25, outstanding issues with the outskirts of the sit, including failed trees and debris, and alleged breach of conditions – bio work not completed.

'Thank you for your email regarding the 2025/26 garden waste subscription charges. I appreciate you taking the time to share your residents' concerns.

The Council has introduced a new pricing structure for the garden waste service this year, replacing the previous flat-rate fee with a charge based on your property's Council Tax band. This change is part of our commitment to phasing out the charge over time, with a focus on supporting those who are less likely to afford the service.

By linking the fees to Council Tax bands, we are helping to keep the service accessible to as many residents as possible, while managing resources responsibly. Under the new model:

- Households in bands A–C will pay less than last year*
- Band D households will pay the same*
- Households in bands E–H will pay a little more*
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We understand your concern about the Council tax band not always being representative of the size of a household's garden. It is also important to note that even at the highest rate (i.e. £75), our charges remain lower than the flat rates currently being charged by many neighbouring councils. For example:

- Wokingham – £90*
- Windsor & Maidenhead – £88*
- Basingstoke & Deane – £84.90*
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Garden waste collection is not part of the statutory waste services the Council is required to provide. It is offered as an optional, paid subscription for households that wish to participate. Revenue generated from subscriptions helps to cover the cost of providing this discretionary service.

The new charges were set out in the Council's published Fees and Charges schedule for 2025/26. This charging approach formed part of the Council's overall 2025/26 revenue budget proposals, which were:

- Published and available to the public in advance of formal meetings*
- Considered as part of the budget-setting process*
- Debated and approved at public meetings of the Executive (13 February 2025) and Full Council (29 February 2025)*
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These meetings are open to the public, and residents are welcome to attend, watch online, and submit questions in advance.

As a discretionary service, the garden waste collection service remains entirely optional. Households that do not wish to subscribe are encouraged to:

- Compost garden waste at home ([Recycle Now](#) offers advice on how to compost, should this be of interest)*
- Dispose of it free of charge at any of the Council's Household Waste Recycling Centres (HWRCs)*

We sincerely hope that many residents will choose to continue using the garden waste collection service, where home composting is not feasible or delivery to the HWRCs is not a full solution for their garden waste needs. The service also contributes to the circular economy, as the garden waste collected is processed at our Padworth facility into PAS 100 certified soil conditioner. This is then used by local farmers and landscapers to enrich soil, improve structure, and support healthy plant growth.

I hope your stakeholders will be suitably reassured by this response. Please let me know if anything else is required.'