



# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

## Clerk's Written Report:

Monday 12<sup>th</sup> 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.

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

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| 15/01/2026 | Clerk meeting with Friends Place to discuss Emergency Planning. |
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| 28/01/2026 | All staff attending 1 <sup>st</sup> Aid Training Course. |
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### Parish:

#### Playgrounds:

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

#### General:

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| 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 damaged 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:**

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