



# 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.

- 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 1<sup>st</sup> 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 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, Calcot, Reading, RG31 7AU	Single storey side extension and front porch.	<b>Granted</b>
25/02488/CERTP	3 Grantham Road, Reading, RG30 3NJ	Extend front of porch by 1m from front door.	<b>Lawful</b>