

# Brightwalton Parish Council

## Full Council meeting

Monday 11<sup>th</sup> May 2026 7:30pm at Brightwalton Village Hall

All members of the council are hereby summoned to attend this meeting to conduct the following business.

### Agenda

- 1. Election of a Chairman and appointment of a Vice Chairman**  
To elect a Chairman, and appoint a Vice Chairman, of the Parish Council for the municipal year 2026/27.
- 2. Apologies for absence**  
To receive apologies for absence from Members of the Council.
- 3. Declarations of Interest**
  - i. To receive declarations of interest from Members of the Council.
  - ii. To remind Councillors to review and update as necessary, their Declaration of Interests form to reflect any recent changes.
- 4. Minutes of previous meeting**  
To approve the minutes of the meeting held on 9<sup>th</sup> March 2026.
- 5. Chairman's Report 2025/26**  
To receive the Chairman's report on council activities during the year 2025/26.
- 6. Open Forum**  
To receive any questions, comments, or representations from parishioners. This agenda item will be for a maximum of 10 minutes. No decisions can be made by the Council during open forum.
- 7. West Berkshire District Councillor Clive Hooker**  
To receive an update from Cllr Hooker.
- 8. Community Coordinator**  
To receive an update from the Community Coordinator, Katherine Moore.
- 9. All Saints PCC**  
To receive an update from All Saints PCC.
- 10. Village Hall Committee**  
To receive an update from Brightwalton Village Hall Committee.
- 11. Planning**
  - i. To consider the following planning application:

Application No.	Address	Details	Consultee response deadline
26/00902/HOUSE	Killybegs	New 1 <sup>st</sup> floor window	20 <sup>th</sup> May 2026

Brightwalton Parish Council Clerk – Mel Taylor

Email: [clerk@brightwalton-pc.gov.uk](mailto:clerk@brightwalton-pc.gov.uk)

Signed: *Mel Taylor* 5<sup>th</sup> May 2026

ii. To note the following planning updates since the last meeting:

Application No.	Address	Details	BPC response	WBC determination
26/00019/LBC	Elm Cottage	Creation of new bathroom in existing room (currently used as a study)	No Objection	Approved
26/00223/COND	Brightwalton Stud	Approval of details reserved by Condition 7 Tree Protection & 11 CEMP	Not consulted	Approved
26/00414/TPC	Hope Cottage	S1 Sycamore with a deep cavity in the base within 5m of building and immediately next to oil tank. Remove to ground level	Not consulted	No objection raised
26/00417/TPC	Hope Cottage	Oak trees current height approx. 22m, reduce by 20%, crown raise to 3m	Not consulted	No objection raised
26/00418/TPC	The Lawns	Conifer hedge reduction, current height of hedge approx. 9m	Not consulted	No objection raised
26/00508/TPC	The Old Rectory	Eucalyptus Gunnii (Cider Gum) felling	Not consulted	No objection raised
26/00721/COND	Brightwalton Stud	Application for Approval of Details Reserved by Conditions 9, 14 & 17	Not consulted	Awaiting decision
26/00867/NONMAT	Brightwalton Stud	Application for a non-material amendment of condition 4	Not consulted	Awaiting decision
26/00919/COND	Elm Cottage	Application for Approval of Details Reserved by Condition 3	Not consulted	Awaiting decision

## 12. Section 106 Housing

To receive any updates regarding local housing matters that are subject to Section 106 local connection agreements (Cllr Goatley).

## 13. Highways

To note any highway matters received from West Berkshire Council.

## 14. Financial

### a) Financial Report

To receive a financial report for the year 2025/26 (1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026).

### b) Annual Governance and Accountability Return (if Internal Auditor's report is received ahead of the meeting, otherwise this item will be deferred)

- i. To confirm that Brightwalton Parish Council meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2025/26
- ii. To receive and consider the Internal Audit Report for the financial year 2025/26
- iii. To approve the Annual Governance Statement for financial year 2025/26
- iv. To approve the Accounting Statements for financial year 2025/26
- v. To approve the proposed dates for the exercise of public rights as Wednesday 3rd June 2026 to Tuesday 14<sup>th</sup> July 2026

### c) Payments

- i. To approve the following payment:

Payee	Amount	Invoice Number & Date	Due Date	Description
Playsafety	£104.40 (£87.00+VAT)	97027 05.05.2026	04.06.2026	Annual safety inspection of play area

Brightwalton Parish Council Clerk – Mel Taylor

Email: [clerk@brightwalton-pc.gov.uk](mailto:clerk@brightwalton-pc.gov.uk)

Signed: *Mel Taylor* 5<sup>th</sup> May 2026

- ii. To approve the following contractual payments for the year 2026/27:

M. Taylor - £418.08 (less PAYE) – Parish Clerk’s monthly salary  
Scofell - £336.32 (£280.27+VAT) – Grass cutting monthly charge

**d) HALC / NALC membership**

To consider renewal of membership of HALC (Hampshire Association of Local Councils) and NALC (National Association of Local Councils) for the year 2026/27 at a cost of £91.69 (£89.90 for 2025/26).

**e) Insurance Renewal**

Renewal of the Parish Council’s insurance for the year 2026/27 is due on 1<sup>st</sup> July 2026. A renewal quote has not yet been received from Zurich, however, the next Parish Council meeting is after expiry of the current policy. To ensure continuity, Council is asked to consider delegating authority to the Parish Clerk to renew the policy with Zurich at cost of up to a 5% increase on the 2025/26 premium of £353.66, with any increase in excess of 5% being referred to the Chairman and Vice Chairman for approval.

**f) West Berkshire Council Members’ Bids**

To note that West Berkshire Council Members’ Bids are open for applications until 25th May 2026 and to consider potential projects. A suggestion being Dunmore Pond enhancements, or potential projects to be considered under agenda item number 16.

**15. Play Area Inspections and Repairs**

- i. To consider any matters arising from play park inspections carried out by Cllr Cooper (March) and Cllr Goatley (April).  
Completed inspection reports must be sent to the Parish Clerk.
- ii. To receive the annual ROSPA safety inspection report and agree actions.
- iii. To consider a cost to repair the Junior Swing - replace top bar of wooden frame due to splits in the wood and reinstall swings, removed for safety reasons.
- iv. To consider a cost to install fencing to close an unofficial access point created in the western boundary of the play area.
- v. To receive an update from Cllr Goatley on installation of anti-slip grips on the climbing structure.
- vi. To receive an update from the Parish Clerk on installation of a replacement goal net.

**16. Activities & Projects for 2026/27**

To consider activities and projects for 2026/27, to establish priorities for the year ahead and preparedness for grant funding opportunities.

**17. Standing Orders, Financial Regulations, Risk Assessment & Asset Register**

To review and consider adoption of Standing Orders, Financial Regulations, Risk Assessment and Asset Register for the year 2026/27.

Brightwalton Parish Council Clerk – Mel Taylor  
Email: [clerk@brightwalton-pc.gov.uk](mailto:clerk@brightwalton-pc.gov.uk)  
Signed: *Mel Taylor* 5<sup>th</sup> May 2026

**18. Village Matters**

- i. To consider arrangements for tidying the Old Churchyard (branch/stick clearance and stinging nettle strimming).
- ii. To consider any matters arising from the Spring Tidy on Sunday 19<sup>th</sup> April 2026.
- iii. To consider any matters arising from the Village Fete on Sunday 3<sup>rd</sup> May 2026.
- iv. Work is ongoing to connect with volunteers to undertake maintenance / improvement works at the War Memorial (such as repointing and installation of a hard surface at the front where it becomes muddy).

**19. General Council Matters & Updates**

- i. To receive any updates from Councillors (for noting only).
- ii. Articles for Brickleton News.
- iii. Items for the next agenda.

**20. Date of next meeting**

The next meeting will be held on Monday 13<sup>th</sup> July 2026 at 7.30pm, followed by:  
Mondays 14<sup>th</sup> September 2026, 9<sup>th</sup> November 2026, 11<sup>th</sup> January 2027, 8<sup>th</sup> March 2027 and 10<sup>th</sup> May 2027.

Should the Internal Auditor's report not be available for this meeting (agenda item 14b), to confirm a date for a brief meeting in June to complete the Annual Governance and Accountability Return for the year 2025/26.