

BRIGHTWALTON PARISH COUNCIL
Minutes of a meeting held on
Monday 10th November 2025 at 7.30pm
at Brightwalton Village Hall

Present: Councillor Tim Wyatt (Chairman)
 Councillors Annie Agnew, Christine Delahunty, Damien Goatley and Sue Sayers

In attendance: Mel Taylor (Parish Clerk)
 Councillor Clive Hooker (West Berkshire District Councillor)
 Katherine Moore (Community Coordinator)
 Anna Britnor Guest (Village Hall Committee)

Open Session: No questions or comments received and no members of public present.

11/2025/01 Apologies for absence and Declarations of Interest
 An apology for absence was received from Councillor Cooper.
 There were no declarations of interest.

11/2025/02 Minutes of previous meeting
RESOLVED to approve the Minutes of the meeting held on 8th September 2025 as a true and accurate record.

11/2025/03 West Berkshire Council – Councillor Clive Hooker
 Councillor Hooker advised as follows:

- The Parish Council's Members' Bid application for £1,716.74 for play area maintenance was, unfortunately, unsuccessful due to not being capital expenditure.
- Leckhampstead Pop-Up Library may be seeking funding to continue beyond this financial year and perhaps the Parish Council might wish to consider a partnership contribution. Pop-Up libraries cost, on average, £800 - £1,000 per year, plus £900 for a storage unit. The books provided are new, and the service provides a good opportunity for social interaction.
- The main topic at the recent District Parish Conference was the Unitary Council. West Berkshire Council's proposal was debated by Council the previous week and generally found favour. Further consideration by Scrutiny and Executive Committees before being submitted to government by 28th November 2025. The proposed population would be circa 500,000 and would present around £30m savings through rationalised services and staff reduction. The first election would be in 2027, with the new Council shadowing before taking over in 2028. Expected reduction in Councillors from 120 to circa 80. The location of the main headquarters as yet unknown.

11/2025/04 Community Coordinator
 Katherine Moore (Community Coordinator) updated as follows:

- Successful first half of the term for youth club, with 2 Halloween events (4 Kingdoms and a party at the village hall followed by trick or treating)
- A Christmas Wreath making workshop was sold out
- A Family Board Games evening will be held in the new year, with Newbury Games Café supporting
- A Community coffee morning and Macmillan coffee morning had been held at the School which had welcomed new connections. Another would be held before the Remembrance service the following day
- The School would be taking part in Parliament Week on Monday 24th November, to help the children understand how government works.

Action: Councillor Wyatt to check availability to attend.

Also see agenda item number 11/2025/25.

Katharine was thanked for the update

11/2025/05 All Saints PCC

There was no report at this time.

11/2025/06 Village Hall Committee

Anna Britnor Guest advised that the hall was operating well. Noting that an agenda item for this meeting was to consider membership of the Community Council for Berkshire, Anna advised that the Village Hall was a member and had made use of the advice service. With a new grass cutting contract from 2026, clarity was sought on an area in the recreation ground, close to the hall, and whose responsibility it was for cutting and it was confirmed that grass cutting of the entire recreation ground was the Parish Council's responsibility.

Councillor Hooker advised that East Ilsley Village Hall had recently secured funding for the purchase and installation of solar panels.

Action: Parish Clerk to enquire with East Ilsley Parish Clerk on funding source and pass details to Anna

Anna was thanked for the update

Katherine and Anna left the meeting

11/2025/07 Transitioning to '.gov.uk' email domain

Councillors provided updates on the status of setting up their '.gov.uk' email addresses.

Action: Councillor Wyatt to support any Councillors having difficulty setting up their new email

11/2025/08 Play Area and Recreation Ground Maintenance

Council considered costs for the following play area and recreation ground repairs:

- i. Resetting wooden posts and fencing at the entrance to the recreation ground
- ii. Resetting wooden posts on the climbing unit
- iii. Repair and reinstallation of memorial bench
- iv. Football net repair

Action: Parish Clerk to obtain further quotes for comparison

11/2025/09 Planning

Council considered application 25/02409/HOUSE – Bagatelle, Southend – conversion of single storey bungalow.

RESOLVED No Objection.

The following planning updates were noted:

Application	Address	Proposal	BPC response	WBC decision
25/01954/NONMAT	Brightwalton Stud	Non-material amendment	Nil	Refused
25/02099/HOUSE	4 Saxons Acre	Single-storey rear extension with internal alterations	No Objection	Awaited
25/02105/FUL	Brightwalton Stud	Section 73 application to vary condition 2	Nil	Refused
25/02314/TPC	Church of All Saints	Tree works	Not consulted	Awaited
25/02373/ELEC6	Overhead power lines	Replacement of 50 x HV wooden poles	Not consulted	Awaited
25/02443/TPC	Manor Farm House	Tree works	Nil	Awaited
25/02470/COND	Appletree Cottage	Approval of details reserved by condition 2	Nil	Approved

11/2025/10 Highways

There were no highway matters at this time.

Councillor Hooker left the meeting

11/2025/11 Finance

Financial reports for September and October 2025 were noted and signed by the Chairman (appendix I).

Bank Balances as at 31st October 2025:

Current account £8,647.50

Savings Account £10,032.39 (includes £2,670.60 CIL Balance)

Community Account £9,987.74

RESOLVED to approve the following payments:

Payee	Amount	Invoice Number & Date	Description
Scofell	£317.29 (£264.41+VAT)	37267 30.09.2025	Grounds Maintenance contract - September 2025
Scofell	£317.29 (264.41+VAT)	37532 31.10.2025	Grounds Maintenance contract – October 2025
Infinity Playgrounds	£1,854.00 (£1,545+VAT)	INV-01702 30.10.2025	Play area repairs (approved Sept meeting)
TP Jones & Co	£42.96 (£35.80+VAT)	TPJ/P2130 16.10.2025	Payroll preparation April-September 2025
Richard Boler	£105.00	PC1025 04.10.2025	Woodchip and rubber chip spreading in play area
M Taylor	£250.88		Clerk's Salary – September 2025 PAID 08.10.2025
M Taylor	£334.48		Clerk's Salary – October 2025
Brightwalton Village Hall	£77.00	INV147 31.10.2025	Hall hire for Youth Club 08/09-20/10=7 sessions
Katherine Moore	£169.08	034 31.10.2025	Community Coordinator hours and expenses
Mike Ananin	£104.99 (£87.49+VAT)		Microsoft licence for production of newsletter

11/2025/12 Budget 2026/27

Councillors considered suggestions for the 2026/27 budget, highlighting replacement play equipment and highway verge management as priorities, along with increasing Reserves for unforeseen events.

11/2025/13 Play Park Inspections

Action: Councillor Goatley to carry out the November play area inspection, and Councillor Wyatt the December inspection

11/2025/14 Other Council Matters & Updates

The village tidy-up day, ahead of the Remembrance Service, had been cancelled due to the weather, however, some volunteers had still completed some tasks, and thanks were noted to these residents. It was agreed to have a Spring Tidy before the Easter holidays.

Action: to organise a Spring Tidy before the Easter holidays and to begin advertising in January

Action: Parish Clerk to pursue tree maintenance in the 'Old Churchyard'.

- 11/2025/15 RESOLVED** **Christmas Tree arrangements**
to enquire whether the Church was planning to erect a Christmas tree and, if so, to offer a contribution of £50. The Parish Council has lights from previous years.
Action: Parish Clerk to liaise with Rev Mike
- 11/2025/16** **West Berkshire Council's Service Delivery Offers for Town and Parish Councils**
Updates to West Berkshire Council's Service Delivery Offers for Town and Parish Councils were noted. Councillors felt that verge management was a high priority, with some requiring more frequent cuts whilst others could be left uncut for longer.
Action: Parish Clerk to liaise with West Berkshire Council regarding use of local resources to manage highway verges
- 11/2025/17** **Connecting Communities in Berkshire**
Correspondence had been received from Connecting Communities in Berkshire (CCB) offering the Parish Council the opportunity of membership. With the Village Hall Committee already being a member of CCB, it was agreed not to pursue.
- 11/2025/18** **General Matters & Updates**
There were no general matters or updates.
- 11/2025/19** **Ideas for Brickleton News**
- Promotion of Leckhamstead Pop Up Library again
 - Thank you to volunteers who had undertaken tidy-up tasks ahead of the Remembrance Service
- 11/2025/20** **Items for the next agenda**
Spring Tidy-up
- 11/2025/21** **Date of next meeting**
Monday 12th January 2026, 7.30pm, followed by 9th March 2026 and 18th May 2026.
- 11/2025/22 RESOLVED** **Exclusion of Press and Public**
that due to the commercially sensitive nature of the business to be conducted, press and public be excluded from the meeting.
- 11/2025/23** **Grass Cutting Contract from 2026**
Council considered two quotes for a new grass cutting contract from 2026. Other contractors had been invited to tender but only two submissions were received.
RESOLVED to enter into a 3-year contract with Scofell Landscapes at a cost of £1,961.92 in years 1 and 2, and £2,017.45 in year 3.
- 11/2025/24** **Tree Survey Dunmore Pond**
As Trustee of Brightwalton Millenium Green Trust, Council considered quotes to survey trees at Dunmore Pond.
Action: to obtain revised quotes to include trees at The Common, Black Pond, Old Churchyard, The Green and Pudding Lane
- 11/2025/25** **Community Co-ordinator continued from agenda item 11/2025/04**
Council wished to acknowledge the positive work being undertaken by Katherine, Community Co-ordinator, and noted that Katherine's pay had remained unchanged for three years.
RESOLVED to increase the Community Co-ordinator's hourly rate from £13.00 per hour to £16.00 per hour, backdated to 1st April 2025.

The Chairman declared the meeting closed at 9.16pm

Signed: _____ Date: _____