# Brightwalton Parish Council

Full Council meeting

**Monday 09 November 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. **Apologies for absence**
   To receive apologies for absence from Members of the Council.

2. **Declarations of Interest**
   To receive declarations of interest from Members of the Council.

3. **Minutes of previous meeting**
   To consider approving the minutes of the meeting held on 14 September 2026 as a true and accurate record.

4. **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 on matters raised during the open forum.

5. **West Berkshire District Councillor Clive Hooker**
   To receive an update from Cllr Hooker.

6. **Community Coordinator**
   **a)** To receive an update from Katherine Moore, Community Coordinator.

   **b)** To receive an overview of the criteria of the ASPIRE Project funding, as requested at the last meeting (minute reference 09/2026/06b).

   **c)** At the last meeting, Council received a request for funding for the installation of wheels on pews in the Church to provide more flexible use of the space. The wheels cost £16 for a set of 4 for each pew, there are 20-22 pews (£16 x 22 = £352) (minute reference 09/2026/06b).
   Council deferred a decision, pending clarification of the funding criteria applied to the ASPIRE Project that may be relevant to the proposed works and confirmation of any remaining ASPIRE Project funding for this proposal.

7. **All Saints PCC**
   To receive an update from All Saints PCC.

8. **Village Hall Committee**
   **i.** To receive an update from Brightwalton Village Hall Committee.

   **ii.** To consider a request for funding of up to £56.00 to print an adhoc publication of the newsletter to promote the Anniversary Party celebrating 50 years of the East Hall.
   Proposed funding source – Community Co-ordinator account.

Brightwalton Parish Council Clerk – Mel Taylor
Email: clerk@brightwalton-pc.gov.uk
Signed: *Mel Taylor* 04 November 2026

## 9. Planning

To note the following planning statuses:

| Application No. | Address | Details | BPC response | WBC determination |
|---|---|---|---|---|
| 26/01514/CERTP | 16 Ash Close | Single storey 3m kitchen extension to rear of property | Not consulted | Approved |
| 26/01882/HOUSE | The Well House Pudding Lane | Proposed single storey side extension | No Objection | Approved |

## 10. Speeding and Road Safety

To receive an update on a review of the condition of highway speed signage, as agreed at the last meeting (minute reference 09/2026/11), and consider any matters arising therefrom (Cllr Wyatt).

## 11. Land leased from Oxford Diocesan

To receive an update on a request from the Oxford Diocesan Board of Finance for payment of unapplied RPI rent increases in 2020 and 2025, as specified in the lease dated 27 February 2001 (minute reference 09/2026/13) (Parish Clerk).

It was agreed at the last meeting to obtain advice from HALC on the retrospective application of rent increases and, following review of the lease, HALC have confirmed that this is lawful. A response to a request for the proposed increases to be delayed until the next financial year, to allow the Parish Council to budget adequately, is awaited.

## 12. Section 106 Housing

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

The Clerk to Chaddleworth Parish Council has confirmed they wish to attend the proposed joint meeting with West Berkshire Council Officers to discuss the allocation process. A response is awaited from Leckhampstead Parish Council.

## 13. Finance

### a) Financial Report

To receive a financial report for the period 01 April 2026 – 31 October 2026.

### b) Budget 2027/28

Councillors are invited to put forward suggestions of projects, initiatives and expenditure items for inclusion in the draft 2027/28 budget.

### c) Payments

To approve the following payments due and payments made during the period 01 September 2026 to 31 October 2026:

| Payee | Amount | Invoice Number & Date | Due Date | Date Paid | Description |
|---|---|---|---|---|---|
| M Taylor | £389.58 | n/a | 31.08.2026 | 01.09.2026 | Parish Clerk's Salary – August 2026 |
| Scofell Landscapes | £336.32 | 39954 31.08.2026 | 30.09.2026 | 01.09.2026 | Grass cutting – August 2026 |
| R Boler | £300.00 | PC0926 03.09.2026 | not stated | 10.09.2026 | Spreading play area rubber chippings + waste disposal |
| M Taylor | £26.00 | n/a | n/a | 10.09.2026 | Reimbursement for padlock for field |
| Cloud Next | £59.98 | 274017 17.07.2026 | 15.09.2026 | 10.09.2026 | Brightwalton-pc.gov.uk hosting annual renewal |
| Cloud Next | £60.00 | 274305 22.07.2026 | 22.09.2026 | 10.09.2026 | Brightwalton-pc.gov.uk domain annual renewal |
| Scofell Landscapes | £336.32 | 40211 30.09.2026 | 30.10.2026 | 10.09.2026 | Grass cutting – September 2026 |
| M Taylor | £345.46 | n/a | 30.09.2026 | 30.09.2026 | Parish Clerk's Salary – September 2026 |
| HMRC | £280.29 | n/a | 23.10.2026 | 23.10.2026 | PAYE |
| Imprint Colour | £84.00 | 25401 30.09.2026 | 30.10.2026 | 23.10.2026 | Brickleton News Sept/Oct printing |
| Infinity Playgrounds | £614.40 | 02244 05.10.2026 | 19.10.2026 | 23.10.2026 | Swing repair |
| Scofell Landscapes | £336.32 | 40483 31.10.2026 | 30.11.2026 | | Grass cutting – October 2026 |

**14. Website**

Notification has been received that the Brightwalton.org.uk website hosting is due for renewal in January 2027 at a cost of £216.00 for a two-year period.

At the July meeting, Council considered options for a replacement website to meet current accessibility requirements. Quotations received were as follows:

- Parish Online - £350
- Aubergine - £499
- Parish Council Websites - £569

A new website is required in this financial year to ensure compliance with accessibility requirements. There is sufficient provision within the 2026/27 budget to fund the replacement website.

**Recommendation:** To commission Parish Online to develop a new website at a cost of £350, hosted on the existing Brightwalton-pc.gov.uk domain and hosting package, and to discontinue the Brightwalton.org.uk website and associated hosting arrangements prior to renewal in January 2027.

**15. Play Area & Recreation Ground**

**i.** To consider any matters arising from play park inspections.

| | | | |
|---|---|---|---|
| September | Cllr Cooper | October | Cllr Goatley |
| November | Cllr Wyatt | December | Cllr Sayers |

**ii.** To receive an update on installation of anti-slip grips on the bridge of the large climbing unit (minute reference 03/2026/15) (Cllr Goatley).

**iii.** To receive an update on installation of temporary fencing to close an unofficial opening on the western boundary of the play area (minute reference 09/2026/16i) (Cllr Delahunty).

**iv.** To consider reinstatement or replacement of rugby posts on one of the rugby/football combi goals.

**16. The Old Churchyard**

To note damage to a boundary wall in the Old Churchyard, believed to have been caused by tree roots, and consider any actions arising therefrom. Noting that commissioning of a tree survey will be considered under agenda item 21.

**17. Village Matters**

**i.** To receive an update on proposed maintenance / improvement works at the War Memorial (minute reference 09/2026/18i) (Parish Clerk).

**ii.** To receive an update on checking and topping-up of salt bins (minute reference 09/2026/18ii).

**iii.** To receive an update on communication with Thames Water regarding an ongoing water leak at Pudding Lane / Brightwalton Holt (minute reference 09/2026/19i) (Cllr Wyatt).

iv. To receive an update following concerns raised at the last meeting regarding the future of affordable housing properties within the parish, believed to be suffering from subsidence (minute reference 09/2026/19ii) (Parish Clerk).
West Berkshire Council (WBC) has advised that it has not been formally notified of any proposals for the sale, demolition, redevelopment or disposal of the properties concerned. WBC recognises the importance of retaining affordable housing in rural communities and has confirmed that, should any properties be disposed of, its preference would be for any replacement affordable housing provision to be delivered within the parish wherever feasible. WBC has also advised that any redevelopment proposals requiring planning permission would be subject to the normal consultation process, including consultation with the Parish Council.

v. To consider Christmas Tree arrangements.

**18. 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.

**19. Date of next meeting**

The next meeting will be held on Monday 11 January 2027 at 7.30pm at Brightwalton Village Hall, followed by Mondays 08 March 2027 and 10 May 2027.

**20. Exclusion of Press and Public**

Due to the commercially sensitive nature of the business to be transacted, to resolve to exclude press and public from the meeting.

**21.** To consider quotes for tree surveys at Dunmore Pond and the Old Churchyard.

Brightwalton Parish Council Clerk – Mel Taylor
Email: clerk@brightwalton-pc.gov.uk
Signed: *Mel Taylor* 04 November 2026