Brightwalton Parish Council

Full Council meeting

Monday 14 September 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 13 July 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 during 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 consider 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).
   If Council is minded to approve funding, it is suggested that this be funded from the Community Coordinator Account, which has an available balance of approximately £9,000.

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

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

9. **Planning**
   a) To consider the following planning application:

Application No.	Address	Details	Consultee response deadline
26/00902/HOUSE	The Well House Pudding Lane	Proposed single storey side extension	30 September 2026

b) To note the following planning update since the last meeting:

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	Not yet determined

Brightwalton Parish Council Clerk – Mel Taylor
Email: clerk@brightwalton-pc.gov.uk
Signed: *Mel Taylor* 08 September 2026

10. **Speeding and Road Safety**
To consider speeding and road safety concerns (Cllr Delahunty).

11. **Use of the recreation ground for football**
To consider a request for temporary use of the recreation ground for youth football matches, comprising of 8-16 hours of weekly pitch time, whilst the teams' usual home ground recovers from the impact of the summer.

12. **Downland Practice**
To receive correspondence from The Downland Practice regarding financial pressures.

13. **Land leased from Oxford Diocesan**
To receive correspondence from Carter Jonas on behalf of the Oxford Diocesan Board of Finance with reference to unapplied RPI rent increases in 2020 and 2025, as specified in the lease dated 27 February 2001.

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

15. **Financial**
    a) **Financial Report**
    To receive a financial report for the period 01 April 2026 – 31 August 2026.

    b) **Payments**
    To approve the following payments due and payments made during the period 01 July 2026 to 31 August 2026:

Payee	Amount	Invoice Number & Date	Due Date	Date Paid	Description
M Taylor	£334.48	n/a	30.06.2026	01.07.2026	Parish Clerk's salary – June 2026
Scofell Landscapes	£336.32 (£280.27+VAT)	39424 30.06.2026	30.07.2026	01.07.2026	Grass cutting – June 2026
Zurich Insurance	£403.00	555881755 06.05.2026	30.06.2026	01.07.2026	Insurance policy 01 July 2026 – 30 June 2027
HMRC	£248.69	n/a	n/a	23.07.2026	PAYE April-June 2026
M Taylor	£334.48	n/a	31.07.2026	03.08.2026	Parish Clerk's salary – July 2026
Imprint Colour	£84.00	25237 30.07.2026	not stated	03.08.2026	Printing Brickleton News July/Aug 2026
Scofell Landscapes	£336.32 (£280.27+VAT)	39699 31.07.2026	31.08.2026	03.08.2026	Grass cutting – July 2026
Oxford Diocese	£579.00 (£482.50+VAT)	20575 24.06.2026	24.06.2026	03.08.2026	Rent for year ended 23.06.2027
Rackerman Ltd	£1,074.99 (£895.83+VAT)	109 23.07.2026	not stated	03.08.2026	Rubber chippings play area safety surfacing
Cloud Next	£59.98 (£49.99+VAT)	274017 17.07.2026	15.09.2026		Hosting Brightwalton-pc.gov.uk
Cloud Next	£60.00 (£50.00+VAT)	274305 22.07.2026	22.09.2026		Domain Brightwalton-pc.gov.uk
Rik Boler	£300.00	PC0926 03.09.2026	not stated		Unload and spread rubber chippings in play area inc waste disposal
M Taylor	£26.00 (£21.67+VAT)	n/a	n/a		Reimbursement for replacement padlock for recreation ground

c) To approve a donation to West Berkshire Countryside Society for the work undertaken at Dunmore Pond on 08 September 2026 by Society volunteers.

d) To note that agreement has been reached on the 2026/27 pay award for employees on local government 'Green Book' contracts, at 3.3%, backdated to 01 April 2026, and that the revised rate of pay and backdated payment was included in the Parish Clerk's salary payment for August 2026.
SCP17 2026/27 = £32,046 per annum, pro rata to 26 hours per month.

16. Play Area Inspections

i. To consider any matters arising from play park inspections carried out by Cllr Agnew (July) and Cllr Delahunty (August).

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 large climbing structure (Cllr Goatley).

iii. To note that the swing repair approved at the last meeting has been scheduled by Infinity Playgrounds, confirmation of the repair date is awaited.

iv. To note that topping up the safety surfacing around the large climbing unit approved at the last meeting has been completed at a total cost of £1,195.83 (materials £895.83, labour £300).

17. West Berkshire Council Services Delivery Offers for Town and Parish Councils

West Berkshire Council has updated its Service Delivery Offers for Town and Parish Councils. These are services that Town and Parish Councils can either take over or fund the enhancement of existing services, including:

- Installation of Vehicle Activated Signs and School Flashing Signs
- Installation of Cycle Shelters and Cycle Parking
- Providing additional Library Opening Hours
- Providing Pop-Up Libraries or Community Bookshelf
- Installation and Maintenance of Bus Shelters
- Above statutory duty Gully Cleansing and Ditch Clearance
- Converting Street Lights to LED
- Street Light Adoption and Maintenance
- Highway Sign Cleaning
- Improvement of existing or installation of new Footways
- Installation of CCTV for Fly-tipping Deterrence
- Transfer of Playgrounds and Open Spaces
- Transfer of Dog Poo Bins
- Visual Tree Surveys and Reports (minimum of 20 parishes required)
- Management of Rural Verges

To consider whether the Parish Council may be interested in any of these opportunities.

18. **Village Matters**

i. To receive an update on proposed maintenance / improvement works at the War Memorial (Cllr Wyatt).

ii. To consider salt bin preparedness for winter (Cllr Wyatt).

iii. A resident has contacted West Berkshire Council's tree team regarding the large ash tree at the junction of Common Lane and Long Lane as several substantial branches appeared to be dead and could pose a risk if they were to fall.
WBC has inspected the tree and advised that, due to the extent of work required, the tree will be felled. The work is scheduled to take place during September/October 2026.

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 09 November 2026 at 7.30pm at Brightwalton Village Hall, followed by Mondays 11 January 2027, 08 March 2027 and 10 May 2027.

Brightwalton Parish Council Clerk – Mel Taylor
Email: clerk@brightwalton-pc.gov.uk
Signed: *Mel Taylor* 08 September 2026