



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 11TH FEBRUARY 2026 AT 7PM

Parish Councillors present	Charlotte Winton (Chair), Jaymie Pocock (Vice-Chair), Alan Booth, Will Russell, Alison Joules, Amy Miles, Steph Gardiner, Fiona Worby & Clive Hunt.
In Attendance	1 Member of the Public
Clerk/RFO	Becki Hannington

Resolution	Item	Action
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	<p>1. Apologies for Absence – Cllr Amirtharaj, Cllr Gourley, Cllr Taylor, Cllr Gajewski District Ward Cllr Vickers.</p> <p>2. Declarations of Interests – None Declared.</p> <p>3. Open Session –</p> <p>A member of public in attendance raised concerns regarding a Cherry Tree located behind their garden backing on to the Lapwing Green Emergency access road. During works to the emergency access road this week, DWH have excavated out multiple substantial tree roots which they feel has severely weakened the structural integrity of the tree and poses a risk to this falling into their garden, a neighbouring garden or the allotments. When they have spoken with DWH previously, they have not accepted ownership of the tree, but WBC has confirmed to the resident that this tree is on DWH land. Resident has emailed DWH (CC WBC Planning dept) and requested that they have the tree removed.</p> <p>Clerk to forward residents’ email to DWH site manager and senior planning manager asking them to address this as a matter of priority.</p> <p>The member of the public in attendance also raised concerns regarding the new emergency access road at Lapwing Green being accessed by motorbikes. Cllr Winton stated that SPC’s understanding is that this is for pedestrians and emergency access only but concerns about motorbikes accessing it have already been raised with DWH who advised that bollards will be installed.</p> <p>Clerk to contact DWH to obtain further details on the access road and what measures DWH will be putting in place to stop unauthorised use of this.</p> <p>The member of public in attendance also raised concerns regarding speeding on the A4 and queried if the speed camera sited there works. The Clerk advised the resident to ensure they log this with WBC using their online portal. Cllr Winton advised that speeding enforcement proving to be an ongoing challenge.</p> <p>Clerk to contact WBC to see if a review on current traffic calming measures can be carried out.</p> <p>4. Co-Option of New Councillor Proposal: To co-opt new councillor and for new councillor to sign Acceptance of Office and Register of Councillors Interests.</p> <p>Cllr Hunt was duly co-opted to the council and signed the Declaration of Acceptance</p>	
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of Office and Register of Councillors Interests.

Clerk to send relevant paperwork to WBC and publish on SPC website.

5. Minutes

Proposal: To approve the minutes of the Full Council meeting held on 14-01-2026 (draft)

The Council resolved to approve the minutes of the Full Council meeting held on 14-01-2026.

Clerk to upload copy of approved minutes to website.

6. Financial Report (Clerk as RFO)

6.1 Bank Balance - To note the bank balance as at 31-01-2026.

The Clerk reported bank balance at 31/01/2026 as £170,993.09.

This was duly noted by all Cllr's.

6.2 January Payments - To retrospectively note payments for January 2026.

All payments made were duly noted by all Cllr's.

6.3 Finance Reports

Proposal: To accept the Finance Reports to 31-01-2026.

The Council resolved to approve the Finance Reports to 31-01-2026.

7. Planning Applications - To consider the following applications and agree comments to be submitted to West Berkshire Council:

7.1 26/00082/HOUSE – 87 Bath Road, Speen, Newbury, RG14 1RA

Proposed kitchen extension, revised access and parking, single-storey outbuilding and landscaping.

It was unanimously agreed to return the following comments to WBC:

“SPC is in agreement that there are a number of concerns with this application relating to access and parking as clearly detailed by WBC Highways. SPC has been informed that the applicants are working through some revisions following Highways comments regarding the access to improve safety and reduce disruption and therefore SPC will await these revisions before commenting further on this application.”

Clerk to submit comments to WBC via the Planning Portal.

7.2 26/00201/HOUSE - Manor Farmhouse, Benham Park, Marsh Benham, RG20 8LX

Erection of single storey rear extension and external alterations.

It was unanimously agreed to return comments of No Objections to WBC.

Clerk to submit comments to WBC via the Planning Portal.

7.3 26/00160/HOUSE – Ladywell House, Speen Lane, Speen, Newbury, RG14 1RJ

Planning Application.

It was unanimously agreed to return the following comments to WBC:

“Speen Parish Council has no objection to this planning application. However, the Council wishes to draw the Case Officer's attention to the proposed relocation of the existing spa pool. The new position would place it closer to the historical Ladywell



site, beneath which a natural spring is known to exist. The Council therefore recommends that appropriate and sufficient drainage measures are incorporated to ensure that the presence of the spring is properly addressed and that no adverse impact arises as a result of the relocation.”

Clerk to submit comments to WBC via the Planning Portal.

8. Planning Decisions - for information only

8.1 25/02824/HOUSE – 51 Brummell Road, Newbury, RG14 1SG – GRANTED RETROSPECTIVE

All Planning Decisions were duly noted by all councillors.

9. Policies and Procedures

9.1 ICO Model Publication Scheme

Proposal: To adopt the ICO Model Publication Scheme and approve the new Guide to Information document.

The Council unanimously resolved to adopt the ICO Model Publication Scheme and approve the new Guide to Information Document.

Clerk to upload to website.

9.2 Risk Assessments

Proposal: To review and approve the latest Risk Assessments with no revisions (subject to any amendments agreed by the Council).

The Council unanimously resolved to approve the latest Risk Assessments with no revisions.

Clerk to make necessary changes to document.

10. S137 Grant Applications

10.1 Berkshire Vision Grant Application

Proposal: To review and decide upon approval for S137 Grant application from Berkshire Vision.

The Council unanimously resolved to approve the S137 Grant Application, awarding Berkshire Vision £250.

Clerk to notify applicant of the outcome and arrange payment.

11. Marsh Benham Recreation Ground Trees/Hedgerow

Proposal: To review and approve the additional costs for required grounds maintenance works at Marsh Benham Recreation Ground.

The Council resolved to approve the quote for the required grounds maintenance works at Marsh Benham Recreation Ground at a cost of £659 + VAT for the first cut and £572 + VAT for subsequent cuts within contract.

Clerk to instruct contractor to proceed with works as per quote.

12. Pop-Up Library

Proposal: To review and approve the amended quote for the Speen Pop-Up Library from April 2026 – March 2027.

The Council resolved to approve the amended quote for the Speen Pop-Up Library from April 2026 – March 2027 at a cost of £1,910.

Clerk to notify WBC of approval and liaise with WBC Libraries, Speen Community Café to support the launch in April 2026.



13. Housing Needs Survey

13.1 Update – From Clerk

The Clerk shared a Housing Needs Survey template that Connecting Communities Berkshire (CCB) had recently sent out for another parish council and advised that the next steps in the process were to approve the opening statement for the SPC survey. CB will then arrange the creation and printing of the surveys and arrange for these to be delivered to SPC along with the envelopes and return envelopes. It will then be up to Cllr's to distribute these to residents' homes within the parish. The Clerk will share the link to the survey across the SPC website and social media channels and share regular reminders for residents to complete this. The survey will run for one month before the data is collated by CCB.

Cllr Miles left the meeting at 20:14.

Clerk to make a list of properties within the area and group these together to be split between Cllr's for delivery of the surveys.

13.2 Opening Statement

Proposal: To approve the draft opening statement to be included within the Housing Needs Survey (subject to any revisions agreed by the council).

The Council unanimously agreed to approve the draft opening statement with no revisions.

Clerk to send draft to Connecting Communities Berkshire and arrange delivery of surveys to Cllr's for distribution once received.

14. Future Planning - To discuss ideas for future parish projects to be funded from CIL monies.

14.1 Stockcross Speeding – Road Markings

Proposal: To review and consider quotes for refresh of existing traffic calming measures

The Council unanimously resolved to approve the quotes for the refresh of the "SLOW" markings, 2 x 30mph roundel and 4 x new gateway features (2 meters) with associated traffic management (road closure) costs at a cost of £5,556.68. To be funded from CIL monies.

Clerk to notify WBC of this decision and instruct commencement of works.

14.2 Speen Pavilion Redevelopment - To review current finding options.

The Council discussed various options for the redevelopment of Speen Pavilion and decided renovating the existing building within the existing footprint would be the best option with current budgets.

Cllr Booth suggested meeting onsite during the daytime to walk round and see all areas of the building to discuss options.

Clerk to send out poll to gauge everyone's availability and organise accordingly.

Clerk to seek advice on if the wall between the main meeting room and changing rooms can be removed and then begin obtaining quotes for the works.

15. Newsletter

Proposal: To review and approve draft SPC newsletter.



	<p>The Council unanimously resolved to approve the draft SPC Newsletter format.</p> <p>It was agreed that the content within the newsletter would be to update parishioners on the activities and projects that SPC is undertaking.</p> <p>Clerk to email out to all Cllr’s advising of the cut off time for submission for newsletter content prior to each issue. This will then be collated and sent to Cllr Worby to format.</p> <p>First issue to be distributed by Cllr’s when sending out the Housing Needs Survey.</p> <p>16. Clerk & Councillor Updates - Updates for information only on current projects/enquiries.</p> <p>The Clerk shared the following updates:</p> <p>Smoke Control Area: Clerk advised they had enquired with WBC how to proceed in requesting them to consider implementing a SCA in Newbury as whole. WBC advised that “consulting on, implementing and enforcing a SCA will require significant resources. This is therefore not a decision that can be made easily, and the request would need to through the Council’s decision-making processes before we are able to provide a formal response. I will inform you of the next steps as soon as I am able to.” Clerk to share further updates when received.</p> <p>VAS/SID: Clerk advised that they are still awaiting associated costs for these from WBC and would chase them again for an update on this.</p> <p>17. Date of Next Meeting - Wednesday 11th March 2026.</p> <p>Cllr Winton closed the meeting at 21:14</p>	
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Signed:	Name (print):	Date:
	Position:	

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