



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE ANNUAL COUNCIL MEETING**  
**HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 13<sup>TH</sup> MAY 2026 AT 7PM**

<b>Parish Councillors present</b>	Charlotte Winton (Chair), Jaymie Pocock (Vice Chair), Antony Amirtharaj, Alan Booth, Alex Taylor, Will Russell, Alison Joules, Steph Gardiner, Fiona Worby & Clive Hunt.
<b>In Attendance</b>	1 Member of the Public
<b>Clerk/RFO</b>	Becki Hannington

Resolution	Item	Action
	<p><b>1. Election of Chair</b></p> <p><b>Proposal:</b> To elect the Chair for the 2026/27 term and receive the Chair's signed Declaration of Acceptance of Office.</p> <p>Cllr Winton was nominated as Chair.</p> <p>The Council unanimously resolved to elect Cllr Winton as Chair for the 2026/27 term.</p> <p>Cllr Winton was duly elected Chair and signed the Declaration of Acceptance of Office.</p> <p>Clerk to advise WBC.</p> <p><b>2. Apologies for Absence –</b> Cllr Gourley, Cllr Miles &amp; District Ward Cllr Vickers.</p> <p><b>3. Election of Vice Chair</b></p> <p><b>Proposal:</b> To elect the Vice Chair for the 2026/27 term and receive the Vice Chair's signed Declaration of Acceptance of Office.</p> <p>Cllr Pocock was nominated as Vice Chair.</p> <p>The Council unanimously resolved to elect Cllr Pocock as Chair for the 2026/27 term.</p> <p>Cllr Pocock was duly elected Vice Chair for the 2026/27 term and signed the Declaration of Acceptance of Office.</p> <p><b>4. Declarations of Interests –</b> None Received.</p> <p><b>5. Open Session –</b></p> <p>There was one member of public in attendance to discuss the ongoing speeding issues at Grove Road.</p> <p>Item 21 (Grove Road Speeding Update) was moved up to the open session at the Chair's discretion.</p> <p>The member of public in attendance advised that the residents of Grove Road were very unhappy with the latest response they have received from WBC in relation to the speeding issues at Grove Road.</p> <p>They also reported that the residents don't feel that the data collected by WBC is representative of the current speeding issues and that there is increased traffic using the road, with many more lorries using the road when accidents occur on the motorway.</p>	

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They reported that there is currently “no appetite” for Community Speed Watch as the residents feel that they are not receiving any support to tackle the speeding issue, so are therefore unwilling to invest their time into resurrecting the group.

The residents feel that the 30mph speed limit needs to be more visible and that this has recently been done on Oxford Road, so they don't see why this can't also be done on Grove Road.

Residents are unhappy that WBC have dismissed their concerns regarding the danger to school children by stating that Grove Road is not a primary route for school children which they feel is inaccurate.

Residents feel that they need to see physical changes implemented to try and tackle the issue as well as more information on the proposed changes.

Cllr Winton advised that SPC operates as a voice for residents, and whilst more than happy to take concerns to WBC on residents behalf's, it does also need to come from residents directly.

Cllr Amirtharaj reiterated that collecting current data is crucial in getting WBC to take action and that Community Speed Watch is what is needed to collect this data so that changes can be made. This will also show that the community supports the effort to try and get further traffic calming measures implemented and that the more data that is collected, the more support it will get.

Cllr Taylor advised that speeding data alone doesn't capture the full extent of the dangers as near misses are not recorded and reiterated that any of these incidents should be reported to Thames Valley Police.

The member of public in attendance reported that the residents felt that the speed checks undertaken by WBC need to be carried out again in different locations to capture the full extent of the speeding issue.

Cllr Winton agreed that the previous data collected seemed to be conducted at the wrong time and in the wrong place as it didn't capture those road users on the school run, work rush etc.

Cllr Winton confirmed that SPC would support the residents in requesting another data collection from WBC in different location.

Clerk to forward residents email in response to the latest update to WBC to answer directly and the residents from Grove Road will attend monthly SPC Full Council meetings for four-weekly updates.

**6. Minutes –** to approve the minutes of the Full Council Meeting held on 11/03/26 (draft)

The Council resolved to approve the minutes of the Full Council meeting held on 11/03/2026.

Clerk to upload copy of approved minutes to website.

**7. Staffing Committee**

**7.1 Proposal:** To consider and resolve upon membership of the Staffing Committee for 2026/27.

The Council unanimously resolved that the Staffing Committee will be formally constituted for 2026/2027 with membership comprising Cllrs Winton, Pocock,



Joules, Taylor and Hunt.

- 7.2 **Proposal:** To review and approve the TOR's for the Staffing Committee for 2026/27 with no revisions (subject to any amendments agreed by the council).

The Council resolved to approve the Staffing Committee ToR's for 2026/27 with no revisions.

## 8. Internal Financial Controller

**Proposal:** To appoint the Internal Financial Controller for 2026/27.

The council resolved to appoint Cllr Gardiner as the Internal Financial Controller for 2026/27.

## 9. Standing Orders & Financial Regulations

- 9.1 **Proposal:** To adopt the Council's Standing Orders for the 2026/27 term with revisions (subject to any amendments agreed by the Council).

The Council resolved to approve the Standing Orders for the 2026/27 term (with revisions).

Clerk to make necessary changes to document and upload to website.

- 9.2 **Proposal:** To adopt the Council's Financial Regulations for the 2026/27 term with revisions (subject to any amendments agreed by the Council).

The Council resolved to approve the Standing Orders for the 2026/27 term (with revisions).

Clerk to make necessary changes to document and upload to website.

## 10. Review of members representation on or work with external bodies and any arrangements for reporting to Council

None to review.

11. **Register of Councillors' Interests** – to confirm that Councillors ROI forms are current and to advise Clerk if any updates are required.

Cllr Amirtharaj, Cllr Booth, Cllr Russell & Cllr Gardiner declared a change to their Register of Councillors Interests and a new form was completed and signed by each of these Cllrs.

Clerk to upload updated ROI's to SPC website and send to WBC.

## 12. Year End Accounts 2024/25 (Clerk as RFO)

- 12.1 To retrospectively note payments for March 2026.

All Councillors noted payments made.

- 12.2 **Proposal:** To approve Year End Accounts for 2025/26.

The Year End Accounts for 2025/26 were unanimously approved by the Council and duly signed by the Chair.

Clerk to add signed accounts to council records.

## 13. Annual Governance and Accountability Return 2025/26

- 13.1 **Proposal:** To approve Annual Internal Audit Report 2025/26 (detailed auditor's report and page 3)

Approval of the AIAR was unanimously agreed by The Council.



The Council considered the detailed auditor's report and resolved to implement the following changes:

- Publish monthly finance reports, bank reconciliations and transactions exceeding £100 to the website – Clerk to action from April 2026.
- Publish quarterly budget monitoring reports to the website – Clerk to action from April 2026.
- To not open a savings account to earn interest – Clerk to look into available options to put to full council at a later date.
- To minute the dates for the Exercise of Public Rights - To be action sin agenda item 13.4.
- To review the quote from the IT provider for Website MOT relating to the Accessibility Statement and WCAG2.2AA compliance – To be actioned iun agenda item 26.
- All Staff and Cllr's to undertake GDPR training – Clerk to find suitable providers and obtain quotes to be put to full council at a later date.

**13.2 Proposal:** To approve Section 1 – Annual Governance Statement 2025/26 (page 4)

The Annual Governance Statement 2025/26 was unanimously approved by the Council and duly signed by the Chair and Clerk/RFO.

**13.3 Proposal:** To approve Section 2 – Accounting Statements 2025/26 (page 5)

The Accounting Statements 2025/26 were unanimously approved by the Council and was duly signed by the Chair.

**13.4 Exercise of Public Rights** - To note the dates of the period for the exercise of public rights for 2025/26 as Wednesday 3<sup>rd</sup> June 2026 – Tuesday 14<sup>th</sup> July 2026.

These were duly noted by all Cllr's.

Clerk to publicise in accordance with statutory guidance.

#### **14. Financial Report**

**14.1 Bank Balance** - To note the bank balance as of 30/04/2026.

The bank balance as at 30/04/26 was reported as £198,628.61 by the Clerk.

This was duly noted by all Cllrs.

**14.2 April Payments** - To retrospectively note payments for April 2026.

Payments made were duly noted by all Cllrs.

**14.3 Finance Reports to 30/04/2026**

**Proposal:** To accept the Finance Reports to 30/04/26.

The Council resolved to approve the Finance Reports to 30/04/2026.

#### **15. Speen Fete Councillor Stall Representation**

**Proposal:** To decide upon SPC representation at the Speen Fete on Saturday 13<sup>th</sup> June 2026.

It was resolved that Cllrs Gardiner, Pocock, Joules, Booth, Russell and Taylor would represent SPC at the annual Speen Fete on Saturday 13<sup>th</sup> June 2026.

Clerk to leave materials in Speen Pavilion for collection by Cllrs on the day and



communicate timings for setup etc to Cllrs ahead of the event.

#### **16. WBC Members Bids 2026/2027 / Recreation Ground Drainage**

**16.1 Proposal:** To review and approve costs of the 2026/2027 Members Bid Project to submit to WBC.

The Council resolved to approve the quotation for the drainage treatment at Speen and Stockcross Recreation Grounds at a cost of £3,825 + VAT to cover Verti-drainage treatment to both recreation grounds in Autumn 2026 and slitting to both recreation grounds in April 2027 and submit a Members Bid Application to WBC for this amount.

Clerk to complete application form and return to WBC by application deadline and keep AFC Newbury updated of the progress.

**16.2 Proposal:** To review and approve costs of annual drainage treatments at Speen & Stockcross recreation grounds.

The Council resolved to approve the quotation for slitting at both recreation grounds to be carried out and funded from CIL monies as soon as the ground conditions were suitable.

Clerk to inform contractor to commence initial slitting process as soon as reasonably practical and advise AFC Newbury of this update.

#### **17. Policies & Procedures**

##### **17.1 Data Breach Policy & Procedure**

**Proposal:** To review and approve the new Data Breach Policy & Procedure (subject to any amendments agreed by the council).

The Council resolved to approve the new Data Breach Policy & Procedure.

Clerk to approve document and upload to website.

##### **17.2 Data Audit**

**Proposal:** To review and approve the new Data Audit (subject to any amendments agreed by the council).

The Council resolved to approve the new Data Audit, removing specific reference to bank account and accounting system providers.

Clerk to approve document and upload to website.

##### **17.3 Privacy Notice – Hall/Recreation Ground Hire Applications**

**Proposal:** To review and approve the new Privacy Notice for Hall/Recreation Ground Hire Applications (subject to any amendments agreed by the council).

The Council resolved to approve the new Privacy Notice for Hall/Recreation Ground Hire Applications.

Clerk to approve document and upload to website.

##### **17.4 Privacy Notice – Grant Aid Applications**

**Proposal:** To review and approve the new Privacy Notice for Grant Aid Applications (subject to any amendments agreed by the council).

The Council resolved to approve the new Privacy Notice for Grant Aid Applications.

Clerk to approve document upload to website.



**18. S137 Grant Application**

**Proposal:** To review and decide upon approval for S137 Grant Aid application from PALS

The Council rejected the S137 Grant Aid Application from PALS.

Clerk to advise PALS of this decision.

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

**19.1 26/00756/HOUSE – 36 Stockcross, Newbury, RG20 8JX**

The demolition of a rear flat roof extension. New rear extension, new side extension and internal remodelling to create an open plan kitchen/dining with utility, pantry and WC.

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

Clerk to submit comments to WBC via the Planning Portal on behalf of SPC.

**19.2 26/00859/ADV – Watermill Theatre, Bagnor, Newbury, RG20 8AE**

Replacement of 3 permanent signs on the lead up to the Watermill's main site as the organisation has had a rebrand with a change of logo: 1 – Sign at the end of the lane leading down to the theatre with the Watermill logo. 2 – Sign at the entrance to the Watermill's additional car park. 3 – Welcome sign at the gates of the main site.

It was unanimously agreed to return comments of Support to WBC.

Clerk to submit comments to WBC via the Planning Portal on behalf of SPC.

**20. Planning Decisions** - For information only.

20.1 **26/00082/HOUSE** – 87 Bath Road, Speen, Newbury, RG14 1RA – **GRANTED**

20.2 **26/00160/HOUSE** – Ladywell House, Speen Lane, Speen, Newbury, RG14 1RJ - **GRANTED**

All Planning Decisions were duly noted by all councillors.

**21. Grove Road Speeding** – Update from Clerk on behalf of Cllr Gourley.

This agenda item was moved up to the open session at the chair's discretion. See minute ref 5.

**22. WBC VAS/SID Policy** - To review the latest VAS/SID Policy from West Berkshire Council.

This was duly reviewed and noted by all Cllrs.

**23. Business Debit Card Application**

**Proposal:** To approve the application for a business debit card for the Clerk's use the Clerk and one other authorised signatory to sign the application form.

The Council resolved to approve the application for a business debit card for Clerk's use and the application form was duly signed by the Clerk and Cllr Winton.

Clerk to submit form to bank for processing and advise the council when this has been approved at the debit card has been issued.

**24. Streetlighting Contract Additional Clause**

**Proposal:** To review and approve additional clause to be added to the otherwise approved streetlighting contract renewal for 2026/2027.

The Council resolved to approve the additional clause to be added to the



streetlighting contract renewal for 2026/27.

Clerk to advise contractor of agreement to the additional clause and sign and return renewal agreement on behalf of SPC.

- 25. Medium-Risk Repairs** - To review and approve quotes for medium-risk repairs identified as high-risk on the latest ROSPA inspections.

**25.1 Marsh Benham**

**Proposal:** To approve the quote for medium-risk repairs to Marsh Benham Recreation Ground at a cost of £1,352 + VAT (to be funded from CIL monies).

The Council resolved not to approve this quote but instead to ask the contractor to requote to replace the entire fence run with something more durable and long lasting.

Clerk to obtain revised quote from contractor and put to full council for approval.

**25.2 Speen**

**Proposal:** To approve the quote for medium-risk repairs to Speen Recreation Ground at a cost of £1,580 + VAT (to be funded from CIL monies).

The Council resolved to approve the quote, to be funded from CIL monies.

**Clerk to advise contractor of the approval and authorise commencement of works.**

**25.3 Stockcross**

**Proposal:** To approve the quote for medium-risk repairs to Stockcross Recreation Ground at a cost of £2,274 + VAT (to be funded from CIL monies).

The Council resolved to approve the quote, to be funded from CIL monies.

**Clerk to advise contractor of the approval and authorise commencement of works.**

**26. Website MOT**

**Proposal:** To approve the quote for website MOT to assist with accessibility and WCAG2.2AA compliance (as per the internal audit recommendations) at a cost of £145 + VAT.

The Council resolved to approve the quote.

Clerk to advise IT Provider of approval and work with them to ensure website is amended as required to meet accessibility and WCAG2.22A requirements with the support of Cllr Worby.

**27. Bus Shelter Grant**

**Proposal:** To consider possible locations for bus shelter installation to submit to West Berkshire Council for funding.

The Council resolved not to submit a bid for funding to WBC for a bus stop shelter within the parish.

**28. SPC Newsletter/Mailchimp**

**Proposal:** To review and approve the costs associated with the setting up of Mailchimp for the distribution of the SPC Newsletter.

The council resolved to approve the setup of a new email address to use with Mailchimp at a cost of £20 per annum (all other required services provided by IT provider at no extra cost).

Clerk to set up new email account and then provide Cllr Worby with the relevant details to get the Mailchimp account setup.



<p><b>29. Ordinary Full Council Meeting Dates 2026/27 and Annual Council Meeting Date 2027/28.</b></p> <p><b>29.1 Proposal:</b> To agree Ordinary Full Council meeting dates for 2026/27.</p> <p>The council resolved to approve the ordinary full council meeting dates for 2026/27.</p> <p>Clerk to send out list of agreed dates to all Cllrs and publish on SPC website.</p> <p><b>29.2 Proposal:</b> To agree Annual Council Meeting for 2027/28 be set as Wednesday 12<sup>th</sup> May 2027.</p> <p>The Council resolved to set the Annual Council Meeting date for 2027/28 as Wednesday 12<sup>th</sup> May 2027.</p> <p>Clerk to send agreed date to all Cllrs and publish on SPC website.</p> <p><b>30. Date of Next Meeting:</b> Wednesday 17<sup>th</sup> June 2026.</p> <p><b>Cllr Winton closed the meeting at 21:30</b></p>	
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<b>Signed:</b>	<b>Name (print):</b>	<b>Date:</b>
	<b>Position:</b>	

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