SPEEN PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 9TH SEPTEMBER 2026 AT 7PM

Parish Councillors present	Charlotte Winton (Chair), Jaymie Pocock (Vice-Chair), Antony Amirtharaj, Alex Taylor, Will Russell, Alison Joules & Steph Gardiner.
In Attendance	3 Members of the Public
Clerk/RFO	Becki Hannington

Resolution	Item	Action

1. **Apologies for Absence –** Cllr Miles, Cllr Booth, Cllr Gourley & Cllr Worby.
2. **Declarations of Interests –** Cllr Winton declared an interest in agenda item 7.4 relating to the occupants of Woodspeen Manor.
3. **Open Session –** 3 members of public in attendance.

   1 member of the public was in attendance to discuss agenda item 10 – Stockcross SID funding figures and discussed this directly with the council.

   2 members of the public were in attendance to discuss agenda item 7.2 – Planning application at Benham Valence House, Benham Valence Speen and discussed this directly with the council.
4. **Minutes**
   Proposal: To approve the minutes of the Full Council meeting held on 08-07-2026 (draft).

   The Council resolved to approve the minutes of the Full Council meeting held on 08-07-2026.

   Clerk to upload copy of approved minutes to website.
5. **Financial Report (Clerk as RFO)**

5.1 **Bank Balance -** To note the bank balance as at 31-08-2026.

The Clerk reported bank balance at 31-05-2026 as £166,190.10

This was duly noted by all Cllr's.

5.2 **July & August Payments -** To retrospectively note payments for July & August 2026.

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

5.3 **Finance Reports to 31-07-2026.**
Proposal: To accept the Finance Reports to 31-07-2026.

The Council resolved to approve the Finance Reports to 31-07-2026.

5.4 **Finance Reports to 31-08-2026**
Proposal: To accept the Finance Reports to 31-08-2026.

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The council resolved to approve the Finance Reports to 31-08-2026.

6. External Audit Conclusion 2025/2026 - To note the external audit report and external audit certificate for 2025/2026.

The external audit report and external auditor certificate for 2025/2026 was duly noted by all Cllr's. There were no recommendations to review.

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

7.1 **26/01294/HOUSE – 8 Benham Chase, Stockcross, Newbury, RG20 8LQ**
Installation of a ground mounted solar voltaic system comprising twenty panels, gateway, integrated inverter and battery with two more batteries. New EV charger.

The Council resolved to submit comments of 'No Objections' to WBC.

Clerk to submit comments to WBC via the planning portal on behalf of SPC.

7.2 **26/01611/FULMAJ – Benham Valence House, Benham Valence, Speen, Newbury, RG20 8LU**
Temporary change of use to allow conferences, weddings and events with guest accommodation, alongside existing Medical Park use.

The Council resolved to submit comments of objection to WBC on the following grounds:

1) Insufficient detail on proposed use of gardens and external areas – relating to the marquee and other proposed activities and the impact of these activities.
2) Safety concerns regarding potential intoxicated guests accessing the lake within the gardens
3) Insufficient information in the heritage statement for impact of proposed use and associated activity on the historic landscape as required in accordance with the NPFF.
4) Noise and disturbance and the previous complaints to EH following previous events and reports of fireworks having been used despite licensing restrictions.
5) Not having adequate boundaries in place between gardens and neighbouring residential properties which will directly impact residents.
6) Absence of a comprehensive noise assessment.
7) Repeated events, lighting and night-time activity impacting on local wildlife.
8) Increase of traffic on the A4 and near the A34 roundabout.
9) Overflow parking has not been adequately addressed.
10) A clear an enforceable maximum number of events per annum has not been included and this is essential.

Clerk to submit comments to WBC via the planning portal on behalf of SPC.

7.3 **26/01612/LBC - Benham Valence House, Benham Valence, Speen, Newbury, RG20 8LU**
Temporary change of use to allow conferences, weddings and events with guest accommodation, alongside existing Medical Park use.

The Council resolved to submit the following comments to WBC:

Speen Parish Council notes that this application sates that the applicants are not seeking permission for any changes to the listed building(s) and therefore LBS is not required.

7.4 **26/01659/HOUSE – Woodspeen Manor, Woodspeen, Newbury, RG20 8BT**
Extension Conversion and refurbishment of Existing Garage block to provide ancillary accommodation for main house.

The Council resolved to submit comments of 'No Objections' to WBC.

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Clerk to submit comments to WBC via the planning portal on behalf of SPC.

7.5 **26/01717/HOUSE – Rookwood Cottage, 30 Stockcross, Newbury, RG20 8JX**
Erection of an outbuilding ancillary to the existing dwelling.

The Council resolved to submit comments of 'No Objections' to WBC.

Clerk to submit comments to WBC via the planning portal on behalf of SPC.

8. Planning Decisions - for information only

8.1 **26/00459-FUL –** 91 Benham Park, Marsh Benham, Newbury, RG20 8LX **- GRANTED**

All Planning Decisions were duly noted by all councillors.

9. Grove Road SID Funding Request
Proposal: To review and approve the request to fund SID in Grove Road from CIL monies.

The Council resolved to fund 50% of the costs (£6,155) of x2 solar powered SID's in Grove Road, with one device at each end of the road. SPC will be guided by WBC as to where the safest and most beneficial exact location is to site these.

Clerk to complete and application and submit to WBC on SPC's behalf and transfer funds into earmarked reserve.

10. Stockcross SID Funding Figures
Proposal: To resolve upon contributions to be made towards to the cost of 2x new SID's in Stockcross.

The Council resolved to fund 50% of the costs (£6,155) of x2 replacement solar powered SID's in Stockcross.

Clerk to notify resident of this decision so that they can submit the completed application for to WBC. Clerk to support as required and transfer funds into a earmarked reserve.

11. ROSPA Inspection Medium Risk Repairs
Proposal: To review and approve the cost for medium-risk repairs to play equipment in Marsh Benham, Speen and Stockcross identified on the quarterly ROSPA inspection, to be funded from CIL monies.

The Council resolved to approve the quotes for the repairs as follows, to be funded from CIL monies:
Marsh Benham: £340 + VAT
Speen: £1,388 + VAT
Stockcross: £2,070 + VAT – Rubber grass mat

Clerk to advise contractor of approval and book works in to be completed.

12. Insurance Renewal 2026/2027
Proposal: To review and approve the insurance renewal for 2026/2027 at a cost of £1,867.52.

The Council resolved to approve the insurance renewal for 2026/2026 at a cost of £1,867.52.

Clerk to process renewal with provider.

13. Housing Needs Survey Report
Proposal: To review the findings from the Housing Needs Survey and agree any

further actions and questions to be put to Connecting Communities in Berkshire.

The findings of the report were duly noted by all councillors.

The following questions will be put to Connecting Communities Berkshire:

1) What are the next steps/ Is there an action statement following this report?
2) Can they provide further information on the exact housing need from those identified (e.g. 1/2/3-bedroom homes) in the survey, as this will enable future planning applications to be considered more specifically against specific housing needs in the parish.

Clerk to email questions to Connecting Communities Berkshire and report back to the council.

14. IT & Internet

14.1 **Email Data -** To note the instructions for downloading email data prior to account deletion upon the resignation of councillors.

This was duly noted by all Cllr's.

14.2 **Website MOT** - To note the findings of the website MOT report and agree any further actions.

It was noted that the report states that the website is WCAG 2.2 AA compliant as is required by assertion 10.

It was resolved to defer this item on the agenda to a future meeting when Cllr Worby will be present to discuss it due to her knowledge in this specific area.

Clerk to add to agenda for next full council meeting.

15. Future Planning

15.1 **Event Branding**
Proposal: To review and approve mock-up drawings for branded tablecloth, banner and feather flag.

The council resolved to approve the proofs for the branded tablecloth and banner, but decided to make changes to the design of the feather flag to allow for visibility.

Clerk to contact branding company to request an updated proof for the feather flag to reflect these changes.

15.2 **Speen Pavilion Structural Survey Report -** To note the findings of the structural survey report at Speen Pavilion and agree further actions.

The structural survey report was duly noted by all Cllr's.

The Council agreed to arrange a meeting for all Cllr's to meet at the pavilion for a site walk through of all areas before discussing possible design ideas, with the view of finalising plans before engaging an architect to create current and proposed plans.

15.3 **Defibrillators** - To review current locations of defibrillators within the parish and discuss potential locations for additional units.

The Council reviewed locations of current defibrillator units within the parish and felt that there is good availability of these units throughout the parish. The council notes an absence of public devices in Marsh Benham and will await the re-opening of The Red House public house to see if one will be installed at this location. If no

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defibrillator is to be installed as part of the redevelopment at the site, then the council will look to supply one to Marsh Benham.

15.4 **WBC Streetlighting Adoption and Maintenance** - To review the WBC Service Offering for Streetlighting adoption and maintenance and estimated costs and agree any further actions.

The Council reviewed the WBC Service Offering for streetlight adoption and maintenance and estimated costs and agreed not to take any further action at this time.

15.5 **Other Projects –** To discuss other ideas for potential future projects.

The possibility of a bike shelter at Speen Recreation Ground was discussed and Cllr's opted to include this as part of the wider redevelopment plans for Speen Pavillion.

16. Clerk & Councillor Updates - Updates for information only on current projects/enquiries.

The Clerk advised that the new Remembrance Day silhouettes have been delivered and will need displaying in Speen and Stockcross in late October.

Cllr Winton will be responsible for displaying these in Stockcross and Cllr Amirtharaj will be responsible for displaying these in Speen.

17. Date of Next Meeting - Wednesday 14th October 2026.

18. Exclusion of Press and Public to Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda items 19 & 20 under section 1 of the Public Bodies (Admission to Meetings) Act 1960.

PART II

19. Environmental Maintenance Contract 2026-2029

The tenders for the environmental maintenance contract were reviewed and the contractor was awarded to a suitable contractor.

Clerk to contact all companies who submitted tenders to advise them of the outcome.

20. Staff Matters

20.1 **LGA Pay Award 2026/2027**

The LGA pay award for 2026/2027 was duly noted by all Cllr's.

Clerk to process in line with NALC guidelines.

20.2 Clerk Advertisement

The Clerk confirmed that they have resigned from their position, with their last working day being Monday 30th November 2026.

The Council approved the draft advert for the vacancy and agreed to run this for a duration of two weeks, with applications closing on 25th September.

The Council resolved to advertise the vacancy on Indeed, BALC and SLCC and delegated authority to the Clerk to review applications and select suitable candidates for interview as well as select questions for interview.

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	The Council also resolved that the interview panel would be made up of the Clerk and two Cllr's (subject to Cllr availability). **Cllr Winton closed the meeting at 21:10**	

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Signed:	***Name (print):*** ***Position:***	***Date:***

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