

MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at Englefield Village Hall on Tuesday 21st October 2025

Present:

Cllr E. Crookes
Cllr R. Smith
Cllr L. Dennison
Cllr P. Myles
Cllr J. Goodwin

In attendance:

N. Rands (Clerk)
M. Taylor

1. Apologies

No apologies were received.
The Council welcomed the new Parish Clerk, Mel Taylor.

2. Declarations of Interest

Cllr Crooked declared an interest in agenda item 8ii in his capacity as Chief Executive of The Englefield Estate.

3. Minutes

The minutes of the meeting of this Council held on 15th July 2025 were approved as a true record.

4. Open Forum for members of the public

No members of the public were present.

5. Financial Update

The Council noted the overview of receipts and payments versus budget for the financial year to date.

Actions:

- Provide potential locations for signage in North Street for review by The Englefield Estate – Cllr Dennison

6. Payments for Approval

The Council approved the following items for payment:

- i. Council Administration Salary & WFH Allowance – October 2025
£141.97

7. Payments Made

The Council noted that the following payments have been made since the last meeting of the Council:

- i. HMRC - Council Administration Income Tax Q1 2025/26
£250.80

- ii. Lloyds Bank - Banking Service Charge 10th May – 9th June 2025
£4.25
- iii. Thomas Landscape Services – Dog bin maintenance April – June 2025
£77.22
- iv. Hampshire ALC - BALC and NALC Subscription 2025-26
£64.35
- v. Thomas Landscape Services – Dog bin maintenance July – September 2025
£77.22
- vi. Lloyds Bank – Banking Service Charge 10th June – 9th July 2025
£4.25
- vii. Englefield Village Hall – Hall hire 15th July 2025
£30.00
- viii. Council Administration Salary & WFH Allowance – August 2025
£142.37
- ix. Town & Parish Council Websites – Annual website hosting and maintenance (01/10/2025 to 01/10/2026)
£185.00
- x. Lloyds Bank – Banking Service Charge 10th July – 9th August 2025
£4.25
- xi. Autela - Payroll Administration - April-July 2025
£84.00
- xii. Council Administration Salary & WFH Allowance – September 2025
£142.37
- xiii. Lloyds Bank – Banking Service Charge 10th August – 9th September 2025
£4.25
- xiv. HMRC - Council Administration Income Tax Q2 2025/26
£251.20
- xv. Thomas Landscape Services – Dog Bin Maintenance – October-December 2025
£77.22
- xvi. Englefield Village Hall – Hall hire 21st October 2025
£30.00

8. Planning

The Council noted that the following decisions have been received since the last meeting of the Council:

- i. 25/00765/FUL - The Old Agency, Englefield Road, Theale, Reading RG7 5DU
Change of use of the existing offices into a SEND School with residential care. Permission is also sought for the erection of a boundary fence to create school play area and dedicated outdoor area for residential care element

GRANTED

The Council agreed to respond with 'No Objection' to the following application consultation:

- ii. 25/02187/LBC - 1 Englefield Lodge, Pangbourne Road, Theale, Reading RG7 5DY
Replacement of existing windows for new units to match the existing. Replacement of existing clay roofing tiles to match the existing.

9. Local Government Review

The Council discussed the potential impact of the following and agreed to monitor the discussions as the proposals develop:

- 'Ridgeway Council' proposal - Creation of a new unitary council to include West Berkshire Council, and the district Councils of South Oxfordshire and the Vale of White Horse
Timeline:

- 28th November – final proposal
- Spring 2026 – government decision
- 2027 – election of shadow council until authority comes into effect
- 2028 – new Council in effect
- Reading Borough Council proposal to bring five West Berkshire wards under its jurisdiction.

Actions:

- Enquire about potential impact on education authorities and catchment areas – Cllr Crookes

10. Digital and Data Compliance

The Council discussed the changes required to ensure digital and data compliance by end of March 2026:

- Role-based email accounts hosted on an authority-owned domain
- IT Policy
- Website accessibility

Actions:

- Progress with planning to migrate to an Englefield Parish Council domain and email addresses for the Clerk and all Councillors – M. Taylor

11. North Street Hedges

It was confirmed that hedge maintenance is the responsibility of the land owner unless the land is tenanted. In the case of North Street, the point of contact is The Englefield Estate.

Hedgerow legislation states that hedges aren't permitted to be cut between 1st March to 31st August, unless for road safety purposes.

The roadside hedges were being cut at the time of the meeting but the Estate will keep in mind the concerns expressed by Cllr Dennison about hedgerow growth and the impact on North Street public highway.

Dates of next meetings were agreed as:

Thursday 15th January 6.30p.m.

Thursday 12th March 6.30p.m.

Meeting finished at 7.15p.m.

Chairman: Date: