



HAMSTEAD MARSHALL PARISH COUNCIL

Minutes of an ordinary meeting of the Parish Council held on Thursday 16th July 2026 at 7.30pm at Hamstead Marshall Village Hall.

Those present at the meeting:

Councillor Anne Budd (Chairperson)
Councillor Steve Masters
Councillor Chris Moss
Camilla West – Parish Clerk

1.0 Welcome and Apologies

- 1.1 The chairperson welcomed everyone to the meeting. There were apologies from District Councillors Denise Gaines, Dennis Benneyworth, Parish Councillor David Hadnutt, and parishioner, Mr John Handy,

2.0 Parish Governance

- 2.1 Declarations of interest – No interest declared
2.2 Minutes of the meeting, dated May 16th, 2026

The Chairperson commented

Colleagues, *'this evening, I received an email from a parishioner requesting that two items be added to this agenda, indicating that she was unable to attend the meeting. As you are all aware, Hamstead Marshall Parish Council does not include 'Any other Business' on its agendas; for the following reason'.*

'HM Government advises that 'Any Other Business' items should not appear on agendas as they do not provide a clear indication of what matters will be discussed, instead, councils should use specific items on the agenda for discussion, ensuring that all participants are aware of all matters to be voted on, or discussed, in advance of the meeting. This practice promotes transparency and compliance with the law, as councils cannot lawfully transact any business not included on the agenda'. Source, National Association of Local Councils

Minutes from meeting on May 16th, 2026, were approved and signed

Proposed: Councillor Masters Seconded – Councillor Moss

2.3 Governance documents for ratification

Code of Conduct; 2026 - 2027
Standing Orders; 2026 - 2027
Financial Regulations; 2026 -2027
Risk Assessment; 2026 - 2027
Audit Plan; 2026 -2027

Proposer: Councillor Masters Seconded: Councillor Moss

3.0 Planning

- 3.1 **25/02700/AGRIC** – Morewood Stables; extension to stables
Application Approved.

- 3.2 **25/02703/HOUSE** – Craven House; replace flat roof with a pitched roof
Application Approved.

- 3.3 **26/01205/LBC – Holtwood Farm**; removal of conservatory and making good the affected area. Replace current internal door and replace with an external door. Removal of decking around the conservatory and create a small, paved patio. **Decision: Support for the application.**

3.4 26/01289/COND – White Hart Inn; Approval of details - Conditions (2) Approved Plans, (4) Newbury EV Charging Points, (5) CMS, (10) 01635 519344 RG20 0HW SuDS, (13) Written Scheme of Investigation, (15) EPS Licence and (17) Ecology Surveys Time Limit of planning permission 24/00582/FUL: Change of use of the Public House to residential use, together with external alterations, landscaping, car parking and any other associated works and infrastructure.

3.5 ‘Preparation of a new Local Plan for West Berkshire’

The Chairperson reported that she had written to District Councillor Denise Gaines enquiring why the Local Plan was having to be re-done. Councillor Budd was informed that it was a directive from the government.

4.0 Hamstead Marshall Sites of Special Scientific Interest (SSSI)

The Chairman reported that as a Parish Council we must acknowledge the areas which are classified as SSSI's in the Parish and employ best endeavours to safeguard them. These areas are Hamstead Marshall Pit; Irish Hill Copse; Redhill Wood; River Kennet.

Councillor Moss commented that work is being done to remove the non-indigenous pine trees at Redhill Wood. Councillor Moss further commented that the removal of these trees had opened up the woods. The chairperson indicated that the parish council had not been apprised whether Thames Water were still discharging sewage into the River Kennet. Further enquiries to be made with the appropriate authorities.

5.0 Member of Parliament Surgery at Hamstead Marshall

5.1 Mr Lee Dillon MP has accepted an invitation from the parish council to attend a village/community meeting at the village hall. The chairperson indicated the meeting would likely to be scheduled, sometime in August which is the parliamentary summer recess. There will be no formal agenda, rather an outline of the evening, will be provided. Parishioners will be invited to ask any appropriate question(s) which they wish to raise. Councillor Moss suggested that Parishioners would be invited to submit questions prior to the evening to the chairperson. The chairperson agreed it was an option, depending on the preference of the parishioners. Councillor Moss commented that advance questions would be given to Mr Dillon ahead of the open meeting. This could avoid questions being asked about the same thing through the evening.

The chairperson indicated that HMPC was awaiting a confirmed date and this would be circulated to parishioners via email, the community WhatsApp, and the parish council's website.

6.0 Members Bids Update

6.1 Councillor Moss reported that a Members Bid for 2026 – 2027 which was re-submitted, was successful. New rules have come into force at West Berkshire Council. The Council have their preferred supplier of SID equipment, and successful bidders are requested to use the preferred supplier. The price provided by West Berkshire Council of their preferred supplier is nearly double the price which Councillor Moss received from Elan City Signs which was the successful bidder from all the quotations received by Hamstead Marshall Parish Council.

The Chairperson commented that the new rule is now a matter of policy. 'There are two options to this policy; (a) request permanent signs under the new policy or, (2) apply for a licence to own and manage the parish council's own equipment which can then be moved around the local area as needed. It must be noted however, both options will require funding, and there is limited Highways funding available'. **Source West Berkshire Council's Lead Officer's comments to Councillor Moss on email dated June 11th, 2026**

Parish Councillors agreed, it was important to be successful in the bidding process. Councillor Moss has written to the lead officer at West Berkshire Council enquiring about the possibility which supplier can be used if the parish council applies for a licence. As of July 16th, 2026, no response has been received from the Lead Officer.

The Chairperson confirmed that the Parish Council will contribute £1800 as a contribution to the project which has been informally agreed by parish councillors. This proposed expenditure will be added to the September 2026 agenda for ratification. The approved sign provided by the supplier of West Berkshire Council will cost a little over £6,000 and is a static installation. As the parish council have two sites for the signage; Ash Tree Corner and Chapel Corner, it is unlikely that there are sufficient funds to purchase two signs.

7.0 Reports

7.1 District Councillors Reports – No report provided.

7.2 Parish Councillors Reports (Councillor Moss)

Councillor Moss reported that he has requested that vegetation needs to be cut back around 30mph signs in the village. West Berkshire Council have asked their contractors to do this. Councillor Moss has checked the batteries at Ash Tree Corner for the defibrillator.

Councillor Moss commented 'the residents of Watery Land in Holtwood would like to thank West Berkshire Council Highways for the great work they have done in organising the resurfacing of Watery Lane, Holtwood. Parishioners would especially like to thank the team from ICS Ltd and Mr Dave Townsend in particular for his courteous and helpful approach to the task. Whilst it is never easy to close these country roads, Mr Townsend ensured that everyone on the route had access for the critical times such as school runs. Despite a week-long cause for disruption, Mr Townsend was very visible on a daily basis, and happy to ensure that there were great relations with all the locals people'.

7.3 Complaint from parishioners (Update by the Chairperson)

The Chairperson reported that she had received a complaint from a parishioner about reoccurring dog fouling not being cleared up in the village. The Parish Council would like to remind all Parishioners that it is important to clear up after your dog when out in the countryside and dog owners should always carry a poo bag at all times. Anyone caught violating this law can be reported to WBC and fined a fixed penalty notice of £100.00. Dog owners are respectfully reminded to take their dog poo bags home and dispense them in the most hygienic way, possible. Leaving dog poo bags in litter bins is discouraged. It was agreed that the parish council would ask for quotations for a dog poo bin for the village. The chairperson indicated that the collection of the bin waste would require an annual cost. This information will also be included on the September 17th, 2026, agenda for discussion and decision.

7.4 First Aid Course

The chairperson reported that contact has spoken with Red Cross Training. The estimated cost of a training course would be approximately £400 for ten to twelve places. An email will be circulated to parishioners on the parish council email list and also on the community WhatsApp group.

Course content will include; strokes; unresponsive (not breathing); CPR; seizures; burns; bleeding heavily; broken bones, sprains and strains, head injury; diabetic emergency and defibrillator training. The parish councillors re-affirmed their support for this training.

7.5 Winter Plan for gritting roads

Road surface conditions in Hamstead Marshall – winter gritting plan

The chairperson indicated that she would write to the Lead Officer at West Berkshire Council indicating that Ash Tree Corner, Chapel Corner, Park Lane be added to the plan, if not listed on the winter gritting plan. The chairperson indicated that those areas are on the winter plan.

8.0 Finance

8.1 Status of HMPC Lloyds Bank Treasurer (Community) Account of July 6, 2026
£12,274,20

8.2 Status of HMPC Lloyds Business Instant Account of July 6th, 2026, £3,895.86

9.0 Accounts

27/05/2026	Mrs Camilla West	Parish Clerk salary for the month May, 2026	399.70
29/05/2026	Lloyds Bank	Bank Charges for Community Account for May 2026,	£4.25
01/06/2026	Red Tax Ltd	Payroll Services for the month of May, 2026	£12.00
06/06/2026	Microsoft 365	Renewal of software for the Parish Council's laptop, in use by the Parish Clerk	£84.99
08/06/2026	Self-Accounting Services	2025/2026 Internal Audit Fee	£120.00
10/06/2026	Lloyds Bank	Bank Charges for Community Account for May 10, 2026, to June 9. 2026	£4.25
17/06/2026	Information Commissioner	Data Protection Fee 2026 - 2027	£52.00
26/06/2026	Mrs Camilla West	Parish Clerk salary for the month of June 2026	£397.00
30/06/2026	Red Tax Ltd	Payroll Services for the month of June. 2026	£12.00

Proposed: Councillor Masters

Seconded: Councillor Moss

10.0 There being no further business, the meeting was closed at 8.30pm

No parishioners attended.

Date:

Signed:

Print name: