

**Tidmarsh with Sulham Parish Council
Extraordinary Meeting Minutes
28th May 2026
8pm, Tidmarsh Village Hall**

Present

Cllr Bronwyn Wynne (BW) (Chairman), Cllr Mark Farrington (MF) (Vice-Chairman), Cllr Jon Chiswick (JC), Cllr Sima Elliot (SE) and Cllr Jonathan Pearson (JP)

EM 26/22 - Apologies

There were none.

JC read a statement relating to advice received from HALC.

JC proposed the appointment of Ellie as the new Clerk. This was seconded by SE and approved unanimously.

JP referred to correspondence he had circulated regarding HALC advice and queried the basis on which BW had sent an email in relation to the matter. It was noted that JC had led on the item as set out on the agenda.

EM 26/23 - Election of Chairman

MF proposed BW for election as Chairman. This was seconded by SE.

JP stated that he did not support the nomination. A vote was held and BW was elected Chairman by 4 votes in favour, with JP voting against.

BW signed the Declaration of Acceptance of Office.

EM 26/24 - Election of Vice Chairman

SE proposed MF for election as Vice-Chairman. This was seconded by BW.

A vote was held and MF was elected Vice-Chairman by 4 votes in favour, with JP voting against.

MF signed the Declaration of Acceptance of Office.

EM 26/25 - Re-election of Councillors as representatives of local community task groups or bodies

The Council considered the appointment of councillor representatives to local community task groups and bodies.

JC indicated that he was willing to continue in his existing representative roles. This was approved unanimously.

BW was re-appointed as the Council's representative to the Village Hall. This was proposed by MF and seconded by SE, and approved unanimously.

EM 26/26 - Declarations of interests from Councillors

There were none.

EM 26/27 - Approval of minutes outstanding from previous meetings



The Council considered the outstanding minutes from previous meetings. It was noted that the minutes of 10th December 2025 should also be included within the set of minutes for approval.

In relation to the minutes of 14th January and 11th February 2026, JP commented that there was no detail recorded under confidential matters and referred to previous discussion concerning clerk employment and payments. Members discussed the level of detail included within the draft minutes and whether any amendments were required.

JC proposed that the minutes be approved as drafted. This was seconded by MF. A vote was held and the minutes were approved by 4 votes in favour, with JP voting against.

The minutes of 25th March 2026 were approved.

The minutes of 8th April 2026 were also considered. JP raised concerns regarding matters he considered had not yet been fully reflected within the draft minutes, including declarations relating to payment for the preparation of minutes and discussion regarding traffic matters. Members discussed the wording of the minutes and the attendance of representatives on behalf of the Parish Council.

It was agreed that the minutes should be uploaded to the website.

EM 26/28 - District Councillor's Report

There was no District Councillor's report.

JP commented that District Councillor input would have been helpful in relation to recent planning matters. BW reported that her most recent correspondence had generated an automatic response and members discussed whether District Councillor support was currently available.

ACTION – BW to contact the District Councillor to confirm current availability and whether support can be provided in relation to planning matters.

Members also discussed whether there is a process for requesting that planning matters be called in.

ACTION – Clerk to check the process for calling in planning applications in the absence of District Councillor support.

EM 26/30 - Parish Councillors' Reports

MF reported on activity at a temporary office/carport-style structure, including concerns regarding trees around the boundary, welfare facilities and the visual impact on a neighbouring property. MF also provided an update on gate and fencing matters, noting that these remain ongoing.

JC reported that he had chaired a NAG meeting on 23rd April 2026, at which it was noted that levels of antisocial behaviour had reduced. He also reported on an upcoming AWE meeting on 30th May 2026, noting that there was nothing of immediate concern. *Dy* *April* *Dy*

SE reported that she had no further updates.

JP raised a number of issues regarding access to minutes and historic Council records. BW advised that she had reviewed the website and identified that two sets of minutes had been missing, but these had since been located and uploaded. It was noted that Council documents are now with the new Clerk, although it was unclear whether the minute books were included.

BW read out advice received from HALC in relation to the handling and publication of minutes. Members discussed the importance of maintaining respectful conduct during meetings and ensuring that debate remains constructive and focused on Council business. JP also referred to a Freedom of Information request and stated that he may refer the matter to the Information Commissioner's Office.

BW reported that she had attended a village planning meeting in relation to the forthcoming Millennium Green event. Members noted that the event is planned for Saturday 18th July 2026, from 12.30pm to 5.00pm, with two band sessions, refreshments and a raffle. Tickets are proposed at £10 per person. BW proposed that the Council email address be used to manage bookings so that funds can be tracked and ring-fenced appropriately. This was approved unanimously.

It was also noted that the Millennium Green Committee does not currently operate its own bank account.

EM 26/31 - Clerk's Report

There was none.

EM 26/32 - Public Forum

There were no matters raised

EM 26/33 - Review Task List and Action List

Members discussed the current task list and action list. It was noted that a number of items had been carried forward for a significant period and that these should be reviewed to determine which remain actionable.

ACTION – BW to review the current task list and action list and identify items requiring action or closure.

EM 26/34 - Planning Applications

Members discussed the current planning position at Maidenhatch, including a temporary stop notice and a retrospective planning application relating to the ménage site and four caravans. It was noted that a land agent has now been appointed and that the application has been validated. A further site was also noted as not yet validated.

The site remains subject to planning enforcement activity. Members discussed concerns raised by residents and whether individual objections or a single Parish Council response would be the most appropriate course of action. A site visit was suggested, although it was noted that access on foot may not be safe and alternative arrangements may need to be considered.

Possible dates for a site visit were discussed, including Tuesday 2nd June 2026 between 10.00am and 12noon, with a planning response required by 11th June 2026.

JP asked whether services such as water and power were connected to the site. Members were uncertain regarding the position on water, and it was suggested that electricity may currently be provided by generator. It was also noted that care should be taken if photographs are taken on site, particularly where children may be present.



Reference was made to relevant planning precedent and to the need to understand land ownership and use arrangements more clearly.

JP also asked whether there had been any update or determination in relation to the classic car refinishing site discussed at the previous day's meeting.

ACTION – BW to seek clarification on the process for submitting a valid objection and to obtain further information from Colin.

EM 26/35 - Financial Matters

The Council considered the following financial matters:

a) Annual review and renewal of the Council's insurance cover with effect from 1 June 2026

It was noted that the insurance premium of £677.06 had been paid.

b) Annual review of the Council's and/or staff subscriptions to other bodies (SLCC, NALC/BALC/HALC, ICO)

It was noted that the HALC membership subscription via BALC of £164.06 had been paid.

c) Annual review of inventory of land and other assets (including buildings and office equipment)

Members noted that the only addition to the asset register was the defibrillator.

d) Review of payments by Direct Debit or Standing Order

It was noted that the Council has no standing orders and that the only direct debit is for the ICO.

e) Approval of receipts and payments

The following payments were considered:

- Village Hall – £90.00
- Tactical Facilities – £71.45
- Cloud Next – £19.17 (domain name)
- JM – mowing, first quarter £330.00
- Weed killer – £405.00
- May Clerk's salary and office allowance

These payments were approved unanimously.

f) Approval of budget monitoring

Members considered the budget monitoring report to the end of April. It was noted that income received included the precept and service charge, and that Tactical Facilities and SE had been reimbursed in relation to the AGM. Members noted the current financial position.

g) Audit of Annual Accounts for the period 1 April 2025 – 31 March 2026 and preparation of AGAR submission

It was noted that Claire has agreed to continue as the internal auditor. A fee of £160 is anticipated but has not yet been invoiced. Councillors agreed to review the AGAR at the next meeting in June.

ACTION – JC to put the Clerk in contact with Claire regarding the internal audit, and to assist in locating any missing receipts.

h) Preparation of Annual Return to the Charities Commission for Tidmarsh Millennium Green Trust



It was noted that the annual return to the Charities Commission is up to date, but that the new Clerk will need to complete the submission in due course.

EM26/36 - Annual Review of Parish Council's Policies and Procedures

a) Code of Conduct 2025

It was noted that the Code of Conduct should be published on the website.

b) IT policy

Members noted that a new IT policy will need to be prepared and adopted.

EM 26/37 - Highways and Speeding

a) Update on current position

BW reported concerns regarding vehicle speeds on the bends near St Lawrence Church, particularly where drivers unfamiliar with the road brake suddenly on seeing the existing camera. JC also reported that, since the removal of the flashing sign near his property, speeding has worsened and has affected his ability to pull safely out of his drive.

Members agreed that the objective is to influence driver behaviour rather than pursue enforcement action, and discussed the possible purchase of a VAS/SID device. It was noted that West Berkshire had discussed a covert speed survey, although the Council had not been permitted to use JP's own equipment.

Members agreed in principle that the Council should pursue the purchase of a moveable speed sign. It was further agreed that the next step would be to identify the preferred device, with JP to bring forward a final recommendation by the July 2026 meeting.

EM 26/38 - Community

a) Flooding updates and concerns

Members noted that no update had yet been received from **James Austen** in relation to phosphate readings. SE asked whether the Council had written to the relevant authority regarding the river and site visit concerns.

ACTION – BW to include flooding and river concerns in her letter.

JP reported that neighbouring landowners are seeking to market a package of land including a bungalow and are attempting to identify a purchaser for the site as a whole in order to avoid fragmentation of ownership.

b) Millennium Green

SE asked whether the repair reports for the Millennium Green had been received within the agreed two-week timescale. BW noted that she had seen JM mowing and confirmed that she would follow up on the position.

c) Village Green Events

Members noted the earlier discussion regarding the Millennium Green event and that ticket income should represent profit, given that event costs are expected to be covered by sponsorship.

EM 26/39 - Approval of Parish Council Meeting Dates

The proposed meeting dates for the year were approved unanimously.



EM 26/40 - Proposed date of next Parish Council Meeting

It was agreed that the next Parish Council meeting would be held on 10th June 2026 at 8.00pm.

JC gave his apologies in advance for that meeting.

Members noted that this date would provide sufficient time to finalise the planning response in relation to Maidenhatch following the site visit.

EM 26/41 - Exclusion of Press and Public

The Council considered the following confidential items:

i) Appointment of new Clerk

This had been dealt with earlier in the meeting.

ii) Signing of Clerk Contract

This was completed.

Close of Meeting

The meeting closed at 22:16.

 8/7/2026

