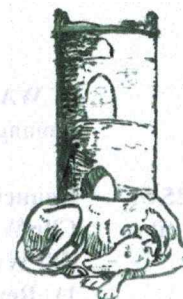


Tidmarsh with Sulham Parish Council



Minutes of the Meeting of the Parish Council of Tidmarsh with Sulham
On Wednesday, 9th July 2025 at 8.15p.m.
held at Tidmarsh Village Hall, The Street, Tidmarsh, Reading, Berkshire. RG8 8ES

Councillors Present	
Cllr Jon Dunn (JD), Chairman	Cllr Sima Elliot (SE)
Cllr Mark Farrington (MF), Vice Chairman	Cllr Bronwyn Wynne (BW)
Cllr Jon Chishick (JC)	Cllr Jonathan Pearson (JP)
In Attendance	
Mrs. Wendy Rapley (WR), Clerk	
Mr. James Austin, Tidmarsh with Sulham Flood Warden (For up to Minute item 25/59 inclusive)	
No members of the public	
Apologies for Absence	
None	

Agenda Item	Discussion of Item & Decisions	Action on
25/52	Quorum, Notice & Apologies for Absence A quorum was present and due notice of the Meeting had been served; no apologies had been received from Cllr Shakespeare.	
25/53	Declaration of Interests No new Declaration of Interests were received; JC declared his interest in respect of the amended planning application 25/00234/FUL as his property was adjacent to the site of the proposed development.	
25/54	Approval & signing of the Minutes of the Council Meeting held on Wednesday, 11th June 2025 & Extraordinary Meeting of Thursday, 26th June 2025 The Minutes of the last Ordinary Meeting of 11th June 2025 and of the Extraordinary Meeting of 26th June 2025 were presented for approval. IT WAS RESOLVED that: a) the Minutes of 11th June 2025 were an accurate record and should be signed by the Chairman. Proposer: BW, Seconder: JP. b) the Minutes of 26th June 2025 were an accurate record and should be signed by the Chairman. Proposer: MF, Seconder: BW.	JD JD
25/55	District Councillor's ("DC") Report The DC was not in attendance, nor had he provided a report; JD had unsuccessfully tried to contact him by email and phone. Given there were many outstanding matters on which updates were awaited from the DC, particularly regarding planning, it was suggested direct contact be made to WBC (Messrs. Dray and Butler in Planning/Enforcement) to obtain answers to those matters, and to Messrs. Vickers [Chair] and Brooks [Council Leader] to enquire after the DC's wellbeing and availability given the recent lack of communication by him; other options were considered, namely to request a meeting with Bob Dray in an attempt to gain a clearer picture or to approach WBC's Leader of the Opposition. IT WAS RESOLVED that emails should be sent to: a) Messrs. Dray & Butler asking for a meeting and updates on the planning matters outstanding; and b) Messrs. Vickers & Brooks to enquire after the DC's wellbeing and availability given the recent lack of communication by him.	JD
25/56	Chairman's Report The Chairman advised Manor Field (outwith of the Tidmarsh settlement) on the left of Tidmarsh Lane towards Maidenhatch was for sale and being promoted for residential development; it had a PROW (TIDM/7/2) running across it.	

IT WAS RESOLVED for a letter to be written to Haslams, the Agent, reminding them there was a PROW running across Manor Field and that this should be protected.

JD

25/57

Councillor Reports

(i) Cllr Wynne (report in meeting pack)

Cllr Wynne drew the Council's attention to the following items:

- 1) **Review of Parish Website:** Due to time constraints, this item would be deferred to September's meeting. **IT WAS AGREED** for the Clerk to add the review to the September's meeting Agenda.
- 2) **Millennium Green 25th Anniversary Event:** Arrangements were underway for the 25th Anniversary Event on 24th August 2025. BW sought approval from the Council for a budget of £250 to meet expenditure for this event and requested it consider allocating a similar budget for future events as part of its overall Budget, as other than the Precept, it was not in receipt of other income streams. The Council asserted individual Councillors should not personally fund events but should be reimbursed for expenses, and a small budget should be set aside to meet costs of fundraising events. Any monies raised from the MG 25th event would be donated to the TMG Trust on condition they were ring-fenced for the Trust's use for future events. JC advised there was an amount of £1,000 (General Grants Fund) within the Budget that was used to make grants, citing grants had previously been made to the Parish Magazine and mooted a grant of up to £250 could be made to the MG event, subject to the Council being provided with supporting receipts for expenditure.

WR

IT WAS RESOLVED that:

- a) a grant of up to £250 from the General Grants fund should be made towards the costs of the Millennium Green 25th Anniversary Event subject to the provision of supporting receipts to claim reimbursement. **Proposer: JC; Seconder: SE.**
- b) an amount to be factored into the Budget for 2026-2027 for community events. **Proposer: JD; Seconder: JP.**

BW/JC

JC

3) Defibrillators

The Clergy of St Nicholas had advised it might be difficult to install a defibrillator at the Church due to issues in installing an electrical supply to its exterior for the machine; alternative sites in Sulham for a machine were being explored and an approach to Sulham Estates to enquire if one could be installed on one of the estate-owned properties was suggested.

The Village Hall Committee had decided it would obtain and meet the ongoing costs of a defibrillator at the Hall, with the initial outlay to be met, it was hoped, via a successful National Lottery Community Fund ("NLCF") application.

A defibrillator was still planned for The Greyhound, with Fullers to meet the electrical connection costs, but for ongoing costs e.g. electrical consumption (c.£60p.a.) and consumables (batteries and pads), to be met by the Council; given the current cost of replacement batteries, the merits of having 2 machines in Tidmarsh were challenged with it being suggested only 1 should be installed in Tidmarsh, a second in Sulham, and the previously considered 2nd Tidmarsh machine be offered to Maidenhatch.

Should the Council decide to make an application to the NLCF for a grant to meet the cost of a defibrillator, the NLCF was likely to scrutinise the Council's level of reserves it possessed with a possible challenge as to why it was seeking funding when it could utilise its reserves.

The British Heart Foundation had given advice on the most suitable types of defibrillator machines.

IT WAS AGREED that:

- a) Only one defibrillator should be considered for installation in Tidmarsh, at the Village Hall, with a second one at the Greyhound now not to be pursued.
- b) Maidenhatch should be offered a defibrillator; contact details of Maidenhatch residents should be given to BW by JD, with Maidenhatch's response reported to the next meeting.
- c) Alternative sites should be followed up with Sulham Estates for the positioning of another defibrillator and the outcome of this should be reported to the next meeting.
- d) Full details of defibrillator technical specifications, initial outlay & ongoing electrical consumption and consumables costs for machines at Maidenhatch and Sulham, and funding streams, including potential grant bodies, should be provided for the next meeting for consideration and approval.

BW/JD

BW

BW

(ii) Cllr Pearson

The ongoing failure by Volker, WBC's subcontractor, to paint white lines on Mill Lane after re-surfacing works was raised; a discussion on how to address this with WBC took place which included the possibility of submitting a FOI request to WBC.

IT WAS AGREED JP should notify the Clerk of the logging date and WBC Portal reference number regarding the white lines painting failure; the Clerk would then follow up this matter.

JP/WR

(iii) **Cllr Farrington:** Nothing to report.

(iv) **Cllr Chishick**

Lloyds had confirmed all authorisations had been received in respect of the addition of BW, JD and MF as signatories to the mandate but to obtain online access, each new signatory would have to complete and return an online access application form. Both JD and BW had completed copies of the form which were presented for signature; once signed, the forms would be returned to Lloyds for processing. MF asked if he was still required as a signatory and was advised that given the additions of JD and BW, he was no longer needed.

IT WAS RESOLVED for the online banking application forms of BW and JD to be signed by the existing signatories of JC, SE and JP; JD and BW should send signed copies to the Clerk, JC and Lloyds.

JC/SE/JP/
JD/BW

(v) **Cllr Elliot**

SE had reported via WBC's portal (ref: E42064) the incorrectly facing traffic signs on Mill Lane; she committed to reporting the lack of white lines repainting on Mill Lane. WBC's response to E42064 was that they would update SE on progress within 10 working days.

IT WAS AGREED SE should inform the Clerk of any updates from WBC re E42064 and of the logging reference and date for the lack of white lines on Mill Lane.

SE

25/58 **Clerk's Report**

A Clerk's report had been submitted in relation to Financial Matters 25/63 (a).

25/59 **Updates & Presentation by James Austin, Tidmarsh with Sulham Flood Warden**

Mr. Austin ("JA") was welcomed to the meeting. The following items were raised by him or were discussed:

- Englefield Estate's proposed works to the River Pang and its surrounding area were unlikely to commence until 2026 and thus the issues regarding flooding which tended to occur around the bridge on the A340 that spanned the Pang and further downstream of the Pang would not yet be resolved.
- Pangbourne needed reassurance that flooding would not occur again this year due to breaches of the Thames' and Pang's banks leading to land and local footpaths being water-logged for long periods.
- It was necessary to review each area of the Pang's course that regularly floods from the Thames end all the way upriver and explore options for preventing flooding in such areas i.e. Mill Lane, including:
 - (i) the potential construction of walls on landowners' lands to divert water onto flood plains or onto other landowners' land (although EA permission was likely to be required for defensive walls and landowners' permission would be needed for any forced changes in water course resulting in flooding being diverted onto their land);
 - (ii) the use of flood modelling to determine the current water courses patterns and potential impact of changes to these on the local area, although this would require funding and it was suggested this cost could possibly be met from CIL monies on the grounds the modelling would benefit the Parish;
 - (iii) the potential creation of new Grips, shallow surface ditches, to take rainwater from fields;
 - (iv) ensuring road gulleys were regularly cleared of debris and silt to enable heavy rainwater to flow away; JA confirmed WBC regularly cleared gulleys particularly after heavy showers.
 - (v) potential options to manipulate water flow; it was recognised the Pang's waters were now flowing more quickly and heavily than in previous years.
 - (vi) ensuring the ditch leading to the stream was kept clear;
 - (vii) upgrading of the culvert which runs from Mill Corner Farm although this was unlikely to occur.
 - (viii) ensuring the sluice/weir gates were cleared of silt/mud to enable proper closure.
- Marc Smith, son of the late Michael Smith, was administering his father's estate and managing the fields of Mr. Loveridge adjacent to his father's land; he was aware of issues regarding flooding and the need to implement suitable strategies to address it that might include creating additional ditches.
- It was mooted a letter could be sent to the EA citing concerns regarding flooding and challenging them to take steps to prevent it; JA recommended a meeting be held first with WBC to review flooding issues and to obtain agreement from Mr. Smith to permit flood defence works to take place on his land, but asked if the Council would be able to apply pressure on WBC and/or Englefield Estate to commence the Englefield riparian works earlier than next year.

IT WAS AGREED:

- a) A meeting should be held between JP, MF, JA and Marc Smith to discuss and agree potential flooding defence measures on Mr. Smith's land; the contact details of Mr. Smith should be passed to JA by JP so that the pair could arrange that meeting.
- b) Once the meeting had been held and decisions reached, JP should draft and send an appropriate letter to the EA, with a copy to be circulated to the Council for information.

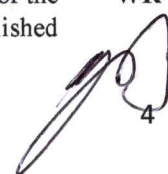
JP/JA

JP
3

25/60 **Public Forum:** There were no issues raised by the member of public.

25/61 **Review of Tasks & Actions List**

- (a) **Update on speed reduction proposals: introduction of 20mph zones and village name signs installation (raised in Public Forum at Meeting of 14th May 2025):** No further updates had been received from WBC regarding introducing 20mph zones nor erection of village entrance signs for Tidmarsh on Tidmarsh and Mill Lanes, and on the A340 (northbound) as part of the Traffic & Road Safety Works Programme for 2026. **IT WAS AGREED** to contact Traffic & Road Safety Works team later in the year about the introduction of the 20mph zones on Mill and Tidmarsh Lanes and village entrance signs initiatives. **WR**
- (b) **Update on PROW TIDM/4/1 reinstatement, maintenance and implementation of proposals to improve accessibility on TIDM/4/1:** In response to Clerk's email to him for an update on discussions with Mr. Smith over maintenance improvements to his late father's land and proposals to improve accessibility on TIDM/4/1, Mr. Coxon (WBC) stated he would update the Council when agreement had been reached with Mr. Smith on how to proceed, that he had outlined to him his responsibilities as landowner, and offered help connecting with resources and sources of advice; any works were likely to be incremental. **IT WAS AGREED** for the Council to be updated as and when information was available. **WR**
- (c) **Speed cameras to be fixed or replaced:** The two speed cameras in Tidmarsh were not working; a discussion was held as to how best to arrange for these to be either replaced or for the flash element to be reinstated as a deterrent to speeding drivers. **IT WAS AGREED** for an investigation to be made into the ownership of these cameras with a view to seeking the flash element to be reinstated or repaired.
- (d) **A340 Path Installation from Tidmarsh to Englefield or Theale:** An approach had been made in 2024 to Highways and the DC for a public footpath to be established alongside the A340 from Tidmarsh to Theale to improve safe pedestrian access between the two villages especially for those wishing to attend Englefield events; this proposal had not progressed since. **IT WAS AGREED** for the Council to re-approach Highways and DC at a later date.
- (e) **Provision of a bus service from Pangbourne to Theale via A340 and Tidmarsh:** Highways and the DC had been requested in 2024 to reinstate the bus service along the A340 with stops in Tidmarsh and Englefield; this had not progressed to date. **IT WAS AGREED** for the Council to re-approach Highways and DC at a later date.
- (f) **Installation of Pedestrian Gate at Mill Lane End of Copes' drive:** At the Mill Lane end of TIDM/6/1, a stile was in place (TIDM/47) with an adjacent drive and a gate that was sometimes locked to prevent egress of livestock onto the road. It was suggested a fully accessible kissing gate be installed instead of the stile to permit access for wheelchairs and pushchairs yet prevent livestock egress; the costs of such a gate could be met from s106 reserves held. **IT WAS AGREED** for quotations to be obtained from firms (including Arrow) for a mobility kissing gate to be installed instead of TIDM/47 at the Mill Lane end of TIDM/6/1. **WR**
- (g) **CIL Bid for Nunhide Lane Path to tie footpaths together (SULM/5/1 and Nunhide Lane)**
Approaches were previously made to Mr. Wildish (Highways Projects-WBC) for the creation of a linking path between SULM/5/1 (Moor Copse footpath) and Nunhide Lane, having obtained in principle approval from Sulham Estates to reclaiming a small section of their land to enable the path's establishment; this had not been prioritised due to lack of funding, but Mr. Wildish had recently notified the Council the process for assessing new schemes had changed with new requests for improvements being reviewed by the Portfolio Councillor for Highways, and then determined for further assessment and costing, and that he would submit the footpath link proposal to the Portfolio Councillor for consideration. The Council had originally considered using s106 or CIL monies as potential funding towards such a pathway. **IT WAS AGREED** for this proposal to be progressed again.
- (h) **Reinstatement of Post Box at Sulham:** The post box at Sulham had not yet been reinstated despite a letter having been sent to Royal Mail sorting office in Pangbourne from the preceding Clerk. **IT WAS AGREED** for the current Clerk to pursue the reinstatement of the Sulham Post Box with the local sorting office. **WR**
- (i) **Application for a dropped kerb to facilitate crossing between A340 and Millennium Green**
A proposal had been submitted to WBC by the Clerk in April 2025 (Portal Ref E38791) requesting a dropped kerb be installed outside the Greyhound on the A340 so that it was immediately opposite the dropped kerb by the lychgate to facilitate crossing of the A340 and entrance to the Green by individuals with pushchairs or in wheelchairs; WBC had responded stating dropped kerbs were already in place in front of the Greyhound by Mill Lane and across the road at Mill Lane at its junction with the A340 and these served their intended purpose. The Council discussed this response but believed accessibility could be better achieved if dropped kerbs were created on either side of the A340 at the point of the original east side bus stop (by the Green) and for a linking path to be established between the bus stop and the lychgate entrance to the Green. **IT WAS AGREED** for the Clerk to revert to WBC with a request to install dropped kerbs on either side of the A340 at the point of the original east side bust stop (by the Green) and for a linking path to be established between the bus stop's tarmacked area and the lychgate entrance to the Green. **WR**



- (j) **Installation of a replacement VAS (Vehicle Activated Sign)**
Following email exchanges and dialogue between the Clerk and WBC regarding a site meeting to agree a location for a replacement VAS and asking if the Members' Bid monies were still available, a site visit was proposed for August 2025 between WBC Road Safety Officers and JP; WBC had stated the original Members' Bid submitted in January 2025 had been declined due to insufficient information being included. **IT WAS AGREED** for JP to revert to the Clerk with dates on which he would be unavailable for a site meeting and for the Clerk to then confirm with JP and WBC a site visit date in August 2025. JP/WR
- (k) **Speed Gun/Use of Mobile Police Speed Camera Van:** Although raised with and initially supported by the DC, there had been no further progress on the use of either a speed gun or mobile police speed camera van or response from the DC.
- (l) **Cut back of heavy vegetation obscuring 30mph signs on The Street (A340) – Southbound:** The issue had been reported via WBC's Portal (ref. E41653); WBC had issued instructions to their contractors to cut the vegetation back, but this had not yet occurred despite a chaser by the Clerk. **IT WAS AGREED** for WBC to be chased again to cut back the vegetation obscuring the southbound 30mph signs on the A340 on the entry to Tidmarsh from Pangbourne. WR
- (m) **Overgrown vegetation covering road sign by Keeper's Cottage:** SE confirmed vegetation had been cut back and the sign was now clearly visible.
- (n) **Faded road signs (road narrowing & bend signs) on A340 (northbound) after motorway bridge**
Further to this issue being logged via the WBC Portal on 6th May 2025 (Ref: E39469), WBC had stated they had instructed their contractor to carry out repairs within 28 days, but these had not yet been effected. **IT WAS AGREED** for this issue to be followed up with WBC. WR
- (o) **Consideration of a further VAS or SID in Sulham:** A request had been made to Highways and the DC for a further VAS or SID to be installed in Sulham, near the Cottage and layby. **IT WAS AGREED** for JP to raise the installation of a VAS or SID in Sulham during the course of his site meeting with Traffic Road Safety in August 2025 and report back to the Council on discussions. JP
- (p) **Flood Plain Action Plan:** This had been raised during the meeting with Mr. Austin and would be discussed with Mr. Smith.
- (q) **Frequency of Gully Cleaning:** The frequency of regular gully cleaning by WBC was queried. **IT WAS AGREED** to report gully cleaning needs as and when required via the WBC Portal.
- (r) **Free training courses run by HALC:** As of 2026, HALC would charge for training courses offered to its members.
- (s) **AV Software:** The Clerk would confirm once new AV software had been purchased. WR
- (t) **Dedicated mobile phone for the Clerk:** **IT WAS AGREED** for the Clerk to update the Council on obtaining a dedicated mobile phone and airtime package, permitting access to the Internet and emails, with a budget of £50. WR

25/62 Planning Applications

(i) New Planning Applications & Consultation requests

(a) **25/00234/FUL – Erection of Agricultural Barn and Adjacent Access Track:**

A consultation request had been received in respect of this development as amended planning documents had been received by WBC; the deadline for the consultation was 16 July 2025. WBC had confirmed the original objections to the proposed development still stood. A draft response from the Council was presented for approval; the response set out that the amended application indicated a change of use to a large-scale commercial operation from the original application which was likely to result in increased traffic that could be detrimental to the immediate vicinity, but a relocation of activities and the building to the other end of the site where farming had previously taken place would be safer and more suitable due to better access to the A340.

IT WAS RESOLVED to approve the draft Council Consultee response subject to amendments in the final paragraph and for this to be submitted on WBC's Planning Portal by 16th July. WR

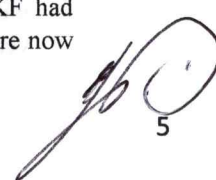
(ii) Update on Applications

- (a) **25/00843/FULMAJ:** A supporting statement had been submitted via WBC's planning portal on 30th June 2025. A decision was awaited.

25/63 Financial Matters

(a) **Non-submission of AGARs for financial years ending 31st March 2023 & 31st March 2024**

The Clerk's report set out details of correspondence, including reminder letters or emails received with dates, from the external auditor (PKF) in respect of the failure to submit AGARs for the above years, and a breakdown of charges associated with PKF's professional fees; some of the correspondence PKF had asserted they had sent had either not been received or had been deleted, but replacement copies were now in the Clerk's possession.



(i) Public Interest Reports (“PIRs”)

The Council reviewed the PIRs that had been issued following the failure to submit AGARs for the years ending 31 March 2023 and 31 March 2024, together with associated notices; in line with Schedule 7 of the Local and Accountability Act 2014, the PIRs should have been published and discussed by the Council within 1 month of their original receipt (8 April 2024 - PIR YE 31 March 2023 and 7 November 2024 – PIR YE 31 March 2024) but this had not occurred and the Clerk, following advice from PKF, was now submitting them for review and had already published them on the Parish website. The Council acknowledged it had failed to submit AGARs for two years nor reviewed the associated PIRs when issued due to various circumstances including communication breakdowns, changes of personnel leading to a loss of knowledge and experience of required processes, and potential failures by personnel. To address these failures, the Council and Clerk had already taken or were to take steps to prevent any further breaches for submissions of AGARs within the prescribed deadlines, namely:

- The Clerk had obtained advice from PKF as to the process and timetable for the conduct of an Internal Audit and AGAR submissions which had been shared with the Councillors; this guidance had also been saved to the laptop for reference.
- An Internal Audit had been carried out in June in respect of the AGAR for YE 31 March 2025.
- The AGAR for YE 31 March 2025 had been completed, approved by the Council, signed and published, together with the Notice of the Exercise of Public Rights, by the required deadline of 30th June 2025 and submitted to PKF for external audit.
- Ensuring PKF were in receipt of updated Clerk and Councillor contact details and ensuring Parish website Councillor contact information was also current.

A brief discussion was held as to whether partial financial redress from previous personnel should be sought; the Council had debated this at a prior meeting but subsequently rejected it as it was felt the Council as a corporate body was collectively responsible. However, a financial offer as a means of redress had now been made to the Council for consideration which was deemed to be a donation. Acceptance of the financial donation was put to the vote; three abstentions were received (SE, JC, and BW) and three votes in favour (MF, JP, JD) of accepting the offer were received and thus, **THE MOTION WAS CARRIED.**

(ii) Noting of breakdown of PKF’s professional fees

The breakdown of PKF’s professional fees was reviewed; the higher external audit fees were as a result of the chaser letters and PIRs being issued. PKF’s communication protocols were queried; their standard procedure was to contact each Council via the Clerk, relying on them to forward letters to Councillors. It was pointed out a Clerk could be medically indisposed or have left the Council’s employ and thus, PKF’s method was flawed and they should approach a Councillor directly if there was no response from the Clerk, as councillors’ details were on the Parish website and they should have tried harder to contact the Council over the outstanding AGARs prior to issuing PIRs, and that the Council should seek partial reimbursement of fees imposed. PKF had averred they would attempt to make contact via the Chairman should no response be received from the Clerk, but that in their experience the contact details of the Chairman or other councillors on a website were often outdated.

(iii) Approval to outstanding AGARs for years ending 31 March 2023 and 31 March 2024

At PKF’s recommendation, each section 2 “Accounting Statements” of AGARs for the years ending 31 March 2023 and 31 March 2024 were submitted for approval as unaudited versions for publication. The RFO had certified each of these as accurate having liaised with JC to produce the financial information drawn from the respective internal final year end accounts.

IT WAS RESOLVED to approve and sign section 2s of the AGARs for the years ending 31 March 2023 and 31 March 2024 and publish them as unaudited on the Parish website. **Proposer: JC; Second: JD.**

JD/WR

(b) Noting of £100+ Expenditure Report for year ending 31st March 2025

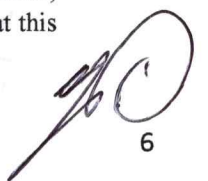
In accordance with the Transparency Code for Smaller Authorities 2015 (“the Transparency Code”), the Council was required to publish details of all individual expenditure in excess of £100; the report for the YE 31 March 2025 had been submitted for noting.

IT WAS RESOLVED to note the report of individual expenditure in excess of £100 for the year ending 31 March 2025 and for this to be published on the Parish website.

WR

(c) Approval of updated Asset Register

The Asset Register had been updated to include the new parish laptop and the Coronation Bench in Sulham, their purchase costs and insurance values, and a new column inserted to reflect values and Assets as at this year; there was a requirement under the Transparency Code for the Register to be published.



IT WAS RESOLVED to approve the updated Asset Register and for this to be published. **Proposer: MF, Second: JP.**

WR

(d) Review of Bank Reconciliation statements

Copies of the latest Bank Statements for each of the Community Instant Access (Interest) and Community (Current) accounts were presented. **IT WAS AGREED** to note the latest Bank Statements.

(e) Actual vs Budget Monitoring Report

This year's and recent years' accounts had been updated to reflect both Gross and Net amounts, clearly showing any VAT, such VAT to be recovered from HMRC in due course by the Clerk; the total amount of VAT to be reclaimed was c.£2,327. Expenditure was in line with Budget except for Clerk's salary as overtime had been paid. The General Reserves balance was net of VAT, with s106 and CIL balances being ££14,315 and £8,327 respectively. Current Bank Balances were now shown on the statement of receipts and payments. **IT WAS RESOLVED** to approve the Budget Monitoring Report. **Proposer: JP; Second: JD.**

(f) Review of & approval to Receipts and Payments including invoices

The Council reviewed the Receipts & Payments summary for approval set out below.

Amounts received						
Date	Description		Payment Method	Ref	Total amount	Date Received at Bank
09/06/2025	Lloyds Bank Interest (Gross) Community Instant Access Acct		Credit	Acct No. 07230570	£21.63	09/06/2025
			Total receipts		£21.63	
Payments						
Invoice Date	Description	Invoice #	Payment Method	Ref	Total amount	Date Paid/ Cleared at Bank
16/06/2025	ICO DP Registration renewal fee (£52 discounted to £47 due to DD)		DD	ZA009083	£47.00	
17/06/2025	Bank service charge		DD		£4.25	17/06/2025
25/06/2025	Tactical Facilities – Waste	SI-3720	BACS	June 2025	£71.45	
23/06/2025	Claire Connell – Internal Audit	Inv 2147	BACS	IA Fees	£170.00	27/06/2025
20/06/2025	Village Hall 2024-2025 (re bookings not charged for in error)	Inv 925 (revised)	BACS	PC Meeting bookings	£30.00	
27/06/2025	Playscene: 1 timber post 4.2m length x 150mm Dia basket swing	Inv 2402	BACS	replacement beam	£206.40	PAID
01/07/2025	Jon Murby TM Maintenance		BACS	April-June 2025	£410.00	
			Subtotal		£939.10	
Other Payments						
28/07/2025	Clerk's salary - W Rapley	Month 04	BACS	July Salary	£408.80	
28/07/2025	Clerk's Office Allowance - W Rapley	Month 04	BACS	July OA	£26.00	
28/07/2025	Clerk - overtime (June - 113 hours @ £14.60/h)	Month 04	BACS	June Overtime	1,649.80	
			Total payments		£3,023.70	

The Tactical, ICO, Village Hall and Jon Murby Maintenance invoices had yet to be paid; the ICO's invoice would be settled via DD and the Village Hall invoice related to omitted charges for 2 sessions from the Hall's previous invoice. **IT WAS RESOLVED** to authorise payment of these invoices.

The Clerk was requested to leave the Hall whilst a discussion was held regarding overtime payment, and the number of hours she was currently working in excess of her contracted hours.

IT WAS RESOLVED to approve an overtime payment of £1,649.80 for June (equating to 113 hours @ £14.60/h). **Proposer: JD; Second: MF**

(g) Approval to CIL Report for year ending 31st March 2025

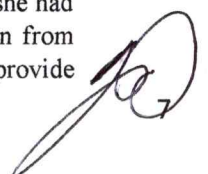
A CIL report for the year ending 31st March 2025 was presented.

IT WAS RESOLVED to approve the CIL report for the YE 31 March 2025 and for this to be sent to WBC and published on the Parish website.

WR

(h) PAYE – Approval to Payroll Manager and Provider

The Clerk advised that given the issues that been experienced by her predecessor in securing reactivation of the Council's PAYE account with the HMRC, and at the recommendation of the Internal Auditor, she had investigated the services of a professional Payroll Provider/Manager and had sourced a quotation from SALC, which was used and recommended by another local Parish Council. SALC would be able to provide



payroll services for the sole employee without pension (the Clerk/RFO) at a cost of £7.50 per month that would include the provision of payslips to the Clerk and P30s (Employer Payslips which show the breakdown of applicable NI and Income Tax deductions owed to HMRC) to the Employer, and make Employer Payroll submissions to HMRC on a monthly basis. In addition, SALC would be able re-register the Council as an Employer with the HMRC, conduct a payroll audit encompassing the processing and issue of payslips and a P45 for the former Clerk, making relevant historic Employer Payroll submissions on the Council's behalf and issue Employer Payslip (P30s) to the Council setting out amounts that it would need to pay the HMRC in terms of any applicable NI and Income Tax deductions. The cost of the payroll audit was £28 + VAT per hour.

IT WAS RESOLVED to approve the appointment of SALC as Payroll Manager to conduct ongoing payroll services and to provide a payroll audit to retrospectively examine, submit or issue historical paperwork which had not been effected previously, but for SALC to be asked how long such audit was likely to take.

WR

25/64 Highways & Speeding

Updates on current Highways and speeding initiatives had been provided earlier in the meeting; consideration of the purchase of an Auto Speed Watch Camera would be deferred to the September meeting.

25/65 Community

(a) Flooding updates & Concerns

Discussions had been held over flooding with Mr. Austin earlier in the meeting.

(b) Tidmarsh Millennium Green

No new items; updates on the Village Green event of 24th August 2025 had been provided earlier.

(c) Village Hall

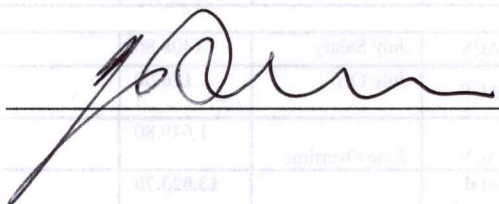
An update on activities of the Village Hall had been provided earlier in the meeting in BW's Cllr report.

25/66 Date of next meeting

The next Ordinary meeting of the Parish Council would be on Wednesday, 24th September 2025 at 8p.m. in the Village Hall, preceded by the TMG Management Committee meeting at 7.30p.m.

The meeting closed at 10.55

Signed:



(Chairman)

Date: 24th September 2025