Tidmarsh with Sulham Parish Council

Minutes of the Annual Meeting of the Parish Council of Tidmarsh with Sulham
On Wednesday, 14th May 2025 at 8.10p.m.
held at Tidmarsh Village Hall, The Street, Tidmarsh, Reading, Berkshire. RG8 8ES

Councillors Present	
Cllr Jon Dunn (JD)	Chairperson
Cllr Mark Farrington (MF)	Vice Chairperson
Cllr Jon Chishick (JC)	Chairperson for item 25/16
Cllr Sima Elliot (SE)	
Cllr Bronwyn Wynne (BW)	
Cllr Jonathan Pearson (JP)	
In Attendance	
Mrs. Wendy Rapley (WR)	Clerk
2 Members of the Public	
Apologies for Absence	
Cllr Matt Shakespeare	District Councillor (DC)

Agenda Item | **Discussion of Item & Decisions** | **Action on**

25/15 Quorum, Notice & Apologies for Absence

(a) It was noted a quorum was present, due notice of the Meeting had been served and there were apologies from Cllr M Shakespeare.

(b) Agenda sequence

A question on a point of order was raised regarding the proposed sequence of items in the current Agenda before the meeting, with attention being drawn to the fact that under the Standing Orders 2025 at Paragraph 5 (e), the first item of business at the Annual Meeting of the Parish Council should be the election of a new Chairperson for 2025-2026 rather than the current Agenda item, "Ratification of the Contract of Employment and Appointment of the new Clerk & Responsible Financial Officer with effect from 1 May 2025".

It was **RESOLVED** that the Agenda sequence for this meeting should be revised to be in keeping with the Standing Orders requirements and thus, the election of Chairperson and Vice-Chairperson should be dealt with prior to the Ratification of the Contract of Employment and Appointment of the new Clerk & Responsible Financial Officer with effect from 1 May 2025.

25/16 Election of Chairperson for 2025-2026

Cllr Chishick proposed that he Chair this part of the meeting. **IT WAS RESOLVED** for Cllr Chishick to preside over this item of business.

Nominations were invited from the Councillors to assume the role of Chairperson for the period commencing from this meeting to the next Annual Meeting of the Parish Council in May 2026.

Cllr Dunn declared his willingness to stand. **Proposer:** MF, **Seconder**: JP. No other candidates declared their willingness to stand. The nomination was put to the meeting for voting.

It was **UNANIMOUSLY RESOLVED** that Cllr Dunn should assume the post of Chairperson with immediate effect, and for this term of office to run until the next Annual Meeting of the Parish Council in May 2026.

Cllr Dunn took the Chair and signed his Declaration of Acceptance of Office, witnessed and co-signed by the Clerk.

He then presided over the remainder of the Meeting.

ACTION: Cllr Dunn to complete and sign a fresh Declaration of Interests form upon taking up the Chairperson's role and return it to the Clerk within 7 days. **JD**

25/17 Election of Vice Chairperson for 2025-2026

Nominations were invited from the Councillors to assume the role of Vice Chairperson for the period commencing from this meeting to the next Annual Meeting of the Parish Council in May 2026.

Cllr Farrington declared his willingness to stand: **Proposed** by JD, **Seconded** by SE. No other candidates declared their willingness to stand. The nomination was put to the meeting for voting.

IT WAS UNANIMOUSLY RESOLVED that Cllr Farrington should assume the post of Vice Chairperson with immediate effect, and for this term of office to run until the next Annual Meeting of the Parish Council in May 2026.

Cllr Farrington immediately signed his Declaration of Acceptance of Office, which was witnessed and countersigned by the Clerk.

ACTION: Cllr Farrington to complete and sign a fresh Declaration of Interests form upon taking up the Vice Chairperson's role and return it to the Clerk within 7 days. **MF**

25/18 Ratification of the Contract of Employment and Appointment of the new Clerk & Responsible Financial Officer with effect from 1 May 2025.

The Council was reminded that Mrs. Janine Lewis had tendered her resignation as the Clerk and RFO, such resignation to take effect from 30th April 2025, and this had been notified to all Councillors; to fulfil the vacancy and ensure a new candidate would be in post in time for the Annual Meeting, applications were sought after the last meeting of 9th April 2025, with all Councillors having had visibility of the applications received, which included one from Mrs. Rapley and one from Cllr Pearson.

Interviews were held one evening, attended by four Councillors to carry out the interviews (Cllrs Dunn, Wynne, Farrington, & Chishick), with two candidates (Mrs. Rapley and Cllr Pearson) interviewed following the withdrawal of the other applicants. After deliberation by the interviewing Councillors, at the end of the interviews followed by a unanimous vote Mrs. Wendy Rapley was offered the position of Clerk and RFO with effect from 1 May 2025, and a Contract of Employment, based on the standard NALC terms, for 28 hours per month was offered to and accepted by her, which was subsequently signed on behalf of the Council and by her.

Having sought professional advice, it had subsequently been felt the Terms & Conditions ("the Terms") of the Contract of Employment and Mrs. Rapley's appointment as Clerk and Responsible Financial Officer, should be formally ratified at this full Council Meeting. At this point of the meeting, Mrs. Rapley was asked to leave the building whilst consideration was given to the Terms and her appointment; given Cllr Pearson's interest in the Agenda Item as a result of him having stood as a candidate for the post of Clerk & RFO, he was also asked to leave the building. Both Mrs. Rapley and Cllr Pearson left the Hall.

The remaining Councillors deliberated. Two Motions were then put to the meeting:

MOTIONS: Proposed by JD and Seconded by MF that:

1. the Terms & Conditions of the Contract of Employment offered to Mrs. Wendy Rapley be ratified.
2. The appointment of Mrs. Wendy Rapley as Clerk and RFO with effect from 1st May 2025 be ratified.

Both motions were put to the Meeting and were **UNANIMOUSLY APPROVED AND RESOLVED.**

The Councillors questioned whether Mrs. Rapley had been provided with the Grievance, Disciplinary and Expenses Policies since her appointment.

MOTION: Proposed by JD and seconded by MF that:

"The Chairperson should verify with Mrs. Rapley whether she was in receipt of the Grievance, Disciplinary and Expenses Policies".

The motion was put to the Meeting and was **RESOLVED.**

ACTION: The Chairperson should ask Mrs. Rapley if she had been given the Grievance, Disciplinary and Expenses Policies. **JD**

Mrs. Rapley and Cllr Pearson were invited back whereupon they were informed that the Council had ratified the Terms of Mrs. Rapley's Contract and her appointment as Clerk and RFO; Cllr Pearson congratulated Mrs. Rapley on her appointment.

25/19 (Previously item 25/28 on the Agenda) – Public Forum

In the light of there being two members of the public in attendance, both of whom had expressed a wish to raise issues, the Chairperson suggested that the Public Forum time allocation be brought forward to this part of the meeting; this was **RESOLVED.**

The items raised by members of the public were as follows:

JD

(a) Speed Reduction Proposal

- The member of the public suggested the Council consider the implementation of a speed reduction from 30mph to 20mph on the stretch of road from the bridge by Mill Cottage on Mill Lane to the junction with the A340, and again, on Tidmarsh Lane running from the A340 as far as the National Speed Limit sign, or to bring pressure on WBC to effect this change; her concern was that currently pedestrians, cyclists and individuals with dogs or children were subject to danger from cars passing at speeds of 30mph or more, exacerbated by the fact these stretches of road were narrow and did not offer footpaths.
- The Council recognised this important issue, with one Councillor reporting that she had tried unsuccessfully in the past to persuade WBC to impose a reduced speed limit on Mill Lane; it was suggested that in addition to the Council approaching WBC to seek a reduction in speed limits, the member of the public should contact the District Councillor, Matt Shakespeare, and notify him of her concerns especially given he was already cognisant of the local community's worries over speeding.
- Recognition was given to the length of time to instigate new speed limit measures.
- Two other initiatives were raised to tackle speeding, namely:
  i. the erection of village name signs at the entry into Tidmarsh, one on Tidmarsh Lane coming towards the A340 by the current 30mph speed sign, and the second on the boundary between Sulham and Tidmarsh on Mill Lane, such signs signalling to drivers they were entering villages and should reduce their speeds;
  ii. the introduction of a zebra crossing on the A340 at the point between the Millennium Green and the front of the Greyhound public house.
- It was reported Olivia Bailey, the local MP, had been campaigning actively on road safety issues and that she might be approached with a view to seeking her assistance to highlight Tidmarsh's and Sulham's traffic issues especially given the recent fatal crash in March 2025 on the A340, and the narrow and dangerous stretches on Mill Lane, Sulham Hill and Tidmarsh Lane.

IT WAS RESOLVED to request the Clerk to contact WBC's Highways and the District Councillor in the first instance to request that: **WR**

(i) 20mph zones be implemented on the stretches of road (a) from the bridge by Mill Cottage on Mill Lane to the junction with the A340, and (b) on Tidmarsh Lane running from the A340 as far as the National Speed Limit sign.

(ii) Village name signs for Tidmarsh be erected at the entry into Tidmarsh on the stretches of road most affected by speeding i.e. on Tidmarsh Lane coming towards the A340 by the current 30mph speed sign and the second to be installed on the boundary between Sulham and Tidmarsh on Mill Lane.

(b) Update on PROW TIDM/4/1: Running from opposite Mill House just over the River Pang bridge on Mill Lane in Tidmarsh to Sulham Lane

- A member of the public reminded those present regarding the issue regarding TIDM/4/1; the footpath currently contravened the quality act, with its original line having been eroded, and the path and bridges over the watercourse drains/ditches not maintained adequately over the past few years by the Landowner on whose land it crossed, thereby impeding access to by the public.
- A secondary issue was that the footpath lacked accessibility for any users who wished to use it with wheelchairs, scooters or prams.
- WBC had issued a Rights of Way Improvement Plan with the aim of improving as many PROWs as possible into fully accessible paths; about 12-18 months ago, that same member of the public had proposed various measures which could be put forward by the Council to WBC, and indeed such proposals had been forwarded to WBC by the then Clerk.
- That member of the public reported he had subsequently been in contact with the PROW Officer (Capital Projects Team) at WBC and discussed the proposals to improve accessibility and maintenance of TIDM/4/1; the Officer had come out to site and walked the footpath with him and had expressed his full support of the proposals.
- It had now been established the Landowner had recently died; there was a need to ascertain who the new owner might be so that any proposals to improve the footpath could be progressed by the Council and WBC in conjunction with the Landowner.
- The Council was reminded that an issue had occurred with flooding from the watercourse drains/ditches over the same land with the Landowner not having ensured these were kept clear and free from debris to permit additional water to flow away.

IT WAS AGREED that the Landowner's grandson should be contacted to establish the identity, if at all possible, of the new owner of the land over which TIDM/4/1 crossed and to flag with them the previous flooding issue caused by a lack of clearance of the river/watercourse drains on the land; JP committed to contacting the grandson to find out this information and to report back to the next meeting in order for the **JP**

Council to then review the next steps for re-submitting proposals to the new Landowner and WBC to reinstate the original line of the footpath and improve accessibility.

25/20 (Previously item 25/19 on the Agenda) Review of representatives of local community task groups

The Council reviewed the current appointments by Councillors as representatives on the AWE Liaison Group, Neighbourhood Action Group, EAG and the Village Hall Committee; Cllr Chishick acted as Representative on both the AWE Liaison Group and the Neighbourhood Action Group, with Cllr Pearson the representative on EAG, and Cllr Wynne being on the Village Hall Committee.

All of the current representatives declared themselves willing to remain in post; however, it was pointed out that membership of the EAG was a less formal affair. Nominations, proposers and seconders for each representative were as follows:

Organisation	Nominee	Proposer	Seconder
AWE Liaison Group	Cllr Chishick	JD	BW
Neighbourhood Action Group	Cllr Chishick	JD	JP
Village Hall Committee	Cllr Wynne	MF	SE

The Council was informed that there was also a group, "West Berkshire Town and Parish Climate Forum", which was open for any parish councillors to attend, with events often online; Cllr Pearson reported he had attended some of these events.

IT WAS UNANIMOUSLY RESOLVED to approve the re-appointments of the above individuals to the respective organisations.

ACTION: Information should be sent to the Clerk regarding membership and activities of the EAG. **JP**

25/21 (Previously item 25/20 on the Agenda) Declarations of Interest

All Councillors present stated that they had no new interests to declare at this meeting.

ACTION: IT WAS AGREED for the Clerk to circulate guidance notes on disclosures of interests to all Councillors as an "aide-memoire". **WR**

25/22 (Previously item 25/21 on the Agenda) Approval and signing of the Minutes of the Parish Council Meeting held on 9 April 2025

The minutes from the previous meeting of Wednesday, 9th April 2025 were produced to the Meeting.

MOTION: Proposed by JD and seconded by SE:

"That the Minutes of the meeting held on 9th April 2025 be approved as an accurate record and be signed by the Chairperson".

The Motion was put to the meeting and duly **RESOLVED.**

The Minutes were subsequently signed, and each page initialled by the Chairperson.

ACTION: The Clerk was requested to ensure the signed Minutes were placed in the Minutes book and posted to the Parish Website. **WR**

25/23 (Previously item 25/22 on the Agenda) Signing of the Minutes of the Parish Council Meetings held on 15th January and 12th March 2025

The approved minutes from the previous meetings of Wednesday, 15th January and Wednesday, 12th March 2025 were produced to the Meeting; the Council were advised that although both sets had been approved, neither had been signed yet.

MOTION: Proposed by JD and seconded by MF:

"That the Minutes of the meetings held 15th January and 12th March 2025 be signed by the Chairperson of those meetings, who had been Cllr Farrington".

The Motion was put to the meeting and duly **RESOLVED.**

The Minutes were subsequently signed, and each page initialled by the Vice-Chairperson.

ACTION: The Clerk was requested to ensure the signed Minutes were placed in the Minutes book and posted to the Parish Website. **WR**

25/24 (Previously item 25/23 on the Agenda) Confirmation of Documents

There was produced to the Meeting a copy of the Standing Orders 2025 (updated in February 2025) and a copy of the Financial Regulations 2019 (last review date being March 2020) for review and adoption; confirmation was provided that there had been no changes to the Standing Orders since February, and Cllr Chishick confirmed that there had not been any changes in Financial Regulations since the 2019 edition.

MOTION 1: **Proposed:** JC, **Seconded**: JD

"That the Standing Orders 2025 be formally approved and adopted."

The Motion was put to the Meeting and **RESOLVED.**

MOTION 2: **Proposed:** JC, **Seconded**: MF
"That the Financial Regulations 2019 be formally approved and adopted".
The Motion was put to the Meeting and **RESOLVED.**

25/25 (Previously item 25/24 on the Agenda) District Councillor's Report

The Clerk advised she had requested a report from the DC but nothing had been received.
The Council considered whether the DC should be requested to:

- Provide updates to the Council on progress by the Planning Department of their review and consideration of Planning Application 25/00234/FUL "Erection of agricultural barn and adjacent access track": the Council were advised that WBC and the DC had been informed of the latest activities having been conducted in that area.
- Provide updates on the following issues:
  i. Junction of Sulham Lane /Mill Lane, layby and crossing, with installation of potential VAS sign
  ii. White lines
  iii. Grips / drainage
  iv. Speed limit Mill Lane
  v. Siting of VAS sign in Tidmarsh

MOTION: Proposed: JD, Seconded: MF
"That the Clerk be requested to contact the District Councillor and ask him to provide updates on the issues set out at (i) to (v) and on progress by the Planning Department of their consideration of 25/00234/FUL "Erection of agricultural barn and adjacent access track". **WR**
It was **RESOLVED.**

25/26 (Previously item 25/25 on the Agenda) – Chairperson's Report

The Chairperson welcomed Mrs. Rapley to her first meeting and congratulated her on her appointment as Clerk and RFO; compliments were paid to her on her efforts since joining the Council to become "fully up to speed" and the Chairperson requested that all Councillors ensured they responded to any requests or emails from the new Clerk as quickly as possible as a matter of courtesy and to facilitate good communication.

25/27 (Previously item 25/26 on the Agenda) – Parish Councillors' Reports

(a) Cllr Chishick

- He reported he had attended the last AWE Liaison Meeting on 24 April 2025; there were no issues raised at that meeting which would impact Tidmarsh with Sulham.
- The next meeting of NAG was on Thursday, 22nd May 2025 at 4.30pm.at the Purley Barn; unfortunately, he would be unable to attend that meeting and recommended another Councillor attend in his stead.
- The Chairperson offered to attend the NAG meeting on 22nd May.

ACTION: The Chairperson to attend the next meeting of NAG and to report back on the proceedings to the next Council meeting. **JD**

(b) Cllr Farrington

- The new Christmas Tree had now been planted on the Millennium Green and was growing well; he asked that the other Councillors would ensure the tree was watered regularly during the summer whilst he was occupied with his campsite business.
- The Camping and Caravanning Club had turned down the application for a site on the Manor Farm land which could be used by their members' holiday caravans and tents.
- Trees and vegetation which had been obstructing the line of sight for vehicles egressing Manor Farm Lane onto the A340 had been cut right back, thereby improving visibility of oncoming traffic coming from the northerly direction i.e. Theale to Pangbourne.

(c) Cllr Wynne

<u>Village Hall</u>

- The Village Hall Committee had elected a new Chair (Karen Fountaine) and a new Treasurer (Stephen Innes).

<u>Proposed Defibrillators Installation</u>

- In terms of the proposed installation of three new defibrillators at the Village Hall, St Nicholas' Church and The Greyhound, charity funding could be obtained for the one at the Village Hall but this necessitated her being granted formal authorisation by each of the Village Hall Committee and the Council to approach the charity to apply for a grant.

- With regards to the one at St Nicholas' Church, this would require permission from its Church Wardens and potentially from the Church of England under a faculty.
- A query was posed as to the power source required for each defibrillator i.e. mains or battery operated; confirmation was given that some required a mains power source whereas others were powered by long-life battery packs.
- Charities normally prefer defibrillators to be attached to a wall of a lit building.

MOTION: Proposer: JD, Seconder: BW

"That the Council should provide authority to BW to approach charities to obtain funding for the proposed new defibrillators, once the Village Hall Committee had agreed to the location of such equipment at the Hall".

This was **RESOLVED**.

ACTION: The Council to be updated on the Village Hall Committee' decision to install a defibrillator at the Hall and on progress of obtaining charitable funding for this equipment. **BW**

25/28 (Previously item 25/27 on the Agenda) – Clerk's report

The Clerk raised the following items for consideration and decision:

(a) Approval to purchase of new Anti-Virus Software

The current anti-virus software subscription had expired; it was proposed for the Council to purchase new software in order to provide maximum security and robustness for its emails and data which would cover either (i) the parish laptop only, or (ii) the Parish laptop and any other devices up to a maximum of 10 which were owned by the Councillors should the latter not have such software already installed.

Details of proposed software for 1 to 10 devices, any renewal limitations, and a comparison of costs between a direct purchase of the product licence from the AV provider and via a well-known, reputable third party (BlueNandu) had been set out in the Clerk's report; purchasing the same AV licensed product from the third party would achieve a reduction in costs.

The Councillors confirmed they either had suitable anti-virus software on their own devices or took suitable measures to protect their devices.

MOTION: Proposer:JP, **Seconder**: SE

"That the Council should purchase a Norton 360 standard anti-virus package at a cost of £9.25 from BlueNandu to cover the parish laptop only in the first instance."

The motion was put to the Meeting and **RESOLVED.**

ACTION: The Clerk to arrange the purchase of Norton 360 standard anti-virus package from BlueNandu, to have this installed upon the parish laptop, and to confirm once this had been completed. **WR**

(b) Approval to Clerk undertaking ILCA and FILCA training courses

The Clerk sought the Council's approval to her undertaking the ILCA and FILCA online training courses run by the Society of Local Council Clerks, and to meet the costs of these, each course costing £120 + VAT, in order to assist her understanding of local authority procedures, finance regulations, constitutions, and council administration.

The Council advised that similar free courses were run on an ad-hoc training courses by HALC and recommended she research booking onto one of these in the first instance.

MOTION: **Proposer**: JC; **Seconder:** JD

"That the Clerk should investigate joining free training courses run by HALC in the first instance to develop her knowledge of local authority and council procedures, financial regulations and administration. **WR**

The motion was put to the Meeting and **RESOLVED.**

(c) Approval in principle to the purchase of a dedicated mobile phone for the Clerk

The Clerk proposed the purchase of a dedicated mobile phone, with airtime and data package, for use by the Clerk, citing various benefits for so doing including (a) a reduction in the difficulties of notifying a change of mobile numbers to various suppliers and organisations e.g. HMRC, Lloyds Bank, WBC; (b) providing the Clerk with a greater degree of privacy and protection from potential unwanted intrusion or harassment from members of the public, particularly given that she lives in Tidmarsh; and (c) ability to read and/or answer emails when not in her home office.

The Council enquired as to the likely costs of such a purchase; the Clerk advised she had carried out some initial research into costs and that a mobile phone which would permit access to the Internet and emails could be bought for anything between £20 and £50, but that she had not yet checked prices for airtime & data bundles on both Contract and Pay-As-You Go bases.

The Council suggested a maximum budget of £50.
MOTION: Proposer: JC; **Seconder**: BW
"That the Clerk be instructed to research obtaining a dedicated Clerk's mobile phone which would permit access to the Internet and emails, and associated airtime and data packages, with a budget of £50, and revert to the Council as soon as possible with her findings." **WR**
The motion was put to the Meeting and **RESOLVED.**

(d) Changes to the Council's Bank Mandate
Cllr Chishick advised that:

- He was currently the administrator for the Council's online bank accounts and that he, as well as being one of the three authorised signatories to the Council's bank Mandate, was responsible for setting up online payments which were then sent to the two other authorised signatories (these being Cllrs Elliot and Pearson) for authorisation as a means of "a check and balance", with a requirement for one of these individuals to counter-authorise the payment before it was made.
- The previous Clerk had not been a signatory to the Mandate, and neither would the new incumbent; however, the Clerk was the person to whom bank statements were sent but Cllr Chishick would continue to set up payments for authorisation and update the Council's accounts on a monthly basis following which the finalised monthly accounts would be sent to the Clerk for inclusion in each meeting pack and for Council's records.
- The online banking system had been updated to reflect that all bank statements should in future be sent to the new Clerk at her home address, in line with previous practice.
- It was proposed for Cllrs Dunn, Farrington and Wynne to be added to the Mandate.

MOTION: Proposer – JC; **Seconder** – JD
"That Cllrs Dunn, Farrington and Wynne be added to the Council's Bank Mandate with Lloyds Bank and to be granted online access to the accounts for the purposes of authorising payments, and for Cllr Chishick to arrange for this to be effected and confirm once complete." **JC**
The motion was put to the Meeting and **RESOLVED.**

(e) Approval to proposed change in Meeting dates for September and October 2025
The Clerk proposed that the meetings scheduled for Wednesday 10th September and Wednesday 8th October 2025 be deferred to Wednesday 24th September and Wednesday 15th October 2025 respectively due to her being on holiday at the original scheduled dates.
MOTION: Proposer – JD, **Seconder** – MF
"That the Meetings of the Council scheduled for Wednesday 10th September and Wednesday 8th October 2025 be deferred to Wednesday 24th September and Wednesday 15th October 2025 respectively".
The motion was put to the Meeting and **RESOLVED.**

25/29 (Previously item 25/28 on the Agenda) – Review of Tasks & Action List
The Tasks and Action List was taken as read.
IT WAS RESOLVED to defer a fuller review of the Tasks and Action List until the next Council Meeting in June 2025.
ACTION: The Clerk to include the Tasks and Action List for the next Council Meeting. **WR**

25/30 (Previously item 25/29 on the Agenda) – Planning Applications
The Council reviewed the Planning Applications tracker within the meeting pack; the following comments were raised:

- The decisions made by WBC on application numbers 24/02609/HOUSE, 24/02610/LBC, and 25/00378/FUL were noted; all had been granted Permission.
- The Council had received a request to provide Observations on the redevelopment of existing boatsheds and boat club facilities with respect to Application No. 25/00885/FUL; the Council considered this request and acknowledged the potential impact of any refurbishment or construction works on traffic along Shooters Hill and through Pangbourne, but felt that Pangbourne Parish Council's representations in this matter were likely to carry more weight and thus, the Council was not minded to make any Observations.

MOTION: Proposer – JD, **Seconder** – MF

"That the Council be minded not to make any Observations to WBC on the proposed planning application 25/00885/FUL".
The motion was put to the Meeting and **RESOLVED.**

- The Council had no Objections to Application no. 25/00606/TELE56 regarding the installation of replacement telegraph pole and associated equipment.
- The decision with regards to Planning Application 25/00234/FUL "Erection of agricultural barn and adjacent access track" remained outstanding; 14 objections had been lodged at WBC to this Application and this was likely to be subject to a Planning Committee hearing.
- Consideration was given to appealing against the decision made by the WBC regarding 25/00378/FUL on the grounds of the impact of increased traffic arising from such a development on the lane especially given previous comments made by the Highways Team at WBC stating its view that the lane was already at full capacity.
- A discussion was held regarding the proposed relaxation of planning application regulations by the Government which would have an impact on any ANOB areas; in addition, the Government's housing development target was highlighted, with this directive to be passed down to the local authorities to achieve.
- Confirmation was given that a planning application was submitted for refurbishment and construction works on a bungalow on Tidmarsh Lane; no objections had been made and permission for the works had been granted.

25/31 (Previously item 25/30 on the Agenda) – Finance

The Council reviewed the Finance papers:

(a) Renewal of Council Insurance Cover

A renewal notification had been received from Clear, the insurance broker, for the Council's insurances, with a renewal cost of £653.96 including IPT for the year commencing 1st June 2025; such insurance cover, now to be provided by Ecclesiastical rather than Aviva, included inter alia Property Damage. Business Interruption, Employers' Liability, and Public and Products Liability, but no longer covered Cyber Security Risk.

A discussion was held as to whether a separate Cyber Security policy should be obtained via Clear, and whether obtaining such separate insurance was deemed to be value for money and/or necessary, and what other insurances were in place; Cllr Chishick confirmed that the Council also had a Trustees' insurance policy (due for renewal in December 2025) and a Mower insurance policy.

MOTION 1: Proposer – JC, **Seconder** – JD

"That the Council should accept the renewal quotation and terms issued by Clear for the insurance renewal at 1st June 2025 and for their invoice to be settled." **JC**

The motion was put to the Meeting and **RESOLVED.**

MOTION 2: Proposer – JD, **Seconder** - MF

"That the Clerk should be asked to verify with other local parish councils as to whether there was a requirement or practice for them to take out Cyber Security policies and revert to the Council with their response." **WR**

The motion was put to the Meeting and **RESOLVED.**

(b) Review of Subscriptions

Confirmation was given that a subscription were made to BALC/HALC.

MOTION: Proposer – JC, **Seconder** - JD

"That the annual subscription to BALC/HALC be continued."

The motion was put to the Meeting and **RESOLVED.**

(c) Assets Register Review

The Assets Register was reviewed; it had last been reviewed in 2022 and since then, new assets had been acquired namely, the parish laptop and the Coronation Bench in Sulham, which were not shown.

"That the Asset Register be updated to include the new parish laptop and the Coronation Bench in Sulham, their purchase costs and insurance values, and for a new column to be inserted into the Register to reflect the values and Assets as at this year." **JC/**

The motion was put to the Meeting and **RESOLVED.** **WR**

(d) Review of Direct Debits and Standing Orders

Confirmation was provided that the only Direct Debit (of £35) was payable to the Information Commissioner's Office in July of each year in respect of the Council's required registration with that entity; Standing Orders were paid in respect of the Clerk's Salary and Office Allowance on a monthly basis.

MOTION: Proposer – JD, **Seconder** – BW **JC**

"That the Council continued to pay the Direct Debit and Standing Orders as set out above".

The motion was put to the Meeting and **RESOLVED.**

(e) Review of Receipts and Payments

For May 2025 meeting					
Amounts received					
Date	**Description**		**Payment Method**		**Total amount**
29/04/2025	1st instalment of Precept from WBC		BACS		£5,250.00
09/04/2025	Bank Interest				£27.00
28/04/2025	CIL Payments to local councils April 2025 (for the period 1 October 2024 – 31 March 2025). No CIL chargeable developments in your area and/or no development commencements in the period.				£0.00
			Total receipts		**£5,277.00**
Payments					
Invoice Date	**Description**	**Invoice #**	**Payment Method**	**Ref**	**Total amount**
29/04/2025	Clear Council Insurance Renewal	LCO01888	BACS	LC/TIDM/11925-MQUJ	£653.96
28/04/2025	BALC Affiliate Fees	INV-7474	BACS	BALC Affiliate Fees 2025/26	£123.78
28/04/2025	RoSPA PlaySafety - Millennium Green play equipment inspection (Balance of Payment)	87488	BACS	TIDMA001/87488	£96.00
25/04/2025	Tactical Facilities Management - Monthly Bin Collections	SI-3423	BACS	Waste April 2025	£65.16
04/02/2025	BALC Training Recharge - Knowledge and Core Skills - No Show - 14th and 21st January - Mark Farrington	INV-7086	BACS	BALC Recharge 2024/25	£144.00
16/04/2025	Cloud Next Ltd - Web & Email hosting service: Biennial renewal	#242920	BACS		£107.97
			Subtotal		£1,190.87
Other Payments					
28/05/2025	Clerk's salary	Month 02	BACS		£408.80
28/05/2023	Office Allowance - clerk	Month 02	BACS		£26.00
			Total payments		**£1,625.67**

The Council queried the payment to HALC regarding the BALC Training Recharge for Cllr Farrington; in the light of difficulties experienced by him in joining the course online, supported by Cllr Elliot who had been on the same course but had learned at that course that other delegates had had a similar experience, it was suggested an approach be made to HALC and a request submitted for cancellation of the invoice, given the invoice had not yet been paid.

MOTION 1: Proposer – JP, **Seconder** – JD

"That the Council request cancellation of the invoice from HALC of £144 in respect of the recharge for Cllr Farrington's course given his inability to join due to technical difficulties."

The motion was put to the Meeting and **RESOLVED.**

ACTION: The Clerk be asked to write to HALC requesting cancellation of the recharge of £144 relating to Cllr Farrington's non-attendance. **WR**

MOTION 2: **Proposer** – JC, **Seconder** – JD

"That the Receipts and Payments schedule and proposed payments be approved."

The motion was put to the Meeting and **RESOLVED.**

(f) Review of the Accounts for the period ending 30th April 2025

It was reported that:

- The first instalment of the Precept had been received, amounting to £5,250.
- Cllr Elliot had been reimbursed for expenses in relation to the provision of refreshments for the public at the Annual Parish Assembly meeting of 2 April 2025.

- The Groundsman's maintenance invoice for the period January to March 2025 had been settled.
- Lloyds had introduced bank charges with effect from March 2025.
- Bank interest received for April totalled £27.

(g) Preparation, completion & submission of Annual Accounts for audit and preparation of AGAR
The Council was reminded that it was obliged to submit its annual accounts for audit and prepare, and submit an AGAR each year, but that ones had not been completed for the preceding 2 years; there was an obligation for the publication of a notice for public inspection of accounts etc.
MOTIONS: Proposer – JP, **Seconder** – JD
"That the Clerk be charged with obtaining information on the process and timetable for preparing and submitting the annual accounts for audit and completion of the AGAR, with assistance from JP who had knowledge of previous documents required, and for her to revert with this information as soon as possible.". **WR/JP**
The motion was put to the Meeting and **RESOLVED.**

25/32 Agenda Items 25/32-25/35
Due to time constraints, it was proposed that these items be deferred to the next Meeting.
IT WAS RESOLVED.

25/33 TMG Trust Meeting Change
It was proposed for a TMG Trust meeting to be held in June prior to the Council Meeting.
IT WAS RESOLVED.

25/34 Date of Next Meeting
The next meeting would be held on Wednesday, 11th June 2025 at 8p.m.

25/35 The meeting closed at 10.20pm

Signed: ______________________ Chairman JONATHAN DUNN Date: 11.6.25