

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm on Tuesday 13 January 2026 in the Main Hall, Calcot

Present

Parish Councillors: Ms J Stewart (Chairman), Mr A Linden, Mrs S Vickers, Mrs R Braine, Mr J Lally, Mrs P Furlong-King, Mr R Loaring, Mr M Powers

District Councillors: Ms J Stewart, Ms J Lewis

Public: One member of the public

In attendance: Miss J Major (Clerk), Miss S Williams (minutes)

Ms Stewart opened the meeting by welcoming those present to the first meeting of 2026 and explaining that she was covering for Mr Taylor and wishing him a speedy recovery. She said the meeting would be recorded for minute-taking purposes.

26/001 Open Forum

a) Members of the public – there were no comments or questions

b) Councillors – there were no comments or questions

26/002 Apologies for absence: Apologies had been received from Parish Councillors Mr N Furlong-King, Mrs R Reynolds, Mr C Taylor, Mrs C Basden, Mr F Royal, Mrs H Manghnani

26/003 Declarations of interest:

Ms Stewart knew the owners of Crevan, Beals Lane (item 26/006 b)) having been to the property and given support over a different planning application. As this was a completely unrelated application, she did not believe it would affect her right to vote.

26/004 Approval and adoption of minutes of the Parish Council meeting held on 9 December 2025: The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman

26/005 Matters arising: There were no matters arising

26/006 Planning:

a) decisions – see Appendix A

b) new applications – see Appendix B

c) Appeal – Appeal (APP/W0340/W/25/3366165) made against refusal of application 24/02231/FUL at 9 Clay Close, Tilehurst, had been dismissed.

d) Eastern Area – the Clerk would advise if there was anything relevant on the agenda of the meeting on 4 February so that the parish could be represented.

26/007 District Councillors' report: Ms Stewart had submitted a report before the meeting – see Appendix C. There were no comments or questions.

26/008 Clerk's report: The report had been circulated before the meeting – see Appendix D.

The Clerk gave an update on item 3.3 of the report, explaining that, although the solicitor's letter to West Berkshire Council had been agreed in August 2025, the information requested had still not been received. Ms Stewart suggested inviting District Councillor Nigel Foot to a meeting to discuss the matter.

Ms Stewart expressed concern over item 2.6, saying the increased fly-tipping seemed purposeful, but it was not possible to prove that it resulted from reduced kerbside waste collections. She would be interested in knowing what the contractor suggested and asked to be kept updated. Mr Powers asked if any extra costs had been incurred and suggested a letter be sent to Olivia Bailey MP. In response to queries, the Clerk explained that she had been told the parish van would not be given access to the household waste recycling centre at Padworth as parish council-owned land was deemed commercial, so any rubbish from it was classed commercial waste and had to be disposed of by the landowner.

With regard to the newsletter (item 2.2), Ms Stewart would share the newsletter via her social media.

26/009 Replacement swings and safety surface at Cornwell recreation ground: A report had been circulated before the meeting and was noted. Ms Lewis was thanked for committing her Members' Bid funds to the project. The Clerk would claim the money from West Berkshire Council shortly.

26/010 Resolutions

26/010-1 2026-27 Berkshire Youth Partnership Agreement: The 2025-26 agreement and the youth club attendance figures had been circulated before the meeting. Ms Stewart gave some additional background and said that, despite changes to the 2025-26 agreement, the situation had not improved over the past year. The Clerk explained that Berkshire Youth was still not advertising the activities and opportunities being provided by the Parish Council, nor was the youth worker listed on its web site. She went on to say that, the previous week, there had been a total of nine attendees at both youth clubs which at a cost of nearly £300.00 was not sustainable. The value of the contract was likely to increase to around £25,000 in the coming year as Berkshire Youth had proposed a 5% increase in its costs.

After discussion, it was unanimously agreed to invite Berkshire Youth to a meeting to discuss the situation and the partnership agreement for 2026-27. It was also agreed that alternative providers of youth services be contacted, and that the Youth and Community Safety working group should take the lead on deciding the future of youth services provision in the parish.

26/010-2 IT Policy: The document had been circulated before the meeting. The Clerk explained that an IT policy had to be in place by March 2026 in order to comply with Assertion 10. She confirmed she had used the model template provided by the Smaller Authorities Proper Practices Panel (SAPPP).

After discussion, it was unanimously agreed to adopt the IT policy as it was, but that the Clerk and Mr Royal would continue to work on it, and a new, stronger version would be issued within a year.

26/010-3 Staffing Committee Terms of Reference: The terms of reference had been circulated before the meeting. The Clerk explained that she had attended training earlier in the day at which it had been suggested that best practice was now for the Chairman of Council not to be a committee member automatically. She would look into this further and amend clause 4 if necessary.

It was unanimously agreed to adopt the Staffing Committee Terms of Reference for a further year.

26/010-4 Banking arrangements: The Clerk explained that the bank mandates needed updating. Mrs Reynolds was currently a bank signatory, and Mr Taylor had agreed to become one, and the Clerk felt two more volunteers were needed.

- a) It was unanimously agreed that Mrs Vickers and Mr Loaring would become additional signatories on the bank account.
- b) It was unanimously agreed to give the Clerk delegate authority to ensure the relevant paperwork was completed, signed, and submitted to the bank.

26/010-5 Councillor absence: Background information had been circulated before the meeting.

It was unanimously agreed to approve an absence of up to six months for Councillor R Reynolds, in accordance with the Local Government Act 1972, Section 85(1)(2).

26/010-6 Local Government Reorganisation: A report had been circulated before the meeting, and Ms Stewart gave some additional background.

After discussion, it was unanimously agreed that an update should be given on the web site to say that the matter had been discussed by the Parish Council and it had been agreed not to carry out a poll or survey but to offer support to residents when the government consultation was carried out.

26/011 Review of financial position and payments for December 2025: The information had been circulated before the meeting and was noted.

26/012 Chairman's remarks: Ms Stewart thanked everyone for attending and for being supportive while she chaired her first Parish Council meeting.

The meeting finished at 9.10pm

The next meeting would be held on Tuesday 10 February 2026

Chairman

Appendix A – Planning decisions

25/02324/LBC	<u>Pincent's Manor Hotel, Tilehurst</u> Section 19: Variation of condition 2 (Approved Plans) of planning permission 24/00386/LBC (Section 19: Variation of condition 4 (Windows/Doors) of previously approved application 21/03218/LBC2: Convert the redundant former Pincent's Manor Hotel (Use Class C1) into 50 extra care (Use Class C2) apartments for the elderly with associated extensive communal facilities and landscaping. Works include demolition of the existing non-listed conference facility, hotel annexe and outbuildings)	Granted
25/02125/HOUSE	<u>62 Longworth Avenue, Tilehurst</u> Part two-storey, part single-storey rear extension, first floor side extension, front porch extension and associated internal alterations	Refused
25/02417/HOUSE	<u>193 Fairford Road, Tilehurst</u> Proposed single storey rear extension following the demolition of existing conservatory	Granted
25/02094/HOUSE	<u>18 Bowfell Close, Tilehurst</u> Proposed single storey side and front extension to form porch	Granted
25/02284/HOUSE	<u>123 Warborough Avenue, Tilehurst</u> Two storey side extension and single storey rear extension to replace existing garage	Granted

Appendix B – New Planning applications

25/02764/HOUSE Crevan, Beals Lane, Tilehurst

Retrospective application for air conditioning unit to west elevation

This Council objects to the proposal and supports Environmental Health's comments and concerns about noise possibly affecting a neighbouring property

25/02820/HOUSE 68 Cotswold Way, Tilehurst

Roof extension

This Council has no objections to the proposal

25/02340/HOUSE 1 Clanfield Crescent, Tilehurst

Single storey side extension following demolition of existing porch. New detached garage following demolition of existing detached garage. New close-boarded timber fence

This Council has no objections to the proposal

25/02763/FUL 15 Royal Avenue, Calcot

Three bedroom house to the side with access passage, drop kerb and rear 3m extension

This Council objects to the proposal and supports the request from Highways for more information about parking and an access plan, and the request from SuDS for submission and written approval of a sustainable drainage plan

25/02870/HOUSE 180 Long Lane, Tilehurst

Part single storey rear extension

This Council has no objections to the proposal

25/02953/HOUSE 49 Warborough Avenue, Tilehurst

Two storey side extension, single storey rear and alterations to car parking

This Council has no objections to the proposal

Appendix C – Ms J Stewart’s District Councillor’s report

December tends to be a month when work slows down from a District Councillor point of view. I did receive a couple of queries about a path in my ward and one about a planning application but nothing else really of note.

Mental Health Action Group and the Health and Wellbeing Board

I have been a member of the Mental Health Action Group for more than four years now. This forms part of my personal interest particularly due to past experience but also as Shadow Executive member for Adult Social Care and Public Health. In this role, I am also a member of the Health and Wellbeing Board so have the opportunity to help West Berkshire Council and health partners shape our mental health service provision, as well as other health services.

I am attending two workshops with those partners later this month and will be able to provide an update at the next meeting.

School Streets – Springfield School

I will be attending a meeting to discuss feedback and data from the current trial of the School Streets initiative at Springfield School. The agenda will include the issues with displacement of cars parking in surrounding streets which has caused some challenging circumstances.

Upcoming West Berks Council Meetings

There is an Executive Meeting on Thursday 29 January followed by an Extraordinary Full Council Meeting where a Requisition to the Chairman of West Berkshire Council has been made to call an urgent Council meeting to debate the Local Government Finance provisional settlement.

The wording of the requisition is as follows:

“We the undersigned believe that the Government’s Local Government Finance Settlement announced on December 17 will leave West Berkshire Council among the hardest hit councils in the country.

“Figures show that this council will see one of the lowest increases in core spending power nationally with the Revenue Support Grant, a key source of Government funding, falling sharply from £27 million to £16 million in just two years.

“It is estimated that by 2029, the Council’s core spending power will be £191 million. With inflation at 3%, the cost of essential services such as adult and children’s social care, waste services and debt repayments would consume almost all of this.

“We therefore call on the Chairman of West Berkshire Council to give summons to an urgent meeting of the Council to debate this urgent business and determine a course of action.”

Open Consultations

- [Proposed Admission Arrangements for Community and Voluntary Controlled Schools 2027/28](#) – Closes 30 January 2026
- [Proposed Traffic Regulation Order: Hermitage, Bucklebury and Cold Ash 20mph speed limit](#) – Closes 28 January

Appendix C – Clerk’s report

1.0 Background

- 1.1 This report provides information about activities undertaken by the Clerk and other team members and gives updates on matters of relevance to the Council.

2.0 Activity updates

- 2.1 The ice-skating trip at Hills Meadow, Reading, took place on Friday 12 December with 14 young people attending. The trip was subsidised from youth club entry fees, so the Clerk has requested an invoice from Berkshire Youth.
- 2.2 The first electronic newsletter was circulated on 11 December 2025, and the next issue is being drafted. Requests to be added to the distribution list are still being received, and circulation is up to around 60. Vision ICT, the web site provider, is setting up a “Newsletter” page on the web site to make previous issues available. When this has been done, a resident has kindly offered to circulate the link in a weekly Church bulletin which is sent to over 100 people.
- 2.3 Two applicants for the Facilities Assistant role were interviewed on Wednesday 10 December, and an appointment has been made. References have been requested but not yet received, and it is hoped that the successful candidate will start employment by the end of January 2026.
- 2.4 Work to replace the swings and safety flooring at the Cornwell recreation ground commenced on Monday 15 December 2025 and was completed on Tuesday 22 December, having allowed the weekend for the flooring to settle. The project was part-funded by a Members’ Bid submission, and the necessary reports and invoices to claim the £5,000.00 will be submitted to West Berkshire Council.
- 2.5 Following the initial Water Regulations Inspection carried out at the Calcot Centre, Jubilee Annexe and football changing rooms, all non-compliance work was completed within the 21 day deadline, as well as some advisory actions. Thames Water conducted a follow-up inspection on Wednesday 17 December and has issued a report confirming compliance with the regulations.

3.0 Audit and Finances

- 3.1 Mrs Manghnani and the Clerk met on Monday 15 December 2025 to finalise the Internal Control Audit. The resultant report will be shared with Full Council at the February 2026 Full Council Meeting.
- 3.2 The Clerk submitted the parish’s percept request for 2026/27 before the office closed for the Christmas holidays.

- 5.0 **Priorities for January 2026** – this item gives information on priorities for the Clerk and officers over the coming month(s).
- 5.1 Cotswold Sports Centre
- Reviewing leases for the sports centre, overflow car park and tennis courts
 - Reviewing the supplemental agreement which forms the basis of the Parish’s contribution towards the running and maintenance of the sports centre
- 5.2 The Clerk and an Officer to meet with Everyone Active and West Berkshire Council to discuss how to improve the Cotswold Sports Centre’s Energy Performance rating.
- 5.3 Calcot Centre repairs
- Progressing repairs to the Main Hall kitchen wall. Additional quotes have been received and submitted to the third party’s insurance company
 - Seeking quotes and progressing repairs to the changing room end of the building
- 5.4 Vision ICT will review the web site to ensure it is compliant with all Assertion 10 requirements.