West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ
Clerk@WestIlsley.org

To: All Members of West Ilsley Parish Council
All Councillors are hereby summoned to attend the following meeting.
Please inform the Clerk if you are unable to attend.

Notice of Meeting

MEETING: Full Council
DATE & TIME: Tuesday 10th February 2026 at 7:30 pm
PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

S. Marshman
Dr. S. Marshman, PSLCC, Clerk to the Council 4th February 2026

Agenda

1. To receive apologies for absence from Council Members and consider their acceptance

2. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation from Members declaring a Disclosable Pecuniary Interest
   N.B. Councillors should confirm the category of interest that is being declared.

3. To receive:
   3.1 Questions or comments from members of the public regarding items on the agenda
   3.2 Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest

4. To approve the Minutes of the Parish Council Meeting held on 18th November 2025

5. To receive an update on any previous actions

6. To receive a report from the District Councillor

7. To consider the following planning applications and to receive an update on planning application responses and decisions
   - 26/00098/HOUSE The Retreat, Churchway, West Ilsley, RG20 7AH - Garage loft conversion with extended ridge and brickwork, front pitched roof dormer and three rooflights to the rear
   - 26/00149/HOUSE Downlands, Main Street, West Ilsley, RG20 7AJ - Conversion of garage to residential accommodation. Demolition and replacement of lean-to conservatory. Landscaping improvements and cottage garden creation. Comprehensive whole-house energy efficiency retrofit. Associated works and access improvements.

8. Finance:
    8.1 To consider approving the payments listed on the Finance Report
    8.2 To note the most recent bank reconciliation
    8.3 To receive any reports from the Internal Controller
    8.4 To receive the most recent Quarterly Budget Report *(where applicable)*

9. To receive an update on Assertion 10 of the 25/26 AGAR on data and digital compliance

10. To consider ratifying the increased costs for providing email addresses related to the village website

11. To consider the Call for Sites for the West Berkshire Local Plan

12. To receive an update on WIRSA

13. To receive an update on flood mitigation

14. To receive an update on traffic management

15. To discuss matters for future consideration or for information

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest
ORI = Other Registerable Interest
NRI = Non-Registerable Interest

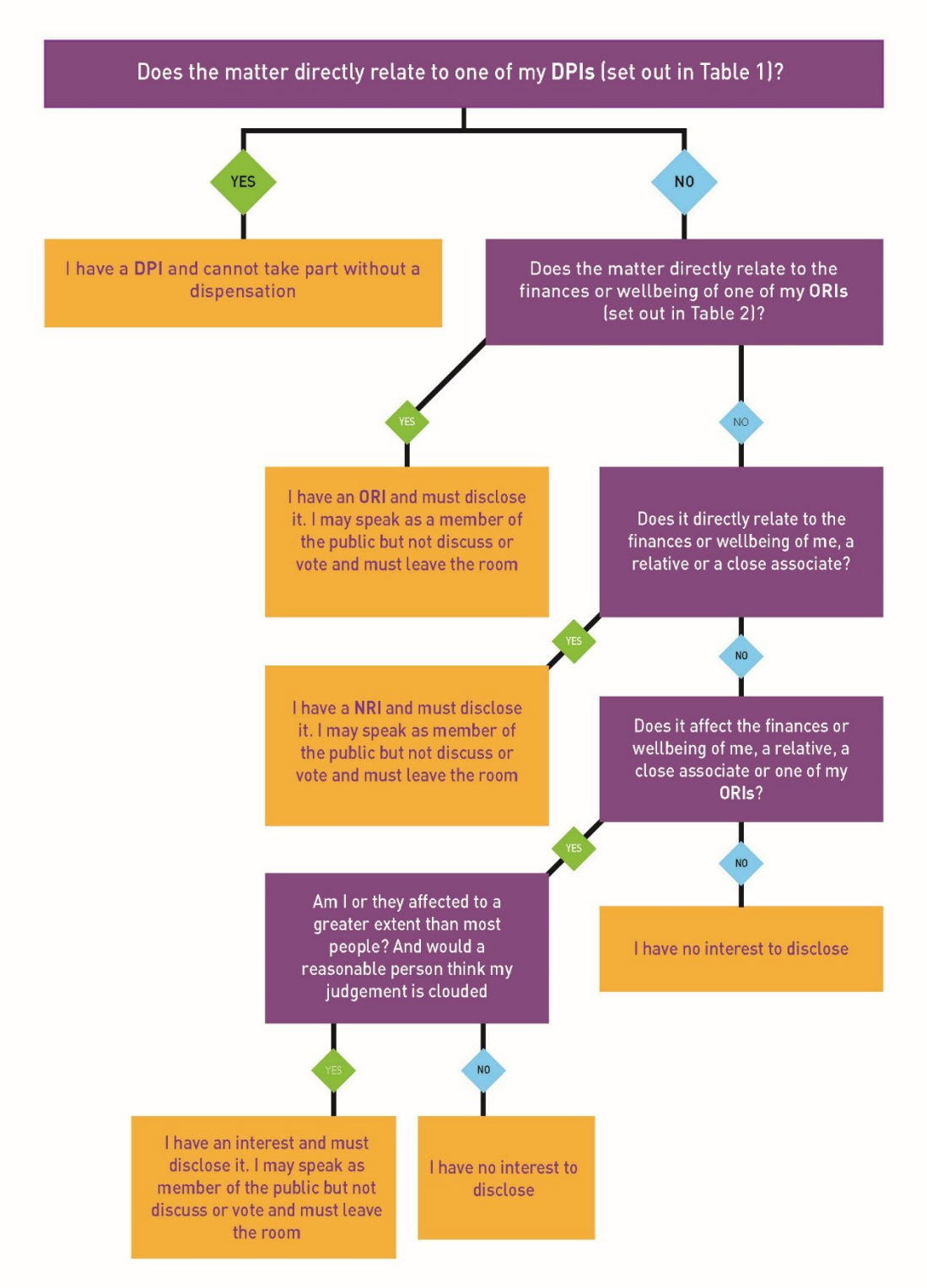


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either- (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one-hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

- any unpaid directorships
- any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- any body
  (i) exercising functions of a public nature
  (ii) directed to charitable purposes or
  (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Agenda Item 7: To consider the following planning applications and to receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
None			

West Berkshire District Council has confirmed the following decisions since the previous meeting:

Application Reference	Location	Proposed Work	Decision
25/02135/FUL	38 - 41 Churchway, West Ilsley, Newbury	Replace existing timber windows with uPVC and timber doors (external porch, internal porch and rear garden doors) with composite; Retain existing composite doors and uPVC windows.	Approved
25/02938/AGRIC	Folly Farm, Bury Lane, West Ilsley, Newbury	Application to determine if prior approval is required for a proposed: Steel portal framed lean to building.	Prior approval is not required

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 31st January 2026	
Account	**Amount**
Lloyds Current	£2,397.39
Lloyds Savings	£29,527.82
Unity Current	£94.19
Unity Savings	£0.00
Total	**£32,019.40**

Income	**Amount**
Interest Nov, Dec, Jan	£45.69
Total	**£45.69**

Payments to be approved			
Date	**Payee**	**Payment Detail**	**Amount**
10-Nov-25	Just Host Me	Community emails	£18.59
17-Nov-25	Hugo Fox	Website	£11.99
21-Nov-25	Staff Costs	Staff costs Nov	£417.09
27-Nov-26	Kays Medical	Defibrillator battery	£246.00
01-Dec-25	Amazon	Clamp washers (goal repairs)	£5.99
01-Dec-25	Amazon	Ring washers (goal repairs)	£6.49
01-Dec-25	Amazon	Goal wheels	£102.90
09-Dec-25	Just Host Me	Community emails	£18.59
15-Dec-26	Hugo Fox	Website	£11.99
16-Dec-25	CCB	VAT on membership costs	£7.00
16-Dec-25	SLCC	Membership 26/27	£48.88
22-Dec-25	Staff Costs	Staff costs Dec	£537.09
09-Jan-26	Just Host Me	Community emails	£18.59
15-Jan-26	Hugo Fox	Website	£11.99
15-Jan-26	Hugo Fox	Council emails	£20.99
23-Jan-26	Staff Costs	Staff costs Jan	£405.22
31-Jan-26	Unity Trust Bank	Account fee	£5.81
10-Feb-26	A Councillor	Reimburse training costs	£16.00
10-Feb-26	SLCC Enterprises	Training	£3.12
10-Feb-26	A Councillor	Reimburse bark chippings	£112.00
		Total	**£2,026.32**

Transfers		
Date	**From Account**	**To Account**
10-Dec-25	Lloyds Current	Unity Current
15-Dec-25	Lloyds Savings	Lloyds Current
03-Feb-26	Lloyds Savings	Lloyds Current
10-Oct-25	Lloyds Current	Unity Current
		Total

Bank Reconciliation – to 31st January 2026

	Lloyds Current	Lloyds Savings	Unity Current	Unity Savings	Total
Opening Cash Account Balance - 1st Jan 2026	**£2,854.18**	**£29,512.70**	**£100.00**	**£0.00**	**£33,191.27**
Add: Receipts in the month	£0.00	£15.12	£0.00	£0.00	£15.12
Less: Payments in the month	(£456.79)	£0.00	(£5.81)	£0.00	(£462.60)
Transfers	£0.00	£0.00	£0.00	£0.00	£0.00
Closing Cash Account Balance - 31st Jan 2026	**£2,397.39**	**£29,527.82**	**£94.19**	**£0.00**	**£32,019.40**
Closing Balance of Bank Account - 31st Jan 2026	**£2,397.39**	**£29,527.82**	**£94.19**	**£0.00**	**£32,019.40**
Add: Receipts not banked	£0.00	£0.00	£0.00	£0.00	£0.00
Less: Payments not Completed	£0.00	£0.00	£0.00	£0.00	£0.00
Net Balances - 31st Jan 2026	**£2,397.39**	**£29,527.82**	**£94.19**	**£0.00**	**£32,019.40**
List of Receipts not Banked - 31st Jan 2026					
Item		**Amount**			
None					
	Total	£0.00			
List of Payments not Completed - 31st Jan 2026					
Item		**Amount**			
None					
	Total	£0.00			

Quarterly Budget Report – to 31st December 2025

	Q1	Q2	Q3	25/26 Total	Budget	%
Income						
Precept	£5,500.00	£5,500.00	£0.00	£11,000.00	£11,000.00	100.0%
Grants & Donations	£0.00	£0.00	£0.00	£0.00	£0.00	-
Interest	£84.29	£72.95	£51.02	£208.26	£150.00	138.8%
Other	£0.00	£0.00	£0.00	£0.00	£0.00	-
Total Income	**£5,584.29**	**£5,572.95**	**£51.02**	**£11,208.26**	**£11,150.00**	**100.5%**
Expenditure						
Administration						
Subscriptions/Fees	£80.97	£0.00	£83.88	£164.85	£200.00	82.4%
Insurance	£696.52	£0.00	£0.00	£696.52	£680.00	102.4%
Audit fees	£130.00	£0.00	£0.00	£130.00	£190.00	68.4%
Office Equipment/Stationery	£4.47	£0.00	£0.00	£4.47	£20.00	22.4%
Training	£0.00	£59.80	£0.00	£59.80	£150.00	39.9%
Staffing Expenses	£103.88	£96.00	£115.58	£315.46	£450.00	70.1%
Meeting Rental	£157.50	£0.00	£0.00	£157.50	£150.00	105.0%
Website	£39.97	£29.97	£29.97	£99.91	£200.00	50.0%
Email Hosting	£0.00	£0.00	£46.47	£46.47	£75.00	62.0%
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00	-
Total Administration	**£1,213.31**	**£185.77**	**£275.90**	**£1,674.98**	**£2,115.00**	**79.2%**
Playground						
Annual Inspection	£80.00	£0.00	£0.00	£80.00	£100.00	80.0%
Maintenance	£0.00	£0.00	£0.00	£0.00	£1,300.00	0.0%
Playground Total	**£80.00**	**£0.00**	**£0.00**	**£80.00**	**£1,400.00**	**5.7%**

Village Maintenance						
Defibrillator	£0.00	£0.00	£205.00	£205.00	£120.00	170.8%
Mower Service	£0.00	£0.00	£0.00	£0.00	£250.00	0.0%
Flood Mitigation	£0.00	£0.00	£0.00	£0.00	£1,331.00	0.0%
Tree Works	£0.00	£0.00	£0.00	£0.00	£850.00	0.0%
Other	£0.00	£0.00	£96.15	£96.15	£50.00	192.3%
Village Maintenance Total	**£0.00**	**£0.00**	**£301.15**	**£301.15**	**£2,601.00**	**11.6%**
Staff Employment Costs	**£1,090.92**	**£1,397.75**	**£1,257.52**	**£3,746.19**	**£4,600.00**	**81.4%**
Other						
Village Hall Roof Works (from EMR)	£0.00	£0.00	£12,961.10	£12,961.10	£0.00	-
Other	£324.24	£0.00	£37.07	£361.31	£0.00	-
Other Total	**£324.24**	**£0.00**	**£12,998.17**	**£13,322.41**	**£0.00**	**-**
Total Expenditure	**£2,708.47**	**£1,583.52**	**£14,832.74**	**£19,124.73**	**£10,716.00**	**178.5%**
Surplus/Deficit for Qtr/Yr	**£2,875.82**	**£3,989.43**	**-£14,781.72**	**-£7,916.47**		
Cash Balance at End of Quarter	**£45,955.12**	**£49,930.75**	**£32,466.88**			

Agenda Item 9: To discuss the requirements of Assertion 10 of the 25/26 AGAR on data and digital compliance

Background

Assertion 10 is a **new governance requirement** introduced in the 2025 edition of the **Practitioners' Guide**. From the **2025/26 financial year**, it will appear on the **Annual Governance and Accountability Return (AGAR)**.

The assertion requires local councils to confirm that they comply with recognised **digital and data standards**. This reflects the growing importance of:

- secure and consistent email and IT practices
- lawful processing of personal data under GDPR and the Data Protection Act 2018
- website accessibility and transparency requirements
- councillor and staff awareness of digital responsibilities through training
- independent assurance from the internal auditor

For parish councils, meeting these requirements is not optional: compliance must be demonstrated each year when completing the AGAR. Failure to do so could result in a "No" response to Assertion 10, which would trigger further explanation in the published Annual Governance Statement and expose the council to reputational and regulatory risk.

To support compliance, the following table sets out the actions required, with space for the council to record its current progress.

The council has instructed our website providers to ensure the new site is live. It is expected to be operational by the time of the meeting. Once live, this will satisfy compliance items 3, 4, 5, and 7 in the table below.

Number	Compliance Area	Requirement	Status	Evidence/Notes
1	Email Management	Authority-owned email account in use (e.g. clerk@yourcouncil.gov.uk)	Complete	Gov.uk emails are now set up, with enquiries@westilsleyparishcouncil.gov.uk being in use.
2	Email Management	Domain is owned by the authority	Complete	The council owns westilsleyparishcouncil.gov.uk.
3	Website Compliance	Website meets legal requirements	Ongoing	A new website has been set up. It is currently waiting for the supplier to direct the gov.uk address to the new site. The council confirms that the new site meets legal requirements, and this requirement will therefore be completed by the end of the financial year.
4	Website Compliance	WCAG 2.2 AA standards met	Ongoing	A new website has been set up. It is currently waiting for the supplier to direct the gov.uk address to the new site. The council confirms that the new site meets WCAG 2.2 AA standards, and this requirement will therefore be completed by the end of the financial year.
5	Website Compliance	Accessibility statement is published and reviewed regularly. This must include contact, limitations, and alternatives	Ongoing	A new website has been set up. It is currently waiting for the supplier to direct the gov.uk address to the new site. The council confirms that the accessibility statement is published on this site, and this requirement will therefore be completed by the end of the financial year.
6	Transparency & FOI	ICO model publication scheme adopted, and documents published	Complete	The updated Model Publication Scheme was adopted on 09/09/25, Minute 25/045.
7	Transparency & FOI	Documentation published under the Local Government Transparency Code as annual turnover ≤ £25k	Ongoing	A new website has been set up. It is currently waiting for the supplier to direct the gov.uk address to the new site. The council confirms that documentation to be published in the Local Government Transparency Code has been included, and this requirement will therefore be completed by the end of the financial year.
8	Data Protection	GDPR and DPA 2018 compliance confirmed	Ongoing	To meet these requirements, statements 9, 10, 11, and 12 must be met.

9	Data Protection	Data audit conducted (records, lawful basis, retention)	Complete	The Data Audit was adopted on 09/09/25, Minute 25/046. The Clerk is to ensure this is scheduled for review on an annual basis, unless a change in legislation or the addition of a service which incurs additional data processing occurs.
10	Data Protection	Data Protection Policy implemented	Complete	A Data Protection Policy was adopted on 18/11/25, Minute 25/073.
11	Data Protection	Staff and members trained on data protection	Ongoing	All Councillors and staff are to complete the 'Data Protection Essentials' training on the NALC Nimble e-learning portal, unless they can provide evidence of completing relevant training within the last year. The cost of £16 must be paid by the individual and claimed from the council using an expenses form. The Clerk and Councillors RH, KM, TP & GCS have provided evidence of completing this training. Those still to provide proof of the completion of the training are Councillors APB and JR. Please note this training **MUST** be completed prior to the meeting on 10th February 2026.
12	Data Protection	Technical and organisational measures in place to secure data	Ongoing	• Data is securely backed up to cloud storage. ✓ • Anti-virus and anti-malware software is installed on council machines. ✓ • Secure disposal of documentation is required. ✓ • Paper documentation stored in a lockable filing cabinet. ✓ • IT policy to be adopted. ✓ • **Data protection training is to be completed by all. ✗** • Data audit to be adopted and regularly reviewed. ✓

13	IT Policy	IT Policy adopted. This policy must cover use of authority and personal devices, and mandate the use of authority-owned email accounts	Complete	The IT Policy was adopted on 09/09/25, Minute 25/044.
14	Internal Oversight	Internal auditor to review transparency and data compliance	Complete	The internal auditor updates the list of documentation it reviews based on the Practitioners' Guide, which is reviewed and updated annually. They will review both transparency and data compliance as part of their review and will confirm this on the AGAR.

Agenda Item 10: To consider ratifying the increased costs for providing email addresses related to the village website

The council currently funds the provision of email addresses associated with the village website, *westilsley.org*. Historically, this service cost approximately £72 + VAT per year.

Recent changes to the underlying email system needed for the West Ilsley News have required an upgrade to the service. This has resulted in an increased cost of £15.49 + VAT per month.

Until now, the council's own email addresses have also been provided through this system. The council has agreed to establish its dedicated website at *westilsleyparishcouncil.gov.uk* and to migrate all council email accounts to the .gov.uk domain. Once this migration is complete, the council will no longer require email services from *westilsley.org* for its own operations. However, the upgraded service will still be required for the West Ilsley News, and the council has previously agreed to continue meeting the costs of the village website.

As the increased charges were identified after the 2026/27 budget was set, no provision exists within the approved budget. The additional expenditure will therefore need to be met from general reserves. If the council wishes to continue supporting the village website and newsletter, the ongoing cost can be incorporated into the 2027/28 budget.

Recommendation:
That the council ratifies the increased monthly cost of £15.49 + VAT for the provision of email services for *westilsley.org*, with the associated expenditure for 2026/27 to be met from general reserves, and notes that future costs can be incorporated into the 2027/28 budget should the council agree to continue funding the service.

Agenda Item 11: To consider the Call for Sites for the West Berkshire Local Plan

West Berkshire Council has notified the parish council of the launch of its Call for Sites as part of the preparation of the new West Berkshire Local Plan. This process invites landowners, developers, and community groups to put forward sites for potential future development or land use consideration.

Further information, including guidance and submission details, is available on the Call for Sites page of West Berkshire Council's website.

The council is invited to note the notification and consider whether the parish council wishes to make any response at this stage.