West Ilsley Parish Council

Full Council Meeting

Minutes of the Full Council Meeting held in West Ilsley Village Hall on Tuesday 19th May 2026. Commencing at 7:04 pm.

Members Present:	Councillor Tim Pearey (TP) – Chair Councillor Alan Bloor (APB) – Deputy Chair Councillor Georgie Carlisle Smith (GCS) Councillor Rachel Hudson (RH) Councillor Jonny Rayfield (JR)
Members Absent:	Councillor Katy Morris (KM)
Officers Present:	Sarah Marshman, Clerk/RFO
In Attendance:	3 Members of the Public

Minutes

26/001 **To elect the Chair of the Council for 2026/27 and confirm their declaration of acceptance of office**
Resolved: To elect Councillor Tim Pearey as Chair for the 2026/2027 municipal year. TP completed their declaration of acceptance of office.

26/002 **To elect the Deputy Chair of the Council for 2026/27 and confirm their declaration of acceptance of office**
Resolved: To elect Councillor Alan Bloor as Deputy Chair for the 2026/2027 municipal year. AB completed their declaration of acceptance of office.

26/003 **To receive apologies for absence from Council Members and consider their acceptance**
Resolved: That apologies from Councillor Katy Morris be accepted for the reasons provided to the council.

26/004 **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**
There were no declarations of interests or requests for dispensation.

26/005 **To receive:**
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest
There were no questions, comments, or representations.

26/006 **To approve the minutes of the Parish Council Meeting held on 10th February 2026**
Resolved: Members agreed to accept the minutes of the last meeting as a true record. The Chair signed the minutes.

26/007 **To receive an update on any previous actions**
It was noted that the issue with rats had not improved despite the communications sent to the village via the WIN. Further communications will be issued. Action: TP

26/008 **To receive a report from the District Councillor**
The District Councillor had sent their apologies.

26/009 **To consider the following applications and to receive an update on planning application responses and decisions**
There were no new planning applications.

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
26/00375/ HOUSE	Whickens Barn, Main Street, West Ilsley, Newbury, RG20 7AJ	Installation of a single-storey timber garden studio in rear garden	No objections
26/00607/ FUL	Harcourt House, West Ilsley, Newbury RG20 7AS	Retrospective construction of a private access track.	No objections

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

Application Reference	Location	Proposed Work	Decision
25/02208/ MDOPO2	Manor Farm, Main Street, West Ilsley	Request to discharge Section 52 Agreement dated 14 September 1988 relating to application reference 131164 (88/31164/ADD).	Approved
26/0009/ 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	Approved

Application Reference	Location	Proposed Work	Decision
26/00149/ HOUSE	Downlands, Main Street, West Ilsley, Newbury RG20 7AJ	Conversion of garage to residential accommodation. Demolition and replacement of lean-to conservatory. Landscaping improvements and cottage garden creation. Comprehensive wholehouse energy efficiency retrofit. Associated works and access improvements.	Approved
26/00375/ HOUSE	Whickens Barn, Main Street, West Ilsley, Newbury, RG20 7AJ	Installation of a single-storey timber garden studio in rear garden	Approved

26/010 Finance:

To consider approving the payments listed on the Finance Report
Resolved: To approve the payments listed on the Finance Report in Appendix 1.

To note the most recent bank reconciliation
The bank reconciliation to 30th April 2026 was noted as shown in the Finance Report in Appendix 1.

To receive any reports from the Internal Controller
The Internal Controller has reviewed the accounts to the end of February 2026.

To receive the most recent Quarterly Budget Report
The quarterly budget report to 31st March 2026 was reviewed.

26/011 Committees

To review the minutes and recommendations from the following committees:

Committee	Date	Minutes	Recommendations to Full Council
Staffing	17/03/26	SC25/001 – SC25/011	That all recently co-opted councillors, and all future new councillors, be required to complete Data Protection training and either *Councillor Essentials / Knowledge and Core Skills* training through BALC, or the *Introduction to Local Councils* course through the NALC online training portal.

The Clerk was requested to circulate the link to the relevant Data Protections training to those councillors needing to complete it. — Action: Clerk

To review the Staffing Committee Terms of Reference
Resolved: To continue with the current Staffing Committee Terms of Reference. — Action: AB/JR

To appoint any new committees in accordance with Standing Order 4
Resolved: That no new committees are required.

To appoint Members to the following committees:
Resolved: To appoint the councillors as follows:

Committee	Membership
Staffing	Tim Pearey Alan Bloor Jonny Rayfield
Disciplinary/Grievance	Katy Morris Rachel Hudson Georgie Carlisle Smith

26/012 To review the Scheme of Delegation for staff, committees and other local authorities
Resolved: To continue with the current Scheme of Delegation.

26/013 To review the inventory of land and assets, including buildings and office equipment
Resolved: The inventory of land and assets is correct.

26/014 Policies:
To review the following policies:

- **Standing Orders**
- **Financial Regulations**
- **Code of Conduct**
- **Complaints Procedure**
- **Data Protection Policy**
- **Freedom of Information Policy**
- **Internal Controls Policy and Procedure**
- **IT Policy**
- **Publication Scheme**

Resolved: To continue with the above-listed policies.

To adopt the following policies:

- **Press and Media Procedure**

Resolved: To adopt the Press and Media Procedure and to rescind the Press and Media Policy.

26/015 To review the council's and/or staff subscriptions to other bodies
Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC), Connecting Communities Berkshire (CCB), and the Society of Local Council Clerks (SLCC).

26/016 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council
Resolved: To hold meetings in West Ilsley Village Hall as follows:

Date	Time	Meeting
Tuesday 8th September 2026	7:30 pm	Full Council
Tuesday 17th November 2026	7:30 pm	Full Council
Tuesday 9th February 2027	7:30 pm	Full Council
Tuesday 18th May 2027	7:00 pm	Annual Parish Meeting
Tuesday 18th May 2027	7:45 pm	Annual Meeting of the Parish Council

26/017 **To consider Parish Council responsibilities and representation on outside bodies, including arrangements for reporting back**
Resolved: To set the following responsibilities and representation on outside bodies:

Role	Previous Holder
Internal Controller	Rachel Hudson
Play Area	Katy Morris
West Ilsley Cricket Club representative	Alan Bloor

26/018 **To consider the Risk Assessment for 2026/27**
The Council considered the Clerk's recommendation within the risk assessment that a Lone Working Policy be developed and adopted. Following discussion, the Council agreed that a policy was not required at this time and instructed that no policy be drafted.

Resolved: That the Risk Assessment for 2026/27 be adopted.

26/019 **To confirm the arrangements for insurance cover in respect of all insured risks**
The council reviewed the documentation and confirmed the arrangements were satisfactory.

26/020 **To review the feedback from our internal auditors on the 2025/26 audit and consider any actions required**
The feedback was reviewed. There were no recommendations from the internal auditors; therefore, no actions are required.

26/021 **Certificate of Exemption 2025/26: To consider completing the Certificate of Exemption for expenditure under £25,000 and ensure it is signed and dated by the Responsible Finance Officer and the person presiding at the meeting**
Resolved: To complete the Certificate of Exemption. The Certificate was signed by the Responsible Finance Officer (the Clerk) and the Chairman.

Action: Clerk

26/022 **Annual Governance Review 2025/26: To consider, approve, and sign and date the Annual Governance Statement**
Resolved: The Council had met its obligation in the Annual Governance Statement. The Annual Governance Statement was approved and was signed by the Chairman and the Clerk.

26/023	**Accounting Statements 2025/26: To consider, approve, and sign and date the Accounting Statements** Resolved: To approve the Accounting Statements. The Chairman signed the Accounting Statements. The dates provided for the period of exercise of public rights are Wednesday 3rd June 2026 until Tuesday 14th July 2026.	
26/024	**To appoint an internal auditor and agree on the scope of audit for the 2026/27 audit** Resolved: To appoint Heelis and Lodge and agree on the scope of audit as the Internal Audit Checklist as given in pages 25-32 of the SAPPP Practitioner's Guide 2026/27.	Action: Clerk
26/025	**To consider whether any actions are required regarding the 20mph speed limit proposal** The Council noted that West Berkshire Council had previously indicated that West Ilsley and several other local villages would be a priority for the 20mph roll-out and had consulted the Parish Council on the proposed scheme, including the Council's request for an extended zone. West Berkshire Council has since paused the programme unless there is clear local support. Evidence of resident support will therefore be required before any further progress can be made. Further clarification will be sought from the District Councillor on what evidence is needed. Resolved: To undertake either a survey or a petition, subject to advice from the District Councillor. The Clerk will issue this in consultation with the Council.	Action: Clerk
26/026	**To consider the costs for council finance software** Resolved: That the Council subscribes to the Scribe accounting software at a one-off set-up cost of £99 and an ongoing cost of £25 per month.	Action: Clerk
26/027	**To review Councillor training** Resolved: That any councillors who have not yet completed introductory training undertake either the *Councillor Essentials / Knowledge and Core Skills* training provided by BALC or the *Introduction to Local Councils* online course provided through NALC.	Action: All Councillors
26/028	**To receive an update on WIRSA and consider the costs for the updated constitution** WIRSA's constitution needs to be revised so that it more accurately reflects the charity's purpose and ensures it works properly for the benefit of the village. Resolved: To allocate a budget of £1,000 for the constitutional review work.	

26/029 **To receive an update on flood mitigation**

The Clerk was requested to review whether a life buoy is needed by the pond and will install one under delegated powers for health and safety.

26/030 **To receive an update on traffic management**

A temporary traffic-monitoring camera has been installed by West Berkshire Council (WBC) on Bury Lane. It was noted that no incidents have occurred on the A34 since its installation, meaning WBC has not yet been able to obtain a clear picture of any resulting impact on the village. It was further noted that WBC is monitoring only traffic leaving the A34 and has not assessed the effect of recent M4 closures on the village.

26/031 **To discuss matters for future consideration or for information**

It was noted that additional bark is required in the play area. JR will purchase the required bark and reclaim the cost. Action: JR

There being no further business, the meeting was closed at 8:10 pm.

Dates of forthcoming meetings:
Full Council: 8th September 2026, 17th November 2026, 9th February 2026, 18th May 2026 (annual Meeting of the Parish Council and the Annual Parish Meeting)

Signed: _____ Dated: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th April 2026	
Account	**Amount**
Lloyds Current	£230.78
Lloyds Savings	£0.00
Unity Trust Current	£18,221.50
Unity Trust Savings	£20,057.12
Total	**£38,509.40**

Income	**Amount**
Interest	£67.64
VAT refund	£2,851.90
Precept	£5,652.00
Total	**£8,571.54**

Payments to be approved			
Date	**Payee**	**Payment Detail**	**Amount**
09-Feb-26	Just Host Me	Community Emails	£18.59
16-Feb-26	Hugo Fox	Website	£11.99
16-Feb-26	Hugo Fox	Emails	£20.99
27-Feb-26	Staff Costs	Staff costs Feb	£420.72
28-Feb-26	Unity Trust Bank	Bank account fee	£6.00
06-Mar-26	Microsoft	Software	£138.24
09-Mar-26	Just Host Me	Community Emails	£18.59
12-Mar-26	Land Registry	Land registry for ACV application	£14.00
12-Mar-26	Land Registry	Land registry for ACV application	£14.00
12-Mar-26	ICO	Registration Fee	£47.00
16-Mar-26	Hugo Fox	Council Website	£11.99
16-Mar-26	Hugo Fox	Council Emails	£20.99
25-Mar-26	Staff Costs	Staff costs Mar	£617.90
31-Mar-26	Unity Trust Bank	Bank account fee	£7.00
02-Apr-26	Hugo Fox	Community Website	£2.99
09-Apr-26	Just Host Me	Community Emails	£18.59
15-Apr-26	Hugo Fox	Website	£11.99
15-Apr-26	Hugo Fox	Emails	£20.99
29-Apr-26	Staff Costs	Staff costs Apr	£421.26
29-Apr-26	Playsafety Ltd	Play area safety inspection	£99.60
30-Apr-26	Unity Trust Bank	Bank account fee	£7.00
01-May-26	Hugo Fox	Community Website	£2.99

11-May-26	BHF	Defib Pads	£84.00
11-May-26	Just Host Me	Community Emails	£18.59
19-May-26	A Resident	Reimburse website costs	£22.60
19-May-26	HALC	Membership of BALC 26/27	£81.15
19-May-26	Clear Insurance Management Ltd	Insurance 26/27	£702.05
19-May-26	Heelis & Lodge	Internal audit 25/26	£190.00
19-May-26	West Ilsley Village Hall	Hall hire 25/26	£150.00
		Total	**£3,201.80**

Transfers			
Date	**From Account**	**To Account**	**Amount**
12-May-26	Unity Trust Current	Unity Trust Savings	£10,000.00
		Total	**£10,000.00**

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