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
enquiries@westilsleyparishcouncil.gov.uk

To: Members of the West Ilsley Parish Council - You 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 8th September 2026 at 7:30pm
PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

S. Marshman
Dr S Marshman, PSLCC, Clerk to the Council 2nd September 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 19th May 2026

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
   - 26/01868/AGRIC Hodcott Buildings, West Ilsley Stables, West Ilsley - Application to determine if prior approval is required for a proposed: New building designed solely

for agricultural purposes, including the storage of farm and forestry vehicles, machinery, general farm items, hay and livestock

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 consider a request for a donation to GreenFest 2026

10. To consider quotes for a tree survey

11. To consider quotes for play area repairs

12. To consider quotes for the installation of a life buoy

13. To review the council website and email provider and consider quotes for alternative suppliers - *report*

14. To receive an update on flood mitigation

15. To receive an update on traffic management

16. 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

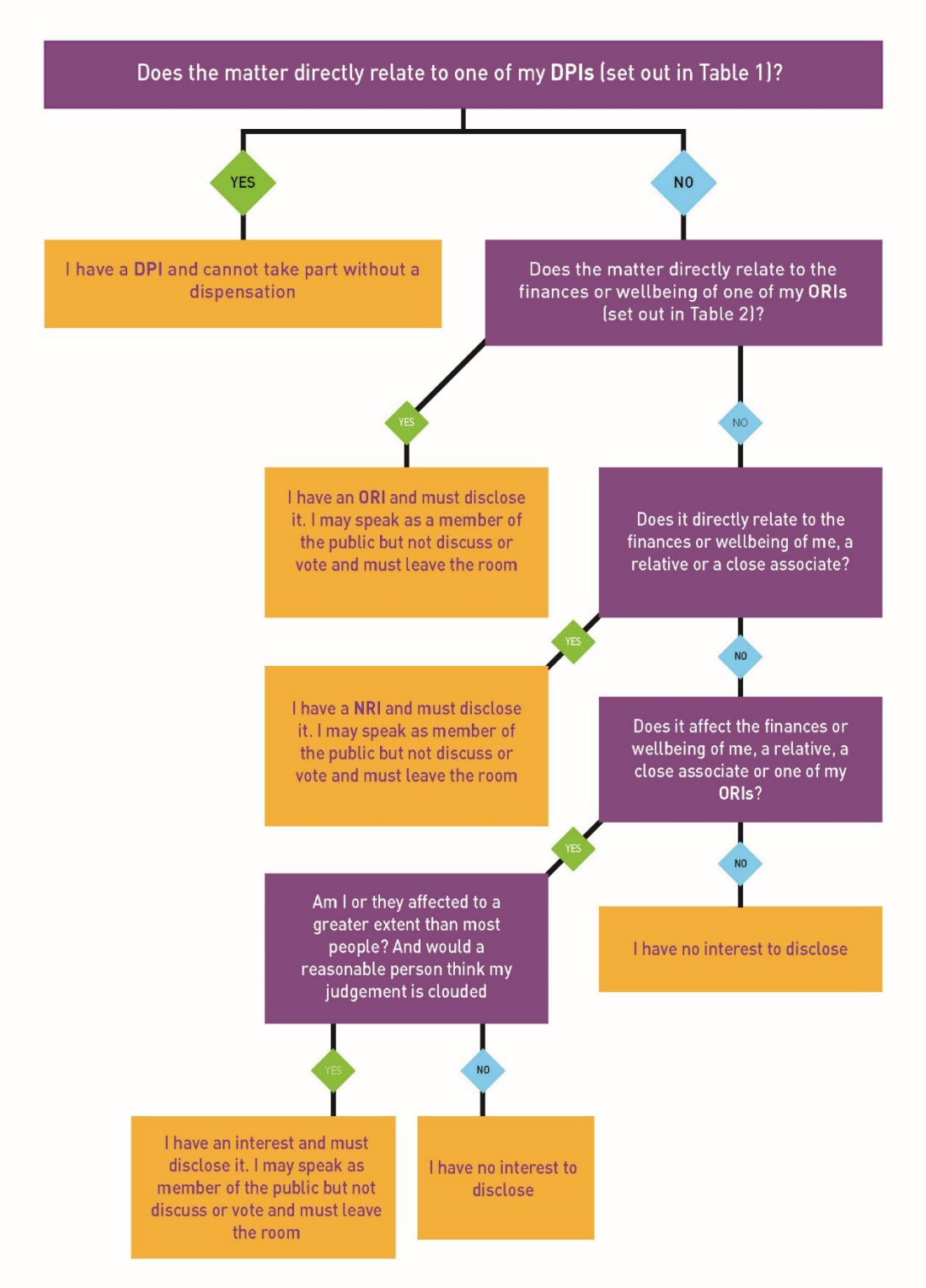


Table 1: Disclosable Pecuniary Interests

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
26/00915/FUL	Land West Of Folly Farm, Bury Lane, West Ilsley, Newbury	Change of use from agricultural land to a sui generis use as a secure dog walking field with secure fencing.	No objections
26/01615/LBC	4 West Ilsley House, Main Street, West Ilsley, RG20 7AA	Replace windows in house with new double glazed versions based on designs to replicate existing windows and use double glazing as approved in attached house no 5.	No objections

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

Application Reference	Location	Proposed Work	Decision
26/00607/FUL	Harcourt House, West Ilsley, Newbury, RG20 7AS	Retrospective construction of a private access track.	Withdrawn
26/00687/CERTP	The Annexe At Downs House, Main Street, West Ilsley	Convert loft space into a third bedroom in existing annex.	Refused
26/00150/CERTP	High Trees, Main Street, West Ilsley	The fixing of 11 PV Solar Panels to the south face of the central pitched roof of the property. These will extend no higher than 140mm above the tiled roof surface, below the roof apex, in addition an electric car charger will be fitted on either east or north side walls measuring 320x190x144mm.	Lawful

Agenda Item 8: Finance

Finance Report

Status at last bank reconciliation 31st August 2026	
Account	**Amount**
Lloyds Current - Account closed 06/07/26	£0.00
Lloyds Savings - Account closed 06/07/26	£0.00
Unity Trust Current	£4,513.39
Unity Trust Savings	£30,181.34
Total	**£34,694.73**

Income	Amount
Interest (June)	£124.22
Total	**£124.22**

Payments to be approved			
Date	**Payee**	**Payment Detail**	**Amount**
28-May-26	Staff Costs	Staff Costs May	£425.76
31-May-26	Unity Trust Bank	Bank account fee	£7.00
01-Jun-26	Hugo Fox	Community Website	£4.79
03-Jun-26	PDF-XChange Co	Software	£93.60
09-Jun-26	Just Host Me	Community Emails	£18.59
10-Jun-26	Hugo Fox	Council Emails	£20.99
15-Jun-26	Hugo Fox	Council Website	£11.99
25-Jun-26	Starboard Systems	Scribe accounts Setup fee	£99.00
25-Jun-26	Starboard Systems	Scribe accounts software	£30.00
25-Jun-26	Staff Costs	Staff costs June	£419.36
29-Jun-26	Just Host Me	Community Emails	£18.59
30-Jun-26	Unity Trust Bank	Bank account fee	£7.00
01-Jul-26	Hugo Fox	Community Website	£4.79
01-Jul-26	Starboard Systems	Scribe accounts software	£30.00
02-Jul-26	Lloyds	Commercial Card Fee	£3.00
09-Jul-26	Traffic Technology	SID repairs	£498.00
10-Jul-26	Hugo Fox	Council Emails	£20.99
13-Jul-26	Hugo Fox	Council Website	£11.99
22-Jul-26	Staff Costs	Staff Costs Jul	£426.46
22-Jul-26	SLCC Enterprises	Training	£11.58
22-Jul-26	Starboard Systems	Scribe accounts Setup fee	£19.80
31-Jul-26	Unity Trust Bank	Bank account fee	£7.00
03-Aug-26	Hugo Fox	Community Website	£4.79
03-Aug-26	Starboard Systems	Scribe accounts software	£30.00
03-Aug-26	Lloyds	Commercial Card Fee	£3.00
08-Aug-26	Just Host Me	Community Emails	£18.59

10-Aug-26	Hugo Fox	Council Emails	£20.99
12-Aug-26	Royal Mail	Postage	£0.91
13-Aug-26	Hugo Fox	Council Website	£11.99
21-Aug-26	Staff Costs	Staff costs Aug	£417.66
30-Aug-26	Unity Trust Bank	Bank account fee	£7.00
08-Sep-26	SLCC Enterprises	Training Conference	£70.98
		Total	**£2,776.19**

Transfers			
Date	**From Account**	**To Account**	**Amount**
06-Jul-26	Lloyds Current	Unity Current	£16.00
16-Jul-26	Unity Current	Lloyds Corporate Card	£21.59
		Total	**£21.59**

Bank Reconciliation

	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		£30,587.92
	ADD Receipts 01/04/2026 - 31/08/2026		£8,628.12
	SUBTRACT Payments 01/04/2026 - 31/08/2026		£4,521.31
A	**Cash in Hand 31/08/2026** (per Cash Book)		**£34,694.73**
	Cash in hand per Bank Statements		
	Unity Current	£4,513.39	
	Unity Savings	£30,181.34	
	Lloyds Current - Account Closed 06/07/26	£0.00	
	Lloyds Savings - Account Closed 06/07/26	£0.00	
	Lloyds Corporate Card	£0.00	
	Subtotal		**£34,694.73**
	Less unpresented payments		£0.00
	Subtotal		£34,694.73
	Plus unpresented receipts		£0.00
B	**Adjusted Bank Balance**		**£34,694.73**
	A = B Checks out OK		

Agenda Item 9: To consider a request for a donation to GreenFest 2026

The Parish Council has received a request from the Nature and Climate Network seeking a small financial contribution towards GreenFest 2026, a free community sustainability event taking place at St Bartholomew's School, Newbury, on Saturday 24 October 2026. The organisers anticipate attendance of around 2,000 people and note that funding from parish councils was an important part of delivering the previous GreenFest held in April 2025.

The organisers state that any contribution from the Parish Council would be acknowledged in event publicity, social media, and printed materials, and could be used to sponsor a specific activity if desired. They also highlight that the project is listed on The Good Exchange for those wishing to donate through that platform.

The Council should note that it has not included an item within the 2026/2027 budget for donations or grant awards. Any consideration of financial support would therefore require the use of funds from the council's general reserves.

Agenda Item 13: To review the council website and email provider and consider quotes for alternative suppliers

At its meeting in May 2025, the council resolved to remain with its current website provider, Hugo Fox, following a review of available options. The council has now had over a year of experience using the system, which provides both the Parish Council website and associated email hosting.

Costs

- Hugo Fox (current provider): £329.76 per year
- Parish Online: £350 per year

The difference in annual cost is minimal.

Operational Issues Identified

Over the past year, several practical limitations have become clear:

- **No autonomy over email management:** The current provider does not allow the council to manage its own email accounts. Any password reset or change requires contacting the provider and waiting for them to action it.
- **Additional email addresses incur extra cost:** Any new councillor or officer email address must be purchased individually, increasing annual costs.
- **Limited administrative control:** The council cannot independently add, remove, or manage email accounts, which restricts flexibility and slows routine administrative tasks.

Relationship with the Community Website

The community website is also hosted by Hugo Fox. Because both websites use the same design and layout, they appear visually very similar. This creates a risk of confusion for residents, particularly as Parish Council content previously sat on the community website.

Although the Parish Council pays for the hosting of the community website, it does not run or manage it. The site is administered by a member of the village, and the council has no oversight of who else may have access to change content. This lack of control, combined with the visual similarity between the two sites, increases the likelihood that residents may assume both websites are Parish Council assets or represent the same organisation.

Comparison with Alternative Provider

Parish Online offers:

- **Full control over email management:** The Clerk can independently reset passwords, add or remove accounts, and manage access without needing to contact the provider.
- **Up to 20 email addresses included:** The quoted annual cost includes up to 20 mailboxes, providing capacity for councillors, staff, and future needs without additional charges.

- **Comparable annual cost:** The difference between the current provider (£329.76) and Parish Online (£350) is small, and the additional functionality may represent better value.

Summary

After a year of using the current system, the lack of administrative control over email accounts, the additional costs for expanding provision, and the confusion created by the similarity between the council and community websites present ongoing challenges. Parish Online offers greater autonomy, improved flexibility, and a predictable cost structure.

Councillors are asked to consider whether the council wishes to revisit its decision from May 2025 and explore moving to Parish Online.