

# WOOLHAMPTON PARISH COUNCIL

c/o Juniper House, Aldermaston, RG7 4LJ  
Email: woolhamptonclerk@gmail.com  
Tel: 07877 122 127

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## **Minutes 20<sup>th</sup> April 2026 7.45pm, Woolhampton Village Hall**

**This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in July 2017. All Councillors are reminded to acquaint themselves with these Standing Orders.**

District Councillor: Chris Read

Councillors: Ben Holden-Crowther, Malcolm Large, Laurence Harwood, Cheryl Springer, Brian Chick

Members of Public: 2

**1. To receive apologies**

Jack Lovell  
Sean Garden

**2. To receive declarations of interest**

Laurence - Church warden

**3. Confirmation of the accuracy of the minutes of the last meeting of the Council**

The minutes were agreed and signed for records

**4. Matters arising from previous meeting**

*Lorry parking at Cods Hill*

No further update was provided. It was noted that letters confirming the Council's position are still to be drafted and issued.

*Five Acres/Lear Site*

No update was reported. Correspondence to Finella Woods remains outstanding and is to be progressed.

*Footpaths*

No update was provided. It was noted that a letter is still to be prepared.

*Allotments*

It was noted that some works are required to the allotment fencing. The Chair asked whether Brian would be willing to act as coordinator for the allotments. Members agreed that allotment invoices should be issued in writing in April, in line with the growing seasons. Members discussed the potential to rename and/or number plots and to produce a map of the allotment site to improve clarity and administration.

It was noted that there are currently two individuals on the waiting list. In the event that plots cannot be filled, members agreed that consideration may be given to offering plots

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to residents of Midgham where proximity is reasonable. It was further noted that, while allotments have previously been restricted to residents or parishioners of Woolhampton, this requirement may be relaxed.

Members also discussed the condition of vacant plots and agreed that these could potentially be rotavated in advance to improve appearance and make them more attractive to prospective users.

ACTION - Clerk to contact current allotment users with support from Brian.  
- Brian to liaise with Mike Oak regarding fencing works.  
- Clerk to advertise availability via the Village Facebook page & Parish website.

## *ROSPA*

There was no update in respect of the ROSPA report.

ACTION - Clerk to follow up on the outstanding action regarding Bucklebury.

## *Brabazons*

No update had been received from Cllr Garden.

ACTION - Clerk to follow up with Cllr Garden.

## *Allotment Water Supply*

Members discussed the installation of a water meter at the allotments.

ACTION - Clerk to investigate the installation of a water meter.

## *Procurement of SID/VAS Devices*

Cllr Springer provided an update on behalf of Emma Smith. It was reported that, following the previous Parish Council meeting and prior to the West Berkshire Council (WBC) Road Safety Policy meeting, Emma Smith attended a Teams meeting with Matthew Clayton and Cheryl Evans of the WBC Road Safety Team to discuss next steps in relation to the parish's SID procurement. Emma Smith was subsequently invited to attend the WBC policy meeting in recognition of her work on this matter.

Members noted that the policy meeting focused on WBC's revised SID policy, which requires parishes to procure devices through a specified supplier in order to receive WBC support.

The meeting also included presentations from two parishes operating Community Speed Watch (CSW) schemes. While these schemes were reported to be effective, it was noted that they are resource-intensive, requiring ongoing data collection to be submitted to Thames Valley Police for enforcement action. Emma Smith has instead focused on the potential acquisition of a SID using Community Infrastructure Levy (CIL) funding.

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Encouragingly, both presenting parishes reported that the use of SIDs had resulted in a reduction in vehicle speeds, with speeding reduced by approximately 4%.

For Woolhampton, members noted that the presence of existing speed enforcement cameras may reduce the perceived need for a SID, which is primarily an educational tool, according to WBC guidance. Data provided by WBC suggests that these cameras are operational for sufficient periods. However, concern was raised that vehicles may increase speed immediately after passing camera locations, including within residential areas.

It was further noted that WBC is able to offer the parish the temporary use of an older SID unit. Members agreed that this may provide a useful interim measure while the Council considers whether to proceed with the purchase of a SID and determines the most appropriate model.

Members discussed speeding issues in the vicinity of the garage and considered whether the 30mph speed limit should be extended towards the base of Cods Hill. It was questioned whether such a change would be effective. It was also noted that the introduction of a 20mph limit along the A4/Bath Road is unlikely to be viable given its function as a through route.

Cllrs Large, Lovell and Harwood met following the previous Parish Council meeting to consider the financial scope of the project. It was proposed that funding of up to £12,000 be made available through CIL and/or reserve funds.

## *Village Hall Paperwork Storage*

Members discussed the storage and management of Parish Council documentation currently held at the Village Hall. It was noted that Cllr Garden may also be in possession of some paperwork. It was acknowledged that important documents must be retained, and that the Council is required to comply with statutory record-keeping obligations.

ACTION – Clerk & Cllr Large to review documentation and report back.

## *Standing orders*

Members noted that the Council's Standing Orders require review.

ACTION – Clerk and Cllr Large to review the Standing Orders and report back prior to the next meeting.

## *Shop parking*

Woolhampton resident Dorothy reported that a holding response has been received; however, no update has been provided regarding how the matter will be addressed. Members noted that a similar case has been discussed in Kintbury.

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It was further noted that, should the Parish Council proceed with the painting of white lines, there is a potential risk of liability arising. Members expressed sympathy for residents with disabilities who are affected by the current parking situation, however concern was raised regarding the impact on the shop, with the owner having been unwell and indicating that he may consider ceasing trading within the next few months if the situation does not improve. It was noted that the owner had previously anticipated that the development at the New Road Hill site might increase trade; however, there has been no recent progress on that development.

The discussion broadened to include other parking-related issues within the parish.

## **5. District Councillor's Report**

District Cllr Read gave his report which will be uploaded to the parish council website.

ACTION - Clerk to add a consultation area to the website.

## **6. Bank Reconciliation**

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| <b>Woolhampton Clerk's Report - 20/04/2026</b> |                   |                 |
|------------------------------------------------|-------------------|-----------------|
|                                                |                   |                 |
| <b>Balance on 01 March 2026</b>                | <b>£95,209.08</b> |                 |
|                                                |                   |                 |
|                                                | <b>Payments</b>   | <b>Receipts</b> |
| <b>Income</b>                                  |                   |                 |
| Allotments                                     |                   | -               |
|                                                |                   |                 |
| <b>Payments</b>                                |                   |                 |
| Village Hall                                   | £36.00            |                 |
| Bibby (Bins January)                           | £29.80            |                 |
| Bibby (Bins February)                          | £29.80            |                 |
| E Brewer (Stamps)                              | £15.00            |                 |
| Brabazons (February)                           | £727.99           |                 |
| Service Charges                                | £9.25             |                 |
| E Brewer (February)                            | £336.48           |                 |
| Monksmead (Bench repair)                       | £134.40           |                 |
| E Brewer (March)                               | £336.48           |                 |
| Bibby (Bins March)                             | £29.80            |                 |
| Brabazons (March)                              | £727.99           |                 |
| Village Hall                                   | £36.00            |                 |
| Service Charges                                | £5.75             |                 |
| E Brewer (April)                               | £336.48           |                 |
|                                                | <b>£2,791.22</b>  | <b>£0.00</b>    |
|                                                |                   |                 |
| <b>Balance on 20 April 2026</b>                | <b>£92,417.86</b> |                 |

Members discussed that the list of authorised bank signatories requires updating to reflect current Council membership.

ACTION - Clerk to add all current councillors as signatories and remove any former or outdated signatories.

## 7. Any Other Business

### *Thames water meeting*

Cllr Read asked Cllr Large to review the minutes from the recent public meeting and consider whether these could be formally submitted to Thames Water in order to hold them to account on the matters discussed.

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Members agreed that the Parish Council should determine an appropriate way to publish this information on the Council website, potentially as a separate item or dedicated section.

It was noted that the public meeting there seemed to be a number of matters which Thames Water representatives were not willing to address. These included the weight of lorries accessing the site, which members understand to be approximately 32 tonnes (eight-wheel vehicles). Cllr Read expressed concern regarding references made to a potential third phase of development. Members discussed whether infrastructure improvements, such as the installation of storm tanks, should be pursued in order to future-proof the system and reduce reliance on tanker movements.

It was agreed that this matter may require escalation, including engagement with the local Member of Parliament. Members noted that representations made by the Parish Council may carry greater weight than those made at District level.

ACTION - Cllr Holden-Crowther to draft correspondence.

## *Thatcham Rotary Club*

The Club expressed an interest in using the land again. As previously, they would marshal the area and arrange grass cutting. It was noted that the Rowbarge may also wish to use the site for ale events; however, this would be subject to a payment or donation. Permission would be required from Wasing. Councillors agreed to this proposal.

ACTION – Cllr Harwood to follow up

## *Parish Assembly*

It was suggested that as there having been three different chairmen within a short period, that Cllr Garden and Cllr Holden-Crowther help prepare a written update. In previous years, particularly under Tony Renouf, the Parish Assembly had been very effective; however, attendance and format have declined in recent times.

Members discussed ideas to improve engagement, including inviting regular hall users to attend and potentially include guest speakers such as the police or conservation officers to allow public questions. Cllr Read stated that Upper Bucklebury currently sees around 60–70 attendees.

It was agreed the Parish Assembly will take place on Wednesday 20th May, 6:00–7:00pm, followed by the usual meeting at 7:15pm, moving from the usual scheduled date due to the hall bookings. Refreshments will be offered, including cheese and wine and soft drinks. A budget was agreed for wine and refreshments, totalling £100.

Potential involvement from the Village Hall Committee, WI, playgroup, and school was noted.

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ACTION - Ellie to speak to Helen Pratt

- Chris Read to contact Chris Marsh for a 'Have Your Say' session
- Cllr Harwood to organise refreshments

## **8. To record meeting closed**

21:18