



Chairman: Matt Walker

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Clerk to the Council
Miranda Parker
Charvil Village Hall
The Hawthorns
Charvil, Reading
Berks RG10 9TT

Minutes of the Meeting of the Council held on 20th October 2025 in Charvil Village Hall at 8pm

Present Matt Walker, Pat Sutlieff, Lee Cripps, and Jane Hartley.

Apologies for Absence Katrin Harding

Absent Mark A'Bear, Narinder Ryatt, and Stephen Lucas

25/8684 Open Forum

No residents attended.

25/8685 Declarations of Interest

There were no declarations of interest.

25/8686 To approve the Minutes of the Full Council Meeting of 15th September 2025

These were approved and signed.

25/8687 To note the Clerk's report

This was noted.

Finance

25/8688 To receive and approve the financial reports

It was resolved to approve these which was passed unanimously.

25/8689 Authorisation of Payments

It was resolved to recommend approval of the payments of invoices, which was carried unanimously.

£82.50 to A1 Locksmiths

£75.19 to the Assistant Clerk

£1791.61 to Berkshire Pension Fund

£64.37 to Bowak Ltd

£157.32 to British Gas

£184.66 to Everflow

£128.06 to Grundon

£297.83 to the clerk

£172.83 to MKR Electricals Ltd

£36 to the Media Assistant

£240 to SLCC Enterprises Ltd

£180 to SLR Environmental Limited

£123.17 to Smartest Energy

£1321.86 to Sunshine Commercial Services Ltd

£1302.91 to Tactical Cleaning & Hygiene Services UK Ltd

£192.24 to Tactical Facilities Management Ltd

£18 to Taurus Elite Security

£17.10 to Unity Bank

£116.52 to Yu Energy
£5117.99 in Payroll

25/8690 To consider the quotations for the repairs identified as necessary by RoSPA at St Patrick's Recreation Ground, and to approve one of them

It was resolved to award the works to Infinity Playgrounds which was approved unanimously.

Planning, Environment and Highways Committee (PEH)

25/8691 To note the Minutes of 6th October

These were noted.

To hear an update on trees and to finalise a date and time for the tree planting in National Tree Week

There will be four small-leafed limes, a horse chestnut and the bundle of hedging plants to be planted in National Tree Week. There may also be the final batch of fruit trees for the Community Orchard, but that is very weather dependent and in recent years this has had to be done well into December. Planting in National Tree Week will be on Saturday 29th November at 2.30pm. meeting at East Park Farm's Service Road.

The highlight will be the planting of a horse chestnut donated by a resident, who planted a conker in 2020, and has been growing it on ever since. She would like it to be planted in a public space as a memorial to all those who suffered in the Covid Pandemic.

25/8692 Amenities Committee

To note the Minutes from 13th October

These were noted.

To consider what action should be taken regarding the rotting boards on the edge of the MUGA

It was agreed that the boards are not critical, and it was noted that the village warden has done an emergency repair. The clerk suggested that it might be worth investigating the use of recycled plastic slats as these should last longer. It was agreed to talk to Infinity Playgrounds about removing the redundant green fence on top of the boards and the scope for replacing the wood with recycled plastic.

25/8693 Borough Councillor's Report

All three Borough Councillors sent their apologies. Borough Councillor Akhtar reported there will be a consultation on a Traffic Regulation Order to paint double yellow lines on the bend on Milestone Avenue early next year. He has also had agreement from Highways to clear the gullies on Old Bath Road and to review whether the frequency of clearance needs amending. The concerns around the surface dressing of the Old Bath Road continue to rumble on. Finally, Cleaner and Greener have assured him the bushes along the Old Bath Road between Charvil and Twyford will be cut back by the end of October.

Items for Consideration

25/8694 To note that the Regulation 16 consultation on the Neighbourhood Plan is closed and that an examiner has been appointed and to hear any other updates

It was noted that the Consultation has closed and that the preferred examiner has been appointed. There were several comments, some in support of the plan, some with rather tenuous links, and others which were from interested parties. The Neighbourhood Plan group will meet and if necessary, will submit a response by the deadline of 29th October. The Examination will then take place, and

depending upon how that goes, steps could start toward the Referendum, or the working group will be asked to make changes.

25/8695 To note a request from the Beavers for Councillor Hartley to talk to them about what the Parish Council does and to formally approve this

The request was noted, and Councillor Hartley was formally delegated to do this. She envisages an interactive session, possibly in the form of a quiz. The exact nature of this event will be dealt with in more detail at the next meeting.

25/8696 To finalise plans for the Community Winter Personal Security Event on 27th October

Some concerns were raised around how many people to expect – the clerk has been asked to share the details with neighbouring parishes – and the Chair will ask the school to include in the half-term newsletter. There will be a final push for the event on social media. Refreshments will be provided.

25/8697 To further develop plans for the Christmas event on 14th December

Unfortunately, due to a planned operation for the choir leader, the girls' choir will no longer be able to perform at the event, but the school choir have agreed to step in and will provide some musical entertainment with the help of a musical resident. There will also be a quiz, games, crafts, refreshments and possibly a special visitor. The event will run from 3pm until 5pm.

25/8698 To consider and approve the modified event planner to aid timely planning of future events

It was agreed that this version was easier to use, and should be used for all events going forward, and should be used for the rest of the Christmas event. The media assistant was thanked for his work on this.

25/8699 To hear an update on further analysis from the Pulse survey conducted in the summer and to decide what should be included in the next one

There was no update yet on the previous survey. It was agreed that there should be something on trying to gauge public opinion on having a table tennis table, the running track, and even possibly the padel court, although this is much more of an aspiration at this stage. It was also agreed that future surveys would be sent out by the social media assistant. There will be further analysis and finalising of content at the next meeting.

25/8700 To note the digital report for October

This was noted. The clerk reported that only one more follower was needed to reach the 500 mark. The social media assistant was thanked for the report.

25/8701 To hear an update on the playground refurbishments

After concerns were raised by a resident at the last meeting, two officers and a Councillor met with Infinity to see what could be done about increasing the gap between the resident's house and the playground, and the gap is now around 21.3 metres, so well over the minimum distance required. It appears that our proposals are indeed permitted development, so providing no objections are received in the next few days from Property Services, the equipment can be ordered. The Council would like to thank Borough Councillors Harding and Smith for their help in this matter.

25/8702 To hear an update on the youth engagement with Piggott School and to approve any next steps

Councillors A'Bear reported that he had spoken with some of the Charvil year 12's who knew very little about what the Parish Council does, and after some discussion, they showed interest in some kind of hub/café, tree planting and the environment, safer routes to Piggott, and the MUGA. They also said there would be better traction if Councillors could go in during free periods rather than after

school, and that years 10 and 11 may also be interested. Councillor A'Bear would go back to the school in November to get feedback and ideas for specific projects. As a point of information, the clerk informed the Council of a possible initiative to improve youth offerings in the Borough which Charvil could buy into.

25/8703 To consider the implications of the new Assertion 10 on the Annual Governance and Accounting Return, especially around data protection, and to decide how to deal with this.

The clerk explained that various things needed to be in place and processes followed – for example, the Council needs a Information Technology Policy, and processes to ensure all uses of data are legitimate. She explained that all consent for processing beyond the initial use needs to have explicit consent, so that if the Council wishes to contact hirers of the hall, or pulse survey respondents for more than specific updates on their comments, they must find a way to get this consent. It was agreed that the Council would like to use data to be able to invite community groups to events, to be approached for their opinions on new or changed facilities, and possibly to sign up to monthly updates, or receiving the Pulse survey directly. There was no appetite for any other uses currently. The clerk will work with staff to see how easy it is to achieve this and what resources may be required.

25/8704 To note the outstanding actions report

This was noted. The Chair reported that there had been a brief meeting of the strategy working group of Councillors Walker, Cripps, Hartley and A'Bear (note change of original membership agreed at the July meeting), and that they discussed short-, long- and medium-term goals for the Council, and they also discussed the Committee Structure. There will be an official update at the next meeting.

25/8705 To consider requesting changes to the streetlighting timings

It was agreed to request the same part-time hours as those of WBC.

25/8706 To note there will be a Finance Meeting on 24th November, rather than a Staffing Meeting

This was noted.

25/8707 To note a Freedom of Information request

This was noted.

25/8708 To note any agenda items for the next meeting

Topics include Pulse survey, the Beaver session, whether to purchase a new gazebo, the playground, the Christmas Party, Youth engagement, the Strategic Plan, and an update on the repairs at St Patrick's

There being no further business the meeting closed at 9.40pm

Chairman's Signature