Charvil
Parish Council
Chairman: Matthew Walker

Clerk to the Council
Miranda Parker
Charvil Village Hall
Charvil
Reading
RG10 9TT

www.charvilparishcouncil.gov.uk

For the attention of all members of Charvil Parish Council

You are hereby summoned to attend a Meeting of the Parish Council on

Monday 15th June 2026 at 8pm in Charvil Village Hall

for the purpose of transacting the following business.

Apologies for absence should be forwarded to the Clerk.

Miranda Parker, Parish Clerk

1. Apologies for absence

2. Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Clerk (1 Min)

3. Open Forum

A public session for residents to bring any issues to the attention of the council (5 Min)

4. To approve the minutes of the Annual Meeting of Parish Council and the Full Council meeting held on 18th May (1 Min) *

5. To note the Clerk's Report (1 Min) *

6. Finance

6.1 To receive and approve the financial reports (1 Min) *

6.2 To authorise payments of invoices (1 Min) *

Any other finance business at the discretion of the Chairman

7. Planning

7.1 To consider the following planning application:

261132 – Permission in Principle for a maximum of six dwellings on land adjacent to Huckleberry, Waingels Road (3 Mins)

7.2 To arrange a date for a public meeting about the planning application 253071, Reserved Matters on Land west of Park Lane, given that the plan will be out for further consultation in due course (3 Mins)

7.3 To consider and approve an agreed response to take to both Bellway and WBC planning around the wider issues concerning the Bellway development not directly relevant to the current planning application * (5 Mins)

*Copies attached and/or forwarded

8. Environment

8.1 To note the recent issues with SSEN contractors, and the upcoming tree works by SSE in the Meadows and other WBC owned areas (2 Mins)

9. Highways

9.1 To hear an update on Speed Watch (2 Mins)

10. Amenities Committee

10.1 To note the Minutes of a Meeting on 8th June * (1 Min)

10.2 To approve the proposed changes to the Amenities Committee Terms of Reference (2 Mins)

10.3 To consider moving the Amenities meeting to the first Monday of the month from the start of the next calendar year (2 Mins)

11. To hear the Borough Councillors Report (5 Mins)

12. Items for Consideration

12.1 To consider Terms of Reference for Working Groups * (5 Mins)

12.2 To consider how any possible asset transfers may work (2 Mins)

12.3 To review the Community Connect event (2 Mins)

12.4 To consider Parish Council stall ideas for the fete (3 Mins)

12.5 To consider the issues around fishing (2 Mins)

12.6 To consider and approve the proposed Parish Council question to go to the Borough Council meeting regarding the failure to replace the main piece of equipment in The Hawthorns Park (5 Mins) *

12.7 To hear any update on how to ensure production of the next Village News (2 Mins)

12.8 To consider how to recruit more Councillors (3 Mins)

12.9 To hear an update on recruitment of a new member of staff and to decide who should be on the interview panel (3 Mins)

12.10 To note the “outstanding actions” report and hear any updates (3 Mins) *

13. To note any agenda items for the next meeting (1 Min)

14. To decide on any items to be advertised on Social Media from this meeting (3 Mins)

The next meeting of the Council will be on 20th July

*Copies attached and/or forwarded

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Minutes of the Meeting of the Council held on 18th May 2026 in Charvil Village Hall at 8pm

Present Matt Walker, Lee Cripps, Katrin Harding, Jane Hartley, Alan Simpson, and Mark A'Bear.

Apologies for Absence

Absent Pat Sutlieff

Councillors Ryatt and Lucas have both resigned since the last meeting.

26/8852 Declarations of Interest

Councillors Harding and Hartley are part of the Fete Committee, and Councillor Cripps lives next to the land west of Park Lane that is the subject of application 253071.

26/8853 Open Forum

Four residents attended. One attended to listen, and three attended to express concerns about panning application 253071. They were concerned about the inclusion of the footpath linking Canberra Lake Way to the proposed development on the grounds of security, safety, privacy and drainage. A second resident added the concern that there are no smaller private homes included in the application, and that the footpath could lead to more crime. The residents were disappointed that the Borough Council had insisted upon the re-insertion of the footpath, and that they were talking to the new Borough Councillor Leon Cook about their concerns.

26/8854 To approve the Minutes of the Full Council Meeting of 20th April and 11th May 2026

The clerk was asked to add that Councillor Harding would plug the gap "regarding social media" on the Minutes of 11th May. Apart from that the Minutes were approved and signed.

26/8855 To note the Clerk's report

This was noted. The clerk added that she had reply regarding the solar panels on the pavilion, and this will be discussed at another time.

Finance

26/8856 To receive and approve the financial reports

It was resolved to approve these which was passed unanimously.

26/8857 Authorisation of Payments

It was resolved to recommend approval of the payments of invoices, which was carried unanimously.
£75 to the Assistant Clerk
£1651.23 to Berkshire Pension Fund

£116.97 to Cathedral Leasing Ltd
£400 to Claire Connell
£3219.08 to Clear Councils Ltd
£59.98 to Cloud Next Ltd
£1406.40 to Earth Anchors
£6.51 to Everflow
£95.66 to Grundon
£793.63 to Hampshire Association of Local Councils
£114 to Infinity Playgrounds
£81.08 to the clerk
£366.16 to MKR Electrical Services Ltd
£210 to NALC
£36 to the Media Assistant
£119.29 to Numatic International Ltd
£199.20 to Playsafety Ltd
£425.17 to Prime Water Solutions
£428.82 to Smartest Energy
£78.09 to SSE Contracting Ltd
£3627.21 to Sunshine Commercial Services Ltd
£1302.91 to Tactical Cleaning & Hygiene Services Ltd
£162.24 to Tactical Facilities Management Ltd
£59.40 to Taurus Elite Security
£22.75 to Unity Bank
£151.68 to Viking Payments
£5115.14 in Payroll

26/8858 To note the Minutes of the Finance Committee from 27th April
This was noted.

26/8859 To note the Internal Auditor's Final Report
This was noted.

26/8860 To note the end of year Bank Reconciliations and the Final Asset Register
These were noted.

26/8861 To review and approve the Annual Governance Statements for 2025-26 including the new Assertion 10, and the Chair to sign
This was reviewed and it was resolved to approve this, which was passed unanimously, and the chair and clerk signed.

26/8862 To review and approve the Annual Financial Return for 2025-26, and supporting documents, and the Chair and Responsible Finance Officer to sign
This was reviewed and it was resolved to approve these, which was passed unanimously, and the chair and responsible finance officer signed.

26/8863 To note the insurance renewal and to review and approve the level of cover
This was noted, and it was resolved to approve the level of cover which was passed unanimously. A query was raised around the level of cover for employee cover in the event of death or serious injury, and it was agreed to look at this further later in the year.

Planning, Environment and Highways Committee (PEH)

26/8864 To note the Minutes of 11th May
These were noted.

To consider the following planning application
253071 **–** Application for the approval of Reserved Matters pursuant to Outline Planning Consent 232704 comprising details of 75 homes, together with

associated internal access roads, parking, public open space, landscaping and sustainable drainage systems (SUDS). Details of appearance, landscaping, layout and scale to be considered on Land West of Park Lane – Revised Plans

The clerk was asked to request that the consultees' responses be made available to the Council, and to contact the new Borough Councillor, Leon Cook, to request that this application is listed to go before the Planning Committee.

The clerk was also requested to contact both Bellway and the planning officer for a further meeting and it was agreed that the Council needed an agreed position to take to both these meetings. The clerk also mentioned that the planning consultant, Lee Searles, was producing a neighbourhood plan checklist to aid the council when considering applications, and she would use this to help write the planning comments,

The clerk mentioned that a resident from The Hawthorns had complained that the electricity sub-station was now directly behind their house and asked whether the Council should mention this in the comments, but the feeling was it was over 30 metres from their house, and this was acceptable.

The clerk was asked to ensure all the comments aligned with the Neighbourhood Plan where applicable, and so the following comments were drafted:

1. *Housing Mix and density*

   The Parish Council welcomes the adherence to the 40% affordable homes, and that there has been some attempt to spread out these homes throughout the development. It also welcomes the introduction of a buffer, although it acknowledges this is not as wide as some of the existing residents would like. It appreciates that there has been some effort made to put some of the densest level of housing behind the widest point of the buffer, although it must be noted that this has not been wholly successful. Consequently, the layout is still contrary to MS02 of the Charvil Design Guide.

   There is still concern, however, that the current plan is contrary to Charvil Policy 2, Meeting Local Housing Needs and the S106 agreement signed in May 2025. The agreement states that it should not be possible to tell whether a dwelling is affordable or not from the exterior; given that there are no open market smaller homes – semi-detached or terraced, in this development, it is very easy to tell the majority of affordable/social homes from others. Charvil Policy 2 states that there is a need for 1,2 and 3-beroom homes on the open market, and there is not a single open market home that is not four or five bedrooms in this design. While the Parish Council acknowledges the difficulties in providing a development of this type that is wholly in line with this policy, it believes there needs to be some provision of open market smaller homes to allow for downsizing etc.

2. *Sustainability*
   We welcome the provision of sustainable homes, and the use of solar and heat source pumps where appropriate – these points align with Charvil Policies 4 and 5. We also welcome the use of passive design where possible, and efforts to reduce water usage. We have concerns, however, about no mention of greywater recycling or rainwater harvesting, contrary to SE02 of the Charvil Design Guide.

3. *Green corridors and biodiversity net gain*
   The Parish Council is pleased that at least some of the biodiversity net gain is now onsite, and that street trees, hedges etc are included as part of the boundary treatment. This is an improvement upon the original design. One area that could be improved in terms of boundary treatments, is the provision of hedgehog tunnels through the garden fences to create hedgehog streets, in line with MC04 of the Charvil Design Guide.

4. *Effects on the community facilities*
   Inevitably, new residents increase pressure on the existing facilities of the village, and it is well recognised that Charvil is not blessed with a wide range of facilities (There were two things that the village thought they were going to get from this development; a teenage play facility, and allotments). There is no allotment provision included in this development, which is disappointing, and the play area still seems to be marked as a LEAP. While we note that there is reference to the specifics of the play provision being provided as a condition, rather than in the plan, the Parish Council would prefer a commitment at this stage for such a facility, to align with Charvil Policy 1.
5. *Pedestrian and cycling environment*
   There are two elements to this; active travel around the development, and links to the wider village.
   In terms of traversing the development, the Parish Council would like the inclusion of pedestrian and cycling routes linking the three main cul-de-sacs within the development, and support the path into Canberra Lake Way, as this will allow connectivity, not only to Canberra Lake Way, but also through to the wider Hawthorns development. This is in line with AM02 of the Charvil Design Guide. There has been a further desire line identified, along the north of the site, to the entrance of Canberra Lake Way, and while this would be in line with AM02, the Council recognises police concerns for paths running along the back of existing properties, so this may not be viable.
   The Council also recognises that residents of Canberra Lake Way have concerns around the proposed path, but there is little evidence that similar paths in other areas of the village have negative effects.
6. *Concerns about the geology of the site.*
   The Parish Council continues to have concerns about the possible impacts of development on this site on the area it manages to the east of Park Lane, and expect the further surveys promised to be objective, thorough, and to include investigations into possible wider areas than just the site, including the road, the car park at East Park Farm, the tennis courts and the sports pitches. The Council would like to see the results of any surveys and investigations so it can be satisfied that its interests on East Park Farm will not be compromised as a result of this development.

26/8865 Amenities Committee

There was no meeting this month

26/8866 Borough Councillor's Report

There was no report this month.

Items for Consideration

26/8867 To note the conclusion of the Neighbourhood Plan and to give formal thanks to Rob Jones for his efforts

This was noted, and that it had such a large majority, and the Council formally thank Rob Jones for his commitment to the plan over the past six years.

26/8868 To note the social media report for March

This was noted.

26/8869 To consider the Local Government Organisation, Asset and Service Transfer paper and to decide whether now is the time to set up a working group to look at what assets and/or services the parish might wish to take on and under what conditions

Councillor Hartley proposed how this might be approached. Although the clerk had referred to the direction of travel regarding asset transfers, nothing has yet been done to look at this. She suggested a more formal approach, so that the Council could tie in with what the Borough intend to do. It was suggested that the Borough wants to build partnerships and this is an opportunity to do this. It was also suggested looking to work with neighbouring parishes on service provision may also be explored. It was agreed that the first step was for the Amenities committee to look at this topic in more detail at the next meeting.

26/8870 To consider any last-minute actions needed for the Community Connect event

The groups attending include the fire service, the neighbourhood policing team, the charity trustees, and speed watch. The presentation will be from the Chair, and he will run through the usual activities for the past year, the Neighbourhood Plan and what it means for the village, and the latest on the Bellway application. Regarding the Charvil Hero awards, they would be presented after the presentation and question and answer session. There would also be a raffle, with prizes donated by the councillors.

26/8871 To consider Parish Council stall ideas for the fete

It was agreed that there should be a stall, and it is an opportunity to promote Council Plans, including emerging working groups, to try to engage interested residents with these. As part of this engagement, it was agreed that there should be a further PULSE survey in the summer, and this could be promoted at the stall as it was last year. It was agreed that there should be something interactive for children, but the Council did not think it should be an expensive activity, with an agreed budget of £100.What this activity should be needs to be finalised at the June meeting.

26/8872 To note an update from the Fete Committee

This was noted, particularly the lack of a treasurer.

26/8873 To consider whether now is the time for the Parish Council to formally escalate the matter of the failure to replace the main piece of equipment in the Hawthorns playpark

Councillor Simpson explained that he had been in contact with the head of Cleaner and Greener and was waiting for a response on whether there is an update, which he should get by 29th May. It was agreed that he should take a Parish Council question on the topic to the June executive meeting, but that the question should be more conciliatory than in the first iteration.

26/8874 To consider the options for the Village News now that it will be no-one's specific responsibility to produce it

It was suggested that all applicants are asked if they would be willing to do this on paid overtime, or to look for a volunteer if the successful applicant cannot take it on.

A further suggestion was to ask the outgoing media assistant if he would be willing to do this on a consultancy basis, and it was agreed Councillor Walker would ask this at the exit interview. A final decision would be made in June.

26/8875 To hear an update on the CopyTrack issue

The clerk explained that she had been in correspondence over an alleged royalty breach over using a licensed image illegally. She has contacted the creator of the image who states that he has never worked with Copy track, or with its client, Concept-Productions. She will write back to let them know this.

26/8876 To note the "outstanding actions" report and hear any updates

These were noted, and the Chair will take a look at these before the next meeting.

26/8877 To note any agenda items for next month

The Fete stall, community connect review, speed watch, village news, fishing and councillor recruitment were all requested.

Chairman's Initials............ Date……….

26/8878 To decide on any items to be advertised on social media from this meeting

Items include the response to Bellway and any possible resident meeting on the topic, expressing the need to consider the Neighbourhood Plan, speed watch and councillor recruitment.

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

26/8879 To decide the winners of the Charvil Heroes Awards for 2026

It was agreed that the individual winner should be Bev Lines, with Rob Jones being awarded a special award for his work on the Neighbourhood Plan.

The group winners were Econet Charvil, with the runners up being AFC Charvil.

There being no further business the meeting closed at 10.12pm

Chairman's Signature ....

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Charvil Parish Council

Chairman: Matt Walker

www.charvilparishcouncil.gov.uk

Annual Meeting held on Monday 18th May 2026 in Charvil Village Hall at 8pm

Present

Jane Hartley, Matt Walker, Lee Cripps, Alan Simpson, Mark A'Bear, and Katrin Harding.

Apologies for absence

Absent Pat Sutlieff

26/8848 Election of the Chairman of Council:

Councillor Hartley proposed Councillor Walker and was seconded by Councillor A'Bear.
Councillor Walker was elected as Chair of Council unopposed.

Election of Vice-Chairman of Council:

Councillor Cripps was proposed by Councillor Harding and seconded by Councillor Hartley

Councillor Cripps was elected as Vice Chairman of Council unopposed.

The clerk asked the new Chair and Vice Chair to sign the acceptance of office

26/8849 To decide whether to adopt the new Committee structure, or to defer

It was agreed that planning, environment and highways would return to Full Council, Amenities would go to every other month, and working groups would be set up for specific projects.

The following were unanimously elected unopposed

Committee Chairmen

Amenities - Councillor Hartley was proposed by Councillor Cripps and seconded by Councillor Simpson. **Councillor Hartley was elected as Chairman of Amenities**

Staffing Committee- Councillor A'Bear was proposed by Councillor Walker and seconded by Councillor Hartley. **Councillor A'Bear was elected as Chairman of Staffing**

Finance - Councillor Walker proposed Councillor Harding and Councillor Hartley seconded her. **Councillor Harding was elected as Chairman of Finance**

Complaints – Councillor Simpson was proposed by Councillor Harding and seconded by Councillor Cripps. **Councillor Simpson was elected as Chairman of Complaints**

Emergency – Councillor Walker is automatically Chairman of this committee as Chair of Council

Council Vice Chair Positions - all the following were elected unanimously

Amenities - Councillor A'Bear was proposed by Councillor Walker and seconded by Councillor Harding. **Councillor A'Bear was elected as vice chair of Amenities**

Staffing - Councillor Hartley was proposed by Councillor Simpson and seconded by Councillor Cripps. **Councillor Hartley was elected as vice chair of staffing**

Finance - Councillor Simpson was proposed by Councillor Hartley and seconded by Councillor Cripps. **Councillor Simpson was elected as vice chair of Finance**

Complaints – no vice chair

Emergency – no vice chair

Election of Members of Committees

ELECTION OF COUNCILLOR MEMBERS TO THE AMENITIES COMMITTEE

All councillors to be part of this committee

ELECTION OF COUNCIL MEMBERS TO THE STAFFING COMMITTEE

All Councillors to be part of this Committee

ELECTION OF COUNCIL MEMBERS TO THE FINANCE COMMITTEE the Chairman, Councillors Harding, Simpson, A'Bear, and Cripps were duly elected

ELECTION OF COUNCILLOR MEMBERS TO THE COMPLAINTS COMMITTEE – All Councillors are part of this

ELECTION OF COUNCILLOR MEMBERS TO THE EMERGENCY COMMITTEE – All Councillors are part of this

ELECTION OF LEAD MEMBERS BY TOPIC

Planning – Councillor Cripps

Environment – Councillor Harding

Highways – Councillor A'Bear

Village Hall – Councillor Hartley

East Park Farm – Councillor Sutlieff

St Patrick's Recreation Ground – Councillor Hartley

Website/Social Media – Councillor Simpson

APPOINTMENT OF REPRESENTATIVES TO OTHER ORGANISATIONS

Wokingham Borough Liaison/ Parish Conference – Councillor Simpson, Deputy – Councillor Hartley

Northern Parishes Communication Group – Councillor Walker

WDALC/BALC – Councillor Hartley, deputy Councillor Simpson

Almshouse Trustee – Brian David

Sonning Education and Welfare Trust- Mrs Hilary Jones

Poor's Land Charity Trustee – Mrs Lauren McCann

Website Administrator – Clerk

Data Protection Officer – Andrew Moulton at WBC

26/8850 Review of Standing Orders, Risk Management, Financial Regulations, policies and Terms of Reference

It was resolved to amend the Standing Orders and Terms of Reference to reflect committee changes which was passed unanimously.

The Finance Committee has reviewed the Risk Management Policy and Financial Regulations, and their recommendations were accepted

No immediate issues were raised about other policies, but it was agreed that these should be reviewed several at a time, by either Full Council or Amenities as appropriate. It was also resolved to adopt the Charvil Publication Scheme based on the Information Commissioners' Office's Scheme which was passed unanimously.

Chairman's Initials............ Date……….

It was also resolved to adopt the draft social media protocol, which was passed unanimously.

26/8851 To decide whether the Council qualifies for the adoption of the general Power of Competence, and if it does, to decide whether to adopt it

It was resolved that the Council does qualify, and that it does wish to adopt it.

To note that all Councillors qualify for the Councillor Allowance, and that if they wish to take this up, they need to notify the clerk with relevant details as soon as possible.

This was noted.

The Annual Meeting closed at 8-35pm.

......………….........................Signature
Signed on 15 June 2026 Chairman of the Council

Chairman's Initials............. Date……….

Clerk's Report June 2026

1. Helped prepare for the Community Connect event – confirmation of attendees, purchasing refreshments, providing Minutes of last year, ensuring the event fulfilled the Council's obligations.
2. Ensured Community Heroes Certificates were printed, framed etc., in preparation of presentation, ensured winners had some form of suitable prize; that all were informed and presented even if they could not attend the event itself.
3. Drafted planning comments for the Bellway homes application and submitted them by the deadline. Received information that a further amended plan is to be submitted and will have a full consultation period assigned on receipt of the modified plans.
4. Attended Clerk's Collaboration session with WBC officers, where there was a discussion around the consultation on reducing the number of verge cuts to twice a year – the consultation is not about whether this should happen, but more around identifying areas that may need to be cut more often – eg some sightlines that have not yet been identified by the Borough Council. There was also a discussion around residents/community groups taking over areas close to them, and they were investigating the legalities of this in terms of insurance etc. There was also a discussion around what is ok and what isn't – for example digging into the ground is not generally allowed, but cutting the grass is. More will follow on this and further information as to how the asset transfer concept might develop.
5. Completed the Annual Return process, ensuring all documentation was sent off, providing as much evidence as possible that we ensured the independence of the internal auditor on appointment - a requirement for this year for Councils with annual turnover of over £200,000. Also added info to the website and boards as required.
6. Attended exit interview with the Chairman for the Admin and Media Assistant. Passed on information for social media continuity to Councillor Harding. 7. Ensured recruitment for new member of staff has progressed – closing date was 5th June, and there are four applicants.

Expenditure between 01/05/26 and 31/05/26

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
3461	£284.82	£56.96	£341.78	01/05/26	Sunshine Commercial	Grass cutting VH and St Pats April 2026
3462	£877.32	£175.46	£1,052.78	01/05/26	Sunshine Commercial	EPF Grounds Maintenance April 2026
3464	£305.13	£61.03	£366.16	01/05/26	MKR Electrical Services	Works in Pavilion and Village Hall April 2026
3455	£128.12	£6.41	£134.53	05/05/26	Smartest Energy (was dual	VH - Electricity April 2026
3456	£81.85	£4.09	£85.94	05/05/26	Smartest Energy (was dual	EPF - Gas April 2026
3457	£75.24	£3.76	£79.00	05/05/26	Smartest Energy (was dual	EPF - Electricity April 2026 Invoice was for £117.95
3459	£86.10	£4.30	£90.40	05/05/26	Smartest Energy (was dual	VH - Gas April 2026
3466	£32.49	£6.50	£38.99	05/05/26	Cathedral Leasing Ltd	VH - Hygeine Waste Collection June-Aug 2026
3467	£64.98	£13.00	£77.98	05/05/26	Cathedral Leasing Ltd	EPF - Hygeine Waste Services June-Aug 2026
3460	£6.51	£0.00	£6.51	11/05/26	Everflow	Water April 2026
3458	£400.00	£0.00	£400.00	12/05/26	Claire Connell	Internal Auditor Fee May 2026
3454	£74.37	£3.72	£78.09	13/05/26	SSE Contracting Limited	Streetlighting April 2026
3463	£95.00	£19.00	£114.00	14/05/26	Infinity Playgrounds Ltd	St Pats Swing repair May 2026
3470	£126.40	£25.28	£151.68	15/05/26	Viking Payments	Order May 2026
3471	£49.98	£10.00	£59.98	16/05/26	Cloud Next Ltd	Hosting of website 2026-27
3472	£75.00	£0.00	£75.00	18/05/26	Amanda Burton	Expenses May 2026
3473	£36.00	£0.00	£36.00	18/05/26	Neil Durrant	Expenses May 2026
3474	£75.48	£5.60	£81.08	18/05/26	Miranda Parker	Expenses May 2026
3481	£1,651.23	£0.00	£1,651.23	18/05/26	Berkshire Pension Fund	
3483	£25.00	£5.00	£30.00	19/05/26	EE Ltd	VH - Brodband May 2026
3485	£70.00	£0.00	£70.00	21/05/26	Dominic McKeown	Window Cleaning
3486	£159.82	£31.96	£191.78	26/05/26	Tactical Facilities	Bin Emptying May 2026
3493	£1,085.76	£217.15	£1,302.91	26/05/26	Tactical Cleaning &	Cleaning May 2026
3482	£32.70	£6.54	£39.24	28/05/26	British Gas Services Ltd	VH - Boiler Maintenance May 2026
3484	£25.00	£5.00	£30.00	28/05/26	The Blue Moose Graphic	Certificates for Charvil Heroes May 2026
3489	£2,500.00	£500.00	£3,000.00	28/05/26	Paul Thomas	EPF - Installation of Sleeper Wall
3475	£5,115.14	£0.00	£5,115.14	29/05/26	Salaries	Payroll May 2026
3488	£1,305.92	£261.18	£1,567.10	29/05/26	Prime Water Solutions	Remedial works at the Pavilion
3439	£22.75	£0.00	£22.75	31/05/26	Unity Bank	Service charge for April 2026
3487	£16.50	£3.30	£19.80	31/05/26	Taurus Elite Security	Security Lock-ups May 2026
3490	£42.45	£8.49	£50.94	31/05/26	Grundon Waste	VH - Waste May 2026
3491	£36.40	£7.28	£43.68	31/05/26	Grundon Waste	EPF Waste May 2026
3492	£425.00	£85.00	£510.00	31/05/26	Andrea Pellegram Ltd	NP - Planning Response Guidelines May 2026
	£15,388.46	£1,526.01	£16,914.47	Total for May 2026		
Total	£15,388.46	£1,526.01	£16,914.47			

Financial Budget Comparison

Comparison between 01/04/26 and 31/05/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		Budget 2026/2027	Actual Net	Variance	Var %age remaining
Council Income					
1200	Precept	£143,603.00	£71,801.00	-£71,802.00	-50.00%
1201	Grants Received	£0.00	£0.00	£0.00	0.00%
1202	Other Income	£0.00	£0.00	£0.00	0.00%
1203	CIL	£0.00	£0.00	£0.00	0.00%
1204	Neighbourhood Plan incl grant	£0.00	£0.00	£0.00	0.00%
1205	Community Orchard	£0.00	£0.00	£0.00	0.00%
1210	Income on Nationwide Account	£616.00	£134.92	-£481.08	-78.10%
1212	Income on National Savings Account	£3.70	£0.00	-£3.70	-100.00%
1215	Interest on Instant Access 1Unity	£500.00	£0.00	-£500.00	-100.00%
1216	Interest On Instant Access 2 Unity	£100.00	£0.00	-£100.00	-100.00%
1219	Redwood 35 day saver	£530.30	£118.82	-£411.48	-77.59%
1220	Insurance Claims	£0.00	£0.00	£0.00	0.00%
1240	Sale of Assets	£0.00	£0.00	£0.00	0.00%
1250	Allotment Income	£450.00	£0.00	-£450.00	-100.00%
1260	Damage/Key Deposits	£0.00	-£250.00	-£250.00	0.00%
3200	VS Newsletter & Printing	£800.00	£0.00	-£800.00	-100.00%
3201	VS Events	£0.00	£0.00	£0.00	0.00%
Total Income		**£146,603.00**	**£71,804.74**	**-£74,798.26**	**-51.02%**
Expenditure					
1310	S137	£0.00	£0.00	£0.00	0.00%
1311	Donations	£3,000.00	£0.00	£3,000.00	100.00%
1312	Sports Sponsorship	£300.00	£0.00	£300.00	100.00%
1314	Neighbourhood Plan	£1,500.00	£425.00	£1,075.00	71.67%
1315	Community Orchard	£100.00	£0.00	£100.00	100.00%
1316	CIL Expenditure	£2,000.00	£1,172.00	£828.00	41.40%
1321	Undistributed Reserves	£0.00	£0.00	£0.00	0.00%
1322	Earmarked Reserves	£0.00	£0.00	£0.00	0.00%
1323	MUGA Maintenance	£2,500.00	£2,500.00	£0.00	0.00%
1331	Home as Office - Clerk	£312.00	£52.00	£260.00	83.33%
1332	Home as Office - Assistant Clerk	£312.00	£52.00	£260.00	83.33%
1333	Member's Expenditure	£5,600.00	£2.99	£5,597.01	99.95%
1334	EXP Travel	£150.00	£9.00	£141.00	94.00%
1335	EXP Postage & Telephone	£450.00	£57.00	£393.00	87.33%
1337	Home as Office Media Assistant	£312.00	£52.00	£260.00	83.33%
1340	Training	£800.00	£303.50	£496.50	62.06%
1350	VAT Paid	£0.00	£0.00	£0.00	0.00%
2300	Pensions	£22,500.00	£3,299.66	£19,200.34	85.33%
2301	Salaries	£65,800.00	£10,246.77	£55,553.23	84.47%
2306	National Insurance & PAYE	£18,500.00	£4,254.59	£14,245.41	77.00%
2310	Subsriptions incl BALC	£1,800.00	£793.63	£1,006.37	55.91%
2311	Insurance	£1,600.00	£1,419.08	£180.92	11.31%
2314	Legal & Professional Fees inc.audit	£4,500.00	£578.31	£3,921.69	87.15%

2320	Office Equipment and Supplies	£800.00	£4.99	£795.01	99.38%
3300	Newsletter/Printing	£3,500.00	£0.00	£3,500.00	100.00%
3311	Election & Contingency	£7,667.00	£0.00	£7,667.00	100.00%
3313	Youth Support	£1,500.00	£0.00	£1,500.00	100.00%
3330	Event Costs	£1,000.00	£47.01	£952.99	95.30%
3340	Youth Fund	£0.00	£0.00	£0.00	0.00%
4300	GrassCutting VH and St Patrick's	£3,900.00	£554.77	£3,345.23	85.78%
4310	Play Equipment	£1,000.00	£0.00	£1,000.00	100.00%
4311	Play Maintenance & Repair	£1,000.00	£95.00	£905.00	90.50%
4312	ROSPA Inspection	£280.00	£166.00	£114.00	40.71%
5300	AM Lights Energy	£1,300.00	£157.75	£1,142.25	87.87%
5301	AM Lights Maintenance & Repair	£500.00	£0.00	£500.00	100.00%
5310	AM Village Improvements	£12,200.00	£22.16	£12,177.84	99.82%
5311	EPF Amenity Maintenance	£9,000.00	£652.86	£8,347.14	92.75%
5312	Bins at St Pats	£900.00	£147.51	£752.49	83.61%
5320	Allotment Expenditure	£200.00	£38.84	£161.16	80.58%
Total Expenditure		**£176,783.00**	**£27,104.42**	**£149,678.58**	**84.67%**

Financial Budget Comparison

Comparison between 01/04/26 and 31/05/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		Budget 2026/2027	Actual Net	Variance	Var %age
Village Hall					
Income					
6200	VH Casual - Standard	£500.00	£414.15	-£85.85	-17.17%
6201	VH Casual - Community	£12,000.00	£2,326.08	-£9,673.92	-80.62%
6202	VH Regular - Standard	£2,500.00	£0.00	-£2,500.00	-100.00%
6203	VH Regular - Community	£35,000.00	£49.13	-£34,950.87	-99.86%
Total Income		**£50,000.00**	**£2,789.36**	**-£47,210.64**	**-94.42%**
Expenditure					
6300	VH Cleaning Materials	£30.00	£0.00	£30.00	100.00%
6301	VH Cleaners	£7,400.00	£1,246.40	£6,153.60	83.16%
6302	VH Electricity	£2,200.00	£242.82	£1,957.18	88.96%
6303	VH Gas	£1,600.00	£220.96	£1,379.04	86.19%
6304	VH Insurance	£1,800.00	£1,800.00	£0.00	0.00%
6305	VH Maintenance and Repairs	£5,000.00	£1,548.95	£3,451.05	69.02%
6306	VH Other	£0.00	£0.00	£0.00	0.00%
6307	VH Rates	£2,200.00	£0.00	£2,200.00	100.00%
6308	VH Security System	£160.00	£0.00	£160.00	100.00%
6309	VH Staff Telephone and Broadband	£300.00	£30.00	£270.00	90.00%
6310	VH Travel Costs	£50.00	£0.00	£50.00	100.00%
6311	VH Waste Service	£700.00	£85.34	£614.66	87.81%
6312	VH Water	£1,300.00	£45.34	£1,254.66	96.51%
Total Expenditure		**£22,740.00**	**£5,219.81**	**£17,520.19**	**77.05%**
East Park Farm					
Income					
7200	Pavilion - Casual Standard	£0.00	£0.00	£0.00	0.00%
7201	Pavilion - Casual Community	£1,200.00	£346.50	-£853.50	-71.13%
7202	Pavilion - Regular Standard	£0.00	£0.00	£0.00	0.00%
7203	Pavilion - Regular Community	£10,000.00	-£223.50	-£10,223.50	-102.24%
7210	Cricket - Playing Field & Toilets	£3,500.00	£45.20	-£3,454.80	-98.71%
7211	Football - Playing Fields * changing	£6,500.00	£0.00	-£6,500.00	-100.00%
7220	Tennis - Coach	£2,000.00	£0.00	-£2,000.00	-100.00%
7221	Tennis - Annual Resident Membership	£2,500.00	£1,554.00	-£946.00	-37.84%
7222	Annual Non-Resident Membership	£1,000.00	£948.00	-£52.00	-5.20%
7223	Tennis - Casual	£0.00	£0.00	£0.00	0.00%
Total Income		**£26,700.00**	**£2,670.20**	**-£24,029.80**	**-90.00%**
Expenditure					
7300	EPF Cleaning Materials	£30.00	£0.00	£30.00	100.00%
7301	EPF Cleaners	£6,000.00	£995.12	£5,004.88	83.41%
7302	EPF Electricity	£2,000.00	£150.48	£1,849.52	92.48%
7303	EPF Gas	£750.00	£140.47	£609.53	81.27%
7305	EPF Maintenance and Repair	£10,000.00	£3,245.96	£6,754.04	67.54%
7308	EPF Waste Services	£500.00	£73.24	£426.76	85.35%
7309	EPF Water	£1,000.00	£356.46	£643.54	64.35%
7310	EPF Sports Maintenance	£8,500.00	£2,585.09	£5,914.91	69.59%
7320	EPF Marketing	£1,000.00	£0.00	£1,000.00	100.00%
Total Expenditure		**£29,780.00**	**£7,546.82**	**£22,233.18**	**74.66%**

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 31/05/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Instant Access Account 1 Unity	£42,405.64
Instant Access Account 2 Unity	£4,528.15
National Savings Account	£373.95
Nationwide 1 year saver/35 Day Saver	£33,603.26
Redwood Bank one year bond/35 day saver	£20,608.48
Unity Current Account	£12,697.32
Total	**£114,216.80**

RECEIPTS	**Net**	**Vat**	**Gross**
Council	£71,879.74	£0.00	£71,879.74
Village Hall	£5,189.26	£0.00	£5,189.26
East Park Farm	£7,133.06	£0.00	£7,133.06
Total Receipts	**£84,202.06**	**£0.00**	**£84,202.06**

PAYMENTS	Net	Vat	Gross
Council	£26,195.22	£825.73	£27,020.95
Village Hall	£5,198.90	£593.20	£5,792.10
East Park Farm	£6,232.60	£1,125.77	£7,358.37
Total Payments	**£37,626.72**	**£2,544.70**	**£40,171.42**

Closing Balances at 31/05/26

Ordinary Accounts

Instant Access Account 1 Unity	£94,206.64
Instant Access Account 2 Unity	£4,528.15
National Savings Account	£373.95
Nationwide 1 year saver/35 Day Saver	£33,738.18
Redwood Bank one year bond/35 day saver	£20,727.30
Unity Current Account	£4,673.22
Total	**£158,247.44**

Signed

Chair

Clerk / Responsible Financial Officer

Charvil Parish Council position on the Bellway Application for consideration

1. **Housing layout and mix**
   This may be out of date and need amending when revised plan appears

The proposed layout is out of character with the established pattern of development along Canberra Lake Way and appears to conflict with Core Strategy Policy CP3, Charvil Neighbourhood Plan Policies 3 and 4, and Design Codes MC02 (Settlement Pattern, Density and Views) and MC03 (Boundary Treatment). The scale, density and layout of the development would result in an unacceptable impact on the amenity of existing residents.

This concern could potentially be mitigated through the introduction of a meaningful landscaped buffer between the proposed and existing properties. However, if the buffer remains at 2 metres or less, residents strongly object to a relationship whereby four proposed dwellings back directly onto a single existing property in Canberra Lake Way. A substantially wider buffer, closer to 10 metres in depth and incorporating effective landscaping and screening, may help reduce the impact and create a more acceptable relationship between the developments.

In addition, the current proposal appears to conflict with Policy 2 – Meeting Local Housing Needs. The proposed development does not provide an appropriate mix of housing within the Settlement Boundary of Charvil Village and fails to reflect the most up-to-date housing needs evidence available for the parish. In particular, the absence of smaller open-market homes, specifically one- and two-bedroom properties for sale, represents a missed opportunity to address identified local housing demand.

2. **Park Lane crossing**

Improvements to Park Lane, including the crossing seem to be necessary but again this may need amending.

The current proposal appears to conflict with Charvil Neighbourhood Plan Policy CHARVIL 11 – Pedestrian and Cycling Environment, which requires new development to maintain or improve highway and pedestrian safety. Where relevant, applications should clearly demonstrate how development will maintain or enhance safety and convenience for pedestrians and cyclists.

In particular, the proposal does not adequately address Design Code AM03 (Traffic Calming Measures), which seeks to incorporate physical street design measures into new development in order to encourage safer and more responsible driving behaviour and reduce traffic speeds and flow where appropriate. The Old Bath Road, Park View Drive and Park Lane are specifically identified within the Neighbourhood Plan as locations of particular local concern regarding pedestrian safety and road crossings.

Whilst the Park Lane crossing currently remains a condition attached to the outline approval; the present proposal does not go far enough to provide a safe, convenient and clearly prioritised pedestrian connection. The crossing should be upgraded to a formal pedestrian priority crossing that gives clear precedence to those walking and cycling between the development, East Park Farm, the wider village and the Primary School.

Given the existing road width and layout, consideration should also be given to the introduction of a one-way priority traffic-calming arrangement. Such a measure would help reduce vehicle speeds, improve driver awareness, and create safer crossing conditions for pedestrians and cyclists.

A similar arrangement on Waingels Road has already demonstrated that this approach can operate effectively and safely in practice, providing a proven local example of how traffic-calming and pedestrian-priority measures can successfully support active travel and community connectivity.

3. Active Travel and Village Integration

Issue of paths contentious but NP is very definite about not having long cul-de-sacs etc.

The proposed development demonstrates a lack of meaningful integration with the wider village and does not provide a clear or coherent approach to active travel connectivity. In particular, there remains significant ambiguity regarding the purpose, alignment and justification for the proposed pathway connection into Canberra Lake Way (CLW), alongside considerable local concern and resistance to this arrangement.

Alternative access arrangements should be properly explored. One potential option would be the use of land between Canberra Lake Way and The Hawthorns to create a more direct pedestrian and cycle connection from the northern part of the site towards The Hawthorns junction. This would provide a more logical and convenient route for residents walking into Charvil village, whilst allowing the principal site access to serve movements towards the Primary School and East Park Farm facilities.

The current proposal appears to conflict with Charvil Neighbourhood Plan Design Code AM02 (Cycling Networks and Public Rights of Way), which states that street patterns should be permeable, provide a choice of routes for pedestrians and cyclists, and avoid long cul-de-sacs. Development should promote connected, walkable and cyclable routes that support safe and convenient movement throughout the village.

As currently proposed, the scheme fails to take a strategic and integrated approach to connectivity and misses an important opportunity to strengthen links between existing and new parts of the community, support active travel, and maintain community cohesion.

4. ENVIRONMENTAL PERFORMANCE OF BUILDINGS

The current plan conflicts with Charvil Neighbourhood Plan **POLICY CHARVIL 5 –** New buildings and alterations/extensions to existing buildings are expected to achieve high standards of environmental performance. Specifically incorporate roof top solar on new homes. Understand that solar will be included.

5. Village facilities

The current proposal appears to conflict with Charvil Neighbourhood Plan Policy 1, which states that planning applications should seek to provide new community facilities within the defined settlement of Charvil.

This development presents an opportunity to deliver a more meaningful and beneficial community asset provision than is currently proposed. Early discussions indicated that a pump track could form an integral part of the overall site design, or alternatively be delivered as a separate facility elsewhere within the Charvil settlement area, in order to address the recognised lack of facilities for older children and teenagers within the parish.

Whilst Wokingham Borough Council has indicated support in principle for a pump track as an alternative to the currently proposed playground, and has expressed openness to such a facility being located elsewhere within the parish — for example on land behind Vale View — the current application does not adequately explore or secure this opportunity. Not sure this is quite the case – and it would be preferable for the facility to be on this site, otherwise there will be no facilities at all which would be sad for future residents. Also need to consider allotments, which could be positioned elsewhere in the village if Bellway were to pay for them.

Relocating the proposed playground provision off-site and replacing it with a pump track elsewhere in the parish could also create additional flexibility within the development layout, including the potential to increase on-site parking provision through the repurposing of the currently allocated playground space. This would allow the scheme to respond more effectively to both community facility needs and parking pressures, whilst delivering a more age-appropriate recreational offer for local residents.

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6. Parking provision

The current proposal appears to conflict with the Charvil Neighbourhood Plan, particularly Design Code AM01 (Car Parking), as the proposed parking layout is impractical and fails to reflect realistic day-to-day parking requirements.

A significant number of parking spaces are shown at the minimum standard width of 2.5 metres. Whilst technically compliant, spaces of this size are often unsuitable for practical family use, particularly where occupants need to load children, prams, bicycles or other equipment. This concern is even more relevant for electric vehicle charging bays, which should generally provide additional width, typically closer to 2.8 metres, to allow safe and convenient access around charging infrastructure. The current layout does not appear to adequately address this requirement.

The proposal also relies heavily on garage spaces to meet parking provision standards. In practice, garages are frequently used for storage rather than vehicle parking and therefore do not reliably contribute to effective parking capacity. Furthermore, many parking spaces are arranged behind one another in tandem formations, making them inconvenient for everyday use and discouraging regular utilisation.

The extensive reliance on tandem parking is a particular concern, as such arrangements are widely recognised as ineffective in practice and often result in residents parking on-street for convenience. Evidence of this can already be seen on East Park Farm Drive, where overspill parking has become a noticeable issue.

As a result, the proposed layout is likely to generate increased on-street parking pressure within the development itself and on surrounding roads particularly as the parking layout only shows 12 visitor bays (inadequate according to parking standards of 1 bay per 4-5 dwellings). This will be to the detriment of highway safety, residential amenity and the overall quality of the public realm.

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7. Management of unadopted areas

CPC's preferred option is to adopt all of the currently unadopted areas as opposed to handing it over to a management company. WBC are currently actively supporting this approach for other dee such as the in Shinfield.

Would this be considered as a condition of the approval process?

Charvil
Parish Council
Chairman: Matt Walker

Asst. Clerk to the Council
Amanda Burton
The Village Hall
Charvil
Reading
Berks
RG10 9TT

www.charvilparishcouncil.gov.uk

Minutes of the Meeting of the Amenities Committee held on 8th June 2026

Present Jane Hartley, Matt Walker, Mark A'Bear, Pat Sutlieff, Alan Simpson, Lee Cripps, Katrin Harding
Apologies
Absent

26/1002 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None

26/1003 OPEN FORUM – None present.

26/1004 To approve the Minutes of Amenities Meeting held on Monday 13th April 2026 at the Charvil Village Hall –The minutes were approved by the committee and signed by Councillor Hartley (Chair of Amenities).

26/1005 To note the Assistant Clerk's Report – report was noted.

26/1006 Review the Usage Reports for the Facilities.
The committee reviewed the reports and noted the numbers were positive.

26/1007 Consider Park Inspection Weekly Reports
These have been received and nothing new to report.

Other items for consideration

26/1008 To decide on what type of hedge/tree(s) to procure in order to provide screening from the playground for the house in Simmons Fields following correspondence from the resident.
The committee decided that a non-invasive native tree would provide adequate screening but to take advice as to whether one tree or two would be necessary. The tree(s) is to be located in the gap in the existing tree line away from the park. The planting is to be done in the autumn during tree planting season.

26/1009 To review the Terms of Reference for the Amenities Committee and identify any amendments in light of the recent council structure changes. Any changes to be ratified in full council.
The committee reviewed the document and suggest the following:

In Section 3 – Membership

Point 3.1 it was noted that on the maximum number of members in the Amenities Committee is 6 (including the Chair & Vice Chair of Amenities) therefore Cllr Harding offered to step away from future meetings as her attendance would take the number over the maximum limit.

Point 3.3 should be amended to read: The Committee is authorised to establish sub-committees and working groups (including non-council members) which may meet informally, however, these will be advisory and any decisions must be taken by the Committee.

In Section 5 Meetings

The regularity of the meetings need to be amended to reflect the changes made at the May meeting i.e. February, April, June, September & November (based on every other month but noting there were no meetings in January or August).

The word 'confidentiality' to be removed.

In Section 7 Responsibilities & Areas of Operation

Point 7.12 to replace the word Council with Committee.

All changes to be ratified at Full Council on 15th June 2026.

26/1010 To outline suggestions for the development of draft Terms of Reference for the Working Groups ahead of discussion at the Full Council meeting.

The committee agreed that initially a generic document outlining the Terms of Reference for Working Groups be drafted and that they can be adjusted as appropriate for each working group as they are set up. Suggestions included - Members (Minimum 2 Councillors, 1 nominated Lead, 1 Officer of the Council and members of the public) , The following are recommended to be included: Aims of the Group in line with strategic plan for Charvil Parish Council, Agreed Output (options appraisal, pros and cons etc) and timescale, Records to be kept, Updates to be provided to Committee or Council as requested. Councillor A'Bear offered to put a draft document together to include these and to forward to the Clerk for inclusion in the Full Council meeting on 15th June 2026.

26/1011 To consider which Wokingham Borough Council owned amenities should be on the Charvil Parish Council list for potential asset transfer, in order to provide a prioritised recommendation to Full Council.

The committee felt that asset transfer comes under two categories – amenities (Wokingham Borough Council-owned land or amenities i.e. playgrounds) and services (grounds, bins etc). The Committee expressed the wish to work closely with the Borough to understand the options. In order to make an informed decision the Committee would like the Clerk to share the outcome of past liaison meetings between the Borough and Clerks detailing what may be on offer. To be discussed further at the Full Council meeting on 15th June 2026.

26/1012 To outline main Amenities priorities/projects to progress this year as part of the Strategic Plan and identify appropriate amenities focussed working groups.

The committee agreed to look at the Amenities specific items categorised as short term and medium term on the Strategic Plan and set up working groups as appropriate and to consider the undertaking of an energy review of the village hall – to include the future heating system and solar panels.

26/1013 To note any agenda items for the next meeting.

Working party progress.

Budget 2027/28.

Energy Review of the Village Hall.

26/1014 To decide on any items to be advertised on Social Media from this meeting.

Update on the picnic table and table tennis table at East Park Farm.

Promote the tennis passes.

Promote the daytime use Mon-Fri during term time for the Pavilion.

26/1015 To note any items that need to be discussed at full council meeting.

Terms of Reference Amenities Committee.

Suggestions for the Terms of Reference Working Groups

Asset Transfer from the Borough Council

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

26/1016 To retrospectively approve the quotation to treat and repaint the two sets of goal posts at East Park Farm.

The quotation was formally approved.

The meeting closed at 9:23pm

Agenda Item 10.2

Charvil

Parish Council

Amenities Committee
Terms of Reference

Version 1.3 – June 2026

Contents

1 Document Control Information

Title: Amenities Committee Terms of Reference

Date: June 2025

Version: 1.2

Authors: Charvil Parish Council

Version Control:

Version	Date	Description
1.0	May 2016	Policy Published
1.1	May 2024	Reviewed & Updated
1.2	June 2025	Reviewed & Updated
1.3	June 2026	Reviewed & Updated

Approved by:

Title	Name	Signature	Date
Chair of the Council	Matt Walker		
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2027

2 References

3 Membership

3.1 Charvil Parish Council (the Council) members will be appointed to the Amenities Committee (the Committee) each year at the Council's Annual Meeting. Council will elect a Committee Chairman and Vice Chairman at the Annual Meeting and a maximum of four other members, which must include the Chair or Vice Chair of the Council. If there is any danger of a meeting being inquorate, a further member of the Council can attend as an ordinary member. The Committee may then also co-opt up to two non-council members if it so wishes, but such co-options will be subject to approval by Council at the next Council Meeting and will have no voting rights.

3.2 The Assistant Clerk will administer the Committee and be the point of contact for members of the public. The Assistant Clerk will report to the Clerk, who will report to the Council, regarding the Committee's activities and plans and any other relevant issues.

3.3 The Committee is authorised to establish sub-committees and working groups which may meet informally; however, these will be advisory only and any decisions must be taken by the Committee as described herein. Suggested Change: The Committee is authorised to establish sub committees and working groups (including non-council members) which may meet informally; however, these will be advisory and any decisions must be taken by the Committee.

4 Quorum

4.1 A quorum will be three Councillors.

5 Meetings

5.1 The Committee will meet (suggested change) February, April, June, September and November. once each month, at dates to be agreed by the Council, but no meeting will take place in August or January. Minutes from the meeting will be forwarded to the Clerk who will distribute these to Council with the agenda for the next Council meeting.

6 Delegated Powers

6.1 The Committee cannot make decisions on behalf of the Council, other than those defined herein. Outside this remit, its function is to make recommendations upon which the Council can base decisions.

6.2 However, the Committee is authorised to spend sums on items which have already been approved by the Council in its annual budget, as laid out in the Financial Regulations.

6.3 No decisions can be made by Councillors outside Committee meetings, except in urgent situations as described below.

6.4 No councillor may enter into agreements with suppliers of services or enter into contracts.

6.5 If a councillor has expertise in a field, contacts may be passed to the Clerk or Assistant Clerk who will conduct any business.

6.6 If a councillor has any personal link with any service provider who has prepared a quotation, this must be declared.

7 Responsibilities and Areas of Operation

7.1 The Committee will comply with the Council's Standing Orders on the governance and membership of the Committee. It will also implement relevant policies of the Council relating to the Council's amenities and other facilities and, where appropriate, recommend any amendments and/or new policies to the Council.

With regard to the Council's amenities, the Committee will:

7.2 Exercise the powers and duties delegated by the Council for the care, maintenance and development of lamp posts, benches, picnic tables, notice boards, bus shelters, open spaces, playground and any other such amenities as the Council may own or operate;

7.3 Review the provision of such amenities and recommend any additions or improvements;

7.4 Develop budgets for any anticipated capital and/or other expenditure for each financial year, and recommend these to the Council's Finance Committee;

7.5 Once a budget is agreed by the Council, obtain quotes for the expenditure and recommend a selected provider to the Council;

7.6 Consider and implement all necessary maintenance related to the Council's amenities. Urgent maintenance which must be resolved before the next Committee meeting may be dealt with by the Clerk up to the limit for delegated authority as laid out in the Financial Regulations, or if over that limit, in consultation with any two members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council);

7.7 Any urgent matters related to the Council's amenities, which need to be resolved before the next Committee meeting, may be dealt with by the Clerk, in consultation with any two members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).

With regard to the Council's other facilities (Hall, Sports Pavilion and Vegetable Plots), the Committee will:

7.8 Monitor the condition of the premises and their immediate surroundings, ensuring that they are:

- clean, tidy, secure, in good decorative order and in a good state of repair,
- free from any obvious and significant health and safety hazards,
- maintained in accordance with all legal requirements,
- used by each Hirer in accordance with the Council's Terms and Conditions of Hire;

7.9 Investigate and endeavour to resolve any complaints from any hirer or resident, liaising with the Assistant Clerk and/or reporting to the Council, as appropriate;

7.10 Liaise with the Assistant Clerk to ensure that any shortcomings are addressed, and regarding any improvements which could be made;

7.11 Review the facility Charges (1st April to 31st March) for hirers annually. The proposed Charges for the next financial year are to be submitted to the Finance Committee during December of the previous year;

7.12 Review the Terms and Conditions of Hire annually and submit any proposed amendments to Council for approval; Suggested change: committee rather than Council, but that is incorrect, as the Full Council must review all council docs annually at Annual Meeting of the Council

7.13 Consider the medium/long term development of the facilities, keeping Council informed so that the appropriate financial planning can be undertaken;

7.14 Ensure that the Assistant Clerk obtains quotations (in line with Financial Regulations) for any nonroutine expenditure planned for the next financial year in time to be submitted to the Finance Committee in November of the Previous year;

7.15 Liaise with the Assistant Clerk to ensure that they are fully aware of the Committee's requirements before quotations are requested, and that all quotations are on a like for like basis.

TERMS OF REFERENCE FOR PARISH COUNCIL WORKING GROUPS

Full Council may form or disband a Working Group who will conduct tasks as defined by Full Council.

There is no legal definition of a Working Group, they consist of a small group of members of the Parish Council and can include members of the public.

A Working Group conducts its business on a less formal basis than that of a committee. It:

- Does not have any decision-making powers.
- Does not hold any money and has no authorisation to spend.
- Does not need to meet in public.
- Can hold remote or face-to-face meetings.
- Must report back to the parish council with recommendations.

Membership Members of the Working Group are to be appointed by Full Council and will consist of a minimum of two Parish Council members.

With the authority of the Full Council the Working Group will appoint an officer of the council and can co-opt members of the public (lay members) who have specific knowledge/expertise on the subject to assist the Working Group.

The term of membership on a Working Group will be until the next Annual Meeting of the Council in May. New members may be appointed by Full Council throughout the year, if required.

A Working Group does not meet in public, therefore standing orders are not applicable, although the Code of Conduct still applies.

The role of Working Parties for Charvil Parish Council

- To tackle issues as directed by the Full Council within set objectives, scope, and outcome.
- To be task specific and time limited.
- To research and examine an issue in detail, read reports and related materials, examine options, and consider the feasibility of specific projects for the Council.
- To make recommendations to Council.
- To answer questions from the Council.

First meeting of the Working Group

- Appoint a lead member (Parish Council member only).
- Review the strategic plan identifying potential projects for further investigation
- Establish an action plan to deliver Full Council’s instructions.
- Establish a meeting schedule.

Role of Lead Member

- The lead member will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the Council.

- Take notes of the meeting, ensuring that all recommendations are recorded correctly, and submit these to the Parish Clerk in good time to meet the agenda.

Working Group Recommendations

- The recommendation must be recorded at the end of the notes taken and submitted to the Parish Clerk.
- The Parish Clerk will determine that the recommendation given is legal and enough information has been presented for Full Council to decide. The Clerk will also ascertain funding (whether the council has a budget), Risk and Resources.
- The Role of Full Council is to question, challenge the recommendations, to be satisfied of the correct decision.
- The Working Group must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.

Revised version of Parish Council question for agreement

On behalf of Charvil Parish Council, I would like to raise residents' ongoing concerns regarding the replacement of the climbing unit at the Hawthorns Play Park and seek clarification on the next steps towards delivering a replacement facility.

We recognise that both Parish and Borough Councils have made efforts to explore possible solutions. However, many residents remain disappointed that progress has been limited, particularly given the importance of the play area to local families.

In particular, we understand that:

1. The park is the responsibility of Wokingham Borough Council;
2. The climbing unit, which was approximately 30 years old, was deemed beyond economical repair last September and has since been removed;
3. No specific funding allocation currently exists for its replacement;
4. Estimated replacement costs are in the region of £15,000–£25,000; and
5. Discussions around potential funding options appear to have stalled, with increasing expectation that the Parish Council may need to assist in identifying solutions.

Charvil Parish Council is keen to work collaboratively with Wokingham Borough Council to not only resolve this immediate issue but to also consider a longer-term solution to prevent a reoccurrence.

With this in mind, and to achieve a positive outcome for residents and restore this valued play facility as soon as reasonably possible, could the Council outline:

- what actions are currently being taken to secure funding;
- whether there is an indicative timetable for progressing a replacement; and
- how future renewal and replacement of ageing play equipment assets will be planned for and budgeted.

As Katrin said we also get to ask a supplemental question so here is 2 responses dependant on the answer (which we hold pending the answer which will be published in the agenda prior to the actual meeting)

If the response is vague, non-committal, or simply passes responsibility elsewhere, we could follow up with something along these lines:

Thank you for the response. However, residents will understandably be disappointed that, despite the climbing unit being condemned and removed many months ago, there still appears to be no clear delivery plan, identified funding source, or indicative timeline for replacement.

Given the importance of this facility to local children and families, can the Council now confirm:

- whether it accepts responsibility for replacing the equipment as the owner and operator of the play park;
- what specific funding routes have been explored to date and why these have not progressed;
- whether any interim funding allocation can be made from existing reserves or capital budgets;
- by what date residents can reasonably expect a firm decision and implementation timetable.

Residents are increasingly concerned that the absence of forward planning for the renewal of ageing assets has resulted in the loss of an important community facility with no clear route to reinstatement. A more definitive commitment and timetable would therefore be welcomed.

Here's a follow-up if the answer is positive in short term. It keeps the tone constructive while pressing on the longer-term issue of asset management and planning:

Thank you for the update and for the efforts being made to identify a short-term solution for the Hawthorns Play Park.

Whilst any interim measures are welcome, residents will also want reassurance that the Council is addressing the wider, longer-term issue highlighted by this situation — namely the absence of planned investment and replacement provision for ageing community assets.

Can the Council therefore confirm:

- what asset management or lifecycle planning arrangements are currently in place for the replacement of ageing play equipment;
- how future replacement costs will be identified and budgeted for to avoid similar situations arising;
- whether Parish Councils will be involved in developing a more sustainable long-term approach.

Residents would welcome confidence that this is not simply being treated as an isolated issue, but as an opportunity to strengthen future planning and investment in community facilities.

Agenda Item 12.10 Outstanding Items June 2026

Outstanding Actions

Action	When Decision was made	By Whom	By When	Reason for remaining outstanding
Investigating the cost of enabling hybrid meetings for the 2025-26 budget discussions	Minute 25/8623 June 2025		?	
Investigating possibilities for street art for the container	Minute 25/8640 July 2025	?	?	Should this be removed altogether
Creating a list of frequently asked questions for possible long-term users	Minute 25/8640 July 2025	Amenities Committee	April 2026	FAQs info for users complete. Still need FAQs for info we need from users
Deciding what to do with the pavilion in the daytime to boost usage	Minute 25/8640 July 2025	Amenities Committee	April 2026	Marketing strategy
To implement Start, Stop, Continue process	Minute 25/8575 April 2025	Council and Staff		Touched upon but no conclusion
To consider a food van in East Park Farm	Minute 26/8828 March 2026	Councillor Harding	?	No progress brought to the council since March
To consider more defibrillators around the village	Minute 26/8825	Councillor Sutlieff and the Clerk	July 2026	Just need to confirm the proposals to bring to Council