

Minutes of the Annual Meeting of Aldermaston Parish Council held on Tuesday 10th June 2025 at 7:30pm in the Parish Hall, Aldermaston

Councillors Present:	Mrs S Crawford (Chair) (S.C) Mr R Smith (R.S) Mr A Shephard-Price (A.SP) Mr D Shirt (D.S) Mrs A Woodley (A.W) Mr E Tilsley (E.T)
In Attendance:	Miss A Lewis – Clerk 1 member of the public

Ref No	Agenda Items	Actions
063/25	Open Forum The Safeguarding Governor from Aldermaston Primary School attended to give the council an update on West Berkshire's response to an accident which occurred outside the school. The timeline was shared as follows: - 19th May at approx. 15:20 there was a collision between a car and a young child. The child was taken into the school for 1st aid and an ambulance called and a 'critical incident' was declared by the school. The child did not have to attend hospital. 20th May all school staff were briefed on the incident 22nd May West Berks Education Welfare Team attended the school to review the area of the incident and the school. It was decided that there were no changes needed to the school premises. It was found that the road markings outside of the school were faded and needed re-painting, a new roadside guard rail and relocation of the road crossing point were also recommended. 23rd May The road markings were re-painted and the Traffic Road Safety Team met and closed the critical incident. The plan to move the dropped kerb and the instillation of a new guard rail has been sent to West berks Council for approval and it is anticipated the school will receive a response by the end of the week. Any agreed works are hoped to be completed over the school summer holidays. The school queried the removal of the speed camera from Wasing Lane as they have noticed an increase in speeding since its removal. S.C. said the removal was down to the speed camera being unstable and it was replaced with a SID/'Smiley Face' camera which had found very low levels of speeding (below the threshold for remedial actions). S.C. suggested APC's SID could go on the road going into Wasing Lane to monitor if there is an increase of speeding, as suspected there is. S.C. Then went onto explain that APC had replied to WBC Local Plan and are in favour of a 20mph limit for Wasing Lane. A.S.P reported that he has developed an online survey to get feedback on what traffic calming measures they want to see adopted. He has received 72 responses so far, mostly from parents and staff, of which 43 have filled out the open text box with their ideas, 80% of respondents said speeding was an issue and 91% want to see traffic calming measures, but what these are was a mixed response. The survey will remain live until the end of June and the results will be shared with the school and the council.	A.S.P to gather survey responses
064/25	Apologies for absence Mr Dominic Boeck (Ward Councillor) and Councillor Mrs A Faulkner	
065/25	Declarations of interest	
066/25	Minutes of the last Parish Council meeting The minutes of the meeting held on 8th April 2025 and 13th May 2025 were agreed as true and accurate.	
067/25	Planning a.) To note receipt and comment upon new applications Planning 25/00487/FUL was received too late to add to the agenda, and the deadline is 1st July. Clerk has requested an extension to this date until 9th July to allow APC to discuss it and respond. If this extension is not granted, it was agreed a response could be agreed by councillors over e-mail.	

	b.) To note receipt of any approvals, refusals, withdrawals and appeals 25/00031/COND – Land adjacent to New Stocks Farm, Paices Hill – Split Decision whereby WBC approved 2 of the 3 Conditions that the applicant was trying to discharge. Arrangements for Hard & Soft Landscaping were approved but the Construction Phase Emergency Plan was rejected as inadequate. APC has raised with WBC that the site is already built and occupied making the latter irrelevant and questioned why WBC is not requiring the applicant to discharge the Emergency Planning Conditions relating to the site's ongoing use as a matter of urgency. 25/01052/AGRIC – Padworth Park Farm Barn – Not Required Noted 24/01959/RESMAJ – Blacks lake Track Racing, Paices Hill – Approved Noted 25/00950/COND – AWE Aldermaston, Reading Rd – Approved Noted c.) To discuss planning enforcement cases The clerk contacted WB planning enforcement regarding 24/01277/CERTE – Four Acre Farm due to concerns that despite the planning Refusal, the caravans and being regularly occupied. The enforcement officer responded that this was not necessarily unlawful but to encourage any concerned residents to report ongoing use to WBC.	
068/25	Highways and Footpath matters A.W. reported that the line of sight for drivers, driving along Froudes Lane, is considerably diminished due to overgrown vegetation at both ends of the road. It was noted that a large funeral will be taking place at Aldermaston Church on the 11th June. Around 1,000-1,200 people are expected to attend. WBC and TVP are aware. TVP will have an increased presence in the local area, the Hind's Head will be closed until 5pm and Praxis will have extra security for Aldermaston Manor. They confirmed they would open their car park, for cars only. A.S.P gave the council an up-date on 2 more prosecutions for over weight vehicles being driven on Raghill, both drivers received a fine. These were reported, along with a further 7, on 24/07/2024. 2 of those reported were not prosecuted due to the drivers supplying evidence of collection/drop off. The councillors discussed the report shared by Aldermaston Schools Safeguarding Officer in relation to the incident on Wasing lane and it was agreed that a change to the current road layout would be welcomed. APC has already submitted their views on WBC Local Plan and believe that work is going on 'behind the scenes' at WBC to push forward with traffic calming measures. A.S.P will report the findings of the survey to the council at July's meeting.	Clerk to report to WBC
069/25	Parish Environment No new environmental issues raised	
070/25	AWE to include updates from LLC No update – next meeting 6th November 2025	
071/25	AGAR The AGAR Form was agreed and signed. The internal auditors report was noted and had been circulated to all councillors prior to the meeting. The report signed off our accounts for 24/25 and declared our financial records to be 'well maintained and appear to be complete and generally fit for purpose'. The dates for the 'exercise of public rights' was agreed. The council agreed for the clerk to trial the accounting software from EasyPC as they offer a 3-month free trial. The current accounts spreadsheet will be completed alongside the software in case the clerk does not think the software is appropriate after using it. Council agreed Risk Management changes.	Clerk to upload amended RM to website
072/25	RoSPA The RoSPA inspection report was reviewed by the council and the findings discussed. There were some minor DIY repairs and checks to be completed, such as re-attaching 2 signs which have come off of the gate and checking the wear of bolts. The council agreed for safety 2 councillors	A.S.P & R.S. to complete repairs

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	should be present for these repairs. A.S.P and R.S. agreed to carry out these works and report back to the council at July's meeting. S.C. Agreed to investigate if Rotator Cups can be purchased to replace the current ones. It was agreed to decide who is to complete the quarterly playground checks at July's meeting.	S.C. Clerk to add to July Agenda
073/25	Reports a.) Clerk's report – The Clerk gave an update that the defib and cabinet have now been received and she will liaise with the electrician and Aldermaston Hall to agree an installation date. The councillors also reviewed the Defib agreement to be signed by both APC and Aldermaston Hall. The council agreed it with a minor change to state that Aldermaston Hall would pay for the electric used for the cabinet. The clerk raised concerns over the fragility of data kept on the council's laptop. R.S. assured the council the data is safe if it is being backed up to 'the cloud' and can be downloaded onto a new laptop if the current one breaks. R.S. agreed to check the data was being backed up correctly and explain the process to the clerk. Annual leave was agreed for the Clerk for the week commencing 14 th July 2025. b.) District Councillor's report – No report received c.) A.W reported to the council that The Winter Fair will be held in Aldermaston Hall on 22 nd November from 1pm-3:30pm. A.S.P noted the Litter Pick organised by AWE for 17 th July was a welcomed event and was positive for the community	Clerk to update agreement and send to AH
074/25	Finance a. Bank reconciliation (Appendix B) need to be signed at July meeting, May's bank reconciliation was signed and Payment Requests (Appendix C) was signed b. Council agreed to stay with Clear Councils for the insurance unless Zurich is much cheaper within the cool-off period and the council can make the decision to swap over e-mail	
075/25	Confirmed the date of the next meeting confirmed as 8th July 2025 at 7:30pm	

Appendix A:

Aldermaston Parish Council – June 2025

Planning Applications for Consideration

	N/A	
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Planning Application Decisions

	25/00031/COND – Land adjacent to New Stocks Farm, Paices Hill	Split Decision 07/05/2025
	25/01052/AGRIC – Padworth Park Farm Barn	Not Required 27/05/2025
	24/01959/RESMAJ – Blacks lake Track Racing, Paices Hill	Approved 23/05/2025
	25/00950/COND – AWE Aldermaston, Reading Rd	Approved 30/05/2025

Planning Applications Awaiting Decisions

	25/00396/FUL – Youngs Industrial Estate, Paices Hill – Retrospective planning application for temporary residential lodge (Use Class C3) – determination deadline 13/05/2025, agreed expiry date 25/07/2025
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	24/02552/FULMAJ – Unit A Youngs Industrial Estate – Construction of industrial units (use Class E/B8) in a single building (Determination date – 08/04/2025, Agreed expiry date 30/05/2025) Agreed 05/06/2025
	24/02300/OOD – Land adjacent to Old Kiln House, Silchester Road, Tadley for the erection of 9no. apartments, associated access and parking – Out of District Planning Consultation BDBC - original DD 19/12/24. No info from BDBC about extension but documents suggest Emergency Planning/ONR/AWE objection is the issue, Standard consultation expiry 27/01/2025 – expiry date 09/05/2025, agreed expiry 04/12/2029

Planning Enforcement Cases

Date opened	Case Ref	Location	
21/03/23	23/00185/15UNAU	Corbyn, Soke Rd	ongoing
04/09/23	23/00554/15UNAU	Land adjacent to Woodstock, Paices Hill	ongoing
07/06/24	24/00320/15UNAU	Land to the east of Circus Farm, Reading Rd	ongoing

Planning Appeals

Date received	Case Ref	Location	Application Ref	Status
16/02/24	24/00001/WR	Land west of Frouds Lane. Out of Parish	22/02341/FUL	Not yet decided
	11/-1563/FULD	Chestnut Coppice, Raghill - Certificate of Lawful Use for Non-compliance with conditions 12 13 & 14 attached to planning permission	24/00911/CERTE	Not yet decided
18/02/25	APP/W0340/W/25/3359455	– North Lodge, Church Rd - Proposed demolition of existing extension and replacement with new single storey extension and associated amendments to the landscape to create a new residential curtilage and provision of parking spaces	23/00388/FUL & 23/00394/FUL	Not yet decided

APPENDIX B: FINANCIAL UPDATE

Monthly sheet May 2025			
		Balance Bought Forward (current acct.)	9,324.22
		Balance Bought Forward (savings acct.)	69,460.73
		Interest	47.60
		VAT Return 2024-25	1,147.77
			79,980.32
	Abi Lewis	Clerk Salary	478.00
	Lloyds Bank	Service Charge	4.25
			482.25
		Balance as at 31st May 2025	79,498.07
		Current Account Balance	8,841.97
		Savings Account Balance	70,656.10
			79,498.07
NOTE - May's payments were not authorised until 31/05/2025 so will show on June's Bank Reconciliation instead of May's.			

APPENDIX C: PAYMENT REQUESTS

June 2025 Payment Requests				
FROM	ITEM	INVOICE NO	METHOD	AMOUNT
Aldermaston Village hall	Hall Hire	APH-2025-101	FPO	15.00
Clear Councils	Insurance	LCO02516	FPO	850.92
Playsafety Limited	Annual RoSPA	88447.00	FPO	129.60
Imperative Training Ltd	Defib & Cabinet	1000274512	FPO	1,430.40
Thomas Landscape Services Ltd	Grass Cutting	INV-1567	FPO	308.83
Abi Lewis	Milage	Jun-25	FPO	22.50
Abi Lewis	Salary		SO	520.00
HMRC	P30 - NI		FPO	15.45
Lloyds Bank	Service Charge		PAY	4.25
Claire Connell	Internal Audit AGAR	2146	FPO	150.00
Tactical Facilities Management	Bin Empty	SI-3619	FPO	77.27
			Payment Total	3,524.22
Signed.....				
Signed.....				

