

**Minutes of Wokefield Parish Council Quarterly Meeting  
26th January 2026 held at BCSA, James Lane, Burghfield**

<b>A</b>	<b>Open Forum</b> Nothing was put forward.	
<b>B</b>	<b>Present:</b> Cllr Richard Thorne (RT) Cllr Chris Faulkner (CF) Cllr Jim Thompson (JT) <b>In attendance:</b> Ms Di Leighton (Clerk) <b>Meeting opened at:</b> 1942hrs	
<b>1</b>	<b>Apologies, Absences and Quorum</b> a) <b>Apologies:</b> Cllr Nick Carter (NC) b) <b>Absences:</b> Cllr Vicky Poole (VP), Cllr Geoff Mayes (GM) c) <b>Quorum:</b> The Clerk declared the Meeting to be quorate	
<b>2</b>	<b>Declarations of Interest by Councillors</b>  Precept declaration of interest - There was a declaration of interest by all 3 councillors (names them) regarding an item on the agenda - item 8 Precept for 2026-2027 as they live within the parish.  All 3 councillors (named) have each signed a dispensation form to request a dispensation under Section 3. The forms were signed by the chair, Chris Faulkner  Jim asked a question asked about Parish Councillor declarations of interest form Action: DL to request form and the process from WBC / NALC Action: Jim to send pdf of previously signed forms	DL JT
<b>3</b>	<b>Minutes of the quarterly Council Meeting held on 22nd October 2025</b> Minutes of the quarterly Council Meeting held on 22nd October 2025 are still to be finalised before they can be agreed they were a correct record of the meeting.	
<b>4</b>	<b>Matters Arising</b>  <b>4a Matters Arising from 6 January 2021</b>  6 - Goring Lane Speed Limit Concern/Possible Footway	

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The number of people did not meet the 50 signatories required by WBC. NC has created an online petition to restart the petition as the original petition has 'failed'.

**Actions:**

- NC to check reference in petition to Basingstoke and Deane

Update 26 Jan 2026: N/A Closed

- JT to add petition to website

Update 26 Jan 2026: Done

- RT will let his residents know

Update 26 Jan 2026: Done

- CF/Other to add petition to noticeboards

Update 26 Jan 2026: Closed

- Doorstepping - owners/date TBC

Update 26 Jan 2026: Closed

- Send petition to BCSA - action owner TBC

Update 26 Jan 2026: Closed

- All to send petition to local contacts

Update 26 Jan 2026: Closed

We understand from Nick Carter that the revised online petition has achieved 53 signatures which means that it should now meet the criteria to be considered by WBC

**4b Matters Arising from 18 January 2023 & 29th January 2025**

**9 – Hedging**

Background: Can we use the members' bid to pay for beyond verge cutting on council owned stretches of road - the feedback is yes we probably could. JT has sent NC a members' bid to put in. JT sent NC the latest members bid information on 24<sup>th</sup> September. NC replied on 30<sup>th</sup> September that "I've asked the officers to re-confirm they are happy and hopefully this will get approved."

Action 22 Oct 2025: NC to come back with confirmation.

Update 26 Jan 2026: NC said that we would be unable to use the members bid for this. Further updates are tracked in Members' Bid item item 9.

Updates 22 Oct 2025:

The hedge trimmer, tractor and operator are £55/hr plus VAT. Quote provided by Jim Bryce who is authorised and on the approved list to carry out this type of work and is happy to do it.

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Jim Thompson carried out a survey of the areas which we need to spend some time on, to establish the areas, ground rules of what we are going to do, the scope of the project. Asking the residents, identify who the landowners are for the various bits of the side of the road - we can find out from land registry. Send the flyer to every resident stating the requirement - we are attending to the public areas, and asking them to do the same for their land, And contact us with their intention - it is their responsibility. To be careful about clearing debris following works. Wording is to lay out that it is landowners' responsibility. Landowners next to highway with trees overgrowing over the highway to check their obligation, and whether they are insured. E.g. insurance would ask have you done due diligence

Action 22 Oct 2025: Jim to draft a flyer to go to residents.  
Update 26 Jan 2026: Completed as part of draft newsletter  
Action 26 Jan 2026: JT consolidate and circulate for comment

JT

**9 - Trees**

Background: Regarding trees in Wokefield and their ownership. Paul Hendry (PH) offered to host a zoom call to look at trees in the parish. JT emailed him about the trees in Wokefield but not received a reply. PH had sent out an email to Parish Councils in January regarding trees in West Berkshire gauging interest to do a survey to do remedial work. JT was hoping to get some views from him as to who is responsible for the trees in our common land in the parish. The common land is not reflected on the West Berks map. Not termed common land, it is called Village Green. There is not a category for that in the West Berks map. NC to raise this as well.

Update 22 Oct 2025: JT awaiting response from Paul Hendry and Nick Carter regarding trees in Wokefield and their ownership.

Action 22 Oct 2025: NC to reply  
Update 26 Jan 2026: Di to chase NC for reply

DL

**4c Matters Arising from 11 November 2023**

**11 - Any Other Business - Pitchkettle Farm**

JT asked about enforcement action.  
NC asked Bob Drey the development Manager on 15<sup>th</sup> May and has asked for an update from the enforcement team.  
VP – Fenella, who was the enforcement officer, comes out and does inspections.  
Action: VP to speak to Fenella to add to her list.  
CF – Permitted development application may be made after 10 years. Time is ticking by. Original application in 2022.  
Action: NC will reply to Bob to chase again and cc VP.

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	<p>Update 22 Oct 2025: Nothing back yet. Action 22 Oct 2025: NC to send an update. Action 26 Jan 2026: Di to chase NC for update.</p> <p><b><u>4d Matters Arising from 13th August 2024</u></b></p> <p><b>Bloomfield Hatch solar farm</b> 26 Jan 2026: No further actions - matter closed.</p> <p><b><u>4e Matters Arising from 25th October 2026</u></b></p> <p><b>10 - Any Other Business</b></p> <ol style="list-style-type: none"> <li>1. Richard - Set meeting for a quieter night for BCA Update 26 Jan 2026: Done</li> <li>2. Chris - Email from local resident Sarah re additional applications for solar farm - can we plug into? Chris has replied re: <ul style="list-style-type: none"> <li>● Have you had the SSE letter -essential works in November - 9 months work - rolling closure starting in Goring Lane</li> <li>● 28th october consultation meeting 1400-1600</li> </ul> Action 22 Oct 2025 : Jim will contact her Update 26 Jan 2026: Done - closed</li> <li>3. Action 22 Oct 2025: Jim going to AWE local liaison committee meeting on site to ask about plans to secure electricity from green sources Update 26 Jan 2026: Carried forward</li> <li>4. Action 22 Oct 2025 : Di to forward all from WBC Update 26 Jan 2026: Ongoing &amp; Done</li> </ol>	<b>DL</b>
<b>5</b>	<p><b><u>District Councillors' Reports</u></b></p> <p>26 Jan 2026: NC has circulated his report - JT to add link to website.</p>	<b>JT</b>

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6	<p><b><u>Financial Matters</u></b></p> <p>6.1 Review of payments and account balance</p> <p>Closing balance 2nd January 2026 stood at £3,967.43</p> <p>Payments made since last meeting:</p> <ul style="list-style-type: none"> <li>● DL salary £300.00 (October, November, December)</li> <li>● PAYE tax £75.00 (October, November, December)</li> <li>● Noticeboard erection and disposal £720</li> </ul> <p>Deposits since last meeting:</p> <ul style="list-style-type: none"> <li>● None</li> </ul> <p>Action 22 Oct 2025: SF/DL to make payments through bank - Done Clerk presented bank statements showing payments going through.</p> <p>6.2 Authorisation for future payments</p> <ul style="list-style-type: none"> <li>● DL salary £100.00 per month</li> <li>● PAYE tax £25.00 per month</li> <li>● Invoice for new website creation - £777.60 confirmed by JT post-meeting</li> </ul> <p>Proposed by: Cllr Richard Thorne Seconded by: Cllr Jim Thompson In Agreement: All These were approved for payment.</p> <p>Action 26 Jan 2026: SF/DL to make payments through bank Action 26 Jan 2026: Di to complete new signature page of bank application - with Chris/Richard to sign as signatories - and return to bank.</p>	SF / DL DL
7	<p><b><u>Planning Matters</u></b></p> <p>Container site in James Lane (Call-in Reference 24/02051/FUL) Had approval for 20 containers, then applied to up to 83 which was approved which said this was the limit. Now over 200 containers and has exceeded curtilage for original application. VP – Site is under enforcement - planning inspection have gone onsite and said does not meet current requirement.</p>	

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	<p>Action 22 Oct 2025: Di to email VP - what was the outcome of the calling in, or is this still to take place? Update 26 Jan 2026: N/A as calling in took place on December 2025 26/01 See update re planning committee meeting from Jim hardcopy</p>	
<b>8</b>	<p><b><u>Precept 2026-2027</u></b></p> <p>Action 26 Jan 2026: £3500 to be submitted Includes extra hrs for clerk and hedge trimming, new website costs (unexpected site)</p>	<b>DL</b>
<b>9</b>	<p><b><u>Website &amp; Email</u></b></p> <p>EMAIL</p> <p>Action 26 Jan 2026: Set a rule on clerk hotmail to divert email to new email address</p> <p>Councillor email addresses: Richard - <a href="mailto:jameslanepropertiesltd@gmail.com">jameslanepropertiesltd@gmail.com</a> Chris and Jim will use the new <a href="mailto:gov.uk">gov.uk</a> email addresses</p> <p>Action 26 Jan 2026: Public Executive emails to be unsubscribed</p> <p>WEBSITE</p> <p>Dates for calendar - next meeting Policies - subdivided into 3 - Members declarations of interest, publication scheme, constitution</p> <p>Actions 26 Jan 2026: Confirm what policies we are obliged to publish according to <a href="http://gov.uk">.gov.uk</a> Under noticeboards - add content Add Favicon with WPC icon Publishing previous Annual return details</p> <p>Chris requested minuting our appreciation for Jim's time and effort in getting the website live.</p>	<p><b>DL</b></p> <p><b>DL</b></p> <p><b>JT</b></p>
<b>10</b>	<p><b><u>Noticeboards</u></b></p> <p>Chris proposed that we appoint a local noteboard monitor to look after boards and content Update 26 Jan 2026: Advertising in newsletter</p>	<b>JT / CF</b>

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	<p>Noticeboard locations: Reading Road; Top of New Road; Goring &amp; Palmers Lane junction. One side for secured material, and one for public material.</p> <p><b>Newsletter</b> Add to newsletter:</p> <ul style="list-style-type: none"> <li>● Use the contact link on the website</li> <li>● Put website address at top</li> <li>● Look at website</li> <li>● Hedge Cutting</li> <li>● Photo for newsletter</li> <li>● Notice about councillor vacancy</li> <li>● QR code for website (free!)</li> <li>● Agenda</li> <li>● Noticeboard monitor</li> </ul> <p>Update 26 Jan 2026: All done</p> <p>Action 22 Oct 2025: Di to look at Burghfield and Mortimer adverts to contact them Inc BCSA - Feel free to put personal notices on the other side Update 26 Jan 2026: Hold till next meeting</p> <p>Action 22 Oct 2025: Chris to order magnets for attaching notices Update 26 Jan 2026: Done</p> <p>Action 26 Jan 2026: Add to newsletter:</p> <ul style="list-style-type: none"> <li>● New initiative: Find out the extent of this problem caused by the 3-weekly collection</li> <li>● How can we reduce waste and become more environmentally friendly? WWF Footprint Calculator - <a href="https://footprint.wwf.org.uk/">https://footprint.wwf.org.uk/</a></li> <li>● Sustainable fuel pump is live at Thorne £4.50 litre</li> </ul>	
11	<p><b><u>Salt Bins</u></b></p> <p>Getting more salt in stock and bins being added to. Action 26 Jan 2026: DL to Let Warrick know it is done and will add more</p>	DL
12	<p><b><u>Councillor Vacancies</u></b></p> <p>Actions: Advertise in Parish newsletter and on noticeboards - will be included in newsletter (JT) (still in progress), Website (JT) and on noticeboards (CF)</p>	JT / CF
13	<p><b><u>Members Bid</u></b></p>	

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<b>14</b>	<p><b><u>Any Other Business</u></b></p> <p>Running behind in roadworks Actions 26 Jan 2026: JT to ask again to make diversion signs more informative Richard to contact engineer re signing that James Lane businesses are open as usual</p>	<p><b>JT</b> <b>RT</b></p>
<b>11</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>Monday 11th May @ 7.30pm at BSCA</p>	
	<p><b><u>Meeting Declared Closed</u></b></p> <p>Time: 2148hrs</p>	

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