

Minutes of a meeting of Cold Ash Parish Council held on Tuesday 9.6.2026 at 7.15pm in the Committee Room of Acland Memorial Hall

Present: Councillors McArdle (IM/Chair), Adams (PA), Maini (VM), Riley (JR), Murray (PM/Vice-Chair), Pemberton (JP), Codling (HC), Hanks (RH) and Clark (BC)

In Attendance: Rosie Jardine (Clerk & RFO) and one member of the public

Absent: Councillor Silsby (DS)

Public Participation:

A member of the public expressed concern following vandalism on the Recreation Ground overnight on Saturday 6.6.2026 and asked what progress has been made towards CCTV in the Hermitage Road car parks.

26.88 Apologies for Absence

Apologies were received and accepted from Councillors Silsby (DS)

26.89 Declarations of Interest

JP and HC declared that they are District Councillors, that they will act in the best interests of the Parish and set aside any interest in the District Council during this meeting. JP declared an interest in item 26.91A.

26.90 Minutes

RESOLVED to approve the minutes of the meeting held on 12.5.2026.

26.91 Finance

A Grants – RESOLVED to award £100.00 to West Berkshire Council (WBC) Children in Care Celebration from the Community Grants budget using LGA 1972, S137.

B Items for Payment – APPROVED items of expenditure totalling £30,929.50

	Date	Supplier	Description	Net	VAT	Total	Tender	Invoice/Order No
43	10/06/2026	Parish Online/Geosphere Ltd	Membership subscription	192.00	38.40	230.40	DD	00MB017-0008
44	22/05/2026	BT plc	Office phone/broadband	37.95	7.59	45.54	DD	GP012208860281
45	10/06/2026	CAPC Councillor	Poor's Charity	416.00	81.60	497.60	ONLINE	Reimbursement
46	11/05/2026	Castle Water	Poor's Charity	-69.92	0.00	-69.92	DD	10009888467
47	11/05/2026	Castle Water	Poor's Charity	-21.27	0.00	-21.27	DD	10009888465
48	11/05/2026	Castle Water	Poor's Charity	16.67	0.00	16.67	DD	10009892477
49	11/05/2026	Castle Water	Poor's Charity	-51.79	0.00	-51.79	DD	10009888528
50	11/05/2026	Castle Water	Poor's Charity	-18.68	0.00	-18.68	DD	10009888527
51	11/05/2026	Castle Water	Poor's Charity	19.31	0.00	19.31	DD	10009890476
52	13/05/2026	Royal Mail	Postage	3.20	0.00	3.20	CARD	BT-1430-4619-640
53	10/06/2026	HALC	Training/Courses	60.00	12.00	72.00	ONLINE	INV-8476
54	10/06/2026	Grundon Waste Management Ltd	Bin emptying	59.26	11.85	71.11	ONLINE	PSI-1487085
55	10/06/2026	Acland Memorial Hall	Venue hire	49.50	0.00	49.50	ONLINE	AMH-1844
56	10/06/2026	Office Power t/a Newbury Office	Stationery	59.22	11.85	71.07	ONLINE	INV1111271860
57	27/05/2026	SSE Energy Solutions	Parish Office - utilities	118.08	5.90	123.98	DD	IV04450981
58	27/05/2026	SSE Energy Solutions	Street Lighting	31.34	6.27	37.61	DD	IV04453939
59	10/09/2026	April Skies Accounting	Audit	262.50	0.00	262.50	ONLINE	INV-0490
60	04/06/2026	British Gas	Parish Office - utilities	21.38	1.06	22.44	DD	726793763
61	27/05/2026	The Poor's Allotments & Recreation Ground	Community Grants	5603.00	0.00	5603.00	ONLINE	50% of annual grant
62	27/05/2026	The Poor's Allotments & Recreation Ground	Community Grants	14201.58	0.00	14201.58	ONLINE	Trust EMRs to new Poor's Charity a/c
63	28/05/2026	Microsoft Limited	Microsoft Subs	10.08	2.02	12.10	CARD	GB-TI2602532133
64	02/06/2026	Scofell Landscapes Ltd	Grass Cutting	244.33	48.87	293.20	ONLINE	39326
65	02/06/2026	NJ Perry	Play area repairs	180.00	0.00	180.00	ONLINE	56
66	02/06/2026	HMRC	Payroll	524.58	0.00	524.58	ONLINE	120PW00178648
67	02/06/2026	CAPC Parish Clerk	Payroll	1685.81	0.00	1685.81	ONLINE	June salary
68	02/06/2026	NEST	Payroll	184.30	0.00	184.30	DD	June staff costs
69	10/06/2026	Litter picking - J Hauxwell	Litter picking	100.00	0.00	100.00	ONLINE	
70	10/06/2026	The Poor's Allotments &	Community Grants	6063.36	0.00	6063.36	ONLINE	Adjustments plus

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		Recreation Ground						grant balance
71	10/06/2026	Grundon Waste Management Ltd	Bin emptying	38.47	7.69	46.16	ONLINE	PSI-1501226
72	06/06/2026	Lebara Mobile Limited	Stationery	4.17	0.83	5.00	CARD	2XLZ9PMBNCXJDP9
73	08/06/2026	Tactical Facilities Management	Bin emptying	499.42	99.88	599.30	ONLINE	51
74	08/06/2026	ION Systems	IT Support	58.20	11.64	69.84	ONLINE	17469
				30582.05	347.45	30929.50		

C Banking Update – NOTED recent actions by the Clerk/RFO

Hinckley & Rugby Building Society

- 45-day and 90-day Parish Council accounts have been opened with opening balances of £42,500 each as per CAPC minute ref 25.138D
- Opening balances transferred from CAPC's Co-Op Bank savings account 18.5.2026
- Reconciliation of these accounts is included in the Bank Reconciliation at this meeting, item 26.91D
- 45-day notice account interest rate 2.1%
- 90-day notice account interest rate 2.8%
- Account signatories are Vipan, Pete M, Pete A and Clerk/RFO

Unity Trust Bank

- Two accounts have been opened for The Poor's Allotments & Recreation Ground Charities, a key last step in the separation of Charity finances from CAPC.
- Opening balances transferred from CAPC's Co-Op Bank current account
 - Current account T1 - £5,603 represents around 50% of the annual budgeted grant from CAPC to the Trust.
 - Savings account Instant Access - £14,201.58 represents funds held in reserve for Trust assets and this will be reflected in the balance of CAPC's Earmarked Reserves.

Trust Earmarked Reserves (EMR) 30.4.2026

Tennis Court Refurb	£	6,144.00
Ash Dieback	£	7,530.14
Cricket Square Refurb	£	282.24
Recreation Ground Treatment	£	245.20
Trust Total EMR	£	14,201.58

- Reconciliation and management of these new Trust accounts will be completed by the Trust.
- Please note: Further accounts are due to be opened for CAPC at Unity Trust Bank, as per CAPC minute ref. 239588F. However, priority will first be given to completing the user setup for the above new accounts.

D Bank Reconciliation – APPROVED the bank reconciliation to 31.5.2026 with balances:

1. Co-Operative Bank Current Account: £24,029.16
2. Co-Operative Savings Account: £68,565.67
3. Hinckley & Rugby 45-day Notice: £42,500
4. Hinckley & Rugby 90-day Notice: £42,500

E Budget – REVIEWED the 2026-2027 budget to 31.5.2026. Further scrutiny will be conducted by the Finance & General Purposed Committee at its meeting on 23.6.2026.

26.92 Planning Matters

A Applications - RESOLVED the following consultee responses to planning applications:

^{PA} NO OBJECTION (on the presumption that the SuDS consultee comment will be satisfactorily addressed) to 26/00814/HOUSE Ashmore Green House, Ashmore Green - Two storey rear extension, single storey lean-to side extension and alterations to existing dwelling, including re-cladding existing house.

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^{BC} NO OBJECTION to 26/00984/HOUSE The Retreat, Gladstone Lane - Replacement single storey rear extension.

^{BC} OBJECT to 26/01147/HOUSE Ashness Lodge, Stoney Lane, Ashmore Green - Home office / sunroom.
OBJECTION COMMENT: The proposed building is disproportionately large and is sited close to the shared boundary with Green Meadow Cottage, and is therefore likely to result in an overbearing impact and loss of residential amenity for the occupiers of that neighbouring property. This would be contrary to Cold Ash NDP Policy CAP3: Design of Development, in particular paragraph 5.40, which requires development and extensions to be of a scale and form complementary to surrounding properties and not to result in significant loss of amenity to existing residents.

^{PM} OBJECT to 25/00278/FULMAJ Land West of Heath Lane and North of Bowling Green Road - Amended site plan to show increase in car parking spaces, Energy and Sustainability Statement - Energy Statement, Carbon Off Set Calculator x 2 and sample SAP reports - Be Lean and Be Green. Nature Space/GCN - Letter from Aspect Ecology providing GCN survey results from 2025. Drainage - Hydraulic Flood Modelling Summary report.
DISCUSSION: The site remains in the West Berkshire Local Plan so further applications or appeals are anticipated. It was noted that the developer has submitted a significant flood-modelling report intended to address the Environment Agency (EA) objection. The report appeared late on the planning portal and could not be properly reviewed before this meeting. CAPC will maintain will its objection to the development on flood-risk grounds.

ACTION: PM to complete a detailed review of the flood-modelling report and draft a formal consultee response to WBC.

ACTION: PM to write to the Environment Agency to point out key omissions and unvalidated assumptions in the developer's report (including the "betterment" claim and reliance on third-party defences) and to urge the EA to hold its current objection unless these issues are properly addressed.

Draft letters will be circulated to Councillors for comment before submission.

B Decision Notices –NOTED decisions

APPROVED 26/00795/NONMAT Vista Cottage, The Ridge

REFUSED 25/01899/FULMAJ St Gabriel's Convent, The Ridge

C Other Planning Matters

26.93 Ash Terrace

RESOLVED not to award a financial contribution towards repair of unadopted road Ash Terrace so as not to set a precedent. Requests for financial support for repairs to unadopted roads in the parish will not ordinarily be supported.

ACTION: Clerk to draft a response to residents.

26.94 Annual Governance and Accountability Return (AGAR) 2025-2026

A RESOLVED to APPROVE the Annual Governance Statement (Section 1) 2025-2026

B APPROVED the Accounting Statements (Section 2) 2025-2026

26.95 Internal Audit

RECEIVED the Internal Auditor's Report. The Clerk reported that recommendations made at Interim Audit have been addressed; no new recommendations were made at Full Audit.

26.96 Litter and Dog Waste Bins

NOTED an increase to contractor prices by Tactical Facilities Management. Although a significant price rise at short notice is undesirable Council is generally satisfied with the service provision by the contractor and wishes to continue to support a local business. Performance should be monitored and alternative providers considered around budget time (September/October 2026).

26.97 Play Area Repairs

RESOLVED to APPROVE instruction of CJM Services Ltd to repair overhead wires at Southend junior ball court as per quotation of £1,188 plus VAT, to be funded using the budget for repairs of this play area and subsidised by CIL funds held in reserve.

26.98 Project Updates

RECEIVED updates from Project Leads and resolved actions, if appropriate:

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A – West Berkshire Local Plan: IM & PM

PM attending a meeting for representatives of Parish Councils on Wednesday 10.6.2026 and will report to Council in due course.

B – Bringing the NDP alive: IM & PM

Nothing to report.

C - Data & Resource Sharing: PM

PM: Is anyone not making use of the CAPC email addresses? BC responded no.

SharePoint will be the next part of this project to be completed.

BC expressed his intention to resign from his role as Parish Councillor, thanking all for an enjoyable 11 years of community service. Council expressed their gratitude to BC for his commitment.

ACTION: BC to email Clerk with formal resignation.

D - Traffic and Transport (road safety, 20mph, SID's, etc): VM

VM thanked HC and JP for providing the anonymised responses to WBC's 20mph consultation. A relatively low number of responses were submitted (89) and a slight majority responded against the proposal which did not allow for localised responses but a yes, no or neutral response to the scheme as a whole. CAPC will conduct its own consultation on road safety and traffic which will allow parishioners to express their wishes for targeted areas within the parish. Actions will be shared with WBC's new Highway Improvement Group. If CAPC's consultation demonstrates reason and rationale to proceed, a proposal will be presented to WBC.

ACTION: all to provide feedback on a draft survey produced by VM

E – Anti-Social Behaviour (Hermitage Road car park, CCTV and other): DS

RESOLVED to APPROVE instruction of NJ Perry to install CCTV cameras as per quotation of £160.00, to be funded by the ASB & CCTV budget.

PA reported issues relating to the football club mainly training very close to the Ashmore Green Road side of the Recreation Ground, instead of spreading these activities across the whole ground, which has become intrusive and has led to balls being regularly kicked into the road and onto his property.

ACTION: Clerk to write to Club representatives.

F – Community Engagement: HC and Clerk

HC suggested CAPC attend the Cold Ash Fete as a stallholder in September.

The Clerk reported a request from Thatcham's Best Start Family Hub to run their Play in the Park event on the Recreation Ground on Thursday 13.8.2026, 10-11.30am. This was incorporated into CAPC's In The Park event in 2025.

G – Sculpture Trail: IM

IM reported that an outcome on the award of Member's Bids is awaited before further progress can be made.

H – Upper Stone Rise play area: HC & IM

IM reported that a WBC officer has provided a Developer contact regarding the transfer of this asset. Legal advice is likely to be required to support the process.

ACTION: IM will write to Cala Homes to express CAPC's interest.

26.99 Councillors Reports & Questions

PM1: Is there any update on the removal of on-street parking to the front of St Mark's School? HC responded: there has been a WBC delay and the work is pending sign-off.

PM2: was the weekend vandalism on the Recreation Ground been reported to the Police? Clerk responded: yes, reported online. PM: was the incident connected to reports of issues in Bucklebury? Clerk responded: no response from TVP yet. PM: Is the Tennis Club Pavilion seriously damaged? Response: Tennis Club has the issue in hand.

RH: Acland Memorial Hall Management Committee recently held it's AGM with roles reappointed.

HC: car parking by the football club at weekends is becoming problematic with double parking near the Rifle Shed with vehicles obstructing safe travel along Ashmore Green Road, despite an arrangement with St Mark's School to provide car parking for these sessions. PA remarked that inconsiderate parking at the same times on Ashmore Green Road is an issue as well.

ACTION: Clerk to write to club representative.

IM1: IM attended West Berks Climate Forum – information has been circulated by email

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IM2: IM reported meeting with the Director of Estates and Services at Downe House School regarding a Planning Performance Agreement (PPA) for development the School hopes to undertake. The normal Planning consultation process will apply in due course.

26.100 Clerk's Report

1. A resident has reported a concern regarding long-term parking adjacent to the village green in Ashmore Green. It was reported that vehicles left in this area for extended periods are affecting visibility at the Stoney Lane junction, creating difficulties for farm vehicles turning in and out, and contributing to further roadside parking along Ashmore Green Road. This is narrowing the carriageway and causing access issues for larger vehicles. *This is a matter for the Police and should be reported by the complainant.*
2. Further hard copy anonymous letters appearing to be from the same correspondent have been received by post regarding a Planning matter. *Any further such correspondence will be reported to Council for noting.*

9.10pm BC left the meeting

26.101 Policies

REVIEWED and ADOPTED the following Policies subject to the addition of source references:

A Health & Safety (including Lone Working)

B Document Retention – minor addition to include records of annual leave.

26.102 WBC Libraries – CAPC Contribution

RESOLVED to APPROVE WBC's terms for extended opening hours of Thatcham Library, adjusting the Saturday opening hours from 10am–12:30pm to 9:30am–1pm. Beginning from July 2026, the cost for the remainder of the financial year will be £1,872.00 (39 weeks at £48 per week). If the arrangement continues into 2027-28, the annual charge will revert to the full 50-week cost. Funds will be from CAPC's existing approved budget and support will be reviewed annually.

26.103 Grit Bin – Collaroy Road/Cold Ash Hill

RESOLVED to APPROVE provision of a new grit bin at the junction of Collaroy Road/Cold Ash Hill, to be installed by WBC as per quotation of £367.43 including purchase, delivery, first fill of salt/grit and the issue of a license.

26.104 Parish Office Bin Store

RESOLVED to APPROVE instruction of EnG Property Services to repair the bin store fencing and gate and clearance of debris as per quotation of £167.57 to be funded from the Office Maintenance budget.

There being no further business, the meeting closed at 9.16pm

Chair Date