



Minutes of the Annual Parish Council meeting held at Shaw-cum-Donnington Village Hall on Wednesday 20 May 2026 at 7.30pm

### **Present**

Councillors Margo Payne (MP) (Chair), Liam Anderson (LA), Richard Almond (RA), Stephanie Bovell (SB), Paul Bryant (PB), Mary Carter (MC), Ian Miller (IM), Glyn Thomas (GT), Cllr Colin Yates (CY) and Gillian Durrant (GD) Parish Clerk. Also in attendance West Berkshire Councillor Martha Vickers (MV) and 1 member of the public.

**Note:** P – proposed, S = seconded (All decisions unanimous unless otherwise indicated)

#### **1 Election of Chair for 2026/27**

Councillor Margo Payne was elected as chairperson of the council for 2026/27, and signed the declaration of acceptance of office. (P - MC, S - IM).

#### **2 Election of Vice-Chair for 2025/26**

Councillor Ian Miller was elected as vice-chairperson of the council for 2026/27. (P - GT, S - MC)

#### **3 Apologies** There were none.

#### **4 Declarations of interest** There were none.

#### **5 Appointment of Officers and Positions on External Bodies**

- |   |                            |                              |
|---|----------------------------|------------------------------|
| a. Amenities Rep - RA                                       | b. Churchyard Officer – PB | c. Village Hall Trustee - MC |
| d. Recreation Ground Officer – LA                           | e. Planning Rep - PB       | f. Community Police rep- SB  |
| g. Flood Warden and rep on Lambourn Valley Flood Forum – GT |                            |                              |
- (P - PB, S - IM)

#### **6 Appointment of Advisory Groups: Investments, Safety (including road safety) and Signs**

Investments – Councillors MP, PB, RA and David Willetts.  
Safety (including road safety) - Councillors MC, IM and GT.  
(P - GT, S - CY)

#### **7 Approval of minutes**

The minutes of the meeting held on 15 April 2026, were approved, (P – RA, S – IM).

#### **8 Clerks Report and Matters arising (not covered elsewhere on the agenda)**

A small boy had an accident on the Donnington play castle due to a loose rope on a bridge, and suffered bruising. Signage and tape was put up on the equipment straight away, and DTP have now completed the repair.

GD has submitted the application to WBC for a VAS on the Oxford Road by the Castle Pub.

The Community Champion Award at the Annual Parish Meeting went well, and many people interacted with the Facebook post.

GD has accepted a quote for the asbestos management survey of the pavilion on Thursday this week.

The clerk received an email from a resident of Donnington Village complaining about the smell of dog poo bags in the WBC litter bin in Castle Lane. They would like the bin to be removed, and have asked for the parish council's support. Councillors agreed that the resident should write to WBC to have the bin removed.

Another resident has complained about the numbers of very large lorries coming into Donnington Village, as some are too large to negotiate the crossroads. GD emailed WBC highways who informed her that it isn't possible to ban HGVs that are making deliveries, and that residents having deliveries should advise companies not to deliver goods with large lorries.

PB and RA undertook the 6-month check of the pavilion; there were some minor issues.

GD has organised a session to redecorate the interior back wall of the pavilion on Sunday 31 May.

GD still to create the survey on Microsoft forms, to be publicised in the next newsletter.

GD was unable to find an updated map of the parish, other than the interactive map on WBC's website. MV to ask at WBC if an electronic version of the parish map can be emailed to the Clerk.

GD reminded Gareth Dowding of the need to update the signage on the A339 Vodafone roundabout. The concrete lamppost on Love Lane East of the A339 was missed off the list when the others in the parish were replaced last year. GD will need to arrange to have this replaced.

New Village Gateway Signs have been installed at the amended 30mph zone on Long Lane, but our CSW sign has not been replaced, as with the one on the B4009, GD to order three more.

A new WBC VAS has been installed on Oxford Road just South of the Donnington Valley Hotel.

The clerk advised the councillors that they all need to complete the updated Register of Interest forms as provided by WBC.

9 **Questions from members of the public** There were none.

10 **District Councillors Report**

MV said the potential shop owner hopes to acquire the land from the landowner by July.

WBC officer has spoken to the publican on Oxford Road regarding the possibility of acquiring a small amount of land to enable a safer crossing place, and will follow this up with a letter.

The planning application for the shorter path by DWH for the footpath at Donnington Heights will be submitted by the end of the week.

MV reported that the planning application for Shaw-cum-Donnington Primary School will definitely go to the WBC planning committee. A WBC planner will meet with GT and MP on Teams, with MV and Denise Gaines (WBC Executive Member for Planning). GT asked that the headteacher be present too. MV and Heather Codling (WBC Executive Member for Education) will visit the school.

11 **Finance**

a. The following payments were approved (P – MC, S – CY), IM and GT will authorise the payments.

April		
Litter picker	Litter picking April	116.34
Clerk	Salary for April (net)	1184.07
Clerk	expenses for community award and APM	83.67
Clerk	Toilet rolls and soap for pavilion	4.48
Groundsman	wages for April	263.25
Cleaner	April	59.40
Rachel Brown	Internal Audit	295.00
BALC	Annual Subscription	600.02
Parish Council Websites	Annual fee for website and email addresses	350.64
WBC	Pop up library costs	1715.00
TFM	emptying bins	292.48
TFM	grass cutting at Owen Road	78.50

Village Hall	Hire for fete meetings	56.85
SSE	Street lighting for April	143.19*
British Gas	Electricity for pavilion 21.3-20.4.26	127.41*
Lloyds Bank	Bank charges	4.25
HMRC	PAYE/NIC for April	207.02
NEST (DD)	Pension for clerk April	<u>183.35*</u>
		<b><u>£5,764.92</u></b>

Total payments authorised for April (excluding Direct Debits and Invoices already paid\*)

**£5,306.72**

- b. Review of the council's investments: CCLA interest rate today was 3.7% for the Public Sector Deposit Fund.
- c. The bank reconciliation for April 2026 was approved. (P - IM, S - SB)
- d. The internal auditors report on the accounts was considered. Very few actions this year.
- e. The accounts for the year ended 31 March 2026 were approved (P - GT, S - LA)
- f. Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for 2025/26 was considered and approved (P - GT, S - IM).
- g. Section 2 – the Accounting Statements for 2025/26 were approved (P - RA, S - IM). The notice for the exercise of public rights will be published on 11 June for the period 12 June to 23 July.

## 12 Planning

Decisions

26/00209/HOUSE 2 Wagtail Way, single storey conservatory. Approved.

26/00562/HOUSE 7 Donnington Park, single storey extension. Approved.

## 13 Road Safety in the Parish

IM reported that the Westcotec camera has continued to malfunction. A representative from the company came a week and a half ago, and found issues with the camera function, and took it away to try and fix it. IM hasn't heard anything yet. The company confirmed that it shouldn't need a laptop when in use. The Speed Watch volunteers are having to use the old camera for the time being.

## 14 Members Reports and Questions

GT had a meeting recently with the operations director of ARK at the site of the breach and his garden, and they will be reporting back on a nature-based solution.

GT mentioned that the newsletter needs to go out on weekend of 13 and 14 June, and possibly include information about the upgrade to the pumping station in the Shaw Recreation Ground.

PB reported that the Church has decided to call the wood opposite the church 'Myrtle Wood'.

Chairperson

The meeting closed at 20.50pm