Streatley Parish Council
Minutes Of Meeting

Location: **Morrell Room, Streatley**
Date: **8th June 2026**
Start Time: **7.50pm**

Councillors Present: Mr C Smith (Chair), Mr A Lockwood, Mrs E Jhita, Mr J Spring, Mrs J Carrington, Mr M Davis

In Attendance: Mrs A Crowson Parish Clerk

Nr	Subject	Actionee
26/066	**Preliminaries**	
a.	**Quorum:** 6 Councillors were present, forming a quorum to enable the meeting.	
b.	**Declarations of Interest** All attending Councillors declared that they held no Personal, Disclosable, Pecuniary or other interests regarding items on the agenda, in accordance with the Council's Code of Conduct.	
26/067	**Apologies for Absence**	
a.	Mr N Barnes	
26/068	**Open Forum**	
a.	No members of the public were present	
26/069	**Minutes of Previous Meeting**	
a.	Council resolved that the minutes of the meeting held on 11th May 2026, having earlier been circulated, be agreed as the correct record of agreements, unless amended within the following meeting minutes and were signed by Councillor Smith. Updates are as included below.	
b.	Minute 26/048 corrected to state that 6 councillors attended.	
26/070	**Governance**	
a.	**Amendment to GDPR Legislation enacted on the 19th of June 2026** GDPR Complaints Procedure to be issued by 18th June.	**CS**
b.	SPC has received the Registered Voters List	**Clerk**
26/071	**Recreation Ground**	
a.	**Enclosed Play Area - Bark Topping** - Impermeable layer needs replacing or pulling/non glyphosate weed killing whilst bark is low before topping up.	
b.	**See-Saw – Spindle Bearing Repair** – The re-fit roster box has been delivered but missing connection parts are to be expedited. Quote for installation accepted with Metcalfe Metals.	**CS**

Nr	Subject	Actionee
c.	**Rotted fence posts** - 13Nr fenceposts in the playpark fenceline have been re-set or replaced satisfactorily. All are currently considered to be stable.	**Closed**
d.	**Rubbish bins in Rec ground** - Tactical have installed the triple bins and moved the twin bins. No reports of overflowing bins.	**Closed**
e. **i.** ii.	**RoSPA Inspection** The 2026 RoSPA inspection report was received and actions agreed for pricing as highlighted in Appendix 5: Quotes to be acquired from two local sources for handyman scope and from M&C for groundsman scope	 **Clerk**
f.	**SPC Inspection Report** See Annex 2 for latest report.	**EJ**
26/072	**Highways**	
a.	**24/054a 40mph Speed Limit on Streatley Hill** The statutory public consultation has now finished. Results will be published in August 2026 with implementation of an approved scheme once analysis has been performed.	
b. i. ii. iii.	**24/054b Weight Limit on Streatley Hill** A proposed weight limit on Streatley Hill is being expedited with WBC as 18T+ trucks entering the village have no legal exit or space to U-turn. Awaiting response from WBC. West Berkshire Trading standards are working with SPC to pilot a Community Village HGV Watch scheme. 2Nr vehicle details noted from the pilot study have been sent to WBC trading standards. Awaiting feedback from WBC as to further action. SPC will organise a vehicle weight limit watch group. WBC Feasibility study to be performed in 2026-2027	 **AL/LC/JC** **LC** **JC**
c. i. ii. iii. iv. v.	**Speed Indication Device (SID) signs Members Bid grants** WBC have confirmed that a new SID to replace the VAS for Wallingford Road (Northbound) will be funded by Highways budget. WBC advise the intention is that there will be a pilot first with this new sign before others are progressed, scheduled period to be determined The existing VAS to be put into storage. At the end of the test period: • The VAS will be reinstalled in original place. • WBC will install the Solar-powered SID in Wantage Rd (southbound). • SPC will fund a powered SID and install on Wallingford Rd (southbound) • SPC will fund a Solar powered SID and install in Reading Rd (northbound) • Installation will be by WBC, operation by SPC £4,393 grant from WBC is allocated for the SID provisions with approximately £6400 agreed to be contributed from SPC funding.	 **LC/AL**

Nr	Subject	Actionee
d.	An enquiry will be made of WBC to determine the possibility to erect 'No Through Road' and nameplate signs at the entrance to Church Lane	**JS**
e.	WBC Highways will be contacted to highlight the need for weed strimming along the High Street verges	**CS**
26/073	**Streetlamps**	
a.	**25/006 SSE Monthly Estimated Supply Amount** SSE billing statement, for post-April 1st period now to be analysed to understand estimated power reduction due to recognition of LED lamp installations and the addition of the Reading Road P5 lamp.	**CS/MD**
b.	**Streetlight Failures** Wallingford Road P3: Temporary lamp in place. Pole replacement required. Streatley Hill P3: (Elm Lodge bracket) replacement required, ornate lantern to be discussed High Street P2: Permission granted from Snowdrop Cottage owner to allow replacement work to be performed. Expedite Enerveo for installation dates.	**CS**
26/074	**Parish Plan and Design Statement**	
a.	**Progress to date:** Formulate draft questionnaire to be issued for comments by end of June.	**AL/PPG**
b.	The need for updating the Village Design Statement will be decided after the Parish plan has been substantially completed.	**Closed**
26/075	**Parish Assembly**	
i.	A successful evening was held, highlighting parish activities through the last year and what is currently being offered throughout the Parish. A reduced number of public participated than 2025 considered partly due to the need for additional marketing. Thanks to The Catherine Wheel for the loan of their glasses for the evening.	**Closed**
26/076	**Report of the West Berkshire District Councillor**	
	See Annex 1	
26/077	**Planning**	
a.	**Decisions made between meetings (papers previously circulated)**	
	None	
b.	**Applications for planning permission**	
i.	**26/01096/HOUSE** Yarnton House, High Street, Streatley, Reading, RG8 9HY. Replacement of existing timber windows and external doors on the main dwelling (Yarnton House) and its associated residential annexe (Yarnton Garden Cottage), both within the Conservation Area. Received 21/5/26 Consultation 17/6/26	

Nr	Subject	Actionee
	SPC did not object but highlight the installation of double-glazed panels to the Conservation Officer consideration	
ii.	**26/01063/HOUSE** Pensylva, The Coombe, Streatley, RG8 9QL. Alterations and first floor extension to existing bungalow and associated works. Received 18/5/26 Consultation 10/6/26 SPC did not object	
iii.	**26/01091/HOUSE** Milford Lodge The Coombe Streatley Reading RG8 9QL. Alterations and single storey rear extension (to include ASHP and PV Panels). Received 18/5/26 Consultation 18/6/26 SPC did not object	
c.	**Planning matters received since the agenda was circulated (papers circulated prior to the meeting)**	
	None	
d.	**Decisions by WBC**	
i.	**26/01004/5DAY** The Swan at Streatley, High Street, Streatley, RG8 9HR Removal of an Ash tree SPC Did not object 15/5/26 No objections raised	**Closed**
ii.	**26/00833/NONMAT** Milford Lodge, The Coombe, Streatley, Reading, RG8 9QL. Non-Material Amendment to planning permission 25/00604/HOUSE: Alterations and Single Storey Rear Extension, replace existing rear garden room, change the facing material of the rear extension to match the original house, install four PV panels above the extension flat roof and an air source heat pump to the rear. **Refused 14/5/26**	**Closed**
iii.	**26/00746/FUL** Bower Farm, Bower Road, Aldworth, Reading, RG8 9TR. The construction of lean-too to the sides of the existing cattle building **Approved 2/6/2026**	**Closed**
iv.	**26/00817/TPC** Windrush, Vicarage Lane, Streatley, Reading, RG8 9HX. T1 and T3 - Yew: Pollard to approx 4m height; T2 - Yew: Tree is in poor health, remove. **No objection raised 26/5/2026**	**Closed**
e.	**Applications Pending WBC consideration**	
i.	**25/02375/FUL** Churn Lodge, Wantage Road, Streatley, RG8 9LA. Proposed new dwelling including new landscaping and parking. Received Tue 14 Oct 2025 Consultation Wed 12 Nov 2025 **Called in - Decision awaited** Streatley Parish Council offered a conditional 'no objection' based on consideration of the following: 1. Existing vegetation masks the views of the proposed dwelling from the Wantage Road. Such vegetation must be maintained to retain this situation as part of the consideration. In addition the view of the new building from the Wantage Road across the driveway must be masked with new planting.	

Nr	Subject	Actionee
	2. The addition of the new property will intensify the density of buildings along Wantage Road, converting the country village ambiance to one of a suburban nature which is against the Parish Plan 3. Materials of construction conflict with the Parish Plan orientation towards maintaining the historic nature of the village From neighbours, some existing trees are reported to have not been shown on the block plans for removal and some trees had been removed before submission of the application. This requires confirmation as part of the WBC assessment.	
ii.	**26/00538/HOUSE** Lardon Lodge, Wallingford Road, Streatley, Reading RG8 9JX. Single storey rear and front extension, single storey rear covered BBQ area and store. Received Fri 06 Mar 2026 Consultation Thu 02 Apr 2026 **Delayed** SPC did not object	
iii.	**26/00489/FUL** Kiddington House, Aldworth Road, Streatley, RG8 9RE. Partial resurfacing of an access track between the B4009 and Kiddington House. Received Mon 02 Mar 2026 Consultation Thu 23 Apr 2026 **Delayed** SPC did not object	
iv.	**26/00813/HOUSE** Tanglewood, Wantage Road, Streatley, Reading, RG8 9LD. Outbuilding extension, Replacement front porch, Internal alterations. Received Thu 16 Apr 2026 Consultation Tue 12 May 2026 **Delayed** SPC did not object	
v.	**26/00993/TPC** White Hart House, 4 White Hart Yard, High Street, Streatley Felling Yew tree Received 7/05/2026 **No Consultation date set** SPC did not object	
f.	**Other planning (and licensing) matters**	
i.	**Conversion of cottage frontage into parking space, protection against Planning violation** In The Coombe, a semi-detached cottage was extended with granted planning permission but with drawings showing no off-road parking space and the front space laid to lawn/vegetation. Subsequently, WBC have approved two applications for dropped kerbs, hence across the complete frontage dimension, thus effectively approving off-road parking on a gravelled surface replacement for the gardens. The street scene has been affected out with the planning process. SPC will compose a letter to highlight the issue to WBC planning department.	**CS**
26/078	**Finance Matters**	
a.	**Payments made between meetings, Ratified by the Council:**	
i. ii.	£4.25 Lloyds bank charge £173.39 (£165.13 + VAT) SSE Energy supply April 2026	
b.	**Agreement for Payment of Invoices Received by Council**	

Nr	Subject	Actionee
i.	£6,445.00 WBC 2x Matrix signs as part of members bid. Inv 655628	**Clerk**
ii.	£295.00 WGW Internal audit report Inv 100492	
iii.	£95.89 (£79.91 + VAT) Tactical bin emptying for May Inv 166	
iv.	£276.00 (£230.00 + VAT) Grass cutting in May Inv mc26 04033	
v.	£1,725.08 (£14378.57 + VAT) Wicksteed Leisure ltd Play equipment base Inv 831713	
vi.	£746.00 Stephen Napper Rec ground Fencing	
vii.	£59.50 Parish Assembly drinks (Amy Crowson)	
viii.	£19.99 Parish Assembly snacks (Amy Crowson)	
c.	**Agreement for Payment of Councillor Expenses Reimbursement**	
i.	None	
d.	**Receipt of Payments to SPC**	
i.	None	
e.	**Other Finance Matters**	
i.	Council approved the 30th April and 31st May 2026 bank reconciliation statements (previously made available and saved on Onedrive shared folders)	
ii	Councillors acknowledge the clerk's monthly salary payment for the next month will be transacted on 1st July 2026.	
iii.	The council agree to adopt the 2025-2026 financial regulations for application through 2026-2027.	
iv.	The council agree to adopt the 2025-2026 standing orders for application through 2026-2027.	
v.	The council agree to adopt the 2025-2026 risk management arrangement for application through 2026-2027.	
vi.	Internal Audi report has been received and accepted, resulting in the Audit action list Annex 4. Two remaining items are to be addressed.	**Clerk/NB**
vii.	HMRC VAT reclaim Q4 is to be refiled as HMRC state they have not received the paper submission.	**Clerk**
26/079	**Website/IT**	
a.	Local Gov Practice Guide Assertion 10 - Digital and Data Compliance. Action list to be addressed as per Annex 3.	**NB/Clerk**
b.	Install up to date anti-virus on Clerks' laptop. Price to be agreed from web search.	**Clerk**
c.	New website to be designed, tested, approved and made available for council comment, (aimed end date September 2026).	**NB**
d.	The SPC Clerk and Chairman are to be provided access to enable content uploading/amendment to the SPC website.	**NB**
e.	Accountancy software Scribe vs Rialtas - Council agrees to adopt Scribe accounting software after the summer to comply with Government regulations for Parish councils with precept exceeding £30k following April 2027.	**CS**
26/080	**External Reports**	

Nr	Subject	Actionee
a.	**Heart of Streatley Charitable Trust** Nothing to Report	**NB**
b.	**Allotment Society** Nothing to Report	**EJ**
c.	**Neighbourhood Action Group**	**JS**
i.	The draft minutes show that in Streatley, for the period from 23/01/26 to 23/04/26, there was one residential burglary, one theft from a motor vehicle and one "other" theft.	
ii.	In Pangbourne the Meadows and the Recreation Ground have been identified as "hotspot areas", so there will be an increased Police presence in these locations.	
iii.	The next NAG meeting is on 16th July.	
iv.	TV Police have appointed constable James Sherley as the Police Community Support Officer for Streatley Parish.	
d.	**St Mary's Church**	**JS**
i.	The door to the Tower has been refurbished, repaired and re-hung.	
26/081	**Correspondence (not dealt with elsewhere)**	
a.	WBC Environmental Officer has passed on a report that the resident of **Little Shaw, High Street, Streatley, Reading, RG8 9HY** has deposited dog waste over their fence into council owned land. A response will be returned stating that the council is now aware.	**CS**
26/082	**Items Raised by Councillors**	
a.	Flood emergency response pumps and hoses are currently stored at the Carters garage which is unacceptable due to risk of becoming under water when floods occur. Equipment requires approximately 2 m^3 of space. Councillor Lockwood offered to speak to Jon at Greenhams farm. Councillor Smith to speak to Jo at Streatley farm.	**CS/AL**
b.	A response will be provided to the Parishioner who queried whether organised, for profit, running events are donating to the upkeep of the footpaths.	**EJ**
c.	Silverware trophies, from previous Goring and Streatley Regattas, are currently in storage, under threat of loss. SPC will enquire as to interest for local display, potentially in the Morrell Room and whether there is interest in reviving the event.	**AL**
d.	The red van, recorded as regularly, parking in the Recreation Ground car park, appears to have ceased the practice.	**Closed**
26/083	**Open Forum**	
	No members of the public present	
26/084	**Future Meetings**	
	The next meeting will take place on Monday 13th July 2026 in the Morrell Room at 7:50pm. Future meetings: 2nd Monday of each month except August when no meeting is convened.	

Nr	Subject	Actionee
	The meeting closed at 22:11hrs	

Annex 1
Report of the West Berkshire Councillor May 2026

Local News

Speed Indicator Devices/Members' bid
I have chased for an update on when the first of these will be installed as things have gone a bit quiet!

Streatley Hill speed limit
The consultation closed on 25 May 2026, and I was told that there were a lot of positive contributions! The announcement on this is due on August.

Streatley Hill weight limit
As you know, a feasibility study is to take place this financial year as to see whether a weight limit should be imposed on Streatley Hill. I will ask for an update on the timescales for this.

Virgin Media Cabinets
The responsible officer has asked the utility company about moving the box that is standing forward of the others so that is aligned and less of an eyesore, but the company has refused and the Council has no powers to enforce this. I will continue to chase

Bull footpath
I spoke to the representative of the company that owns the Bull and he was very resistant to the idea of putting up signage for the footpath because he thought it might inadvertently create a public right of way. I have asked Elaine Cox the rights of way officer at the Council for some thoughts to pass on to him about ways of getting round this!

Tree Protection Order
As you may have seen, West Berks have put a TPO on the oak in the Swan carpark after I flagged up with them that the Swan were planning to cut it down.

New EV point
It is proposed that another new public EV point be put in the layby next to Pound Cottages. Residents of nearby properties will be consulted.

Annex 2

Streatley Parish Council - 2026/27 Recreation Ground Checks (monthly and two-weekly/weekly)

Date of check:	07-Jun-26
Time of check:	09:00
Weather:	15 degrees Celsius, cloudy
Name/s:	Emma Jhita

1. Overall Site	✓ / o / x	Comments
1.1 - Is the site visually in good condition?	o	- Site is clean and tidy overall (minimal/no litter)
1.2 - Signs and notices all present/legible?	✓	- Signage, where used, is present and legible
1.3 - Access surfaces in good condition?	✓	- Paths are tidy, level and accessible
1.4 - Fencing and gates secure?	o	- New, 5-bar gate installed at vehicle access point - New gatepost installed for gate to children's fenced play area. - RHS fencing from carpark into Rec is degrading/posts rotting
1.5 - Seating in good condition?	✓	- Benches in good condition
1.6 - Bins in good condition and tidy?	✓	- Repairs made to waste bins (wood cladding replaced)
2. Equipment - cabin storage / general(?)	✓	- Cabin safely removed
3. Area - Carpark		
3.1 - Are the entrance barriers safe and secure?	✓	- In good condition and clearly visible
3.2 - Is entry/exit visually clear and safe?	✓	- Visibility to be monitored due to summer plant growth.
3.3 - Is bin area clear of rubbish?	✓	- Area clear and tidy
3.4 - Is surface free of weeds and safe?	✓	- Minimal weeds and plant growth
3.5 - Is wooden fencing sturdy and safe?	✓	- All existing fencing is stable and secure
4. Area - Children's Play Area		
4.1 - Is fencing sturdy and safe?	✓	- Fence posts replaced on two sides of playpark
4.2 - Is gated access safe and secure?	✓	- Gates are safe - open and close effectively
4.3 - Is play equipment in good order?	o	- Wooden areas of slide structure degrading - Rope swing requires cleaning
4.4 - Is the surface tidy and weed-free?	o	- Woodchip requires top-up - Weed growth needs addressing
4.5 - Signs and notices all present/legible?	✓	- Legible and in good condition
5. Area - Outdoor Gym		
5.1 - Is gym equipment in good order?	x	- Gym seesaw requires repair/replacement
5.2 - Are weed barriers/surfacing tidy?	✓	- Surfacing is tidy and in good repair

5.3 - Are instructions clear and legible?	✓	- Clear and legible on all equipment
6. Area - Jungle Climber, Log & Rope Course		
6.1 - Is play equipment in good order?	✓	- In good, solid order
6.2 - Are weed barriers/surfacing tidy?	o	- Damage from strimming to be monitored
7. Area - Swings		
7.1 - Seats in good repair	✓	- In good condition - no cracks or degradation
7.2 - Shackles and chains in good repair	✓	- In good condition
7.3 - Main frame secure	o	- Secure with no visible defects, however, rubber matting is starting to degrade. To be monitored.
8. Area - basketball court		
8.1 - Is structure and fencing sturdy and safe?	✓	- Loose panel at back of court secured
8.2 - Is basketball equipment in good order?	✓	- Backboard cleaned, new net
8.3 - Is the surface tidy and weed-free?	✓	- NE corner of play surface repaired - Surface cleaned and treated
8.4 - Signs and notices all present/legible?	✓	- No signage required

Two-weekly check - date: **20/06/2026**	✓	Completed - no updates to report
Two-weekly check - date: **04/07/2026**	✓	Completed - replacement fenceposts installed

Streatley PARISH COUNCIL

Annex 3
LPGP Assertion 10 Data / Cyber Protection

Item Nr	Compliance Area	Requirement	Status	Actionee	Evidence/Notes
1	Email Management	Confirm an SPC-owned email account is in use (e.g. clerk@streatley.org)	Closed	NB	The Clerk and all councillors have a **@streatley.org** email address.
2	Email Management	Confirm SPC domain is owned by the authority	Open	NB	Although **@streatley.org** is owned by the council, unlike .gov.uk, anyone can register a .org domain, making it less secure and harder for the public to verify authenticity. Currently adoption of .gov.uk is not mandatory however, the 2025/26 Annual Governance and Accountability Return (AGAR) reinforces that while some older domains might still be used, the push is strongly towards **.gov.uk** for security and professionalism. SPC change required
3	Website Compliance	Confirm SPC website meets legal requirements	Open	Check	Accept as compliant when action list items 4, 5, 6, 7, and 8 below are completed.
4	Website Compliance	Adherence to Web Content Accessibility Guidelines (WCAG) 2.2 AA standards to be verified	Open	NB	"accessibility requirement" means the requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust; See guidance Notes on Onedrive Government website guidance: Web Content Accessibility Guidelines (WCAG) - DWP Accessibility Manual **Streatley website provider** to confirm that the website template provided meets WCAG 2.2 AA
5	Website Compliance	Accessibility statement published and reviewed regularly. This must include	Open	NB	"accessibility statement" means a detailed, comprehensive and clear statement produced by a public sector body on the compliance of its website or mobile application with these Regulations. • Accessibility statement to be generated by website provider.

		contact, limitations, and alternatives			• Review statement for compliance. • Issue accessibility statement for by SPC.
6	Transparency & Freedom of Information (FOI)	Is the Information Commission Office (ICO) 'Model Publication Scheme' adopted, and documents published	Open	Clerk	A 'Model Publication Scheme' is to be developed Example: Transparency and Freedom of Information - Harberton Parish Council Check SPC complies in the required manner on the SPC website
7	Transparency & FOI	Confirm Local Government Transparency Code is followed As turnover > £25k)	Open	Clerk	The Local Government Transparency Code is to be reviewed to ensure that all the documentation listed in the code is displayed on the SPC website. NALC Reference: Transparency code Note –NALC requirements are stipulated for councils of turnover >£200k and for <£25k but councils with turnover between £25-£200k are simply 'urged' to follow the TO<£25k code
8	Data Protection	GDPR and DPA 2018 compliance confirmed	Open	Clerk	**Analyse code to verify** SPC actions meet these requirements – notably action list items 9, 10, 11, and 12 below.
9	Data Protection	Conduct a 'data audit' regarding records, lawful basis and retention	Open	Clerk	**Schedule a Data Audit - now** and annually The 'Freedom of Information' policy – concerning Data Protection and Retention Policy is published
10	Data Protection	Protection Policy implemented	Closed	N/A	The 'Freedom of Information' policy – concerning Data Protection and Retention is in place.
11	Data Protection	Staff and Councillor training requirements to be determined	Open	All	Consideration to be given as to whether Clerk and Councillors need to attend a 'Digital and Data Compliance' training session delivered by HALC. Check whether such training must be attended once per election term.
12	Data Protection	Confirm technical and organisational measures are in place to secure data	Open	NB	• Data is securely backed up to cloud storage. • Anti-virus and anti-malware software is installed on council machines. • Secure disposal of documentation is required. • Paper documentation stored in lockable filing cabinet or in a locked office/cupboard. • IT policy to be adopted.

					• Data protection training is to be completed by all. • Data audit to be adopted and regularly reviewed.
13	IT Policy	Publish an IT Policy to cover use of SPC and personal devices, and mandate the use of SPC-owned email accounts	Open	NB	Reference the Model IT Policy, provided by the Smaller Authorities Proper Practices Panel (SAPPP) as an example Guidance for policy topics: IT Policy no longer optional for Smaller Authorities in 2025 - Parish Council Websites
14	Internal Oversight	Internal auditor to review transparency and data compliance	Open	Clerk	Provide documentary evidence to the Internal Auditor for review, based on the Practitioners' Guide, regarding transparency and data compliance and gain compliance confirmation on the AGAR.

Annex 4
Audit action list

Action Nr	Pg	Para	Issue Raised	SPC Action Status	Actionee	Target Date
1	6	2	Financial Regulations were adopted in 2024 but not re-adopted in 2025	Re-adopt Financial Regulations in Jun 26 meeting for 2026-27	CS	Complete
2	6	2	Standing Orders were adopted in 2024 but not re-adopted in 2025	Re-adopt Standing Orders in Jun 26 meeting for 2026-27	CS	Complete
3	7	1	Risk management arrangements were not reviewed	Review in Jun 26 meeting for 2026-27	CS	Complete
4	7	R1	No Social Media and Electronic Communications Policy in place	Included within IT Policy	N/A	Complete
5	14	R2	'COVID' Reserve fund should be returned to the General Reserves fund	Returned to General Reserve as agreed in council meeting 11/05/26	CS	Complete
6	18	R3	The Clerk/RFO remuneration should be reviewed with any payment shortfall made in the next available payroll	• Review 2025-26 Clerk/RFO remuneration • Pay any shortfall	Clerk	08/06/26
7	18	R4	The Clerk/RFO should advise Council Members of the Nationally Agreed Pay award as soon as possible upon receipt of advice from NALC	Advise Council Members of the Nationally Agreed Pay award for 2026-27	Clerk	08/06/26
8	19	R5	The Clerk/RFO and Members should review this situation expediently and if Employers NI contributions for the 2025-26 financial year have not been remitted to HMRC, this should be undertaken immediately.	• Clerk to highlight validity of any Employers NI payments necessary for 2025-26 and 2026-27 • Pay any Employers NI shortfall to HMRC	Clerk	13/07/26
10	25	R6	The councils official website must be redeveloped to comply with current Accessibility Legislation, as amended from time to time, and maintain full compliance. 35Nr non-compliances are noted against WCAG 2.2AA as from 2023.	Review and amend SPC website to suit – Note detailed actions are as itemised in the LGPG Assertion 10 compliance action list.	NB	Sept 26

Annex 5
SPC APRIL '26 RoSPA INSPECTION ACTION LIST – PROPOSED FOR ADOPTION

Nr	Pg	Equipment	Action	Proposal / Status	Target
1	A1	Gates into play area	Cut off and file down hinge projecting bolt thread to remove sharp edges or use the correct length of bolt.	Contact handyman	
2	A2	Play area fence posts	Posts are decaying. Replace accordingly	Replaced 01/06/26	
3	A3	Play area fence posts	Reset 2Nr newly added posts which are loose in ground	Reset 01/06/26	
4	P1	Talk Tubes	Secure lower ground surface and ensure minimum depths are maintained. Weeds to be pulled, strimmed or killed	Contact Groundsman (M&C?)	
5	P2	Round net / infant swing	Replace the circular net with support ring	Contact Wicksteed for price	
6	P2	Round net / infant swing	Check for cracks where the side frames meet the vertical support. Contact Wicksteed if cracks are found	SPC - inspection	
7	P3	Round net / infant swing	A secondary support device is required to prevent collapse in the event of supporting component failure Refer to manufacturer for comment	????	
8	P4	Round net / infant swing	Exposed metal rope core for net (close if item 5 actioned)	Adopt item 5 and close item 8	
9	P7	Rocker - Dog	Replace plastic cap on end of hand grip (RH side)	Contact Wicksteed for price	
10	P8/9	Rocker - Seesaw	Tighten rocker spring bolts – check top and bottom of spring and ensure spring if firmly connected at base	Contact handyman	
11	P8	Rocker - Seesaw	Check if rust is posing a structural problem for the spring	SPC inspection	
12	P11	Rocker - Seesaw	Replace 1Nr missing blue plastic cap to side bolt	Contact Wicksteed for price	
13		Slide - Cabin	Consider: 1. full replacement or 2. jet washing & replacement of rotted posts and planks	Contact Wicksteed for price of similar replacement	
14	P18	New Seesaw	Check and tighten all connecting bolts	Contact handyman	

Nr	Pg	Equipment	Action	Proposal / Status	Target
15	P19	Fitness – Horizontal Ladder	Worn ground surface - replace surface with rubber matting	Contact Groundsman (M&C?)	
16	P20	Fitness – Horizontal Ladder	Replace 2Nr bolt cap at top of one green post	Contact Wicksteed for price	
17	P22	Agility Trail	Replace rotted support post below low level balance beam south end	Contact handyman	
18	P23	Agility Trail	North side rope walkway – monitor lowest rope for exposed metal strands and repair / replace rope if fraying occurs	SPC inspection	
19	P26	Fitness – Facing Seat Rowing	Trim back adjacent vegetation and clean equipment (bird droppings)	Contact Groundsman (M&C?)	
20	P29	Fitness – Air Walker/Surfer	Check bearings for wear – noise? Seek repairs if problematic	SPC inspection	
21	P30	Fitness – Air Walker/Surfer	Consider re-painting – especially top of fawn coloured positions where wate collects and rust is forming	SPC inspection	
22	P30	Fitness – Air Walker/Surfer	Clean equipment (bird droppings)	Contact Groundsman (M&C?)	
23	P31	Rocker - Round	Damaged spring cover at base - replace	Contact handyman	
24	P33	4 Set swings	Check shackle bolts, bushes and pins for wear and replace as necessary	SPC inspection	
25	P34	4 Set swings	Worn ground surface – Re-fix rubber matting	Contact handyman	
26	P37	Cobra Seesaw	Replace	PO placed with Wicksteed for new roster box Contract placed with Mike Metals to weld in place new roster box	
27	P38	MUGA – Back Mesh fencing	A clearly visible sign must be fitted to all sports related equipment with at least the following: a) equipment is not intended for children less than 36 month b) Do not climb on the framework or nets c) Do not hang on the ring d) Do not wear rings or other jewellery as these can get caught and cause injury e) name and telephone number of site owner	SPC – purchase sign and fit	

Nr	Pg	Equipment	Action	Proposal / Status	Target
			f) number to call in case of accident		
28	P40/1	MUGA – Back Mesh fencing	a) Refix loose mesh panels b) Straighten bent panels c) Replace missing fixing bolts d) Paint as necessary – or jet wash if sufficient	Contact handyman	
29	P40	MUGA - Surface	Jet wash	Completed May 26	
30	All	Ground surface - General	Rake ground bark to ensure minimum depth (300mm?)	Contact Groundsman (M&C?)	
31	All	Ground surface - General	Remove wood slivers >30mm from surrounding bark surface	Contact Groundsman (M&C?)	