

**Purley on Thames Parish Council  
Minutes of the Council Meeting  
Held on Tuesday 13<sup>th</sup> May 2025**

**In the Large Hall at The Barn, Goosecroft**

Commencing 6:00pm and concluding at 8:19pm

**Present:** Councillors G. Rolfe, P. Beddoes, A. Benedict, M. Bishop, J. Evans, L. Grady, A. Grindley, J. Langford, G. Nyamie, G. Sillitoe, R. Wallace

**In attendance:** Sharon Way (Clerk), WBC District Councillor Janine Lewis, two members of the public.

**P 25/49 ELECTION OF CHAIRMAN**

Following a proposal from Cllr Langford and seconded by Cllr Nyamie it was:

**RESOLVED: The appointment of Cllr Rolfe as Chairman of the parish council was AGREED.**

**P 25/50 ELECTION OF VICE CHAIRMAN**

Following a proposal from Cllr Rolfe and seconded by Cllr Beddoes it was:

**RESOLVED: The appointment of Cllr Nyamie as Vice-Chairman of the parish council was AGREED.**

*Cllr Rolfe and Cllr Nyamie both signed their respective Declarations of Acceptance of Office.*

**P 25/51 APOLOGIES FOR ABSENCE**

Cllrs M. Abrams and V. White.

**P 25/52 DECLARATIONS OF INTEREST**

None

**P 25/53 PUBLIC FORUM**

None

**P 25/54 MINUTES OF MEETING**

Cllr Rolfe invited comments on the minutes of the council meeting held on Tuesday 18<sup>th</sup> March 2025. No comments were made.

Following a proposal from Cllr Wallace and seconded by Cllr Evans it was:

**RESOLVED: Approval and adoption of the minutes of the meeting, Tuesday 18<sup>th</sup> March was AGREED.**

The minutes of the meeting, Tuesday 18<sup>th</sup> March were duly signed by the Chairman.

**P 25/55 MATTERS ARISING FROM THE MINUTES OF 18<sup>th</sup> MARCH**

None.

**P 24/56 MINUTES OF THE EGM 30<sup>TH</sup> APRIL 2025**

Cllr Rolfe invited comments on the minutes of the EGM held on Tuesday 30<sup>th</sup> April 2025. No comments were made.

Following a proposal from Cllr Wallace and seconded by Cllr Nyamie it was:  
**RESOLVED: Approval and adoption of the minutes of the EGM, held on Tuesday 30<sup>th</sup> April was AGREED with two abstentions.**

The minutes of the meeting, Tuesday 18<sup>th</sup> March were duly signed by the Chairman.

**P 24/57      MATTERS ARISING FROM THE MINUTES OF THE EGM 30<sup>th</sup> APRIL 2025**  
None.

**P 25/58      MOTIONS FOR RESOLUTION**

**P 25/58-1    To adopt the standing orders**  
Cllr Rolfe discussed the proposed changes to the standing orders, as distributed with the Agenda.

Following a proposal from Cllr Bishop and seconded by Cllr Grady it was:  
**RESOLVED: To adopt the standing orders was AGREED**

Following the vote, members discussed the new delegated authority added to the table in Section 28, granting the Clerk authorisation to waive council fees associated with celebrations of national events. Cllr Grindley stated that the standing order should be removed. Cllr Langford agreed and requested that a named vote be held.

Following a proposal from Cllr Grindley and seconded by Cllr Langford it was:  
**RESOLVED: To remove new delegated authority added to the table in Section 28 of the standing orders was REJECTED by majority with Cllrs Benedict, Bishop, Grindley and Langford voting to accept, Cllrs Beddoes, Grady, Nyamie and Rolfe voting to reject, Cllrs Evans, Sillitoe and Wallace abstaining, and Cllr Rolfe making a casting vote to reject.**

**P 25/58-2    To adopt the financial regulations**  
Cllr Wallace discussed the proposed changes to the financial regulations, circulated with the agenda, following the publication of updated NALC guidance.

Following a proposal from Cllr Wallace and seconded by Cllr Nyamie it was:  
**RESOLVED: To adopt the financial regulations was AGREED.**

**P 25/58-3    To adopt the Freedom of Information Publication Scheme, draft circulated with agenda**  
The Clerk stated that the scheme has not changed from that adopted in 2024/25.

Following a proposal from Cllr Wallace and seconded by Cllr Rolfe it was:  
**RESOLVED: To adopt the Freedom of Information Publication Scheme was AGREED.**

**P 25/58-4    To adopt the Councillor's Code of Conduct Policy, draft circulated with agenda**  
The Clerk noted that the policy had last been adopted in 2019. Cllr Rolfe noted that the draft policy is similar to the WBC policy, which is good practice.

Following a proposal from Cllr Nyamie and seconded by Cllr Rolfe it was:  
**RESOLVED: Suspension of standing orders was AGREED.**

District Councillor Lewis requested that the Clerk provide members with relevant information regarding the six-month absence rule in writing. District Councillor Lewis also stated that it is good practice for District Council policy to be adopted at parish council level.

Following a proposal from Cllr Bishop and seconded by Cllr Nyamie it was:

**RESOLVED: Reinstatement of standing orders was AGREED.**

Following a proposal from Cllr Nyamie and seconded by Cllr Wallace it was:

**RESOLVED: To adopt the Councillor's Code of Conduct Policy was AGREED.**

**P 25/58-5 To appoint Standing Committees and the members appointed to them.**

**A. Barn & Burial** – Cllrs Langford, Beddoes, Bishop, Gridley, Nyamie and Rolfe.

**B. Finance & Governance** – Cllrs Wallace, Bishop, Langford, Nyamie and Rolfe.

**C. Goosecroft Development** – Cllrs Bishop, Grady, Nyamie, Rolfe and White.

**D. Allotments and Village Amenities** - Cllrs Abrams, Beddoes, Evans, Nyamie, Rolfe and Wallace.

**E. Planning** - Cllrs Nyamie, Abrams, Beddoes, Evans, Rolfe, Sillitoe and White.

**F. Recreation** - Cllrs Bishop, Abrams, Benedict, Evans, Grindley, Nyamie, Rolfe and Wallace.

Following a proposal from Cllr Rolfe and seconded by Cllr Nyamie it was:

**RESOLVED: Standing committees and members appointed to them as given above were AGREED.**

**P 25/58-6 To appoint a Chairman of the Barn & Burial Committee**

Following a proposal from Cllr Grindley and seconded by Cllr Bishop it was:

**RESOLVED: To appoint Cllr Langford as Chairman of the Barn & Burial Committee was AGREED.**

**P 25/58-7 To appoint a Chairman of the Finance & Governance Committee**

Following a proposal from Cllr Rolfe and seconded by Cllr Nyamie it was:

**RESOLVED: To appoint Cllr Wallace as Chairman of the Finance & Governance Committee was AGREED.**

**P 25/58-8 To appoint a Chairman of the Goosecroft Development Committee**

Following a proposal from Cllr Nyamie and seconded by Cllr Grady it was:

**RESOLVED: To appoint Cllr Bishop as Chairman of the Goosecroft Development Committee was AGREED.**

**P 25/58-9 To appoint a Chairman of the Allotments & Village Amenities Committee**

Following a proposal from Cllr Beddoes and seconded by Cllr Evans it was:

**RESOLVED: To appoint Cllr Abrams as Chairman of the Allotments & Village Amenities Committee was AGREED.**

- P 25/58-10 To appoint a Chairman of the Planning Committee**  
Following a proposal from Cllr Rolfe and seconded by Cllr Beddoes it was:  
**RESOLVED: To appoint Cllr Nyamie as Chairman of the Planning Committee was AGREED.**
- P 25/58-11 To appoint a Chairman of the Recreation Committee**  
Following a proposal from Cllr Nyamie and seconded by Cllr Evans it was:  
**RESOLVED: To appoint Cllr Bishop as Chairman of the Recreation Committee was AGREED.**
- P 25/58-12 To confirm the working groups and the members appointed to them**
- A. Chairmans Advisory Group**  
Chairman and Vice Chairman of the parish council and all standing committees - Cllrs Abrams, Bishop, Langford, Nyamie, Rolfe, Wallace.
  - B. Climate change**  
Members were agreed as follows – Cllrs Abrams, Bishop, and Evans.
  - C. Emergency planning**  
Members were agreed as follows – Cllrs Abrams, Benedict, and Wallace.
  - D. Grants**  
Members were agreed as follows – Cllrs Grindley, Langford, Nyamie and Wallace.
  - E. Human Resources**  
Members were agreed as the Chairmen of standing committees – Cllrs Abrams, Bishop, Langford, Nyamie, Rolfe, Wallace.
  - F. IT**  
Members were agreed as follows – Cllrs Grady, Grindley, Nyamie, Rolfe.
  - G. Neighbourhood Plan**  
Members were agreed as follows – Cllrs Abrams, Bishop, Benedict, Evans, Grady, Rolfe.
  - H. Purley Outreach Post Office and Shop**  
Members were agreed as follows – Cllrs Beddoes, Benedict, Grady, Nyamie, Wallace and White.
  - I. Tennis**  
Members agreed that the Tennis working group would be dissolved.
  - J. Recognition Group**  
Members were agreed as follows – Cllrs Benedict, Bishop, Evans, Grindley, Langford.
- P 25/58-13 To appoint Parish Council Representatives to be appointed to the following local & other bodies**
- A. AWE Liaison – Cllr Wallace**
  - B. BALC / NALC - The Clerk**

- C. **Friends of Purley Barn** – Cllr Langford
- D. **Memorial Hall** – Cllr Beddoes
- E. **Neighbourhood Action Group** – Cllrs Abrams and Rolfe (Cllr Langford as District Councillor)
- F. **Pangbourne Volunteer Group** – Cllr Beddoes
- G. **Purley Park Social Club** – Cllr Nyamie
- H. **Purley Sports and Social Club** – Cllr Bishop
- I. **Purley Sustainability Group** – Cllr Evans
- J. **Trentham Bowling Club** – Cllr Grindley

**P 25/58-14** Cllr Rolfe stated that as this matter had been discussed at the council meeting held on 18<sup>th</sup> March, statements on the motion would be limited to four minutes for each member. Cllr Langford stated that the motion did not take into account the particular circumstances of two councillors and that it should be possible to change some of the meeting days to accommodate this. Cllr Bishop stated that it was difficult for him to attend on Tuesdays and considered that it was not necessary for the council to restrict the meeting to Tuesday evenings. Cllr Wallace suggested a change of wording of the motion to ‘...usually at 18.00 on Tuesdays...’. Members discussed the history of the meeting days, which had changed following Covid due to the need for more space and the availability of the Large Barn. Cllr Langford stated that to limit meetings to a specific date and time may be seen as undemocratic.

Following a proposal from Cllr Wallace and seconded by Cllr Rolfe it was:

**RESOLVED: To change the wording of the motion P25/58-14 to “To ratify the timing of full Parish Council meetings to be held usually at 18:00 on Tuesdays, for those months when a Parish Council meeting is held, as was established by the poll conducted by the Clerk as the preferred time by the majority of Councillors” was AGREED with two abstentions.**

Following a proposal from Cllr Wallace and seconded by Cllr Rolfe it was:

**RESOLVED: To ratify the timing of full Parish Council meetings to be held usually at 18:00 on Tuesdays, for those months when a Parish Council meeting is held, as was established by the poll conducted by the Clerk as the preferred time by the majority of Councillors was AGREED with two abstentions.**

*Following a request from District Councillor Lewis, item P25/61 (District Councillors’ Reports) preceded motion P25/58-15, however for the purpose of the Minutes the agenda order has been followed.*

*After making a report [minute P25/61], District Cllr Lewis left the meeting.*

**P 25/58-15** Following a proposal from Cllr Grindley and seconded by Cllr Langford it was:  
**RESOLVED: To approve an amendment to the Friends of Purley Barn’s Constitution to change the financial year end from 30th September to 31st March, effective**

**immediately, in order to align with the standard fiscal calendar and ease year end accounting pressures was AGREED.**

**P 25/58-16** Following a proposal from Cllr Wallace and seconded by Cllr Nyamie it was:  
**RESOLVED: To proceed with updating the reinstatement cost assessments at a cost of £600 + VAT for the buildings detailed in motion paper P25/58-16 was AGREED.**

**P 25/58-17** Cllr Rolfe suggested that due to the potential difficulty in finding a new cleaner, the mutual notice period should be three months.

Members discussed the proposal, presented in the backing paper circulated with the minutes. Cllr Benedict asked whether there was a tender process. The Clerk stated that four contractors had been approached and that since the contract value was below the level required, it had not been necessary to post an invitation to tender on the government 'Find a Tender' site. It was noted that procedures for awarding contracts, as given in the financial regulations, had been followed.

Following a proposal from Cllr Beddoes and seconded by Cllr Grady it was:  
**RESOLVED: To award the cleaning contract for the period from 1 June 2025 to 31 May 2027 to the current contractor, on the basis of cost effectiveness and continuity of service, subject to six-monthly reviews and a mutual notice period of three months was AGREED.**

**P 25/59 MEETING DATE SCHEDULE**

Due to the possible changes to full council meeting dates following resolution P 25/58-14, it was agreed to defer this agenda item to the June council meeting.

Following a proposal from Cllr Benedict and seconded by Cllr Langford it was:  
**RESOLVED: To defer agenda item P25/59 to the June meeting of the council was AGREED.**

**P 25/60 REVIEW OF DOCUMENTATION**

Members noted the summary of the following items circulated with the agenda, in accordance with Standing Orders 5(j):

- Assets and land
- Insurance cover
- Council and staff subscriptions
- Employment policies and procedures
- Section 137 expenditure

**P 25/61 DISTRICT COUNCILLORS' REPORTS**

Following resolution 25/58-14, it was agreed that standing orders would be suspended in order for District Councillor Lewis to provide a District Councillor's report before leaving to attend another meeting.

Following a proposal from Cllr Rolfe and seconded by Cllr Wallace it was:  
**RESOLVED: Suspension of standing orders was AGREED.**

District Councillor Lewis stated that the WBC District Parish Council meeting had taken place, apologised that Purley on Thames had not been notified, and confirmed that this omission had

now been rectified and a copy of the presentation would be sent to the council. District Councillor Lewis stated that there was an item about the safe places scheme, a nationwide campaign to provide people who feel threatened with a safe place to go. Additionally, community hubs were discussed, with WBC providing roadshow style community hubs providing advice on matters of interest to the community such as stopping smoking.

District Councillor Lewis stated that devolution and the neighbourhood plan were also spoken about at the meeting. Regarding the Neighbourhood plan, it was noted that it is important to have a neighbourhood plan in place since this will benefit the community in the event of devolution. In addition the neighbourhood plan will have financial and wider community benefits. District Councillor Lewis offered to help support the parish council's neighbourhood plan team and involve other District Councillors who have experience in the preparation of plans.

District Councillor Lewis referred to the local transport consultation stating that the plan and consultation links are given on the WBC website and the consultation period closes on 25<sup>th</sup> May. Members were encouraged to have their say, for example on the bus services required by Purley.

Following a proposal from Cllr Rolfe and seconded by Cllr Nyamie it was:

**RESOLVED: Reinstatement of standing orders was AGREED.**

District Cllr Langford did not wish to add anything further to the report from District Cllr Lewis.

**P 25/62**

**CHAIRMAN'S REPORT**

Cllr Rolfe stated that the VE Day 80<sup>th</sup> Anniversary event held at Purley Barn had been attended by the local MP, who had subsequently referred to this event in parliament. Reference to Project Purley had therefore been recorded in Hansard.

Cllr Rolfe stated that Cllr Bishop had served ten years on the parish council. Cllr Bishop was congratulated on this significant achievement.

**P 25/63**

**CLERK'S REPORT**

The Clerk summarised the content of the report circulated to members.

The Clerk stated that the accounts have been reconciled up to 31<sup>st</sup> March and work to complete AGAR is underway. The VAT refund for Q3 has been received and the VAT return for Q4 has been submitted. The internal audit will be carried out on 23<sup>rd</sup> May.

The Clerk stated that, following the EGM, the tenancy agreement has been signed by the Chairman and the new tenants moved in on 1<sup>st</sup> May. A new telephone contract has been agreed with a refund of approximately £700 expected due to historic overcharging.

The Clerk stated that the Small Export Guarantee Applications have been submitted for the solar panels on the parish office, pavilion and bungalow.

The Clerk discussed site improvements relating to the location and screening of the PSSC bins.

The Clerk noted that the new shed behind the barn has been installed and thanked the Amenities Officer for managing this work. Work on the concrete path will begin in the week commencing 19<sup>th</sup> May.

The Clerk stated that the damaged wall at the burial ground will be repaired in the week commencing 19<sup>th</sup> May. The area of the burial ground that remains unconsecrated has been determined. New external signs have been installed at the barn, with positive feedback received.

The Clerk stated that the council website has been fully migrated to ASAP and the final invoice for the previous provider has been paid.

The Clerk stated that, following the arson attack on the toilet, the repairs have been completed and the insurance claim settled.

The Clerk noted that CCTV was installed in March and that this work was part-funded by a £5000 district members bid.

With respect to the Goosecroft Extension lease, the Clerk stated that a revised lease has been reviewed by the Goosecroft Development Committee and a set of amendments and queries sent to the council's solicitor for action.

Regarding the water main upgrade, the Clerk stated that NATTA had been approached for a quotation for connecting the site facilities to the new main and the Clerk is currently awaiting a response.

The Clerk stated that the next Neighbourhood Action Group meeting will be held on 22<sup>nd</sup> May.

## **P 25/64**

### **COMMITTEE REPORTS**

#### **A. Barn and Burial**

Cllr Langford thanked the Clerk and Amenities Officer for their work on improvements to the Barn and Burial Ground.

Cllr Langford discussed historic rates for regular hirers and stated that efforts have been made to regularise these rates in order that all regular hirers should be subject to the same rate. In order to achieve this it has been agreed that rates would be increased in small regular increments. Productive meetings to discuss this have been held with the hirers involved.

Following a question from Cllr Sillitoe, Cllr Beddoes explained the historical background of the Barn at Goosecroft and associated hire rates.

Members discussed the need for the Barn to make a small profit on operations in order to contribute to its own maintenance costs, which are significant. Cllr Wallace noted that historically rates had not increased for long periods and that regular small increases were the best solution to rectify the situation.

Members discussed the Barn hire for the Project Purley VE Day celebration. The process by which decisions are made with respect to hire rates, and the delegation of authority to council officers was discussed.



**B. Finance and Governance**

Cllr Wallace stated that at the last Finance & Governance Committee meeting held on 3<sup>rd</sup> April the committee had reviewed the bank reconciliation, direct debits, expenditure and income, and payments over £500, for the period to 28<sup>th</sup> February 2025.

*Following agenda item P 25/64 B, with the meeting reaching 2 hours duration, a motion was proposed and resolved to extend the meeting in accordance with Standing Order 3(x).*

Following a proposal from Cllr Rolfe and seconded by Cllr Beddoes it was:

**RESOLVED: Continuation of the meeting was AGREED.**

**C. Goosecroft Development**

Cllr Bishop stated that a response had been made to the proposed terms of the Goosecroft Extension lease. Progress had also been made with the water main upgrade works.

**D. Allotments and Village Amenities**

None.

**E. Planning**

Cllr Nyamie stated that it had been suggested that the meetings of the Neighbourhood Plan Working Group may be held after the Planning Committee meeting, on alternate Mondays.

Cllr Grindley asked whether planning permission had been applied for, for the new stables at Blount's Meadow. Cllr Rolfe stated that one had not come through. Cllr Wallace stated that the WBC enforcement team had confirmed by email that no enforcement action would be taken.

**F. Recreation**

None.

**P 25/65**

**WORKING GROUP REPORTS**

**A. Climate change**

None.

**B. Emergency planning**

None.

**C. Grants**

None.

**D. Human Resources**

Cllr Rolfe noted the need to organise an appraisal meeting with the Clerk.

**E. Neighbourhood Plan**

None.

**F. IT**

None.

**G. Purley Outreach Post Office and Shop**

Cllr Wallace stated that Sulham Estate had reinitiated communication on this development and a meeting will be organised in the near future.

**H. Recognition Group**

None.

**P 25/66**

**COUNCILLOR REPRESENTATIVE REPORTS**

**A. AWE Liaison**

None.

**B. BALC / NALC**

None.

**C. Friends of Purley Barn**

Cllr Grindley stated that new members had joined the committee, and they will be involved in organising the 2025 Christmas Market.

**D. Memorial Hall**

Cllr Beddoes stated that the warm hub, held every Tuesday morning, was going from strength to strength and that 30 people attended the last hub.

**E. Neighbourhood Action Group**

Cllr Bishop requested that the police be asked whether progress has been made with the investigation into the vandalism of the toilets at Goosecroft and at Pangbourne, noting that this is a major issue for local parishioners. It was agreed that these matters would be raised at the next NAG meeting. Cllr Langford stated that the matter had also been raised at the last NAG meeting and that arson is not included in the regular reported statistics because it is a rare event.

**F. Pangbourne Volunteer Group**

Cllr Beddoes stated that the group is short of drivers and requested that the advert seeking volunteers be included in the next parish newsletter.

**G. Purley Park Social Club**

None.

**H. Purley Sports and Social Club**

Cllr Bishop noted recent incidents and stated that a meeting will be organised with PSSC to discuss these matters.

**I. Purley Sustainability Group**

Cllr Evans stated that the PSG AGM had been held the previous week, which included a talk from a Wildlife Group based in Tilehurst.

Regarding the orchard, PSG has applied to WBC for a Certificate of Lawfulness. Soil samples have been taken for testing and PSG are currently awaiting the results. Juliet

Frost, who was leading on the orchard project, has stepped down; her role on the orchard project is being taken over by other members of the PSG.

**J. Trenthan Bowling Club**

None.

**K. Other Ad-Hoc Councillor Reports**

Cllr Rolfe noted that March returns match the projected budget.

**P 25/67      DATE OF THE NEXT MEETING**

Tuesday 17<sup>th</sup> June 2025 Parish Council Meeting

**P 25/68      MEMBERS' ITEMS FOR THE NEXT MEETING**

Cllr Rolfe requested that any items for the agenda are submitted to the Clerk a minimum of 14 days before the meeting.

**The meeting was formally closed at 8:19 pm.**

**Signed:** .....

**Date:** 17<sup>th</sup> June 2025