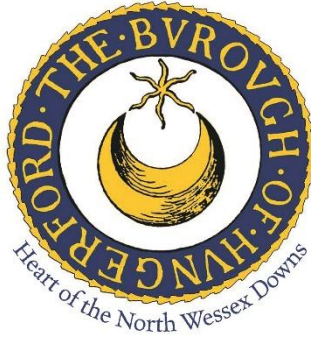


# HUNGERFORD TOWN COUNCIL

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**Draft MINUTES** of the **Full Council Meeting** held on Monday 3<sup>rd</sup> November 2025 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs, Simpson, Winser, Cole, Fyfe, Mulholland, Hudson, Hall, Carlson, Alford, Brunning, Day, Keates and Armstrong.

**Also present:** Sergeant Jo Willoughby & PC Luke Smith, District Cllr Denise Gaines (DG), members of the press, representatives from the Hub, Principal Waste Officer from West Berks Council (WBC), and a member of the public.

**In attendance:** Town Clerk (TC)

**The minutes of the meeting are recorded in order they were discussed at committee meeting.**

**PC Luke Smith** (Neighbourhood Supervisor) reported that they had a better than expected Halloween with no crimes and minimal ASB. There have been no further problems at Smitham Bridge play park. A 3-month extension has been obtained on the house closure at North View, and they will need to consider actions once that has been lifted.

The Mayor added that she had witnessed littering by a bunch of youths on the Town hall steps but it was cleared quickly possibly by our maintenance man. The Police confirmed they are all set for Remembrance Sunday, and they will bring vehicles down for road blocking. REME soldiers and volunteer marshalls will be in place as well as the Police. The REME coach will be parking in the Tri-service station. **Sgt Jo Willoughby** confirmed she has a partnership meeting on Thursday and if there is anything of concern, we should email her. She can have a meeting with Sovereign once a month and it was requested that this opportunity is made available to the public.

The police left at 7.05pm.

**Ellie Sherman (ES) (Principal Waste Officer at WBC)** presented a Power point on the recycling of electrical appliances namely PCs, laptops, tablets and mobile phones. **Please see attached.** ES highlighted that there are 880 million unused items in the UK which is an average of 31 per household and confirmed the recycling included the devices being wiped as part of the service. So far, they have collected 681 items which equates to 1 tonne of material. Cllr Armstrong asked how we would know that the equipment had been wiped. ES advised you should keep the serial number of your product as this would be recorded on the inventory. It was noted that Green Machine can be approached directly as well as through WBC.

It was questioned if we could have a bin for collections in Hungerford and we were advised that it is not straight forward as the bin would need to be manned because of data security. Options were put forward such as collections being made in Libraries or at Repair Cafes.

**ACTION:** DG offered to look into a local collection option if the venture proved successful.

Cllr Fyfe reported that fly tipping at the recycle centre in Station Road WBC Car Park continues to be a problem and suggested that WBC should pay for a camera that HTC could add to its CCTV system. The small electricals container there is regularly full or jammed. ES confirmed that WBC have recently doubled their collections from electrical banks.

ES left the meeting at 7.22pm.

A member of the public addressed Council concerning a serious traffic accident that took place recently at the top of the high street. It involved three cars, one of which was his, which was parked and was written off. He wants urgent action taken to reduce the speed of vehicles as people's lives are at risk and wants to see a 20mph limit. He said pedestrians were minutes away from a tragedy and next time somebody could be killed. He reported lorries and tractors speeding down the high street whilst vehicles are trying to park. WBC was criticised for not taking any action. It was questioned if those that speed in a 30mph limit would also speed in a 20mph, however, it was thought lowering the limit would mitigate some of the problems. Cllr Armstrong's vehicle was also damaged in the accident and wished to speak as a member of public. She echoed the concerns over speed and risk to life and confirmed she had documented three major accidents that had occurred at the south end of the high street.

- £75k of damage to her property when it was hit by a vehicle.
- A video of the accident that occurred when a vehicle smashed into Snippets.
- A video of the recent car crash where the driver had fallen asleep at the wheel.

DG commented that the lack of action was not down to money or loss of lives but due to the highways themselves. She added that Theale has 20mph speed zones because they requested it and Thatcham is going through a questionnaire stage at present. Consultations will follow for Hungerford to decide if it is what is wanted. It was thought a zebra crossing slows traffic better than a pelican crossing.

**ACTION:** The Mayor suggested this topic should be properly debated at the Highways & Transport committee. The member of public left the meeting.

Representatives from the Hub talked through their annual grant request to HTC. They were questioned over the initial concept which was that the grant requests to HTC would reduce as they established themselves. They advised they did not yet know the cost benefits from using the solar panels and that there is not a cost saving with having an Air Source heat pump. It doesn't save money, but it improves your carbon footprint, and the building is now 100% green.

A query was raised over the hiring out of the building to certain charities for free. It was felt all usage needs to be charged.

Cllr Fyfe asked how well the library service was operating. The exact figures were not to hand but it was confirmed that footfall is up and West Berks Council rate the Hungerford Hub/library working model as the best in the area. Representatives from the Hub left the meeting at 7.45pm.

**FC202500154 Note apologies for absence** – Cllr Reeves.  
Also noted from the District Cllrs Vickers & Benneyworth

**FC202500155 Declarations of interest** - none

**FC202500156 Approval of Minutes of the Full Council meeting of 6<sup>th</sup> October 2025, and outcome of actions.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Alford

**Resolution:** Minutes of the meeting of 6<sup>th</sup> October 2025 were agreed as a true record. Four abstentions.

**Outcome of actions:** Actions are complete or underway. DG advised WBC are looking at the Resource Centre and the Mayor passed on thanks from the Resource Centre to the Council for their support.

There were comments on Facebook about the new bin collection arrangements and complaints that all 7 refuse trucks turned up at the same time causing chaos in the high street. DG will relay the feedback to WBC.

The soil conditioner that arrived was only enough for one tub! Next time we need 20T.

**ACTION:** Cllr Day will email DG about the soil conditioner.

**FC202500157 Receive Mayor's Report** – See attached report. The Mayor added the community will mourn the loss of John Willmott and Marion Stroud, both who have given a great deal as volunteers to the town.

**FC202500158 Receive District Councillor's Reports** – A report followed by DG. She advised the Charnham St (old Brewery) planning application was passed at Western Area Planning with conditions made to the highway's layout. It is less than ideal but there were no grounds to object. It was questioned if a site visit was carried out by the highway's representative.

**ACTION:** Discuss at E&P. DG will try and attend. We also had a complaint about an unsafe building in the vicinity and WBC will be sending out a surveyor.

An enforcement officer visited the Queen Ann building on the high street after reports that unauthorised works were being carried out. He was concerned about rubbish and a visit from the public protection H&S officer followed. There is some confusion over the numbering of the buildings, and which relate to the listed buildings. DG confirmed WBC would sort the numbering. There are maintenance issues such as the gutter full of grass.

A statement has been issued by WBC about Chestnut Walk. They will be putting in a planning application for temporary accommodation for homeless people and those in hostels/hotels. The building originally a dementia care unit was closed in 2013. 8 affordable town houses of exemplary design were to be built with Sovereign. This never happened. The planned future works will be funded by s106 money. Walnut House in Thatcham is a similar setup if anyone wishes to visit. DG advised the temporary accommodation will be filled by Category A (critical) and Category B people.

HTC was successful in its member's bid and will receive money towards replacing 6 defibrillators.

The Local Government Reorganisation will go to WBC Full Council tomorrow night about what they are submitting to government.

**FC202500159 Health & Safety – Receive any complaints or concerns** – The following points were raised:

- Loose paving stones near Cllr Armstrong's house
- Check the damage to the trees, railings and clear up the debris from the recent vehicle crash
- Concern over the state of the Southview footpath, muddy and messy
- Poor state of Sovereign garages

**ACTION:** DG will chase up about the garages. HTC to report other issues.

**FC202500160 Propose authorisation of payment run** (circulated along with copies of invoices) for Oct

**Proposed:** Cllr Winsor

**Seconded:** Cllr Carlson

**Resolution:** Payment run authorised for October of £31,918.12

**FC202500161 Propose accounts to date** – Refer to circulated Income/Expenditure Report

**Proposed:** Cllr Winsor

**Seconded:** Cllr Cole

**Resolution:** Agree accounts to date with net income over expenditure of £198,359 with a negative variance due to precept budget phasing.

**FC202500162 Update on Neighbourhood Plan – Date of Referendum is 27<sup>th</sup> November.** All need to be encouraged to vote. Only non-councillor members can promote the plan.

**FC202500163 Support our armed forces community – Propose signing of Armed Forces Covenant.**

[www.westberks.gov.uk/armed-forces-covenant](http://www.westberks.gov.uk/armed-forces-covenant) -

HTC discussed the signing of the Armed Forces Covenant. Details of which can be found in the above link.

**Proposed:** Cllr Keates

**Seconded:** Cllr Simpson

**Resolution:** It was felt Hungerford Town Council don't have the necessary power or mechanisms in place to make a difference. Whilst not signing themselves, HTC instead expressed their support of WBC in their recent signing of the covenant.

**FC202500164 Britain in Bloom – Consider entering for 2026. Volunteers required.** The volunteer group for 2025 were hugely successful in getting a ‘Silver’. Reading the feedback report there are ways of improving. A committed working party group is needed for 2026. We can work on the final presentation and start a catalogue of photographic evidence of events throughout the year. Cllrs Day, Brunning, Armstrong, Winser, Simpson and Fyfe agreed to join the working party.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser

**ACTION:** **Resolution:** Progress towards a 2026 entry. Advertise, pick a date to meet and invite representatives from groups. Cllr Day will feedback to R&A.

A celebration of John Willmott’s life will take place this Saturday and there will be a representative from HTC attending.

**FC202500165 Remembrance Sunday – Councillors are invited to take part in the parade. Please meet outside the Town Hall at 10.15am on 9<sup>th</sup> November.** Cllr Keates needs marshalls and if you can help, please meet at the town hall steps at 10am for a briefing and to collect your Hi-Viz.

**ACTION:** Clerk to put a call out on social media for Veterans to take part in the parade. All are welcome afterwards at the Royal British Legion for refreshments.

**FC202500166 Receive any reports** (no more than 3 minutes per report and not to include any proposals). 3 reports have been received from the Youth & Community group which will go the R&A committee.

## **PART 2      Confidential**

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

**FC202500167 Consider annual grant request for the Hub**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Following discussion of their application, a grant of £10,000 was agreed for 2026-2027.

**FC202500168 Leisure Centre – Receive any feedback from WBC.** Feedback is still awaited. A report was received from Cllr Reeves to which HTC expressed their support.

**FC202500169 Croft Field quotations – Consider costs and budget for various works.**

**ACTION:** Defer to next year. Obtain 3 quotes and include in the budget considerations.

**Meeting closed at 9pm.**

### **Mayors report November 2025**

#### **A Tribute to John Willmott**

Hungerford Town Council is deeply saddened to hear of the passing of John Willmott, a much-loved member of our community whose energy and kindness will be greatly missed by everyone who knew him.

John was the driving force behind Smarten Up Hungerford, the volunteer group that has transformed our town centre with its beautiful flowers and planting displays throughout the year. Thanks to John’s inspiration, Hungerford has never looked more vibrant or welcoming.

John also gave his time generously as a co-opted member of the Highways and Transport Committee, where his contributions were always appreciated. He was a truly dynamic character, someone who got things done, brought people together, and inspired others. Beyond his community work, many will know John and his family from Eliane’s Café on the High Street.

Our thoughts and heartfelt condolences are with John’s family and friends at this sad time.

### **A Tribute to Marion Stroud**

Hungerford Town Council is deeply saddened by the passing of Marion, a much-loved and truly cherished member of our community. Marion touched the lives of so many with her warmth, generosity, and creativity, and she will be missed beyond words by her family, friends, and all who were lucky enough to know her.

A passionate crafter through and through, Marion's incredible talent for knitting and sewing made her a real force of creativity in Hungerford. Her energy and enthusiasm were infectious, and her beautiful handmade pieces brought joy to countless people.

Marion was a major contributor to the Hub Community Shop, always volunteering her time and filling the shelves with her delightful creations. Her famous knitted animal hats found homes far and wide, spreading a little piece of Hungerford's heart wherever they went.

I was fortunate to know Marion well and will always treasure the Victorian costume she kindly made for me, complete with extra pockets for my phone and tissues, of course. I've worn it proudly every year at the Victorian Extravaganza, and this year I'll wear it with even greater pride and affection, remembering her kindness and attention to detail. I'll also forever cherish my collection of Marvel characters and the little knitted mayor she made with such care and humour.

Marion was patient, kind, and extraordinarily talented, a true gem in every sense. On behalf of myself and the entire Town Council team, we send our heartfelt condolences to Marion's family and friends. She will be remembered with great love and gratitude for all she gave to our community.

### **Neighbourhood Plan Referendum**

Congratulations to the Hungerford Neighbourhood Plan team old and new, and Hungerford Town Council.

Hungerford's Neighbourhood Plan will go to parish referendum on Thursday 27<sup>th</sup> November.

### **Members Bid**

Hungerford Town Council has been successful with our members bid request. Thank you to our ward members for championing the grant. We've been awarded £2,964 which with matched funding should allow replacement of 6 old defibrillators with new ones. I've seen a life saved by one of the towns defibrillators, they are so important to have in our community.

### **The Royal County of Berkshire Lord-Lieutenant Awards 2025**

**On Thursday 9th October 2025, South East Reserves Forces' and Cadets' Association were delighted to host the Royal County of Berkshire Lord-Lieutenant Awards at The Royal Military Academy Sandhurst.**

The Lord-Lieutenant awarded a British Empire Medal, 5 Meritorious Service Certificates, a Best Reservist award kindly sponsored by **Equinix Inc** and a **Ulysses Trust** CFAV awards. There were also 4 Lord-Lieutenant's Cadets who were appointed for the coming year.

Massive thanks to **The Royal County of Berkshire Army Cadet Force** for their support on the evening and to the Buglers for calling in the Lord-Lieutenant's arrival.

Massive congratulations to all of those who received their awards!

Cllr Fyfe was my consort for the evening. It was a real privilege to have a personal guided tour around Sandhurst Academy.

We were delighted to see in detail the life-sized bronze statue of the late Queen Elizabeth II in the uniform of the Grenadier Guards to commemorate her Platinum Jubilee in May 2022. This was the last time the late Queen rode her wonderful horse Burmese. It must be a tremendous honour to march past the statue on the way to commissioning parades.

### **Judicial Service Reading Minster**

I was delighted to be invited to this year's opening of the judiciary service held in Reading minster; It's a highlight in the civic calendar. Cllr Mulholland attended as my consort this year.

Always a wonderful opportunity to meet the chain gang across Berkshire. A good place to hear different concerns challenges and successes across our district.

Hearing the amazing choir in the Minster is just magical. Stories of hope and forgiveness in a challenging world. I always come away feeling humbled and privileged.

### **Town & Manor Wetland Reserve**

West Berkshire Council has now granted full planning consent for the construction of the wetland landscape and its access, alongside outline planning permission for the Education and Information Centre.

West Berkshire Council has also awarded this exciting wetland project a £100,000 CIL (Community Infrastructure Levy) grant that will go towards putting in place the necessary infrastructure to allow public access to the site and for the future development of the Education and Information Centre.

Philip Porter, the Constable of the Town and Manor, and Chair of the Board of Trustees, that runs this ancient charity, says:

*“We are truly delighted and excited about our wetland project. The overwhelming support we have received from the residents of Hungerford and the wider community in the Kennet Valley, from our Patron Lord Benyon, from Hungerford Town Council, and West Berkshire Council, and the many countryside agencies, has been most welcome. We now have some work to do on further detailed designs and to meet various administrative requirements before we start development on site. Getting started on shaping the wetland landscape and putting the infrastructure in place has been much anticipated – watch this space!”*

For more details, please click on the link below.

<https://townandmanor.co.uk/wetland-reserve/>

### **Hungerford Schools tag rugby Tournament**

This is always so much fun to attend. Primary schools across West Berkshire travel to Hungerford to take part in the Touch Rugby schools tournament. I think there was around 200-300 children participated this year. Every Child receives a medal and each year they tell me how much fun they've had. Congratulations to Helen Daunton, Chair of the Hungerford juniors for hosting this amazing tournament. A big thank you to all the local sponsors too.

### **The Men's Shed – Hungerford Community Shed**

Hungerford Town Council has finally signed the lease for the Men's Shed charity in Hungerford. I know there is still a long way to go before the official launch. Fundraising will now start to ensure the charity can fulfil their ambition as quickly as possible. HTC is looking forward to the close collaboration with the charity and supporting Mental health in Hungerford.

### **Gift**

The Newton family in Hungerford has kindly donated a piece of land to Hungerford Town Council in perpetuity, for allotments in Hungerford. Around six years ago, the family asked HTC and the former chair of HABA to go and view an area already being used as a private allotment space, Mrs Newton asked if we would be prepared to accept the land as a family legacy gift to the town. Although this isn't quite over the line, we are very nearly there with the legal deed transfer. We will obviously say a proper thank you and celebrate further down the process. How lucky is our community to have such a generous family donation. More to follow soon.

### **Poppy Appeal Concert – Hungerford Town Band**

On Saturday 1<sup>st</sup> Nov the annual Poppy appeal concert took place at St Lawrence's church. I was unable to attend this year, but I know they would have put on a wonderful performance.

I'm looking forward to attending the Christmas concert, I'm already looking for new jokes to refresh musical director Tim Crouter's repertoire.

### **Remembrance Sunday**

A reminder that this year's Remembrance parade will take place on Sunday the 9th. Road closures will be in place as we step off from the Town Hall. If you are intending to join the parade, please arrive at 10.15am to form up. Everyone is welcome back to the Royal British Legion following the service.

### **Freedom of the Town**

Huge congratulation to our three 2025 Freedom of the Town awardees. It is always a huge honour to present the awards and this year we were joined by his Majesty's Lord- Lieutenant of Berkshire Mr Andrew Try.

Huge congratulation to John Downe, Penny Brookman, and Kathy Bossom. It was wonderful to showcase your voluntary contributions to Hungerford.

**FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 03 NOVEMBER 2025**  
**MONTH 7 INCOME & EXPENDITURE REPORT FOR OCTOBER 2025**

**101 FINANCE:**

Bank interest of £457 has been received. Net Income is a £192,496 negative variance due to Precept phasing issue.

**102 ADMINISTRATION:**

Net Income over Expenditure is a £2,021 positive variance.

**103 GRANTS & DONATIONS:**

Net Income over Expenditure is a £2,570 negative variance this month. Two Grants were paid this month; Hungerford Library £3,570 & The Extravaganza £1,000.

**104 POOL HOUSE:**

Net Income over Expenditure is a £69 positive variance due to the rental increase.

**105 CONTINGENCY:**

No Expenditure this month.

**107 ENVIRONMENT & PLANNING:**

No Expenditure this month.

**109 HUNGERFORD 2036 PROJECT:**

No Expenditure this month.

**201 RECREATION & AMENITIES:**

Net Income over Expenditure is a £188 negative variance.

**202 WAR MEMORIAL GROUND:**

Net Income over Expenditure is a £150 positive variance.

**203 ST SAVIOURS:**

Net Income over Expenditure is a £1,271 positive variance.

**204 CROFT FIELD:**

Net Income over Expenditure is a £676 positive variance. Croft Income was £343 above budget.

**205 LIBRARY MAINTENANCE COSTS:**

No Expenditure this month.

**206 TRIANGLE FIELD:**

Net Income over Expenditure is a £520 positive variance.

**301 CHRISTMAS LIGHTS:**

No Expenditure this month.

**302 HIGHWAYS:**

Net Income over Expenditure is a £856 positive variance.

**303 CCTV:**

Net Income over Expenditure is a £293 negative variance this month.

**901 RESERVES:**

Transfer of £8,485 from EMR.

October's Net Income over Expenditure is a £198,359 negative variance due to the Precept budget phasing issue.

Year to date Net Income over Expenditure is a £90,044 positive variance.

Claire Winser

Chair of F&GP

1<sup>st</sup> November 2025



## Electrical Reuse at Recycling Centres

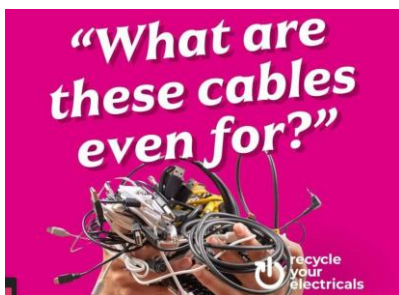
Eleanor Sherman- Principal Waste Officer  
at West Berkshire Council

## Recycling Centres

- ❑ 2 sites one in Newbury and one at Padworth
- ❑ Previously these just had banks for small electrical recycling.



## Research



## Green Machine



- ❑ Made contact with Green Machine Computers at the start of the year who are located in West Berkshire and offer electrical reuse services.
- ❑ The Council already used them for their own IT equipment.
- ❑ Veolia our waste contractor supported us.
- ❑ Green Machine carried out a site visit and were able to offer a collection of mobile phones, tablets, laptops and computers.

## Planning and launch

- ❑ Staff training took place.
- ❑ Storage boxes were dropped off
- ❑ Dedicated areas of the sites were assigned
- ❑ Posters were designed
- ❑ Scheme launched 8 July



## Data destruction

- ❑ Items are kept secure.
- ❑ Residents can wipe data off their devices prior to bringing them to us on site however all devices are cleared of data when they are processed at Green Machine. We receive a data destruction certificate to confirm this from the company.
- ❑ Items do not have to be working to be dropped off.



## The process

- ❑ The items are collected and recorded.
- ❑ They assess the items for their potential reuse.
- ❑ Data is wiped.
- ❑ Duty of care document produced.
- ❑ The aim is to refurbish and reuse as much equipment as possible.
- ❑ Items not suitable will be recycled.

## So far...

- ❑ So far from both of our sites we have collected 681 items which is around 1 tonne of material.

