

AGENDA

31st January 2023

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 6th February 2023 at 7.30pm in the Pavilion, Englefield Road and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards



Samantha Haywood
Locum Clerk/RFO to the Parish Council

1. APOLOGIES

MOTION: Council to receive apologies and reasons for absence.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.

3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the Extraordinary Full Council meeting held on 30.01.23.

4. OPEN MEETING

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

5. MONTHLY REPORTS

MOTION: Council to receive a monthly report from the Chair. (PC)

MOTION: Council to note the monthly report received from the Locum Clerk. (SH)

MOTION: Council to receive a report from District Councillor Macro.

6. PLANNING MATTERS

MOTION: Council to consider and decide upon planning applications received. (SH)

MOTION: Council to note the planning decisions received. (SH)

7. COMMITTEES AND WORKING GROUPS

MOTION: Council to note no meetings have taken place since the last meeting. (SH)

8. PLAY PROJECT

MOTION: Council to note an update report on the play project. (SH)

9. NEW SPORTS FIELD

MOTION: Council to consider and decide upon two signatories to sign the lease for the handover of the new sports field on part of North Street Farm, North Street, including approval of the revised lease rental fee of £204.85 p.a. (SH)

MOTION: Council to consider and decide upon the usage of the new sports field. (SH)

10. ANNUAL MEETING DATE

MOTION: Council to consider and decide upon a new date for the 8th May Annual Meeting so as to avoid the bank holiday. (SH)

11. FOOTBALL POSTS

MOTION: Council to consider and decide upon what action to take concerning the two football posts on the Englefield Recreation Ground that are no longer used. (JC)

12. TREE PLANTING

MOTION: Council to consider and decide upon quotes received for the planting of 4 holly trees and 1 rowan tree, and if agreed, £1,200 is vired from the contingency budget into the tree budget. (IH)

13. JOHN CUMBER HALL MANAGEMENT FEE

MOTION: Council to consider and decide upon a concession for the next quarters John Cumber Hall management fee. (PC)

14. PREFERRED SUPPLIER LIST

MOTION: Council to consider and decide upon a preferred supplies list. (SH)

15. PAVILION / COUNCIL OFFICES

MOTION: Council to consider and decide that, in principal, they are in favour of looking at either rebuilding the pavilion, or relocating the Council offices to the High Street, and for this project to be fully investigated by the new Project Officer as their first project. (PC)

16. FINANCE AND ACCOUNTS

MOTION: Council to note the income received in the last month. (SH)

MOTION: Council to consider and approve invoices for payment. (SH)

MOTION: Council to note and approve the monthly regular DD/SO payments made in the last month. (SH)

MOTION: Council to note internal transfers made in the last month. (SH)

MOTION: Council to note the bank balances as at 30.01.23. (SH)

17. CORRESPONDENCE RECEIVED

MOTION: Council to note the correspondence received. (SH)

18. DATE OF NEXT MEETING

Monday 6th March 2023 at 7.30pm at the Pavilion.

Members of the public and press are very welcome to attend

APPENDIX

AGENDA ITEM 6 – PLANNING

New applications

Application No.	Applicant	Address	Details
23/00026/FUL	R C Diocese of Portsmouth	Old Rectory Cottage, Englefield Road	Proposed semi-detached dwelling (providing 2 dwellings) following demolition of Old Rectory Cottage

			(AKA Chestnut Cottage) including associated hard and soft landscaping.
23/00053/FUL	Amegreen Children's Services	Haywards Farmhouse, Station Road	Change of use from residential dwelling to special educational needs school with 1 no. residential flat including an expanded parking area and the enclosure of the parking area by the erection of a fence.
23/00074/CERTP	Veritas Technologies Ltd	1320 Arlington Business Park	Installation of 1no access ladder to allow safe access to walkway areas to side of building.
22/00100/DEMO	West Berkshire Council	Former Theale Church of England Primary School, Church Street	Application to determine if prior approval is required for a proposed: General site clearance and demolition of 3 derelict temporary classroom modules.

Decisions

Application No.	Applicant	Address	Details	Outcome
22/02828/CERTP	W Cumber & Sons (Theale) Ltd	46 High Street	Erection of a ground floor extension. Removal of internal walls and existing chimney breasts.	Approval
22/02826/CERTP	W Cumber & Sons (Theale) Ltd	44 High Street	Erection of a ground floor extension. Removal of internal walls.	Approval
21/03271/FULD	Mr & Mrs Kremer	74-76 High Street	Demolition of existing workshops and erection of 6 no flats, consisting of two blocks -front and back, with parking and associated landscaping.	Refusal
22/02697/COND	Ridgepoint Homes	Lakeside, The Green	Application for approval of details reserved by conditions 23 (Arboricultural Method Statement) and 24 (Watching Brief) of approved 15/02842/OUTMAJ – Outline application for Residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved.	Approval
22/02626/COND	Ridgepoint Homes	Lakeside, The Green	Application for approval of details reserved by conditions 18 (LEMP), 23 (Arboricultural Method Statement) and 24 (Arboricultural Watching Brief) of approved 15/02842/OUTMAJ – Outline application for Residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved.	Approval
22/02623/COND	Ridgepoint Homes	Lakeside, The Green	Application for approval of details reserved by condition 16 (Arboricultural Method Statement) of approved 22/01933/RESMAJ – Section 73 application for variation of (condition 2) to allow for 9 dwellings, condition 3 (vary the phasing plan), condition 4 (materials), condition 9 (levels), condition 11	Approval

			(landscaping), condition 14 (vehicle parking & turning) following grant of planning permission 20/00663/RESMAJ – Approval of reserved matters application for phase 1 (of the development, which is for 7 dwellings located off St Ives Close, details include access, appearance, landscaping, layout and scale) following Outline Permission Allowed on Appeal 15/02842/OUTMAJ (APP/W0340/W/16/3159722) – Outline application for Residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved.	
22/02773/FUL	Thames Valley Police	Station Plaza, Brunel Road	Proposed new compound enclosure – southern elevation of building A.	Withdrawn

Any other planning applications received since the agenda was published.

AGENDA ITEM 16 – FINANCE

Income received:

- £1,046.04 SO. Interest on Instant Access account
- £ 200.00 BACS. J Cole. Peter Gooch room hire
- £ 25.00 BACS. Colour4You. Fete stand
- £ 417.00 Cash paid in. Christmas fayre income
- £ 30.00 BACS. Optimal Align. Fete stand
- £ 25.00 BACS. A Craig. Storage rent

Payments for approval:-

BACS payments for approval

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Berkshire Pension Fund	Employer pension December PAID	N/A	262.27	-	262.27	LG Act 1972 S112
Berkshire Pension Fund	Employer pension January	N/A	277.09	-	277.09	LG Act 1972 S112
Viking	Steps for office	9831378	37.49	7.50	44.99	LG Act 1972 S111
Enerveo	Street lighting repairs	900010771	22.75	4.55	27.30	Parish Councils Act 1957 s.3 Highways Act 1980, s301
BHIB	Additional insurance for play area PAID	LCO02278	17.06	-	17.06	Public Health Act 1875 s.164
Beechwood Tree Care Ltd	Tree works as per tree survey 2021	BTC281	761.50	152.30	913.80	Open Spaces Act 1906, s.9-10
Alliance Heating	Various-replace water storage tanks & misc plumbing	INV -3467	6,650.04	1,330.01	7,980.05	LG Act 1972 S133
Alliance Heating	Replacement condensate pump - Pavilion	INV-3466	272.53	54.51	327.04	LG Act 1972 S133
NALC	Clerk job advert	702599	300.00	60.00	360.00	LG Act 1972 S112
Bowak Ltd	Cleaning products	498465	100.77	20.15	120.92	LG Act 1972 S133
Harding Electrical Services Ltd	Exterior pavilion lighting	810	110.00	22.00	132.00	LG Act 1972 S133
Viking	Stationery	9900647	53.39	10.68	64.07	LG Act 1972 S112
Public Protection Partnership	Annual lotteries licence fee	n/a	20.00	-	20.00	Gambling Act 2005 s.252, 258
			8,884.89	1,661.70	10,546.59	

DD/SO payments:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
H3G	Mobile phone		13.06	2.61	15.67	LG Act S133
Onecom	Phone & Broadband - Dec 22	735344	43.01	8.60	51.61	LG Act S133
Lloyds Bank	Credit card	N/A	25.98	4.60	30.58	See below
RICOHUK	Photocopier		265.87	53.17	319.04	LG Act S112
Cathedral Leasing	Hygiene Services 2023	VI/1478980	462.72	92.56	555.28	LG Act S133
Information Commissioners Office	Data protection annual fee	N/A	40.00	-	40.00	LG Act S112
Grundon Waste Management Ltd	Bin emptying Dec 2022	PSI-0767275	120.62	24.12	144.74	LG Act S133
E.ON	Electricity Dec 22	KI-3BF1B4EC- 0016	131.58	6.58	138.16	LG Act S133
Officers	Salaries - January	N/A	1,368.91	-	1,368.91	LG Act S112(1)
Triumph Technologies (Red Squid)	I.T. support Feb 23	2301130	77.03	15.41	92.44	LG Act S112
SSE Southern Electric	Street light electricity	13.01.23	45.39	2.26	47.65	Parish Councils Act 1957 s3 Highways Act 1980, s301
Opus Energy	Gas	27962113	131.54	6.58	138.12	LG Act S133
Castle Water	Water	8291676	31.14	-	31.14	LG Act S133
Topsorce Global	Payroll services Jan 23	TGS2223/25026	42.92	8.58	51.50	LG Act S112
Unity Trust Bank	BACS charges	N/A	8.56	-	8.56	LG Act S112
			2,808.33	225.07	3,033.40	

Card payments made:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Euroflorist	Flowers - Chairmans Allowance		22.98	4.60	27.58	LG Act 1972, s.15(2)
Lloyds Bank	Monthly fee	N/A	3.00	-	3.00	LG Act 1972 s145
			25.98	4.60	30.58	

Transfers:

Date	Transfer from	Transfer to	Amount
NONE	Instant Access account	Current Account	£0

Balance on the bank accounts as at 30/01/23:- Unity Bank – Current account £10,128.03, Instant Access account £318,947.86.

SUPPORTING INFORMATION

AGENDA ITEM 3 – APPROVAL OF MINUTES

Please see https://www.thealeparishcouncil.gov.uk/Council_31782.aspx The draft minutes of the meeting of 30.01.23 will be on the website shortly.

AGENDA ITEM 5 – MONTHLY REPORTS - CLERK’S REPORT

HR

Di Hughes will be joining the Council as the new Operations Manager/Clerk on 06.03.23. I will do a handover onsite with Di 6th – 8th March so my last day will be 8th March. LGRC will provide another locum to support Di over the coming 12 months as agreed by Council. I have asked that the new locum gain approval to join Di and I on either 7th or 8th March for a handover.

The recruitment of the new Project Officer (or equivalent) can commence but the person cannot be employed until April when the new 2023/24 budget starts. This will allow time for the recruitment process.

I am currently drafting a Training Plan for all Officers.

There is a lack of Officer absence/annual leave records so I am putting a process in place.

Pavilion

Alliance Heating have carried out the Pavilion repairs as agreed by Council including valves in the showers where the hot and cold has been reversed and 6 water tanks being replaced.

Ascot Doors came on 03.01.23 to repair the shutter but they had the wrong part. A new one has been ordered and it was expected to be fitted w/c 09.01.23. This has been chased and they should repair it within the next week or two.

The outside lighting was on constantly over the festive period. The electricians have changed the outside lighting control box and the lighting is now back on dusk till dawn.

Freedom of Information Requests

Two FOIs were received and were responded to within the 20-working day timeframe.

Noticeboard

The noticeboard in the High Street still only has one door. The supplier was contacted who promised to replace the door. We are struggling to contact them any further and chase the replacement as they do not answer the phone and they are not responding to emails. I have checked that the company is still in existence. We will continue to pursue but we may have to look to repair it ourselves.

Tree Survey

Beechwood tree care have obtained the necessary planning permissions to carry out the works required from the 2021 tree survey and the works were carried out on 25.01.23.

The tree survey should be carried out every 1-2 years so will be due again in April 2023.

Interim Internal Audit

I was going to leave the interim internal audit for the new Clerk so they could be part of the process but now they are not starting until March I have arranged the interim audit.

Drains in High Street

The full drains in the High Street have been reported to WBC. WBC responded to say they would get back to us within 10 days. Response still not received.

Bookings

The Admin Officer is busy dealing with bookings. We are pleased to report that bookings for the John Cumber Hall are increasing. Many enquiries are being received regarding booking stalls at the summer fete and the Christmas fayre. To date, 5 people have confirmed their booking for the fete. Booking forms have been sent to many others.

John Cumber Hall

A meeting was held with the Chair, Admin Officer, and trustees on 17.01.23. Overview of discussions:

Possible improvements and how they will be funded:

- WiFi – high priority.
- Outside area – high priority.
- Parking bollards – high priority.
- Outside lighting and improvement to the lighting in the toilets – medium priority. Might need a grant for this work.
- New plates, cutlery etc – medium priority.
- Boiler/air source heat pump – medium/high priority. This would need grant funding. Need quotes to establish costs.
- Improvement to acoustics – low/medium priority.

- Solar panels – low priority. Investigate grants available for this.

Hire income and promotion of the hall:

- Leaflets to schools / nurseries / church / library to promote the use of the hall.
- Investigate promoting the hall on social media.
- Agreed to keep the hire charges the same for this year until further improvements have been made and to review next year.
- Agreed to charge a fixed fee of £50 for children's parties.

Hire conditions:

- Wording to be amended to include the option of being able to charge a £200 deposit depending on the type of hire.

West Berkshire Foodbank:

- It is hoped that the hall will be hired on Mondays from February between 11.30am and 3.30pm. It was agreed that there will be no charge for the first month.

Meeting Minutes







Minutes must be held in a minute book with numbered sequential pages. Ours are currently held loose so we are ordering minute books to rectify this.

Roundhead Road

Due to the solicitor being off due to sickness they have asked Cllr Macro to sign another Statement of Truth.

Facebook Analytics

The Facebook page is continuing to grow following regular postings:

Page Overview	Last 28 days
Followers: 526	
 Post reach 	3,684
 Post Engagement 	3,480
 New followers 	7

The play area opening announcement was the top post.

AGENDA ITEM 5 – MONTHLY REPORTS - DISTRICT COUNCILLOR REPORT

No report received.

AGENDA ITEM 8 – PLAY PROJECT – UPDATE REPORT

- Regular site meetings are being held with Proludic. Last week, the flood light and CCTV contractors were also present.
- The play area opened on 10th January and is being very well used which is great to see, even in the rain!
- The temporary CCTV was installed on 19th January.
- Proludic have started the MUSA – phase 2 – and are on track to complete it by mid-February.
- The order for the Thank You Board, welcome sign, and disclaimers has been placed with Proludic.

I am currently investigating options for two recycling bins and will submit my report to the Environmental Committee for decision.

Proludic have invoiced for the play area. I have invoiced WNC for this portion of the CIL money. They have responded to say the person who deals with it has been off sick so it has not been actioned. We will hopefully receive the CIL money in the next 5-10 days.

Locum Clerk

AGENDA ITEM 9 – NEW SPORTS FIELD

Council approved the lease at a meeting in 2019. The process has been delayed due to the pandemic. We have been advised the field is now ready to handover to us and the solicitor has sent the updated lease – sent separately to all Members. The only changes from 2019 are marked in purple and consist mainly of date changes and a small rent increase.

I am currently obtaining quotes for sports pitch inspections and will include this pitch. Therefore, can I please ask that Council approve the lease and signatories but I do not return the signed lease to the solicitor until we have confirmation that the pitch is of standard. I am struggling to get anyone to quote so this may take some time.

Locum Clerk

AGENDA ITEM 12 – TREE PLANTING

The Environmental Working Group seek approval to:

- plant 2 holly trees on the churchyard fence line by the now closed gate. This should act as a deterrent to those still climbing over the fence and help boost diversity.
- plant 2 holly trees under the old oak tree. This will help deter people from walking under the tree in line with recommendations from the tree surgeon and will help boost biodiversity.
- Replace the vandalised rowan tree by the car park.

This is in line with agreed Environmental strategy and there is an approved budget allocated for this activity.

Quote 1 from Tree World Services Ltd - £1,112.75:

T1 – Supply of No. 1 Rowan tree 8/10cm girth
For the sum of £57.75 + VAT @ 20%

T2 – Supply of No. 2 Holly trees 8/10cm girth (beneath Oak Tree on Recreation Ground)
For the sum of £290.00 + VAT @ 20%

T3 – Supply of No. 2 Holly trees 8/10cm girth (near old gate in hedge)
For the sum of £290.00 + VAT @ 20%

T4 – Planting of trees, including preparation of ground and installation of tree. Supply and installation of tree stake, tree tie and rabbit guard.
For the sum of £95.00 + VAT @ 20% per tree, therefore for No. 5 trees for the sum of £475.00 + VAT @ 20%

Note: stock items correct at the time of quoting, these items may be out of stock at the time of quote acceptance/ordering, therefore alternatives may be discussed and agreed with client.

All work is carried out to BS 3998 (2010) and carries £10m Public Liability Insurance.
Please see Terms and Conditions.

Quote 2 from Kennett Landscapes - £636.22 or £580.36:

Please see attached images and prices below on stock we had discussed yesterday. If you need any help planting the stock, we would be happy to help free of charge given its for the local parish council. All prices below include VAT. My supplier hasn't sent these photos, the photos attached are taken of stock we have used in the past, I hope this gives you a good idea of the size/quality of stock.

Plant prices

- 1 x Sorbus Aucuparia (mountain Ash) 12-14cm girth (2m plus height) £199.78
- 1 x **Option A** Ilex Aquifolium 1.5m height bushy £144.48
- 1 x **Option B** Ilex @ 1m height £88.62
- 10 x small Ilex – plant under tree canopy - £44.46 (**plant late November**)
- 3 x Pyracantha framed climber approx. 4ft height £247.50.

Quote 3 from Creative Landscape - £2,974.36

Ilex Nellie Stevens standard tree 14-16cm £699.99 per tree.
Planting for these trees will be £120.00 per tree.

All above prices are inclusive of VAT.

We recommend the trees are staked for the first 2-3 years whilst they establish, we have a tree planting kit which includes a tree stake, tree tie and tree and shrub compost at an additional £13.60 per tree.

I note you require 4 trees, we currently only have 3 in stock, but we can enquire with our growers about an additional tree, and if they have any availability of 8-10cm holly trees.

You mentioned a Rowan tree, we do have a Sorbus aucuparia 'Sheerwater Seedling' as a semi mature tree 12-14cm £329.99. This is a lovely rowan tree and is ideal for wildlife with its red berries.

Cllr Hopcroft

There is only £38.50 budget remaining in the 2022/23 budget. As trees should be planted in the winter months these cannot wait until April, the start of next year's budget so it is proposed that £1,200 is vired from the £10k contingency budget into the tree budget.

Locum Clerk

AGENDA ITEM 13 – JOHN CUMBER HALL MANAGEMENT FEE

A trustee has asked Council to consider the next management fee as there is concern that they do not have sufficient funds.

The Administration Officer has confirmed that she spends circa 30% of her time working on the Hall admin. This has been a lot higher recently with holding a meeting with the Trustees, trying to increase bookings, and starting to research the outcomes of the meeting such as grant funding for wifi, crockery etc.

Bookings are now increasing.

Locum Clerk

AGENDA ITEM 14 – PREFERRED SUPPLIERS

It is difficult to obtain 3 quotes for work a lot of the time. Just recently, we have had a lot of maintenance work required. We contact between 3 and 7 companies to quote but many just do not respond resulting in us not always achieving 3 quotes. This is acceptable and adheres to our Financial Regulations as we have done our best to get quotes and the value is usually only a few hundred pounds. Asking for quotes all the time can also upset some suppliers which is why they do not quote as they have quoted previously and do not get the work so they don't bother again. Many contractors are also catching up following the pandemic so do not need the work.

I am proposing that we have a preferred suppliers list which will enable us to contact the company for a quote and offer them the work. This also speeds up the process which is beneficial as some works can be urgent e.g. electrical or plumbing work. The preferred supplier list can be reviewed annually to ensure Council are still receiving best value.

We recently got quotes for maintenance works from the companies below and they were not only the most competitive but also provided an excellent service – they were quick, kept in contact, and did a good job.

- Allied Heating – plumbing and heating
- Harding Electrical Services Ltd- electricians

I also propose that the maintenance contractor we usually use, G N Maintenance, is also added to the list.

Locum Clerk

AGENDA ITEM 15 – PAVILION / COUNCIL OFFICES

The pavilion is now quite old and dated and is costing more and more in maintenance. It is proposed that the new Project Officer make their first project to fully investigate options such as building a new community centre using grant funding, or relocating the Council offices to the High Street, or other. There would need be a consultation with residents, the Village Hall, the Social Club etc. and all options explored. The Chair is asking for agreement in principal to be sought from the Council before embarking upon the investigation.

Locum Clerk

AGENDA ITEM 17 – CORRESPONDENCE RECEIVED

Emails received:

- NALC Chief Executive bulletins. (Emailed:Members)
- NALC Events bulletins. (Emailed:Members)
- NALC e-newsletters. (Emailed:Members)
- WBC. Local Plan Review Consultation information. Various emails. (Emailed:Members)
- HALC. Details of the Kings Coronation. (Emailed:Members)
- NALC. International Women’s Day information. (Emailed:Members)
- WBC. Cold Weather Alert information. (Emailed:Members, Facebook, website)
- WBC. Notification of Swing Bridge Hangar Road closure – 20.1.23 to enable Volker Highways to replace marker posts and re-paint Bollards on behalf of WBC. (Emailed:Members, Facebook, website)
- WBC. Consultation on proposed school dates for 2024-25. Respond by 17.02.23. (Emailed:Members)
- WBC. 2022 Review. (Emailed:Members)
- National Highways. Details of M4 closures. (Emailed:Members, Facebook, website)
- Walking in England. Details of a Walking in Berkshire website. (Emailed:Members, Facebook, website)
- WBC. Details of Station Road closure, and a response from District Cllr Macro. (Emailed:Members, Facebook, website)
- WBC. Agenda and invite to the Parish Climate Forum on 18.01.23. (Emailed:Members)
- WBC. Agenda and invite to the District Parish Conference on 31.01.23. (Emailed:Members)
- Greenham Trust. Details of their Cost of Living grants. (Emailed:Members)
- WBC. Details of the Police and Crime Commissioners Fund. (Emailed:Members)
- BBC Radio Berkshire. Details of Make a Difference Award 2023. (Emailed:Members, website, Facebook)
- District Cllr Macro – newsletter. (Emailed:Members)
- Royal Berkshire Fire & Rescue Service. Have Your Say on the Future of Royal Berkshire Fire and Rescue Service consultation. (Emailed:Members, Facebook, website)