

AGENDA

3rd January 2023

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 9th January 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. MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the Full Council meeting held on 04.01.23.

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.

6. 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.

7. PLANNING MATTERS

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

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

8. COMMITTEES AND WORKING GROUPS

MOTION: Council to note the draft minutes of the Staffing Committee meeting held on 04.01.23. (SH)

9. PLAY PROJECT

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

MOTION: Council to consider and decide whether they wish the hardcore placed by the gate to remain once the play project is complete, or they require removal or transfer to another location. (SH)

10. NEW I.T. EQUIPMENT

MOTION: Council to consider and decide upon the purchase of a new laptop for the Clerk and the Administration Officer, and electronic devices for all Councillors, or to lease equipment. (SH)

11. LOCAL PLAN

MOTION: Council to consider and decide upon a response to the WBC Local Plan.

12. ROUNDHEAD ROAD

MOTION: Council to note that an updated Statement of Truth has been completed. Council to consider and decide upon approving the Land Registry fee of £130 and Hampshire County Council estimated disbursement fee of £100. (SH)

13. CHRISTMAS FAYRE

MOTION: Council to consider and decide upon a date for the 2023 Christmas fayre. (LC)

MOTION: Council to review services and levels provided by our Christmas Illuminations provider outline provision for future services. (PC)

MOTION: Council to consider and decide upon ensuring all street lights have the relevant power sockets for any Christmas lighting. (SH)

14. WAR MEMORIAL

MOTION: Council to consider and decide upon adding names to the War Memorial, and to investigate if works are required to the memorial such as cleaning and sealing. (PC)

15. ANNUAL PARISH MEETING

MOTION: Council to consider and decide upon the format of the 2023 Annual Parish Meeting, and whether a task & finish group be formed. (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 27.09.22. (SH)

MOTION: Council to note that PKF Littlejohn have been re-appointed as the external auditor for the next 5 years. (SH)

17. CORRESPONDENCE RECEIVED

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

18. DATE OF NEXT MEETING

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

Members of the public and press are very welcome to attend

APPENDIX

AGENDA ITEM 7 - PLANNING

New applications

Application No.	Applicant	Address	Details
22/02773/FUL	Thames Valley Police	Station Plaza, Brunel Road	Proposed new compound enclosure – southern elevation of building A.

22/02938/TPW	Beechwood Tree Care on behalf of Theale Parish Council	Recreation Ground, Englefield Road	T2912 – London Plane: Crown lift over footpaths to approx. 2.5m removing secondary growth where possible.
22/03069/PDNOT	Independent Water Networks	Lakeside, The Green	Section B of the Water Industry Act 1991 (the “Act”. Notice pursuant to Section 8 of the Act that is has applied to the Water Service Regulator Authority to be appointed as a Water and Wastewater Undertaker in place of Thames Water in relation to the area known as The Green.
22/02424/FUL	Mrs M Mason	29 Woodfield Way	Proposed two-storey side extension and single storey rear extension with boundary alterations

New applications – Responded to out of meeting due to deadline for response. Agreed via email.

Application No.	Applicant	Address	Details	Response
22/02999/ADV	Laidlaw Estate	1 Waterside Drive, Arlington Business Park	Estate totem sign	No objections
21/03256/RESMAJ	Ridgepoint Homes Ltd	Lakeside, The Green	<p>Application for approval of reserved matters (appearance, landscaping, layout and scale) following outline planning permission 15/02842/OUTMAJ (allowed on appeal) - 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.</p> <p><u>Notification of:</u> This is to inform you that additional drawings/amended plans for the above application have been received by the Council. The main changes to the application include: The following changes have been made to the scheme: Revised layout: - Alterations to the car parking layout, speed calming measures incorporated into the design, changes to bin stores. - Additional plans showing vehicle tracking. House types: - Permanent access to storage areas on the second floor of the houses which are over 2 1/2 storey have been removed. - New house type P11 and P11D have been added to the brochure. Landscaping: -Species have been altered to introduce larger tree species within the areas of open</p>	Asked that all our previous objections are submitted.

			<p>space alongside an increase in the amount of planting, other changes include the addition and removal of Rootcells where appropriate, tree protection fencing, drainage features now shown on the plans etc.</p> <p>- Updated Tree Protection Plan and Method Statement.</p> <p>Ecology:</p> <p>- Planting mix altered to reflect discussions with Ecologist.</p> <p>CIL:</p> <p>- Updated CIL forms</p> <p>22/02814/RESMAJ – FOR INFO</p> <p>Response from Ridgpoint Homes concerning our objection:</p> <p>“We write in relation to the above s73 application following receipt of your comments. The application proposes to remove permanent access to storage areas within the roofspace of the approved dwellings with a head height of less than 1.5m. It is not proposed to utilise this area as habitable space and the overall footprint and scale of the properties will remain unchanged from the approved consent.”</p>	
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Decisions

Application No.	Applicant	Address	Details	Outcome
22/02516/HOUSE		23 Crown Lane	Demolition of detached garage and erection of new integral garage with utility and kitchen extension and alterations to roof structure to form 3 first floor bedrooms and bathrooms.	Approval
22/02829/COND	Proludic on behalf of Theale Parish Council	Recreation Ground, Englefield Road	Application for approval of details reserved by condition 8 (cycle storage) of approved 22/01288/FUL – installation of Multi-use Sports Area (MUSA), outdoor gym, cable way (zip wire), monkey bars, callisthenics equipment, seating, CCTV and security lighting.	Approval
22/02769 /CERTP	Westcoast Ltd	Unit 12 Markham Centre, Station Road	Change of use and internal alterations to commercial building (Use Class E).	Approval
22/01889/COND1	Mr Rickman Lander	1 Cloister Mews	Application for approval of details reserved by conditions 3 (Materials) 4 (Spoil) and 5 (Temp Parking) of approved 20/01759/FUL - Proposed 3 bed bungalow attached to 1 Cloister Mews.	Approved

Any other planning applications received since the agenda was published.

AGENDA ITEM 16 – FINANCE

Income received:

- £ 42.00 BACS. West Berkshire Council. For John Cumber Hall room hire – paid into TPC account in error.
- £ 42.00 BACS. Theale & Tilehurst Cricket Club. Peter Gooch room hire.
- £ 0.98 BACS. Sum Up. Test transaction.
- £ 15.00 BACS. J Mount, Earthstone. Christmas stall fee.
- £ 10.00 Chq. Brownies. Christmas stall fee.

Payments for approval in the last month:-

BACS payments for approval

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Berkshire Pension Fund	Employer pension November PAID	N/A	262.27	-	262.27	LG Act 1972 S112
J Crisp	Expenses - cable ties	N/A	6.43	1.29	7.72	LG Act 1972 S145
West Berkshire Council	2022 Bi-election	548499	4,104.90	-	4,104.90	LG Act 1972 S112
West Berkshire Council	Library contribution for 2022/23	N/A	2,842.00	-	2,842.00	LG Act 1972 S145
HALC	Strategy Day 8/10/22	5470	800.00	160.00	960.00	LG Act 1972 S112
Abel Alarms	Annual support charge	991260346	141.00	28.20	169.20	LG Act 1972 S133
L Cox	Expenses - Xmas Fayre	N/A	63.05	9.77	72.82	LG Act 1972 S145
G N Maintenance	Monthly General Maintenance	706	1,168.00	-	1,168.00	Open Spaces Act 1906 S9-10
SLCC	September job advert	SD319-1	211.00	42.20	253.20	LG Act 1972 S112
SLCC	November job advert	SD283-1	211.00	42.20	253.20	LG Act 1972 S112
Proludic	Phase 1 playground	SN006743	126,087.68	25,217.54	151,305.22	LG Act (Miscellaneous Provisions) 1976 s.19
LGRC	Locum services December	1479	5,283.67	1,056.74	6,340.41	LG Act 1972 S112(1)
John Cumber Hall	W Berks remittance paid into TPC account in error	80-22-23MFF	42.00	-	42.00	LG Act 1972 S133
			141,223.00	26,557.94	167,780.94	

- * Proludic invoice – Council to approve but payment not to be released until play area has been signed off as satisfactory by the Chair and Clerk.

DD/SO payments

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
H3G	Mobile phone	AKQ1367898 326	13.06	2.61	15.67	LG Act S133
Onecom	Phone & Broadband - Nov 22	711061	43.01	8.60	51.61	LG Act S133
Onecom	Phone & Broadband - Dec 22	721579	45.98	9.20	55.18	LG Act S133
RedSquid	IT support	2211132	77.03	15.41	92.44	LG Act S112
Unity Trust Bank	BACS charges	N/A	8.56	-	8.56	LG Act S133
Grundon Waste Management Ltd	Bin emptying Nov 2022	PSI-0751853	138.55	27.71	166.26	LG Act S133
E.ON	Electricity	KI-3BF1B4EC- 0014	90.14	4.51	94.65	LG Act S133
British Gas	Floodlights standing charge	281086409	14.58	0.72	15.30	Open Spaces Act 1906, s9- 10
Officers	Salaries - November	N/A	1,332.03	-	1,332.03	LG Act S112(1)
Unity Trust Bank	Credit card		88.32	16.67	104.99	various
Southern Electric	Street light electricity	N/A	42.78	2.13	44.91	Parish Councils Act 1957 s3 Highways Act 1980, s301
E.ON	Electricity	KI-3BF1B4EC- 0015	113.79	5.69	119.48	LG Act S133
Opus Energy	Gas	27900808	108.59	5.43	114.02	LG Act S133
Castle Water	Water		108.16	5.69	113.85	LG Act S133
Topsource	Payroll services	PB-28508	42.92	8.58	51.50	LG Act S112
Handling Charge	Unity Bank	N/A	1.50	-	1.50	LG Act S112
Service Charge	Unity Bank quarterly charge	N/A	33.15	-	33.15	LG Act S112
			2,302.15	112.95	2,415.10	

Card payments made:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Toolstation	SumUp card reader	169870143	83.32	16.67	99.99	LG Act 1972 s145
SumUP	Test transactions	N/A	1.00	-	1.00	LG Act 1972 s145
SumUP	Test transactions	N/A	1.00	-	1.00	LG Act 1972 s145
Lloyds Bank	Monthly fee	N/A	3.00	-	3.00	LG Act 1972 s145
			88.32	16.67	104.99	

Transfers:

Date	Transfer from	Transfer to	Amount
07.12.22	Instant Access account	Current Account	£20,000

Balance on the bank accounts as at 03/01/23:- Unity Bank – Current account £28,284.92, Instant Access account £318,947.86.

SUPPORTING INFORMATION

AGENDA ITEM 3 – APPROVAL OF MINUTES

Please see https://www.thealeparishcouncil.gov.uk/Council_31782.aspx

Minutes of the meeting of 04.01.23 will be added to the website shortly after the meeting has taken place.

AGENDA ITEM 6 – CLERK’S REPORT

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 will be ordered and it is expected to be fitted w/c 09.01.23.

Tree Survey Works

Beechwood tree care have obtained the necessary planning permissions to carry out the works required from the 2021 tree survey and the works will be done in January.

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 not yet received.

New Sports Pitch







We have received notification that the new sports pitch is ready to hand over to us and a lease agreement will be sent to us shortly. I will now arrange for a pitch assessment so we can ensure the pitch is to standard before we sign the lease.

Car Park

Historical information has been gathered and collated into one document to pass to the new Clerk for future reference.

Facebook Analytics

The Facebook page is continuing to grow substantially following regular postings:

Page Overview	Last 28 days
Followers: 523	
 Post reach 	5,295
 Post Engagement 	2,231
 New followers 	7

The play area updates are the top post currently.

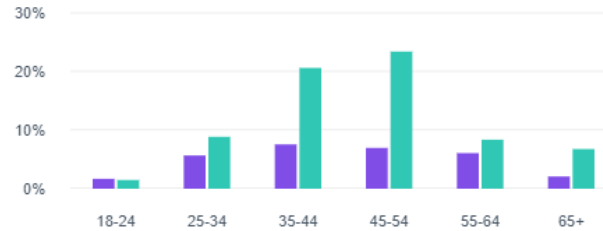
Audience demographic:

Audience

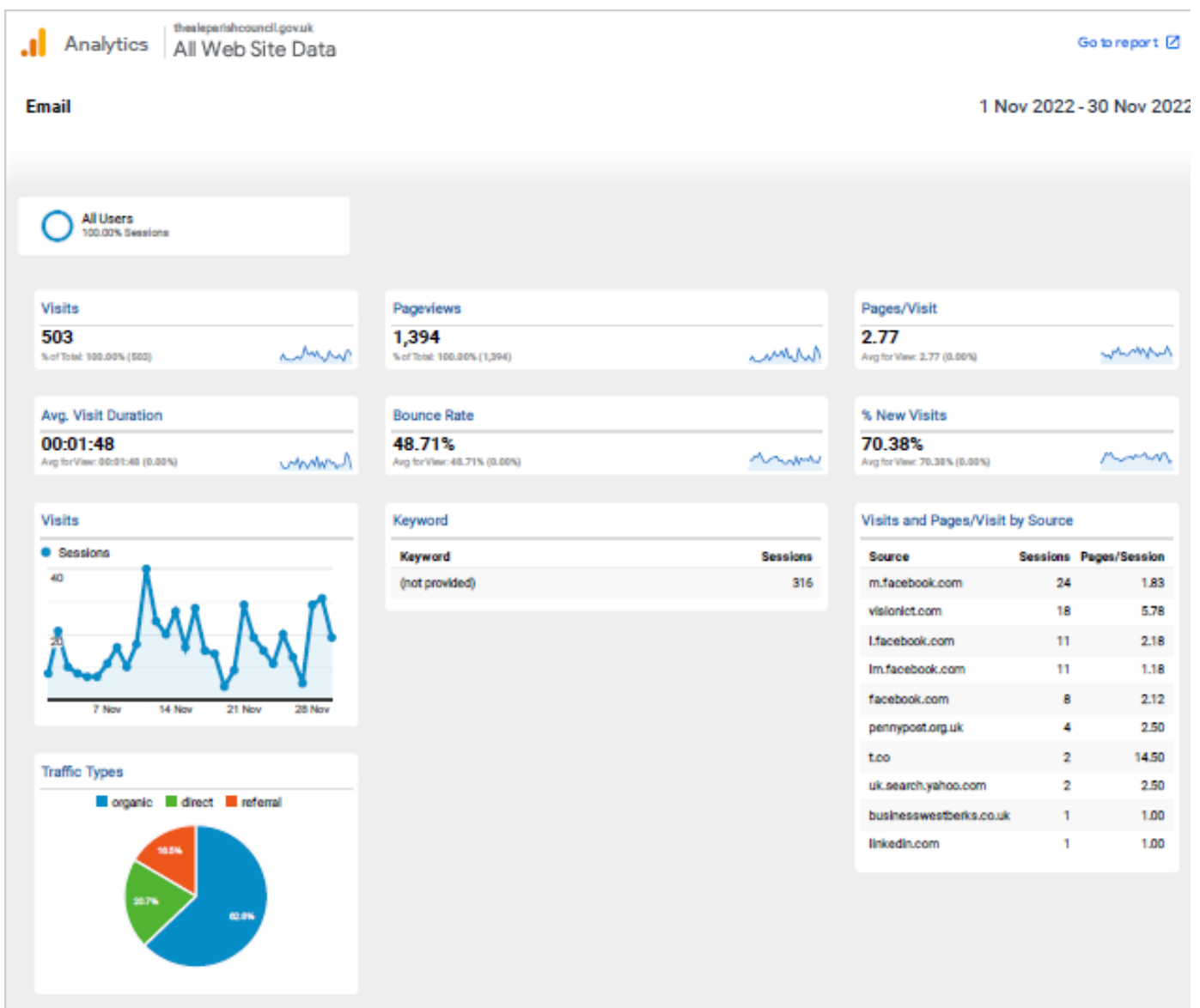
523 Facebook followers

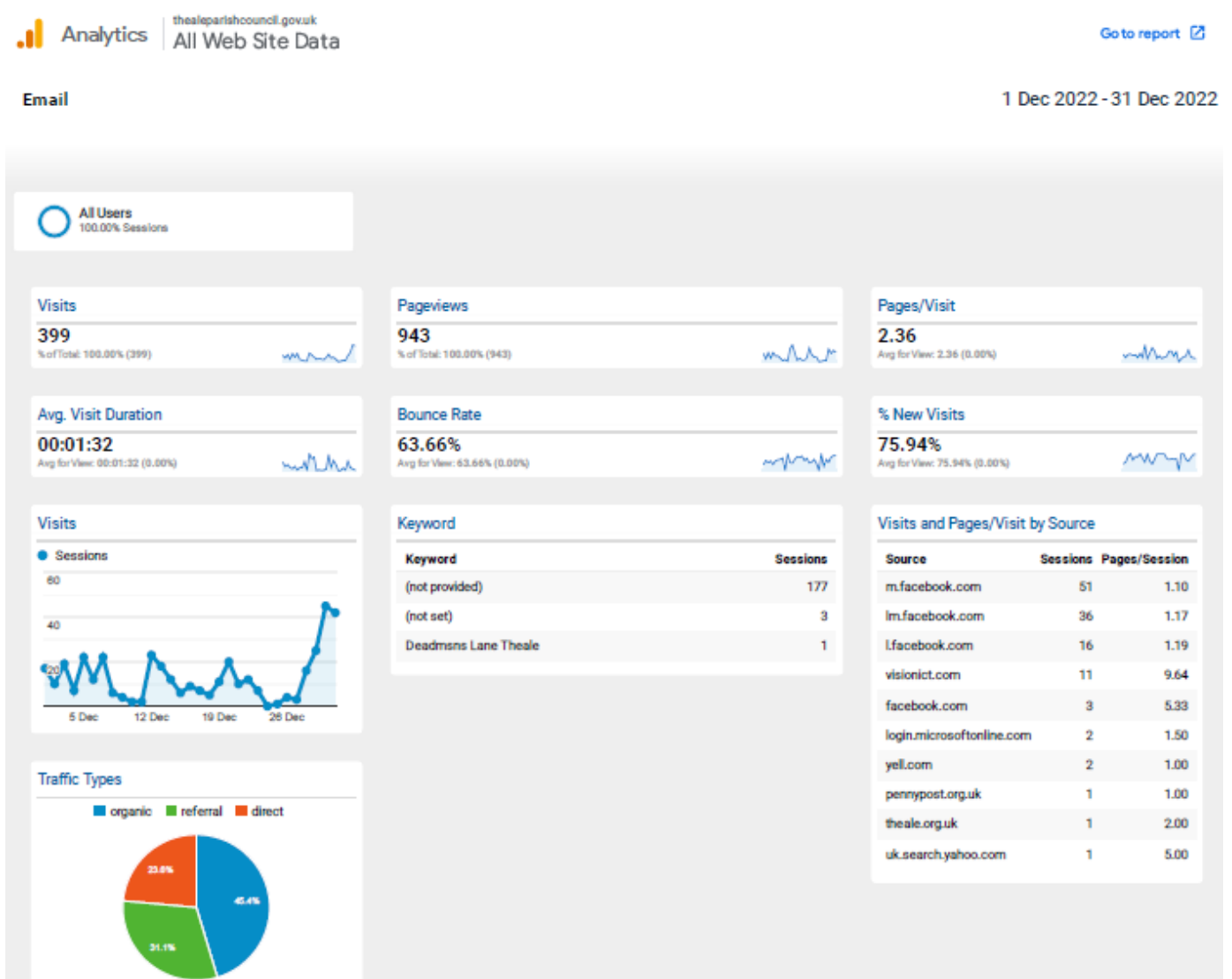
Age and Gender

- Men 30.40%
- Women 69.60%



Website Analytics – November 2022





AGENDA ITEM 6 – DISTRICT COUNCILLOR REPORT

No report received.

AGENDA ITEM 8 – STAFFING COMMITTEE MEETING

Draft minutes of the meeting of 04.01.23 will be added to the website shortly after the meeting has taken place.

AGENDA ITEM 9 – PLAY PROJECT – UPDATE REPORT

Weekly site meetings are being held with Proludic most weeks, however, Proludic have had to cancel two so email and telephone and/or email updates were obtained. The play area project was due to be completed 16.12.22 and then 23.12.22 but wet weather delayed this. The play area should be completed w/c 04.01.23 weather permitting.

Sadly, damage has been caused to the play area – mainly surfacing. This will be repaired early January. We have asked if the CCTV can be installed earlier as it currently proposed after the play area and MUSA are built. Proludic

do not think this is possible due to the channelling works etc. Quotes are being obtained for mobile CCTV for Council consideration.

Proludic plan to start the MUSA - phase 2 – in mid-January and are liaising with the CCTV and cabling contractors.

The design of the existing pedestrian guardrail fencing around the play area is quite restrictive in terms of removing a panel if necessary for access, due to the design of the integrated legs of the panel. The legs would need to be broken out causing damage to the surrounding surfacing if you needed to remove a section. It was agreed that we leave this panel out and concrete the legs of the two surrounding panels. Proludic have cut the legs of the remaining panel down and re fitted the panel and bolt to the other two panels, so this will be fully secured and will not look any different visually, however we will be able unbolt this and remove the panel in the future for access if required.

No recycling bins are within the plans. The Environmental Committee have been sent some sample bins and asked to consider which bins they would like and bring a proposal to Full Council for approval. If we want Proludic to install the bins then a decision will need to be made quickly.

Proludic have invoiced for the play area. I have invoiced WNC for this portion of the CIL money.

Locum Clerk

AGENDA ITEM 9 – PLAY PROJECT- HARCORE

Proludic had to place a hardstanding at the entrance gate to the play area due to the wet ground and delivery vehicles struggling to access the site. Proludic have asked whether Council wish for the surface to remain for ease of future access, whether Council would like the hardcore moved to another location, or whether the hardcore is to be removed.



Locum Clerk

AGENDA ITEM 10 – NEW I.T. EQUIPMENT

Quotes and options to follow in a separate report.

AGENDA ITEM 11 – WBC LOCAL PLAN

Further to Cllr Macro's report last meeting, Council to consider their response to the WBC Local Plan. Information received from WBC emailed to all Members. Information also available at

AGENDA ITEM 12 – ROUNDHEAD ROAD

Due to the time the process has taken so far the Land Registry have asked that we send a new updated Statement of Truth to confirm nothing has changed since last November. Cllr Macro has signed the form and this has been returned to Hampshire County Council (HCC). HCC have advised there is an application fee of £130 to pay which includes the cost of an inspection. HCC have advised that their estimated disbursements were £100. Council to consider approval of these payments.

AGENDA ITEM 13 – CHRISTMAS FAYRE

Blachere currently supply and install the Christmas High Street lights. Council have a 3-year contract with 2023 being the third year. Blachere are based in Scotland. Do Council wish to remain with Blachere or source an alternative contractor. If the Blachere contract were to be terminated early there would be an £800 fee.

There is no light on the lamp by the post box, nor is there one outside Bridle eye care. The one inside the building works does not have one either, leaving rather a large gap from one outside the design studio right down to one stop. King Wok does not yet have a lamp.

The following are the lamps Blachere have reported issues with:



No power to socket for motif



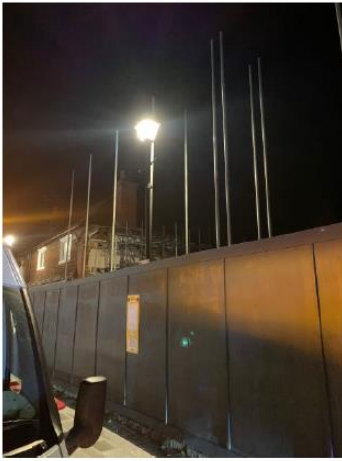
No Socket for motif



No Socket for motif



No Socket for motif



No Safe access to column power

If we obtain quotes for new eco street lighting we could ask the contractor to quote for these works also.

AGENDA ITEM 14 – WAR MEMORIAL

During the remembrance day parade I was talking to Clair (chair of Holybrook), Richard Anderson, Deputy Lord Lieutenant and Martin. It was noted that there are a number of names from the world wars that are not on the monument. The reason for this is their families could not afford the cost of adding them.

Richard commented that the memorial probabilities need a clean and the lettering is now looking very weathered. We discussed the addition of the names and Richard suggested that we do this in time for next years' remembrance service. He also suggested that we ask the communities if there were any more fallen service people from other conflicts. He thinks it is likely lives were lost at the Falklands.

As it is a joint memorial for Holybrook Clair thinks they would be happy and will to contribute to the costs and would also like to update their names.

We will need to consult the War Memorials Office to obtain formal permission but this should be a formality. It was suggested that names are gathered through social media requests, newsletters and the church.

ClIr Clifford

AGENDA ITEM 17 – CORRESPONDENCE RECEIVED

Emails received:

- NALC Chief Executive bulletins. (Emailed:Members)
- NALC Events bulletins. (Emailed:Members)
- WBC. Emergency water repairs – notification of Hagar Road (website, Facebook, Emailed:Members)
- OPCC. Running a series of stakeholder visits with the Police & Crime Commissioner, Matthew Barber, in 2023. As a previous beneficiary of the Community Fund, they have given Council the opportunity first to see if we are interested in hosting Matthew for a visit to showcase what the Council does and how we have successfully utilised this funding. (Emailed:Members). Responded accepting and given Friday afternoon for availability.
- AWE Aldermaston. Notification that the ONR published its Chief Nuclear Inspector's themed inspection for 2022 on the management of ageing facilities. The 47-page report looks at how the nuclear sector manages ageing plants and facilities to ensure the necessary standards of safety and security are maintained. (Emailed:Members)
- Dementia Friendly West Berks. Calendar of events (Emailed:Members, website, Facebook)
- Office of Alok Sharma. Notification Alok has recently moved constituency office and his new address is 18a High Street, Theale. (Emailed:Members)
- WBC. Cold weather information/support, vaccines etc. (Emailed:members, website, Facebook)

- WBC. Confirmation that they have adopted their Minerals and Waste Plan. (Emailed:Members)
- Royal Berkshire Fire & Rescue. Invite to participate in their members Code of Conduct consultation. (Emailed:Members)
- Connecting Communities in Berkshire. Details of Village Halls Week (Emailed:Village Hall)
- WBC. Shop Local Shop Green magazine (Emailed:Members, website, Facebook)
- West Berkshire Countryside Society. Upstream magazine Winter 2023 (Emailed:Members)
- WBC. Details of grants for village halls (Emailed:Members, Village Hall)
- WBC. Local Plan Consultation information. (Emailed:Members)
- WBC. Christmas 2022 Members Bulletin (Emailed:Members)
- WBC. Warm Spaces Interactive map (Emailed:Members, website, Facebook)
- WBC. West Berkshire Parish Climate forum meeting details for 08.03.22 (Emailed:Members)
- Greenham Trust. December 2022 newsletter. (Emailed:Members)
- Royal Berkshire NHS Trust. Your Health newsletter Dec 22. (Emailed:Members, website, Facebook)
- OPCC. Dates for the PCC 2023 Stakeholder visits (Emailed:Members) (Requested a Friday afternoon)
- Live In Care Company Reading. Details of support groups and events for the elderly (Emailed:Members, website, Facebook)
- WBC and Cllr Alan Macro. Update on Deadmans Lane. (Emailed:Members, website, Facebook)