

## AGENDA

28<sup>th</sup> February 2023

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 6<sup>th</sup> March 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.

MOTION: Council to approve and sign the minutes of the Ordinary Full Council meeting held on 06.02.23.

**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. SPORTS PITCH USAGE**

MOTION: Council to consider and decide upon Berkshire Youth Development League using the sports pitches, and to consider the requirements requested. (PC)

MOTION: Council to consider and decide upon a request for sports field(s) to be used for car boot sales. (SH)

**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)

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

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

**8. COMMITTEES AND WORKING GROUPS**

MOTION: Council to note the draft minutes of the Finance Committee meeting held on 06.02.23, including approval of recommendations. (SH)

MOTION: Council to note the draft minutes of the Community Engagement Committee meeting held on 08.02.23, including approval of recommendations. (SH)

MOTION: Council to note the draft minutes of the Staffing Committee meeting held on 22.02.23, including approval of recommendations. (SH)

**9. PLAY PROJECT**

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

**10. ELECTRONIC EQUIPMENT POLICY**

MOTION: Council to consider and decide upon approval of the draft Electronic Equipment Policy. (SH)

**11. PREFERRED SUPPLIER LIST and POLICY**

MOTION: Council to consider and decide upon approval of the draft Preferred Supplies List Policy. (SH)

MOTION: Council to consider and decide upon ASW Marquees being added to the Preferred Supplier List. (ZF)

**12. LITTER BINS**

MOTION: Council to consider and decide upon purchasing recycling bins, and relocating existing litter bins at the Englefield Road Recreation Ground. (SH/ZF)

MOTION: Council to consider and decide upon replacing the Grundon cardboard recycling bin with a mixed recycling bin and as glass cannot go into the mixed recycling bin to have a separate 240l glass bin at a cost of £5.75 lift price and daily rental of 6p per day. (SH)

**13. AMKO GIFFEN CORPORATE VOLUNTEERING**

MOTION: Council to consider and decide upon giving the Clerk delegated power to decide upon any works / materials that are offered from Amko Giffen to carry out corporate volunteering work. (PC)

**14. GRANT APPLICATIONS**

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

**15. NEW SPORTS PITCH**

MOTION: Council to consider and decide upon the response from West Berkshire Council in response to Council queries regarding not being able to sign the lease yet to take handover of the new sports pitch. (SH)

**16. TILEHURST POOR'S LAND CHARITY REPRESENTATIVE**

MOTION: Council to consider and decide upon confirming Dennis Hayden to remain as Council's representative on the Tilehurst Poor's Land Charity for the coming year. (SH)

**17. FETE MARQUEES**

MOTION: Council to consider and decide upon quotes received for the 2023 summer fete marquees. (ZF)

**18. 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 payments made by the Clerk outside of meeting using delegated powers. (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 credit card payments made in the last month. (SH)

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

**19. CORRESPONDENCE RECEIVED**

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

**20. DATE OF NEXT MEETING**Monday 3<sup>rd</sup> April 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

<b>Application No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Details</b>
23/00392/PACOU	Mr Kohn	33-33a High Street	Application to determine if prior approval is required for a proposed: change of use of the 1st floor of 33-33A from ancillary Class E to 2 x 1 bedroom/1 person flats.
23/00268/HOUSE	HAC Designs	15 Cavalier Close	Section 73: Variation of Condition 2 (Approved Plans) of previously approved application 22/01453/HOUSE: 1st-floor infill above the existing converted garage, stepping forward at first floor to create a open porch area. Removal of conservatory and replacement with brick built single-storey that is smaller than the original conservatory.

Decisions

<b>Application No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Details</b>	<b>Outcome</b>
22/02999/ADV	Laidlaw Estate	1 Waterside Drive, Arlington Business Park	Estate totem sign	Approved
22/02814/RESMAJ	Ridgepoint Homes	Lakeside, The Green	Section73: Variation of Condition 2 (Approved Plans) of previously approved application 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 (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	Approved

			associated access, parking, amenity space and landscaping. All matters reserved.	
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Appeals

Application No.	Applicant	Address	Details	Outcome
APP/W0340/W/22/3305357	Ridgepoint Homes	Lakeside, The Green	Appeal of application 22/00146/RESMAJ. The application sought planning permission for residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping.	Approval

Planning correspondence received

LAKESIDE

Dear Sir/Madam,

We have received your latest comments dated 11<sup>th</sup> January 2023 on our above Reserved Matters application for 290 units on Lakeside in Theale. We note that your comments reiterate the need to resolve your objections in your previous comments dated 7<sup>th</sup> February 2022 and therefore we would like to take this opportunity to respond to these comments. Accordingly, we have set out your comments below in bold with our response following each point.

a The scale of the proposed buildings are out of keeping with other buildings in Theale, particularly those on The Green. There are no other four-storey buildings in Theale.

Plans were approved by the outline consent for up to 325 units which allowed for development that included 4-5 storey buildings.

In addition, the Design & Access Statement submitted with the outline application included indicative images with 4 storey apartments on the lake edge establishing the principle of this scale of development.

It should be noted that the site benefits from an extant detailed consent for 350 units on south lakeside only (planning consent ref: 04/01219/FULMAJ) which includes 4 and 5 storey apartment blocks. We have provided an extract below of the approved elevations for Apartment Block F9 for reference. This consent is implemented and can be built without further consents.



b The appearance and character of the proposed buildings are out of keeping with the nearby buildings on The Green, the majority of which were built between the 1930a and 1960s.

As noted above, the site benefits from an extant detailed consent for 350 units on south lakeside, that can be built without further consents, followed an individual bespoke design approach, focused on the existing lake (extracts shown below).



The extant consent illustrates that a variety of design solutions for the scheme is acceptable. The designs currently proposed are more traditional and in keeping with many aspects of the surrounding area, whilst reflecting the site's unique lakeside setting.

In addition, it should be noted that details of materials are not submitted with this application and will be dealt with via planning condition on the outline consent.

c Increase in traffic and parking issues, including on The Green.

The principle of up to 325 units on this site and the associated traffic impacts have been established by the outline consent.

The submitted scheme provides 466 spaces which is more than the policy requirement of 438 spaces. The proposed parking provision has been confirmed as acceptable by West Berkshire's Highways Development Control Team Leader.

d Lack of noise barrier to shield against noise from the A4 bypass.

Our acoustic consultant has confirmed that an acoustic fence is not required along this boundary. However, a 1.8m close boarded fence with landscaping is proposed along this boundary as shown on the submitted hard and soft landscape drawings (refs: RID22928-11J & RID22928-12H).

e Concerns over removal of existing trees along the boundary.

The details of tree protection and removal for the development have been approved by discharge of condition consent ref: 22/02697/COND.

We hope that this assists in responding to your comments on the application and sets out some further detail on the background to the site, including the extant consent for 350 units.

Kind Regards Emma Runesson MRTPI, Planning Manager, Ridgepoint Homes

Dear Sir/Madam,

Further to our previous, we have now obtained some indicative CGI's for the proposed development on the link below. We believe that the CGI's demonstrate our vision for the site to create a high-quality design that we would like to share with the Parish Council.

<https://www.dropbox.com/sh/9pzg9nb99mfobr49/AABExiS1eKudhZMmAONkexMoa?dl=0>

Please note that details of materials will be submitted separately for approval in accordance with the planning conditions on the consent.

View 1 - This provides a view looking onto the northern lake edge and the dwellings further in the distance located along the main street into the site.

View 2 - This provides a view looking onto the southern boundary of the site fronting onto the A4.

View 3 - This provides a view of the dwellings at the entrance to the development fronting on The Green.

View 4 - This provides a view of the apartments situated on the northern lake edge.

We hope that these visuals further assist in your review our application and in demonstrating that we have sought to create a high-quality and considered design for this site.

Kind Regards Emma Runesson MRTPI, Planning Manager, Ridgepoint Homes Ltd

Dear Sir / Madam,

Further to Emma Runesson's email below, where Emma highlights that there is an extant planning consent for 350 units, which can be constructed immediately, I felt it was important to write myself to set out our position.

Our preference is very much to build out the scheme we are currently looking to obtain reserve matters consent. However, if this application does not obtain a planning consent in a short timescale we will be required, by our Funders, to proceed with the construction of the 350-unit scheme. This would also necessitate an application on the balance of the north shore land for an additional development of circa 50 units, providing around 400 units in total with the extant 350 consent.

I attach a copy of the approved layout and should you wish to discuss this further, I would be more than pleased to do so.

Kind regards Nick McEntyre, Managing Director, Ridgepoint Homes

*Any other planning applications received since the agenda was published.*

## **AGENDA ITEM 18 – FINANCE**

Income received:

- £ 50.00 BACS. Giant Boot Sales Ltd (Dinky Kitchen Sweets). Fete stand fee
- £ 25.00 BACS. My Handmade Soaps. Fete stand fee
- £ 25.00 BACS. Lilac & Clover Ltd. Fete stand fee
- £ 25.00 BACS. ShedKraft. Fete stand fee
- £ 325.00 BACS. Wayback pitch fees
- £ 50.00 BACS. W Cumber & Son. Key storage fee

- £ 893.75 BACS. John Cumber Hall Charity. Quarterly management fee
- £60,483.00 BACS. Play area grant.

Payments for approval:-

BACS payments for approval

<b>Payee</b>	<b>Details</b>	<b>Invoice</b>	<b>Net £</b>	<b>VAT £</b>	<b>Gross £</b>	<b>Power to spend</b>
Berkshire Pension Fund	Employer pension February	N/A	277.09	0	277.09	LG Act 1972 s112
J Crisp	Fuel to attend training course	N/A	9.90	0	9.90	LG Act 1972 s111
Bowak Ltd	Cleaning products	502994	29.82	5.96	35.78	LG Act 1972 s 133
G N Maintenance	General maintenance – Feb 23	711	1,173.00	0	1,173.00	LG Act 1972 s 133 Open Spaces Act 1906, s.9-10
G N Maintenance	General maintenance – Jan 23	707	1,183.00	0	1,183.00	LG Act 1972 s 133 Open Spaces Act 1906, s.9-10
UK Safety Management Ltd	Electrical Equipment Testing	879072	144.93	28.99	173.92	LG Act 1972 s 133
Englefield Estate	Annual rent Mar 23 - Mar 24	SI13706	956.00	0	956.00	LG Act 1972 s112
Englefield Estate	Annual Commercial Rural rent Mar 23 - Mar 24	SI13705	732.00	0	732.00	LG Act 1972 s112
Theale Village Hall	50% shared sewerage pump annual service	TPC 02/2023	246.29	0	246.29	LG Act 1972 S133



Payments made outside of meeting by the Clerk using delegated powers, in liaison with the Chair:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
BHIB	Additional insurance to cover the new MUSA, gym etc	N/A	168.45	-	168.45	Open Spaces Act 1906, ss. 9 and 10

DD/SO payments:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
H3G	Mobile phone		13.06	2.61	15.67	LG Act 1972 s133
Onecom	Phone & Broadband - Jan 23	749043	43.01	8.60	51.61	LG Act 1972 s133
Onecom	Phone & Broadband - Feb 23		43.01	8.60	51.61	LG Act 1972 s133
Cathedral Hygiene	Hygiene services				138.82	LG Act 1972 s133
ICO	Annual data protection fee	N/A	35	0	25.00	LG Act 1972 s133
Lloyds Bank	Credit card	N/A	15.50	2.50	18.00	See below
British Gas	Gas - pavilion	969825216	64.14	3.38	67.52	LG Act 1972 s133
Grundon Waste Management Ltd	Waste collection - Jan 2023	PSI-0780206	118.21	23.64	141.85	LG Act 1972 s133
E.ON	Electricity – Pavilion- Jan 23	KI-3BF1B4EC-0017	129.11	6.46	135.57	LG Act 1972 s133
Officers	Salaries - February	N/A	1,369.31	-	1,369.31	LG Act 1972 s112(1)
Triumph Technologies (Red Squid)	I.T. support & 365 - Mar 23	2302128	132.63	26.53	159.16	LG Act 1972 s112
SSE Southern Electric	Street light electricity	02.02.23	42.12	2.09	44.21	Parish Councils Act 1957 s3 Highways Act 1980, s301
Opus Energy	Pavilion Gas	28029401	146.17	7.31	153.48	LG Act 1972 s133
Topsource Global	Payroll services Jan 23	TGS2223/25508	42.92	8.58	51.50	LG Act 1972 s112
Topsource Global	Payroll services – Feb 23		42.92	8.58	51.50	LG Act 1972 s112
Unity Trust Bank	BACS charges Dec 22	N/A	8.56	-	8.56	LG Act 1972 s112

Card payments made:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Timpson Ltd	Engraving Christmas Shield	N/A	12.50	2.50	15.00	LG Act 1972 s145
Lloyds Bank	Monthly fee	N/A	3.00	-	3.00	LG Act 1972 s145
			<b>15.50</b>	<b>2.50</b>	<b>18.00</b>	

Transfers:

Date	Transfer from	Transfer to	Amount
01.02.23	Instant Access account	Current Account	£20,000
07.02.23	Instant Access account	Current Account	£120,000

Balance on the bank accounts as at 28/02/23:- Unity Bank – Current account £79,464.87, Instant Access account £178,947.86.

## **SUPPORTING INFORMATION**

### **AGENDA ITEM 3 – APPROVAL OF MINUTES**

Please see [https://www.thealeparishcouncil.gov.uk/Council\\_31782.aspx](https://www.thealeparishcouncil.gov.uk/Council_31782.aspx)

### **AGENDA ITEM 5 – SPORTS PITCH USAGE**

The Chair and Cllr Gallop had a meeting with the Berkshire Youth Development League who are looking to hire North Street Playing Field every Saturday morning. They would like to mark pitches differently to those we currently have. They are looking for a multi-year contract. They have been asked to document their needs – see below - so this can be considered by Council and have been invited to this meeting. This will include changes to parking areas and the request to place a container in the area for storage too.

With regards to the new pitch, they would like this too. They talked about pitch inspections, their main comment was that to be able to do the inspection they would recommend the grass was cut and they would be willing to look it over (if we agreed usage).

Report from BYDL:



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Berkshire Youth Development League (BYDL) is a non-profit making league providing youth football for over 18 years for both boys and girls ages u7 to u13. The league is based locally in the Reading area, we hire several local venues including Goals at Woodley where we host matches for over 100 teams of u7s and 8s. We currently play at Woodford Park, Sol Jol Park, Kings Meadow, Cintra Park and Coley Park where we offer games to teams of u9s up to u13s. We host 270 teams equating to over 3000 children playing football each weekend. As well as providing football to the community we also support the local schools and charities.

The BYDL are looking to hire North Street playing fields to host our weekly football matches on a Saturday morning from September through to March. The BYDL are the only all-inclusive league in the South of England providing youth football with set venue games. This format allows teams to arrive and play their games without the worry and stress of having to find their own pitches and referees.

Our Proposal would be to have four 9 aside pitches and three 7 aside pitches on North Street Playing Fields, including the new pitch which runs alongside it. The venue will be supervised by three co-ordinators each week who will be responsible for the running of the site with the support of two car park attendants. The team will be onsite each week from 7:45am until 2:00pm.

We would hope that our proposal will generate a lot more activity in the village on a Saturday morning between 9am and 1pm, we assume this will generate more income for the local shops. There is also scope for a tea/coffee supplier close to the ground which maybe ideal for the village hall.

A high percentage of our teams currently car share but on average we envisage approx. 90 cars per kick off time arriving at the venue. We will also work with the local Theale Tiger teams providing games for them at the new proposed venue thus bringing their games back into the village.

**Initially we will be looking for a 3-year starting contract with a view to extend this further as priority user.**

**Current Pitches** – We would look to remove the current pitches at the venue and help teams who use them move across to the other available pitch. Removal of the existing 11 aside goal posts and pots would be required as we use freestanding goals. There will be an agreement in place should we no longer wish to use the venue whereby the BYDL would reinstate the goals at no additional cost to the parish.

**Storage** - A storage container is an option we are looking at having at the venue. This will be supplied by the league and will store all the relevant goals and equipment required to run the venue. We propose to site the container on North Street playing field along the hedge row, the proposed container size being approx. 9m x 2.5m x 2.4m high. We are happy to offer Theale Tigers FC the use of the container should they need it.

**Parking** – We are aware there are currently 40 spaces available on the new area for cars and a further 50 spaces in the car park in North Street, we propose to contact the village hall to discuss the use of their car park. We would also like you to consider an extension of the current car park on North Street playing field to run in line with the end of the school fence, the BYDL would cover all costs relating to the proposed extension. This would also include the resighting of the single bench.

We will have two car park attendants at the venue ensuring that all cars are correctly and safely parked. There will be strict no parking rules put in place for the two areas marked in red on the map attached below.

**Litter** – The league will provide litter bins for the disposal of all rubbish left on site, our three co-ordinators will be responsible for removing the rubbish on a weekly basis. An inspection of the venue will be carried out at the end of the morning games ensuring that the venue is left clean and tidy.

**Toilet Facilities** – The BYDL will propose to look at making an agreement with the village hall to use their toilet facilities, should this not be possible then we will look into hiring portable toilets for the duration of the season.

## B.Y.D.L PROPOSED PITCHES AT NORTH STREET PLAYING FIELDS



Chair

### **AGENDA ITEM 6 – MONTHLY REPORTS - CLERK’S REPORT**

#### HR

I drafted a Training Plan for all Officers and these were approved by the Staffing Committee meeting on 22.02.23. The plans also include statutory training such as fire extinguisher. The Clerk will now go through each plan with the relevant Officer to ensure the training needs are appropriate for them. I would recommend that Training Plans are drafted for Members also but after the May election. The new Clerk to ensure that Council have training records, and they are kept up-to-date.

Officer employment contracts are not adequate or uniform. The Staffing Committee meeting resolved to update all Officer contracts.

I have drafted an outstanding actions/project list ready to handover to the new Clerk.

#### Pavilion

Ascot Doors have still not repaired the shutter. They say the correct part is on order but this has now taken a considerable amount of time. This has been chased and they have promised to repair on 01.03.23. We have informed the contractor that the delay is not acceptable.

The annual PAT testing (now called Electrical Equipment Testing (EET)) was carried out on 21.02.23. The laptop was not done so arrangements are being made for this.

Giddings have removed the old metal goal posts from the rec, as agreed last meeting.

For Officer safety, an intercom is being investigated for the office door.

### Noticeboard

We have finally been sent a new door for the noticeboard in the High Street. G N Maintenance have now been asked to repair it.

### Interim Internal Audit

I have arranged the interim internal audit to be carried out on 01.03.23 onsite with the Internal Auditor.

### Drains in High Street







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

### Bookings

The Admin Officer is still busy dealing with bookings. Many enquiries are being received regarding booking stalls at the summer fete.

### Facebook Analytics

The Facebook page is continuing to grow following regular postings:

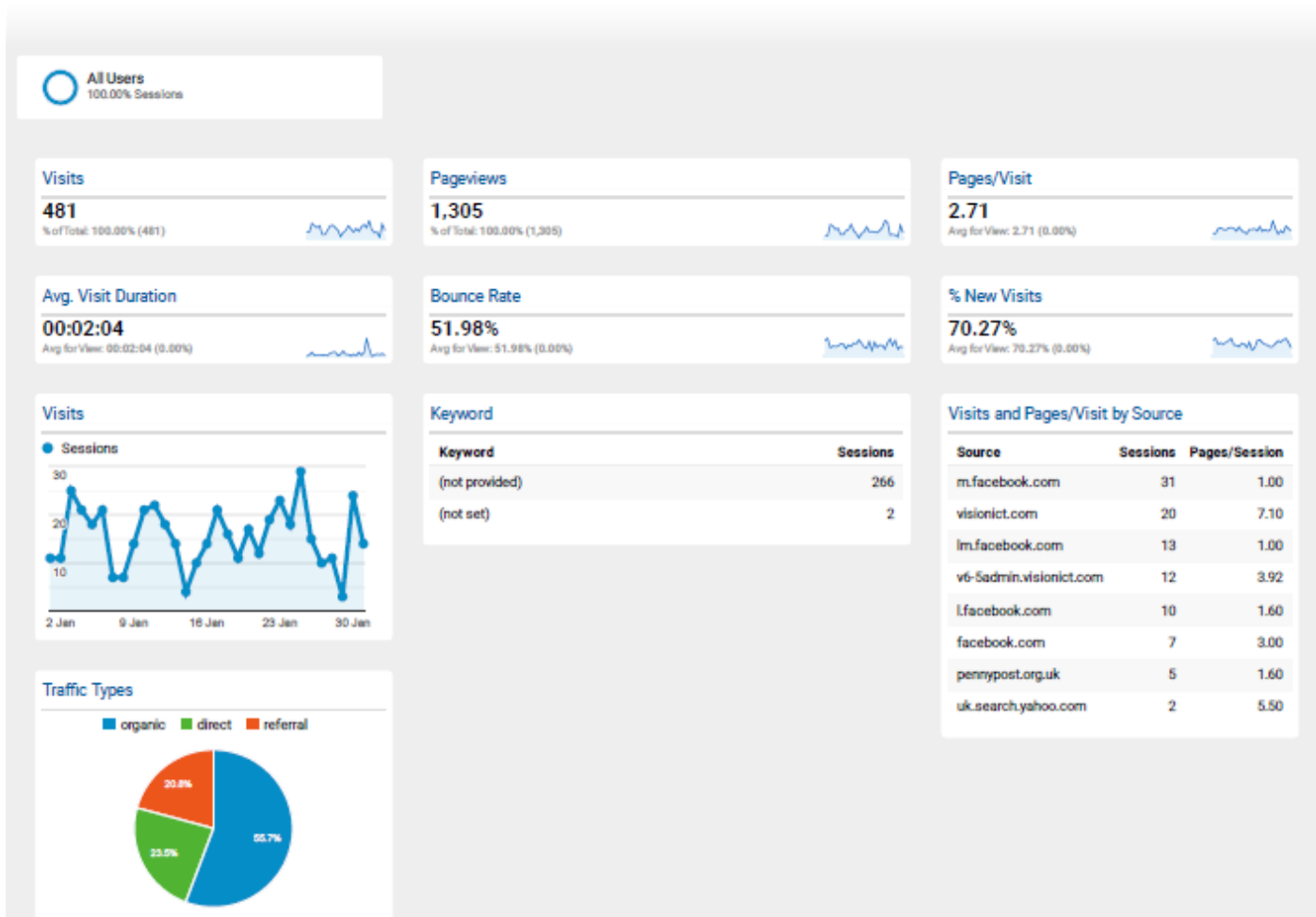
<b>Page Overview</b>	<b>Last 28 days</b>
Followers: 529	
 Post reach 	1,920
 Post Engagement 	722
 New followers 	3

The play project updates were the top posts.

### Website Statistics – January 2023

Email

1 Jan 2023 - 31 Jan 2023



**AGENDA ITEM 6 – MONTHLY REPORTS - DISTRICT COUNCILLOR REPORT**

No report received.

**AGENDA ITEM 8 – COMMITTEES AND WORKING GROUPS**

Please see [https://www.thealeparishcouncil.gov.uk/Minutes\\_and\\_Agendas\\_31771.aspx](https://www.thealeparishcouncil.gov.uk/Minutes_and_Agendas_31771.aspx) for draft minutes.

**AGENDA ITEM 9 – PLAY PROJECT – UPDATE REPORT**

Phase 2 for the MUSA, gym, CCTV etc were due to be handed over to us at the end of February, weather dependent, but we have been informed that the project is 2 weeks behind.

I produced a report for the Environmental Working Group giving many options for the two recycling bins. The Members chose the bins they preferred and these have been ordered. The leadtimes are approx. 5 weeks so due mid-March.

Last Council meeting, the fence was queried as it was thought to have been installed the wrong way round and the high side should be pavilion side in order to prevent cricket balls going near the MUSA. We can confirm that the fence has been erected as per the plans and is correct. At the start of the process it was determined that a cricket ball over there is unlikely as it is quite far past the boundary and already a risk in the public space. The implementation matches the plans approved, see <http://planning.westberks.gov.uk/rpp/index.asp?caseref=22/01288/FUL>

There have been some problems with end caps being removed from equipment – at least 3 times that we are aware of. Proludic have advised that they will order some replacement caps and will also double check the fixing detail. They are sure the caps have a fixing pin to secure them to the posts but they say they will ensure additional fixings are used if required to prevent this from happening again.

There was an additional fee of £168.45 for our insurance to cover the additional MUSA and relevant equipment which has been paid to ensure we were insured from the end of February when the MUSA etc is due for handover.

The asset register has been updated with all old play equipment disposed of and the new play equipment added.

The first grant payment from WBC has been received for £60,483.

The old wooden bench has not yet been removed. Proludic have been asked to remove it.

Locum Clerk

## **AGENDA ITEM 10 – GOVERNANCE – ELECTRONIC EQUIPMENT POLICY**

In readiness for all Members having a laptop, the following policy has been drafted. It has been written generically so changes should not have to be made e.g. Members to have specific Council email addresses in the near future.

Locum Clerk

The Pavilion, Englefield Road, Theale, Reading, RG7  
5AS  
0118 9306592  
enquiries@thealeparishcouncil.gov.uk  
[www.thealeparishcouncil.gov.uk](http://www.thealeparishcouncil.gov.uk)



## **ELECTRONIC EQUIPMENT POLICY**

### **1. Introduction**

- 1.1 Theale Parish Council's general presumption for this policy is for electronic provision of information and transaction of business to facilitate effective communication and collaboration and to reduce the reliance on hard copies of documents while also recognising that Councillors have different needs and requirements.

### **2. What Councillors can expect from the Council**

- 2.1 The Council will provide a device such as a laptop to all Councillors to use for Theale Parish Council business.

- 2.2 For the purposes of this policy “equipment” relates to the laptop or equivalent, keyboard, case, charger, mouse, and any other accessory supplied.
- 2.3 The Council will arrange for Councillors to receive technical support and training for their device if required.
- 2.4 The Council will, where practical, provide a Councillor with a temporary replacement device whilst fixing or replacing their original device, provided that the Councillor has complied with all the requirements as outlined in paragraph 3.1.

### **3. What Officers can expect from Councillors**

- 3.1 Councillors must report immediately to the Clerk any loss or damage to all or any of the equipment including if the device is stolen.
- 3.2 If the equipment is lost or broken, then Councillors may need to pay an element of the cost to fix or replace it.

If the equipment is lost, broken, or stolen as a result of negligence on behalf of the Councillor, then the Councillor would be expected to pay for the cost of replacement which would be provided by the Council on a like for like basis.

If the equipment ceases to work as a result of reasonable wear and tear or due to a fault it will be fixed or replaced by the Council at no cost to the Councillor.

- 3.3 Councillors may only download and use Apps approved by the Council.
- 3.4 Councillors may use Bluetooth enabled devices such as headphones with the device, but these will not be provided or maintained by the Council.
- 3.5 It should be noted that non-compliance with this usage policy would be contrary to the Code of Conduct relating to the use of Council resources which states that Members must when using or authorising use by others of the resources of your authority:
  - a) Act in accordance with your authority’s reasonable requirements
  - b) Ensure that such resources are not used improperly for political purposes, including party political purposes.

### **4. Return and Recovery of Equipment**

- 4.1 All equipment and software assigned remains the property of the Council. The Council reserves the right to require Councillors to return the equipment at any time.
- 4.2 At the point at which a Councillor’s term of office is ended all equipment issued must be returned to the Council within one week of ceasing office in the condition in which it was issued (reasonable wear and tear excepting). All the information held on the equipment will be deleted and the equipment may be re-issued.

### **5. Email Messages**

- 5.1 All emails that are used to support the business of Theale Parish Council must be sent using a specific Councillor Theale Parish Council address, if available, with the standard electronic signature at the bottom of any email sent.
- 5.2 Non-Theale Parish Council email accounts must not be used to conduct or support Theale Parish Council business if a specific Council email address has been provided.



5.3 All emails must carry the official Council footer.

5.4 The automatic forwarding of emails is not permitted due to the potential sensitivity of information therein.

**6. The Provision of Electronic Meeting Summonses**

6.1 Before the Local Government (Electronic Communications) (England) Order 2015 came into force in January 2015 Councillors could receive agendas electronically; however, there was still a requirement to issue the summons to the Councillors in a paper format if a councillor preferred.

6.2 The Local Government (Electronic Communications) (England) Order 2015 allows Councillors to receive the summons to attend meetings in electronic form subject to receipt of written consent. This consent is requested at the time of taking office usually.

6.3 In view of the Council's wish to increase electronic provision of information to facilitate the transaction of business and the use of effective communication thereby reducing the reliance on hard copies of documents Councillors with Council devices will no longer receive paper copies of agendas or meeting papers in hard copy, unless specifically requested.

**7. Declaration Policy Compliance**

7.1 To confirm that a Councillor agrees to use the equipment supplied in accordance with this usage policy s/he is requested to sign the declaration in Appendix 1 prior to the issue of the equipment.

**USE OF ELECTRONIC DEVICES POLICY**

**APPENDIX 1**

I agree to use the equipment issued to me in accordance with this usage policy.

Name.....(PRINT)

Signature.....

Date.....

Equipment received:

<b><i>Office Use only</i></b>	
<b><i>Date of equipment Issue</i></b>	
<b><i>Equipment details</i></b>	<b>Device type: Serial number: Model number: Condition: Accessories:</b>

	<b>Other:</b>
--	---------------

Adopted at the Full Council meeting held on 6<sup>th</sup> March 2023  
Review date: March 2025

## **AGENDA ITEM 11- PREFERRED SUPPLIER LIST POLICY**

The Pavilion, Englefield Road, Theale, Reading, RG7  
5AS  
0118 9306592  
enquiries@thealeparishcouncil.gov.uk  
[www.thealeparishcouncil.gov.uk](http://www.thealeparishcouncil.gov.uk)



### **PREFERRED SUPPLIER LIST POLICY**

#### **Introduction**

It has been more and more difficult over the past few years to obtain three quotes for any expenditure with between 3 and 10 suppliers asked to quote but often quotes are not forthcoming. Council agreed at their Full Council meeting in February 2023 to have a Preferred Supplier List to improve efficiency.

#### **Procurement**

The Council will always adhere to their Standing Orders and Financial Regulations in regards to any procurement. Council will comply with Section 135 of the Local Government Act 1972 and the Public Contracts Regulations 2015.

Council will ensure they always try to obtain a minimum of three quotes for all services and products. All reasonable attempts must be made including:

- Approaching at least 3 suppliers for quotes. If quotes have been difficult to obtain then several more companies are to be approached so Council can be assured that every reasonable attempt has been made to obtain quotes. ASPO to be referred to if Council have difficulty in locating a supplier – [www.espo.org](http://www.espo.org).
- Where a tender is over £25k and has to be placed on Contract Finder, appropriate suppliers will also be approached to make them aware of the tender and give them an opportunity to quote.

#### **Definition**

Any supplier listed on the Council's Preferred Supplier List can be used for relevant work or products without being subject to further evaluation by the Council. Being on the Preferred Supplier List does not oblige the Council in giving any listed supplier a guarantee of an order, the right of first refusal, any exclusive right of supply, or any other rights.

#### **Requirements for being on the Preferred Supplier List**

- Council will have used the supplier previously, within the past 12 months, and been satisfied with their standard of work or product.

- Council to ensure they are confident that the supplier was best value for Council when quotes were initially sourced, or have a valid reason as to why they chose the supplier.
- Any supplier added to the Preferred Supplier List has been approved by Full Council agreed by resolution and confirmation given to Council of the valid reasons why the supplier should be added to the list. Examples for consideration could include:
  - **Quality** – Suppliers that are committed to providing quality work, customer service, support, and responsiveness.
  - **Best value** – Suppliers that continually give best value for money and consider ways to lower costs for Council.
  - **Technology** – Suppliers that adopt the latest purchasing related technologies in order to maintain a competitive edge and enhance capabilities and responsiveness.
  - **Health & Safety** – Suppliers that are prepared to work with Council to ensure that we continue to comply with all necessary regulatory requirements.
- Council should consider only suppliers who need to carry out essential works such as those for health & safety work be added to the Preferred Supplier List. If another supplier is proposed to be added to the list Council need to be presented with valid reasons as to why and why other companies are not being asked to quote.

### **Policy Review**

The Preferred Supplier List will be reviewed at least annually by Full Council.

The Council reserve the right to remove a supplier from the Preferred Supplier List at any time and do not commit to any set period of time for a supplier to be on the Preferred Supplier List.

The Preferred Supplier List is for Council efficiency and does not commit Council to a contract with any supplier.

Adopted at the Full Council meeting held on 6<sup>th</sup> March 2023  
Review date: March 2024

### **AGENDA ITEM 11- PREFERRED SUPPLIER LIST – ADDITION**

Requests have been made for ASW Marquees to be added to the Preferred Supplier list as the company who previously supplied the fete marquee. Council should consider the policy above before making a decision to ensure valid reasons for the suppliers to be added to the list and that every attempt has been made to obtain three quotes.

Locum Clerk

### **AGENDA ITEM 12 – LITTER BINS**

Council approved the purchase of two recycling bins for the play area and gave the Clerk delegated powers, in liaison with the Environmental Working Group, a £2k budget. A report was produced for the working group and they chose their preferred bins. These have been ordered and are expected to arrive in March.

Having inspected the play area there is 1 bin inside, and then 3 surrounding the skatepark which form a 30m triangle. It is proposed that Council consider moving one of the other bins nearer to the MUSA once completed, and install a recycling bin there.

Other proposed sites for recycling bins on the recreation ground:

- Next to the one by the doctor's entrance
- One each end of the back pitch
- One beside the entrance gate near the parish office
- One beside the entrance to the back pitch (other side of the pavilion)

Recycling bins should be considered for the whole parish.

A £2,000 budget was allocated for 2022/23 and this budget has been used to purchase the two new recycling bins for the play area.

A £6,000 budget has been agreed for 2023/24 so if Council approve additional bin purchases these will need to be paid for from April 2023.

Locum Clerk/CLlr Fenwick

## **AGENDA ITEM 14 – GRANT APPLICATIONS RECEIVED**

- 1) Holy Trinity Church – Parish Newsletter (regular donation requested)
- 2) Can Do It Club

### Grants Budget

2022/23 budget £1,000. £600 remaining

2023/24 budget £1,000

### Letter from Holy Trinity Church:

Dear Parish Council,

It has been a little over a year since we joined forces with our venture of producing a parish-wide magazine. I want to start off by saying thank you very much for your continued support of Holy Trinity Church. I hope you have found great fruit from being able to share what the Council has been doing through the magazine. I think one thing our magazine really has going for it is the fact that it is not overwhelmed by adverts, but is mostly populated by local, fresh, relevant articles from Theale.

As per our arrangement when we entered into this venture together, the Parish Clerk and Administrator's role of finding advertisers is vital and is, quite simply, the foundation of getting a magazine started each year. However, we're now starting the magazine under budget and need to think about future proofing if we want the magazine to go ahead for future years.

We have identified two issues:

First, we had suggested at the beginning of the partnership that, on our side, an administration time of compiling, chasing, editing and invoicing to be somewhere in the region of 6 hours. We were wrong – it's double that at 12 hours. However, I have now learned that our editor, Marjorie, was very generous and

didn't charge last year for those additional hours to keep the magazine in budget. However, I am keen that does not happen this year.

Secondly, one might argue that we therefore need to raise the cost of advertising; but we are convinced this would not help, as it would just see companies pull out or not sign up at all.

Would the Council be prepared to consider contributing financially towards half of the editing cost? The magazine is produced four times a year with an editing cost of £130.80 per magazine. This is 12 hours at £10.90 (Real Living wage). Thus, a contribution for four magazines would be £261.60.

This would, of course, go well to future proofing the magazine, and ensure the Council continued to have the forum to share its news. Holy Trinity would, of course, continue to oversee the production of it.

Note: A grant application was asked for.

Can Do It Club application form

Appendix: Grant Application Form

Name of organisation	
Can Do It Club	
Contact name	Mary Jacobs
Position	Club Member
Address	Newbury
Postcode	██████
Telephone	██████████
Email	██████████████
Website (if applicable)	
Is your organisation a registered charity?	NO
If YES, please provide charity number	
Brief description of your organisation, its aims and its mains activities	

The Can Do It Club came about when it was seen there was a need for older people to be able to meet up, but who did not necessarily have care needs. This was some 30 – 35 years ago. The club was so named because that is what the members of the group do – they do it for themselves. They arrange their own programme of events, transport, speakers and meals. This has always been done with a minimal grant from Reading Borough Council, West Berkshire Council and Wokingham Council. Over the years the grants have been withdrawn, leaving RBC as the only funder. This funding was withdrawn in November, 2022 with us not being told that the funding had stopped until mid-January this year. No discussion, no attempt to find a way to keep the club going, just total and immediate withdrawal of funding and no one returning our calls, either from the council or Tuvida.

Now being the group they are, with the ethos in which they run, they now more than ever want to live up to their 'Can Do It' philosophy, so are now seeking funding to continue. Members are looking at ways of sourcing funds, reducing costs so that we do not have to close it and people will continue to be able to come to the club twice a month, as they have been able to for many, many years.

Please provide the number or percentage of members that belong to your organisation and live within Theale Parish

At present we have a 50/50 split between Theale resident and others from elsewhere with approximately 10 – 15 people per session. If successful with our application we will market the group in the Theale area to increase numbers

Details of any restrictions placed on who can access your organisation's services

There are no particular restrictions for accessing the club. As stated, it is primarily for people who do not have care needs as no carers are provided to the club, but this not deter them from coming if they have their own carers who will remain at the club whilst it is open. Obviously this is for safety reasons as we are mainly retired people and not carers.

Generally, it is accessed by retired people who live alone, carers who want somewhere to go whilst their cared for an in respite. People who want to meet others for friendship and companionship.

The club is mostly accessed by retired people, but has in the past had younger people attending.

Project for which the grant is required

The grant is required for the Can Do It Club. Although a long standing club, with the withdrawal of funding from local government it has become a new project, with users wanting to keep the name.

We are applying for all or separate units for continuing running the club as we do understand that in today's climate it may not be possible to have one funders.

How will this project benefit the parishioners of Theale?

<p>People of Theale will continue to have a club that they can access twice monthly, where they can choose what activities, they want from week to week. A place where mainly isolated people can meet to forge and maintain friendships. For some of them the club is the only time people get to leave home or go anywhere, as transport is provided. It provides safe and warm space for those on low incomes, socially isolated with people of their own generations. Members are provided with a mid-day meal, which they help prepare if they are able to.</p> <p>The club also benefits to 2 other Theale based community groups a) Carebus who provide the transport and b) The Kirby Rooms who rent us their room twice a week, so both would also be impacted by losing income from us for their services. Although for a while we have been offered the room free of charge until we can generate some income.</p>	
Total cost of project	£2232.00 per year
Amount of grant requested	<p>** £432.00 per year for transport          £750.00 per year rent, although we are not going to be charged in future          £325.00 per year for speakers          £325.00 per year food costs</p> <p>**Transport is the priority at the moment if not all funds are available.</p>
Have you received, applied or intend to apply for funding from any other source(s) for this project?	No
If YES, please provide details including: name(s) of organisation(s), amount(s) requested and success/failure of application(s)	
We have an application in to Dr Ellerton's Charity - DECLINED	
How much of the total cost of the project does your organisation intend to raise itself and how?	
<p>We are looking to raise funds by introducing a small membership fee (but are mindful of not excluding people due to cost-of-living crisis)</p> <p>We are looking for speakers, entertainers etc. who would not charge us, or if they do a nominal cost.</p> <p>We are seeking all/part of costs from other grant givers.</p> <p>We are seeking a volunteer to help with meals at lunchtime (the current person has been paid by Tuvida, but I don't feel we can justify fundraising her £100.00 per session (this has including escort in the transport.</p>	

**Declaration**

Due to the fact this is, in effect a new venture, due to withdrawal of funding, we are unable to provide any of the following. Also the person who kept the petty cash account (which the club had for banking money from raffles etc.) has died, and we have yet to be able to access the accounts to determine what money we may/or may not have.

Please check you have included the following documentation with your application:

- a full and complete copies of your signed and audited accounts for the past two years (if your organisation has been in existence for that period)
- b bank statements for the last three months, signed by a member of your organisation, indicating their position
- c a detailed budget plan and supporting evidence
- d a copy of your organisation's constitution, terms of reference or rules and e evidence of any other awards towards the project.

Please sign the following declaration and return this form together with all required supporting documentation to:

Clerk to Theale Parish Council  
 The Pavilion  
 Englefield Road  
 Theale  
 Berkshire RG7 5AS [enquiries@thealeparishcouncil.gov.uk](mailto:enquiries@thealeparishcouncil.gov.uk)

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

yes  I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Theale Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the council's Grant Awarding Policy.

yes  I confirm that the proposed project is lawful and conforms to any rules governing our organisation. I further agree to providing copies of receipts, invoices and anything else as required to Theale Parish Council to confirm how exactly the money has been spent if the application is successful.

Yes  I understand that all money awarded must be repaid to Theale Parish Council and my organisation will not be able to apply for future grant applications in the following circumstances:

- a if a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- b if the proposed project does not proceed/or is abandoned for any reason or if the organisation disbands during the period of the grant
- c if the organisation does not provide the necessary invoices & receipts confirming how the money has been spent or does not comply with any other conditions stipulated in the award.

Signed	Mary Jacobs
Name	Mary Jacobs
Position in organisation	Member
Date	23.02.23



Budget for Can Do It Club		
Room Hire - Kirby Rooms, Theale	£25.00	
Transport Costs, Carebus	£18.00	
Food costs 10/12	£25.00	
Food preparation - going to try and find volunteer		this would probably have been somewhere in the region of £100.00 per session, so £200.00 per month
Speakers - unknown cost, but try for free or below £25.00	£25.00	
	£93.00	per week
Cost per session = £93.00 x 2 sessions per month	£186.00	per month
alternative is for a meeting in Kirby room once a month, followed by self funded coach trip for second Monday in month.		
Most urgent requirement for funding = Transport Cost	£36.00	per month
Most urgent requirement for funding = Room Hire Cost	£50.00	per month
Total	£86.00	per month
	£1,032.00	per year

## **AGENDA ITEM 15 – NEW SPORTS PITCH**

### **New sports pitch**

The new pitch has been inspected. The Chair checked the planning application for this pitch. The parking area shows as having reinforced plastic across the whole area but this has only partially been laid. There was a debate concerning the parking areas with WBC about how much should go where. It is stated on the planning application <http://planning.westberks.gov.uk/rpp/index.asp?caseref=17/00743/FUL>. We also note that the car park was switched to the golf club end when the drains were found and we were told this did not need an update to the planning permissions.

The wooden vehicle gate has no means to lock it closed or peg the gates open to stop them blowing in the wind when open and perhaps damaging a vehicle.

Goal sockets have not been added but we do not have any goalposts to place in them.

The grass cannot be checked as it needs cutting first.

All these issues have been reported to WBC, Englefield Estate, and their solicitor. As per the last meeting, I have also informed them of our flooding concerns and our wish to inspect the pitch once we have some rainfall. I have informed them that we will not be signing the lease until these issues have been addressed. No response has been received from WBC as yet.

As per the agenda, a club has expressed interest in using the pitch.

### **Response from WBC:**

#### **1. Grass Cutting**

To aid inspection I am hoping to get the grass cut for a final time w/c 6<sup>th</sup> March. Ideally the PC have an opportunity to look at it reasonably quickly thereafter. With notice I should be able to get the contractor on site though their works are contractually finished. I will confirm the grass cutting date as soon as possible.

## 2. Inspection Process

In terms of actual sign off, as I explained to Paul Manley, contractually issuing the certificate of 'Practical Completion' to signal the contractor (Whitehorse) has completed works as per the contract, that is legally between the contractor and an independent contract administrator (MTP Consultants). That was issued November last year but where it is recognised the Estate and Parish Council need also to be reasonably happy about matters.

## 3. Padlock to gates

When the grass is cut, I have asked for the main gates to be chained and locked; I or the contractor will deliver keys to the PC Office.

## 4. Geo-cell parking reinforcement

The installation of geo-cell parking reinforcement was carried out as per what the PC instructed during the construction of the new school and delivery of new playing field area. It evolved over time and where personalities have changed over that period and in fairness people will not remember; it was some time ago. In summary:

Original planning drawings stated geo-cell would be replicated like for like with historic geo-cell, the extent of which had not been determined at the point of achieving planning permission. Originally it was assumed there was circa 100 sqms. It was confirmed there was evidence of upto 1,900 sqms of historic geo-cell on the old school site. It was agreed that could be delivered as the PC found most convenient – either all 1,900 sqms on North Street Playing Fields (NSPF), all on the replacement playing field land or split according to need between the two sites. In the end the PC requested that the majority be laid on NSPF (1,350 sqms) and the rest on the new area (600ms). All correspondence and plans are retained and I am happy to take you or others through it if that is helpful.

## 5. Goal Posts

New goal posts were not planned and this is reflected in correspondence dated 2018; again a long time ago. This position is further reflected in the lease on the new playing field which I believe mentions provision of goal posts by the parish council. I do not retain a copy of the lease but I believe Legal Services do; I will check for good measure.

## **AGENDA ITEM 16 – TILEHURST POOR'S LAND CHARITY REPRESENTATIVE**

Dennis Hayden has confirmed he is willing to remain as Council's representative for the charity if required. Dennis has been asked to give an annual report at the Annual Parish Meeting in April.

Locum Clerk

## **AGENDA ITEM 18 – FETE MARQUEES**

Quotes to follow.

## **AGENDA ITEM 19 – CORRESPONDENCE RECEIVED**

Emails received:

- NALC Chief Executive bulletins. (Emailed:Members)
- NALC Events bulletins. (Emailed:Members)
- NALC e-newsletters. (Emailed:Members)
- SLCC. E-newsletters. (Emailed:Members)
- Connecting Communities in Berkshire – newsletters (Emailed:Members)
- Connecting Communities in Berkshire. Details of Berkshire Digital Infrastructure Group Digital survey for rural communities. (Emailed:Members)
- Hampshire ALC. Notification that HMRC have confirmed sports pitch hire as a non business activity for VAT purposes, and that the tender limit has been changed to £25k + VAT (£30k). (Emailed:Members)
- Public Protection Partnership. Details of new web page for Councils, including Kings Coronation advice. (Emailed:Members)
- WBC. May election information. (Emailed:Members)
- Hedgehogs R Us. Campaign details for hedgehog highways. (Emailed: Environmental Group)
- High Street Safari. Details of a Kings Coronation street safari. (Emailed: Community Engagement Committee)
- WBC. Leaders Report. (Emailed:Members)
- AWE Aldermaston. Minutes of the LLP meeting of 23.11.22, and details of future meeting dates. (Emailed:Members)
- WBC. Details of networking event connecting with voluntary and charity partners in West Berkshire. On 20.03.22. (Emailed:Members)
- WBC. Thames Valle Police newsletter giving details of community speedwatch scheme. (Emailed:Members)
- WBC. Details of a new planning application system to view and respond to applications. Registered.
- Red Squid. Notification of prices increases for I.T. - All Services - From 1st April 2023, increasing prices by 14.4% for all services excluding: ISDN - From 1st April 2023, UK networks will be increasing their prices by 25% on all legacy technology that are a part of the 2025 Switch-Off. This includes the ISDN phone systems. Microsoft 365 Licenses - From 1st April, Microsoft are increasing their prices by 9%.
- Royal Berkshire Fire & Rescue Service. Next Armed Forces Veterans' Hub event run by RBFRS being held at Crowthorne Fire Station on 24.03.23. (Emailed:Members, website, Facebook)
- Table Football Plus. Details of a table football community event opportunity. (Emailed:Events Committee)