

---

## MINUTES OF THEALE PARISH COUNCIL

*Minutes of the ordinary meeting of Theale Parish Council held at Theale Village Hall on Monday 5<sup>th</sup> July 2021*

**Members present:** Cllrs A Clark, P Clifford, S Coker, L Cox, Z Fenwick, R Gallop, K Gash, I Hopcroft, J Richardson (chairman) & C Rolfe.

**Clerk:** P Manley

**Administration officer:** J Crisp

**Others present:** John Seto & Mel Paul (candidates for co-option)

*Meeting started 7:30pm*

### **FUL/49/21/22 To receive apologies for absence and declarations of interest**

Apologies for absence were received from Cllr Alan Macro (district councillor)

Many of the councillors were acquainted with Jodi & Mark Gallimore, owners of The Crown Inn (FUL/56/21/22), but these were not pecuniary interests.

### **FUL/50/21/22 To adopt the minutes of the meetings on 6<sup>th</sup> May 2021 and 21<sup>st</sup> June 2021. Chairman to sign.**

Cllr Clifford asked that the minutes for the meeting on 6<sup>th</sup> May 2021 be amended to record the fact that this meeting was jointly chaired by Cllrs Cox and Richardson (due to internet issues with the latter).

Proposed by Cllr Cox, seconded by Cllr Gallop, with a vote in favour, it was

**RESOLVED** to adopt the minutes of the meeting on 6<sup>th</sup> May 2021, subject to the above amendment as an accurate record of the meeting.

Proposed by Cllr Clifford, seconded by Cllr Gash, with a vote in favour, it was

**RESOLVED** to adopt the minutes of the meeting on 21<sup>st</sup> June 2021 as an accurate record of the meeting.

There were no matters arising from the minutes.

### **FUL/51/21/22 Public forum**

No members of the public wished to speak.

### **FUL/52/21/22 To co-opt a new councillor to fill the vacancy**

John Seto and Mel Paul stood for co-option. Members asked a few questions of both candidates. Following a vote of five for John Seto and five for Mel Paul, the chairman cast her second vote and it was

**RESOLVED** to co-opt Mel Paul to the council.

Members thanks John Seto for applying for the vacancy. Cllr Clark thanked John Seto particularly for the work John has done to help people in the village.

### **FUL/53/21/22 Chairman's remarks**

Cllr Clifford raised a lack of clarity over decision making in meetings. He asked the chairman to identify each motion clearly, what the proposal is and who makes it, and the result of the motion, thus allowing clearly recorded decisions in the minutes.

The clerk notified members that draft minutes are usually uploaded to the parish council website within two or three days of the meeting.

**FUL/54/21/22 District councillor's report**

In Cllr Macro's absence, Cllr Clifford delivered the report, which had been sent to members before the meeting.

**FUL/55/21/22 Clerk's update**

The clerk delivered his update, which had been sent to members before the meeting.

**FUL/56/21/22 To respond to planning and licence application and appeals received since the last meeting**

21/01510/HOUSE	Side extension	124 Meadow Way RG7 5DG Mr & Mrs Lenton-Steele
No objection		
21/01355/HOUSE	Singe storey rear extension and internal alterations	47 Woodfield Way RG7 5AB Mr & Mrs Teale
No objection		
—	Application to vary premises licence under the Licensing Act 2003	The Crown Inn 2 Church Street RG7 5BT Jodi & Mark Gallimore
No objection		

**FUL/58/21/22 To note West Berkshire Council planning decisions for Theale parish since the last meeting**

21/00919/HOUSE	Partial garage conversion, existing window blocked up and new back door added & addition of rooflight	25 Church Street RG7 5BX Mr & Mrs Tizzard	Granted
21/01013/FUL	Proposed erection of 3m high security fence with associated pedestrian and vehicular gates. Section 73 application to vary Condition 4 (Landscaping, including hard surfaces) of planning permission 20/00982/FUL.	Station Plaza Brunel Road RG7 4AQ Police & Crime Commissioner – Thames Valley Police	Granted
21/00851/COND1	Application for approval of details reserved by condition 5 (Tree protection scheme) of planning permission 20/00982/FUL - Proposed erection of 3m high security fence with associated pedestrian and vehicular gates	Integralis House Brunel Road Police & Crime Commissioner – Thames Valley Police	Granted
21/00977/FUL	Proposed works including new substation, bike shelter, bin store and plant enclosure along with alterations to external elevations of building	Integralis House Brunel Road Police & Crime Commissioner – Thames Valley Police	Granted
21/00798/ADV	Signage to building	Land at junction of Wigmores Lane RBFRS	Granted

APP/W0340/W/20 /3265882	Appeal against refusal to grant planning permission (20/01367/FUL)	10–12 Church Street RG7 5BT Mr & Mrs Earl	Appeal allowed & planning permission granted
----------------------------	--	---	--

Cllr Cox notified the council that Theale Club's application to vary their licence (21/00215/LQC) has been granted.

**FUL/59/21/22 To authorise payments as listed on payment schedule 568 dated 5<sup>th</sup> July 2021**

Proposed by Cllr Clifford, seconded by Cllr Rolfe, with a vote in favour, it was

**RESOLVED** to authorise payments as listed on payment schedule 568 dated 5<sup>th</sup> July 2021 to a total of £7,850.58.

**FUL/60/21/22 To allocate £300 by virement from 'general reserve' to 'insurance' (financial regulation 4.2)**

Proposed by Cllr Cox, seconded by Cllr Hopcroft, with a vote in favour, it was

**RESOLVED** to allocate £300 by virement from 'general' reserve to 'insurance' to facilitate the finance committee's awarding of the insurance contract at its meeting on Thursday 8<sup>th</sup> July 2021.

**FUL/60/21/22 To resolve formal ownership and future maintenance arrangements of the grass area at the end of Roundhead Road**

After discussion, Cllr Clifford proposed to pursue possession of the land by adverse rights. Seconded by Cllr Gallop with a vote in favour, it was

**RESOLVED** to pursue possession of the land by adverse rights.

To enable this to happen, Cllr Clifford proposed that the council take legal advice from Hampshire Legal Services up to a cost of £3,000. Seconded by Cllr Richardson with a vote in favour, it was

**RESOLVED** to take legal advice up to a cost of £3,000.

Cllr Cox brought the council's attention to financial regulation 14.4.

**FUL/61/21/22 To receive a letter from the trustees of The John Cumber Charity**

Members received the letter, stating that the trustees would like to retain trusteeship of the charity.

**FUL/62/21/22 To approve a 62% discount in management fees [to The John Cumber Charity] for the period July 2020 to June 2021**

Proposed by Cllr Clifford, seconded by Cllr Fenwick, with a vote in favour, it was

**RESOLVED** to approve a 62% discount in management fees to The John Cumber Charity for the period July 2020 to June 2021.

Cllr Clifford further proposed that the approved discount be granted for a further quarter of the financial year—until 30<sup>th</sup> September—by which time it was hoped the hall will have more regular hires booked. Seconded by Cllr Hopcroft with a vote in favour, it was

**RESOLVED** to grant the 62% discount in management fees to The John Cumber Charity for a further quarter of the finance year, until 30<sup>th</sup> September 2021.

Cllr Cox voted against, Cllrs Richardson and Rolfe abstained.

**FUL/63/21/22 To adopt a new community engagement policy**

Cllrs Clifford, Fenwick and Hopcroft suggested the draft policy be adapted to be more inclusive and open to additions (eg 'all religious groups' rather than 'Holy Trinity and Saint Luke's churches').

Proposed by Cllr Clifford, seconded by Cllr Fenwick, with a vote in favour, it was

**RESOLVED** to adopt the new community engagement policy including amendments suggested above.

**FUL/64/21/22 To receive details of the proposal from Councillors Gallop and Gash and approve**

Members had received details of the proposal for 'councillor presence' on the High Street before the meeting. Seconded by Cllr Hopcroft, with a vote in favour, it was

**RESOLVED** to approve the proposal from Cllrs Gallop & Gash.

**FUL/65/21/22 To review the financial regulations and standing orders**

Following a query from Cllr Cox over financial regulation 11.1, the clerk offered to contact HALC for information about tenders submitted electronically, as opposed to 'in the ordinary course of post'.

Proposed by Cllr Clifford, seconded by Cllr Fenwick, with a vote in favour, it was

**RESOLVED** to approve the financial regulations as fit for purpose.

Cllr Cox opposed the motion.

The clerk had previously sent members the most recent model standing orders from NALC. Cllr Clifford suggested that standing order 3.i terminate after '. . . when requesting to speak'. Proposed by Cllr Gallop, seconded by Cllr Gash, with a vote in favour, it was

**RESOLVED** to approve the model standing orders and Cllr Clifford's suggested amendment.

**FUL/66/21/22 To resolve that the public leave the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960, section 1(2)**

Duly resolved. John Seto and Mel Paul left the meeting.

**FUL/67/21/22 To receive an update following the staffing committee meeting held on Wednesday 23<sup>rd</sup> June**

Cllr Cox delivered the update, mentioning that the clerk's appraisal was to take place on Tuesday 6<sup>th</sup> July, and that the committee had assessed the COVID-related safety measures in the office to be adequate.

**FUL/68/21/22 To approve recommended staff pay rises**

Cllr Fenwick proposed that the recommended pay rises for the relevant employees be in line with the Living Wage, not the Minimum Wage. Seconded by Cllr Gash with a vote in favour, it was

**RESOLVED** to approve the pay rises for the relevant employees in line with the Living Wage, with effect from April 2021.

**FUL/69/21/22 To delegate pay rises in line with the national minimum wage (where relevant) to the clerk**

Given the last resolution and the term of reference stating that the staffing committee 'will be responsible for . . . recommending salary reviews . . . to full council', this motion was

**NOT CARRIED.**

*The meeting ended at 9:39pm.*

Signed \_\_\_\_\_ Dated \_\_\_\_\_