

MINUTES OF THEALE PARISH COUNCIL

Minutes of the annual meeting of Theale Parish Council held in the Peter Gooch Room, Pavilion on Monday 9th May 2022.

Members present: Cllrs M Church, A Clark, P Clifford (newly elected chairman), S Coker, L Cox, Z Fenwick, K Gash, R Gallop, I Hopcroft & J Richardson (chairman until first item)

Others present: Alan Macro (district councillor), one member of the public

Clerk: P Manley

Administration officer: J Crisp

Meeting started 7:30pm

FUL/1/22/23 Election of chairman & vice-chairman

RESOLVED to elect Cllr Paul Clifford as chairman.

Proposer: Cllr Fenwick. Seconder: Cllr Gash. Vote in favour.

Cllr Clifford declared acceptance of office.

RESOLVED to elect Cllr Fenwick as vice chairman

Proposer: Cllr Gash. Seconder: Cllr Gallop. Vote in favour.

Cllr Fenwick declared acceptance of office.

FUL/2/22/23 To receive apologies for absence and declarations of interest

Apology for absence was received from Cllr Paul.

No declarations of interest.

FUL/3/22/23 To adopt the minutes of the meeting on 7th March 2022

RESOLVED to adopt the minutes of the meeting on 7th March 2022 as an accurate record of the meeting.

Proposer: Cllr Hopcroft. Seconder: Cllr Coker. Vote in favour.

Matters arising: Cllr Cox said the council will hold onto the donation for Trinity Bunnies for 6 months, but if Trinity Bunnies did not start up within that time the council would consider donating the money to another playgroup. Cllr Fenwick to present a proposal for the next meeting to purchase more dog bins for the village

7:41pm Cllr Clark left the meeting.

FUL/4/22/23 Public forum

No comments from the member of the public.

FUL/5/22/23 Chairman's remarks

None.

FUL/6/22/23 District councillor's report

Received. Items included: Pincents Hill planning application, housing site north of The Green, pedestrian crossing petition and planning applications on draft local plan sites.

FUL/7/22/23 Committees & working groups update

Cllrs Clifford and Cox submitted updates on the work of the open spaces committee and Christmas event working party since the last council meeting.

FUL/8/22/23 To respond to planning and licence applications and appeals received since the last meeting

22/00691/RESMAJ	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.	Lakeside The Green Ridgepoint Homes
No objections [comments submitted prior to meeting]		
22/00693/RESMAJ	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.	Lakeside The Green Ridgepoint Homes
No objections [comments submitted prior to meeting]		
22/00811/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.	15 Cavalier Close RG7 5DJ Mr & Mrs Brown
No objections [comments submitted prior to meeting]		
22/00815/FULEXT	Section 73: Variation of Condition 2 (Approved Plans) of previously approved application 18/03209/FULEXT: Demolition of existing building and construction of 15 no.dwellings, 2no. retail units (use Class A1/A2/A3), associated access, parking and landscaping.	Former 19 & 19a High Street TA Fisher & Sons Ltd
No objections [comments submitted prior to meeting]		
21/02838/FULD	Demolition of former commercial unit and erection of a commercial unit (use class E), 6 dwellings including parking, bins and landscaping <ul style="list-style-type: none"> • Amended design submitted 	Theale Motor Ltd Church St Red Line Land Theale Ltd
Objection, on the same grounds as previously, ie <ul style="list-style-type: none"> a loss of light to neighbouring properties b inadequate parking provision c lack of clarity about bin storage and how bins will be collected d not in keeping with the street scene e inadequate amenity space for residents f overlooking of gardens on Station Road g inappropriate development in proximity to a Conservation Area and listed buildings. 		

22/00146/RESMAJ	<p>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 associated access, parking, amenity space and landscaping. All matters reserved.</p> <p>Amended site plan to show the following changes:</p> <ul style="list-style-type: none"> • changes to the parking layout • a link from the access road to the lake perimeter walk. 	Lakeside The Green Ridgepoint Homes
<p>Objection, on the following grounds:</p> <ol style="list-style-type: none"> 1. Concerns over the use of St Ives Close for access, both during construction and upon completion. The road can only just cope with current residents' use and refuse lorries struggle to exit onto the main road safely. 2. Loss of trees, including ones recently planted or planted with personal significance. 3. Design of proposed development out of keeping with surrounding buildings, especially the site is on the border of an Area of Outstanding Natural Beauty and Conservation Area. 4. Development is too large and congested for the size of the area. The proposed 'doubling' of car parking spaces is evidence of this. 5. St Ives Close residents' distress over the character of their road. Residents who participated in the parish council's public forum bewailed the loss of their peaceful neighbourhood and quiet road. 6. No mention of improvements to village infrastructure to cope with increased demand expected from development. 		
22/01063/FULD	<p>The proposal consists of a first floor extension on no46, and the total refurbishment of both 44 and 46. The extension will accommodate a new room, altering the typology of 46 from one bedroom house to a two bedroom house. On 44 the existing ground floor extension shape will be normalized too.</p>	44 & 46 High St RG7 5AN W Cumber & Son (Theale) Ltd
<p>Objection to the removal of the chimney. The existing chimney contribute to the character of the building and the street scene. The parish council worries that, by removing the chimney, this may set a precedent for further alterations to other buildings on the High Street which, taken as a whole, will harm the High Street's character.</p>		

RESOLVED to submit responses as listed above.

Proposer: Cllr Cox. Seconder: Cllr Richardson. Vote in favour.

FUL/9/22/23 To note West Berkshire Council planning decisions for Theale parish since the last meeting.

22/00221/CLASSM	<p>Application to determine if prior approval is required for a proposed: Conversion of office into 1 no. studio flat. Including demolition of existing internal walls and erection of new internal walls.</p>	27a High Street RG7 5AH Mr George Lovering	Required & granted
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22/00395/FUL	Construction of a Muga outdoor ball court. Construction of a new car park. Construction of external air source heat pump compound	Former primary school RG7 5BZ West Berkshire Council	Granted
22/00762/TELE28	Notification under the Electronic Communications Code (Conditions and Restrictions) Regulations 2003 (As Amended) to utilise Permitted Development Rights: The removal and replacement of 3 Antennas with 3 new antennas and associated ancillary development works thereto.	Telecommunication mast High Street Comerstone	Not required
22/00304/FUL	The proposals on the 10th hole require netting adjacent to the tee in order to prevent golf balls straying into a nearby third party property. In addition a planting plan has been proposed which in time will reduce the visual impact of the net and in time may even render the netting unnecessary. No change of use	Theale Golf Centre North Street RG7 5EX Theale Golf Club	Granted

FUL/10/22/23 To approve Cllr Macro's draft Members' Bid application

RESOLVED to approve Cllr Macro's draft Members' Bid application for a grant towards 50% of the cost of the path between the churchyard and tarmac path, as part of the play area build.

Proposer: Cllr Gash. Seconder: Cllr Fenwick. Vote of 6 in favour with 3 abstentions. Cllr Coker asked that it be minuted he was not against the proposal but had not been able to review the application in advance of the meeting as he was missed off the distribution list for this document.

FUL/11/22/23 To authorise payments as listed on payment schedule 577 dated 4th April 2022

RESOLVED to authorise payments as listed on payment schedule 577 dated 4th April to a total of £7,656.33.

Proposer: Cllr Cox. Seconder: Cllr Gash. Vote in favour.

FUL/12/22/23 To authorise payments as listed on payment schedule 578 dated 9th May 2022

RESOLVED to authorise payments as listed on payment schedule 578 dated 9th May 2022 with one amendment (as signed by Cllr Clifford).

Proposer: Cllr Gallop. Seconder: Cllr Gash. Vote in favour.

[Post-meeting note: As further mistakes were discovered by the parish office after the above resolutions were made, the parish office issued an amended payment schedule 578, which was duly signed by the chairman.]

FUL/13/22/23 To review the standing orders

It was suggested that

- a section 4 be amended to clarify that the council only can change the membership of committees
- b section 18.d.iii have the phrase '...in a local newspaper and in...' removed.

RESOLVED to accept the standing orders subject to the above amendments.

Proposer: Cllr Cox. Seconder: Cllr Richardson. Vote in favour.

FUL/14/22/23 To review the financial regulations

RESOLVED to accept the financial regulations without amendments.

Proposer: Cllr Gallop. Seconder: Cllr Fenwick. Vote in favour.

FUL/15/22/23 To review the code of conduct

RESOLVED to accept the code of conduct without amendments.

Proposer: Cllr Richardson. Seconder: Cllr Fenwick. Vote in favour.

FUL/16/22/23 To review the staffing committee terms of reference

RESOLVED to accept the staffing committee terms of reference without amendments.

Proposer: Cllr Gash. Seconder: Cllr Hopcroft. Vote in favour.

FUL/17/22/23 To review the finance committee terms of reference

It was suggested that, in 1.2, the phrase ‘...every two months or...’ be removed.

RESOLVED to accept the finance committee terms of reference subject to the above amendment.

Proposer: Cllr Fenwick. Seconder: Cllr Gallop. Vote in favour.

FUL/18/22/23 To review the open spaces committee terms of reference

RESOLVED to accept the open spaces committee terms of reference without amendments.

Proposer: Cllr Gallop. Seconder: Cllr Gash. Vote in favour.

The suggestion of a separate committee or a sub-committee focussed on interacting with the open spaces’ sports teams was mooted. Cllr Clifford suggested this be included on the agenda of the next open spaces committee meeting.

FUL/19/22/23 To review the planning committee terms of reference

RESOLVED to accept the planning committee terms of reference without amendments.

Proposer: Cllr Fenwick. Seconder: Cllr Gallop. Vote in favour.

FUL/20/22/23 To agree committee memberships

- a Staffing committee: Cllrs Clifford, Coker, Fenwick & Gash.
- b Finance committee: Cllrs Clifford, Fenwick, Gallop & Hopcroft.
- c Planning committee: none.
- d Open spaced committee: all councillors.

RESOLVED to elect members to the council’s committees as outlined above.

Proposer: Cllr Richardson. Seconder: Cllr Fenwick. Vote in favour.

It was suggested the council re-elect members to the planning committee if either of the absent councillors expressed an interest in joining.

FUL/21/22/23 To elect members as representatives to outside bodies

- a AWE Local Liaison Committee: Cllr Coker.
- b Theale Rail Sidings Liaison Committee: Cllr Cox.
- c Dr Ellerton’s Charity: Cllr Hopcroft.
- d Theale Village Hall Committee: Cllrs Clark & Gallop.
- e Neighbourhood Action Group: Cllrs Clark & Richardson.

RESOLVED to elect members as representative to outside bodies as outlined above.

Proposer: Cllr Hopcroft. Seconder: Cllr Coker. Vote in favour.

FUL/22/22/23 To resolve that the public leave the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960, section 1(2)

Duly resolved.

FUL/23/22/23 To approve the staffing committee's recommendations for staff pay rises

RESOLVED to award pay rises for the cleaners in line with the National Living Wage (FUL/69/21/22) and that the clerk have the authority to award similar increases in line with the National Living Wage in future years.

Proposer: Cllr Cox. Seconder: Cllr Gash. Vote in favour.

RESOLVED to award pay rises for the administration officer and clerk in line with those announced by the NJC for spinal column points 13 and 24 respectively, applicable from April 2021, as recommended by the staffing committee.

Proposer: Cllr Cox. Seconder: Cllr Fenwick. Vote in favour.

RESOLVED to award an increase in two spinal column points for the clerk on account of his Certificate in Local Council Administration and Foundation Accounting certifications, as recommended by the staffing committee.

Proposer: Cllr Gallop. Seconder: Cllr Gash. Vote in favour.

FUL/24/22/23 To receive an update on staff appraisals.

The clerk notified that council that he would conduct staff appraisals at around the same time as he has his own, that is, on or around July.

The meeting ended at 9:10pm.

Signed _____ Dated _____