
MINUTES OF THEALE PARISH COUNCIL

Minutes of an ordinary meeting of Theale Parish Council held in the Pavilion on Monday 6th June 2022.

Members present: Cllrs M Church, A Clark, P Clifford, S Coker, L Cox, R Gallop, I Hopcroft & M Paul.

Clerk: P Manley

Administration officer: J Crisp

Others present: Louise James (Head of Grants, Greenham Trust), Cllr Alan Macro (district councillor), 1 member of public

Meeting started 7:30pm

FUL/27/22/23 To receive apologies for absence and declarations of interest

Apologies for absence received from Cllrs Fenwick, Gash & Richardson.

No declarations of interest.

Chairman brought forward item 3 on the agenda.

FUL/28/22/23 To receive a presentation from Louise James, Head of Grants at Greenham Trust, with an opportunity to ask questions

Louise stated she was visiting parish councils in the area as part of Greenham Trust's 25th anniversary. Her presentation included: a history of Greenham Common; its purchase by Greenham Trust (for £7 million); Greenham Business Park and The Base; sources of Greenham Trust's money; organisational structure; and types of grants available (£3–4 million pa).

Louise said she would send the council a link to a one-page summary of available grants for publication on the website and social media.

FUL/29/22/23 To adopt the minutes of the meeting on 9th May 2022

The clerk explained two changes he had already made to the draft minutes to correct inaccuracies.

RESOLVED to adopt the minutes of the meeting on 9th May 2022 as an accurate record.
Proposer: Cllr Gallop. Seconder: Cllr Hopcroft. Vote in favour, 2 abstentions.

FUL/30/22/23 To adopt the minutes of the extraordinary meeting on 16th May 2022

RESOLVED to adopt the minutes of the meeting on 16th May 2022 as an accurate record.
Proposer: Cllr Hopcroft. Seconder: Cllr. Gallop. Vote in favour, 3 abstentions.

FUL/31/22/23 To receive matters arising from the minutes

None.

FUL/32/22/23 Public forum

Member of public: Congratulations for the Jubilee Fête. Also expressed interest in item 14 on the agenda, re public toilets.

Chairman brought forward item 14 on the agenda to follow item 6.

FUL/33/22/23 Chairman's remarks

Cllr Paul: Overgrown grass and hedges/trees encroaching on paths.

Clerk to report to West Berkshire Council.

Cllr Clifford: Thank you to all for the successful Jubilee Fête.

FUL/34/22/23 District councillor's report

Cllr Alan Macro's report included:

- a West Berkshire Council's residents' survey – particular issue for Theale was that 76% of residents who responded were concerned about litter or rubbish lying around, second highest in the district – results to follow
- b parish engagement – 70% of respondents said that there were things West Berkshire Council could do to improve things when communicating with town and parish councils – results and action plan to follow
- c grass cutting in Theale – Cllr Macro had complained to West Berkshire Council about a lack of or inadequate grass cutting in Theale
- d junction 12 traffic lights – Cllr Macro had complained about lack of progress, apparently due to a fault requiring a redesign which has now been approved.

FUL/35/22/23 To respond to matter raised at the annual parish meeting held on Monday 23rd May 2022 including

- a lack of public toilets on the recreation ground**
- b concern over insufficient village infrastructure given the expected population expansion**

Public toilets

Cllr Clifford explained that the parish council had surveyed Theale residents in 2021 to ascertain their thoughts on the recreation ground and what facilities they wanted: public toilets did not feature as notably desirable. Cllr Gallop said that public toilets was a popular request on the councillor High Street walkabouts, and that Theale Tigers FC might benefit from available toilets. It was recognised that the latter was a separate issue which could be discussed between Theale Tigers and the parish council.

After a discussion of the merits and drawbacks of providing public toilets it was

RESOLVED to conduct a feasibility study on whether the parish council could provide public toilets on the recreation ground, and then ask the parishioners whether they would be prepared to fund the building and running of toilets by a specified increase in their precept.

Clerk to conduct a feasibility study, having first found out whether the land's lessor – Englefield Estate – would allow the building of public toilet in principle. Feasibility study to include estimated cost to the parish council estimated increase to parishioners' precepts.

Proposer: Cllr Cox. Seconder: Cllr Gallop. Vote in favour, 2 against.

Village infrastructure

Concerns were raised over the inadequacy of the village's infrastructure (eg doctors' surgery, schools, sewerage) after completion of: the Lakeside housing development, The Green housing development, and allocated developments on the site of the old sewage works and Whitehart Meadow.

RESOLVED to petition the appropriate authorities involved in any decisions to improve the village's infrastructure, including the local MP and neighbouring parish councils, stating the parish council's concerns over the infrastructure's inadequacy in light of the expected significant population increase. Further resolved to ask local schools and doctors' surgery what plans they have for the expected increase in demand, prior to sending the above petition.

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

FUL/36/22/23 Clerk's update

Previously circulated.

Clerk to obtain more details on Theale Green School's social action project and volunteer requirements.

FUL/37/22/23 Committees & working groups update

None.

FUL/38/22/23 To respond to planning and licence applications and appeals received since the last meeting

22/01263/FUL	Refurb existing 3 storey office block with small extension to entrance foyer	1100 Arlington Business Park RG7 4SD Arlington Property Investment Company Limited
No objections		
22/01261/ADV	School signage for Theale C of E Primary School, Englefield Road, Theale signage.	Theale CofE Primary School Englefield Road RG7 5AS West Berkshire Council
No objections. The council queried the discrepancy between the location on the map (as expected) and that listed as the site address on the application form.		
22/01341/HOUSE	First floor rear extension	68 Volunteer Road RG7 5DN S & A Weston
No objections		

RESOLVED to respond to the planning applications as listed above.

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

FUL/39/22/23 To note West Berkshire Council planning decisions for Theale parish since the last meeting.

22/00181/FUL	Change of use from Class E(g) (iii), B2 and B8 to Class E(g) (iii), B2 and B8 with ancillary trade counter use	Access Twelve Station Road RG7 4PN Mr N Beales	Granted
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	Refused

FUL/40/22/23 To authorise payments as listed on payments schedule 579 dated 6th June 2022

Cllr Hopcroft declared an interest as he was one of the payees.

RESOLVED to authorise payments as listed on payments schedule 579 dated 6th June 2022 to a total of £9,440.86.

Proposer: Cllr Paul. Seconder: Cllr Coker. Vote in favour, 1 abstention (Cllr Hopcroft).

[Post-meeting note: It was discovered that a listed payment of £58.00 to Raffle Tickets Online was accidentally listed as a BACS payment for approval. This was subsequently removed from the schedule.]

FUL/41/22/23 To receive the accounts for the financial year ending 2022

Received.

FUL/42/22/23 To receive the internal auditor's report for the financial year ending 2022

Received.

FUL/43/22/23 To approve the risk register and fixed asset register at 31st March 2022

RESOLVED to approve the risk register and fixed asset register at 31st March 2022.

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

FUL/44/22/23 To approve Section 1 of the Annual Governance and Accountability Return

RESOLVED to approve Section 1 of the Annual Governance and Accountability Return.

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

FUL/45/22/23 To approve Section 2 of the Annual Governance and Accountability Return

RESOLVED to approve the risk register and fixed asset register at 31st March 2022.

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

FUL/46/22/23 To review standing orders

The clerk presented the suggested amendment to section 18 based on the most recent model issued by NALC.

RESOLVED to accept the suggested amendment.

Proposer: Cllr Hopcroft. Seconder: Cllr Church. Vote in favour, 1 abstention.

FUL/47/22/23 To review the media policy

RESOLVED to accept the media policy as fit for purpose.

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

FUL/48/22/23 To review the health & safety policy

RESOLVED to accept the health & safety policy as fit for purpose.

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

FUL/49/22/23 To review the lone working policy

RESOLVED to accept the lone working policy as fit for purpose.

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

FUL/50/22/23 To award the contract for the new CCTV system to Safeguard Security Systems Ltd based on their revised quotation and attached proposal

The clerk had circulated a recommendation that the council approve an increased spend on the new CCTV system, exceeding the 5% limit previously agreed (OPE/29/21/22 APR).

RESOLVED to award the contract for the new CCTV system to Safeguard Security Systems Ltd based on their revised quotation and attached proposal at a total cost of £15,493 plus VAT.

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

FUL/51/22/23 To discuss options for a council strategy day

Cllr Clifford asked the councillors whether they welcomed the idea of a strategy day. The consensus was that it would, as long as it avoided weekends and started after 7pm.

Clerk to schedule one or two sessions with HALC for after the summer holidays.

The meeting ended at 9:34pm.

Signed _____ Dated _____