

**An ORDINARY meeting of THEALE PARISH COUNCIL was held on Monday
5th September 2022 at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:**

Chairman: Cllr Clifford

Parish Councillors: Cllr Fenwick, Cllr Gallop, Cllr Hopcroft, Cllr Clark, Cllr Coker, Cllr Cox, Cllr Gash, Cllr Paul, Cllr Richardson

In Attendance: 2 members of the public

Locum Clerk: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FUL/79/22/23	APOLOGIES / DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr Church – personal. Cllr Clark – late/personal. Cllr Coker declared an interest in Planning, The Crown application, as a customer.	
FUL/80/22/23	APPROVAL OF MINUTES	
	IT WAS RESOLVED that the minutes of the Full Council meeting held on 08.08.22 be approved as a true and accurate record of the meeting and be signed by the Charman.	Proposed:RG. Seconded: ZF. For 4 (5) Abstentions 4 Clerk
FUL/81/22/23	PUBLIC FORUM	
	No members of the public wished to speak.	
FUL/82/22/23	CHAIRMAN'S REMARKS	
	The Chairman welcomed the Locum Clerk/RFO.	
FUL/83/22/23	DISTRICT COUNCILLOR'S REPORT	
	District Councillor Alan Macro reported: <ul style="list-style-type: none"> • He would like to attend the meeting concerning the car park and asked that West Berkshire Educational Service are also invited. <p>Q – Can you please give an update on the closure of Dead Man's Lane, and an update on the signage that was due to be in situ by 01.07.22. A – WBC are currently considering traffic control measures, including the signage.</p>	
FUL/84/22/23	CLERK'S UPDATE	
	A report had been circulated to all.	

	The Clerk confirmed that the Administration Officer was working hard to increase hire of the Peter Gooch Room and the John Cumber Hall and will support her wherever necessary. Bookings are now picking up following the pandemic.	
FUL/85/22/23	COMMITTEES AND WORKING GROUPS UPDATES	
i.	Finance Committee	
	The Chairman reported: <ul style="list-style-type: none"> The 2022/23 budget has been reviewed. Changes agreed were to decrease the administration salary budget by £5k, increase the consultancy budget by £12k, increase the defibrillator budget by £200. Committee approved the bank reconciliations, bank statements, and trial balance as at 30.08.22 	
ii.	Open Spaces Committee	
	The Chairman reported: <ul style="list-style-type: none"> Play area/MUSA project – WBC have delayed the planning decision until 23.09.22 and require a heritage statement. An order has been placed for phase 1 to proceed which will entail the play equipment within the fencing to proceed as planning permission is not required for this element. Due to the time it is taking to get a planning decision from WBC, and the economic climate, phase 2 will incur higher costs of circa £13k. 	
iii.	Staffing Committee	
	Cllr Gash reported: <ul style="list-style-type: none"> Staff appraisals have been completed. The Administration Officers job description is being reviewed by the Clerk, and a re-evaluation using the Green Book will be carried out. A 2-point increase has been applied and will be reviewed again following the job description and post review. <p><i>Cllr Clark joined the meeting.</i></p> <ul style="list-style-type: none"> The appointment of the Locum Clerk has been ratified. The Clerk has produced a Clerk recruitment pack and the vacancy has been advertised. All councillors were asked to share the Facebook post. The deadline for applications is 23.09.22 and it is hoped that appointment will be mid to late October. 	All
iv.	Christmas Event Working Group	
	Cllr Cox reported: <ul style="list-style-type: none"> 'Theale Steps into Christmas!' is the name for this year's event. The first event planning meeting was held last week and plans are well underway. All the official paperwork that needs submitting to WBC is in hand. The Administration Officer has advised Reading Buses so they can re-route on the day, and negotiated free use of the High Street car park. Santa has the date in his diary. The Christmas market will be extended further up the High Street and a children's carousel and children's stalls will be present as well as the usual variety of stalls. First letters will be distributed to the High Street businesses and residents during the first week of September with follow up letters in October and November. A call out for volunteers will start shortly. The volunteers briefing for the event will be on the 23.11.22 in the Peter Gooch Room. 	
v.	Environmental Working Group	
	Cllr Fenwick reported:	

	<ul style="list-style-type: none"> • A meeting has taken place with herself and Cllr Hopcroft to discuss ideas for short, mid, and long-term projects. • Events are being held for Green Week at the end of September. • A bug hotel building event is being held on 24.09.22. • A litter pick and quiz is being held on 02.10.22. • A residents meeting is being held on 29.09.22 and will be advertised shortly. • A business engagement forum is being arranged for the end of September. To be added to the next agenda to form a working group. <p>Cllr Hopcroft reported:</p> <ul style="list-style-type: none"> • It has been difficult to keep things alive during the drought. • Volunteers need to be utilised further. 	ZF
FUL/86/22/23	PLANNING	
i.	New planning applications	
	<p>22/01871/FULEXT. Lakeside, The Green. Ridgepoint Homes. Proposed residential development comprising 54 units.</p> <p>IT WAS RESOLVED to respond to WBC with the following objections:</p> <ul style="list-style-type: none"> • This application appears to be on the site previously allocated for the 70 extra care units which is a significant material change in replacing these for 50 affordable flats and 4 market houses. • Parking does not meet WBC standards - 3/4-bedroom houses should have 2.5 spaces allocated. During the recent Eastern Planning Meeting it was mentioned that the requirement had increased to 3 spaces, however this is not reflected in the documentation. 2-bedroom houses should have 2 spaces. The 4 houses should have 9 spaces allocated (10 if the requirement of the Planning meeting is followed), however only 8 spaces have been provided. The parking for the flats does not meet WBC standards. For 2- bedroom flats, there is a requirement for 1.5 spaces per flat – thus 75 spaces – plus an additional space for every 5 flats. This brings a requirement for 85 spaces. The plan shows a total of only 80 spaces. • The parking for the 4 houses is not allocated so this presents opportunities for dispute over parking, especially as they are end-to end bays. There are also no visitor spaces, so this also presents opportunity for dispute. This could also lead to on street parking. • In today’s energy conscious climate, there should be provision for EV charging points. <p>22/01933/RESMAJ. Lakeside, The Green. Ridgepoint Homes. Section 73-vary condition 2 (approved plans) of approved application 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>IT WAS RESOLVED to respond to WBC with the following objections:</p> <ul style="list-style-type: none"> • Parking has been arranged so that bays are end to end, which for high-market properties is not adequate. • Visitor parking bays have been removed to increase parking allocations for properties 1,2,6,7, and 9. This has the potential to lead to on-street parking. • There is no clear boundary between property 3’s parking area and Property 4. <p>22/01865/ADV. 22/01869/LBC2. The Crown Inn, Church Street. Stonegate Group. Full new signage and lighting scheme.</p>	<p>Proposed: RG. Seconded: AC. All in favour Clerk</p> <p>Proposed: LC. Seconded: AC. All in favour Clerk</p> <p>Proposed:</p>

	<p>IT WAS RESOLVED to respond to WBC with no observations.</p> <p>22/01806/COMIND. 1210 Arlington Business Park. Luxx Arlington Sarl. Extension of building 1210 Arlington Business Park, alongside alterations to the adjacent soft landscaping, realignment of vehicular access, re-provided visitor and accessible car parking, improved bicycle parking, replacement plant equipment and installation of solar photovoltaic panels at the roof level.</p> <p>IT WAS RESOLVED to respond to WBC with one observation – tree pruning and removal should be kept to an absolute minimum.</p>	<p>LC. Seconded: AC. All in favour. Clerk</p> <p>Proposed: LC. Seconded: AC. All in favour Clerk</p>														
ii.	Planning Decisions															
	<p>IT WAS RESOLVED to note the following planning decision notices:</p> <p>22/01453/HOUSE. 15 Cavalier Close. Mr & Mrs Brown. 1st-floor infill above the existing converted garage, stepping forward at first floor to create an open porch area. Removal of conservatory and replacement with brick built single-storey that is smaller than the original conservatory. Granted.</p> <p>22/01354/COND8. Lakeside. Ridgepoint Homes. Approval of details reserved by condition no. 10 (Travel Plan) of Appeal Decision. APP/W0340/W/16/3159722 (15/02842/OUTMAJ). 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 matter reserved. Approved.</p> <p>22/01525/HOUSE. 21 Spring Gardens. Mr & Mrs Ferguson. Demolition of existing conservatory. Single storey rear and side extension. Replace single rear dormer window with rear twin dormer windows. Granted.</p> <p>22/01063/FULD. 44 and 46 High Street. W Cumber & Son (Theale) Ltd. First floor extension of both no 44 and 46. Extension to accommodate a new room, alter the typology of no. 46f from a one bedroomed house to a 2 bedroomed house. On no.44 the existing ground floor extension shape will be normalised too. Withdrawn.</p> <p>22/01609/PACOU. Pilates Studio, Part First Floor, 27a High Street. Mr G Lovering. Application to determine if prior approval is required for a proposed Change of Use from commercial, business and service (use Class E) to dwelling houses (use Class C3): Conversion of pilates studio and office into 1 no. 1 bed flat, including demolition of existing internal walls and erection of new internal walls. Granted.</p> <p>22/01701/COND1. Theale Golf Club. Application for approval of details reserved by condition 3 (soft landscaping) of planning permission for 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. Approval.</p>	<p>Proposed: ZF. Seconded: IH. All in favour</p>														
FUL/87/22/23	PAYMENTS															
	<p>IT WAS RESOLVED that Council approve payments as per payment schedule 582:</p> <p>BACS payments approved:</p> <table border="1" data-bbox="258 1944 1369 2020"> <thead> <tr> <th></th> <th>Payee</th> <th>Details</th> <th>Invoice</th> <th>Net £</th> <th>VAT £</th> <th>Gross £</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Payee	Details	Invoice	Net £	VAT £	Gross £								<p>Proposed: IH. Seconded: KG. All in favour Clerk</p>
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A	Berkshire Pension Fund	August contributions	[581A]	882.25	-	882.25
B	Pro Landscapes	Grounds Maintenance	3095	915.60	183.12	1,098.72
C	P Manley	Expenses	[582C]	14.85		14.85
D	KBS Depot Ltd	Bin	KBS-W500496	384.00	76.80	460.80
E	Lilac & Clover Ltd	Double payment for Xmas	[582E]	25.00		25.00
F	Bowak	Black sacks	486289	26.36	5.27	31.63
G	LGRC	Locum deposit	1379	4,200.00	840.00	5,040.00
H	G N Maintenance	Litter pick, general maintenance	698	1,723.00		1,723.00
				8,171.06	1,105.19	9,276.25

Regular monthly payments – direct debits:

Payee	Details	Invoice	Net £	VAT £	Gross £
Red Squid	Software charges & IT	2207143	104.83	20.97	125.80
Alert Systems	CCTV service charge	206200	75.50	15.10	90.60
H3G	Mobile phone Apr-May	AFQ13329788 12	13.06	2.61	15.67
British Gas	Floodlights standing charge June	966817461	22.42	1.12	25.54
SSE	Streetlights July	[SSE160822]	43.59	2.17	45.76
Lloyds Bank	Credit card July (water hog carrier 54.45, poppies for lamp posts 45.00, monthly fee - 3.00)	[LLB160822]	93.37	9.08	102.45
E.ON Next	Pavilion electricity July	KI-3BF1B4EC-0011	88.96	4.45	93.41
Grundon	Waste collection July	PSI-0678277	114.13	22.83	136.96
Cathedral Leasing Ltd	Supply of hygiene services	VI/1392783	115.68	23.14	138.82
Salaries	Salaries	na	2,809.01	-	2,809.01

	<table border="1"> <tr> <td>Topsource Global</td> <td>Payroll service August</td> <td>PB-27612</td> <td>40.01</td> <td>8.00</td> <td>48.01</td> </tr> <tr> <td>Castle Water</td> <td>Water charges</td> <td>[CAW300822]</td> <td>113.85</td> <td>-</td> <td>113.85</td> </tr> <tr> <td>Unity Trust Bank</td> <td>BACS charges July</td> <td>{UTB270822}</td> <td>8.70</td> <td>-</td> <td>8.70</td> </tr> <tr> <td colspan="3"></td> <td>3,643.11</td> <td>109.47</td> <td>3,754.58</td> </tr> </table>	Topsource Global	Payroll service August	PB-27612	40.01	8.00	48.01	Castle Water	Water charges	[CAW300822]	113.85	-	113.85	Unity Trust Bank	BACS charges July	{UTB270822}	8.70	-	8.70				3,643.11	109.47	3,754.58	
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FUL/88/22/23	POLICY REVIEW																									
	<p>IT WAS RESOLVED that Council reviewed the Disposal and Retention Schedule and no amendments are required. The 'Document List for Retention or Disposal' referenced in the Disposal and Retention Schedule be circulated to all.</p> <p>IT WAS RESOLVED that Council reviewed the Disciplinary Policy and no amendments are required.</p> <p>IT WAS RESOLVED that Council reviewed the Grievance Policy and no amendments are required.</p>	<p>Proposed:ZF. Seconded: AC. All in favour Clerk</p> <p>Proposed:IH. Seconded: MP. All in favour Clerk</p> <p>Proposed:RG. Seconded: IH. All in favour Clerk</p>																								
FUL/89/22/23	GAS SAFETY & LEGIONELLA RISK MANAGEMENT																									
	<p>Three companies had been contacted and asked to quote.</p> <p>IT WAS RESOLVED that Alliance Heating Ltd are contracted to service the Pavilion heating system and issue a gas safety certificate at a cost of £1,110 + VAT.</p> <p>IT WAS RESOLVED that Alliance Heating Ltd are contracted to provide legionella risk management services for 2022/23 at a cost of £525 + VAT.</p>	<p>Proposed:IH. Seconded: ZF. All in favour Clerk</p> <p>Proposed:IH. Seconded: ZF. All in favour Clerk</p>																								
FUL/90/22/23	FOOTBALL PITCHES																									
	<p>IT WAS RESOLVED that the Locum Clerk be given delegated powers to consider whether the football pitches need to be temporary closed due to the dry conditions, in liaison with Cllr Coker.</p>	<p>Proposed:JR Seconded:RG All in favour Clerk</p>																								
FUL/91/22/23	CAR PARK																									
	<p>IT WAS RESOLVED that a meeting regarding use of the car park be arranged between the Locum Clerk, District Cllr Macro, West Berkshire Educational Services, the police/PCSO, and representatives from the primary school, village hall, social club, and WBC Highways.</p>	<p>Proposed:RG Seconded:KG For 5 (6) Against 5 Clerk</p>																								
FUL/92/22/23	RESIDENT SURVEY																									
	<p>Resident input is required in advance of the Strategy Day planned for October in order to ascertain resident's views, opinions, and wishes for future projects and plans. Two sample survey templates had been circulated to all, one basic with comment boxes, and the second having scales.</p> <p>IT WAS RESOLVED to conduct a survey of Theale residents in advance of the Strategy Day planned for October in order to ascertain resident's views, opinions, and wishes for future</p>	<p>Proposed:PC Seconded:RG For 5 Against 1</p>																								

	<p>projects and plans. The survey to be delivered to all residents and an online version to be made available.</p> <p>IT WAS RESOLVED to approve the survey template with scales.</p>	<p>Abstention 4 Clerk</p> <p>Proposed:PC Seconded:RG For 7 Against 3 Clerk</p>
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The meeting closed at 8.35 pm.

Chairman Date:

WBC – West Berkshire Council
PC – Parish Council