

**An ORDINARY meeting of THEALE PARISH COUNCIL was held on Monday
3rd October 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 Coker, Cllr Cox, Cllr Gash, Cllr Paul, Cllr Richardson

In Attendance: 1 member of the public

Locum Clerk: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FUL/93/22/23	APOLOGIES FOR ABSENCE	
	Cllr Hopcroft and Cllr Clark – personal. IT WAS RESOLVED that the apologies be accepted. Non TPC councillors – District Cllr Macro.	Proposed:RG Seconded:MP All in favour
FUL/94/22/23	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None received.	
FUL/95/22/23	APPROVAL OF MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Ordinary Full Council meeting held on 05.09.22 be approved as a true and accurate record of the meeting and be signed by the Chairman.	Proposed:LP Seconded:ZF All in favour Clerk
FUL/96/22/23	OPEN MEETING	
i.	Circus	
	It was reported that the circus had driven their lorries near to the oak tree by the skate park. To be noted for next year to ensure this does not happen again and to add a clause to the Hire Agreement.	Clerk
FUL/97/22/23	DISTRICT COUNCILLOR'S REPORT	
	A written report from District Councillor Alan Macro had been received and circulated to all: <ul style="list-style-type: none"> Council Finances - At the end of its first quarter, WBC was forecasting an over-spend of £8m. This has been reduced to £2.1m by the use of reserves. It is not clear how the remaining £2m will be reduced. The administration has not ruled out cuts to services. Requests to recruit staff has to be approved by a panel chaired by the Chief Executive. The projected over-spend was mainly due to inflation and an increase in the number of adults requiring social care. 	

	<ul style="list-style-type: none"> Food Waste Collection - Food waste containers are being distributed ready for the start of weekly food waste collection scheduled to start at the end of this month. The collected food waste will be taken to the In-Vessel-Composter in Padworth. It, together with collected garden waste, will be turned into a soil conditioner for use by local farmers and landscapers. Meadow Way Closure - The recent closure of the Station Road end of Meadow Way was to enable investigation of the drainage to be carried out. Any necessary drainage work will be carried out at the same time as this section of road is resurfaced. <p>IT WAS RESOLVED to note the report received from District Cllr Macro.</p>	Proposed:ZF Seconded:KG All in favour																														
FUL/98/22/23	PLANNING																															
i.	New planning applications																															
	<p>22/01937/HOUSE. 87 High Street. Installation of air source heat pump on front side of the house at ground level. House is a middle terrace, facing the public highway, and the installation location would end over 1m from the boundary to the house on the left (#85) and 2.5m from the front door. A small porch blocks the proposed site from the neighbours on the right. The pump produces 43 decibels of sound and measures up to 1500mm (width) x 1200mm (height) by 750mm (depth).</p> <p>IT WAS RESOLVED to respond to WBC with no observations.</p>	Proposed:ZF Seconded:MC All in favour Clerk																														
ii.	Planning Decisions																															
	<p>IT WAS RESOLVED to note the following planning decision notices:</p> <table border="1"> <thead> <tr> <th>Application No.</th> <th>Applicant</th> <th>Address</th> <th>Details</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>22/01656/HOUSE</td> <td>Mr D. Ale</td> <td>2 Morton Place</td> <td>Ground floor rear extension</td> <td>Granted</td> </tr> <tr> <td>20/02029/COMIND</td> <td>J Mould (Reading) Ltd</td> <td>Reading Quarry, Berrys Lane, Burghfield</td> <td>Development of an Energy Recovery Centre and adjacent Data Centre and associated infrastructure.</td> <td>Granted</td> </tr> <tr> <td>22/01731/HOUSE</td> <td>L Humphries</td> <td>68 Meadow Way</td> <td>Single storey side extension</td> <td>Approved</td> </tr> <tr> <td>22/01750/COND11</td> <td>Ridgepoint Homes</td> <td>Lakeside, The Green</td> <td>Approval of Details Reserved by Condition 8 (Piling Method Statement) of 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.</td> <td>Approved</td> </tr> <tr> <td>22/01288/FUL</td> <td>Theale Parish Council</td> <td>Recreation ground, Englefield Road</td> <td>Installation of multi-use sports area (MUSA), outdoor gym, cable way (zip wire), monkey bars, calisthenics equipment, seating, CCTV and security lighting.</td> <td>Approved</td> </tr> </tbody> </table>	Application No.	Applicant	Address	Details	Outcome	22/01656/HOUSE	Mr D. Ale	2 Morton Place	Ground floor rear extension	Granted	20/02029/COMIND	J Mould (Reading) Ltd	Reading Quarry, Berrys Lane, Burghfield	Development of an Energy Recovery Centre and adjacent Data Centre and associated infrastructure.	Granted	22/01731/HOUSE	L Humphries	68 Meadow Way	Single storey side extension	Approved	22/01750/COND11	Ridgepoint Homes	Lakeside, The Green	Approval of Details Reserved by Condition 8 (Piling Method Statement) of 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.	Approved	22/01288/FUL	Theale Parish Council	Recreation ground, Englefield Road	Installation of multi-use sports area (MUSA), outdoor gym, cable way (zip wire), monkey bars, calisthenics equipment, seating, CCTV and security lighting.	Approved	Proposed:ZF Seconded:MC All in favour
Application No.	Applicant	Address	Details	Outcome																												
22/01656/HOUSE	Mr D. Ale	2 Morton Place	Ground floor rear extension	Granted																												
20/02029/COMIND	J Mould (Reading) Ltd	Reading Quarry, Berrys Lane, Burghfield	Development of an Energy Recovery Centre and adjacent Data Centre and associated infrastructure.	Granted																												
22/01731/HOUSE	L Humphries	68 Meadow Way	Single storey side extension	Approved																												
22/01750/COND11	Ridgepoint Homes	Lakeside, The Green	Approval of Details Reserved by Condition 8 (Piling Method Statement) of 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.	Approved																												
22/01288/FUL	Theale Parish Council	Recreation ground, Englefield Road	Installation of multi-use sports area (MUSA), outdoor gym, cable way (zip wire), monkey bars, calisthenics equipment, seating, CCTV and security lighting.	Approved																												

	22/00074/COND4	Ridgepoint Homes	Lakeside, The Green	Approval of details reserved by condition 7 (CEMP) 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 matters reserved.	Approved	
FUL/99/22/23	CLERK'S REPORT					
	<p>A report had been circulated to all. IT WAS RESOLVED that Council note the Clerk's report.</p> <p>Thanks were given to the Locum Clerk for dealing with Operation London Bridge following the passing of HM Queen Elizabeth II.</p>					Proposed:ZF Seconded:RG All in favour
FUL/100/22/23	COMMITTEES AND WORKING GROUPS					
i.	Update Reports					
	<p>"Theale Steps Into Christmas" event Cllr Cox reported:</p> <ul style="list-style-type: none"> Residents and businesses have received written notification of the event and the planned road closure. Businesses have received written notification of the window competition. Posters are still under design and discussion. The next planning meeting will be scheduled for later in the month. <p>Open Spaces Committee The Chairman reported:</p> <ul style="list-style-type: none"> Planning permission for the play project has been granted with two conditions, one protection of the tree and two, to install bicycle racks. Proludic are addressing the tree and we are in talks with them concerning the bicycle racks. The play equipment is on order and it is expected to be completed by the end of the year. The MUSA is scheduled to commence early January. <p>Staffing Committee Cllr Gash reported:</p> <ul style="list-style-type: none"> The Clerk vacancy was advertised but no applications were received so the recruitment pack was amended to reduce the requirements and re-advertised. Everyone was encouraged to promote the vacancy. <p>Environmental Committee Cllr Fenwick reported:</p> <ul style="list-style-type: none"> A bug hotel in the wildlife area was built for the Big Green Week. It was well received with over 20 people attending. A litter pick took place on 02.10.22 and again over 20 people attended and covered the recreation ground, playing fields, Dead Mans Lane, plus other areas. A pub quiz took place on 02.10.22 and raised £87. 					

	<ul style="list-style-type: none"> No-one attended the Environmental meeting. Notes to follow. <p>IT WAS RESOLVED that Council note the reports received from the Committees and Working Groups.</p>	Proposed:KG Seconded:LC All in favour
ii.	Open Spaces Committee	
	<p>The Committee currently consists of all councillors. It was recommended that Council review and reduce the membership. Reasons:</p> <ul style="list-style-type: none"> If every councillor attends a meeting it is a Full Council meeting. There can be implications, for example, committees have different powers to Full Council so it may mean that a committee meeting can or cannot decide on something, or it then goes to Full Council (the same people) but a different outcome is resolved. This is subject to what is stated in the Terms of Reference, however, it is not good practice. Committees are formed to relieve work from Full Council so if Full Council are involved there is not a need for a committee. <p>NALC have confirmed that a committee should not be made up of Full Council Members – “Paragraph 19 of the legal topic note concerning committee’s states that there is no lawful reason why councils cannot appoint themselves as a committee. This means that all members of the council would be on the committee. However, it is the view of NALC, and supported by Knowles, that this should not be done in practice, stating that “a committee of the whole council cannot by definition be a committee of the parent body”.</p> <p>IT WAS RESOLVED that the Open Spaces Committee be disbanded and be revisited after the May 2023 election.</p>	Proposed:LC Seconded:JR All in favour Clerk
iii.	Committee and Working Group Minutes/notes	
	IT WAS RESOLVED that Council note the draft minutes of the Finance Committee meeting held on 05.09.22 with one amendment – remove the attendance of Cllr Fenwick, and approve the budget review recommendations.	Proposed:MP Seconded:RG All in favour Clerk
iv.	Planning Committee	
	IT WAS RESOLVED that a Planning Committee be formed consisting of the Chairman, Cllr Richardson, Cllr Paul, Cllr Coker and Cllr Church. A Terms of Reference to be drafted and a Chairman elected at the first committee meeting.	Proposed:LC Seconded:KG All in favour Clerk
v.	Staffing Committee	
	IT WAS RESOLVED that Cllr Paul join the Staffing Committee.	Proposed:KG Seconded: LC All in favour Clerk
FUL/101/22/23	GOVERNANCE DOCUMENTS	
i.	Death of a Significant Figure Policy	
	<p>A policy had been drafted and circulated to all.</p> <p>IT WAS RESOLVED that Council adopt the Death of a Significant Figure Policy with the following amendments:</p> <ul style="list-style-type: none"> ‘HRH Earl of Wessex’ to be added to the list of significant figures. Following “This protocol sets out the action to be taken in the event of the death of:” add ‘but not limited to’. 	Proposed:RG Seconded:MP All in favour Clerk
ii.	Gender Neutrality	

	IT WAS RESOLVED that all Council policies and procedures are amended to be gender neutral and inclusive where applicable including 'Chairman' to 'Chair' and 'Vice-Chairman' to 'Vice-Chair'.	Proposed:ZF Seconded: KG For 7 Against 2 Clerk
FUL/102/22/23	PLAY PROJECT	
i.	Planning Permission	
	IT WAS RESOLVED that Council note that planning permission has been granted for the play project with two conditions, one being to protect the tree and the other for bicycle racks to be installed.	Proposed:ZF Seconded:KG All in favour
ii.	Costings	
	IT WAS RESOLVED that Council approve the additional quoted costs of £12,398.42 for the MUSA received due to the current economic climate and the time it has taken to obtain planning permission subject to the cost of the bicycle stands being included and the contingency budget of £15k not being exceeded.	Proposed:LC Seconded:JR All in favour Clerk
iii.	Bench	
	IT WAS RESOLVED that Council approve the removal of the old bench in the play area.	Proposed:LC Seconded:MP All in favour Clerk
iv.	Bicycle Stands	
	IT WAS RESOLVED that Council approve the purchase of four Sheffield bicycle stands to be located next to the MUSA at a cost of £61.24 + VAT each + delivery and the Clerk be given delegated powers to purchase in liaison with Proludic. The Clerk reported that grant funding is being investigated and Proludic have been asked to sponsor the bike stands so the budget for the bicycle stands may not be needed. <i>PMN: Proludic have very kindly agreed to sponsor the bicycle stands.</i>	Proposed:PC Seconded:KG All in favour Clerk
FUL/103/22/23	JOHN CUMBER HALL MANAGEMENT FEE	
	A discussion took place as to whether to give a temporary relief on the management fee due to low funds in their bank account. IT WAS RESOLVED to charge 25% of this quarters management fee.	Proposed:MC Seconded:ZF For 6 Against 2 Clerk
FUL/104/22/23	FACEBOOK ACCESS and SOCIAL MEDIA POLICY	
i.	Facebook Access	
	IT WAS RESOLVED to allow the Chair and Vice-Chair access to the Facebook page to assist the Clerk with posting.	Proposed:ZF Seconded:MP All in favour Clerk
ii.	Social Media Policy	
	The policy had been reviewed and circulated to all. IT WAS RESOLVED to adopt the reviewed Social Media Policy with the following amendments: <ul style="list-style-type: none"> 1.1. Add 'such as but not limited to...' 6. Change 'Employment Committee' to 'Staffing Committee'. 	Proposed:ZF Seconded:MP All in favour Clerk
FUL/105/22/23	CIVILITY & RESPECT PLEDGE	
	IT WAS RESOLVED that Council sign up to the Civility & Respect Pledge as recommended by NALC.	Proposed:RG Seconded:KG All in favour Clerk
FUL/106/22/23	GRANT APPLICATION	

	IT WAS RESOLVED that a grant of £200 be awarded to Parenting Special Children subject to sufficient budget remaining.	Proposed:KG Seconded:ZF All in favour Clerk																																																																						
FUL/107/22/23	FINANCE & ACCOUNTS																																																																							
i.	Income																																																																							
	IT WAS RESOLVED that Council note the income received in the last month: <ul style="list-style-type: none"> £150 BACS. Circus Ginne Ltd. Circus £25, £162.50, £25 BACS. Hire fees £200 chq. Hire fees £540.25 BACS. Alert Supplies 	Proposed:ZF Seconded:LC All in favour																																																																						
ii.	Invoices for Payment																																																																							
	IT WAS RESOLVED that Council approve the invoices for BACS payment as follows:	Proposed:ZF Seconded:RG All in favour Clerk																																																																						
	<table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Invoice</th> <th>Net £</th> <th>VAT £</th> <th>Gross £</th> <th>Power to spend</th> </tr> </thead> <tbody> <tr> <td>Safeguard Systems</td> <td>Phase 1 CCTV installation</td> <td>2785</td> <td>3,139.47</td> <td>627.89</td> <td>3,767.36</td> <td>LG Act 1972 S133</td> </tr> <tr> <td>LGRC</td> <td>Locum Clerk Services Sept</td> <td>1392</td> <td>1,774.58</td> <td>354.92</td> <td>2,129.50</td> <td>LG Act 1972 S112(1)</td> </tr> <tr> <td>Opus Energy</td> <td>Outstanding gas payments</td> <td>Acc 1312836</td> <td>2,629.98</td> <td></td> <td>2,629.98</td> <td>LG Act 1972 S133</td> </tr> <tr> <td>D Lane</td> <td>Supply & fit padlock cover plate at NSPF</td> <td>4201</td> <td>255.00</td> <td>51.00</td> <td>306.00</td> <td>Open Spaces Act 1906 S9-10</td> </tr> <tr> <td>Vision ICT</td> <td>Dark page for website /Queen's passing</td> <td>15447</td> <td>35.00</td> <td>7.00</td> <td>42.00</td> <td>LG Act 1972 S142</td> </tr> <tr> <td>Pro Landscapes/ Pro Machinery</td> <td>Landscaping, grounds maintenance</td> <td>3137</td> <td>915.60</td> <td>183.12</td> <td>1,098.72</td> <td>Open Spaces Act 1906 S9-10</td> </tr> <tr> <td>Rialtus Business Solutions Ltd</td> <td>Accounting software annual support and maintenance license fee</td> <td>SM26174</td> <td>129.00</td> <td>25.80</td> <td>154.80</td> <td>LG Act S133</td> </tr> <tr> <td>Berkshire Pension Fund</td> <td>Employer pension September</td> <td>N/A</td> <td>399.44</td> <td>-</td> <td>399.44</td> <td>LG Act S133</td> </tr> <tr> <td></td> <td></td> <td></td> <td>9,278.07</td> <td>1,249.73</td> <td>10,527.80</td> <td></td> </tr> </tbody> </table> <p><i>NB: Two councillors log into the bank to approve payments and copies of all bank statements are presented to the Finance Committee.</i></p>	Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend	Safeguard Systems	Phase 1 CCTV installation	2785	3,139.47	627.89	3,767.36	LG Act 1972 S133	LGRC	Locum Clerk Services Sept	1392	1,774.58	354.92	2,129.50	LG Act 1972 S112(1)	Opus Energy	Outstanding gas payments	Acc 1312836	2,629.98		2,629.98	LG Act 1972 S133	D Lane	Supply & fit padlock cover plate at NSPF	4201	255.00	51.00	306.00	Open Spaces Act 1906 S9-10	Vision ICT	Dark page for website /Queen's passing	15447	35.00	7.00	42.00	LG Act 1972 S142	Pro Landscapes/ Pro Machinery	Landscaping, grounds maintenance	3137	915.60	183.12	1,098.72	Open Spaces Act 1906 S9-10	Rialtus Business Solutions Ltd	Accounting software annual support and maintenance license fee	SM26174	129.00	25.80	154.80	LG Act S133	Berkshire Pension Fund	Employer pension September	N/A	399.44	-	399.44	LG Act S133				9,278.07	1,249.73	10,527.80		
Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend																																																																		
Safeguard Systems	Phase 1 CCTV installation	2785	3,139.47	627.89	3,767.36	LG Act 1972 S133																																																																		
LGRC	Locum Clerk Services Sept	1392	1,774.58	354.92	2,129.50	LG Act 1972 S112(1)																																																																		
Opus Energy	Outstanding gas payments	Acc 1312836	2,629.98		2,629.98	LG Act 1972 S133																																																																		
D Lane	Supply & fit padlock cover plate at NSPF	4201	255.00	51.00	306.00	Open Spaces Act 1906 S9-10																																																																		
Vision ICT	Dark page for website /Queen's passing	15447	35.00	7.00	42.00	LG Act 1972 S142																																																																		
Pro Landscapes/ Pro Machinery	Landscaping, grounds maintenance	3137	915.60	183.12	1,098.72	Open Spaces Act 1906 S9-10																																																																		
Rialtus Business Solutions Ltd	Accounting software annual support and maintenance license fee	SM26174	129.00	25.80	154.80	LG Act S133																																																																		
Berkshire Pension Fund	Employer pension September	N/A	399.44	-	399.44	LG Act S133																																																																		
			9,278.07	1,249.73	10,527.80																																																																			
iii.	Regular payments																																																																							
	IT WAS RESOLVED that Council approve the monthly regular payments made in the last month:	Proposed:ZF Seconded:RG All in favour																																																																						
	<table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Invoice</th> <th>Net £</th> <th>VAT £</th> <th>Gross £</th> <th>Power to spend</th> </tr> </thead> <tbody> <tr> <td>Red Squid</td> <td>Software charges & IT</td> <td>2209138</td> <td>77.03</td> <td>15.41</td> <td>92.44</td> <td>LG Act S133</td> </tr> </tbody> </table>	Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend	Red Squid	Software charges & IT	2209138	77.03	15.41	92.44	LG Act S133																																																									
Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend																																																																		
Red Squid	Software charges & IT	2209138	77.03	15.41	92.44	LG Act S133																																																																		

	Onecom	Phone & broadband	668110	43.01	8.60	51.61	LG Act S133	
	H3G	Mobile phone		13.06	2.61	15.67	LG Act S133	
	British Gas	Floodlights standing charge	9568994 58	23.17	1.15	24.32	LG Act S133	
	SSE	Streetlights August				45.76	Highways Act 1980 S301	
	Opus Energy	Gas				83.65	LG Act S133	
	Opus Energy	Gas backpay				2,629.98	LG Act S133	
	Unity Trust Bank	BACS charges August	N/A	8.70	-	8.70	LG Act S133	
	E.ON Next	Pavilion electricity June				82.10	LG Act S133	
	Grundon Waste	Waste collection June		144.26	28.85	173.11	LG Act S133	
	Officers	Salaries - September	na	-	-	2,101.53	LG Act S112(1)	
	Topsorce Global	Payroll service September	PB- 27838	40.01	8.00	48.01	LG Act S112(1)	
				349.24	64.62	5,356.88		
iv.	Bank Balances							
	IT WAS RESOLVED that Council note the balance on the bank accounts as at 27/09/22:- Unity Bank – Current account £15,488.06, Instant Access account £302,515.06.							Proposed:RG Seconded:KG All in favour
FUL/108/22/23	CORRESPONDENCE							
	<p>IT WAS RESOLVED to note the correspondence received:</p> <p>Emails received:</p> <ul style="list-style-type: none"> • WBC. Confirmation that Volker Highways Ltd will be undertaking essential highway drainage investigations on Meadow Way, from Station Road to 20m west of Mulberry Way, prior to carriageway resurfacing as shown on the enclosed plan. Work is programmed to go ahead between the hours of 8:00am and 5:00pm on 22 and 23 September 2022. (Emailed: Members, Facebook) • Connecting Communities in Berkshire. Community led housing webinar. 21.09.22 7pm. (Emailed:Members) • Upstream. Autumn newsletter 101 (Emailed:Members) • Tilehurst Parish Council. Draft Neighbourhood Plan for comment. (Emailed:Members) 							Proposed:RG Seconded:KG All in favour
FUL/109/22/23	DATE OF NEXT MEETING							
	The next meeting will take place at 7.30pm on Monday 7 th November 2022 in the Pavilion.							

The meeting closed at 8.55 pm.

Chair Date:

WBC – West Berkshire Council
PC – Parish Council