

**An ORDINARY meeting of THEALE PARISH COUNCIL was held on Monday
9th January 2023 at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:**

Chair: Cllr Clifford

Parish Councillors: Cllr Gallop, Cllr Paul, Cllr Coker, Cllr Church, Cllr Fenwick, Cllr Cox

In Attendance: 2 members of the public

Locum Clerk: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FUL/157/22/23	APOLOGIES FOR ABSENCE	
	Cllr Richardson, Cllr Gash, Cllr Hopcroft – all personal. IT WAS RESOLVED that the apologies be accepted.	Proposed:ZF Seconded:LC All in favour
FUL/158/22/23	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Cox – Finance – Invoices for payment - Expenses claim submitted for payment. Cllr Paul – Planning – New applications – 22/02424/FUL – neighbour.	
FUL/159/22/23	APPROVAL OF MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Extraordinary Full Council meeting held on 09.01.23 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed:ZF Seconded:RG All in favour Clerk
FUL/160/22/23	OPEN MEETING	
	No member of the public wished to speak.	
FUL/161/22/23	MONTHLY REPORTS	
i.	Chairs Report	
	The Chair reported: <ul style="list-style-type: none"> • A SumUp card machine has been obtained. It could not be used for the Christmas event due to weak signal. • A lot of positive feedback has been received concerning the Christmas event. Thanks were given to all those involved. • Weekly team meetings are still being held between the Chair, Cllr Fenwick, Cllr Gash (when available), the Clerk, and the Administration Officer. • The Operations Manager/Clerk position has been offered to the preferred candidate. Verbal acceptance has been given and signed employment documentation is awaited. Thanks were given to the Clerk for all her work on the recruitment process. 	

ii.	<p>Clerk's Report</p> <p>A report had been circulated to all and verbal updates given as follows:</p> <ul style="list-style-type: none"> • The pavilion tank and pipe works are in progress. The contractor has carried out 2 days work but a further 2 days is scheduled. • Quotes are being sourced to see what maintenance works need to be carried out on the sports pitches. An independent inspector is also being sourced to inspect the new sports field before Council accept the handover and sign the lease. • The two large pot holes have been filled in the car park. The Council maintenance contractor carried out the work at Councils expense. 	
iii.	<p>District Councillor Macro Report</p> <p>A written report from District Councillor Alan Macro had been received and circulated to all:</p> <ul style="list-style-type: none"> • <u>Local Plan Review</u> - The review is to formulate a new Local Plan to replace the Core Strategy and Housing Site Allocations DPD. It is to cover the period 2022 to 2039. It was scheduled to go out to its final consultation (Regulation 19) on 6th January but this was postponed for "about a week" at the last minute due to staff absences. WBC have placed what they say is the submission version on their website. I have reviewed this and sent my draft consultation response to all parish councillors and to the Clerk. I believe that it is extremely important for the parish to respond to the consultation and you are welcome to use as much of my draft response as you wish. I would welcome any feedback so that I can use it to improve my response. • <u>Temporary Closure of Station Road</u> - This week's Newbury Weekly News contained a public notice notifying that Station Road would be closed between the A4 and Sheffield Bottom on 25th/26th January. The alternative route given included the winding and steep Hose Hill. I emailed West Berks' Service Director for the Environment pointing out that this would close off many distribution depots and that Deans Copse Road would be a much more preferable alternative route. The closure was to enable the clearing-back of vegetation. I had a reply apologising and saying that the closure would only be between 23:30 and 04:30 and that the signposted alternative route would be via Deans Copse Road. • <u>Planning Application 22/02424/FUL for 28 Woodfield Way</u> – A councillor emailed me saying that they had noticed that the application involved the loss of public open space and that the Application Form contained the following and asking what the advice was: 21/00189/PREAPP, 15/12/2021, Agreed movement of current boundary (exchanging land), two storey side extension and single storey extension. I emailed the case officer asking what that pre-application advice was how long the advice was valid (as it was almost a year old). I have not yet had a reply. The Councils Grounds Maintenance Department has objected to the loss of open space. I am minded to "call in" the application for determination by the planning committee unless I get a satisfactory explanation. Verbal update: WBC have confirmed that the pre-application advice is confidential so I will seek to call it in. <p>IT WAS RESOLVED that Council accept the three reports.</p>	<p>Proposed:MP Seconded:RG All in favour</p>
FUL/162/22/23	PLANNING	
i.	New planning applications	
	22/02773/FUL. Station Plaza, Brunel Road. Proposed new compound enclosure – southern elevation of building A.	Proposed:RG

	<p>IT WAS RESOLVED that Council respond to WBC with the same observation as previously submitted - the tree that will be removed should be replaced elsewhere, or bio-diversity to be enhanced in another way.</p> <p>22/02938/TPW. Recreation Ground, Englefield Road. T2912-London Plane: Crown lift over footpaths to approx. 2.5m removing secondary growth where possible. IT WAS RESOLVED that Council respond to WBC in support of the application.</p> <p>22/03069/PDNOT. Lakeside, The Green. Section B of the Water Industry Act 1991 (the "Act". Notice pursuant to Section 8 of the Act that is has applied to the Water Service Regulator Authority to be appointed as a Water and Wastewater Undertaker in place of Thames Water in relation to the area known as The Green. IT WAS RESOLVED that Council respond to WBC objecting to the application on the grounds that there is no benefit to residents in having an additional water and service provider in place, this could create potential future disputes, and the application lacks detailed information in order to make a fully informed response. More information should be provided such as the reason for changing supplier.</p> <p>22/02424/FUL. 28 Woodfield Way. Proposed two-storey side extension and single storey rear extension with boundary alterations. IT WAS RESOLVED that Council respond to WBC with the same objections as previously submitted:</p> <ul style="list-style-type: none"> a The proposed changes are an overdevelopment of the land. b Such overdevelopment sets a precedent for similar overdevelopments nearby. c Insufficient information has been provided about the proposed boundary changes. d The proposed development uses space currently occupied by the recreation ground and therefore reduces the amount of green space in the village. 	<p>Seconded:SC All in favour Clerk</p> <p>Proposed:RG Seconded:SC All in favour Clerk</p> <p>Proposed:RG Seconded:SC All in favour Clerk</p> <p>Proposed:RG Seconded:SC 6 For 1 Abstention Clerk</p>										
ii.	New applications – Responded to out of meeting due to deadline for response.											
	<p>The following applications were agreed via email due to the deadline for response. Ratification of decisions:</p> <p>22/02999/ADV. 1 Waterside Drive, Arlington Business Park. Estate totem sign. IT WAS RESOLVED to respond to WBC with no objections.</p> <p>21/03256/RESMAJ. Lakeside, The Green. 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 IT WAS RESOLVED to respond to WBC asking that all our previous objections are considered.</p>	<p>Proposed:ZF Seconded:SC All in favour</p>										
iii.	Planning Decisions											
	<p>IT WAS RESOLVED that Council note the following planning decisions:</p> <table border="1" data-bbox="279 1803 1340 2063"> <thead> <tr> <th>Application No.</th> <th>Applicant</th> <th>Address</th> <th>Details</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>22/02516/HO USE</td> <td></td> <td>23 Crown Lane</td> <td>Demolition of detached garage and erection of new integral garage with utility and kitchen extension and alterations to roof structure to form 3 first floor bedrooms and bathrooms.</td> <td>Approval</td> </tr> </tbody> </table>	Application No.	Applicant	Address	Details	Outcome	22/02516/HO USE		23 Crown Lane	Demolition of detached garage and erection of new integral garage with utility and kitchen extension and alterations to roof structure to form 3 first floor bedrooms and bathrooms.	Approval	<p>Proposed:ZF Seconded:MP All in favour</p>
Application No.	Applicant	Address	Details	Outcome								
22/02516/HO USE		23 Crown Lane	Demolition of detached garage and erection of new integral garage with utility and kitchen extension and alterations to roof structure to form 3 first floor bedrooms and bathrooms.	Approval								

	22/02829/CO ND	Proludic on behalf of Theale Parish Council	Recreation Ground, Englefield Road	Application for approval of details reserved by condition 8 (cycle storage) of approved 22/01288/FUL – installation of Multi-use Sports Area (MUSA), outdoor gym, cable way (zip wire), monkey bars, callisthenics equipment, seating, CCTV and security lighting.	Approval	
	22/02769 /CERTP	Westcoast Ltd	Unit 12 Markham Centre, Station Road	Change of use and internal alterations to commercial building (Use Class E).	Approval	
	22/01889/CO ND1	Mr Rickman Lander	1 Cloister Mews	Application for approval of details reserved by conditions 3 (Materials) 4 (Spoil) and 5 (Temp Parking) of approved 20/01759/FUL - Proposed 3 bed bungalow attached to 1 Cloister Mews.	Approved	
FUL/163/22/23	COMMITTEES and WORKING GROUPS					
i.	Staffing Committee					
	IT WAS RESOLVED that Council note the draft minutes of the Staffing Committee meeting held on 04.01.23.					Proposed:MP Seconded:ZF All in favour
FUL/164/22/23	PLAY PROJECT					
i.	Update Report from the Clerk					
	<p>IT WAS RESOLVED that Council note the written report received from the Clerk and note the verbal update:</p> <ul style="list-style-type: none"> Six old floodlight posts – these need to be removed. Proludic will send a revised quote as they last quoted over a year ago so that is now out of date. If possible, 2 or 3 of the posts to be moved to North Street playing field. <p>IT WAS RESOLVED that the Clerk be given delegated authority for oversee the removal of the posts up to £2.5k.</p> <ul style="list-style-type: none"> The play area has passed inspection and should be open to the public tomorrow. Councils current insurance is adequate for the play equipment but the surfacing needed to be increased from £45k to £61k. The insurance has been increased from today and has incurred an additional cost. <p>IT WAS RESOLVED that Council approve the additional cost of £17.06 to increase the surfacing insurance to £61k.</p> <p>The Chair reported that the gravel bound path is not sufficient and has been in talks with Proludic to ask that this be improved. Bound gravel was initially agreed as it costs less than tarmac.</p>					<p>Proposed:LC Seconded:ZF All in favour Clerk</p> <p>Proposed:PC Seconded:RG All in favour Clerk</p>
ii.	CCTV					
	There have been several incidents of people entering the play area whilst fenced off which resulted in some damage. The CCTV cannot be installed yet as the excavation works need to be done first to ensure no cables are damaged. Mobile CCTV was suggested. A quote for solar mobile CCTV had been obtained, £700 installation, £195pw minimum 10-week hire. Other companies responded to say they needed an electric					

	supply in order to be able to provide temporary CCTV which is not available. A discussion took place. IT WAS RESOLVED that the Clerk be given delegated powers to source mobile temporary CCTV for the play area until the static CCTV can be installed, up to £4k.	Proposed:ZF Seconded:LC All in favour Clerk
iii.	Bins	
	IT WAS RESOLVED that the Clerk is given delegated power, in liaison with the Environmental Committee, for recycling bins at the play area.	Proposed:PC Seconded:ZF All in favour Clerk
iv.	Temporary Access Surfacing	
	IT WAS RESOLVED that Council decline the offer from Proludic for the temporary plainings to remain at the entrance to the playing field after the play project is complete, and for the ground to be reinstated to its original state as per the agreement.	Proposed:PC Seconded:ZF All in favour Clerk
FUL/165/22/23	NEW I.T. EQUIPMENT	
	The Clerk had circulated a report to all giving an overview of leasing, rental, purchase and support options and costs. A discussion took place. IT WAS RESOLVED that Council delegate the purchase of laptops for all Officers and Members, and a support contract, to the Clerk in liaison with the Chair and Cllr Gallop, up to the agreed budget of £5k.	Proposed:PC Seconded:ZF All in favour Clerk
FUL/166/22/23	LOCAL PLAN	
	IT WAS RESOLVED that Council call an extraordinary meeting on 30.01.23 to discuss Council's response to the Local Plan. Once the Local Plan is available from WBC, any councillor who requires a hard copy to inform the Clerk (Cllr Richardson, Cllr Coker, Cllr Paul and Cllr Fenwick requested a hard copy).	Proposed:LC Seconded:PC All in favour Clerk All Clerk
FUL/167/22/23	ROUNDHEAD ROAD	
	IT WAS RESOLVED that Council note that an updated Statement of Truth has been completed. IT WAS RESOLVED that Council approve the Land Registry fee of £130 and Hampshire County Council estimated disbursement fee of £100.	Proposed:LC Seconded:ZF All in favour Clerk
FUL/168/22/23	CHRISTMAS FAYRE	
i.	2023 Christmas Fayre Date	
	IT WAS RESOLVED that the date of the 2023 Christmas Fayre be 02.12.23.	Proposed:LC Seconded:ZF All in favour
ii.	Christmas Illuminations	
	The contractor has advised that the illuminations will be taken down on 15.01.23. There have been several issues with the current contractor for the Christmas illuminations. A discussion took place. IT WAS RESOLVED that a new Christmas Illuminations contractor is sourced in April/May ensuring the following but not limited to: <ul style="list-style-type: none"> • They are local so can attend to any problems quickly. • Can attend the Christmas Fayre to switch the lights on, and ensure a test is done beforehand to ensure no problems. 	

	<ul style="list-style-type: none"> • Can meet us onsite to discuss our options with regards to suitable illuminations. • Can provide a fixed time/date for installation and removal. • Can carry out a pre-install survey. <p>The contract to be terminated with the current contractor, which may incur an early termination charge of £800.</p>	Proposed:PC Seconded:LC All in favour Clerk
iii.	Christmas Illuminations – Electricity supply	
	<p>There are several problems with the power sockets and supply on the street lights for the Christmas illuminations.</p> <p>IT WAS RESOLVED to delegate power to the Clerk to ensure all relevant electricians are in place for the 2023 Christmas Illuminations.</p>	Proposed:PC Seconded:LC All in favour Clerk
FUL/169/22/23	WAR MEMORIAL	
	<p>The War Memorial has not had maintenance carried out for several years so may need cleaning and sealing.</p> <p>During the Remembrance Day parade it was noted that there are a number of names from the world wars that are not on the monument as their families could not afford the cost of adding them. Some current lettering is now weathered. It has been suggested that the communities are asked, Theale and Holybrook, if there are any more fallen service people from other conflicts that need adding. The Chair of Holybrook PC have informally advised they can consider contributing to the costs and would also like to update their names.</p> <p>The War Memorials Trust to be contacted for advice. A discussion took place.</p> <p>IT WAS RESOLVED that Council were generally in favour of cleaning/sealing the War Memorial and adding names but a fully detailed costed report to be submitted to Council for further consideration.</p>	Proposed:PC Seconded:ZF All in favour Clerk
FUL/170/22/23	ANNUAL PARISH MEETING (APM)	
	<p>It was considered at the Strategy Day that a more informal format should be tried for the APM in order to attract better attendance and participation such as a short presentation from the Council and local organisations, groups, Church, school etc, along with stalls and time for residents to speak to the different village organisations and groups in order to find out more about them. Refreshments also to be offered.</p> <p>IT WAS RESOLVED that the Council delegate the Community Engagement Committee to organise an informal APM for 7pm or 7.30pm in April or May. The Chair is willing to help also.</p>	Proposed:PC Seconded:MP All in favour PC / ZF
FUL/171/22/23	FINANCE & ACCOUNTS	
i.	Income	
	<p>IT WAS RESOLVED that Council note the income received in the last month:</p> <ul style="list-style-type: none"> • £ 42.00 BACS. West Berkshire Council. For John Cumber Hall room hire – paid into TPC account in error. • £ 42.00 BACS. Theale & Tilehurst Cricket Club. Peter Gooch room hire. • £ 0.98 BACS. Sum Up. Test transaction. • £ 15.00 BACS. J Mount, Earthstone. Christmas stall fee. • £ 10.00 Chq. Brownies. Christmas stall fee. 	Proposed:PC Seconded:RG All in favour
ii.	Invoices for Payment	
	<p>IT WAS RESOLVED that Council approve the invoices for BACS payment as follows with the Proludic invoice being held for payment until the play area is completed and signed off:</p>	Proposed:PC Seconded:RG For – 6 Abstention - 1 Clerk

Payee	Details	Invoice	Net £	VAT £	Gross £
Berkshire Pension Fund	Employer pension November PAID	N/A	262.27	-	262.27
J Crisp	Expenses - cable ties	N/A	6.43	1.29	7.72
West Berkshire Council	2022 Bi-election	548499	4,104.90	-	4,104.90
West Berkshire Council	Library contribution for 2022/23	N/A	2,842.00	-	2,842.00
HALC	Strategy Day 8/10/22	5470	800.00	160.00	960.00
Abel Alarms	Annual support charge	991260346	141.00	28.20	169.20
L Cox	Expenses - Xmas Fayre	N/A	63.05	9.77	72.82
G N Maintenance	Monthly General Maintenance	706	1,168.00	-	1,168.00
SLCC	September job advert	SD319-1	211.00	42.20	253.20
SLCC	November job advert	SD283-1	211.00	42.20	253.20
Proludic	Phase 1 playground	SN006743	126,087.68	25,217.54	151,305.22
LGRC	Locum services December	1479	5,283.67	1,056.74	6,340.41
John Cumber Hall	W Berks remittance paid into TPC account in error	80-22-23MFF	42.00	-	42.00
			141,223.00	26,557.94	167,780.94

NB: Two councillors log into the bank to approve payments and copies of all bank statements are presented to the Finance Committee. Invoices are made available for inspection.

iii. Regular payments

IT WAS RESOLVED that Council note the regular DD/SO payments list for December 2022:

Proposed:PC
Seconded:RG
All in favour

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
H3G	Mobile phone	AKQ1367898 326	13.06	2.61	15.67	LG Act S133
Onecom	Phone & Broadband - Nov 22	711061	43.01	8.60	51.61	LG Act S133
Onecom	Phone & Broadband - Dec 22	721579	45.98	9.20	55.18	LG Act S133
RedSquid	IT support	2211132	77.03	15.41	92.44	LG Act S112
Unity Trust Bank	BACS charges	N/A	8.56	-	8.56	LG Act S133
Grundon Waste Management Ltd	Bin emptying Nov 2022	PSI-0751853	138.55	27.71	166.26	LG Act S133
E.ON	Electricity	KI-3BF1B4EC-0014	90.14	4.51	94.65	LG Act S133
British Gas	Floodlights standing charge	281086409	14.58	0.72	15.30	Open Spaces Act 1906, s9-10
Officers	Salaries - November	N/A	1,332.03	-	1,332.03	LG Act S112(1)
Unity Trust Bank	Credit card	N/A	88.32	16.67	104.99	various
Southern Electric	Street light electricity	N/A	42.78	2.13	44.91	Parish Councils Act 1957 s3 Highways Act 1980, s301
E.ON	Electricity	KI-3BF1B4EC-0015	113.79	5.69	119.48	LG Act S133
Opus Energy	Gas	27900808	108.59	5.43	114.02	LG Act S133
Castle Water	Water	N/A	108.16	5.69	113.85	LG Act S133
Topsorce	Payroll services	PB-28508	42.92	8.58	51.50	LG Act S112
Handling Charge	Unity Bank	N/A	1.50	-	1.50	LG Act S112
Service Charge	Unity Bank quarterly charge	N/A	33.15	-	33.15	LG Act S112
			2,302.15	112.95	2,415.10	

iv. Internal Transfers

	IT WAS RESOLVED that Council note the internal transfers made during December 2022:	Proposed:PC Seconded:RG All in favour																																										
	<table border="1"> <thead> <tr> <th>Date</th> <th>Transfer from</th> <th>Transfer to</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07.12.22</td> <td>Instant Access account</td> <td>Current Account</td> <td>£20,000</td> </tr> </tbody> </table>	Date	Transfer from	Transfer to	Amount	07.12.22	Instant Access account	Current Account	£20,000																																			
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07.12.22	Instant Access account	Current Account	£20,000																																									
v.	Bank Balances																																											
	IT WAS RESOLVED that Council note the balance on the bank accounts as at 03/01/23:- Unity Bank – Current account £28,284.92, Instant Access account £318,947.86.	Proposed:PC Seconded:RG All in favour																																										
vi.	Card Payments																																											
	IT WAS RESOLVED that Council note the card payments made during December 2022:	Proposed:PC Seconded:RG All in favour																																										
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vii.	External Auditor																																											
	IT WAS RESOLVED that Council note that PKF Littlejohn have been re-appointed at the external auditor for the next 5 years.	Proposed:PC Seconded:RG All in favour																																										
FUL/172/22/23	CORRESPONDENCE																																											
	<p>IT WAS RESOLVED that Council note the email correspondence received:</p> <ul style="list-style-type: none"> • NALC Chief Executive bulletins. (Emailed:Members) • NALC Events bulletins. (Emailed:Members) • WBC. Emergency water repairs – notification of Hagar Road (website, Facebook, Emailed:Members) • OPCC. Running a series of stakeholder visits with the Police & Crime Commissioner, Matthew Barber, in 2023. As a previous beneficiary of the Community Fund, they have given Council the opportunity first to see if we are interested in hosting Matthew for a visit to showcase what the Council does and how we have successfully utilised this funding. (Emailed:Members). Responded accepting and given Friday afternoon for availability. • AWE Aldermaston. Notification that the ONR published its Chief Nuclear Inspector's themed inspection for 2022 on the management of ageing facilities. The 47-page report looks at how the nuclear sector manages ageing plants and facilities to ensure the necessary standards of safety and security are maintained. (Emailed:Members) • Dementia Friendly West Berks. Calendar of events (Emailed:Members, website, Facebook) • Office of Alok Sharma. Notification Alok has recently moved constituency office and his new address is 18a High Street, Theale. (Emailed:Members) • WBC. Cold weather information/support, vaccines etc. (Emailed:members, website, Facebook) • WBC. Confirmation that they have adopted their Minerals and Waste Plan. (Emailed:Members) 	Proposed:RG Seconded:ZF All in favour																																										

	<ul style="list-style-type: none"> • Royal Berkshire Fire & Rescue. Invite to participate in their members Code of Conduct consultation. (Emailed:Members) • Connecting Communities in Berkshire. Details of Village Halls Week (Emailed:Village Hall) • WBC. Shop Local Shop Green magazine (Emailed:Members, website, Facebook) • West Berkshire Countryside Society. Upstream magazine Winter 2023 (Emailed:Members) • WBC. Details of grants for village halls (Emailed:Members, Village Hall) • WBC. Local Plan Consultation information. (Emailed:Members) • WBC. Christmas 2022 Members Bulletin (Emailed:Members) • WBC. Warm Spaces Interactive map (Emailed:Members, website, Facebook) • WBC. West Berkshire Parish Climate forum meeting details for 08.03.22 (Emailed:Members) • Greenham Trust. December 2022 newsletter. (Emailed:Members) • Royal Berkshire NHS Trust. Your Health newsletter Dec 22. (Emailed:Members, website, Facebook) • OPCC. Dates for the PCC 2023 Stakeholder visits (Emailed:Members) (Requested a Friday afternoon) • Live In Care Company Reading. Details of support groups and events for the elderly (Emailed:Members, website, Facebook) • WBC and Cllr Alan Macro. Update on Deadmans Lane. (Emailed:Members, website, Facebook) 	
FUL/173/22/23	DATE OF NEXT MEETING	
	The next meeting will take place at 7.30pm on Monday 30 th January 2023 in the Pavilion. Extraordinary meeting for the Local Plan.	

The meeting closed at 9.32 pm.

Chair: Date:

*WBC – West Berkshire Council
PC – Parish Council*