

**An ORDINARY meeting of THEALE PARISH COUNCIL was held on Monday
6th February 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 Hopcroft

In Attendance: 0 members of the public. Mrs J Crisp, Administration Officer

Locum Clerk/Minutes: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FUL/180/22/23	APOLOGIES FOR ABSENCE	
	Cllr Richardson, Cllr Gash, Cllr Clark, Cllr Cox – all personal. IT WAS RESOLVED that the apologies be accepted. Non-Members – Cllr Macro.	Proposed:ZF Seconded:IH All in favour
FUL/181/22/23	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Hopcroft – Item 12-Tree Planting – Known to one of the persons who have quoted – works alongside him as a Trustee of a charity. Non-pecuniary interest.	
FUL/182/22/23	APPROVAL OF MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the approval of the minutes of the Extraordinary Full Council meeting held on 30.01.23 be deferred to the next meeting.	Proposed:PC Seconded:RG All in favour Clerk
FUL/183/22/23	OPEN MEETING	
	No member of the public wished to speak.	
FUL/184/22/23	MONTHLY REPORTS	
i.	Chairs Report	
	The Chair reported: <ul style="list-style-type: none"> Weekly team meetings are still being held between the Chair, Cllr Fenwick, Cllr Gash (when available), the Clerk, and the Administration Officer. Oversaw the installation of the temporary CCTV, with sensors, at the play area which will be in place for 10 weeks. The CCTV is monitored externally when an alert is triggered. 90% positive feedback has been received. One person has complained on Facebook and they have been asked to submit an official complaint to the Office. 	

	<ul style="list-style-type: none"> • Attended a meeting with the John Cumber Hall Trustees, along with the Administration Officer. Positive feedback was given of the work that Officers do. The boiler is in need of repair. • Reviewed the I.T. requirements with Cllr Gallop. Alternatives have been suggested for the new equipment and is now with the Clerk to action. 	Clerk
ii.	Clerk's Report	
	A report had been circulated to all via the agenda.	
iii.	District Councillor Macro Report	
	<p>A written report from District Councillor Alan Macro had been received via email:</p> <ul style="list-style-type: none"> • <u>Budget</u> - WBCs budget papers are in this week's Executive papers (although unlikely to be debated then). They are proposing to raise council tax by 2.99% and the Adult Social Care levy by 2%. These are the maximum allowed without calling a referendum. They are planning to make £2.34m savings. The ones most likely to be noticed by residents are: <ul style="list-style-type: none"> ➤ Libraries review (£48K) ➤ Winter Maintenance review. Route based forecasting and potential reduction in the primary and secondary route coverage. (£60K) ➤ Increasing contactless payment in car parks and on street, reducing the need for a cash collection service (£35K) <p>Also in the Executive papers is a report on the completed Libraries Review. This contains the following regarding financial savings:</p> <p>5.58 Addressing the Gap in the Revenue Budget</p> <p>5.58.1. The current funding model, which relies on voluntary contributions from parish and town councils in order to deliver a balanced budget, needs to be urgently reviewed. At the moment, the same level of service is delivered to the whole district, without consideration of whether or not a town/parish council has made a voluntary contribution towards the running costs of the library service. This level of library service provision is not sustainable without voluntary contributions being received, particularly in the more densely populated areas of the district where the equivalent of £1 per head of population is substantial. Closer and more effective partnership working with town and parish councils to confirm what they want from the library service, and how they can help us deliver it, is an essential part of future development.</p> <p>5.58.2. Community Transfer of library buildings should be actively pursued where this would be appropriate.</p> <p>5.58.3. In order to make most effective use of financial resources, further opportunities to capitalise spend on library stock should be explored. This has the potential to make savings on revenue spending in 2023/24.</p> <p>5.58.4. The potential of accessing additional funding through fully constituted 'Friends Groups' is also a factor here. It should be noted that some the town councils have either reduced their contributions or are planning to.</p> <ul style="list-style-type: none"> • <u>Local Plan</u> - I have reviewed the Air Quality Report and the Strategic Transport Model in the Plan's evidence base. Neither of these are up-to-date. They do not include the two Theale housing sites, but they do include Pincents Hill and housing sites in Burghfield that have been dropped. Also, they have not been updated for the fact that the period of the Plan has been extended from 2037 to 2039. • <u>Lakeside</u> - A limited amount of work has been carried out on the site at the end of St Ives Close. • <u>Croudace</u> - This housebuilding company have acquired the site between The Green and the Pangbourne Road. I had complaints from residents about the sign 	

	<p>that they have erected on the verge in The Green. I have asked them to remove the sign but have yet had no response. I will complain to the Council, as its on their highway's land.</p> <p>IT WAS RESOLVED that Council receives the three reports.</p>	<p>Proposed:RG Seconded:MC All in favour</p>																				
FUL/185/22/23	PLANNING																					
i.	New planning applications																					
	<p>23/00026/FUL. Old Rectory Cottage, Englefield Road. Proposed semi-detached dwelling (providing 2 dwellings) following demolition of Old Rectory Cottage (AKA Chestnut Cottage) including associated hard and soft landscaping.</p> <p>IT WAS RESOLVED that Council respond to WBC objecting to the application on the grounds that:</p> <ul style="list-style-type: none"> The application does not adhere to the Local Plan in regards to protecting character and protecting old historical buildings. It is not acceptable to demolish such a building. The proposal to rotate the property will result in houses being overlooked. There is very narrow access to the property. <p>23/00053/FUL. Haywards Farmhouse, Station Road. Change of use from residential dwelling to special educational needs school with 1 no. residential flat including an expanded parking area and the enclosure of the parking area by the erection of a fence. IT WAS RESOLVED that Council respond to WBC in support of the application.</p> <p>23/00074/CERTP. 1320 Arlington Business Park. Installation of 1no access ladder to allow safe access to walkway areas to side of building. IT WAS RESOLVED that Council respond to WBC with no objections.</p> <p>22/00100/DEMO. Former Theale Church of England Primary School, Church Street. Application to determine if prior approval is required for a proposed: General site clearance and demolition of 3 derelict temporary classroom modules. IT WAS RESOLVED that Council respond to WBC asking why we have been sent this application as it has already been carried out and there are no new documents on the website.</p>	<p>Proposed:IH Seconded:MP All in favour Clerk</p> <p>Proposed:IH Seconded:ZF 6 for 1 against Clerk</p> <p>Proposed:RG Seconded:IH All in favour Clerk</p> <p>Proposed:PC All in favour Clerk</p>																				
ii.	Planning Decisions																					
	<p>IT WAS RESOLVED that Council note the following planning decisions:</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>22/02828/CE RTP</td> <td>W Cumber & Sons (Theale) Ltd</td> <td>46 High Street</td> <td>Erection of a ground floor extension. Removal of internal walls and existing chimney breasts.</td> <td>Approval</td> </tr> <tr> <td>22/02826/CE RTP</td> <td>W Cumber & Sons (Theale) Ltd</td> <td>44 High Street</td> <td>Erection of a ground floor extension. Removal of internal walls.</td> <td>Approval</td> </tr> <tr> <td>21/03271/F ULD</td> <td>Mr & Mrs Kremer</td> <td>74-76 High Street</td> <td>Demolition of existing workshops and erection of 6 no flats, consisting of two blocks -front and back, with parking and associated landscaping.</td> <td>Refusal</td> </tr> </tbody> </table>	Application No.	Applicant	Address	Details	Outcome	22/02828/CE RTP	W Cumber & Sons (Theale) Ltd	46 High Street	Erection of a ground floor extension. Removal of internal walls and existing chimney breasts.	Approval	22/02826/CE RTP	W Cumber & Sons (Theale) Ltd	44 High Street	Erection of a ground floor extension. Removal of internal walls.	Approval	21/03271/F ULD	Mr & Mrs Kremer	74-76 High Street	Demolition of existing workshops and erection of 6 no flats, consisting of two blocks -front and back, with parking and associated landscaping.	Refusal	<p>Proposed:ZF Seconded:IH All in favour</p>
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	22/02697/C OND	Ridgepoint Homes	Lakeside, The Green	Application for approval of details reserved by conditions 23 (Arboricultural Method Statement) and 24 (Watching Brief) of approved 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.	Approval	
	22/02626/C OND	Ridgepoint Homes	Lakeside, The Green	Application for approval of details reserved by conditions 18 (LEMP), 23 (Arboricultural Method Statement) and 24 (Arboricultural Watching Brief) of approved 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.	Approval	
	22/02623/C OND	Ridgepoint Homes	Lakeside, The Green	Application for approval of details reserved by condition 16 (Arboricultural Method Statement) of approved 22/01933/RESMAJ – 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.	Approval	

	22/02773/F UL	Thames Valley Police	Station Plaza, Brunel Road	Proposed new compound enclosure – southern elevation of building A.	Withdrawn	
FUL/186/22/23	COMMITTEES and WORKING GROUPS					
	IT WAS RESOLVED that Council note that no committee or working group meetings have taken place since the last meeting, except for a Finance Committee meeting held just before this meeting.					Proposed:ZF Seconded:MP All in favour
FUL/187/22/23	PLAY PROJECT					
	<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"> • Regular site meetings are being held with Proludic. Last week, the flood light and CCTV contractors were also present. • The play area opened on 10th January and is being very well used which is great to see. • The temporary CCTV was installed on 19th January. • Proludic have started the MUSA – phase 2 – and are on track to complete it by mid-February. Handover is expected at the end of February, subject to weather. • The order for the Thank You board, welcome sign, and disclaimers has been placed with Proludic. • Currently investigating options for two recycling bins and will submit a report to the Environmental Working Group for decision shortly. • Proludic have invoiced for the play area. WBC have been involved for this portion of the CIL money. They have responded to say the person who deals with it has been off sick so it has not been actioned. We will hopefully receive the CIL money in the next 5-10 days. <p>It was reported that the high fence to stop cricket balls has been erected on the wrong side. Proludic to be informed.</p>					<p>Proposed:ZF Seconded:SC All in favour</p> <p>Clerk</p> <p>Clerk</p>
FUL/188/22/23	NEW SPORTS FIELD – NORTH STREET PLAYING FIELDS					
i.	Lease					
	<p>A landscape contractor has advised that the pitch looks to have taken very well. It needs cutting several times to reduce the height of the grass to a playable length. They were unable to see if there were any stones on the surface due to the dense grass sward. They have suggested work required this spring as follows:</p> <ul style="list-style-type: none"> • To verti-drain field at 140mm hole centres using 20mm solid tines to remove compaction. • To spread 15.5.15 phased release fertilizer at 35 grams per sqm which has an 8-to-12-week release. <p>It was reported that the pitch recently flooded on a section which would make the pitch unplayable.</p> <p>IT WAS RESOLVED that the lease is not signed at present and the developer informed that:</p> <ul style="list-style-type: none"> • Council will inspect the pitch for flooding when we have another wet spell. • Council will check to ensure the car park is adequately surfaced. • Confirmation is needed as to when the goal posts will be installed. 					<p>Proposed:ZF Seconded:RG All in favour Clerk</p> <p>Proposed:ZF</p>

	IT WAS RESOLVED that the Environmental Working Group consider the usage of chemical weedkiller and fertiliser on all open spaces and whether using such products adhere to our climate/environmental plan.	Seconded:RG All in favour ZF/IH
ii.	Usage of sports field	
	IT WAS RESOLVED that the primary use of the field is to be for junior football but other sports related usage can be considered which has a governing body, as per the Lease conditions. A discussion took place as to whether to allow dogs on the pitch. IT WAS RESOLVED that no dogs, except for guide and assistance dogs, to be allowed on the pitch and the relevant signs erected. A clause to be added to the Hire Agreement.	Proposed:ZF Seconded:RG All in favour Proposed:ZF Seconded:RG All in favour Clerk
FUL/189/22/23	ANNUAL MEETING DATE	
	IT WAS RESOLVED that the Annual Meeting be moved to 15.05.23 in order to avoid the bank holiday. The Schedule of Meetings to be amended accordingly.	Proposed:PC Seconded:MP All in favour Clerk
FUL/190/22/23	FOOTBALL POSTS	
	IT WAS RESOLVED that the small goal post at Englefield Recreation Ground be left in place but the post on the ground to be scrapped.	Proposed:SC Seconded:MP All in favour Clerk
FUL/191/22/23	TREE PLANTING	
	A discussion took place on the three quotes received. IT WAS RESOLVED that an order be placed with Kennett Landscapes for: <ul style="list-style-type: none"> • 1 x Sorbus Aucuparia (mountain Ash) 12-14cm girth (2m plus height) £199.78 • 1 x Option A Ilex Aquifolium 1.5m height bushy £144.48 • 10 x small Ilex – plant under tree canopy - £44.46 (to be planted late November) • 3 x Pyracantha framed climber approx. 4ft height £247.50. at a cost of £636.22 including VAT, and £530 is vired from the contingency budget to the tree budget.	Proposed:PC Seconded:ZF All in favour IH Clerk
FUL/192/22/23	JOHN CUMBER HALL MANAGEMENT FEE	
	A discussion took place and an overview of the Halls finances were given. Bookings are picking up following the pandemic but there are concerns that the Halls finance are low. The trustees are applying for a grant from the John Cumber Charity. IT WAS RESOLVED that Council invoice for 50% of the management fee for the next quarter.	Proposed:ZF Seconded:MP All in favour Clerk
FUL/193/22/23	PREFERRED SUPPLIER LIST	
	The Clerk advised that it is very difficult to obtain 3 quotes for work a lot of the time. Between 3 and 10 companies are contacted to quote but many just do not respond resulting in us not always achieving 3 quotes. This is acceptable and adheres to our Financial Regulations as we have done our best to get quotes and the value is usually only a few hundred pounds. Asking for quotes all the time can also upset some suppliers which is why they do not quote as they have quoted previously and do not get the work so they do not bother again. Many contractors are also catching up following the pandemic so do not need the work. A preferred suppliers list is proposed which will enable us to contact the company for a quote and offer them the work. This also speeds up the process which is beneficial as some works can be urgent e.g. electrical or	

	<p>plumbing work, particularly health & safety works. Office efficiency will also be increased.</p> <p>IT WAS RESOLVED that Council approve a preferred supplier list and the following companies to be added to it:</p> <ul style="list-style-type: none"> • G N Maintenance – general maintenance • Event PA Hire – PA hire for fete • Allied Heating – plumbing and heating • Harding Electrical Services Ltd - electrical works <p>The preferred supplier list to be reviewed annually to ensure Council are still receiving best value. Any new supplier to have Full Council approval. A Preferred Suppliers List Policy to be drafted.</p>	<p>Proposed:PC Seconded:RG All in favour Clerk</p>
FUL/194/22/23	PAVILION / COUNCIL OFFICES	
	<p>A discussion took place as to whether Council, in principal, are in favour of looking at either rebuilding the pavilion, or relocating the Council offices to the High Street, and for this project to be fully investigated by the new Project Officer as their first project.</p> <p>IT WAS RESOLVED that stakeholders be contacted initially and if they are generally in favour then the project to be investigated further starting with a resident consultation as also a stakeholder.</p>	<p>Proposed:ZF Seconded:RG All in favour Clerk</p>
FUL/195/22/23	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"> • £1,046.04 SO. Interest on Instant Access account • £ 200.00 BACS. J Cole. Peter Gooch room hire • £ 25.00 BACS. Colour4You. Fete stand • £ 417.00 Cash paid in. Christmas fayre income • £ 30.00 BACS. Optimal Align. Fete stand • £ 25.00 BACS. A Craig. Storage rent 	<p>Proposed:ZF Seconded:MP All in favour</p>
ii.	Invoices for Payment	
	<p>IT WAS RESOLVED that Council approve the invoices for BACS payment as follows:</p>	<p>Proposed:RG Seconded:SC All In favour Clerk</p>

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Berkshire Pension Fund	Employer pension December PAID	N/A	262.27	-	262.27	LG Act 1972 S112
Berkshire Pension Fund	Employer pension January	N/A	277.09	-	277.09	LG Act 1972 S112
Viking	Steps for office	9831378	37.49	7.50	44.99	LG Act 1972 S111
Enerveo	Street lighting repairs	9000107 71	22.75	4.55	27.30	Parish Councils Act 1957 s.3 Highways Act 1980, s301
BHIB	Additional insurance for play area PAID	LCO0227 8	17.06	-	17.06	Public Health Act 1875 s.164
Beechwood Tree Care Ltd	Tree works as per tree survey 2021	BTC281	761.50	152.30	913.80 £868.11 – 5% discount for early payment	Open Spaces Act 1906, s.9-10
Alliance Heating	Various-replace water storage tanks & misc plumbing	INV - 3467	6,650.04	1,330.01	7,980.05	LG Act 1972 S133
Alliance Heating	Replacement condensate pump - Pavilion	INV-3466	272.53	54.51	327.04	LG Act 1972 S133
NALC	Clerk job advert	702599	300.00	60.00	360.00	LG Act 1972 S112
Bowak Ltd	Cleaning products	498465	100.77	20.15	120.92	LG Act 1972 S133
Harding Electrical Services Ltd	Exterior pavilion lighting	810	110.00	22.00	132.00	LG Act 1972 S133
Viking	Stationery	9900647	53.39	10.68	64.07	LG Act 1972 S112
Public Protection Partnership	Annual lotteries licence fee	n/a	20.00	-	20.00	Gambling Act 2005 s.252, 258
			8,884.89	1,661.70	10,546.59	

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

iii. Regular payments

IT WAS RESOLVED that Council note the regular DD/SO payments list for January 2023:

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
H3G	Mobile phone		13.06	2.61	15.67	LG Act S133
Onecom	Phone & Broadband - Dec 22	735344	43.01	8.60	51.61	LG Act S133
Lloyds Bank	Credit card	N/A	25.98	4.60	30.58	See below
RICOHUK	Photocopier		265.87	53.17	319.04	LG Act S112
Cathedral Leasing	Hygiene Services 2023	VI/1478980	462.72	92.56	555.28	LG Act S133
Information Commissioners Office	Data protection annual fee	N/A	40.00	-	40.00	LG Act S112
Grundon Waste Management Ltd	Bin emptying Dec 2022	PSI-0767275	120.62	24.12	144.74	LG Act S133
E.ON	Electricity Dec 22	KI-3BF1B4EC-0016	131.58	6.58	138.16	LG Act S133
Officers	Salaries - January	N/A	1,368.91	-	1,368.91	LG Act S112(1)
Triumph Technologies (Red Squid)	I.T. support Feb 23	2301130	77.03	15.41	92.44	LG Act S112
SSE Southern Electric	Street light electricity	13.01.23	45.39	2.26	47.65	Parish Councils Act 1957 s3 Highways Act 1980, s301
Opus Energy	Gas	27962113	131.54	6.58	138.12	LG Act S133
Castle Water	Water	8291676	31.14	-	31.14	LG Act S133
Topsource Global	Payroll services Jan 23	TGS2223/25026	42.92	8.58	51.50	LG Act S112
Unity Trust Bank	BACS charges	N/A	8.56	-	8.56	LG Act S112
			2,808.33	225.07	3,033.40	

Proposed:ZF
Seconded:MP
All in favour

iv. Internal Transfers

IT WAS RESOLVED that Council note the internal transfers made during January 2023:

Date	Transfer from	Transfer to	Amount
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Proposed:ZF
Seconded:MP
All in favour

	NONE	Instant Access account	Current Account	£0																													
v.	Bank Balances																																
	IT WAS RESOLVED that Council note the balance on the bank accounts as at 30/01/23:- Unity Bank – Current account £10,128.03, Instant Access account £318,947.86.				Proposed:ZF Seconded:MP All in favour																												
vi.	Card Payments																																
	IT WAS RESOLVED that Council note the card payments made during the last month:				Proposed:PC Seconded:RG All in favour																												
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FUL/196/22/23	CORRESPONDENCE																																
	<p>IT WAS RESOLVED that Council note the email correspondence received during the past month:</p> <ul style="list-style-type: none"> • NALC Chief Executive bulletins. (Emailed:Members) • NALC Events bulletins. (Emailed:Members) • NALC e-newsletters. (Emailed:Members) • WBC. Local Plan Review Consultation information. Various emails. (Emailed:Members) • HALC. Details of the Kings Coronation. (Emailed:Members) • NALC. International Women’s Day information. (Emailed:Members) • WBC. Cold Weather Alert information. (Emailed:Members, Facebook, website) • WBC. Notification of Swing Bridge Hangar Road closure – 20.1.23 to enable Volker Highways to replace marker posts and re-paint Bollards on behalf of WBC. (Emailed:Members, Facebook, website) • WBC. Consultation on proposed school dates for 2024-25. Respond by 17.02.23. (Emailed:Members) • WBC. 2022 Review. (Emailed:Members) • National Highways. Details of M4 closures. (Emailed:Members, Facebook, website) • Walking in England. Details of a Walking in Berkshire website. (Emailed:Members, Facebook, website) • WBC. Details of Station Road closure, and a response from District Cllr Macro. (Emailed:Members, Facebook, website) • WBC. Agenda and invite to the Parish Climate Forum on 18.01.23. (Emailed:Members) • WBC. Agenda and invite to the District Parish Conference on 31.01.23. (Emailed:Members) • Greenham Trust. Details of their Cost of Living grants. (Emailed:Members) • WBC. Details of the Police and Crime Commissioners Fund. (Emailed:Members) 				Proposed:RG Seconded:MP All in favour																												

	<ul style="list-style-type: none"> • BBC Radio Berkshire. Details of Make a Difference Award 2023. (Emailed:Members, website, Facebook) • District Cllr Macro – newsletter. (Emailed:Members) • Royal Berkshire Fire & Rescue Service. Have Your Say on the Future of Royal Berkshire Fire and Rescue Service consultation. (Emailed:Members, Facebook, website) 	
FUL/197/22/23	DATE OF NEXT MEETING	
	The next meeting will take place at 7.30pm on Monday 6 th March 2023 in the Pavilion.	

The meeting closed at 9.35 pm.

Chair: Date:

WBC – West Berkshire Council
PC – Parish Council

DRAFT