

**An ORDINARY meeting of THEALE PARISH COUNCIL was held on
Monday 6th March 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 Gash, Cllr Clark & Cllr Cox

In Attendance: 8 members of the public, Jan Crisp - Administration Officer & Samantha Haywood – Locum Clerk

Minutes: Di Hughes – Operations Manager/Clerk

ITEM	MINUTE	VOTE / ACTION
1.	APOLOGIES FOR ABSENCE	
	Cllr Richardson, Cllr Hopcroft – all personal. IT WAS RESOLVED that the apologies be accepted.	Proposed:ZF Seconded:RG All in favour
2.	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None.	
3.	APPROVAL OF MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Extraordinary Full Council meeting held on 30.01.23 be approved as a true and accurate record of the meeting and be signed by the Chair. IT WAS RESOLVED that the minutes of the Ordinary Full Council meeting held on 06.02.23 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: LC Seconded: ZF All in favour Proposed: RG Seconded: MP All in favour Abstained: AC
4.	OPEN MEETING	
	The Chair welcomed the members of the public to the meeting and suggested bringing agenda items 5, 14 & 16 forward to be discussed straight after the open meeting. This would allow the members of the public time to speak and then for Cllr’s to consider these matters straight after. Representatives from the “Can Do It Club” spoke in support of their grant application (agenda item 14). Representatives from Berkshire Youth Development League spoke in support of their request to hire Sports Pitches (agenda item 5) Dennis Hayden spoke in support of Tiehurst Poor’s Land Charity (agenda item 16)	

14.	GRANT APPLICATIONS	
	<p>Can Do It Club – having received the grant application form in advance of the meeting (circulated with the agenda) and having listened to the representatives speak in the Open Meeting it was proposed to award a one off grant of £500.00.</p> <p>Holy Trinity Church – having received the grant letter in advance of the meeting (circulated with the agenda) it was proposed to award a one off grant of £100.00 to support the Spring & Summer editions of this publication.</p>	<p>Proposed: LC Seconded: AC All in favour</p> <p>Proposed: RG Seconded: ZF 7 in favour 2 against</p>
16.	TILEHURST POOR'S LAND CHARITY REPRESENTATIVE	
	<p>Having listened to Dennis Hayden speak in the Open Meeting Cllr Cox suggested Dennis write an article for the Parish Magazine about the Trust to make local people aware of the work they do.</p> <p>There appears to be some confusion with regards to the representatives role. It was proposed that this item be deferred until the Annual Council Meeting. In the meantime Dennis will raise this matter at the Tilehurst Poor's Land Charity meeting planned to take place on Tuesday 7th March 2023 and the Theale Parish Clerk & Chair will done some further investigation work and look at the role as defined by the Charities Commission.</p>	<p>Proposed: PC Seconded: LC All in favour</p>
5.	SPORTS PITCH USAGE	
	<p>Berkshire Youth Development League (BYDL) - a detailed proposal had been received in advance of the meeting (circulated with the agenda) having listened to Steve & Matt from BYDL in the Open Meeting. The Chair outlined the current usage of the sports pitches. This was followed by a lengthy discussion.</p> <p>Cllr Cox raised questions/concerns regarding parking in the surrounding areas but was advised that Berkshire Youth Development League will provide parking attendants and have offered to pay for the geo cell to extend the existing car park.</p> <p>Cllr Church & Cllr Paul raised questions/concerns regarding the traffic flow & congestion between matches. BYDL offered to change kick off times to elevate the traffic congestion. Cllr Church suggested creating passing bays on the road leading to North Street playing fields.</p> <p>Cllr Coker raised questions/concerns regarding the storage of goals etc. but was advised that Berkshire Youth Development League propose to purchase a storage container.</p> <p>Cllr Cox raised questions/concerns regarding the portaloos but was advised that these will not remain in situ all week but be delivered on a Friday and collected by or on Monday.</p> <p>Cllr Coker asked about Wayward Wanders and was advised that there current contract remains in place until the end of this season. For next season they will be offered an alternative pitch.</p> <p>The Chair proposed to offer BYDL an initial 2 year contract subject to approval by Englefield Estate. The Clerk to contact Englefield Estate and keep members updated on their response to this matter.</p> <p>The request for sports fields to be used for Car Boot Sales was refused.</p>	<p>Proposed: PC Seconded: KG 7 in favour 2 against</p> <p>Proposed: ZF Seconded: RG All in favour</p>

6.	MONTHLY REPORTS	
i.	Chairs Report	
	<p>The Chair reported:</p> <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. Has spoken with Tim at Proludic. Official opening event of the Play Park & MUSA they will fund: 150 ice creams 80 goody bags. <p>The bike rack being moved to the new location.</p> <ul style="list-style-type: none"> Updated about the IT procurement. Has met with Amco Giffin (contractor at Theale Station) who have offered to volunteer in the local community. Ideas for future discussions. Both the Co-Op & Charity Shop have been broken into in the past week. 	
ii.	Clerk's Report	
	A report had been circulated to all in advance via the agenda.	
iii.	District Councillor Macro Report	
	<p>A written report from District Councillor Alan Macro had been received via email on Monday 6th March. It has been circulated by email but may have not yet been read by all.</p> <ul style="list-style-type: none"> <u>Lakeside</u> – Cllr Fenwick & Clerk to attend and represent Theale Parish Council at the Eastern Area Planning site visit on Wednesday 8th March. <p>IT WAS RESOLVED that Council receives the three reports.</p>	Proposed: RG Seconded: ZF All in favour
7.	PLANNING	
i.	New planning applications	
	<p>23/00392/PACOU - 33–33a High Street</p> <p>Application to determine if prior approval is required for a proposed change of use of the 1st floor of 33-33a from ancillary to Class E to 2 x 1 bedroom/1 person flats.</p> <p>No comments.</p> <p>23/00268/HOUSE - 15 Cavalier Close</p> <p>Section 73: Variation of condition 2 (approved plans) of previously approved application 22/01453/HOUSE: 1st floor infill above the existing converted garage, stepping forward at first floor to create open porch area. Removal of conservatory and replacement with brick built single-storey that is smaller than the original conservatory.</p> <p>No objections.</p>	Proposed: AC Seconded: RG All in favour

ii.	Planning Decisions	
	<p>IT WAS RESOLVED that Council had received and digested the following planning decisions (details of applications were circulated in advance of the meeting with the agenda):</p> <p><u>Decisions</u></p> <p>22/02999/ADV – 1 Waterside Drive Arlington Business Park – Approved</p> <p>22/02814/RESMAJ -Lakeside, The Green - Approved</p> <p><u>Appeals</u></p> <p>APP/W0340/W/22/3305357 – Lakeside, The Green - Approved</p>	<p>Proposed: ZF Seconded: KG All in favour</p>
8.	COMMITTEES and WORKING GROUPS	
	<p>IT WAS RESOLVED that Council note the draft minutes of the Finance Committee meeting held on 06.02.23, including approval of recommendations.</p> <p>IT WAS RESOLVED that Council note the draft minutes of the Community Engagement Committee meeting held on 08.02.23, including approval of recommendations.</p> <p>IT WAS RESOLVED that Council to note the draft minutes of the Staffing Committee meeting held on 22.02.23, including approval of recommendations.</p>	<p>Proposed: RG Seconded: SC All in favour</p>
FUL/187/22/23	PLAY PROJECT	
	<p>IT WAS RESOLVED that Council note the written update report received from the Clerk and note the verbal update:</p> <ul style="list-style-type: none"> • The bench has not yet been removed but is on the list. • Additional CCTV costs/quote, which require approval. • WBC invoice must be raised by the end of March 2023. <p>Cllr Church advised of graffiti on one of the tables near the play park. Clerk to ask G N Maintenance to remove graffiti on one of the tables.</p>	<p>Proposed: LC Seconded: ZF All in favour</p>
10.	ELECTRONIC EQUIPMENT POLICY	
	<p>IT WAS RESOLVED that Council accepted the draft Electronic Equipment Policy but Cllr Cox questioned point 3.2 and Council have requested some changes to be made regarding the terminology around passwords & security.</p>	<p>Proposed: RG Seconded: KG All in favour</p>
11.	PREFERRED SUPPLIER LIST and POLICY	
	<p>IT WAS RESOLVED that Council approve the draft Preferred Supplies List Policy.</p> <p>The Clerk requested to withdraw ASW Marquees being added to the Preferred Supplier List.</p>	<p>Proposed: LC Seconded: MP All in favour</p>

12.	LITTER BINS	
	IT WAS RESOLVED that Council will purchase recycling bins, and relocating existing litter bins at the Englefield Road Recreation Ground. Environment Group and Clerk to action.	Proposed: LC Seconded: AC All in favour
	IT WAS RESLOVED that Council defer the decision of replacing the Grundon cardboard recycling bin with a mixed recycling bin and as glass cannot go into the mixed recycling bin to have a separate 240l glass bin at a cost of £5.75 lift price and daily rental of 6p per day allowing more investigation and conversations with the village hall and G N Maintenance to take place.	Proposed: ZF Seconded: KG All in favour
13.	AMKO GIFFEN CORPORATE VOLUNTEERING	
	IT WAS RESOLVED the Clerk has delegated power to decide upon any works/materials that are offered from Amko Giffen to carry out corporate volunteering work subject to budget.	Proposed: PC Seconded: MP All in favour
15.	NEW SPORTS PITCH	
	IT WAS RESOLVED that Council still have concerns and are not yet able to sign the lease to handover the new sport pitch. Ongoing concerns & issues: Padlock to gates Travellers access – can they extend the ditch? Flooding Sapling that has been planted in front of the gate!	Proposed: PC Seconded: LC All in favour
17.	FETE MARQUEES	
	IT WAS RESOLVED that Council would like to defer this item and request that the Clerk try and receive two more quotes for the marquees.	Proposed: PC Seconded: RG All in favour
FUL/195/22/23	FINANCE & ACCOUNTS	
i.	Income	Proposed: PC Seconded: RG All in favour
	IT WAS RESOLVED that Council note the income received in the last month as circulated in advance with the agenda.	
ii.	BACS payments	
	IT WAS RESLOVED that Council approves invoices for payment as per schedule circulated in advance with the agenda.	
iii.	Payments made by Clerk outside of meeting using delegated powers	
	IT WAS RESOLVED that Council note the payment made by the Clerk as circulated in advance with the agenda.	
iv.	Regular DD/SO payments	
	IT WAS RESLOVED that Council approves regular DD/SO payments as per schedule circulated in advance with the agenda.	

v.	Internal Transfers			
	IT WAS RESOLVED that Council note the internal transfers made in the last month:			
	Date	Transfer from	Transfer to	Amount
	01.02.23	Instant Access Account	Current Account	£20,000
	07.02.23	Instant Access Account	Current Account	£120,000
v.	Card Payments			
	IT WAS RESOLVED that Council note the credit card payments made in the last month made as circulated in advance with the agenda.			
vi.	Bank Balances			
	IT WAS RESOLVED that Council note the balance on the bank accounts as at 28/02/23: Unity Bank – Current account £79,464.87, Instant Access account £178,947.86.			
19.	CORRESPONDENCE			
	IT WAS RESOLVED that Council note the email correspondence received during the past month a circulated in advance with the agenda.			Proposed: RG Seconded: ZF All in favour
20.	DATE OF NEXT MEETING			
	The next meeting will take place at 7.30pm on Monday 3 rd April 2023 in the Pavilion.			

The meeting closed at 9.50pm.

Chair: Date:

WBC – West Berkshire Council
PC – Parish Council