

An ordinary meeting of the Parish Council was held on
Monday 3rd April 2023 at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr Clifford

Parish Councillors: Cllr Church, Cllr Paul, Cllr Coker

Others In Attendance: Administration Officer Jan Crisp, District Cllr Alan Macro & 0 members of the public

Minutes: Di Hughes – Operations Manager/Clerk

MINUTES

Agenda Item	Minute	Action Agreed	Vote (if required)
1.	<u>APOLOGIES</u> Apologies were received from Cllr Hopcroft, Cllr Fenwick, Cllr Gallop, Cllr Clark, Cllr Gash, Cllr Cox & Cllr Richardson – all for personal reasons.	-	-
2.	<u>DECLARATIONS OF INTEREST & DISPENSATIONS</u> None.	-	-
3.	<u>MINUTES OF THE PREVIOUS MEETING</u> It was agreed that the minutes of the Parish Council meeting held on 06.03.2023 be approved as a true and accurate record of the meeting and be signed by the Chair.	-	Proposed: MC Seconded: MP All in favour
4.	<u>OPEN MEETING</u> No members of the public present.	-	-
5.	<u>MONTHLY REPORTS</u> 1. Chair's Report – Cllr Clifford: Brief update on the new playpark & MUSA areas. Attended the Holy Trinity Seniors Club. The session was well attended. He spoke to many residents and the main areas of concerns were: communication for those without access to devices & internet, the new pay system in the WBC car park, increased amounts of litter & dog poo, parking on the footway on meadow way and hedging on Church Street overhanging the footpath. Please do ignore and report phishing email. Still waiting on LGRC for contract for Clerk support. The Spring Parish Magazine has been distributed.	Clerk to add the issue with dog poo & litter to May agenda. TPC to ensure better communication methods in the future. TPC to attempt to contact WBC about the pay methods.	-

	<p>We currently have some challenges with the North Street playing fields.</p> <p>This is the last full council meeting prior to the Parish Elections and Cllr Clifford thanked all representatives for their support and work over this term and wished everyone standing good luck for the elections.</p> <p>2. Clerks report – Di Hughes:</p> <p>Di asked if the members liked the new weekly briefing as a way of regular communication rather than lots of emails and one formal monthly report. The members present like this method of communication.</p> <p>All other matters are covered elsewhere in the agenda.</p> <p>3. District Councillor report - Cllr Alan Macro</p> <p>In addition to Cllr Macros written report which was circulated to members by email on 02.04.2023. Cllr Macro wanted to make members aware of the Network Rail plan to use Wigmore Lane as a station to unload freight to road. He encouraged people to make comments or objections.</p> <p>Cllr Macro is still awaiting a response from WBC with regards to the closure to Deadman’s Lane to through traffic.</p> <p>With the District Elections imminent Cllr Macro thanked the Parish Council for their support during this term.</p> <p>Cllr Macro asked if anyone had any questions for him. Cllr Church made observations about the blocked drains on the High Street.</p>	<p>Clerk is having ongoing conversations with Englefield Estate & WBC.</p> <p>Clerk to write on behalf of TPC to object.</p>	<p>-</p> <p>-</p>
<p>6.</p>	<p><u>PLANNING MATTERS</u></p> <p>Planning matters were attached as Appendix 1 to the agenda but are also sent to members weekly as part of their weekly briefing.</p> <p>The Clerk advised that the date for comments/objections had now passed. We requested an extension from WBC but did not receive a response.</p> <p>Observations: 23/00334/HOUSE – 14 The Crescent, Theale</p> <p>New Applications: 22/01871/FULEXT – Lakeside, The Green</p> <p>Decisions: 23/00074/CERTP – 1320 Arlington Business Park 21/03256/RESMAJ – Lake, The Green</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	

<p>7.</p>	<p><u>COMMITTEE & WORKING GROUPS</u></p> <p>1. Community Engagement Committee</p> <p>Draft minutes of the meeting that took place on 13th March were circulated in advance with the agenda.</p> <p>Members were asked to consider the recommendation to have a Theale in Bloom competition in 2023. Cllr Hopcroft had submitted a proposal to the committee and other members had made additional recommendations at the meeting on the 13.03.2023.</p> <p>After discussion the members present at this meeting agreed to support Cllr Hopcroft's idea to use 2023 to see how well this event is received in the community with possible expansion in the future to include more categories and trails/maps.</p> <p>If any funds are needed for this event they are to come from the Environment Committee Budget.</p> <p>2. Staffing Committee</p> <p>Draft minutes of the meeting that took place on 27th March were circulated in advance with the agenda.</p> <p>The members present were made aware of matters arising with regards to the new Clerks pension and that the new Clerk contract needs to reflect the minutes of the Council meeting that took place on 04.01.2023.</p>	<p>Cllr Hopcroft to plan dates & categories.</p> <p>Cllr Hopcroft to appoint judges.</p> <p>TPC staff to assist Cllr Hopcroft with producing entry forms, admin and promoting the event.</p> <p>Clerk to do more investigation with regards to the pension issues.</p> <p>Chair or Vice Chair to reissue new contract.</p>	<p>Proposed: PC Seconded: MP All in favour</p> <p>Proposed: PC Seconded: MP All in favour</p>
<p>8.</p>	<p><u>CORRESPONDENCE RECEIVED</u></p> <p>Correspondence where relevant is being sent to members weekly as part of their weekly briefing.</p> <p>There are no items of correspondence that need specific discussion on this occasion.</p>	<p>-</p>	<p>-</p>
<p>9.</p>	<p><u>PLAY PROJECT</u></p> <p>Prior to this meeting the members had received an outside spaces update document with the agenda which detailed challenges and updates relating to the new playpark, MUSA, zip wire & outdoor gym equipment.</p> <p>The members present proposed in principle to sign off this project as complete with delegated authority to the Clerk with regards to snagging and when payment can be made. Holding back 5% retention as per the contract.</p>	<p>Clerk to liaise with contractors.</p>	<p>Proposed: PC Seconded: MC All in favour</p>

10.	<p><u>SPORTS PITCH USAGE/BYDL PROPOSAL</u> Prior to this meeting the members had received an outside spaces update document with the agenda which detailed communications relating to this matter between TPC, Englefield Estate and BYDL.</p> <p>In principle Englefield Estate support this proposal.</p>	Clerk to update BYDL (Matt) and to facilitate next steps.	-
11.	<p><u>ELECTRONIC EQUIPMENT & POLICY</u> The new devices have been received. They will be set up ready for issue to the new Council members in May.</p>	Clerk to ensure devices are ready for issue in May 2023 and to ensure policy changes have been made as suggested to the Locum Clerk.	
12.	<p><u>NEW SPORTS PITCH (North Street)</u> Prior to this meeting the members had received an outside spaces update document with the agenda which detailed communications relating to this matter between TPC, Englefield Estate and WBC.</p> <p>This project is now two years behind schedule.</p> <p>The quality of the pitch is not suitable/playable and as such we are not willing to accept the handover and signoff for this project.</p>	Cllr Clifford met with the Clerk to draft a communication to be sent to WBC (Bill Bagnell & CEO) with Englefield Estate to be cc.	Proposed: MP Seconded: SC All in favour
13.	<p><u>FETE MARQUEES</u> An action from the last meeting was to try and obtain two further quotes prior to booking ASW Marquees for the Summer Fete.</p> <p>Two other companies have been contacted. One responded that they are booked for that date and can't quote. The second company are also booked for that date and suggested we contact ASW Marquees.</p> <p>Proposal we now book ASW Marquees for the Summer Fete planned to take place on Sunday 25th June and pay a holding deposit with immediate effect.</p>		Proposed: PC Seconded: MP All in favour

14.	<p><u>COMMUNITY COFFEE MORNINGS</u> Council to consider and approve the proposal to open the Peter Gooch room weekly on a Wednesday morning from 8.45am – 11.15am for a community coffee & chat.</p> <p>The members present agreed to support this proposal and agreed £200 start up budget.</p>	TPC staff to purchase goods, promote these sessions and be on site to support them.	Proposed: PC Seconded: SC All in favour
15.	<p><u>FINANCE AND ACCOUNTS</u> Appendix 2 with the agenda detailed this month's finance & accounts.</p> <p>Council to approve change of bank signatories to add new Clerk & remove Locum Clerk.</p> <p>New Clerk to be issued with the credit card as part of this change.</p> <p>Removal of outgoing Councillors but not until the new Clerk is set up and we have enough signatories to allow Council business to continue as normal.</p> <p>Council to note the income received in the last month.</p> <p>Council to consider and approve invoices for payment.</p> <p>Council to note payments made by the Clerk outside of meeting using delegated powers.</p> <p>Council to note and approve the monthly regular DD/SO payments made in the last month.</p> <p>Council to note internal transfers made in the last month.</p> <p>Council to note the credit card payments made in the last month.</p> <p>Council to note the bank balances as at 29.03.2023.</p>	Invoices relating to outstanding works & contractors approved to be paid in line with the T&C's with the Clerk to be given delegated authority to pay on completion which will be before the next meeting	<p>Proposed: PC Seconded: SC All in favour</p> <p>Proposed: MP Seconded: MC All in favour</p>
11.	<p><u>DATE OF NEXT MEETING</u> <u>Monday 15th May 2023 @ 7.30pm</u></p>	-	Proposed: PC Seconded: MC All in favour

The meeting closed at 9.11pm.

Chair: Date: