

The Annual meeting of the Parish Council was held on
Monday 15th May at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr Clifford

Councillors Present: Cllr Church, Cllr Paul, Cllr Coker, Cllr Fenwick, Cllr Gallop, Cllr Miles & Cllr Seto (arrived late)

Others In Attendance: Administration Officer Jan Crisp, 1 member of the public & PCSO James Sherley (TVP)

Minutes: Di Hughes – Operations Manager/Clerk

MINUTES

Agenda Item	Minute	Action Agreed	Vote (if required)
1.	<u>ELECTION OF CHAIRMAN & VICE-CHAIRMAN</u> Cllr Clifford was nominated & elected as Chairman Cllr Fenwick was nominated & elected as Vice-Chairman Both accepted the nomination & position.	- -	Proposed: RG Seconded: ZF 7 in favour PC abstained Proposed: IH Seconded: RG 7 in favour ZF abstained
2.	<u>APOLOGIES</u> District Cllr Macro.	-	-
3.	<u>DECLARATIONS OF INTEREST & DISPENSATIONS</u> None.	-	-
4.	<u>MINUTES OF THE PREVIOUS MEETING</u> It was agreed that the minutes of the Parish Council meeting held on 03.04.2023 be approved as a true and accurate record of the meeting and be signed by the Chair.	Some action points are still outstanding. Clerk to resolve these.	Proposed: RG Seconded: SC All in favour
5.	<u>APPOINTMENT OF COMMITTEES</u> Finance Committee: Cllr Gallop, Cllr Fenwick, Cllr Clifford & Cllr Hopcroft Staffing Committee: Cllr Paul, Cllr Coker, Cllr Fenwick, Cllr Clifford & Cllr Church	Committees to advise Clerk of date of first meeting.	Proposed: ZF Seconded: MP All in favour Proposed: RG Seconded: SC All in favour
6.	<u>COMMITTEES & WORKING GROUPS – Appendix 1</u> Community Events: Cllr Fenwick, Cllr Paul, Cllr Miles & Cllr Hopcroft (Cllr Clifford will attend meetings as and when required) Environment & Open Spaces: Cllr Hopcroft, Cllr Coker, Cllr Church & Cllr Fenwick (Cllr Clifford will attend meetings as and when required)	Committees to advise Clerk of date of first meeting.	Proposed: IH Seconded: ZF All in favour Proposed: RG Seconded: IH All in favour

7.	<p><u>REPRESENTATIVES ON OUTSIDE BODIES</u></p> <p>The Council to appointed representatives on the following outside bodies:</p> <p>AWE Local Liaison Committee – Cllr Coker</p> <p>Theale Rail Sidings Liaison Committee – Cllr Clifford</p> <p>Dr Ellerton’s Charity – Cllr Hopcroft</p> <p>Tilehurst Poorlands Charity (Trustee) – Dennis Hayden</p> <p>Theale Village Hall Committee – Cllr Gallop</p> <p>Neighbourhood Action Group (PACT) – Cllr Gallop</p>	Cllr Clifford will investigate if Theale Rail Sidings Committee still exists.	Proposed: ZF Seconded: MP All in favour
8.	<p><u>COUNCILLORS TRAINING COURSES</u></p> <p>Approval to spend £122.50 for Cllr Miles & Cllr Seto to attend the Knowledge & Core Skills for Councillors training course.</p>	Clerk to liaise with Cllr’s and book the courses.	Proposed: ZF Seconded: RG All in favour
9.	<p><u>ELECTRONIC EQUIPMENT, POLICY & IT SUPPORT CONTRACT</u></p> <p>Council to adopt new use of electronic equipment policy. Issue</p> <p>Issue Councillors with new IT equipment and advise of purpose.</p> <p>Council to consider Clerk recommendation with regards to ongoing IT support/contract - deferred.</p>	<p>Clerk to amend point regarding damage to the new policy.</p> <p>Devices to be issued by the Clerk in the coming weeks.</p> <p>Clerk to add this to next agenda.</p>	Proposed: PC Seconded: RG All in favour
10.	<p><u>MONTHLY REPORTS</u></p> <p>Cllr Clifford gave a verbal report.</p> <p>Clerk report – members were advised that all matters had been communicated via the weekly briefings or are agenda items later in the meeting.</p> <p>District Councillor Macro circulated a written report via email to all members in advance of the meeting.</p>	-	-
11.	<p><u>OPEN MEETING</u></p> <p>Dennis Hayden confirmed he was happy to continue as a Trustee & represent Theale Parish Council on the Tilehurst Poorlands Chrity.</p> <p>PCSO James Sherley attended to represent TVP and will take questions during item 14.</p>	-	-
12.	<p><u>PLANNING MATTERS – Appendix 2</u></p> <p>Planning matters were attached as an appendix 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 for 23/00790/RESMAJ has now passed. The Clerk has requested an extension from WBC but did not receive a response.</p>		

	<p>Observations: 23/00760/FUL – No comments. 23/00900/HOUSE – No objections. 23/00790/RESMAJ – Objections and additional comments detailed in appendix with the agenda to be formally submitted to West Berks Council.</p> <p>New Applications: None.</p> <p>Decisions & Withdrawals: Noted.</p> <p>Appeals: None.</p>	<p>In relation to 23/00790/RESMAJ Clerk to summarise points & objections and submit in writing to WBC on 16.05.2023</p>	<p>Proposed: PC Seconded: ZF All in favour</p>
13.	<p><u>GROUND MAINTENANCE - Appendix 3</u> Council to consider proposal with regards to the football pitches and open spaces:</p> <p>Members agreed to treat the sports playing areas on the Rec & NSPF with weed killer as soon as possible but asked for consideration to be given to the environment with the products used. Members agreed to give the Clerk delegated authority for this spend.</p> <p>Cllr Church advised he may be able to source a ton of topsoil cheaper than the quote currently received. Members agreed to Gary Nelson carrying out the works grounds maintenance works on the Rec & NSPF which include filling holes and making good surfaces that have suffered due to the recent weather.</p> <p>Council to consider proposal with regards to dog poo bins & litter bins – deferred.</p>	<p>Clerk to ensure this works is completed as a priority but to investigate environmentally friendly products.</p> <p>Clerk to order topsoil and confirm with Gary that works can proceed.</p> <p>Clerk to add to the next agenda.</p>	<p>Proposed: RG Seconded: SC All in favour</p> <p>Proposed: PC Seconded: MC All in favour</p>
14.	<p><u>SECURITY ON THE HIGH STREET</u> Discussions took place based on information received from local business and residents following recent break ins on the High Street.</p> <p>PCSO James Sherley attended the meeting and gave an update but as investigations are ongoing was unable to share information. He did however answer members questions about policing in the village & support for the business.</p> <p>It was decided that Theale Parish Council will try and arrange/facilitate a bespoke meeting. Suggested parties to invite include: Alok Sharma, TVP, Newbury & Reading BID, West Berks Council & High Street Businesses.</p>	<p>TVP to try and attend business engagement forum on 17.05.2023.</p> <p>Clerk to arrange meeting.</p>	<p>Proposed: ZF Seconded: RG All in favour</p>

15.	<u>CCTV POLICY REVIEW – Appendix 4</u> Members agreed to update the current CCTV policy to allow imagery to be shared with others to aid future Health & Safety matters/investigations.	Clerk to update the policy as discussed.	Proposed: IH Seconded: RG All in favour
16.	<u>CORRESPONDENCE RECEIVED</u> Correspondence where relevant is being sent to members weekly as part of their weekly briefing. There are no items of correspondence that need specific discussion on this occasion.	-	-
17.	<u>CHRISTMAS LIGHTS CONTRACT</u> Members agreed to remain with current contractor for 2023 and to source a new company ready for 2024.	Jan Crisp to pay invoice and to investigate new suppliers.	Proposed: MP Seconded: MC All in favour
	<u>FINANCE AND ACCOUNTS – Appendix 5</u> Members approved invoices for payment – there was a discussion around the payment of one of the contractors but resolved to pay this invoice. Members approved the monthly regular DD/SO payments made in the last month. Changes need to be made to bank signatories: All ex Councillors will be removed and Cllr Paul & Cllr Hopcroft will be added to the Theale Parish Council bank. All ex Councillors will be removed and Cllr Gallop will be added to the John Cumber Charity bank.	Clerk to speak with Pro Landscapes.	Proposed: ZF Seconded: MP All in favour Proposed: RG Seconded: ZF All in favour
11.	<u>DATE OF NEXT MEETING</u> Monday 5 th June 2023 @ 7.30pm A draft meeting schedule for 2023-2024 was issued to all members with a request to confirm dates by next meeting so this information can be uploaded to the website and displayed on notice board.	New Committees to meet and advise of dates for the year.	-

The meeting closed at 9.48pm

Chair: Date: