

An ordinary meeting of the Parish Council was held on
Monday 5th June at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr Clifford

Councillors Present: Cllr Church, Cllr Coker, Cllr Fenwick, Cllr Gallop, Cllr Hopcroft, Cllr Miles & Cllr Seto

Others In Attendance: District Cllr Macro

Minutes: Di Hughes – Operations Manager/Clerk

MINUTES

Agenda Item	Minute	Action Agreed	Vote (If required)
1.	<u>APOLOGIES</u> Cllr Paul & Jan Crisp – both personal.	-	-
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 meetings held on 15.05.2023 & 26.05.2023 be approved as a true record of the meeting, however there is one addition to the minutes of the 26.05.2023 with regards to the Hurricane Swing. These minutes to be edited before being signed by the Chair.	Clerk to edit the minutes of the 26.05.2023 prior to sign off by the Chair.	Proposed: RG Seconded: MC All in favour
4.	<u>OPEN MEETING</u> No members of the public were present at this meeting. Cllr Church wanted to raise a new matter but was asked to add this as an agenda item for the July meeting.	Cllr Church to send Clerk agenda item for July.	-
5.	<u>MONTHLY REPORTS</u> Cllr Clifford gave a verbal report. Clerk report – members were advised that all matters had been communicated via the weekly briefings or are agenda items later in the meeting. District Councillor Macro circulated a written report via email to members in advance of the meeting. However not all members received this email. Cllr Macro gave some additional verbal comments to the members and advised members of an app called Love Green Streets.	Cllr Miles to write some words to WBC and Clerk to send to John Winstanley.	-

Di Hughes

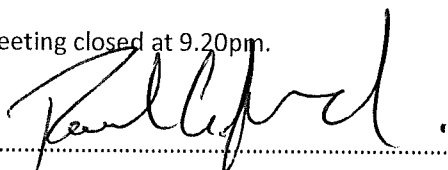
6.	<u>PLANNING MATTERS – Appendix 1</u> Planning matters were attached as an appendix to the agenda but are also sent to members weekly as part of their weekly briefing.	-	-
7.	<u>COMMITTEES AND WORKING GROUPS</u> No meetings have been held in the last month. Terms of Reference review: Staffing Committee – change 2.1b to give power to recruit to all roles. Finance Committee – none.	Clerk to make changes discussed.	Proposed: PC Seconded: IH All in favour
8.	<u>ANNUAL POLICY REVIEW – Appendix 2</u> Code of Conduct – Readopt with no changes. Financial Regulations – Readopt with one change. Standing Order – Update in line with NALC as per Cllr Clifford's email suggestion. Also remove 3i.	Clerk to update polices discussed.	Proposed: PC Seconded: ZF All in favour
9.	<u>INTERNAL AUDIT & AGAR – Appendix 3</u> Both the Internal Audit and AGAR were accepted and signed off by the members present. It was agreed to reappoint Claire Connell as the internal auditor for 2023/2024	Clerk to confirm the reappointment with Claire Connell.	Proposed: RG Seconded: ZF All in favour
10.	<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.	-	-
11.	<u>PLAY PROJECT, NEW SPORTS PITCH & BERKSHIRE YOUTH DEVELOPMENT LEAGUE PROPOSAL</u> New Hurricane Swing to be in place by the start of the school summer holidays. Members have requested to see a copy of the investigation report for the Hurricane Swing.	Clerk to ask Proludic about the investigation report.	-
12.	<u>STREET LIGHT REPAIRS/REPLACEMENTS/MAINTENANCE CONTRACT – Appendix 4</u> Quote received from Zeta Specialist Lighting. Cllr Miles suggested asking R&M Lighting to quote as they are based in Theale, and it would be good to support a local business. Cllr Clifford suggested Clerk be given authority to place an order up to £2,500 with Zeta if R&M don't wish to quote for this work.	Clerk to contact R&M Lighting.	Proposed: IH Seconded: ZF All in favour
13.	<u>ENERGY CONTRACTS – Appendix 5</u> Due to IT issues the quote has not been received! This matter is to be deferred to the next meeting.	-	-

Paul

14.	<u>FINANCE AND ACCOUNTS – Appendix 5</u> Members approved invoices for payment. Members approved the monthly regular DD/SO payments made in the last month.	-	Proposed: SC Seconded: RG All in favour
15.	<u>DATE OF NEXT MEETING</u> Monday 3 rd July 2023 @ 7.30pm	-	-

The meeting closed at 9.20pm.

Chair:



Date:

3/7/2023

