

The Annual Meeting of the Parish Council was held on Monday 13<sup>th</sup> May 2024 at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr Clifford

Councillors Present: Cllr Paul, Cllr Fenwick, Cllr Miles, Cllr Gallop, Cllr Coker & Cllr Seto

Others In Attendance: J.Crisp, Administrations Officer & B.Brodie, Administration Assistant

Minutes: Di Hughes – Operations Manager/Clerk

### MINUTES

Agenda Item	Minute	Action Agreed	Vote (If required)
1.	<p><u>Election Of Chair</u> Cllr Clifford was the only nomination for Chair. He accepted the position.</p> <p><u>Election Of Vice-Chair</u> Cllr Fenwick was the only nomination for Vice-Chair. She accepted the position.</p>	Clerk to ensure relevant paperwork is signed by both the Chair & Vice-Chair	<p>Chair Proposed: MP Seconded: GM All in favour</p> <p>Vice-Chair Proposed: RG Seconded: MP All in favour</p>
2.	<p><u>Apologies</u> Cllr Hopcroft, Cllr Church &amp; District Councillor Macro</p>	-	-
3.	<p><u>Declaration Of Interest &amp; Dispensations</u> None</p>	-	-
4.	<p><u>Minutes Of The Previous Meeting</u> It was agreed that the minutes of the Parish Council meetings held on 15<sup>th</sup> April be approved as a true record of the meeting.</p>	Clerk to check back for Extra Ordinary meeting minutes that are still outstanding.	Proposed: MP Seconded: RG 6 in favour 1 abstained
5.	<p><u>Appointment Of Committees</u> It was agreed that the following committees were needed for 2024/2025 and members agreed which committee they were willing to sit on:</p> <p>Finance Committee Cllr. Gallop, Cllr. Clifford &amp; Cllr.Hopcroft</p> <p>Staffing Committee Cllr. Clifford, Cllr. Coker, Cllr. Paul &amp; Cllr. Fenwick</p> <p>Cllr. Clifford proposed two changes to the Terms of Reference for the Staffing Committee which were accepted by Council.</p>	Clerk to update the Terms of Reference.	<p>Proposed: PC Seconded: ZF All in favour</p> <p>Proposed: PC Seconded: GM All in favour</p> <p>Proposed: PC Seconded: ZF All in favour</p>

	<p>Community Events Cllr. Miles, Cllr. Fenwick, Cllr. Seto, Cllr. Hopcroft</p> <p>It was decided that a Planning Committee was not needed for 2024/2025.</p> <p>All Committees were asked to try and meet before July and elect the Chair &amp; Vice-Chair.</p>	<p>Members of each committee to agree a date for their first meeting and advise Clerk of the date and agenda items.</p>	<p>Proposed: PC Seconded: RG All in favour</p> <p>Proposed: PC Seconded: RG All in favour</p>
6.	<p><u>Working Groups</u> No working groups were created at this meeting.</p>	-	-
7.	<p><u>Representatives On Outside Bodies</u> Council appointed members as representatives on the following outside bodies:</p> <ul style="list-style-type: none"> <li>a. AWE Local Liaison Committee – Cllr. Seto</li> <li>b. Dr Ellerton’s Charity – Cllr. Hopcroft</li> <li>c. Tilehurst Peoples Charity Trustee – Cllr. Seto (previously Tilehurst Poorlands Charity)</li> <li>d. Theale Village Hall Committee – Cllr. Gallop</li> </ul>	<p>Clerk to try and get more information to Cllr. Seto about the role of a Trustee for the Tilehurst Peoples Chairty.</p>	<p>Proposed: PC Seconded: SC All in favour</p>
8.	<p><u>Policy Review - Standing Orders &amp; Financial Regulations</u></p> <ul style="list-style-type: none"> <li>a. New NALC Model Financial Regulations 2024: The new NALC model regulations are significantly different to the previous version. Council agreed to adopt this model and change/update their financial regulations.</li> <li>b. Theale Parish Council financial regulations: Council agreed to defer this item and ask the new Finance Committee to review the existing regulations and make changes in line with the new NALC recommendations and bring this back to Council for ratification.</li> <li>c. Theale Parish Council standing orders: This item was deferred to allow all members time to suggest changes.</li> </ul>	<p>New Finance Committee to meet and suggest changes to TPC Financial Regulations.</p> <p>All members to review this document and suggest changes/updates to Clerk.</p>	<p>a, b &amp; c: Proposed: PC Seconded: RG All in favour</p>
9.	<p><u>Open Meeting</u> No members of the public were present at this meeting.</p>	-	-
10.	<p><u>Planning Matters</u> All received planning matters were attached as an appendix sent to the members in advance of the meeting.</p>	<p>Clerk to respond to West Berks Council on behalf of TPC on all planning matters discussed – see supplementary document.</p>	<p>Proposed: GM Seconded: MP All in favour</p>

<p>11.</p>	<p><u>Finance &amp; Accounts</u>  All finance matters were attached as an appendix sent to the members in advance of the meeting.</p> <p>Members approved all the invoices for payment.</p> <p>Members noted payments made by the Clerk outside of the meeting using delegated powers.</p> <p>Members approved the quotes:  8 prohibition signs for all outdoor community spaces  Berkshire Youth affiliation &amp; Youth Café startup costs</p>	<p>Cllr Gallop &amp; Cllr Fenwick to authorise payments at the bank this week.</p> <p>Clerk to place orders.</p>	<p>Proposed: RG  Seconded: ZF  All in favour</p> <p>Proposed: RG  Seconded: JS  All in favour</p>
<p>12.</p>	<p><u>Correspondence Received</u>  Correspondence where relevant is being sent to members via email no comments or questions were asked.</p>	<p>-</p>	<p>-</p>
<p>13.</p>	<p><u>Green Spaces In Theale</u>  In advance of the meeting and this becoming an agenda item the Clerk had contacted the Chief Executive at West Berks Council and had received a response from West Berks Council Legal Executive:</p> <p><i>I refer to your email below to the Chief Executive which has been forwarded to me.</i></p> <p><i>Excepting the land you refer to at the end of Roundhead Road, I can confirm that the grassed areas maintained by this Council comprise adopted highway land. This Council is not the landowner; however, the surface of those areas is vested in this Council as Highway Authority. This Council's interest extends to the subsoil beneath and into the airspace above those areas, to the extent required for the exercise of the Highway Authority's powers and performance of its statutory duties, including maintenance of the surface, grass cutting etc and for the installation and maintenance by statutory undertakers of underground services such as pipes and cables.</i></p> <p><i>The land is therefore subject to the Council's vested highway rights, and whilst there is nothing to preclude the landowner from selling its land, any buyer of that land would also purchase subject to the vested highway rights and would be unable to interfere with those rights.</i></p> <p>Council agreed that the legal position is quite clear and that no further action was required regarding the sale of this land. However, Council did request that we apply to West Berks Council for a Tree Protection Order (TPO) on the land next to the bus stop on Church Street.</p> <p>In addition, Council will submit a Freedom of Information (FOI) request to West Berks Council regarding all the green spaces within our boundary that they maintain along with details of covenants too.</p>	<p>Clerk to investigate if it is possible to request a woodland TPO on this land despite it already being up for sale.</p>	<p>Proposed: GM  Seconded: ZF  All in favour</p> <p>Proposed: PC  Seconded: GM  All in favour</p>

14.	<p><u>New Football Goals</u></p> <p>a. A Theale Tigers parent has offered to purchase new goals for the new sports pitch on North Street.</p> <p>Council acknowledged this is a kind offer and whether the result is the purchase or not we should thank the parent for their generosity.</p> <p>The Theale Tigers representative had no idea what budget the parent who has offered to purchase the goals has in mind and it may be that when they see the price they retract the offer.</p> <p>Council agreed in principle to accept the offer.</p> <p>b. Deferred until the June meeting - purchase new 11-a-side football goals ready for the 2024/205 season.</p>	<p>Clerk to start the conversation with the parent via Theale Tigers. If they are still happy to discuss the purchase, we will look at how the gift is made ensuring no breach of the gifting &amp; hospitality policy.</p> <p>Council to advise the 9v9 goals they would have been considering purchasing for this pitch and the considerations prior to purchase would be:</p> <p>Socketed so they can stay up all season which will reduce the lifting and carrying and not require additional storage.</p> <p>Socketed to try and reduce the chance of the easily being stolen or vandalised.</p> <p>Steel rather than aluminium less appeal for people</p> <p>Clerk to add as an agenda item for June Council meeting and Cllr. Coker to get quotes on suitable replacement products.</p>	Proposed: MP Seconded: JS All in favour
15.	<p><u>Resident Survey – Communication</u></p> <p>A paper copy of the resident survey was delivered to every house in Theale as well as being shared on social media. Of the 1468 properties in the parish seventy responded. Over 80% said there was a need for a village newsletter.</p> <p>Council agreed to conduct a feasibility study of production cost to produce four parish newsletters a year which would be uploaded to the website, emailed to residents who sign up to receive an electronic copy and one hundred paper copies that can be collected from easily accessible community locations in the village.</p>	Clerk to undertake the feasibility study and report back to council.	Proposed: PC Seconded: MP All in favour
9.16pm	Cllr. Seto left the meeting.		
16.	<p><u>Community Events Update</u></p> <p>A verbal update was given to Council on all the events planned to take place in the next month.</p>	-	-

17.	<u>Date Of Next Meeting</u> Monday 10 <sup>th</sup> June @ 7.30pm	-	-
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The meeting closed at 9.30pm.

Chair: ..... Date: .....

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