

An Ordinary Meeting of the Parish Council was held on Monday 8th June 2026, at 7.45pm in the Pavilion, Englefield Road, and was attended by the following:

Chair: Cllr. Clifford

Councillors Present: Cllr. Paul, Cllr. H.Hopkinson, Cllr. A.Hopkinson, Cllr. Hopcroft, Cllr. Pert, Cllr. Coker & Cllr. Church.

Others In Attendance: Blaire Brodie - Assitant Clerk.

Minutes: Di Hughes – Operations Manager/Clerk.

MINUTES

Agenda Item	Minute	Action Agreed	Vote (If required)
1.	<u>Apologies</u> Cllr Seto, Cllr Ferguson, and District Cllr Macro.	-	-
2.	<u>Declaration Of Interest & Dispensations</u> None.	-	-
3.	<u>Minutes Of The Previous Meeting</u> a. It was agreed that the minutes of the meeting held on 11 th May 2026 be approved as a true record. b. A meeting has been arranged between the local schools, the WBC Safer Roads Team, the Parish Council, and the TVP Neighbourhood Team. District Cllr Macro has also been invited to attend. An email was sent to WBC regarding bus shelter funding; however, no response has been received to date. The Member Bid application was submitted, as discussed at the May meeting, for additional speed awareness signs.		Proposed: AH Seconded: SC All in favour
4.	<u>Open Meeting & Public Forum</u> Cllr. Paul advised that earlier in the day a local resident had put a comment and a photo on Facebook about the continued misuse/fly tipping in the Mini Recycling Area. Council had agreed in the May meeting to monitor this situation and review in September. The Clerk was asked to contact the resident and ask them to report to WBC as fly tipping and to ask WBC who is monitoring the CCTV.	Clerk to contact the resident and WBC, and ensure this item is included on the September Council meeting agenda.	-

5.	<p><u>Monthly Reports</u></p> <p>a. District Cllr Macro was unable to attend the meeting but submitted a written report to Council in advance.</p> <p>b. Cllr Clifford gave a verbal report.</p> <p>c. The Clerk gave a verbal report.</p> <p>d. Cllr Paul advised that a member of the public had commented that they were unaware of the cinema night. The Chair suggested that this be included as an agenda item for discussion at the next meeting. Cllr H Hopkinson offered to host an additional notice board on the corner plot of land at the end of Meadow Way.</p>	Clerk to ensure this item is included on the July Council meeting agenda.	-
6.	<p><u>Planning Matters</u></p> <p>All planning matters were attached as an appendix and sent to the members in advance of the meeting. These are also available for members of the public to view on the TPC website.</p> <p>a. Planning applications: None received.</p> <p>b. Planning decisions, appeals, withdrawals & correspondence received:</p> <p>26/1003/CERTP – 6 Fletcher Court West Berks Council certified on 8th May 2026 the operation or use described in the First Schedule of the certificate in respect of land specified in the Second Schedule to the certificate would have been LAWFUL within the meaning of Section 192 of the Town and Country Planning Act 1990.</p> <p>25/01784/FUL – 33A – 35 High Street West Berks Council has dismissed the appeal.</p> <p>New employment units off Hoad Way, Theale – see attached correspondence received from SP Broadway on behalf of Panattoni.</p>	-	-
7.	<p><u>Finance & Accounts</u></p> <p>All finance matters were attached as an appendix and circulated to Members in advance of the meeting. These are also available for members of the public to view on the TPC website.</p> <p>a. None.</p> <p>b. Noted.</p> <p>c. Council delegated authority to the Clerk to pay G N Maintenance for the annual football pitch</p>	Cllr Paul & Cllr Hopcroft to authorise payments with Cllr Clifford as back up should not be able to complete in a timely manner.	Proposed: MC Seconded: IH All in favour

	<p>maintenance upon receipt of the invoice. All other invoices presented were approved for payment.</p> <p>d. No internal transfers took place during the month.</p> <p>e. The Clerk advised that, at year-end, there was only £5,000 of unallocated operational funding available to be assigned to a project. The Clerk, supported by the Internal Auditor, recommended that the Council investigate the cost of a new website. The Council requested that further research be undertaken and quotations obtained for consideration at a future Council meeting.</p>	<p>Clerk to investigate suitable website alternatives and obtain indicative costs for consideration by Council.</p>	
8.	<p><u>Correspondence Received</u> Correspondence where relevant is being sent to members via email.</p>	-	-
9.	<p><u>Annual Governance & Accountability Return (AGAR) 2025/2026</u></p> <p>a. Council received the Internal Auditor's final report.</p> <p>b. Council received the Annual Governance and Accountability Return (AGAR) 2025/26.</p> <p>c. The Clerk read the Annual Governance Statement (Assertions 1–10), and Council authorised the Chair of the meeting to sign the AGAR on behalf of the Council.</p> <p>d. Council considered the appointment of the Internal Auditor for the 2026/27 financial year. The Clerk advised that the current Internal Auditor, Claire Connell, has acted for the Council for approximately ten years and noted that best practice may be to periodically appoint a different auditor. The Clerk further advised that the current auditor has consistently demonstrated independence, thoroughness, and professionalism, has no connection to any member of staff or Councillor, and was appointed prior to the current Clerk taking office. The Clerk also noted that Claire Connell is regularly recommended by members of the West Berkshire Clerks Forum to new Clerks. Following discussion of the advantages and disadvantages of appointing a new auditor, Council resolved to reappoint Claire Connell as Internal Auditor for 2026/27, subject to her agreement.</p>	<p>Clerk to publish the AGAR and send to the External Auditor by the 30th June.</p> <p>Clerk to contact Claire Connell to confirm whether she is willing to act as Internal Auditor for the 2026/27 financial year.</p>	<p>Proposed: IH Seconded: SC All in favour</p>
10.	<p><u>Annual RoSPA Reports</u></p> <p>a. Council received and reviewed the annual RoSPA Play Safety Inspection Reports for all outdoor play areas.</p>		

	<p>b. Council received an update from the Clerk identifying the recommended remedial works, together with the associated costs and timescales for completion.</p> <p>c. Council authorised expenditure for the replacement trampoline beds and requested quotations for the welding repairs to the MUGA framework.</p>	Clerk to place order for new Trampoline beds and to obtain quotes as requested.	Proposed: AH Seconded: MC All in favour
11.	<p><u>Councillor Vacancy</u> West Berkshire Council has not received any requests to hold an election to fill the vacancy arising from the resignation of Cllr Watson. The Clerk advised that one person had requested an application form but, to date, had not completed and returned it. Council agreed to continue advertising the vacancy on the Council website, with a closing date of 31st July 2026. Should any applications be received, co-option will take place at the August Council meeting. If no applications are received, the vacancy will remain unfilled until after the District and Parish Elections in May 2027.</p>		Proposed: PC Seconded: MP All in favour
12.	<p><u>Summer Events</u></p> <p>a. Council discussed lessons learned from the Outdoor Cinema Night, including how to reduce the number of people reserving tickets but not attending the event. A minor incident involving a toilet door lock was also reported and will need to be addressed before the next event.</p> <p>b. Cllr Hopcroft advised Council of the results of the Theale in Bloom competition. Due to poor weather conditions during the judging period, he was unable to take photographs. He will revisit the winning entries and provide photographs to the office so that a formal announcement can be made. The office will arrange for the trophy to be engraved prior to its presentation to this year's winner. Cllr Hopcroft further advised that Englefield Garden Centre had kindly donated prizes for the winners of each category and thanked Joanne Davies for her assistance with the judging.</p> <p>c. Council received an update from the Clerk regarding preparations for the Village Fete and Beer & Live Music Festival.</p>	<p>Clerk to arrange for new toilet lock as discussed.</p> <p>Clerk to engrave the trophy and announce results publicly.</p>	-
13.	<p><u>Dates For Your Diary</u> Council received the 2026/2027 meeting schedule which will be posted and published.</p>	-	-
14.	<p><u>Date Of Next Meeting</u> Monday 13th July @ 7.45pm</p>	-	-

The meeting closed at 8.55pm

Chair: Date:

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