

## MINUTES OF THEALE PARISH COUNCIL

*Minutes of the Full Council Meeting of Theale Parish Council held on Monday 3<sup>rd</sup> February 2020 in the Peter Gooch Room, The Pavilion, Englefield Road, Theale*

### **Present:**

Cllrs D Baker, A Clark, S Coker, L Cox, I Hopcroft, J Richardson & B Williams (Chairman)

**Interim Clerk:** C Barlow and **Assistant Clerk:** P Manley

**Public/Press:** No members of the public

### **To receive any Apologies for absence:**

Apologies for absence were received from Cllrs P Clifford, Z Fenwick, K Gash & C Rolfe

### **To receive any Declarations of Interest:**

Cllr Williams declared an interest in item 10 on the agenda ('To consider quotations from companies with regard to replacement of the heating system in the parish changing rooms. Four companies were approached and invited to tender').

### **159/19/20 Open forum for members of the public:**

No members of public

### **160/19/20 To adopt the Minutes of the Meeting of the Council held on 3<sup>rd</sup> February 2020**

Cllr Hopcroft raised '153/19/20 To consider TPC Projects': in the listed members of the working party, 'Cox' should read 'Coker'. He also requested the wording be clarified to say that the working party—rather than any individual councillor—would produce an informal specification for the refurbishment of the Pavilion kitchen and Peter Gooch Room.

Cllr Baker raised a mistaken duplication in the numbering: there are two items numbered '151/19/20'.

Proposed by Cllr Clark and seconded by Cllr Cox, it was unanimously:

**RESOLVED** to adopt the Minutes of the Meeting of the Council held on 3<sup>rd</sup> February 2020, subject to the amendments listed above being made.

### **161/19/20 To receive any matters arising from the Minutes of the Meeting of the Council held on 3<sup>rd</sup> February 2020**

Cllr Hopcroft asked whether any reply had been received from Englefield Estate regarding the planting of a tree (150/19/20). The Assistant Clerk reported that none had yet been received.

Cllr Clark asked for an update on action taken since the complaint of urinating footballers (156/19/20). The Assistant Clerk stated this might have been unresolved by the previous Clerk and he would contact the relevant football team.

Cllr Clark also asked for an update on the brambles on the perimeter of the recreation ground, and whether the landscaping contractor would remove them. The Assistant Clerk stated that the cutting of the brambles was not included in the current specification, but that he would enquire about adding it.

### **162/19/20 Chairman to receive any matters to be raised by Members**

The Chairman raised the following:

- that the dates for the next parish council meeting would be Monday 6<sup>th</sup> April; the annual and ordinary meetings, Monday 11<sup>th</sup> May; and the parish assembly, Wednesday 20<sup>th</sup> May;
- that Cllr Cox had asked for confirmation of the date of the Christmas Event; this would take place—as has previously been the case—on the first Saturday of December, that is 5<sup>th</sup> December 2020;
- that the deadline for comments in response to the West Berkshire Council review of settlement boundaries and the Housing and Economic Land Availability Assessment (HELAA) is 27<sup>th</sup> March; members are to submit their comments to the Interim Clerk.

Cllr Richardson asked if the parish office might be able to source a spare garage in which to store items from the currently overcrowded storeroom where the heating switches are located; the Interim Clerk said he would resolve this in consultation with the council's general maintenance contractor.

Cllr Hopcroft raised the issue of inadequate draining and resultant flooding in Trinity Court; Cllr Cox raised a similar issue at 59–63 Meadow Way; it was agreed that the Assistant Clerk report these to West Berkshire Council.

Cllr Clark reported that he had met a representative of a firm to discuss the possibility of a Multi Use Games Area (MUGA) in Theale Recreation Ground.

Cllr Coker reported a tile was missing from the roof of the parish office; the Assistant Clerk said he would ask the council's general maintenance contractor to replace it.

Lastly, Cllr Williams offered the District Councillor's report for councillors' perusal.

### **163/19/20 To receive the Interim Clerk's update report**

The Interim Clerk's report included the following:

- that councillors were asked to state their preference for how they would like to receive future agenda packs, be it via post or email;
- that, in order to fulfil the requirement of reviewing each parish council policy annually, the Interim Clerk would send these out two at a time, with each month's agenda, for comments to be returned to the parish office, and each policy would then be approved, signed and dated at the following parish council meeting. Cllr Cox requested that the GDPR policy be one of the first to be reviewed;
- that the Theale & Tilehurst Cricket Club had requested to erect a mobile practice cricket net in the recreation ground, about which Cllr Williams requested that the Assistant Clerk ask for more information about the proposed nets, including dimensions.

Furthermore, the Assistant Clerk mentioned:

- that he had received a reply from West Berkshire Council following his reporting of speeding raised by Cllr Hopcroft (156/19/20), which invited councillors and members of the public to training in the use of Speed Indicator Devices (SID) at Newbury Council Offices on Wednesday 22<sup>nd</sup> April;
- that he had received notification from SSE that the lantern on the footpath at the end of Crown Lane (151/19/20) would be replaced in the next three weeks.

**164/19/20 To consider and agree a formal response to Planning Applications received since the last meeting of the council—to include all received by meeting date**

Councillors acknowledged the planning application listed below, but decided to defer discussion until the next meeting of the parish council.

20/00476/OUTMAJ	Outline Application for up to 20,000 sqm of commercial floorspace comprising B1(c), B2 and B8 floorspace along with associated access. Matters to be considered: Access	Land bounded by Hoad Way, M4 and High Street Theale Reading	LU UK VIII S.A.R.L.
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**165/19/20 To note West Berkshire Council Planning Decisions for Theale since the last Parish Council Meeting**

19/03093/CERTP	Single storey rear extension under 3m to include flat roof and patio doors	Mrs Hughes 107 Meadow Way Theale RG7 5DE	Approval
19/03122/HOUSE	Proposed rear extension and internal alterations	Craig & Tracy McCaffrey 5 Volunteer Road Theale RG7 5DN	Approval
20/00036/PASSHE	Rear single storey extension 5m from rear wall × 3m max height × 3m at eaves	Miss J Tyley 46 Blossom Lane Theale RG7 5BD	Approval not required

**166/19/20 To confirm, consider and authorise cheque payments as listed on the payment schedule sheet No. 552 dated 2<sup>nd</sup> March 2020**

Proposed by Cllr Baker and seconded by Cllr Coker, it was unanimously:

**RESOLVED** to agree to the payment of items listed on payment schedule no. 552, dated 2<sup>nd</sup> March 2020 and totalling £6,260.59.

Furthermore, the Interim Clerk suggested two account signatories meet with him in the office to attempt payment via online transfer, failing which the signed cheques would be sent.

**167/19/20 To consider quotations from companies with regards to replacement of the heating system in the parish changing rooms. Four companies were approached and invited to tender.**

Due to a previously noted conflict of interest Cllr Williams left the room for the duration of this item.

A discussion ensued regarding the large variance between the three quotations listed and the description of the works required. Members were minded to accept the lowest quote of £16,500 + VAT on the basis that, should extra expenditure be required, there was still a significant difference between that quote and the next highest. It was therefore:

**RESOLVED** that the Interim Clerk, Chairman and Vice-chairman be authorised to enter into discussion with the lowest tenderer to ascertain the exact detail of the installation.

It was further:

**RESOLVED** that WiFi control, thermostatic mixer valves and extra radiators for the kitchen and Peter Gooch room be included and that, subject to agreement between the Interim Clerk, Chairman and Vice-chairman, the contract then be offered, subject to a potential maximum of £23,000.

Cllr Williams entered the room.

**168/19/20 To consider the provision of dog fouling signs for North Street Playing Fields**

Following discussion and a consideration of the examples offered, it was:

**RESOLVED** to acquire bespoke dog fouling signs for the entrances to both North Street Playing Fields and the recreation ground, with mention of the £1,000 fine for failing to remove dog mess and the words 'Pick it up and bin it!'.

### **Confidential Session**

**169/19/20 To receive an update from the Staffing Committee**

The Chairman welcomed the new Interim Clerk.

The Interim Clerk then notified councillors of the council's employment of an accountant—Alan Harland FCA—who had been employed to: post monthly bank transactions onto the accounting software; prepare the council's accounts for the end of the year; train the Assistant Clerk to use the accounting software on a daily basis; and various other tasks to ensure the council's financial administration is up to date. It was

**RESOLVED** to confirm the Interim Clerk and Chairman's decision on the appointment of Alan Harland FCA

The Interim Clerk offered to send to councillors his confidential report on the state of the council.

There being no other business the meeting ended at 9.27pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_