

## MINUTES OF THEALE PARISH COUNCIL

*Minutes of the full council meeting of Theale Parish Council held on Monday 10<sup>th</sup> August 2020 via online video conference*

**Present:** Cllrs D Baker, S Coker, L Cox, J Richardson & B Williams (chairman)

**Clerk:** P Manley

**Public/press:** None

*PART 1*

### **39/20/21 To receive apologies for absence and declarations of interest**

Apologies for absence were received from Cllrs A Clark, P Clifford, Z Fenwick, K Gash, I Hopcroft & C Rolfe.

No declarations of interest were received.

### **40/20/21 Chairman to receive any matters raised by members**

None received.

### **41/20/21 To adopt the minutes of the meeting of the parish council on 6<sup>th</sup> July and authorise their signing later**

Proposed by Cllr Baker, seconded by Cllr Cox, it was

**RESOLVED** to adopt the minutes of the meeting of the parish council on 6<sup>th</sup> July and authorise their signing later.

### **42/20/21 To consider and agree a formal response to planning applications and appeals received since the last council meeting**

20/01496/FUL	Proposed (temporary) self-storage yard (B8) with the siting of 65 steel shipping containers within the curtilage of a former distribution warehouse	Creative House Station Road Theale RG7 4PD  Theale Warehouse Ltd
No objection		

20/01550/ADV	High level 650mm high internally illuminated fascia sign letters on front elevation and ground floor frosting vinyl applied to the glass	Arrow Enterprise Computing Solutions Ltd 1320 Arlington Business Park Theale RG7 4SA  A&Q Partnership
No objection		

**43/20/21 To note West Berkshire Council Planning Decisions for Theale Parish since the last parish council meeting**

20/01095/HOUSE	Loft conversion consisting of pitched roof dormer to rear elevation and 2 rooflights to front elevation	3 Worsley Place Theale RG 7 5QP  Mr and Mrs Payne	Approved
20/00476/OUTMAJ	Outline Application for up to 20,000 sqm of commercial floorspace comprising B1(c), M2 and B8 floorspace along with associated access. Matters to be considered: Access	Land bounded by Hoad Way and M4 High Street Theale	Withdrawn
20/01305/FUL	Proposed change of use from Class A1 to 3no. two bedroom residential properties	51 Church Street Theale RG7 5BX	Withdrawn
20/01172/COND10	Application for approval of details reserved by conditions 11 (remediation) and 13 (monitoring and maintenance) of approved application 18/01588/COMIND, which granted planning permission for: Demolition of the existing building and re-development of the site to provide a new building with an area of 12,517sq m for use within classes B1(c), B2 and B8 of the 1987 Use Classes Order plus ancillary offices, and associated access, parking, servicing and landscaping schemes. (Scheme 1).	Theale Logistics Park Brunel Road Theale  McKay Securities Plc	Approved
20/01427/NONMAT	Non material amendment to approved planning permission 19/01722/COMIND. Amendment: relocate tree, rotate cycle store, rotation and location of the training tower, new pedestrian gate to the north west vehicular gate, new location of window and doors on the elevation.	Land at Junction of Wigmore Lane Bath Road Theale	Approved

20/01258/COND1	Application for approval of details reserved by condition 22 (landscaping) of approved application 19/01977/COMIND – Section 73: Variation of Condition 2 'Approved drawings' of previously approved application 18/00182/COMIND: Demolition of three existing industrial units and the erection of two replacement industrial units with front service yard for flexible B2 and/or B8 uses, with ancillary office.	Total Park Station Road Theale	Approved
20/01181/COND2	Application for approval of details reserved by Conditions 3 – Samples of materials, 8 – Foul Water Disposal, 10 – Construction Method Statement and 14 – Cycle Parking, of planning permission 19/01722/COMIND	Land at Junction Of Wigmore Lane Bath Road Theale	Approved

The clerk was asked to find out whether the parish council was due any payments resulting from the Community Infrastructure Levy.

#### **44/20/21 To authorise payments as listed on payment schedule 557 dated 10<sup>th</sup> August 2020**

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

**RESOLVED** to agree to the payment of items listed on payment schedule 557 dated 10<sup>th</sup> August 2020.

#### **45/20/21 As part of the annual review of the council's policies, to approve the:**

- a. **Grant Awarding Policy 2020**
- b. **Grievance Policy 2020**
- c. **Disciplinary Policy 2020 and**
- d. **Standing Orders 2020—amendment to standing order 18 'Financial controls and procurement' to accord with the financial regulations**

It was suggested the Clerk:

- i. in the Grant Awarding Policy 2020, change policy to stipulate that the detailed requirements apply to grants of £250 or more and that grants of less than £250 need not adhere to the detailed requirements.

Subject to the above changes being made, it was

**RESOLVED** to approve the Grant Awarding Policy 2020, Grievance Policy 2020, Disciplinary Policy 2020, and Standing Orders 2020—amendment to standing order 18 'Financial controls and procurement' to accord with the financial regulations.

#### **46/20/21 To receive an update on the council's finance, as per financial regulations 2.2 and 4.8**

A report on income and expenditure by budget heading, bank reconciliation, and list of earmarked reserves was received.

**47/20/21 To agree how the recent boiler work costing £20,130 is to be funded**

As per the clerk's recommendation, it was

**RESOLVED** to fund the recent boiler work using £16,639.39 from CIL Reserve, the remained from General Reserve.

**48/20/21 To be notified of an estimated expenditure authorised by the clerk under financial regulation 4.5 of £878.53 for the Pavilion and £971.02 for the John Cumber Hall for urgent remedial work following the fixed wire test on 4th August 2020**

The council was notified.

**49/20/21 To approve the specification for the refurbishment of the Peter Gooch room and kitchen**

Following scrutiny of the draft specification, it was requested that:

- i. the oven stove tops be powered by electricity, not gas, in the interest of Health and Safety and
- ii. the option be considered for a built-in oven and stove tops.

Subject to these changes, it was

**RESOLVED** to approve the specification for the refurbishment of the Peter Gooch room and kitchen.

*PART 2*

**50/20/21 To resolve that the public leaves the meeting for the remaining items, pursuant to the Bodies (Admissions to Meetings) Act 1960, section 1(2)**

It was

**RESOLVED** that the public leaves the meeting for the remaining items.

**51/20/21 To receive an update from the staffing committee on the appointment of an Administration Officer**

The staffing committee was due to meet prior to the meeting of the full council, but it was cancelled due to a lack of quorum. On advice from the clerk and chairman and after hearing a summary of the interview process, the council

**RESOLVED** to appoint the preferred candidate to the role of Administration Officer.

Cllr Williams asked that the clerk assess the working environment before the new employee starts to ensure it is 'COVID-secure'.

There being no further business, the meeting ended at 8.40pm.

Signed \_\_\_\_\_ Dated \_\_\_\_\_