

TILEHURST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 10 May 2022 in the Main Hall, Parish Office, Calcot

Present:

- Parish Councillors** - Mr K Page (Chairman), Mr C Taylor (Vice Chairman), Mrs J Lane, Mrs T Downes, Mrs R Reynolds, Mrs J Slevin, Mr N Furlong-King
- District Councillors** - None were present
- Public** - Two members of the public were present

Mr Page opened the meeting by welcoming those present and reminding them that the meeting would be recorded for minute-taking purposes.

22/152 Election of Parish Council Chairman

- a) Mr Page confirmed that he would be prepared to continue as Chairman for another year. There were no other nominations and Mrs Lane proposed, Mr Taylor seconded and it was unanimously agreed to elect Mr Page as Chairman.
- b) Mr Page accepted the role and signed the Declaration of Acceptance of Office in front of those present.

22/153 Election of Parish Council Vice Chairman

- a) Mr Taylor confirmed that he would be prepared to continue in the role for another year. There were no other nominations and Mr Page proposed, seconded by Mrs Reynolds and it was unanimously agreed to elect Mr Taylor as Vice Chairman.
- b) Mr Taylor accepted the role and signed the Declaration of Acceptance of Office in front of those present.

22/154 Open Forum

- a) Members of the public – there were no comments or questions
- b) (i) Councillors – Mr Taylor informed the meeting that a Neighbourhood Plan leaflet was being prepared for distribution to all households in the parish in the near future. He suggested that the Parish Council might wish to prepare a leaflet to be delivered at the same time. It was informally agreed that this was a good idea, that something about the Annual Report and/or volunteering should be prepared. Formal approval would be sought at a future meeting.
- (ii) Mrs Downes passed on very grateful thanks from a disabled parishioner who had benefitted from the installation of the new gate at Turnhams Farm Hall which permitted disabled access to the recreation ground.

22/155 Apologies for absence: Apologies were received from Parish Councillors Mr G Dennis, Mrs S Vickers, Ms A Foster, Parish and District Councillor Mr T Marino, and from District Councillors Ms J Stewart, Mr T Linden, Mr R Somner, Mr A Williamson, Mr B Oloko, Mr R Jones

22/156 Declarations of interest: There were no declarations of interest relevant to the agenda.

22/157 Approval and adoption of minutes of the Parish Council meeting held on 12 April 2022: The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman.

22/158 Matters arising from the minutes of 12 April 2022: Further to the item in the District Councillor's report regarding free bus journeys in West Berkshire over Easter, Mrs Slevin commented that she had tried to claim a free journey but the bus driver had known nothing about it so she had had to pay as normal. Others had experienced similar problems and there was also an issue in that the parish lay on the edge of the district so the free bus journey would often apply to only the outward journey; returning home from Reading would be charged. The Clerk would feed back to the District Councillors.

22/159 Finances:

- a) The annual accounts for year ending 31 March 2022 including final turn-out budget reports and earmarked reserves were unanimously approved and adopted and were signed by the Chairman and the Clerk.
- b) The financial position was reviewed and payments for April 2022 were noted.
- c) The list of regular direct debit and standing order payments for 2022/23 were approved.

22/160 Audits:

- a) The Clerk explained that the internal auditor had missed one section; she had queried this but was still awaiting a response. The Internal Audit Final Report for 2021/22 was reviewed and unanimously adopted. The report may be found at Appendix A.
- b) External Audit – Section 1: The Annual Governance Statement 2021/22 was unanimously approved and duly signed by the Chairman and the Clerk.
- c) External Audit – Section 2: The Annual Return Accounting Statements were unanimously approved and duly signed by the Chairman.
- d) The Clerk explained that Auditing Solutions Ltd had been the internal auditor since 2002 but that the person actually carrying out the audit had been changed a few years previously. She recommended reappointing Auditing Solutions Ltd but, as agreed in 2021 (21/083 d)), that a new auditor within the company be requested to carry out the internal audit. The proposal was unanimously approved.

22/161 Staffing Committee: It was unanimously resolved that the membership and Chairman of the staffing committee remain unchanged. The committee would therefore comprise Ms A Foster (Chairman), Mrs R Reynolds, Mr C Taylor, Mr K Page.

22/162 Parish Council representatives on external bodies: The only external body on which there was a Parish Council representative was the Tilehurst Poor's Land Charity but the representative, Mr D Lovegrove, had recently resigned from the role. Mrs Vickers had contacted the Clerk to say that, if she was no longer required to be Reading Borough

Council's representative, she would like to be the Parish Council representative. The Clerk would find out about timescales but it might be that a volunteer was needed before Mrs Vickers was able to take up the role.

Mr Page explained some of the background to the charity. Mr Furlong-King requested further information as to what was required of the representative and the time commitment involved as he might be interested in volunteering. Mrs Downes said she too would consider the role depending on just what was required. The Clerk would contact the charity to request more details and would circulate the information to councillors.

22/163 Investment Strategy: A report had been circulated before the meeting. In response to a query from Mr Taylor, the Clerk explained that the CCLA investments were "UK FCA-regulated qualifying money market funds with a triple A rating".

The Investment Strategy for 2022/23 was unanimously approved.

22/164 District Councillors' report: The report had been circulated before the meeting and no questions were raised but Mr Page commented that it was very detailed and thorough as always.

22/165 Clerk's report: The report had been circulated before the meeting – see Appendix B. Mrs Lane commented that it was a shame the Clerk had not been able to attend the opening of the Jubilee Annexe due to her having Covid.

22/166 Maintenance report: The report had been circulated before the meeting and was noted.

22/167 Art club and youth club: Mr Taylor explained that Berkshire Youth thought it would cost around £100 to set up the art club. He also said that Berkshire Youth had been offered six free sessions at the Cotswold Centre but would really like nine and the extra three sessions were likely to cost around £30. Overall, he felt the Clerk would need delegated authority to spend up to £1,000 to set up both clubs.

The Clerk said she had written to HobbyCraft to ask if it might make a donation of art supplies. She clarified that only small items – for example new table tennis bats, balls and nets, a blue tooth speaker – could be bought from any funds agreed, matters such as hall hire would have to be considered and agreed separately.

It was agreed to grant the Clerk delegated authority up to £1,000 to purchase small items needed to set up and run the art and youth clubs. She explained that the money would come from the Specialised Services budget.

22/168 Platinum Jubilee donations: A paper had been circulated before the meeting. Although the steering group had not been set up, a piece about the donations had been put on the home page of the Parish Council's web site.

It was unanimously agreed to grant the Clerk delegated authority to review applications for donations and to allocate funds of up to £100 per event as appropriate. The Clerk would present a report to the next meeting.

One application for £50 had been received and, after discussion, it was further agreed that this should be increased to the maximum £100 permitted per event.

22/169 Jubilee Annexe charges: A paper had been circulated before the meeting and it was unanimously agreed that the pricing suggested should be adopted, to be reviewed in line with other hall hire rates at the end of the year.

22/170 Berkshire Association of Local Councils (BALC) annual subscription 2022/23: A paper had been circulated before the meeting and the Clerk confirmed that she had not yet received a full breakdown of the charges but believed the decrease in the fee was due to a slight reduction in the electorate.

It was unanimously agreed to renew the BALC subscription at the quoted price for 2022/23.

22/171 Report from Youth and Community Safety Working Party: The report had been circulated before the meeting. After discussion, the proposed approach was unanimously agreed.

22/172 Planning:

- a) Decisions – see Appendix C
- b) New applications – see Appendix D
- c) Eastern Area Planning – the Clerk would advise members if there was anything relevant on the agenda of the meeting scheduled for 1 June 2022 in order that the Parish Council could be represented.

22/173 Chairman's remarks: Mr Page thanked those present for electing him as Chairman for another year.

The meeting finished at 8.50pm

The next meeting would be held on Tuesday 14 June 2022

Chairman

Appendix A – Final Internal Audit Report for 2021/22

Background and Scope

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out those areas examined during the course of our review of the Council's financial arrangements for 2021-22, which took place on the 25th October 2021 and 26th April 2022 together with our preparatory off site work. We wish to thank the Clerk for providing all the required information to enable us to complete our work.

Internal Audit Approach

In undertaking our review for the year, we have continued to have regard to the materiality of transactions and their susceptibility to potential miss-recording or misrepresentation in the year-end Statement of Accounts. Our programme of cover is designed to afford appropriate assurance that the Council has robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' which is part of the Council's AGAR process and requires independent assurance on specified internal control objectives.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken, we are able to conclude that the Clerk and her Administrative Team continue to operate effective financial control systems, however, we have made two recommendations aimed at strengthening control. We have signed off the Internal Audit Report in the AGAR assigning positive assurance. We request this report is presented to members.

This report has been prepared for the sole use of Tilehurst Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its content or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. The Council uses the Rialtas financial system (the Ledger) to record its accounts maintaining one cash book with a combined reconciliation to the Lloyds business instant account and current account. External accountants, DCK, provide accounting support during the year and in the preparation of the year end accounts. We have:

- Checked and agreed the opening Rialtas trial balance detail for 2021-22 with that in the closing Statement of Accounts/Rialtas trial balance for 2020-21;

- Confirmed the External Auditor raised no issues in respect of their work on 2020/21.
- Verified that the financial ledger remains “in balance” at the date of our interim and final review by running a data check on the Rialtas system;
- Ensured that the income and expenditure coding structure is appropriate for purpose;
- Agreed the reconciliation of the Cash Book at the 31st August and 30th September 2021 and at 28th February and 31st March 2022 from the Rialtas system to the bank statements;
- Agreed the transactions in the cash book to the September and March bank statements, including also the inter account transfers;
- Discussed arrangements for processing journals, manual adjustments to the Ledger, with the Clerk; and
- Discussed arrangements for backing up the system to a remote location. We understand all Council computers are backed-up regularly to an external hard drive and that the Clerk does at least monthly additional manual back-ups of the Ledger.

Conclusions

No issues have been identified in this area of our review requiring recommendation. The Ledger is in balance and regular reconciliations are being completed fully with no long-standing adjusting items.

We understand the Council’s internal checker reviews the monthly bank reconciliations.

We have agreed the cash balances to the AGAR and the DCK accounts.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Reviewed the Council’s minutes for the financial year to identify whether or not any issues exist that may have an adverse effect on the Council’s future financial stability, either in the short or longer term: no such issues have been identified;
- Confirmed Standing Orders were reviewed in March 2022 and that Internal Control audit arrangements were reviewed December 2021;
- Noted that payments over £500 are put on the Parish Council website which is good practice in line with the Transparency Code. This is done quarterly, the most recent posting available on the website at the time of our review is up to 31st March 2022. The fixed asset register is on the website providing detail of Council land; and
- Reviewed the notice of public rights advertising the prior year’s audit of accounts.

Conclusion and recommendation

The Council has governance arrangements in place.

The Transparency Code requires all Councils, including parish councils with gross annual income or expenditure (whichever is the higher) exceeding £200,000 to post on its website details of expenditure items exceeding £500, details of contracts where the value exceeds £5,000, details concerning land, also employee pay, among other items. We note some detail is included in Council minutes and the Council practice of posting detail of payments quarterly.

R1 The Council should review the Transparency Code and take advice, as it deems necessary, eg from the Local Association and ensure sufficient detail is included on the website.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

In order to ensure compliance with the above criteria we have examined a sample of payments recorded in the cash book, specifically all those individually in excess of £1,500 together with a more random sample of every 25th cashbook transaction irrespective of value, to 31st March 2022. Our test sample comprised 41 payments in respect of 54 invoices and totalled £184,207 representing 76% of all non-pay related costs to that date. No matters were identified from our sample.

We discussed with the Clerk the controls operated at the Council over the processing of payments. Payments are normally by standing order (SO), direct debit (DD), cheque or credit card. Cheques are signed by two members, SO/DD's are periodically approved by Members. The Clerk and the Maintenance Officer have credit cards subject to financial limits. Details of all payments are reported to Members through providing the Cash Book to each meeting. The Council has appointed an internal checker, who is a Councillor, to undertake periodic reviews of supporting financial evidence including invoices and produce reports detailing her work. We understand they completed a review at the beginning of April 2022.

During the year the Council let a contract to refurbish the building formerly used by the Calcot Community Association. We note a specification was drawn up, four companies bid, the Council did due diligence on the companies that bid before awarding the work. Our sample referred to above included invoices in respect of the refurbishment contract.

We note that the Clerk submits electronic quarterly VAT returns. We verified the first three quarterly submissions for 2021/22 confirming receipt of the amount reclaimed to the Rialtas Cash Book. We confirmed the Council recovered the balance of VAT owing at 31st March 2021 from the prior financial year agreeing the receipt to the Cash Book.

Conclusions and recommendation

The Council plans to set up internet banking and commonly Councils have an arrangement where the Clerk sets up payments and two Members then electronically authorise them having been provided with the invoices for review. We understand the Clerk is organising the set up with Lloyds, although the bank's processes are detailed.

R2 To enable Members to discharge their fiduciary responsibility and ensure a suitable division of duty, invoices should be provided to Council meetings and signed by Members recording their approval of the payments prior to the payment being made. In the case of credit card payments Members should initial the statements.

Assessment and Management of Risks

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note the Council adopted its risk assessment at the Council meeting held in March 2022. The Risk Assessment describes the risk, analyses it and identifies the actions to control it;
- During the year we reviewed the Council's insurance policy with Zurich which runs till 30th September 2022. We note the Council continues to have cover in place for:
 - o Buildings insurance
 - Business interruption insurance loss of revenue up to £110,000
 - Public liability £15m
 - Hirer's liability £2m
 - Employer's liability £10m
 - Motor vehicle cover and
 - Fidelity guarantee £1m; and
- We note that the Council's in-house team inspect the play areas regularly and that these inspections are supplemented by an annual inspection by ROSPA.

Conclusion

Based on our work the Council has arrangements for managing risk.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the Unitary Council: also, that an effective reporting and monitoring

process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note the Members continue to be provided with electronic income and expenditure reports prior to each meeting, the Clerk using the standard reports from the Rialtas system.

The Council approved its 2022/23 budget and precept at the meeting held in November 2021, following preliminary discussions. The Clerk provided a narrative report setting out key issues for Member consideration. In addition, a detailed analysis was provided of income and expenditure showing the prior year, current year and proposed for 2022/23 together with detail on the tax base.

We reviewed the 2021/22 full year income and expenditure noting the main variance year on year reflected the spending on the Annexe.

At the year end, 31st March 2022. total reserves stood at £938,399. Of this £823,436 was earmarked including CIL monies and the general reserve was £114,963. Spending in 2021/22 was £366,393, therefore the general reserve represents some four months spending and is within the normal expected range for a parish council.

Conclusion

There are no matters arising from our work in this area.

Review of Income

In addition to the precept, the Council's principal source of income arises from its three community centre facilities with a range of regular and casual hire activities, together with sports pitch bookings. We have considered the internal audit work completed last year and reviewed budget reports in Rialtas to direct our audit work. We have:

- Agreed the precept as recorded in the cash book to the amount set and approved in the Council minutes. We further agreed the precept to the list of 2021/22 precepts published by the Government;
- Confirmed the Council reviewed its hall hire charges in December 2021;
- Reviewed a sample of ten lettings across Council halls/venues in July, confirming from the booking diary the let was invoiced at the correct rate and we confirmed the invoice was entered into Rialtas to ensure recovery and confirming also the Council had checked the hirer had insurance;
- Agreed the receipt of Community Infrastructure Levy (CIL) in the year of £33,958, to the remittance from West Berkshire District Council;
- Agreed the receipt of £50,000 grant from West Berkshire Council, toward the refurbishment of the Annexe, to email correspondence;
- Reviewed the unpaid invoices Report, at the interim and final stage of our audit, noting there were no aged items of debt; and
- As previously noted, we have agreed two month's income as recorded on the bank statements to the Cash Book and confirmed recovery of VAT.

Conclusion

No issues have been identified in this area of our work.

Petty Cash Account

In completing the internal audit section of the AGAR we are required to comment on the Council's arrangements for operating petty cash.

The Council does not operate a petty cash account. The officers have Council credit cards which largely avoid the need for petty cash. Any occasional out-of-pocket expenses incurred by the Clerk, or her staff, are reimbursed as required and approved in the same manner as for all other supplier payments.

Conclusion

No issues have been identified in this area.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the revised local government pension scheme, in relation to employee contribution bandings. To meet our objectives, we have:

- Noted that the payroll service continues to be outsourced to a third-party bureau provider (Moorepay Limited) and discussed arrangements for processing the monthly pay;
- At the interim stage review we obtained a list of current pay points for staff from the Clerk which was being used to prepare the forthcoming budget and agreed the pay points to the payroll system reports for consistency;
- Obtained the payroll reports for August 2021 as a sample and re-performed the calculation of tax and national insurance deductions, we confirmed overtime claimed was supported by a timesheet and we agreed the totals on the payroll reports to the amounts recorded in the Rialtas Ledger Cash Book;
- Agreed the pension deductions confirming also the correct employer's contribution rate was used for the Local Government Pension Scheme; and
- Completed our month on month trend analysis of payroll costs for the whole year to identify any possible material anomalies or inconsistencies in monthly pay.

Conclusion

The Council continues to maintain satisfactory payroll arrangements.

Asset Registers

The Accounts and Audit Regulations 1996 (as amended periodically) require that all councils establish and maintain inventories/asset registers of buildings, land, plant and equipment, etc. owned by them.

We have obtained the Council's asset register agreeing the year end value to the Accounts and AGAR. The asset register shows no additions in the year. We confirmed there were no additions in 2021/22 by reference to the expenditure recorded in the accounts. The asset register records the cost of the asset and analyses them by category, eg freehold land and buildings, vehicles and equipment etc.

Conclusions

Based on our work the asset register is correct and reported accurately in the Accounts and AGAR.

Investments and loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements. We note the Council has an approved investment strategy, which it plans to review. We tested the CCLA balance as reported at 31st March 2022 to the CCLA statement agreeing the amount to the Accounts and AGAR.

We have confirmed, by reference to the Government Debt Management Office detail published on the internet, that the Council currently has no loans, as shown in its accounts.

Conclusion

There are no issues arising from our work in this area.

Statement of Accounts / AGAR

We have reviewed the year end accounts prepared by DCK tracing them back to the detailed working papers provided by the Council's accountants and then to the Rialtas system. In addition, we have agreed the amounts in Section two of the draft AGAR to the supporting records with no issues arising.

Conclusion

No issues arise in this area and, based on the work undertaken for the financial year, we have signed off the Internal Audit Report in the AGAR assigning positive assurances in each relevant area.

We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Appendix B – Clerk’s report

1.0 Background

1.1 This report provides the council with information about activities undertaken by the Clerk and other team members, and gives updates on other matters of relevance to the council.

2.0 Activity updates

2.1 The new facility in the Jubilee Annexe at Calcot was formally opened on Wednesday 20 April.

2.2 The Clerk continues to liaise with the contractors in regard to both unsatisfactory works and snagging within the annexe. The main cause for concern is that the external fire doors are ill-fitting and difficult to close after being opened. This leaves the building insecure and could present a health and safety risk. As the emergency exits are not fit for purpose, it has not yet been possible to let the building to prospective hirers.

3.0 Other matters

3.1 The Clerk has attended meeting of the Jubilee Annexe Community Engagement Working Party.

3.2 Along with Mrs Vickers and Mr Taylor, the Clerk attended a meeting with representatives of the Calcot Golf Course and Bewley Homes. This meeting was held ahead of the Public Consultation Event, which took place on the same day.

3.3 The Clerk has received confirmation from West Berkshire Council that no Community Infrastructure Levy (CIL) monies are due to be paid over to this council for the period 1 October 2021 to 31 March 2022. CIL liability continues to be monitored by office staff.

3.4 The Clerk has received Notice, from West Berkshire Council, relating to a new Tree Preservation Order. The tree is located on:
Land at Harefield Copse, Pincents Lane, Tilehurst, Reading.

3.5 The Clerk recently received notification of a Variation to the Premises Licence relating to the new B&M Store which will shortly open in Calcot. Details were circulated to members ahead of the meeting and no objections to the proposal were raised. The Clerk has responded to West Berkshire Council accordingly.

3.6 The first instalment of £142,292.50 relating to the parish precept has been received from West Berkshire Council.

4.0 Further reports

4.1 The Clerk will provide further updates at the meeting, should this be necessary.

4.2 Members are asked to note this report.

Appendix C – Planning decisions

19/00113/OUTMAJ	<u>Land east of Pincents Lane, Tilehurst</u> A hybrid application comprising the following elements: Outline application for up to 165 dwellings on the western part of the site and a 450sqm (GIA) of floorspace building in use class E to be offered initially to provide a community healthcare hub under use E(e), and excluding use E(g); Engineering operations on the area covered by the outline application to create suitable gradients for internal site roads and development platforms for the residential development; and FUL application for change of use of the eastern part (8ha) of the site for use as public parkland, to be protected from development in perpetuity. All matters except for access to the site are to be reserved. Matters for which detailed approval are sought are: The detailed design of the vehicular access to the site from Pincents Lane and associated turning area, the location of emergency vehicular access to the site and the locations of pedestrian and cycling accesses to the site	Refused
22/0000228/HOUSE	<u>44 Fullbrook Crescent, Tilehurst</u> Demolition of existing conservatory. Two storey side and single storey rear extensions	Granted
22/00548/HOUSE	<u>15 The Sadlers, Tilehurst</u> Alterations to access steps and handrail plus new canopy roof	Granted
21/01961/HOUSE	<u>46 Oliver Drive, Calcot</u> Single storey rear extension with two rooflights, single storey side extension	Granted
22/00323/HOUSE	<u>17 Voller Drive, Tilehurst</u> Demolition of attached garage and erection of two storey side extension	Granted
22/00678/OOD	<u>162 Overdown Road, Tilehurst</u> Rear and side two storey extension	No comment

Appendix C – New Planning applications

1. 22/00638/COMIND The Filberts, The Chase, Calcot (neighbouring parish, Holybrook)
Demolition of existing office building and erection of a three-storey
66no bedroom care home (C2 use class) for the elderly, and
associated works

This Council objects to the proposal and supports the comments of Holybrook Parish Council, local residents and Thames Valley Police. Additionally, in view of the comments from Adult Social Care, this would not seem an appropriate location for the proposed development. Perhaps the land/building would be better used as affordable housing and starter homes for local residents, provided all traffic legislation can be safely met.

2. 22/00919/HOUSE 52 Oliver Drive, Calcot
Rear extension

This Council has no objections to the proposal.

3. 22/00946/HOUSE 345 The Meadway, Tilehurst
New extension and renovation works

This Council has no objections to the proposal.

4. 22/00964/HOUSE 90 Warborough Avenue, Tilehurst
Demolition of car port and two storey side extension

This Council has no objections to the proposal subject to Highways requirements in regard to parking being met.

5. 22/01014/HOUSE 66 Longworth Avenue
Two storey side and single storey rear extension

This Council has no objections to the proposal provided the stipulations set out by Highways are met.

6. 22/01058/HOUSE 3 High View, Calcot
Rear extension to provide ground floor cloakroom and improved
access to kitchen

This Council has no objections to the proposal.