

TILEHURST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 11 October 2022 in the Main Hall, Parish Office, Calcot

Present:

- Parish Councillors** - Mr K Page (Chairman), Mr C Taylor (Vice Chairman), Mrs T Downes, Mrs R Reynolds, Mr N Furlong-King, Mr G Dennis, Mrs S Vickers, Ms A Foster, Mr T Marino
- District Councillors** - Mr T Linden
- Public** - Five members of the public were present

Mr Page welcomed those present, saying there was quite a full agenda. He also reminded everyone that the meeting would be recorded for minute-taking purposes.

22/196 Open Forum

- a) A member of the public wished to raise the issue of lack of representation by Tilehurst Parish Council on the Tilehurst People's Local Charity (formerly Tilehurst Poor's Land Charity). There was currently no representative from the parish council or from Reading Borough Council which was problematic, particularly given the charity's intention to sell some land locally. Mr Page thanked the member of the public for raising the matter and explained that it would be covered later on the agenda.
- b) Mrs Reynolds asked if it was possible to check whether there had been a tree preservation order (TPO) on a mature oak tree which had recently been cut down at the front of the site of the proposed new care home at Stoneham's Farm. It was agreed that the matter would be looked into following the meeting.

After the meeting, PlanApps was contacted and it was confirmed that the approved amended landscaping plans had required the removal of oak T6 in order to enable the forward visibility splays on the application site. It was also confirmed that no further mature trees were to be lost on the site's frontage.

22/197 Apologies for absence: Apologies were received from Parish Councillor Mrs J Slevin, and from District Councillors Ms J Stewart, Mr R Jones and Mr A Williamson. Mr T Linden had confirmed his attendance although he would be late arriving.

22/198 Declarations of interest: There were no declarations of interest relevant to the agenda.

22/199 Approval and adoption of minutes of the Extra Ordinary Parish Council meeting held on 15 August 2022: The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman.

22/200 Matters arising: There were no matters arising from the minutes of the meeting held on 15 August 2022.

22/201 Planning:

- a) Notification of appeals – one appeal had been received for 17 Laytom Rise, Tilehurst. The council had objected to the first application but not to the second, both responses would be returned to the Planning Inspector.
- b) Decisions – see Appendix A
- c) New applications – see Appendix B
- d) Eastern Area – the Clerk would advise members if there was anything relevant on the agenda for the meetings on 26 October and 16 November in order that the parish could be represented.

22/202 Presentation from Berkshire Youth: A presentation was made by Berkshire Youth by way of an update on the Detached Youth Work Project, Summer Sports Sessions, Art Club, Youth Club, and other ongoing initiatives.

Mr Linden arrived.

22/203 Clerk's report: The report had been circulated ahead of the meeting – see Appendix C – and the Clerk gave a verbal update on two additional items.

The Annual Report for 2021-22 had been issued and was available on the web site. It had been finalised later than intended but it was hoped that the 2022-23 report would be issued around the time of financial year end.

The Maintenance Officer and Clerk had both been on site recently when a member of the public had collapsed on the recreation ground at Calcot. The Clerk explained that, although the incident had been extremely stressful, the Maintenance Officer had remained calm throughout and had started giving CPR before managing to get help from a passer-by prior to the arrival of the paramedics. The incident had highlighted that First Aid refresher courses were needed, but the Clerk wished to minute her thanks to the Maintenance Officer for doing a sterling job and for being so calm and supportive.

In response to a question from Mr Dennis, the Clerk confirmed that the person who had collapsed had been taken to hospital and was now recovering.

22/204 District Councillors' report: The report had been circulated before the meeting.

Mr Linden began by explaining that he had not been aware of the Extra Ordinary meeting on 15 August so had not been able to attend or send his apologies.

The upcoming round of members' bids was only for capital projects. Mr Linden explained that the next year's budget was likely to be very tight given the cost of living increases. He had also circulated some information about a potential community group in Pangbourne.

A number of WBC officers were leaving, and there were vacancies in a few areas which was presenting problems within the council.

The fire service was also suffering from cost pressures. Mr Linden noted that the response in dealing with the fire at Red Cottage Drive, Calcot, had been excellent. He went on to thank Ms Stewart and Mrs Downes for all they had done to help and support displaced residents.

Mr Marino had nothing to add.

Mr Page apologised because neither he nor Mr Taylor had been able to attend the cost of living meeting, but confirmed that the parish council did want to remain engaged in the process.

Mr Taylor asked if there was any further news about a possible appeal against the decision on the application on Pincents Hill. Mr Linden confirmed he had heard nothing more.

22/205 Maintenance report: The report had been circulated before the meeting and was noted.

22/206 To review hall hire charges for 1st Calcot Brownies: It was unanimously agreed that the amount charged should remain unchanged from September 2022 until March 2023. The situation would be reviewed in April 2023 at the end of the current financial year.

22/207 To consider the option to opt out of the SAAA central external auditor appointment arrangements: A report had been circulated and was discussed. It was unanimously agreed that Tilehurst Parish Council should remain part of the SAAA sector-led appointment scheme for the period to 2026/27.

22/208 To consider the installation at Turnhams Farm recreation ground of a memorial bench donated by a local resident: The Clerk explained that the bench had been delivered and was currently being stored at Calcot. She explained that installation had previously been agreed in principle, and explained that, if formally approved, the bench would be added to the parish council's asset register and programme of maintenance.

It was unanimously agreed that the donated memorial bench should be installed at Turnhams Farm recreation ground, and that the family would be contacted about the precise location.

22/209 To consider the possibility of the Trussell Trust hiring the Jubilee Annexe for use as a food bank and associated activities in support of the local community: There was discussion about the types of services which might be required and about the importance of decisions being made on the basis of need and local accessibility rather than because of services and facilities available. It was unanimously agreed in principle that the Jubilee Annexe could be used by the Trussell Trust in support of the local community, and the Clerk was given delegated authority to agree hire terms.

22/210 To consider the appointment of a parish council representative on Tilehurst

People's Local Charity: It was confirmed that only one representative was required, and that they did not have to be a parish councillor. Mrs Vickers, Mrs Downes and a member of the public all expressed interest in taking on the role.

Mr Dennis explained that the charity was in the process of selling a piece of land in the ward he represented for Reading Borough Council and that he therefore had some knowledge of the area and the issues.

It was noted that Reading Borough Council had made the decision not to have a representative on the charity for the time being.

After discussion it was felt that more information and clarity about the role and criteria were needed before a decision could be made, and it was suggested that there should be regular feedback from any parish council representative. It was agreed that the matter should be brought to a future meeting.

22/211 To receive a verbal update from the Youth and Community Safety Working

Party: Mr Taylor gave a verbal update, focussing on park/recreation ground improvements raised in the recent youth survey and presented to council in a parks report. For various reasons, progress had been slower than intended, but there were plans to start by installing an outdoor gym at the Cotswold recreation ground, as well as benches at various sites. There would be public consultation with local residents in regard to proposed improvements and changes.

Mrs Downes had put together a project plan and costings for two outdoor gyms (one at Cotswold and one at Turnhams Farm recreation grounds) and estimated the maximum cost of buying and installing would be £30,000.

An application for CIL funding would be put together. The deadline was 14 November, so the application would be circulated for comments by e-mail and submitted before the next Full Council meeting.

22/212 To receive the updated project list and discuss projects to be delivered in the

2023/24 financial year: The project list was discussed. Mr Taylor asked that the proposed drama project and youth club at Cotswold Leisure Centre be added to the list. It was suggested that a new category be added for "youth". It was agreed that resurfacing the car park at Turnhams Farm Hall be investigated again with WBC, and it was suggested that new front doors be looked into at the same time. It was agreed that the Clerk would contact Cotswold Sports Centre to follow up on its offer to permit installation of a drinking fountain in the reception area. Provision of lighting at Cotswold recreation ground should also be looked into again.

It was agreed that the list be updated and brought to another meeting for further review and prioritisation.

22/213 To receive a report and discuss budget setting for the 2023-24 financial year:

The Clerk explained that a flat budget would be difficult to achieve but she would look into it with the accountant and present a formal budget recommendation to the November 2022 meeting.

22/214 Review the financial position and retrospectively note payments for June, July, August and September 2022: Expenditure was reviewed and retrospectively noted.

22/215 Chairman's remarks: Mr Page said there had been three Neighbourhood Development Plan open events which had been attended by around 50 to 60 people and he confirmed that the consultation period would end on 24 October.

Mr Page explained that he had attended the Purley on Thames Chairman's Reception, where he had networked with councillors from other parishes. He had also met the Chief Executive of WBC and would invite him to meet Tilehurst councillors before the start of a future parish council meeting.

He finished by suggesting that informal meetings be held a week or two before each Full Council meeting so that councillors had an opportunity to discuss matters outside of formal meetings.

Part II

22/217 To receive a verbal update on the current staffing situation: The Clerk explained some of the ongoing issues and challenges presented by having a full-time maintenance officer on long-term sick leave. She said the positive of the situation was that the remaining staff continued to work extremely well as a team.

It was suggested that the office staffing arrangements needed to be reconsidered with a view to offering more focussed job roles, more ongoing support to the Clerk, and more capacity to cover ongoing absences.

There would be a meeting of the staff committee the following week.

The meeting finished at 10.00pm

The next meeting would be held on Tuesday 8 November 2022

Chairman

Appendix A – Planning decisions

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|-----------------|--|----------------|
| 22/00919/HOUSE | <u>52 Oliver Drive, Calcot</u> Rear extension | Granted |
| 22/01014/HOUSE | <u>66 Longworth Avenue</u> Two storey side and single storey rear extensions | Granted |
| 22/01058/HOUSE | <u>3 Highview, Calcot</u> Rear extension to provide ground floor cloakroom and improved access to kitchen | Granted |
| 22/00964/HOUSE | <u>90 Warborough Avenue, Tilehurst</u> Demolition of car port and two storey side extension | Granted |
| 21/02478/COMIND | <u>Land west of West View, Pincents Lane, Tilehurst</u> Proposed change of use of agricultural land to a dog walking facility (sui generis use) with retrospective car park area | Granted |
| 22/00946/HOUSE | <u>345 The Meadway, Tilehurst</u> New extension and renovation works | Granted |
| 22/01217/HOUSE | <u>245 Overdown Road, Tilehurst</u> Single and two storey rear extension | Granted |
| 22/01186/FULD | <u>1 Westwood Row, Tilehurst</u> Construction of 2no detached four-bed dwellings within the curtilage with associated external works. Demolition of existing garage, garden lobby and utility. Construction of a replacement detached garage with associated external works. A single storey rear extension to the existing dwelling with associated internal alterations and a loft conversion with rooflights to front and rear | Refused |
| 22/01184/HOUSE | <u>3 Meadowside, Tilehurst</u> Conversion of existing loft space into third bedroom and cloakroom with access staircase, insertion of roof windows and small dormer | Granted |
| 22/01300/HOUSE | <u>18 Elder Close, Tilehurst</u> Single storey rear extension to create a ground floor disability wet room | Granted |
| 22/01439/HOUSE | <u>22 Stoneham Park, Tilehurst</u> Application for the erection of a garden office and metal gazebo | Granted |
| 22/01469/HOUSE | <u>8 Childrey Way, Tilehurst</u> | Granted |

Proposed single storey side extension and garage conversion

| | | |
|----------------|---|----------------|
| 22/01139/FULD | <u>44 Langley Hill, Calcot</u> Proposed demolition of existing dwelling house and erection of a new 4-bedroom family home including bin and cycle storage | Granted |
| 22/01542/HOUSE | <u>37 Compton Avenue, Tilehurst</u> Part single, part double storey rear extension, double storey side extension. Garage will be removed and footprint reduced creating side access. Ground floor internal space creates a utility room and WC, new family room with kitchen diner formed to rear, entrance hall widened and porch has been added to the front elevation. First floor extension and reconfiguration to provide two new bedrooms and en suite | Granted |
| 22/01591/HOUSE | <u>11 The Knoll, Tilehurst</u> Demolition of conservatory and removal of 3 metre leylandii hedge and erection of single store rear extension and 2.5 metre boarded fence | Granted |
| 22/01628/HOUSE | <u>41 Fairway Avenue, Tilehurst</u> Two storey side extension | Granted |
| 22/01629/HOUSE | <u>38 Dark Lane, Tilehurst</u> Single storey front, rear and side extensions, new render and timber cladding. Alterations to fenestration and driveway hard landscaping with provision of an EV charging point | Granted |
| 22/01376/HOUSE | <u>99 Cotswold Way, Tilehurst</u> Single storey front, two storey side extension and single storey rear extension | Granted |
| 22/01565/HOUSE | <u>5 Little Heath Road, Tilehurst</u> Proposed first floor extension and 2 no. side extensions | Granted |
| 22/01669/HOUSE | <u>Cartwheel Cottage, 218 Long Lane, Tilehurst</u> Erection of log store and garden shed (timber building) | Granted |
| 22/01797/HOUSE | <u>23 Fairway Avenue, Tilehurst</u> Extension of first floor bedroom over existing garage to form larger bedroom; mansard partial roof to existing roof perimeter to improve house appearance | Granted |
| 22/01817/HOUSE | <u>8 Childrey Way, Tilehurst</u> To enclose land within my ownership currently amenity land and change its use to add to my residential garden | Granted |

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|----------------|---|----------------|
| 22/01675/HOUSE | <u>63 Longworth Avenue, Tilehurst</u> First floor side and rear extensions | Granted |
| 22/01588/HOUSE | <u>300 Overdown Road, Tilehurst</u> Proposed single storey infill extension and first floor extension | Granted |
| 22/01690/HOUSE | <u>77 Warborough Avenue, Tilehurst</u> Proposed first floor side extension, garage conversion and rear extension to garage with internal alterations | Granted |

Note: The decision report did not show any input from Tilehurst Parish Council. This was queried with PlanApps and the Case Officer confirmed that the parish council's response had been taken into consideration and amended plans which altered the roof form to hipped had been requested, in order to reduce the impact of the building on the neighbourhood.

Appendix B – New Planning applications

22/01469/HOUSE 8 Childrey Way, Tilehurst
Proposed single storey side extension and repositioning of
existing garden fence

This Council has no objections to the proposal

22/01439/HOUSE 22 Stoneham Park, Tilehurst
Application for the erection of a garden office and metal gazebo

This Council has no objections to the proposal but notes that the re-sited high fence will be adjacent to a public road/pathway and will have some impact on the street scene. It requests that a check is carried out to confirm the new fencing will be within the curtilage of the property

22/01542/HOUSE 37 Compton Avenue
Part single part double storey rear extension, double storey side extension. Garage will be removed and footprint reduced creating side access. Ground floor internal space creates a utility room and WC, new family room with kitchen-diner formed to rear, entrance hall widened and porch has been added to the front elevation. First floor extension and reconfiguration to provide two new bedrooms and en suite

This Council has no objections to the proposal subject to Highways requirements in terms of parking spaces and other highways-related matters being met.

22/01565/HOUSE 5 Little Heath Road, Tilehurst
Proposed first floor extension and 2 no side extensions

This Council has no objections to the proposal but notes that rooms have been added and might be converted to additional bedrooms in future. Conditions recommended by Highways in regard to delivery times are supported.

22/01591/HOUSE 11 The Knoll, Tilehurst
Demolition of conservatory and removal of 3 metre leylandii hedge and erection of single storey rear extension and 2.5m close-boarded fence

This Council has no objections to the proposal but requests that any trees are removed at a time when birds are not nesting.

22/01588/HOUSE 300 Overdown Road, Tilehurst
Proposed single storey infill extension and first floor extension

This Council has no objections to the proposal.

22/01629/HOUSE 38 Dark Lane, Tilehurst
Single storey front, rear and side extensions, new render and timber cladding. Alterations to fenestration and driveway, hard landscaping with provision of an EV charging point

This Council has no objections to the proposal.

22/01628/HOUSE

41 Fairway Avenue

Two storey side extension

This Council objects to the proposal as the increase from three to four bedrooms requires that an additional off-road parking space be provided.

22/01675/HOUSE

63 Longworth Avenue, Tilehurst

First floor side and rear extensions

This Council has no objections to the proposal but notes that the extension would be relatively large and requests that the neighbour's comments in regard to overshadowing and loss of light are given careful consideration.

22/01690/HOUSE

77 Warborough Avenue, Tilehurst

Proposed first floor side extension, garage conversion and rear extension to garage with internal alterations

This Council has no objections to the proposal but notes that the extension would increase the height of the building adjacent to a neighbouring property and requests that careful consideration is given to the neighbour's objections in regard to loss of light and privacy.

22/01657/HOUSE

23A Skilton Road, Tilehurst

Single storey extension to provide storage and garage

This Council has no objections to the proposal.

22/01797/HOUSE

23 Fairway Avenue, Tilehurst

Extension of first floor bedroom over existing garage to form larger bedroom; mansard partial roof to existing roof perimeter to improve house appearance

This Council has no objections to the proposal

22/01669/HOUSE

Cartwheel Cottage, 218 Long Lane, Tilehurst

Erection of log store and garden shed (timber building)

This Council has no objections to the proposal

22/01817/FUL

8 Childrey Way, Tilehurst

To enclose land within my ownership currently amenity land and change its use to add to my residential garden

This Council has no objections to the proposal

22/01989/HOUSE

197 Fairford Road, Tilehurst

Proposed side extension at first floor level, single storey front extension, new ground floor flank window and new pitched roof with 4 Velux rooflights over existing rear extension

This Council has no objections to the proposal provided Highways is satisfied with the off-road parking arrangements

22/01370/HOUSE

223 City Road, Tilehurst

Application for vehicular access for the property – a drop kerb if access is permitted, this will allow a future electric point to be fitted and provide additional parking capacity for current occupants

This Council has no objections to the proposal but supports the request from Highways for clarification/further information (although the comments are not fully visible in the document on the Planning portal)

22/01836/FULEXT

Land adjacent to Bath Road, Dorking Way, Calcot - Holybrook

Two storey 70-bed care home with associated car parking and landscaping and all associated works

(Object) This Council has no particular objection to the development of this land providing it can be clearly demonstrated that it is needed and can be resourced.

However, concerns have been raised that West Berkshire Council's Social Care Team has expressed neutrality on the need for this care home which makes it difficult to determine if it is really needed. The same developer has had planning permission for a similar care home at Stonehams Farm approximately 2 miles away for several years but has yet to commence construction. Another care home facility at Pincents Manor less than one mile away has planning permission pending and yet another at the Filberts, also in Holybrook Parish, is being considered at present. Apart from the Social Care indecision there are concerns at the ability to provide GP services from the Theale Medical Centre that would be expected to cover at least 2 if not 3 of these care homes. Furthermore, there is concern at staffing care homes given the very low levels of unemployment in the Reading/Newbury area. Holybrook Parish Council has provided data on current staff shortages in the care home sector in their submission.

With uncertainty over the need for this facility this Council suggests that housing with a high proportion of affordable units, which we know are needed in this area, would be a better proposition at this time.

In considering any development at this site however, it does need careful consideration of traffic, noise and parking given the close proximity of the M4, A4, Dorking Way and Pincents Lane road junctions.

22/01829/OUTD

Land adjacent to Bath Road, Dorking Way, Calcot – Holybrook

Outline application for up to nine residential dwellings. Matters to be considered: Access

This Council objects to this proposal on the following grounds: Pre planning advice concluded that up to 10 houses could be built on this site which would have provided 3 affordable housing units. However, this 9 house development provides no affordable housing at all as it falls below the threshold of 10 and members urge West Berkshire Council and the developer to further review and reach agreement on the provision of affordable units at this site.

This council supports comments already submitted which cover access, noise, parking and construction rules.

22/01766/COMIND The Filberts, The Chase, Calcot – Holybrook
Demolition of existing office building and erection of a three storey 66 no bedroom care home (C2 use class) for the elderly, and associated works

This Council objects to this proposal and would support the detailed comments already submitted by Holybrook Parish Council.

Concerns have been raised that West Berkshire Council's Social Care Team has expressed neutrality on the need for this care home which makes it difficult to determine if it is really needed. In considering any development at this site careful consideration should be given to the impact of traffic, noise and parking given the close proximity of the A4.

22/02102/TELE56 Ullswater Drive, Tilehurst
Application to determine if prior approval is required for a proposed: Development by or on behalf of an electric communications code operator for the purpose of the operator's Electronic Communications Network in, on, over, or under land controlled by that operator or in accordance with the electronic communications code: The installation of an 18 metre high monopole supporting 6 no. antennas with a wrap-around equipment cabinet at the base of the column, the installation of 4 no. new cabinets, relocation of BTS3900A side by side cabinets and ancillary development thereto

Whilst this Council has no objections to the application, questions were raised as to whether or not local residents, Reading Borough Council, Purley Parish Council or local schools have been directly consulted.

22/01951/HOUSE 24 Vicarage Wood Way
New double garage and workshop to front driveway. New two-storey extension to front. Roof to be raised and a loft conversion added

This Council has no objections to the proposal.

22/02134/HOUSE 280 Overdown Road, Tilehurst
Part demolition of existing single storey area; proposed rear single storey extension and proposed first floor side extension

This Council has no objections to the proposal.

22/02174/HOUSE 6 Voller Drive, Tilehurst
Single storey rear extension and replacement of conservatory

This Council has no objections to the proposal.

22/02196/HOUSE 14 Blewbury Drive, Tilehurst
Single storey front and side extension

This Council has no objections to the proposal.

22/02181/HOUSE 12 Wellfield Close, Tilehurst
Single storey front, side and rear extension

This Council has no objections to the proposal.

22/02283/HOUSE 1 Goldcrest Way, Tilehurst
Single storey front extension

This Council has no objections to the proposal.

22/02306/HOUSE 159 Warborough Avenue, Tilehurst
Proposed two storey side extension and single storey rear extension and front extension

This Council has no objections to the proposal but believes the recommendations from Highways need to be implemented.

22/02342/FUL 35 Stoneham Park, Tilehurst
Construct single storey garden room in rear garden

This Council has no objections to the proposal.

22/02317/TELE28 Compton Avenue, Tilehurst
The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus – 10m medium wooden pole

This Council has no objections to the proposal.

22/02318/TELE28 Warborough Avenue, Tilehurst – WP1
The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus – 11m medium wooden pole (WP1)

22/02319/TELE28 Warborough Avenue, Tilehurst – WP2
The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus – 11m medium wooden pole (WP2)

22/02320/TELE28 Warborough Avenue, Tilehurst – WP3
The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus – 11m medium wooden pole (WP3)

This Council has no objections to the above proposals.

22/02325/HOUSE 23A Skilton Road, Tilehurst
Single storey extension to provide storage and garage

This Council has no objections to the above proposal and it supports the comment from Highways regarding an electrical charging point.

Appendix C – 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 Following the fire at Red Cottage Drive, Calcot, the Committee Room at the Calcot Centre was used as a collection/distribution point for donations to the families affected. District Councillor Stewart and Councillor Downes organised everything so there was minimal impact on officers. Claire Tull, Chairman of Holybrook Parish Council, contacted the office to thank Tilehurst Parish Council for its neighbourliness and support at a time of crisis; she also wrote formally to the Chairman of Council.

- 2.2 Annexe snagging: Two further areas of concern were identified. The first was that the flooring in the bar area had shrunk and lifted and could become a trip hazard, and the second was the newly installed doors between the annexe and the Calcot Centre which posed a security risk. The Clerk met with the contractor on site. The flooring was fixed, but the dividing doors remain an issue. The Clerk also raised concerns over lack of hot water in some areas and was assured this had been addressed and also that an instruction manual for the boiler would be sent.

Since then, further issues were identified with the central heating. The Clerk felt it necessary to seek independent advice, and was advised that a thermostat should have been fitted when the new boiler was installed. The Clerk continues to liaise with the contractors over this and the replacement doors. The final retention payment will not be settled until all issues have been remedied to the satisfaction of the Council.

3.0 Audit and Finances

- 3.1 Completion of the limited assurance review for the year ended 31 March 2022: Section 3 of the Annual Governance and Accountability Return (AGAR) has now been signed off, with no matters arising or actions to be taken, and returned by PKF Littlejohn LLP. The Notice of Conclusion of Audit has been completed by the Clerk and is displayed on the noticeboard at the parish office. It has also been uploaded to the parish’s website, as required.
- 3.2 The second, and final, instalment of £142,292.50 relating to the Parish Precept has been received from West Berkshire Council.
- 3.3 Information from West Berkshire Council advising of a third round of funding which is available to community groups was recently circulated to members. A further £500,000.00 has been allocated from Community Infrastructure Levy (CIL) money for projects which can demonstrate a tangible community benefit and members were asked to make suggestions as to worthy projects.

The Jubilee Annexe refurbishment was part-funded under round one, and the intention is to submit a second application. The deadline for applications is 14 November 2022, which means the submission will need to be put together before the next Full Council meeting.

3.4 The Clerk has received informal notification that applications for funding under the next round of the Members' Bid Scheme must be submitted by 25 November 2022. Any bid will need to be drafted prior to the next Full Council meeting, and members should notify the Clerk as soon as possible of any suggested project.

4.0 **Decision taken under delegated authority**

4.1 Westwood Wanderers Football Club wrote to the Council to request permission to hold its annual presentation day on Saturday 3 September 2022 at the Cotswold recreation ground. As the July and August Full Council Meetings were cancelled, a decision had to be made outside of the meetings due to the timescales involved.

Members granted permission for the presentation day to take place, but set a number of conditions. In addition to the standard conditions, the football club was not granted permission to hold football matches alongside the trophy presentations as the ground conditions did not permit this.

4.2 The renewal of this year's insurance was due on 1 October 2022 and, with no formal meeting to discuss this and seek approval of Full Council, a review was carried out by the Chairman, Vice-Chairman and Clerk. It was agreed, under delegated authority, to renew with Zurich for a further year at a cost of £4,429.71 which was an increase of £266.18 from the previous year.

The increased cost is due to uplifts to the insurance valuation of council properties and increased contents insurance cover to reflect new equipment in the refurbished Jubilee Annexe.

Zurich has advised that the legislation around insuring properties has changed and it is now the responsibility of the property owner to have independent valuations carried out. In the past, the Clerk carried out this exercise with the assistance of on-line software provided by the insurer. The Clerk will discuss this further with Zurich and seek quotations from Surveyors as to the cost of this service. Quotations will be brought back to Full Council for approval in due course.

5.0 **Other matters**

5.1 Construction of the new purpose-built building, which will become home to the i-college (formerly the Badgers Hill Pupil Referral Unit) has recently started. It is envisaged that the building will be ready for occupation ahead of the September 2023 academic year. The Clerk continues to attend Project Board Meeting relating to this and an update will be provided to members ahead of the November 2022 meeting.

5.2 The Clerk and Mr Taylor met with a resident who has offered to source free trees which he will plant at Turnhams Farm recreation ground to replace two trees which have died. He has also agreed to water and maintain the trees until they are established.

5.3 The Clerk recently met with a representative of the Trussell Trust who is seeking a venue to set up a foodbank for residents in the east of the district.

- 5.4 West Berkshire Council consulted the parish council over proposed expenditure to refurbish three footpaths in the parish (TILE/9/1 Kiln Lane, TILE/11/1 Spring Lane, and TILE/19/1 Sage Road/Knowsley Road). Office staff looked into the locations and condition of the paths and agreed a refurbishment plan with the district council. The proposed works are largely complete.
- 5.5 There was an issue with a dog waste bin on Starlings Drive, Tilehurst, having been moved and bags of waste being dumped at the old location. On investigation, it was found that West Berkshire Council had moved the bin because a householder had complained about the smell and flies in their garden. The bin has now been moved to another location nearby where it is more visible to users, and the situation will be monitored by West Berkshire Council.
- 5.6 Numerous incidents of vandalism and anti-social behaviour have been reported to both members and the local Police Team and the Clerk is in the process of arranging quotations for the repair of some of the damage caused.
- 6.0 **Death of HM Queen Elizabeth II**
- 6.1 The death of HM Queen Elizabeth II was announced shortly after the Clerk had issued the agenda for the September 2022 Full Council Meeting. Due to the period of public mourning, it was necessary to cancel the meeting as it would not have been legal for it to go ahead.
- 6.2 The Clerk arranged for the protocol required under 'Operation London Bridge' to be followed, and the parish website was updated as soon as possible. The Clerk also, at very short notice, arranged for the provision of a book of condolence at the parish office.
- 7.0 **Further reports**
- 7.1 The Clerk will provide further updates at the meeting should this be necessary.
- 7.2 Members are asked to note this report.