

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held on 10 January 2023 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 G Dennis, Mrs S Vickers, Mrs J Slevin, Mr T Marino, Mr N Furlong-King

District Councillors - Ms J Stewart, Mr T Linden (both arrived after the meeting had started)

Public - Five members of the public were present

Mr Page welcomed those present, wishing them a happy new year. He advised them that the meeting would be recorded for minute-taking purposes, and reminded everyone that anyone wishing to speak should raise their hand.

23/001 Open Forum

- a) Members of the public – the matter of bad parking outside schools, specifically Westwood Farm Primary School was raised and it was suggested that a traffic warden might help. The School Streets programme was also suggested, and it was agreed that issue would be raised again with WBC.
- b) Councillors – there were no comments or questions.

23/002 Apologies for absence: Apologies were received from Parish Councillor Ms A Foster and District Councillors Mr B Oloko and Mr A Williamson.

23/003 Declarations of interest:

Mrs Vickers declared an interest in respect of item 14 on the agenda. Mr Marino declared an interest in respect of item 18 as he was on WBC's Executive Committee.

23/004 Introduction of candidate for potential co-option:

Mr Page invited the candidate for potential co-option to the Council to introduce herself. She had been a councillor previously so was known to some Members.

Ms Stewart joined the meeting.

Members resolved to exclude public and Press whilst they discussed the application. The candidate and members of the public then left the room while councillors discussed her application and voted on her acceptance. The Clerk explained that it was possible to co-opt within six months of the election because this was an existing, previously advertised vacancy.

It was unanimously agreed to co-opt Mrs R Braine to the Council.

23/005 Acceptance of new Parish Councillor:

The meeting was re-opened to the public and the Press and the Chairman advised the candidate that she had been co-opted. The new Parish Councillor signed the Declaration of Acceptance of Office. She would represent Tilehurst North Ward.

23/006 Approval and adoption of minutes of the Parish Council meeting held on

11 October 2022: The draft minutes had been circulated before the meeting and were taken as read and signed by the Chairman.

23/007 Matters arising: There were no matters arising from the minutes of the meeting held on 11 October 2022.

23/008 Planning:

- a) Appeals – the Clerk advised that the appeal on 17 Laytom Rise had been refused.
- b) Decisions – see Appendix A
- c) New applications – see Appendix B
- d) Eastern Area – the meeting scheduled for January 2023 had been cancelled. The Clerk would advise members if there was anything relevant on the agenda for the meeting on 1 February in order that the parish could be represented.

23/009 Clerk's report: The report had been circulated ahead of the meeting – see Appendix C.

There was one new item to add. Earlier in the day, it had been reported that the padlock on the gate between Turnhams Farm recreation ground and Little Heath School's playing fields had been cut off to leave the gate open. The fence had also been damaged and bent back to give access. In the afternoon, the Clerk had taken a call from the school's Premises Manager who said their fence had recently been replaced and, since then, there had been problems with trespassers. It was suggested that the gate be closed permanently to prevent unauthorised access to the school's land. The Clerk would discuss the matter with the school's Business Manager and also with a contact at WBC. She would then report back to Council so that a decision could be made.

23/010 District Councillors' report:

Mr Linden arrived at the start of this item.

Ms Stewart confirmed the Clerk had received and would be circulating the 2022 review.

Both the District Parish Conference and the Health and Wellbeing Conference were to be held on Tuesday 31 January.

There would be two district council meetings in March: one would follow the usual format, the other would be solely for discussion and approval of the new budget. The public consultation on the 2023/24 budget was available on WBC's web site and would be available for completion until midnight on Sunday 29 January.

WBC had received and was dealing with a number of complaints about City Fibre, particularly about lack of notification of works and impact on roads.

Ms Stewart had attended a site visit to consider options for making better use of the disused garages and adjacent plot of land at Garston Crescent. Mr Taylor mentioned that it had been minuted in the last meeting of the Governors for Calcot Primary school that consideration was being given to turning the area into a car park.

Mr Linden gave an update on the Fire Authority, explaining it was currently consulting on its Community Risk Management Plan. He also said that an additional £5.00 on the precept was likely to go to the authority in the coming financial year.

He explained that the Local Plan Review for 2022 to 2039 would be open for consultation for six weeks. The current plan would end in 2026.

There had been – and continued to be – a number of staff changes at WBC.

Mr Marino had nothing to add.

23/011 Maintenance report: The report had been circulated before the meeting and was noted.

Mrs Downes asked if the new mini recycling centre at Cotswold had led to an increase in rubbish there. The Clerk did not think it had and explained that the situation would be monitored throughout the six-month trial period.

23/012 To receive a verbal explanation of the draft Youth Development Plan: The draft Tilehurst Parish Council Youth Development Action Plan 2023/24 had been circulated before the meeting. Mr Taylor explained that it was intended to be used in support of applications for additional funding. He was currently collecting feedback on the draft plan, and would welcome comments from councillors.

23/013 To receive an update on the Tilehurst Neighbourhood Development Plan: Mr Page gave a verbal update, explaining that the Regulation 14 Consultation had now closed, and the team was updating the plan to include comments received. There had also been a meeting with WBC Planning officers to discuss comments made, many of which were about presentation and grammar rather than content. It was intended to bring the updated draft plan to a future Parish Council meeting when it had been amended.

Mr Page also said that the Regulation 19 Consultation on WBC's Local Plan had been put back by a week, so would commence from Friday 13 January.

23/014 To receive new information about the nominated trustee for Tilehurst People's Local Charity:

- a) It was agreed to suspend Standing Order 7(a) so that a previous resolution could be revisited in view of new information received (nine in favour, one against).

- b) Correspondence had been received to clarify why the charity had not accepted the trustee nominated by the Parish Council. Mr Page confirmed that the council's solicitor had advised against challenging the decision. He also said that doing so would be expensive and time-consuming, and proposed that council should not put forward an alternative nomination for the time being.

Mr Dennis felt the original nominee should be supported so put the motion that the charity's decision be challenged in writing. The proposal was not seconded.

Mr Page confirmed his proposal that no alternative nomination for a trustee on the Tilehurst People's Local Charity should be made at this time, but that the situation would be reviewed in six months. Mr Marino seconded, and the resolution was passed (eight in favour, one against, one abstention).

One member of the public left the meeting.

23/015 Budgets: A report had been circulated before the meeting. The Clerk confirmed that the recommendation was for a 7.61% increase, giving an overall budget of £306,234.00.

- a) The proposed budget for the 2023/24 financial year was unanimously approved.
- b) The proposed precept demand of £306,234.00 (three hundred and six thousand, two hundred and thirty four thousand pounds) which equates to £3.89 per band D equivalent for the 2023/24 financial year was unanimously approved.

23/016 To approve expenditure for the Clerk to attend the annual Practitioners' Conference: Expenditure of around £330.00 plus VAT was unanimously approved.

23/017 To receive a verbal report on Internal Control Audits carried out recently: The Clerk and Mrs Slevin gave a verbal update on the Internal Control Audits. The Clerk advised that a full report would be given to Council at the end of the financial year.

23/018 To consider the future of the Over-50s Coffee Club: A report had been circulated before the meeting, and Mr Taylor and Mr Furlong-King gave a verbal update on the club.

It was unanimously resolved that, from February 2023, a working party comprising club attendees, including parish councillors, be set up to oversee the running and finances of the Over-50s Coffee Club, and to assist in establishing the club as an independent, self-sustaining entity. At its first meeting, the working party would agree scope and terms of reference, and would also decide the charge to be levied on all attendees from 1 February 2023.

The situation would be reviewed again by the Parish Council no later than 30 June 2023. Until the club was established independently, all finances would be recorded and managed by the Clerk.

23/019 To consider Berkshire Youth's free use of the Jubilee Annexe on Thursday evenings for youth-related activities: A report had been circulated before the meeting. It was unanimously agreed to continue Berkshire Youth's free use of the Jubilee Annexe on Thursday evenings until the end of the 2022/23 financial year, when it would be reviewed again.

A volunteer who regularly assisted at the Thursday evening youth club was present at the meeting, and was thanked for her ongoing involvement and support.

23/020 To consider a quotation received for a youth film project: The quotation had been circulated before the meeting. Mr Taylor said that an attendance charge might be made in order to ensure commitment throughout the whole project. The Clerk suggested any income should be put towards the costs of hall hire which were not included in the quotation.

It was unanimously resolved to accept the quotation for a youth film project.

23/021 To review hall hire charges for 2023/24: A report had been circulated before the meeting.

It was unanimously agreed that, in view of rising costs of running the halls, an increase of £0.50 per hour be made for all halls for the 2023/24 financial year. The Jubilee Annexe would continue at a slightly lower rate for a further year.

23/022 To consider WBC's request for a contribution to the running of the library service: A report had been circulated before the meeting.

Mr Page proposed, Mr Marino seconded, and it was agreed (nine in favour, one abstention) to make a donation of £500 to WBC's library service.

22/023 To consider WBC's use of halls to offer the local community support and advice on the cost of living crisis: Mr Marino declared an interest.

After discussion, it was agreed in principle that WBC should be able to use halls, as appropriate, to hold advice sessions locally. It was also agreed that the Clerk should have delegated authority to make the arrangements should it prove necessary.

22/024 To consider arrangements to mark the Coronation on Saturday 6 May: A report had been circulated before the meeting.

Mrs Slevin expressed an interest in organising local events. It was agreed that a working party would be set up and would report back to the next meeting with proposals and costings.

22/025 To review the financial position and retrospectively note payments for November and December 2022: Expenditure was reviewed and retrospectively noted.

22/026 Chairman's remarks: Mr Page reminded everyone that the first communications working group Zoom meeting was scheduled for Thursday 12 January. He closed the meeting by welcoming Mrs Braine back to the Parish Council.

The meeting finished at 9.40pm

The next meeting would be held on Tuesday 14 February 2023

Chairman

Appendix A – Planning decisions

22/01370/HOUSE	<u>223 City Road, Tilehurst</u> Application for vehicular access to 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	Approved
22/02181/HOUSE	<u>12 Wellfield Close, Tilehurst</u> Single storey front, side and rear extension	Approved
22/02174/HOUSE	<u>6 Voller Drive, Tilehurst</u> Single storey rear extension and replacement of conservatory	Approved
22/02283/HOUSE	<u>1 Goldcrest Way, Tilehurst</u> Single storey front extension	Approved
22/02342/FUL	<u>35 Stoneham Park, Tilehurst</u> Construct single storey garden room in rear garden	Approved
22/02479/HOUSE	<u>11 Bowfell Close, Tilehurst</u> Pitched roof to entrance hall and garage replacing the front flat roof; part garage conversion with side flat roof height raised; rear single storey extension to replace the existing conservatory	Approved
22/02196/HOUSE	<u>14 Blewbury Drive, Tilehurst</u> Single storey front and side extension	Approved
22/02551/HOUSE	<u>36 Highworth Way, Tilehurst</u> Front dormer to existing first floor bedroom	Approved
22/02521/FUL	<u>347 The Meadway, Tilehurst</u> Proposed erection of two (two-car) garages with stores	Approved
22/02543/HOUSE	<u>2 Stoneham Park, Tilehurst</u> Erection of a summer house	Approved
22/02306/HOUSE	<u>159 Warborough Avenue, Tilehurst</u> Proposed two storey side extension and single storey rear extension and front extension	Approved
22/02639/COND	<u>Little Heath School, Tilehurst</u> Application for approval of details reserved by condition 8 (BREEAM) of approved 19/01749/COMIND - Partial demolition of school buildings and construction of new build block (Section 73 application to vary condition 2 (approved plans), 9 (demolition of building) and 10 (bat protection) of planning permission 18/01696/COMIND)	Approved

22/02659/HOUSE	<u>12 Blagrove Rise, Tilehurst</u> Proposed extension at first floor	Approved
22/02815/HOUSE	<u>17 Fullbrook Crescent, Tilehurst</u> Single storey rear and two storey side extension	Approved
22/02839/HOUSE	<u>1 Causmans Way, Tilehurst</u> Proposed relocation of front door. The adjoining property at number 19 has a front door on the same elevation, which is in keeping with the street view	Not required

Appendix B – New Planning applications

22/02815/HOUSE 17 Fullbrook Crescent, Tilehurst
Single storey rear and two storey side extension

This Council has no objections to the proposal

22/02839/HOUSE 1 Causmans Way, Tilehurst
Proposed relocation of front door. The adjoining property at number 19 has a front door on the same elevation which is in keeping with the street view

This Council has no objections to the proposal

22/02539/HOUSE 16 Bath Road, Calcot
Partial demolition of existing garage and erection of a part single storey rear extension and part first floor rear extension, together with alterations to external fenestration

This Council has no objections to the proposal

22/02842/REG3 lcollege Intervention, 22 High View, Calcot
Application for variation of a condition 2 following grant of planning permission – 19/01575/REG3 Regulation 3: The construction of a new Pupil referral Unit to replace the existing facility

This Council has no objections to the proposal

22/02933/FUL Cartwheel Cottage, Long Lane
Erection of three-bedroom house. Covered parking area

This Council has no objections to the proposal provided that Highways is satisfied with the visibility splays when exiting the site, as concern was raised around the sight lines and possible sight obstructions.

Concerns were also raised over the potential increase in site traffic given the impending construction of a care home on nearby land. We and would ask, if possible, that the two developments didn't run concurrently.

22/02772/HOUSE 10 Empress Road, Calcot
Conversion of garage to a living space, single storey extension and front porch

This Council has no objections to the proposal

22/03064/HOUSE Stoneleigh, Ridgemount close, Tilehurst
Demolish existing detached garage and replace with new

This Council has no objections to the proposal

22/02998/HOUSE 14 Dark Lane, Tilehurst
Two bay detached garage/carport

This Council has no objections to the proposal

22/03048/HOUSE 345 The Meadway, Tilehurst
Section 73A: Variation of Condition 2 (Approved Drawings) of
previously approved application 22/00946/HOUSE: New extension
and renovation works

Note: The application form gives the reason for this variation, stating that building work has had to be stopped as a result of poor works failing building control approval. The site has been found unsafe and advice has been given to remove the first-floor completely and replace it. The variation is for a simpler proposal which changes the roof profile and replaces work already carried out.

This Council has no objections to the proposal

22/03054/HOUSE Braeside, Oregon Avenue, Tilehurst
Proposed two storey front extension, first floor over an existing
garage, conversion of an existing loft and internal alterations

This Council has no objections to the proposal but supports the comments made by Highways and Pang Valley Ramblers Association

22/03091/HOUSE 1 Kirkfell Close, Tilehurst
Single storey side and rear extensions, conversion of existing
garage to habitable space and new front porch with canopy

This Council has no objections to the proposal

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 Mrs Downes, Mr Taylor and the Clerk met with a representative from Proludic to obtain quotations for both outdoor gym equipment and the construction of a multi-use games area (MUGA). During the meeting, useful information around the suitability of the land, planning constraints, how best to approach public consultation and grant funding applications was gained.

Due to the value on the contracts being discussed, a tender submission will need to be drawn up and a full tender process entered into.

- 2.2 In November, Mrs Downes, Mr Taylor and the Clerk had several meetings to finalise the bid for submission to West Berkshire Council under round three of CIL funding. The final bid was submitted before the deadline on the 14 November 2022.

On 16 December 2022, the Clerk received confirmation that the bid was successful and that £75,000, to be match-funded by the Parish Council, would be made available for the MUGA and other equipment at Cotswold recreation ground.

3.0 Audit and Finances

- 3.1 Mr Page, Mr Taylor and the Clerk met to discuss the budgets for 2023/24 as the first draft allowed for a 22.71% increase in precept, which was higher than the parameters previously indicated by members as being acceptable.

The Clerk discussed the recommended changes with Mr Kemp, the parish’s accountant, and the budget has been redrafted. This second draft allows for a **6.71%** increase in precept and a full report and budget working papers have been circulated to members for discussion, and possible agreement, at the January 2023 Full Council meeting.

- 3.2 Notification has been received from the Smaller Authorities' Audit Appointments Ltd (SAAA) confirming that this Council’s External Auditor for the 2022-23 financial year for the 5-year period until 2026-27 continues to be PKF Littlejohn LLP.

4.0 Other matters

- 4.1 A second planning application for the removal or variation of conditions, relating to the installation of an air source heat pump at the I-college, has been submitted to West Berkshire Council.

- 4.2 Squirrels were found to be living in the loft space above the Jubilee Annexe. A specialised company came in to deal with the issue and, in early January, confirmed there were no squirrels residing there any longer. A roofing contractor was also contacted and ensured all entry points were blocked off to prevent a recurrence of the problem.

- 4.3 The Clerk attended the Berkshire Association of Local Council's (BALC) Annual General Meeting held on 9 November 2022. The meeting was better attended than last year's, with a number of parishes being represented.

At the meeting, it was resolved not to increase the BALC element of the annual subscription fee. The fee for the National Association of Local Council's element has not as yet been published. BALC will continue to provide free training for both Councillors and Officers and reiterated its previous request for feedback on the type of training member councils wanted to see delivered during the next financial year.

- 4.4 The Clerk attended a Clerk's Update meeting organised by the Hampshire Association of Local Councils. The session included updates and advice on the upcoming elections, the resources available to assist with attracting new councillors and a run through of the newly launched members' areas of its website.
- 4.5 The Clerk attended the Planning Enforcement Training delivered by West Berkshire Council. The Clerk has circulated the document discussed in advance of this meeting.
- 4.6 The Clerk attended the SLCC Berkshire Training Day which was moved, at fairly short notice, from Thatcham to the Main Hall at Calcot. Naomi Bibi, SLCC's Head of Services, gave a presentation on the Civility and Respect project, and there was also discussion around the restructuring of SLCC and future improvements being made in the support offered to Clerks. The dozen attendees also enjoyed being able to see around the recently renovated Jubilee Annexe.
- 4.7 The Clerk continues to support the work of both the Youth and Community Safety Working Party and the Annexe Phase Two Working Party and has recently attended meetings of both working parties.
- 4.8 West Berkshire Council has launched its annual Giving Tree campaign, which provides an opportunity for residents to donate a gift to those who have been affected by domestic abuse. The Clerk contacted WBC to offer to support the campaign hosting a donation centre at Calcot (as has been done in previous years), but was advised that this was not necessary this year.
- 4.9 The office was recently approached by a member of All Yours, a community organisation which provides free sanitary wear to those who need it. After a meeting, it was agreed that the parish office would act as a collection point for an initial three-month trial. This simply involves holding a small number of bags, each containing a selection of products, for people who contact All Yours to collect anonymously.

The trial started in mid-October and two bags were very quickly requested, although things have been quieter since then.

- 4.10 The Regulation 19 Consultation on the Local Plan Review will start and will be available on West Berkshire Council's web site – <https://www.westberks.gov.uk/local-plan-review> – from Friday 6 January. The consultation will last for six weeks, ending on Friday 17 February.

The Local Plan Review could impact on the Tilehurst Neighbourhood Development Plan so a collective response from the Parish Council will be required. Further details will be

circulated by e-mail, and this will be an item on the agenda of the Full Council meeting scheduled for Tuesday 6 February.

5.0 **Further reports**

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

5.2 Members are asked to note this report.