

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held on 16 May 2023 in the Main Hall, Parish Office, Calcot

Present

- Parish Councillors:** Mr C Taylor, Mrs T Downes, Mrs R Braine, Mrs J Slevin,
Mr N Furlong-King, Mrs P Furlong-King
- District Councillors:** Ms J Stewart, Mr R Somner, Mr B Oloko (part)
- Public:** Three members of the public were present
- In attendance:** Miss J Major (Clerk), Miss S Williams (minutes)

Mr Page opened the meeting by welcoming those present before inviting nominations for Parish Council Chairman.

23/084 Election of Parish Council Chairman

- a) Mrs Downes nominated and Mrs Slevin seconded that Mr Taylor be elected Parish Council Chairman. There were no other nominations, and the proposal was agreed unanimously.
- b) Mr Taylor accepted the position and signed the Declaration of Acceptance of Office, witnessed by the Clerk.

Mr Page handed the role of Chairman to Mr Taylor and attended the rest of the meeting as a member of the public.

23/085 Appointment of Parish Council Vice Chairman

- a) Mrs Slevin nominated and Mr Furlong-King seconded that Mrs Downes be appointed Parish Council Vice Chairman. There were no other nominations and it was unanimously agreed to appoint Mrs Downes as Vice Chairman.
- b) Mrs Downes accepted the role.

23/086 Signing the Declaration of Acceptance of Office for members physically unable to do so before the meeting: Two members were physically unable to sign their Declarations of Acceptance of Office prior to the meeting. One had gone away before the earliest date, the other was ill. It was unanimously agreed that both should be given an extension but that both Declarations of Acceptance of Office must be signed by the next meeting on 13 June.

23/087 Open Forum

- a) Members of the public – there were no comments or questions.
- b) Councillors – there were no comments or questions.

23/088 Apologies for absence: Apologies were received from Parish Councillors Mrs R Reynolds, Mrs S Vickers, and District Councillors Mr P Kander, Ms J Lewis and Mr B Oloko.

23/089 Declarations of interest: There were no declarations of interest relevant to the agenda.

23/090 Approval and adoption of minutes of the Parish Council meeting held on 11 April 2023: The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman.

23/091 Matters arising: There were no matters arising from the minutes.

23/092 Finances

23/092-1 Annual accounts for year ending 31 March 2023, including the trial balance and earmarked reserves: The annual accounts for the financial year ending 31 March 2023 were unanimously adopted and signed by the Chairman and the Clerk.

23/092-2 To review the financial position and retrospectively note payments for March and April 2023: The financial information had been issued before the meeting and was noted.

23/092-3 List of regular direct debit/standing order payments: The list of regular direct debit and standing order payments had been circulated before the meeting and was unanimously agreed.

23/092-4 Investment Strategy for 2023/24: The document and a report had been circulated before the meeting. The Clerk explained it that was slightly changed from the previous year. She also explained that she was investigating whether one of the council's account was reaching its maximum for the year or in total.

The Investment Strategy for 2023/24 was unanimously approved.

23/093 Audits

23/093-1 Internal Audit Final Report for 2022/23: The audit report had been circulated before the meeting. The Clerk explained that no areas of concern had been raised and there were no actions to consider or rectify. It had been a clean audit.

It was unanimously agreed to adopt the Internal Audit Final Report for 2022/23. The report may be found at Appendix A.

23/093-2 Annual Governance Statement for 2022/23: The statement and a report had been circulated before the meeting. The Clerk explained completion was a legal requirement and that the report was intended to set out expectations and how the Parish Council met them. She also explained General Power Competence and why the Parish Council did not qualify.

The Annual Governance Statement for 2022/23 was unanimously approved and was completed and signed by the Chairman and the Clerk.

23/093-3 External Audit – Section 2: The Annual Return Accounting Statements were unanimously approved and duly signed by the Chairman.

23/093-4 Reappointment of Auditing Solutions Ltd as Internal Auditor for 2023/24: The Clerk explained that the same auditing firm had been used by the Parish Council for many years, although the individual auditor was changed every few years. A new auditor would be appointed to the council this year.

It was unanimously agreed to reappoint Auditing Solutions Ltd as Internal Auditor for 2023/24.

23/094 District Councillors' report:

Ms Stewart explained that the focus at West Berkshire Council had been very much on the recent elections, so there was not much to report. The new administration was being set up and roles were being organised. The first full meeting of the new Council would be on Thursday 25 May.

She and Mr Taylor, who was now also a District Councillor, would work closely together. Although he was still training, she said Mr Taylor had already picked up a query and resolved it.

She also said the aim was to resume producing monthly district reports, but it might take a month or two for them to re-start and they might be slightly different in content and format.

Mr Somner said the low turnout at the recent elections was a concern, and extended his thanks to everyone who had actually voted.

Mr Taylor confirmed that he and Ms Stewart would work closely together, particularly on behalf of the Birch Copse ward. He was currently undergoing intensive training, and he believed that, as he was grouped with the two Green councillors, he would be allocated two committee places.

23/095 Clerk's report: The report had been circulated ahead of the meeting – see Appendix B. The Clerk added that she was looking into training for councillors and would be circulating details in due course.

23/096 Maintenance report: The report had been circulated before the meeting and was noted. The Clerk added that the latest RoSPA reports on all the play areas had just been received. A maintenance plan would be pulled together setting out which work could be done internally, and would be brought to a future meeting.

23/097 Resolutions (not relating to the Annual Accounts or Audits)

23/097-1 Staffing Committee for 2023/24: A report was circulated before the meeting. The Clerk explained that the Staffing Committee needed a minimum of four members but currently had only two as Mrs Reynolds and Mr Taylor had said they would continue.

The following were all unanimously elected:

Mrs Reynolds – proposed by Mr Taylor, seconded by Mrs Slevin

Mr Taylor – proposed by Mrs Downes, seconded by Mrs Braine

Mrs Downes – proposed by Mrs Slevin, seconded by Mr Furlong-King

Mrs Slevin – proposed by Mrs Downes, seconded by Mr Taylor

Mrs Downes was unanimously appointed Chairman of the Staffing Committee.

23/097-2 Parish Council representatives on outside bodies: The Clerk explained that the only external body on which the Parish Council was represented was Tilehurst Poor's Land Charity, although there was currently no nominated representative. There were therefore no representatives to consider or approve.

Mr Oloko arrived during the above item.

23/097-3 To ratify the decision to permit the Motor Neurone Disease Association to hold a fundraising event at Cotswold recreation ground on Saturday 17 June: A report had been circulated before the meeting. The Clerk explained that, at the previous meeting, permission had been given in principle. The event would definitely now be going ahead so full permission would be needed. There would be no charge for use of the recreation ground.

It was unanimously agreed to ratify the decision to allow the Motor Neurone Disease Association to hold a fundraiser at Cotswold recreation ground on Saturday 17 June, provided all the usual conditions and restrictions were put in place.

23/097-4 Tilehurst Panthers use of the football pitch and equipment and Calcot recreation ground to hold its annual presentation event on Saturday 8 July: The Clerk explained that Tilehurst Panthers was one of the council's contracted football teams which used the ground for matches. The club had used the recreation ground for its presentation day before and there had been no issues.

It was unanimously agreed to allow Tilehurst Panthers use of Calcot recreation ground, football pitch and equipment on Saturday 8 July.

23/097-5 Proposed MUGA, outdoor gym and social area at Cotswold recreation ground: A report had been circulated before the meeting and Mrs Downes gave a verbal update.

It was unanimously agreed that the overall project and proposed layout should not be changed significantly. The Clerk was given delegated authority to award the contract to one of the two short-listed contractors. This to be done after discussion and agreement with Mrs Downes and Mr Taylor, the decision to be ratified at the next Parish Council meeting.

23/097-6 Berkshire Association of Local Councils (BALC) subscription for 2023/24: A report had been circulated before the meeting. It was unanimously agreed that the BALC annual subscription should be renewed at a cost of £2,123.76.

23/098 Planning:

- a) Decisions – see Appendix C
- b) New applications – see Appendix D
- c) Eastern Area – the Clerk would advise members if there was anything relevant on the agenda for the meetings on 7 June 2023 in order that the parish could be represented.

23/099 Chairman's remarks: Mr Taylor said the Coronation event at Turnhams Farm had gone well in spite of the wet weather. Around 300-400 people had attended, there had been a number of entertainers, and the atmosphere had been very good. He thanked Mrs Slevin and the Clerk for all their hard work in organising the day.

He went on to explain that the reduced size of the Parish Council meant all councillors needed to consider if they knew anyone suitable for co-option.

He finished by reminding councillors of the requirement to submit annual expenses returns, including nil returns, to West Berkshire Council.

The meeting finished at 8.40pm

The next meeting would be held on Tuesday 13 June 2023

Chairman

Appendix A – Final Internal Audit Report for 2022/23

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 two visits to the Council for 2022-23, which took place on the 19th October 2022 and 20th April 2023 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 completing 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 and requires independent assurance over specified internal control objectives.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken this year, we are able to conclude that the Clerk and her Administrative Team continue to operate effective financial control systems. We have signed off the Internal Audit Report in the AGAR assigning positive assurance against the control objectives.

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 the cashbook or financial ledger. 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. During the audit we have:

- Checked and agreed the opening Rialtas trial balance detail for 2022/23 with that in the closing AGAR for 2021/22;
- Confirmed the External Auditor raised no issues in respect of their work on 2021/22;

- Verified that the financial ledger remained “in balance” at the date of our two reviews by running a data check on the Rialtas system;
- Ensured that the cost and expenditure coding structure is appropriate for purpose;
- Agreed the reconciliation of the Cash Book at the 31st August and 30th September 2022 and 28th February and 31st March 2023 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;
- Confirmed arrangements for Member oversight of the reconciliation which is done by the Council’s Internal Checker; and
- Discussed arrangements for backing up the system to a remote location. We understand all Council computers are backed-up monthly to a remote location with the Clerk receiving an email from the IT support company confirming this has been done. The Clerk also takes regular regularly back-ups of the Ledger every fortnight.

Conclusions

No issues have been identified in this area of our review. The Ledger is in balance and regular reconciliations are being fully completed.

We have agreed the bank balances at the year end to the AGAR section 2 at line eight.

Review of Corporate Governance

Our objective here 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:

- Completed our review 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;
- Noted the Council reviewed and adopted its Financial Regulations at the meeting in March 2023;
- Noted that payments over £500 are put on the Parish Council website every quarter which is good practice in line with the Transparency Code; and
- Confirmed the Council advertised the audit of its 2021/22 accounts by posting the notice of public rights on to its website.

Conclusions

No issues arise from our work in this area. The Council has governance arrangements in place.

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.

We discussed with the Clerk the process for approving payments and to gain assurance tested a sample. We have examined 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 2023. Our test sample comprised 31 payments in respect of 40 invoices and totalled £69,647 representing 45% of all non-pay related costs in the year. No matters were identified from our sample.

We note the Council during the year tendered contracts for its grounds maintenance and also for grass cutting. We inquired of the process and reviewed supporting paperwork. We note that the Clerk submits electronic quarterly VAT returns. We confirmed the VAT due for reclaim at 31st March 2022 had been recovered and verified the first three quarterly submissions for 2022/23 confirming receipt of the amount reclaimed to the Rialtas Cash Book. We agreed the year end debtor at 31st March 2023 in respect of VAT from the detailed records to the Statement of Accounts/AGAR.

Conclusions

There are no issues arising from our work in this area. Payments are supported by invoices which are systematically filed.

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 have reviewed the Council's current insurance policy with Zurich which runs till 30th September 2023. We note the Council continues to have cover in place for:
 - Buildings
 - Business interruption
 - Public liability up to £15m
 - Hirer's liability up to £2m
 - Employer's liability up to £10m
 - Motor vehicle cover and
 - Fidelity guarantee up to £1m; and
- The Council reviewed and approved its risk assessment at its meeting in March 2023. We note that it describes the risk and assesses the impact, it then outlines the actions to address the risk. The risk assessment covers a range of financial and operational risks; 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.

Conclusions

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 regular financial reports and information to facilitate budget monitoring.

The Council approved its 2023/24 budget and precept at the meeting held in January 2023. In setting the budget members were provided with a detailed analysis of projected income and expenditure and a narrative on key issues.

We reviewed the 2022/23 full year income and expenditure noting the main variances year on year reflected the receipt of one-off grants and capital spending.

At the year end, 31st March 2023 total reserves stood at £1,000,975. Of this £886,110 was earmarked including CIL monies and the general reserve was £114,865. Spending in 2022/23 was £312,667, therefore the general reserve represents some four and a half 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 reviewed the income 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 and to the published list of 2022/23 parish precepts issued by the Government;
- Reviewed a sample of eight lettings in July across Council halls/venues. We selected from the booking diary confirming an agreement was on file and that
- the let was invoiced at the correct rate and entered into Rialtas to ensure recovery of the fee;
- Noted the Council keeps its fees and charges under review;
- Reviewed the unpaid invoices Report in Rialtas; 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.

Conclusions

No issues have been identified in this area. The Council has arrangements for collecting income.

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 a Council credit card which avoids the need for petty cash. Our testing of payments made with the credit card is included in our sampling detailed in the previous section headed 'Review of Expenditure'.

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 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;
- Obtained the payroll reports for August and agreed the totals for net pay, amounts due to the HMRC and the pension provider to the payments recorded in the Rialtas cash book;
- Reviewed the calculation of tax and national insurance for staff paid in August;
- Agreed the pension deductions confirming also the correct employer's contribution rate was used for the Local Government Pension Scheme; and
- For one officer who started in 2022 agreed gross pay recorded on the August payslip to their signed contract of employment by reference to the published national scales.

We completed a month on month trend analysis of payroll costs to the 31st March 2023 to provide material assurance, in conjunction with our detailed testing, on the payroll costs.

Conclusions

There are no matters arising from our work in this area. 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 2022/23 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 agreed the balance reported in Rialtas in respect of the investment in the CCLA to the third party statement dated 30th September 2022 and 31st March 2023 and confirmed that interest is regularly being brought to account.

Conclusions

There are no issues arising from our work in this area. We have agreed the balance on the CCLA account to the year end accounts/AGAR from the third-party statement.

We confirmed the Council has no loans.

Statement of Accounts / AGAR

We have reviewed the year end accounts and AGAR prepared by DCK and test checked the supporting working papers confirming there is a detailed trail to the Rialtas ledger. We reviewed and tested the debtors and creditors recorded at the year end. As noted previously we agreed key figures including the bank balances and fixed assets to supporting records.

Conclusions

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 This has been a particularly busy month, as it is year-end so there are all the accounts to finalise. The internal auditor also made his final visit for the year to check processes, policies and procedures. This year, of course, there was also the elections and, even though ours was not contested, there was still additional work to be carried out.

As well as the statutory and year-end work, this year the Coronation event and the new equipment at Cotswold recreation ground also had to be given priority.

- 2.2 Following discussion at the Full Council meeting held on 11 April 2023, the five tenders received for the design, supply and installation of a new Multi Use Games Area (MUGA), outdoor gym and social area at the Cotswold recreation ground were shortlisted to two.

The Clerk, team members and Mrs Downes met to discuss the two tenders and agree on how to move forward with the project. They also put together a survey and attended two consultation events.

The Clerk and Mrs Downes met with representatives from the two contractors and the results of these discussions will be shared with members during the relevant agenda item at this meeting.

- 2.3 The Clerk continued to attend and participate in the Working Party meetings for the King’s Coronation Working Party event.

The Clerk liaised with a representative of the 95th Reading Scout Group regarding use of their marquee for the event, and the maintenance officer helped by transporting the marquee to and from the recreation ground.

The Clerk made the arrangements with Little Heath School regarding use of its car park. She also went to the school to pick up the key and see the layout prior to the event itself. The car parking signage was prepared and printed in the office.

Staff also assisted by responding to queries about stalls and bunting, ensuring paperwork and payments were received, preparing, printing and laminating documents, putting information on the web site and writing updates.

The Clerk attended the Tilehurst Picnic in the Park to celebrate the King's Coronation held at Turnhams Farm recreation ground on Saturday 6 May 2023. During the morning, she prepared the hall, helped put up the marquee and advised stallholders where to set up. She then returned to attend the event itself from 1.30pm to 7.30pm, assisting volunteers, helping with queries and issues, and generally giving support as needed.

- 2.4 The Clerk continues to deal with the issues relating to the refurbishment of the Jubilee Annexe. If the current issues cannot be resolved, the Clerk will have to make a decision on whether or not the building can remain in use.

3.0 **Financial and Audit**

- 3.1 £9,503.86 has been received from West Berkshire Council in relation to Community Infrastructure Levy (CIL) monies due to the parish. This payment relates to the following two planning applications:

- 18/02681/FULD – Land North of 17 Hugh Fraser Drive, Tilehurst - £1,102.44
- 21/00614/OUTD – Former Murdochs, Bath Road, Calcot - £8,401.42

The Clerk had anticipated receiving CIL monies due for the development at 347 The Meadway, Tilehurst and this will be queried with West Berkshire Council.

- 3.2 The first instalment of £153,117.00 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

23/00253/HOUSE	<u>10 Empress Road, Calcot</u> Section 73: Variation of condition 2 (approved plans) of previously approved application 22/02772/HOUSE: Conversion of garage to a living space, single storey extension and front porch	Granted
23/00591/TELE28	<u>Street Record 1, Alder Drive, Tilehurst</u> The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) – Regulation 5 Notice of intention to install fixed line broadband apparatus 10m medium pole. Schedule 2 – Part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015	Permission required
23/00592/TELE28	<u>Street Record 2, Alder Drive, Tilehurst</u> The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) – Regulation 5 Notice of intention to install fixed line broadband apparatus 10m medium pole. Schedule 2 – Part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015	Permission required
<i>Note: There was no consultation on the two applications above</i>		
23/00353/HOUSE	<u>69 Highworth Way, Tilehurst</u> First floor side extension over existing	Granted
23/00272/FUL	<u>207 Halls Road, Tilehurst</u> Change of use from class E to Sui generis tattoo shop	Granted
23/00375/HOUSE	<u>26 Vicarage Wood Way, Tilehurst</u> Garage conversion	Granted
23/00451/CERTP	<u>9 Conifer Drive, Tilehurst</u> Single storey rear extension plus internal alterations	Granted
<i>Note: Consultation was not required on this application</i>		
23/00476/TELE56	<u>Telecom Cabinet 1, City Road, Tilehurst</u> Application to determine if prior approval is required for a proposed telecommunications mast and equipment comprising the installation of a 15m high slimline monopole supporting 6 no antennae, 2 no equipment cabinets, 1 no electric meter cabinet and ancillary development thereto including 1 no GPS module	Prior approval required and refused
23/00517/HOUSE	<u>44 Fairford Road, Tilehurst</u> Proposed single storey front extension	Granted

Appendix D – New Planning applications

23/00896/HOUSE 3 Redwood Way, Tilehurst
Two storey side extension and first floor side extension above existing single storey extension. New first floor dormers on front and rear elevations to match existing

This Council has no objections to the proposal but supports comments from Highways on the requirement for an additional off-road parking space

23/00757/HOUSE 18 Stoneham Park, Tilehurst
Erection of garden office room

This Council has no objections to the proposal

23/00851/PASOL Dunelm Mill, Pincents Kiln, Calcot – adjacent parish (Tidmarsh with Sulham
Application to determine if prior approval is required for a proposed: The PV system is comprised of 428 x 410 W panels with a total output of 101.68 kWp. Panel dimensions: 1722 x 1134 x 30mm

This Council has no objections to the proposal

23/00941/HOUSE 1 Causmans Way
Proposed single storey side extension with a flat roof and two roof lanterns

This Council has no objections to the proposal but notes that the addition of a new bedroom might mean an extra off-road parking space is required

23/01044/OOD 24 Lower Elmstone Drive, Tilehurst (OOD, RBC)
Replacement of roof, dormer and porch tiles

This Council has no objections to the proposal

23/00998/HOUSE 28 Fairway Avenue, Tilehurst
Demolition of detached garage; two-storey side extension with integrated garage, single-storey rear extension with flat roof and 2 no roof lanterns, single-storey pitched roof porch extension to front

This Council has no objections to the proposal