

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held on 13 June 2023 in the Main Hall, Parish Office, Calcot

Present

Parish Councillors: Mr C Taylor, Mrs T Downes, Mrs J Slevin, Mrs R Reynolds,
Mrs S Vickers, Mr N Furlong-King, Mrs P Furlong-King

District Councillors: Ms J Stewart, Mr B Oloko

Public: Six members of the public were present

In attendance: Miss J Kirby, Berkshire Youth - presenting
Miss J Major (Clerk), Miss S Williams (minutes)

Mr Taylor opened the meeting by welcoming those present. He then shared the sad news that former Parish Councillor Glenn Dennis's wife had died suddenly at the weekend. It was agreed that Mr Taylor should send condolences on behalf of the Parish Council.

The meeting was recorded for minute-taking purposes.

23/100 Open Forum

a) Members of the public

i) A member of the public raised a number of queries about the planning application at Calcot Park Golf Club, which had very recently been received. After discussion, Mr Taylor explained that it was intended to hold an Extra Ordinary Meeting to discuss the application, the date was to be agreed under the Planning agenda item.

Mr Oloko arrived part-way through the above discussion.

ii) An update was requested as to when new fire doors were likely to be fitted at the rear of the Cornwell Centre. The Clerk said she would give a full update to the member of the public after the meeting.

b) Councillors – there were no comments or questions.

23/101 Apologies for absence: Apologies were received from Parish Councillor Mrs R Braine, and District Councillor Mr R Somner.

23/102 Declarations of interest: Mr Taylor, Mr Furlong-King and Mrs Furlong-King declared interests in respect of item 23/110-4 regarding the Over 50s Coffee Club.

23/103 Approval and adoption of minutes of the Parish Council meeting held on 16 May 2023: The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman.

23/104 Matters arising: There were no matters arising from the minutes.

23/105 Planning:

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
- c) Eastern Area – the Clerk would advise members if there was anything relevant on the agenda for the meetings on 5 July 2023 in order that the parish could be represented.

Three members of the public left the meeting.

23/106 District Councillors' report:

Ms Stewart said things were more settled at West Berkshire Council, and that training/re-training had provided a good opportunity to meet other councillors. The first meeting had been held and the Leader, the Executive, and the Chairman had all been appointed. It had been agreed that the monthly report would be resumed, although it might have a slightly different format and feel to it.

Ms Stewart explained that the council was holding a poetry campaign, Poetry in Mind, to encourage residents with stress and anxiety to write about their feelings as a way of improving their health and wellbeing. The campaign would run until the end of October, and the deadline for submitting poems was 31 August. Poems would be displayed in libraries and other public buildings, and on the web site.

Mr Oloko had nothing to add.

Mr Taylor agreed that the councillor training had been helpful but intensive. He confirmed that he would be on WBC's Licencing and Eastern Area Planning committees. He said he was already actively engaged in the council's youth work, and had attended a Berkshire Youth conference in Newbury – a youth survey had recently been carried out, and it had used the Parish Council's survey as a template. He would also be attending a Q&A session for new councillors at Little Heath School, as well as a Youth Council Meeting in the Council Chamber at Newbury in mid-July.

23/107 Clerk's report: The report had been circulated ahead of the meeting – see Appendix C – and the Clerk gave a verbal update on some items.

23/108 Maintenance report: A verbal report was given by the Clerk who explained that most of the work over the past month had been routine. She also said that the office staff had covered for the maintenance officer who had been off sick.

23/109 Berkshire Youth: A presentation was given on the provision of youth services in the area by Berkshire Youth on behalf of the Parish Council. Mr Taylor explained that an application was being made for additional funding in order to open up the services to the 15-18-year age group.

23/110 Resolutions

23/110-1 Football pitch allocation and charges for the 2023/24 season: The Clerk explained that very few responses had been received from teams, so allocation of pitches would be deferred to the next meeting.

With regard to charges, the Clerk explained that the Parish Council usually subsidised football by £3,000 to £5,000 each year. Over the past year, however, there had been no pitch maintenance and no new football-related equipment had been bought. As a result, the shortfall between income from the clubs and actual costs had been in the region of £500. The last increase had been in 2018/2019, and the Clerk recommended that the charges remain the same for a further year.

It was unanimously agreed that the football pitch charges remain as follows:

Full sized pitch, seniors	£75 per match
Full sized pitch, juniors	£40 per match
Small sized pitch	£26 per match

23/110-2 Renewal of Parish Online annual subscription: A report had been circulated before the meeting. The Clerk clarified that the Parish Council needed to decide what it wanted from the software.

It was unanimously agreed that the Parish Online subscription be renewed for a further year to 28 May 2024, at a total cost of £480 including VAT.

23/110-3 Free use of council facilities to enable West Berkshire District Councillors to hold surgeries: The Clerk explained that there had been an enquiry about West Berkshire Councillors using Parish Council halls to hold surgeries for local residents. Ms Stewart and Mr Taylor said they would probably like 1½ to two hours a month.

It was unanimously to permit free use of the halls to District Councillors so that they could hold surgeries locally, and that the Clerk should have delegated authority to approve usage.

23/110-4 Over 50's Coffee Club: A report had been circulated before the meeting and Mr Taylor and Mr Furlong-King gave an update, explaining that all 19 members of the club had recently agreed to the club being set up independently.

After discussion, it was agreed (three for, one against, three abstentions) that the coffee club be allowed a further four months, to the end of October 2023, to put all the arrangements in place to become independent of the Parish Council.

Ms Stewart, Mr Oloko and one member of the public left the meeting.

23/110-5 Request for a cricket pitch on Calcot recreation ground: A report had been circulated before the meeting. It set out estimated costs which were likely to be around £35,000 to construct a new cricket square, and approximately £25,000 per season for maintenance if a contractor was used. Although the cricket club would make a contribution, most of the funds would have to come from the Parish Council.

The recreation ground had open access and was intended and available for public use. This made it unsuitable for use as a sports ground. It also meant it would not be possible to rope the cricket square off, and there was concern about the risk of vandalism and damage caused by bikes being ridden over it.

There was discussion over the cricket club's requirement for the recreation ground, changing rooms, car park and a hall on Tuesday and Wednesday evenings as well all afternoon on Saturdays and Sundays from April to September each year. This would severely restrict other usage during the cricket season and lead to a loss of income from existing hall hirers. There would also be a clash with the football season which would adversely affect that income and cause problems for local teams.

Overall, it was felt that giving permission would, effectively, allow one group to take over most of the facilities at Calcot for six months of each year. There was strong feeling that it would not be in the best interests of parishioners for the facilities to be exclusive; they should be available for as wide a range of users as possible.

After consideration, it was unanimously agreed that the request to have a cricket pitch at Calcot be refused and that the Clerk should respond to the cricket club to explain the reasons.

23/111 To review the financial position and retrospectively note payments for May 2023: Expenditure was reviewed and retrospectively noted.

23/112 Chairman's remarks: Mr Taylor said that existing working parties needed to be reviewed following recent changes. He and Mrs Downes had discussed the Youth and Community Safety working party and were both happy to continue as members. He explained that meetings would be held via Zoom about once every three months, and would include the police and Berkshire Youth. If anyone else would be interested in joining, they should contact him. He also asked anyone who would like to join the Communications working party to contact Mrs Slevin.

Mr Taylor reminded everyone of the need to co-opt new councillors. He had invited four interested people to the meeting, one had attended and he would follow up to find out if he would consider becoming a councillor.

The meeting finished at 9.20pm

The next meeting would be held on Tuesday 11 July 2023

Chairman

Appendix A – Planning decisions

23/00721/HOUSE	<u>110 Blewbury Drive, Tilehurst</u> Single storey rear and two storey side extensions	Granted
23/00693/HOUSE	<u>245 Overdown Road, Tilehurst</u> Section 73: Variation/removal of condition 2 (approved plans) and condition 3 (materials) of previously approved application 22/01217/HOUSE: single and two storey extension	Granted
23/00254/HOUSE	<u>24 Vicarage Wood Way, Tilehurst</u> New double garage and entrance gates to front driveway. New two-storey extension to front and single storey extension to rear. Roof to be raised and a loft conversion added	Granted
23/00352/TELE28	<u>Street Record, Sandringham Way, Tilehurst</u> The Electronic Communications Code (Conditions and restrictions) Regulations 2003 (as amended) – Regulation 5 Notice of intention to install fixed line broadband apparatus	Not required
23/00843/TELE28	<u>Street Record, Langley Hill, Tilehurst</u> The Electronic Communications Code (Conditions and restrictions) Regulations 2017 – BT intends to install fixed line broadband electronic communications apparatus at 42 Langley Hill RG31 4QU	Not required
23/00553/HOUSE	<u>27a Firs Road, Tilehurst</u> Proposed two-storey extension with insertion of roof lantern, all materials to match existing	Granted
23/00602/COND	<u>Icollege Integration, 22 High View, Calcot</u> Application for approval of details reserved by Condition 12 (bat boxes) of planning permission 19/01575/REG3 – Regulation 3: The construction of a new Pupil Referral Unit to replace the existing facility	Approved
23/00643/HOUSE	<u>3 Vanlore Way, Calcot</u> Garage conversion and single storey rear extension	Granted

Appendix B – New Planning applications

23/01177/OOD 9 Brooksby Road, Reading - RBC
Out of district consultation RBC ref: 230633 – first floor extension
with front and rear dormers

This Council has no objections to the proposal but notes that the dormer design looks quite unusual and does not match other, more traditional extensions and dormers in the road so the street scene might be affected, particularly as this property is semi-detached.

23/01145/HOUSE 159 Warborough Avenue, Tilehurst
Retrospective: Proposed garden room/store in rear garden

This Council has no objections to the proposal

23/01110/HOUSE 74 Blewbury Drive, Tilehurst
Part garage conversion

This Council has no objections to the proposal

23/01033/HOUSE 19 The Sadlers, Tilehurst
Demolition of existing conservatory, erection of part single, part
two storey rear extension with projection of balcony together with
single storey side extension and loft conversion, erection of dormer
to the rear and roof lights to the front roof

This Council has no objections to the proposal

23/01106/HOUSE 16 Calcot Court, Calcot
Proposed conversion of existing garage

This Council has no objections to the proposal

23/01107/LBC 16 Calcot Court, Calcot
Proposed conversion of existing garage

This Council has no objections to the proposal

23/01141/HOUSE 93 Fairford Road, Tilehurst
Two storey side extension

This Council has no objections to the proposal

23/01281/HOUSE 32 Foxcombe Drive, Tilehurst
Single storey rear extension and new front porch

This Council has no objections to the proposal

23/01313/HOUSE 1 Maybough Cottages
Single storey rear extension

This Council has no objections to the proposal

23/01080/FULMAJ

Calcot Park Golf Club

Proposed redevelopment of the existing clubhouse to provide a new, enlarged clubhouse, reconfigured car park, reconfigured external spaces and associated landscaping (Site A), supported by enabling residential development with associated landscaping vehicular access and parking Site B)

To be discussed and comments agreed at Extra Ordinary Planning meeting to be held at 7.30pm on Tuesday 27 June

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 The Clerk continues to deal with the issues relating to the refurbishment of the Jubilee Annexe and has liaised with the parish’s legal advisor on how to move forward and resolve all outstanding matters.
- 2.2 The Staffing committee met at the end of May to discuss the recruitment of staff. The Clerk has prepared the recruitment pack and job description for the Maintenance Officer position, which will be advertised shortly.
- 2.3 The Clerk identified a number of new councillor training courses and places have now been booked as required.
- 2.4 The Big Rig outdoor gym equipment has been installed at Turnhams Farm recreation ground and, having signed off the install with Mrs Downes, the Clerk will now release the final payment.
- 2.5 Following the meeting recently held with the two contractors in relation to the new equipment at the Cotswold recreation ground, the Clerk has received revised drawings and quotations and these will be discussed with Mrs Downes, before the final decision is made and an appointment made.
- 2.6 The Clerk met with Mr Taylor, Mrs Furlong-King, Mr Furlong-King and another representative of the Over-50s Coffee Club and an update as to the progress made by the group will be given to members at tonight’s meeting.

3.0 Financial and Audit

- 3.1 The date of the public rights of inspection of the unaudited accounts has been set up and will run from Monday 12 June to Friday 21 July 2023.
- 3.2 The Annual Governance and Accountability Return (AGAR) will shortly be submitted, and the audit will commence when the public inspection period has closed.

4.0 **Other matters**

- 4.1 Westwood Farm Community Association had the council's permission to hold a Party in the Park at Cotswold recreation ground at the end of May. The event was open to anyone, not just club members. Between 2.00pm and 7.00pm, the noise from the bands performing outside was very loud, but it did seem to quieten down a little after 7.00pm.
- 4.2 Replacement pads and packs have been purchased for all three of the council's defibrillators and changed as required.
- 4.3 The Clerk and Officers have spent a considerable amount of time trying to reconcile the electricity bills received from British Gas. With the reintroduction of the Government backed Energy Relief Scheme, invoices dating back a few months have been recredited and invoiced again only for this exercise to take place again as an error had been made. Members will see a number of movements relating to this on the next cashbook.
- 4.4 The Clerk attended a training session and networking meeting, organised by the Society of Local Council Clerks Berkshire Branch. The focus of this session was the legalities behind the creation of Neighbourhood Development Plans and was delivered by both a Clerk and an Independent Planning Consultant.
- 4.5 Several incidents of anti-social behaviour have been reported to office staff over the past month and a meeting to discuss these has taken place with our PSCO. The available CCTV footage has been viewed and the matter is now been investigated.

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.