

TILEHURST PARISH COUNCIL

Minutes of the Parish Council Meeting held on 12 September 2023 in the Main Hall, Parish Office, Calcot

Present

- Parish Councillors:** Mr C Taylor (Chairman), Mrs T Downes, Mrs R Reynolds, Mrs R Braine, Mrs S Vickers, Mr N Furlong-King, Mrs P Furlong-King,
- District Councillors:** Ms J Stewart
- Public:** Three members of the public were present
- In attendance:** Miss J Major (Clerk), Mrs C Steele (minutes)

Mr Taylor opened the meeting by welcoming those present and explaining that the meeting would be recorded for minute taking purposes.

23/150 Open Forum

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

23/151 Apologies for absence: Apologies were received from District Councillors Ms J Langford, Ms J Lewis and Mr B Oloko.

23/152 Declarations of interest: Mrs Vickers declared an interest in respect of item 23/162-5 as she was a co-opted Trustee of Tilehurst People's Local Charity.

23/153 Approval and adoption of minutes of the Parish Council meeting held on 8 August 2023: The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman.

23/154 Matters arising: There were no matters arising from the minutes.

23/155 Potential co-option of Councillors: Mr Taylor explained that there would be only one co-option at the meeting. It had been hoped there would be one or two others, but they had been deferred.

- a) Mr Taylor introduced Ms Stewart and, although she was already known to all present, invited her to give some background.
- b) It was unanimously resolved that, in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, section 2(1), that the public and press be excluded and asked to withdraw for item 23/155 c) of the agenda.
- c) It was agreed that Ms Stewart would be a valuable addition to the Parish Council, and she was unanimously co-opted as a parish councillor.
- d) Members of the public and press were re-admitted to the meeting and the vote was declared.
- e) Ms Stewart thanked everyone and signed the Declaration of Acceptance.

23/156 Planning:

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
- c) Eastern Area – the Clerk would advise if there was anything relevant on the agenda of the meeting on 4 October in order that the parish could be represented.

23/157 District Councillors' report: A report had been circulated before the meeting.

Ms Stewart explained that she and Mr Taylor had divided the workload between them so that they each covered different aspects although they would keep each other updated. It had been a quiet month overall. The lido at Newbury had opened and seemed to be an excellent facility, although it wasn't likely to be used by many Tilehurst residents. There was no Executive meeting in August, so the next would be the following week.

Ms Stewart suggested listening to the Scrutiny Commission meetings; there was one later in the week which would look at Building Communities Together and would focus on crime in West Berkshire. Thames Water was also to be called back to a future meeting.

Two residents had attended Ms Stewart's first councillor surgery to talk about Warborough Avenue. Officers at WBC felt it was not possible to stop people parking on verges. Instead, WBC was looking at installing grasscrete as a compromise and to protect the grass.

Another members' bid was currently out and she would discuss possible uses for funding with Mr Taylor and the Clerk.

Mr Taylor agreed that there had been few WBC meetings over the summer, although they would be starting again during September.

There had been various local issues, including a problem with fencing erected around St Paul's Primary School, which he thought had been resolved. Mr Taylor and Ms Stewart had also been involved in issues at Garston Park and, although changes in ownership of the site had complicated the situation, they were hopeful progress would be made. A dangerous wall on Robin Way was to be removed.

Mr Taylor explained that, as part of the Safer Schools campaign, cameras were to be put on Royal Avenue. They would monitor unpermitted use of the road during school drop off and pick up times.

Work at the iCollege/PRU was complete and the facility was in use. Mr Taylor particularly thanked Mrs Reynolds and the Clerk for their work on the planning side.

23/158 Clerk's report: The report had been circulated ahead of the meeting – see Appendix C.

The Clerk had previously made the Parish Council aware of issues with work carried out in the Jubilee Annexe, and it had been agreed she should have permission to instruct a surveyor to carry out a condition report on the building. The Clerk confirmed the surveyor was due to visit on 20 September.

23/159 Maintenance report: A report had been circulated before the meeting, and the Clerk gave a verbal update, saying that the new maintenance officer was settling in well. The existing maintenance officer had been signed off sick but was due back the following day. Most of the RoSPA actions at Calcot had been completed.

23/160 New equipment at Cotswold recreation ground: Mrs Downes gave a verbal update, explaining that there had been a consultation of residents whose properties backed onto the area where the new equipment was to be installed. They had made some valid comments and, as a result, the design had been revised to move equipment further away from the houses. The residents were content that their concerns had been addressed.

An order for the equipment had been placed that day under the Clerk's previously agreed delegated authority. The contractor would come back with a schedule of works, and work was expected to start in November. It would take about eight weeks to complete.

The Clerk advised that, because of the changes required to address residents' concerns, the project had gone slightly over budget. The revised quote was £152,491.43, which was £2,500 over the agreed amount.

Any further budget changes going forward would be brought to Council for agreement.

23/161 Over 50s Coffee Club: Mr Taylor explained that there had been issues with opening a bank account for the club. He believed they had now been overcome, and the documents had been signed off earlier in the day.

The club had set up and agreed a constitution and, from 1 September, had stopped handing over the entrance fees to the Clerk. Instead it would be invoiced monthly.

23/162 Resolutions

23/162-1 Adoption of draft Tilehurst Neighbourhood Plan: Mr Taylor explained that changes from the last consultation had now been made, and the revised draft now needed to be adopted by Tilehurst Parish Council before it was re-submitted to WBC and a further consultation was commenced. He invited Mr Page, who was attending the meeting as a member of the public, to explain further and answer any questions.

After discussion, it was agreed that the draft plan could be submitted to WBC, subject to grammatical and typographical changes which the Clerk would send to Mr Page by the end of the week.

23/162-2 Financial Regulations: The amended document was circulated before the meeting. The Clerk explained that there were changes to sections 5 and 6 to reflect the fact that the Parish Council had moved to making payments online rather than by cheque.

It was unanimously agreed that the updated Financial Regulations should be adopted.

23/162-3 West Berkshire consultations: The two consultations had been circulated before the meeting.

- a) *Licensing policy*
There were no comments or queries on the consultation and it was unanimously agreed not to submit any feedback.
- b) *Planning validation*
There were no comments or queries on the consultation and it was unanimously agreed not to submit any feedback.

23/162-4 Vacancies: Mr Taylor explained that Mrs Slevin's recent resignation from the Parish Council had left three vacancies to be filled.

- a) *Staffing Committee*
Ms Stewart volunteered to join the Staffing Committee as she had previous experience in recruitment and management.

There were no other volunteers or nominations, and Ms Stewart was unanimously appointed to the Staffing Committee.
- b) *Independent Internal Controller*
Mr Taylor explained that there was a legal requirement to have a councillor with no other financial responsibilities in this role. This precluded himself, Mrs Reynolds and Mrs Downes as they were all cheque signatories. He invited the Clerk to give some background and she explained that the Independent Internal Controller checked that procedures were in place and being followed, and that certain standards were met. It involved around four two-hour sessions per year.

Mr Furlong-King expressed an interest in the role and the Clerk and Mr Taylor confirmed that it was more procedural than financial.

There were no other volunteers or nominations, and Mr Furlong-King was unanimously appointed as the Independent Internal Controller.
- c) *Communications Working Party*
Mr Taylor explained that Mrs Slevin had chaired the Communications Working Party, so it was currently without a chairman.

Mr Taylor and Mrs Downes were members of the working party. Ms Stewart volunteered to join them.

There were no other volunteers or nominations and it was unanimously agreed that the Communications Working Party should comprise Mr Taylor, Mrs Downes and Ms Stewart, and that a chairman would be appointed at their first meeting.

23/162-4 Tilehurst People's Local Charity nominated Trustee: Mr Taylor said that, since the last meeting Mrs Furlong-King had decided not to become the Parish Council's nominated Trustee. He invited her to explain further. Mrs Furlong-King started by apologising, particularly to Mrs Vickers. She said she had read all the paperwork and, after careful consideration, had realised the role was not right for her. Rather than take it on and make possible mistakes, she had decided not to take the nomination any further.

The Clerk said the Parish Council now needed to agree whether to nominate a Trustee or not. She felt a nomination should be made and suggested approaching Holybrook Parish Council as it did fall within the relevant area but did not have the right to nominate a representative as, originally, it had been part of Theale.

It was agreed that the Clerk would approach the Clerk of Holybrook Parish Council to find out whether anyone would like to become Tilehurst Parish Council's nominated Trustee on Tilehurst People's Local Charity.

Councillors would also give consideration as to whether they would be interested in becoming the nominated Trustee. Further information about the role could be requested from the Clerk.

The matter would be included on the agenda of the next meeting.

23/163 To review the financial position and retrospectively note payments for August 2023: The information had not been circulated before the meeting and the Clerk explained that there had been issues with the August end-of-month closedown. She confirmed there was nothing of concern in terms of the budgets, and it was agreed to defer this item to the next meeting.

23/164 Chairman's remarks: Mr Taylor said he had recently received an e-mail from Calcot Primary School, asking him to consider becoming a Governor of the school. He did not intend taking it on but did know there was a lot happening at the school and suggested that any other councillor who might like to become a governor should let him know.

Mr Taylor thanked everyone for attending and closed the meeting.

The meeting finished at 9.25pm

The next meeting would be held on Tuesday 10 October 2023

Chairman

Appendix A – Planning decisions

23/01141/HOUSE	<u>93 Fairford Road, Tilehurst</u> Two storey side extension	Granted
23/j01107/LBC	<u>16 Calcot Court, Calcot</u> Proposed conversion of existing garage	Granted
23/j01106/HOUSE	<u>16 Calcot Court, Calcot</u> Proposed conversion of existing garage	Granted
23/01415/HOUSE	<u>42 Langley Hill, Tilehurst</u> Replacement of boundary fence at 1.5m high. The previous fence (1.2m high) was removed to facilitate building works of a new house (Planning ref 22/01139/FULD). The house faces onto a very busy road and has a bus stop right outside the front garden/drive which slopes back down to the house. We propose to install a vertical featherboard (close board) wooden fence, slightly higher than previously, to provide increased privacy and noise reduction. There is a young beech hedge already planted but it is not yet established enough to form the boundary. The hedge is on the bus stop side of the fence so will retain the green look from the road	Granted
21/01206/LBC2	<u>15 Calcot Court, Calcot</u> Replace existing single glazed timber sash windows (2 x front, 1 x rear) with double glazed timber sash windows on a like-for-like basis. Replace existing single glazed timber casement windows on first floor with double glazed timber casement windows on a like-for-like basis (2 x front, 2 x rear). Replace existing timber single glazed sliding door to rear of garage with timber stable door, part double glazed. Replace existing single glazed timber casement window at rear of garage with double glazed timber casement windows on a like-for-like basis	Refused
23/00979/HOUSE	<u>1 Causmans Way, Tilehurst</u> Part proposed and part retrospective planning Fencing. Fencing height on street level 1650 to 1750mm (pavement level varies)	Refused
23/01313/HOUSE	<u>1 Maybough Cottage, Dark Lane, Tilehurst</u> Single storey rear extension	Granted
23/01486/HOUSE	<u>14 Empress Road, Calcot</u> Proposed garage conversion and single storey rear extension	Granted
23/01509/HOUSE	<u>20 Trelawney Drive, Tilehurst</u> Two-storey side extension to allow open kitchen/dining area and first floor office/study	Granted

Appendix B – New Planning applications

23/01851/HOUSE The Paddocks, Childrey Way, Tilehurst
Proposed loft conversion with dormers, hip to gable at both ends.
Ridge height to remain the same.

This Council has no objections to the proposal although it does support comments submitted by Highways

23/01881/HOUSE 1095 Oxford Road, Tilehurst (adj parish Purley on Thames)
Proposed conversion of garage to ancillary accommodation.
Addition of a single-storey car port and store room on front garden

This Council has no objections to the proposal

23/01816/HOUSE 4 Prince William Drive, Tilehurst
Single storey rear extension

This Council has no objections to the proposal

23/01931/HOUSE 2A Langley Hill, Calcot
Planning application following pre-planning advice with reference 20/00136/PREAPP. The proposal is for a detached outbuilding to be located along the rear boundary of 2A Langley Hill comprising a home office. The proposed building would be constructed from recycled shipping containers which will be clad with timber and a false shallow-pitched roof constructed from felt shingles.

This Council has no objections to the proposal

23/01893/HOUSE 11 Curtis Road, Calcot
Replacement side extension

This Council has no objections to the proposal

23/02054/FUL Former 347 The Meadway, Tilehurst
Section 73 application to vary condition 8 (Approved Plans) and remove condition 12 (Frosted Screen) of approved 21/02940/FULD – Erection of two detached 5-bedroom houses, along with the relevant landscaping. First floor double doors now to be fitted with Juliet balconies and therefore 1.8m screen not needed as the roof space will no longer be inhabited

This Council has no objections to the proposal

23/01903/HOUSE Elm Cottage, Calcot Park
Two-storey extension with porch and installation of solar panels

This Council has no objections to the proposal

23/02007/HOUSE 63 Fairway Avenue, Tilehurst
Rear elevation and side extension with interior alterations

This Council has no objection to the proposal but notes that the addition of further bedrooms might mean that extra off-road parking is required

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 new Assistant Maintenance Officer and Facilities Assistant started on Monday 21 August. Each will work a 25-hour week. The Clerk had prepared an induction pack for each of them and is also showing them, the existing Assistant Maintenance Officer and an Administrative Officer around each of the council’s sites. One site is being visited each week, and the first was Calcot.
- 2.2 The full-time Assistant Maintenance Officer was signed off with a shoulder problem on Wednesday 30 August. He will be off for two weeks.

3.0 Other matters

- 3.1 Energy contracts were up for renewal and the Clerk has been working with the current supplier and two brokers to find the best deals. The council has now been signed up for one further year with the existing provider as being the best option given current market instability.
- 3.2 There have been some IT problems in the office recently so, as well as adding a new account for the Facilities Officer, the Clerk has also been working with IT support to improve the overall system. One issue is that fibre is currently being rolled out only to households, not to businesses.
- 3.3 A regular hirer reported finding the floor in the Jubilee Annexe very slippery. They were temporarily moved to the Main Hall while the problem was investigated. A flooring contractor carried out an assessment of the issues and some special cleaner for use on non-slip flooring has been purchased.
- 3.4 Between 4 and 30 September, WBC is making free compostable food waste caddy liners available from libraries and the council’s reception in Newbury. Staff contacted WBC to offer the parish office as an additional distribution point, and two boxes of liners are to be delivered. This will be advertised by WBC and on TPC’s web site, and it is hoped local residents will benefit from having a pick-up point in parish.

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.