

## TILEHURST PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held at 7.30pm on Tuesday 11 June 2024 in the Main Hall, Calcot

#### Present

**Parish Councillors:** Mr C Taylor (Chairman), Ms J Stewart, Mr R Loaring, Mrs S Vickers, Mrs R Reynolds, Mrs H Manghnani, Mr N Furlong-King and Mrs P Furlong-King, Mr F Royal

**District Councillors:** Mr C Taylor, Ms J Stewart, Mr B Oloko

**Public:** Two members of the public were present

**In attendance:** Miss J Major (Clerk), Miss S Williams (minutes)

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

#### **24/053 Open Forum**

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

**24/054 Apologies for absence:** Apologies had been received from Parish Councillor Mrs R Braine

#### **24/055 Declarations of interest:**

Mrs Vickers declared an interest in respect of item 24/063-9 as she was a Trustee of the Tilehurst People's Local Charity

**24/056 Approval and adoption of minutes of the Annual Parish Council meeting held on 14 May 2024:** The draft minutes had been circulated before the meeting. The minutes were taken as read and signed by the Chairman

**24/057 Matters arising:** There were no matters arising from the minutes

#### **24/058 Planning:**

- a) Decisions – see Appendix A
- b) New applications – see Appendix B
- c) Planning appeal – an appeal (application 23/01846/HOUSE 24 Bowfell Close) had been received. As it had been made under the Householder Appeals Service, the Parish Council would not be invited to submit further comments. Mr Taylor suggested contacting WBC to advise that the attached parking document was out-of-date  
Eastern Area – the Clerk would advise if there was anything relevant on the agenda of the meeting on 10 July 2024 so that the parish could be represented

**24/059 District Councillors' report:**

Ms Stewart advised that, because it was so close to the date of the General Election, it would not be possible for district councillors to discuss anything which might be considered political, including the work of the WBC administration. She said there had been a litter pick at Turnhams Farm recreation ground on 1 June. A large number of gas bottles had been found, and she had written to the school to let them know about the problem. Tilehurst Litter Pickers intended meeting every couple of months so if anyone knew of an area which needed litter-picking, they should please let Ms Stewart know. The group now had a litter-picking kit from WBC and Ms Stewart was considering the possibility of applying for a grant from Veolia to buy some more.

Mr Taylor had attended an Eastern Area Planning meeting, had met with Unison representatives to discuss car mileage allowances, and had also been on a tour of Calcot Infants School. He said there had been contacted by residents asking how the Neighbourhood Development Plan was progressing, and he had received three complaints about grass cutting. There were problems with Sovereign Housing and he had met the complaints director, and there was an issue with people letting off fireworks at the bottom of Langley Hill. There was also an ongoing case involving Garstons Park.

*Mr Royal arrived.*

**24/060 Clerk's report:** The report had been circulated ahead of the meeting – see Appendix C.

The Clerk said there was currently a great deal of vandalism and anti-social behaviour (ASB) in the area. There was a particular issue with electric bikes being ridden on pavements and recreation grounds and she was in discussion with Thames Valley Police (TVP) and hoped for some advice on the situation.

**24/061 Maintenance report:** The report had been circulated before the meeting and was noted. The Clerk said that, over the next few months, the focus would be on addressing findings in the RoSPA reports. The maintenance officers would also repaint the Jubilee Annexe over the summer when there were fewer bookings.

She also confirmed that Denefield School had not responded or commented about the damage caused by some of its pupils at Cotswold recreation ground, but she would follow up in the next few days.

Ms Stewart suggested inviting TVP to the next meeting, and the Clerk explained that the local PCSO had regular catch-ups with her, and the police attended Youth and Community Safety (YCS) working group meetings. Mr Taylor said they were due to hold another YCS working group meeting, so he would arrange one and include a discussion about the ASB on the agenda.

It was agreed that it would be helpful to contact Denefield School and to try and build/improve the relationship.

**24/062 Issues with renovation work carried out in the Jubilee Annexe:** A report had been circulated before the meeting and was noted. The Clerk explained some of the findings of the electrical report and said the electrician had a copy and would be in contact when he had been through it.

The Clerk would send the electrical report and fire risk assessment to the solicitor and seek legal advice as to possible next steps to take in regard to the refurbishment work. She hoped to bring the information to the next meeting so that the Parish Council could decide what to do.

### **24/063 Resolutions**

**24/063-1 Staffing Committee:** The committee currently comprised four members, Mrs Reynolds, Mr Taylor, Ms Stewart, and Mrs Vickers, one of whom needed to be appointed Chairman.

Mrs Reynolds and Mrs Vickers both said they would be prepared to take on the role. As there were no other nominations, a vote was taken and Mrs Vickers was appointed Chairman of the Staffing Committee for 2024/25 (four votes for Mrs Vickers, two votes for Mrs Reynolds, one abstention; neither nominee voted).

**24/063-2 Communications Working Group:** Ms Stewart explained that at a recent meeting of the working group, it had been agreed that setting up a Parish Council Facebook page would not be as straightforward as first thought. Instead, it had been agreed that priority should be given to issuing a newsletter.

As there was no agreed budget for this, a vote was taken and it was unanimously agreed in principle that a newsletter should be created and delivered around the parish. The budget for doing this would be agreed at the next meeting.

Work would continue on investigating the best way to set up a Facebook page and on writing a social media policy for council approval.

**24/063-3 Allocation of football pitches for 2024/25:** A report had been circulated before the meeting. The Clerk explained that there had been a number of requests for pitches for the coming season. They could all be accommodated but it would mean being at maximum capacity, with all pitches being in use. Matches would have to be managed carefully, as would hall bookings to ensure there were no parking issues.

It was unanimously agreed that pitch allocations for the 2024/25 season would be:

Cotswold recreation ground – one 11 v 11 pitch

Allocation: (pitch share) Westwood Wanderers – Saturday afternoon  
Barton Rovers – Saturday afternoon

Turnhams Farm recreation ground – one 11 v 11 pitch

Allocation: (pitch share) Barton Rovers adults and youths, Saturday morning, Sunday morning

Calcot recreation ground – six pitches: one 11 v 11 (adults); two 11 v 11 (small adults); two 9 v 9 pitches; and one 7 v 7 pitch

Allocation: Pitch 1 Barton Rovers, Saturday or Sunday morning

Pitch 2 (share) Prospect FC, Saturday morning

Calcot FC Sunday morning

Pitch 3 (share) The Hype Train, Saturday afternoon, Sunday morning

Pitch 4 Calcot Royals FC, Sunday morning

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

Full sized pitch, seniors	£75 per match (with changing rooms)
Full sized pitch, juniors	£40 per match (with changing rooms)
Small sized pitch	£26 per match (without changing rooms)

**23/063-4 Renewal of Parish Online annual subscription:** A report had been circulated before the meeting. The Clerk explained 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 2025, at a total cost of £480 including VAT.

**24/063-5 Installation of a fire alarm in the Jubilee Annexe:** A report had been circulated before the meeting.

After discussion, it was unanimously agreed that a fire alarm should be installed in the Jubilee Annexe, and RES Fire was appointed to carry out the work at a cost of £4,161.36 plus VAT.

The Clerk was also asked to investigate whether the other halls should have fire alarms installed, and to bring an update to council in the next couple of months.

**24/063-6 New flooring for Calcot Main Hall:** A report had been circulated before the meeting.

It was unanimously agreed that the flooring in Calcot Main Hall be replaced with Forbo Allura planks and that Meadee Flooring Ltd be appointed to carry out the work at a cost of £9,542.50 plus VAT (£11,451.00).

**24/063-7 Proposed changes to the number 15 bus service through Calcot:** The Clerk had circulated the information from West Berkshire Council before the meeting. She outlined the comments suggested for submission.

Mrs Reynolds suggested that a smaller (single-decker), less frequent service could replace the existing one, and it was agreed that this should be included in the feedback to WBC.

It was unanimously agreed that the Clerk should submit comments on proposed changes to the number 15 bus along the lines discussed.

**24/063-8 Mini recycling centre at Cotswold recreation ground:** A report had been circulated before the meeting, and a scale diagram had been made available at the meeting so that members could move cut-outs of the bins to assess where they might fit.

After discussion, it was unanimously agreed to support the Clerk's previous decision not to permit the mini recycling centre to be moved to the recreation ground car park. The recycling bins should stay in the sports centre's overflow car park but should be moved to the side furthest away from the building.

**24/063-9 Tilehurst People's Local Charity Nominated representative:** The Clerk had circulated a letter and attachments received from the charity. Mr Taylor and Mrs Vickers gave some background to the charity and the situation.

Mrs Manghnani offered to become the council's nominated representative on Tilehurst People's Local Charity, and it was agreed (8 votes in favour, two abstentions) that she would be put forward as a candidate.

**24/064 Review of financial position and payments for May 2024:** The information had been circulated before the meeting and was noted.

**24/065 Chairman's remarks:** Mr Taylor thanked everyone for attending and closed the meeting.

**The meeting finished at 9.05pm**

**The next meeting would be held on Tuesday 9 July 2024**

**Chairman**

## Appendix A – Decisions

24/00390/HOUSE	<u>66 Cotswold Way, Tilehurst</u> Two storey side and single storey rear extension	<b>Granted</b>
24/00605/PIP	<u>Land to rear of Kiln Corner/Bramble Way, Little Heath Road</u> Proposed residential dwelling at Little Heath Road, Tilehurst	<b>Refused</b>
24/00535/FUL	<u>Porsche, Pincents Kiln, Calcot</u> Installation of a new external entrance canopy to Porsche Cars Great Britain office entrance doors	<b>Granted</b>
24/00884/COND	<u>90 Warborough Avene, Tilehurst</u> Approval of details reserved by Condition No 4 (surfacing of access) of approved application 22/00964/HOUSE: Demolition of car port and two storey side extension <i>Note: This application did not come to the Parish Council</i>	<b>Granted</b>
24/00251/HOUSE	<u>Meadowsweet, Beals Lane, Tilehurst</u> Single storey and two storey rear and side extensions and roof extension	<b>Granted</b>
24/00852/CERTP	<u>1 Shipton Close, Tilehurst</u> Proposed side extension to existing kitchen <i>Note: This application did not come to the Parish Council</i>	<b>Lawful</b>

**Appendix B – New Planning applications**

24/01020/HOUSE      9 Cotswold Way, Tilehurst  
Rear extension

**This Council has no objections to the proposal but notes that the addition of a bedroom on the ground floor might affect the requirement for off-road parking (it is not clear from the application as first floor plans are not included)**

## **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 A second tour of the parish’s assets was conducted by the Clerk and Mr Taylor. New and existing councillors have been given the opportunity to see the halls, recreation grounds and churchyard.
- 2.2 The tree growing in the ravine which had fallen across the footpath at Calcot recreation ground was removed by West Berkshire Council.
- 2.3 Barton Rovers FC informed the Clerk that its annual tournament would be held on 20/21 July, not 14/15 July as originally advised.

### **3.0 Other matters**

- 3.1 The Clerk, Mr Loaring, Mrs Manghnani, Mr Taylor and Ms Stewart attended the Mini District Parish Conference. This well-attended meeting was organised by West Berkshire Council and held on the 21 May 2024 at the Calcot Centre.

The meeting, organised specifically for parishes in the east of the district, gave attendees the opportunity to explore and discuss their relationship with the District Council and the differing levels of support experienced. The intention was to devise an action plan to assist in improving communication and engagement between parishes and West Berkshire Council.

- 3.2 The Clerk gave permission for Thames Valley Police to put “antisocial behaviour” warning signs up around Cotswold recreation ground as part of an operation the police are carrying out there in response to ongoing antisocial behaviour.
- 3.4 Incidents of vandalism are increasing within the parish and the Clerk has been liaising with both the Police and Berkshire Youth to identify areas where additional support is needed.
- 3.5 A number of cordless tools have been purchased to enable the in-house maintenance team to work outdoors without using the generator. The tools have already been put to good use repairing fencing which had recently been vandalised.



#### 4.0 **Audit and Finances**

- 4.1 The date of the public rights of inspection of the unaudited accounts has been set and will run from Monday 3 June to Friday 12 July 2024. The requisite notices have been displayed on the parish website and relevant noticeboards.
- 4.2 The Annual Governance and Accountability Return (AGAR) will shortly be submitted, and the audit will commence when the public inspection period has closed.
- 4.3 Following the submission of a funding bid, the Clerk received notification from the Good Exchange that £5,000 had been offered through the Let's Get Active Fund, with a further £2,500 through the Community Grants Fund. Neither offer has yet been accepted as the Clerk has been working through the Terms and Conditions attached to the offers.

The Clerk met with Mr Taylor and Ms Stewart to discuss the implications of the funding offers, particularly as one has restrictions around its use and has been attached to an activity which is already covered under the Partnership Agreement with Berkshire Youth.

The original application submitted was for £10,019, leaving a shortfall of £2,519. If further funding cannot be achieved, the Clerk will need to reassess which parts of the original application can be delivered.

#### 5.0 **Priorities for June 2024**

- 5.1 This item provides information on upcoming priorities of the Clerk and officers over the coming months.
- 5.2 Finalising and submitting the Annual Governance and Accountability Return, the external audit, before the deadline of Monday 1 July 2024.
- 5.3 Finalising the Parish Council's Annual Report for 2023-24.
- 5.4 Collation of the ROSPA reports to provide a single report for Council. This report will also be used by the maintenance team to form the basis of their schedule of repairs.
- 5.5 Finalising the grass cutting and ground maintenance specifications, ahead of the upcoming tender exercise.
- 5.6 Continuing to progress corrective works within the Jubilee Annexe.

#### 6.0 **Further reports**

- 6.1 The Clerk will provide further updates at the meeting as necessary.
- 6.2 Members are asked to note this report.