

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 3rd June 2019**

In the Howard Palmer Room, St Sebastian's Memorial Hall, Nine Mile Ride

Commencing 7:30pm and concluding at 21:07 pm

- Present:** Councillors D, Dye, L Foxwell, B Gough, D Latimer, N Martin, K Newland, A Plume, J Rogers, P Stephens and S Turtle. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillor C Bowring, plus one member of the public – JS.
- Apologies:** Councillors R Fenny and C Lancaster. Borough Councillors P Helliari-Symons and A Ross.

19/25 WELCOME

Cllr Newland welcomed everyone to the meeting.

19/26 CO-OPTION OF MR PAUL STEPHENS

A presentation was given by Mr Paul Stephens who had expressed an interest in joining the Parish Council. After due consideration, it was **AGREED** that Mr Stephens be invited to join the Parish Council as a co-opted Cllr.

Cllr Stephens completed an acceptance of office form.

19/27 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Fenny, Lancaster and Borough Councillors Helliari-Symons and Ross.

19/28 DECLARATIONS OF INTEREST

None

19/29 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 13th May 2019.

The Chairman invited comments from the floor. Following a proposal from Cllr Plume and seconded by Cllr Foxwell it was:

RESOLVED: Minutes of the 13th May 2019 were AGREED and signed.

19/30 MATTERS ARISING FROM MINUTES OF 13th May 2019.

None

19/31 QUESTIONS FROM THE PUBLIC

None

19/32 BOROUGH COUNCILLORS BRIEFING

Newly elected Wokingham Without Borough Councillor, Chris Bowring, introduced himself to members.

19/33 CLERKS REPORT

The year-end close down and internal audit has been completed, and a summary of year-end figures has been distributed.

The first financial quarterly check was completed on Wednesday 29th May and a further check will be carried out in late July, following the completion of the first financial quarter. Checks will

subsequently be carried out at the end of each financial quarter.

The internal auditor and accountant both flagged up the level of the council's general reserves. Following discussion with Cllrs Rogers and Foxwell, the Clerk will prepare a paper which reviews the reserves and recommends some movements in the general reserve position.

The Clerk attended a Clerks' Forum on 22nd May.

The land purchase was completed on 23rd May. A site visit and meeting to consider options for use going forward will be held on 5th June at the Memorial Hall.

A complaint was received from an allotment holder who was locked in the site on Sunday 26th May. The gates had been locked at 10pm which, on checking with the security team, is general practice for Sundays and Bank Holidays unless there is an event at the Pinewood café. Information will be circulated to tenants confirming the closure times.

A tour of the Pinewood site with some of the newer borough members has been arranged for 13th June, to show the site and discuss the lease situation. The new council leader and deputy leader have been invited.

Car park lighting has been replaced and is now all working at Pinewood, providing improved security.

Due to the urgent requirement for a decision regarding the Pinewood rental values, and the complexity of the issues to be considered, the Clerk noted the need for an extraordinary meeting. The Clerk will liaise with members to set a suitable date. Cllr Newland requested the meeting be held before the end of June.

Councillor training sessions are being held on Monday 17th June and Thursday 18th July, both sessions run from 6.30 to 9.30pm. New councillors in particular are encouraged to attend.

A South Wokingham SDL Forum will be held on 20th June at St Crispins.

A WBC consultation event will be held on 24th June in the Howard Palmer room – more details to follow from the Clerk.

A letter of resignation has been received from Peter Sturgess, a letter of appreciation will be sent.

A new laptop has been purchased and the server has been upgraded. The website has also been updated and councillors who have not yet supplied short biographies for the site were encouraged to do so.

19/34 VERBAL REPORTS FROM EXTERNAL MEETINGS

Cllr Turtle attended a Broadmoor meeting on 31st May. The hospital is in the final stages of furnishing and patients are expected to move in later this year.

Regarding the Pinewood pond, Cllr Rogers has written to L&G to establish the technological reasons why the pond is not being supplied with water. The next stage is to convey these facts to the Environment Agency in order for them to resolve the problem, as the developer stated

that they were in compliance with Environment Agency directives.

19/35 COUNCIL POLICIES

a. Financial regulations

Cllr Turtle noted a possible issue with clause 6.11.

Following proposal from Cllr Turtle and seconded by Cllr Rogers it was:

RESOLVED: That Financial Regulations 2019 were ADOPTED, subject to the Clerk reviewing 6.11.

b. Complaints Policy

Following proposal from Cllr Turtle and seconded by Cllr Foxwell it was:

RESOLVED: That the Complaints Policy was ADOPTED.

c. Health and Safety Policy

Cllr Plume queried why section 4.2 had blank dates. The risk assessment date will be scheduled by the Clerk.

Following proposal from Cllr Newland and seconded by Cllr Foxwell it was:

RESOLVED: That the Health and Safety Policy was ADOPTED.

d. Code of Conduct for Local Government Employees

Following proposal from Cllr Turtle and seconded by Cllr Plume it was:

RESOLVED: That the Code of Conduct for Local Government Employees was ADOPTED

e. Disciplinary Policy and Procedures.

Following proposal from Cllr Rogers and seconded by Cllr Foxwell it was:

RESOLVED: That the Disciplinary Policy and Procedures were ADOPTED

19/36 EXTERNAL AUDIT

Cllr Newland read aloud items 1 to 8 of Section 1 – Annual Governance Statement 2018/2019. To each statement the members responded – yes. Item 9 is not applicable to the Parish Council.

Cllr Newland signed Section 1 of the Annual Governance and Accountability return 2018/19 part 3 (AGAR).

ACCOUNTING STATEMENTS 2018 - 2019

After reviewing the accounting statements for year ending 2019, the Chairman was authorised to sign the declaration in section 2 of the AGAR.

AGREED: That in accordance with the parish council's financial regulations, the Annual Governance Statement and Accounting Statements are formally accepted and adopted.

19/37 REQUEST FROM PINWOOD GYMNSTICS CLUB

The request received from Pinewood Gymnastics Club to hold a fundraising sleepover event at the gym building was AGREED.

A paper covering sleepover requirements for all clubs was distributed prior to the meeting. Cllr Turtle noted that actions that the council 'expect' to be undertaken, should be phrased as 'must' happen. Cllr Turtle also stated that the police and fire brigade should be informed.

Subject to these comments the paper was APPROVED.

19/38 FINANCIAL INFORMATION - papers circulated prior to meeting

- a) Report on outstanding balances was received and noted.
- b) Cheques for signature and payments both made and still to be made were approved and signed. No queries were raised.
- c) A detailed income and expenditure report and financial performance against budget report was received and noted.
- d) A report of total salary expenditure for May 2019 was received and noted.

19/39 PLANNING/LICENCE APPLICATIONS

The following responses were **AGREED**:

No	Site	Comments
191182	Birchwood, Birchin Inhams Farm Heathlands Road, Wokingham RG40 3AP	No comments or objections.
191193	9 Edgcumbe Park Drive Crowthorne RG45 6HB	No comments or objections.
190989	Brittons Farm, Waterloo Road Wokingham RG40 3BZ	No objection subject to the following conditions: 1). No loss of amenity trees. 2). No harm to protected species including wildlife routes that will be severed. 3). Adequate highway safety measures including warning signs and temporary traffic lights if required. 4). Wheel washing facilities to avoid mud on the road. 5). Agreed lorry routing. 6). Clear signs advising construction period and hours of construction plus clear contact details for the public to advise the contractor and or council of any problems. 7). Cessation and restoration (including a landscape scheme and making good) of land at an appropriate agreed date after construction of the Eastern Gateway practical completion.
191162	45 The Brackens Crowthorne RG45 6TB	No comments or objections.
191133	48 Heathermount Drive Crowthorne RG45 6HN	No comments or objections.
190991	Land to the Eastern Gateway West of Waterloo Road	No comments or objections.
191152	92 Ellis Road Crowthorne RG45 6PN	No comments or objections.
191277	1 Butler Road Crowthorne RG45 6QZ	No comments or objections.
191171	93 New Wokingham Road Crowthorne RG45 6JN	No comments or objections.

Members also considered the following BFC planning application for the Bucklers Park Community Hub.

Reference 19/00195/REM:

Submission of details of scale, layout, appearance, access and landscaping relating to the Community Hub Phase (comprising a community centre building, community gardens, an

equipped play space and sports facilities with associated car parking and landscaping) pursuant to outline planning permission 13/00075/OUT.

The council agreed the following comments:

Wokingham Without Parish Council members expressed concern regarding the number of parking spaces that have been allocated for the community hub and strongly urge the planning officers to look at the parking provision again. Although the facility is intended for use by Bucklers Park residents it is also partially funded by the Broadmoor development and the parish council feel that there should be sufficient parking for Broadmoor residents, and other residents, to access the community hub by car. The parish council manage a community hall, which fails to reach its full potential due to the lack of parking, and it would be a shame if this new facility found itself in the same situation.

The council is also of the opinion that the parking problems will be exacerbated by the nearby school. We are aware the design and access statement mentions the site could possibly provide overspill parking for the school, however based on our experience of community hall usage at school pick up and drop off times this is unrealistic. It should further be noted that spaces will no doubt be taken up by staff working at the new nursery.

For these reasons we do not believe the assumption that the site will provide overspill parking for the school, and therefore recommend that consideration be given to alternative locations where the overspill parking will go - bearing in mind parking is already intruding into residential areas due to the under provision of car parking spaces for the Bucklers Park SANG.

In addition to ensure compliance with the 'nil detriment' principle, WWPC request that a condition is added to the community hub planning application which ensures the provision of sufficient surface water off the site to supply the pond located north of the Nine Mile Ride (equidistant between Old Wokingham Road and the Johnson & Johnson campus entrance).

19/40 CHAIRMAN'S COMMUNICATIONS

None.

19/41 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

None.

19/42 MEETING CLOSED AT 21.34 PM

Date of next meeting – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room on Monday 1st July 2019.

Signed:

Date: 1st July 2019