

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 4<sup>th</sup> March 2019**

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

Commencing 7:30pm and concluding at 9:34pm

- Present:** Councillors L Foxwell, B Gough, K Newland, A Plume, R Fenny, J Rogers, S Turtle and D, Dye. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillor D Sleight and P Helliar-Symons. Joyce Stoner – Engagement Support Officer.
- Apologies:** Councillors P Sturgess, J Shill, C Lancaster. Borough Councillor A Ross.

**18/879 WELCOME**

Cllr Newland welcomed everyone to the meeting.

**18/880 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Sturgess, Shill and Lancaster and Borough Councillor Ross.

**18/881 DECLARATIONS OF INTEREST**

None

**18/882 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> February 2019.**

The Chairman invited comments from the floor. None were received.

**RESOLVED: Minutes of the 4<sup>th</sup> February 2019 were AGREED and signed.**

**18/883 MATTERS ARISING FROM MINUTES OF 4<sup>th</sup> February 2019**

Reported under the Clerk's report.

**18/884 QUESTIONS FROM THE PUBLIC**

None

**18/885 BOROUGH COUNCILLORS BRIEFING**

Borough Councillor's Sleight and Helliar-Symons provided a briefing.

Cllr Sleight updated members on recent planning issues, the application for 10 Grange Avenue was refused, however no determination has been made with respect to the Oak Apples application. They are still waiting for applications from the consortium developing the land to the south of the railway and also the application for the next phase of the Southern Distributor Road. The Ravenswood application for circa 180 homes is expected in the next 2-3 weeks.

Efforts are being made to reduce the speed limit on Old Wokingham Road to 30 mph, fully lit; however this is a long process.

Cllr Sleight is meeting with representatives from Bracknell Forest Council, Great Western Railway and North Downs Community Rail Partnership on the morning of 3<sup>rd</sup> April, to discuss possible enhancements to the public facilities at Crowthorne train station, and how these will be funded.

The food waste recycling containers should be delivered this month, this initiative has been well publicised. A new fleet of refuse trucks to support this service is in place.

With respect to the polling station review, which takes place every 5 years, the recommendation of Oaklands Junior School hall put forward by Cllr Sleight was deemed to be the only viable solution.

Cllr Sleight reminded members of the timescales associated with the May 2019 Borough and Parish Elections.

Cllr Helliars Symons referred back to the development south of the railway line. The Borough Cllrs are pressing WBC officers to think about a safe crossing for pedestrians and cyclists for when the barriers are down. Cllr Sleight stated that a crossing near to the railway is necessary however it would be up to the officers to determine how this is achieved but suggested it may be possible to create a passageway under the railway line.

Cllr Fenny stated his view that the traffic implications of the SDL and SDR had not been adequately considered by the developers and WBC officers and that the current public consultation is inadequate.

Cllr Foxwell stated that concerns have been expressed regarding the new road off the spine road will result in an increase in traffic on Heathlands Road. It was suggested that work to upgrade the Heathlands junction should be included in the SDL development.

Cllr Helliars-Symons described the role of the WBC locality officers. Each parish will have a locality officer who will keep in touch with Parish Councillors, local Borough Councillors and other relevant parties and have the power to address issues, e.g. potholes, hedge cutting etc.

#### **18/886 CLERKS REPORT**

The South Wokingham SDL update meeting held on 7<sup>th</sup> February was well attended. The Clerk encouraged further SDL forum events for the wider Crowthorne / WW community as there is clearly great interest in the proposals.

The Annual Parish Meeting will be held on Monday 18 March. Members are encouraged to attend.

Members were reminded that the Purdah period for the parish elections comes into effect from 10pm on 22<sup>nd</sup> March. If members plan to publish materials on social media related to activities being undertaken between 22<sup>nd</sup> March and the election please speak to the Clerk first as members must not publish materials on any channel which might be seen to influence voters.

Prospective councillor packs have been created which are available from the parish office. The full complement of parish councillors is 13. Councillors wishing to stand again will be required to complete and submit by hand a nomination pack. Packs will be available from 18 March, the submission deadline is 4pm on 3<sup>rd</sup> April 2019.

The Clerk attended the borough plan event on 27<sup>th</sup> February. The outcome will be shared once the notes of the meeting are received by the Clerk.

The Clerk met with Cllrs Plume and Turtle to review the memorial hall survey. A list of items to be progressed has been prepared.

The land purchase in ongoing but is anticipated to be finalised soon.

With respect to the Parish Office extension, the planning application has not yet been validated as a bat survey was required. This has identified that bats have been present in the roof space, and further surveys are required to establish whether this is current or historic. Surveys must be carried out in roosting season, and it is therefore unlikely that the necessary information will be available to allow WBC to validate the application until mid/late July.

Fit for life classes are proving successful with 16 participants at the last session.

A new parent / toddler session is scheduled to start on 28<sup>th</sup> March at the St Sebastian's Church Hall.

The Clerk and Cllr Plume met with a car park consultant to review options for the car park. A report will be brought forward for consideration at a future council meeting.

A meeting is planned with Pete Baveystock, Waste & Recycling Manager at WBC to discuss the glass recycling banks at St Sebastian's and the possibility of providing a larger recycling area at Pinewood as part of the car park expansion plans.

Oaklands Lane – a report was circulated at the end of January. WBC have previously written to WWPC with an invitation to make a financial contribution. The view at that time was that insufficient detail was provided to make a decision. WBC have subsequently come back with a revised plan, however following a discussion it was agreed that this would not be proactively progressed by WWPC.

Cllr Newland advised that a meeting with the WW Borough Councillors is arranged for 2pm on 8<sup>th</sup> March at St Sebastian's Memorial Hall to discuss the use of CIL funds, and ways in which the Borough Councillors can assist WWPC to work with WBC.

**18/887 VERBAL REPORTS FROM EXTERNAL MEETINGS**

Cllr Rogers noted that the planned Bewley Homes liaison meeting did not take place.

**18/888 APPROVAL OF REGULAR PAYMENTS**

A list of regular payments was appended to the agenda.

Cllr Newland queried whether the 'SLCC registration for Clerk' should be listed as 'ad hoc'. Clerk confirmed that this should be listed as 'annually', and will be corrected.

Following a proposal from Cllr Rogers, seconded by Cllr Plume is was:

**RESOLVED: That the regular payments listed in Appendix 11 to the Agenda were APPROVED.**

Following a proposal from Cllr Rogers, seconded by Cllr Turtle is was:

**RESOLVED: That the council's use of Direct Debits, Standing Orders, and BACS payments for settling invoices was AUTHORISED.**

**18/889 INTERNAL AUDIT REPORT**

The internal audit report was received and distributed to members.

The Clerk summarised the findings of the internal audit, the overall conclusion being that the financial records are well maintained and appear complete and fit for purpose, and that the control systems and procedures appear efficient and effective.

Actions related to the recommendations of the report are:

- Wording in the agenda has been modified to reflect that many payments have already been made prior to the council meeting.
- Procedures for evidencing permissions between the Chairman and the Clerk with respect to authorisation of payments up to £3000 will be improved.
- Standing order, financial regulations and risk assessment have been reviewed, and will be brought to the AGM in May for approval.
- The reports on CIL expenditure has been added to the WWPC website.
- A proposal has been incorporated to increase petty cash holdings.
- The financial reports now include a summary of salary spend for the previous month.
- The council's asset register has been reviewed and it will be ensured that details submitted with the annual return match the insurance list of assets.

#### **18/890 PLAYGROUND EQUIPMENT REPLACEMENT**

A discussion was held regarding the quote that had been received from Playdale to replace the Rocking Log in the Pinewood adventure playground at a cost of £873. The Clerk reported the removal of low level borders in the playground.

Cllr Newland proposed that a decision on this expenditure be postponed until other potential expenditure on the playground had been assessed.

RoSPA will carry out an annual inspection in April. The Clerk will request that RoSPA carry out a detailed assessment of the condition of the playground. The Clerk will then prepare a report with proposals to be brought to council. Cllr Turtle will assist with the preparation of this report.

#### **18/891 CROWTHORNE NEIGHBOURHOOD PLAN**

The Clerk noted that following the issue of the agenda, extensive further comments had been received from Cllr Lancaster and BFC. It was therefore requested that a decision on comments would be deferred. The Clerk will circulate the additional comments to members.

#### **18/892 LEGAL REPRESENTATION FOR PINWOOD CLUBS**

Cllr Newland reminded members that Council had already approved a budget of up to £30,000 to provide legal advice to the clubs during the Pinewood lease negotiations.

A summary of the three quotes obtained and a decision paper prepared by the Clerk were appended to the agenda.

The Clerks recommendation to appoint Herrington Carmichael to undertake the legal work for the Pinewood clubs was discussed.

Following a proposal from Cllr Turtle, seconded by Cllr Rogers is was:

**Resolved: The recommendation of the decision paper to appoint Herrington Carmichael to undertake the legal work for the Pinewood clubs was APPROVED.**

## 18/893 COUNCIL POLICIES

Following a request from Cllr Plume it was agreed going forward an edition number will be added to the front cover of all policies.

### a) Anti-Fraud and Corruption Policy

Following a proposal from Cllr Turtle, seconded by Cllr Plume it was:

**Resolved: To adopt the Anti-Fraud and Corruption Policy**

### b) Data Breach Policy

Following discussion it was agreed to amend part 3 of "The data breach response plan" section to include the text "The Response Team will appoint a Team Leader"

Following a proposal from Cllr Rogers, seconded by Cllr Turtle it was:

**Resolved: To adopt the Data Breach Policy with the above amendment.**

### c) Equality and Diversity Policy

Following a proposal from Cllr Fenny, seconded by Cllr Turtle it was:

**Resolved: to adopt the Equality and Diversity Policy**

### d) Retention of Documents Policy

Following discussion it was agreed to make the following changes:

- Add the subheading "Introduction"
- Remove the date after the "General Data Protection Regulation" section

Following a proposal from Cllr Rogers, seconded by Cllr Plume it was:

**Resolved: to adopt the Retention of Documents Policy with the above amendments.**

## 18/894 FINANCIAL INFORMATION - papers circulated prior to meeting

- Report on outstanding balances was received and noted. Cllr Newland queried the balance showing for the Rugby Tots. The Clerk will check with the Deputy Clerk – Finance.
- Cheques (including the grant cheques listed below) for signature and payments both made and still to be made were approved and signed. No queries were raised.

The following grant cheques were signed:

1 <sup>st</sup> St. Sebastian's Scout Group	£100
Berkshire Multiple Sclerosis Therapy Centre	£200
Bracknell Executive Job Club Ltd (Careers Springboard Bracknell)	£250
Citizens Advice Wokingham	£750
Crowthorne Carnival Association	£1000
Crowthorne Community Minibus	£1500
Crowthorne Foodbank	£1300
Crowthorne Stroke & Disabled Club	£400
Crowthorne Summer Activities	£900
Crowthorne Trails	£500
Cruse Bereavement Care Thames Valley Berkshire	£250
Growbaby	£500
Keep Mobile Community Transport	£1500
Me2 Club	£500

St. Sebastian's Church	£550
Sue Ryder Duchess of Kent Hospice & Wokingham Day Hospice	£250
The Wokingham Volunteer Centre	£400
Wokingham Job Support Centre	£400

- 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 February 2019 was received and noted.

#### 18/895 PLANNING/LICENCE APPLICATIONS

The following responses were **AGREED**:

No	Site	Comments
183529	Heathlands Farm, Honey Hill, Wokingham RG40 4BG	No comments or objections.
190009	83 Greenwood Road, Crowthorne RG45 6JS	Wokingham Without have no objections to this application provided the planning officer is satisfied it meets the guidelines for off street parking.
190348	92 Ellis Road, Crowthorne RG45 6PN	No plans available – comments deferred.
190465	Oakwood, Waterloo Road, Wokingham RG40 3DA	No comments or objections.

#### 18/896 CHAIRMAN'S COMMUNICATIONS

With respect to the boxing club lease, correspondence between Cllr Newland, Borough Cllr Ross, Mr Hoggeth and the Leader of the Council continues. Sport England have written back to the boxing association to say that the proposed lift and shift proposal that Mr Hoggeth is suggesting as an alternative to removing the break clause will not meet their criteria for funding.

Borough Cllr Ross is working to find a solution, and has asked Craig Hoggeth to call another meeting to which WWPC will be invited.

Cllr Plume mentioned that if WBC has to follow policy with respect to the break clause then a change in policy is required. Cllr Fenny suggested WBC may have good reason for not changing policy however a legally binding exception should be applied, which would be applicable only to Pinewood.

With respect to Wokingham Localities, Cllr Newland and the Clerk are meeting with Wokingham Localities on Friday 22<sup>nd</sup> March at 11:30 am. Cllr Newland extended an invitation to attend to all members.

Members were reminded of the parish litter pick on Sunday 24<sup>th</sup> March, and members were encouraged to attend.

#### 18/897 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

Cllr Rogers mentioned that Jake Morrison from CAB would like a member from Wokingham Without Parish Council to be part of CAB's outreach steering committee.

Cllr Fenny expressed the need for further consultation on the traffic implications of the SDL, to address the concerns raised by local parishioners. Following discussion it was agreed the Clerk will write to Borough Councillors highlighting residents' concerns and the need for further SDL forum events.

It was suggested that the Clerk and Borough Councillors request a meeting with a member from the highways team at WBC, to talk through the traffic modelling and any other issues with councillors.

**18/898 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 1<sup>st</sup> April 2019.

**Signed:** .....

**Date:** 1<sup>st</sup> April 2019