

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 4th June 2018**

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

Commencing 7:30pm and concluding at 9:23pm

- Present:** Councillors L Foxwell, B Gough, K Newland, A Plume, J Rogers, P Sturgess, C Lancaster, D Dye. Sarah Koudijs - Assistant Clerk (Finance), Sharon Way - Assistant Clerk (Admin), Accountant Mr A Harland and Mrs Joyce Stoner
- Apologies:** Councillors S Turtle, R Fenny, J Shill. Borough Councillors A Ross, D Sleight and P Helliars-Symons. Colin Barlow – Locum Clerk

18/721 WELCOME

Cllr Newland welcomed everyone to the meeting.

18/722 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Turtle, Fenny and Shill, Borough Councillors Ross, Sleight and Helliars-Symons and Colin Barlow – Locum Clerk.

18/723 DECLARATIONS OF INTEREST

None declared

18/724 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 14th May 2018

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

RESOLVED: minutes of the 14th May 2018 were AGREED and signed.

18/725 QUESTIONS FROM THE PUBLIC.

NONE

18/726 BOROUGH COUNCILLORS BRIEFING

None present

Please note that the Audit Signoff preceded the Clerk's report, however for the purpose of the Minutes the agenda order has been followed.

18/727 CLERK'S REPORT (and matters arising)

Community Awards. Following a proposal from Cllr Foxwell and seconding by Cllr Rogers it was:

RESOLVED: the Terms of Reference were AGREED

Suitable date of awards to be determined by Assistant Clerk and tabled for agreement at the next council meeting.

St. Sebastian's Playing Field Trust. Cllrs Newland, Sturgess, Foxwell, Lancaster and Rogers wished to attend site visit. S Way to liaise with Trust and Councillors to agree a suitable date.

18/728 PARISH OFFICE

Three quotes were sought for the potential extension at WWPC offices. One responded on the 'basic box' design, with extras for insulation/cladding. Two others actually came out to view/measure. One of these took several months to respond (not ideal). The other has consistently been helpful, and in the main was the most reasonable quote for the initial smaller size concept.

Subsequently, and through the working group, this company was agreed as the 'preferred supplier'. Discussions were entered into regarding a fully developed concept on a complete design, plan (including submission and Building Regulations) and build basis. This is the content of the report before council.

Following a proposal from Cllr Plume and seconding by Cllr Foxwell it was:

RESOLVED: that given the process followed to date and with the advice of the working group and Clerk, Financial Regulations be suspended as per Section 18, and that under section 11.1a.ii (Specialist Services) Colston Estates be the chosen supplier with regard to moving forward with the office extension programme.

Cllr Newland noted that Cllr Turtle had raised several comments with respect to the office extension.

With respect to the recommendations of the decision paper (see appendix 18/728) the following decisions were made:

2.1 Agreed

2.2 Agreed

2.3 Reword to "Additionally install heating/cooling system for the current office area"

2.4 Agreed

2.5 Agreed

2.6 Reword to "Proceed with obtaining planning permission (once WBC has given its approval to the proposed extension)"

In Parallel to obtaining WBC approval for the extension, it was AGREED that a pre-application will be submitted. Cllr Plume to organise pre-application with builder.

18/729 GDPR UPDATE

Cllr Newland drew the councillors' attention to the LGA Briefing for Councillors forwarded by the Wokingham Town Clerk, the ICO advice for elected and prospective councillors, and the activities that the parish office have been undertaking to date to comply with GDPR. All councillors were advised to familiarise themselves with these documents.

18/730 PINWOOD FESTIVAL

WWPC are considering taking over the organisation of the Pinewood Festival. Following an approach by Cllr Newland, a letter had been received from the chairman of the independent group which organised the last festival, Martin Turner, confirming that the group would not be doing so again and that the organisers had agreed that the bank account could be dissolved and the monies distributed to local charities. Cllr Newland wrote to Mr Turner to ask whether the bank account could be taken over the WWPC but has yet to receive a reply. Cllr Foxwell noted that the Lions Clubs had previously expressed an interest in assisting with the organisation of the festival. In order to progress the decision whether or not WWPC will take over organisation of the festival, the following actions were AGREED:

- Cllr Foxwell to contact Lions Clubs to establish whether they would be prepared to assist with organisation of a potential future festival.
- Assistant Clerk to write to all Pinewood clubs to establish their interest in showcasing their club activities at a potential future festival.
- Council to establish a budget for additional office support to assist with festival organisation.
- Final decision to be deferred until the new Clerk has been appointed.
- Decision may be affected by the need to avoid a clash between festival organisation and the office extension works.
- Decision must be made by the end of September at the latest.

18/731 REVIEW OF POLICIES

Policy	ACTION
Arrangements for Reporting Back Following External Meetings	Assistant Clerk to ensure that Reports of External Meetings is added as an agenda item for all council meetings.
Complaints Procedure	Clerk to update policy to comply with GDPR.
Code of Conduct for Local Government Employees	To be reviewed November 2018.
Code of Conduct for Councillors	Clerk to update policy to comply with GDPR.
Co-options of Members to Fill Vacancies	Approved.
Health and Safety and Lone Working Policy	Assistant Clerk to remove all references to Hatch Ride.
Model Publication Scheme	Clerk to check for compliance with GDPR and amend if necessary.
Small Grants Scheme	Approved.
Social Media Policy	Assistant Clerk to update website address, remove references to Pinewood Festival and add page numbers.

18/732 AUDIT SIGNOFF

In the Clerks absence WWPC Accountant Mr A Harland presented the Annual Return. **Section 1 of the Annual Governance Statement 2017/18, items 1 to 8 were agreed and item 9 was determined to be not applicable by council.**

Statement was signed by Cllr Newland and Sarah Koudijs, Deputy Clerk – Finance.

Mr A Harland gave an overview of the accounts including section 2 of the Annual Return. **Section 2 – Accounting Statements 2017/18 were approved by council and signed by Cllr Newland.**

18/733 FINANCIAL INFORMATION - papers circulated prior to meeting

- a) Report on outstanding balances was received and noted.
- b) Cheques for signature and payments to be made were approved and signed.
- c) A detailed income and expenditure report and financial performance against budget report was received and noted.

There were no questions regarding finances.

18/734 PLANNING

The following responses were **AGREED**:

No	Site	Comments
180859	42 Frensham Road Crowthorne Wokingham RG45 6QH	No comments or objections.
181303	61 Larkswood Drive Crowthorne Wokingham RG45 6RH	Application does not seem complete on the website - should show elevations. Renotify neighbours.
181277	16 Heatherway Crowthorne Wokingham RG45 6HG	No comments or objections.
181236	70 Pinewood Avenue Crowthorne Wokingham RG45 6RP	No objection on conditions: 1. Condition on materials used to be in keeping 2. Dormer elevations are checked. At the rear, 2 x dormers look very squashed for the space & RH dormer *may be* overlooking neighbours.
181425	44 Ellis Road Crowthorne Wokingham RG45 6PU	No objections on condition it conforms to the council's parking policies.
180933	2 Rowan Drive Crowthorne Wokingham RG45 6RZ	No objection on conditions: 1. There is sufficient space between dwellings 2. Consider extent of crown roof (will it be in keeping to the area)
181430	Honeysuckle Cottage Honey Hill Crowthorne Wokingham RG40 3BA	As per comments sent 8/8/17: The approval should be with a condition that the supply of water via wells should not be affected. Subject to provision of mitigation plans. Planning permission required for change of use of land.
171755 (APPEAL)	Kirkwood Redlake Business Centre Redlake Lane Wokingham RG40 3BF	Resubmitted original comments sent 5 th July 2017: Highway safety concerns over width of road.

Bonds Brews Ltd – application for a premises licence to be granted

Specified restriction on the premises licence to limit number of Festivals and Functions to seven per annum has been applied.

18/735 CHAIRMAN'S COMMUNICATIONS

Pinewood Lease: Cllr Newland is waiting to hear from WBC Estates Officer, to agree a date for the meeting to discuss the lease.

First Days Charity: The proposal is to use the space previously offered to Lowland Rescue adjacent to the North Gate, for the charity to temporarily site a shipping container for the storage of donated items. The Clerk proposes that:

1. Should the site still be required the group will be offered a temporary 28 day stay.
2. During that month WWPC will seek WBC Estates approval.
3. If approval is granted the offer will be extended on a month by month basis.

Following a proposal from Cllr Lancaster and seconding by Cllr Rogers it was:
RESOLVED: that the approach outlined above was accepted in principal.

Cllr Rogers is going to meet with the WBC Executive Member for Children’s Services.

Neighbourhood Plan: The WWPC application will be considered at the July meeting of WBC.

Boxing Club Project Working Group: Group comprises Cllr’s Plume, Newland and Foxwell and first meeting will be held on 5th June.

Walter Recreation Ground Charity: A meeting was held last week. The charity enquired whether the Kubota vehicle could be used at Circle Hill to remove wood etc. This will be reviewed when the vehicle is received. A discussion was held on the level of public awareness of the local parishes’ investment in Walter Recreation Ground. A sub working group will be formed to consider the wider promotion of the parish’s public spaces.

18/736 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

No specific items were raised.

18/737 MEETING CLOSED AT 9:23 PM

Date of next meeting – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room
Monday 2nd July 2018

Signed:

Date: 2nd July 2018