

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 13<sup>th</sup> May 2019**

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

Commencing 7:30pm and concluding at 21:54 pm

**Present:** Councillors D, Dye, R Fenny, L Foxwell, B Gough, C Lancaster, D Latimer, N Martin, K Newland, A Plume, J Rogers. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Joyce Stoner – Engagement Support Office plus two members of the public – LS and PS.

**Apologies:** Councillor S Turtle. Borough Councillors C Bowring, P Helliar-Symons and A Ross.

**19/01 WELCOME**

Cllr Newland welcomed everyone to the meeting.

**19/02 APPOINTMENT OF THE CHAIR OF THE PARISH COUNCIL 2019/2020**

Cllr Newland requested nominations for the appointment of the Chairman for Wokingham Without Parish Council. Cllr Newland was nominated by Cllr Foxwell and seconded by Cllr Dye. No other nominations were received. Cllr Newland was duly appointed as Chairman. He received the chain of office and completed the Declaration of the Acceptance of Office.

**19/03 APPOINTMENT OF THE DEPUTY CHAIR OF THE PARISH COUNCIL 2019/2020**

Cllr Newland requested nominations for the appointment of the Vice Chairman for Wokingham Without Parish Council. Cllr Foxwell was nominated by Cllr Dye and seconded by Cllr Rogers. No other nominations were received. Cllr Foxwell was duly appointed as Vice Chairman. She completed the Declaration of the Acceptance of Office.

**19/04 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Turtle and Borough Councillors Bowring, Helliar-Symons and Ross.

**19/05 DECLARATIONS OF INTEREST**

A declaration of interest was declared regarding planning application 190823 by Cllr Plume, who is acquainted with the applicant.

**19/06 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 1<sup>st</sup> April 2019.**

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

**RESOLVED: Minutes of the 1<sup>st</sup> April 2019 were AGREED and signed.**

**19/07 TO APPROVE AND ADOPT THE MINUTES OF THE AGM MEETING HELD ON 18<sup>th</sup> March 2019.**

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

**RESOLVED: Minutes of the 18<sup>th</sup> March 2019 were AGREED and signed.**

**19/08 MATTERS ARISING FROM MINUTES OF 1<sup>st</sup> April 2019.**

The Clerk advised members that the comments for the rights of way improvement plan were summarised and sent to WBC on 18<sup>th</sup> April. The Clerk will distribute WBC's response once received.

With respect to the office planning application, the Clerk advised members that the first bat survey is scheduled for Wednesday 15<sup>th</sup> May.

**19/09 QUESTIONS FROM THE PUBLIC**

The following planning matter was brought forward:

[Members of the public present in relation to this application: Lisa Swanborough]

Planning application 190641, 20 Lupin Ride was discussed. Concern was raised over the loss of light and the overbearing impact to neighbouring property.

After further discussion the council agreed the following comments:

*Wokingham Without Parish Council object to this application on the following grounds:*

1. *Loss of light to neighbouring property's dining room (no. 18).*
2. *Overbearing.*
3. *The loss of use of amenity space.*

*This application isn't materially different from previous plans submitted which we understand were subsequently rejected.*

**19/10 BOROUGH COUNCILLORS BRIEFING**

None

**19/11 APPOINTMENTS – IN ACCORDANCE WITH WWPC'S STANDING ORDERS**

- (i) Appointment of members to working groups/watching briefs.

It was AGREED the following members be appointed:

<b>Working Group</b>	<b>Appointed Member</b>
Newsletter, communications and consultation (including council strategy)	Cllrs Fenny & Rogers
Buildings, halls and facilities (including Memorial Hall upgrade)	Cllrs Latimer, Plume & Turtle
Major development	Cllrs Lancaster, Newland & Rogers
Parish office project	Cllrs Foxwell, Newland, Plume & Turtle
Public spaces and amenities	Cllrs Dye, Foxwell, Latimer & Turtle ( <i>Pinewood Pond – Cllr Rogers</i> )
Staffing (including Health & Safety)	Cllrs Foxwell, Newland & Turtle
Finance	Foxwell & Rogers ( <i>Cllr Plume – Budget</i> )
Pinewood lease renewal	Cllrs Foxwell & Newland

- (ii) Appointment of Health & Safety Champion

It was AGREED that Cllr Foxwell be appointed as WWPC's Health & Safety Champion

- (iii) Appointment of members of External Bodies

It was AGREED the following members be appointed:

<b>Organisation</b>	<b>Appointed Member</b>
Wokingham Without/Crowthorne Parish Council Liaison meeting	Cllrs Foxwell, Newland & Rogers
Borough Parish Liaison Forum	Cllrs Foxwell, Lancaster & Newland
Wokingham Borough Sports Council	Cllr Rogers
Wokingham and District CAB	Cllr Rogers
Wokingham United Charities ( <i>4 year term</i> )	Cllr Rogers plus 1 vacancy
Friends of Heath Lake	Cllrs Dye, Fenny, Rogers & Turtle
Biodiversity Forum	Cllr Dye
Neighbourhood Action Group	Cllrs Newland & Plume
C.R.O.W	Cllr Fenny
Circle Hill Trust (Walters Rec)	Cllrs Dye, Lancaster, Newland. P Metcalf
Wokingham Veteran Tree Association	Cllrs Dye & Martin
Pinewood Heritage Group	Cllr Turtle
Pinewood Orchard	Cllr Turtle
Neighbourhood Plan Steering Group	Cllr Lancaster
SDL Forum	Cllrs Fenny, Foxwell, Newland & Rogers

(iv) Pinewood Clubs Liaison appointments

It was AGREED the following members be appointed:

<b>Pinewood Club</b>	<b>Appointed Member</b>
Allotments	Cllr Foxwell
Bracknell Railway Society	Cllr Plume
EBOS	Cllr Turtle
Gym Club	Cllrs Newland & Rogers
JACAD	Cllr Turtle
Miniature Railway Society	Cllr Turtle
Pinewood Bar and Café	Cllr Plume
Pinewood Boxing Club	Cllr Newland
Pinewood Football Club	Cllr Foxwell
Pinewood Judo Club	Cllr Latimer
Pinewood Motorcycle	Cllr Latimer
Pinewood Raceway	Cllr Foxwell
Pinewood Shooting Association	Cllr Gough
Scouts	Cllr Foxwell
Tug of War	Cllr Newland

**19/12 REVIEW AND ADOPTION OF THE STANDING ORDERS & FINANCIAL REGULATIONS**

a) Standing Orders:

The list of proposed changes detailed in appendix 11 of the agenda was discussed.

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

**RESOLVED: The updated Standing Orders were ADOPTED.**

b) Financial Regulations:

Following discussion it was agreed further clarity is required regarding the changes made and a decision was taken to defer the adoption of the Financial Regulations to the June meeting.

**19/13 REVIEW OF POLICIES**

A discussion on the proposed changes detailed in appendix 11 of the agenda ensued.

The following was agreed:

<b>Policy</b>	<b>Action</b>
Arrangements for reporting back following external meetings	Approved
Complaints procedure	Deferred to June meeting
Freedom of Information Policy and model publication scheme	Approved
Press and Media Policy	Approved

**19/14 REVIEW OF ASSETS, INSURANCE, EMPLOYMENT POLICIES AND EXPENDITURE**

A paper prepared by the Clerk detailing information on the following was discussed:

- 1) Inventory of land and assets
- 2) Insurance cover
- 3) Staff subscriptions
- 4) Employment policies and procedures
- 5) S137 expenditure

Members noted the information. No questions were raised.

**19/15 DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING NEXT ANNUAL MEETING OF THE FULL COUNCIL**

The proposed meeting scheduled attached to these minutes as appendix a, was AGREED.

**19/16 TO CONFIRM THAT THE PARISH COUNCIL MEETS THE ELIGIBILITY CRITERIA AND RESOLVE TO ADOPT THE GENERAL POWER OF COMPETENCE**

A paper prepared by the Clerk detailing the proposal for adopting the General Power of Competence was discussed, and members AGREED that the council met the required criteria and thus:

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

**RESOLVED: The General Power of Competence was ADOPTED.**

**19/17 APPLICATION FOR A NEW CORPORATE CREDIT CARD**

A short discussion was held on the decision paper prepared by the Clerk.

Following a proposal from Cllr Fenny and seconded by Cllr Foxwell it was:

**RESOLVED: To approve the application for a Unity Trust Bank Corporate MultiPay credit card.**

**19/18 CLERKS REPORT**

Members were advised that the new councillor folders are ready and available for members to collect at the end of the meeting. The folder is designed to be a "living folder" and the office will send out updates when necessary.

As a result of the recent litter pick and the introduction of our newsletter we have seen a considerable growth in our adopt-a-street members. New WWPC adopt-a-street hi-viz vests are available for adopt-a-street members to collect from the parish office.

The first parish newsletter was printed and distributed just after the Easter weekend, with two subsequent electronic newsletters going out on 25<sup>th</sup> April and 9<sup>th</sup> May.

ROSPA playground inspections have been carried out and reports received. The Clerk and grounds team have followed up on any matters; a summary will be circulated to the amenity group.

The council is now in a position to progress the Local Council Award Scheme. Work to achieve the foundation level is well underway and we should be able to progress to the next level. Work on the website to achieve this has started and councillors were urged to complete and return their councillor profiles as soon as possible.

The accountant was in on Friday 10<sup>th</sup> May finalising the annual return hence the usual month end reports were not available when the agenda packs went out. The annual return will go to the June meeting for sign off. The internal auditor is scheduled to be in the office on Friday 24<sup>th</sup> May to sign off the annual accounts. The Clerk will circulate papers prior to the June meeting.

The Clerk reminded members of the C.R.O.W. litter pick which is taking place on Sunday 19<sup>th</sup> May, meeting at the Morgan rec at 10:30am.

#### **19/19 VERBAL REPORTS FROM EXTERNAL MEETINGS**

Cllr Rogers attended the Crowthorne Neighbourhood plan meeting and circulated notes. Cllr Rogers noted concern over the choice of consultant and that there could be conflict over the design policies for Edgumbe Park and the area west of Crowthorne (north of Dukes Ride).

With respect to the Pinewood pond issue, Cllr Rogers met with Mark Hall who mentioned that the ground water has disappeared, he also advised against the idea of a bore hole, as they do not work well in this area.

Cllrs Dye and Cllr Martin attended the Wokingham Veteran Tree Association AGM, where talks were given by two representatives from the Tree Council.

Cllr Foxwell attended the ground breaking ceremony for the fire station at Wellington College. It was well attended and photos of the day should appear in the press shortly.

#### **19/20 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) The detailed income and expenditure report and financial performance against budget report will be circulated after year end is finalised.
- d) A report of total salary expenditure for April 2019 was received and noted.

#### **19/21 PLANNING/LICENCE APPLICATIONS**

The following responses were **AGREED**:

No	Site	Comments
190641	20 Lupin Ride Crowthorne RG45 6UR	See minute ref 19/09 for comments.
191186	Oakwood, Waterloo Road Wokingham RG40 3DA	No comments or objections.
190962	1 Heathermount Drive Crowthorne RG45 6HJ	The rearward extension appears excessive with extensive flat roofed sections, taking the property significantly and harmfully beyond the rear building line of adjoining dwelling to the detriment of the character of the area and having an overbearing impact on neighbouring dwellings.
190889/ 190980	Crooked Billet, Honey Hill Crowthorne RG40 3BJ	No objection provided the highway authority is satisfied the existing parking provision can meet the additional demand created by this facility.
190795	The Hollies 1 Old Wokingham Road Crowthorne RG40 3BU	The council has no objections to the building extension, but requests that the building retain only a single main entrance (the designs show two front doors). With regard to the barn conversion, the council is concerned about the impact of creating an additional dwelling and whilst it may be intended for use by the family, the council requests that a condition be imposed requiring that the dwelling remains ancillary to the main house.
191080	Land at the "Eastern Gate" East of Waterloo Road Wokingham	The council have no objections to this application, but request the site be restored to its original state at the end of the project.
190823	29 Wiltshire Avenue Crowthorne RG45 6NR	No comments or objections.
190745	69 Ellis Road Crowthorne RG45 6PP	No comments or objections.
191003	27 Ellis Road Crowthorne RG45 6PS	Object: over development and out of keeping with street scene.
190732	19 Butler Road Crowthorne RG45 6QZ	No comments or objections.
190971	88 Ellis Road Crowthorne RG45 6PN	No comments or objections.
190519	48 Greenwood Road Crowthorne RG45 6JT	No comments or objections.
190947	54 Ellis Road Crowthorne RG45 6PT	No comments or objections.

## 19/22 CHAIRMAN'S COMMUNICATIONS

The keep-fit group has recently reached 24 members. 15 members are required for it to be financially self-sustaining.

The land purchase will be processed by the Clerk on 14th May. Once the land is under Parish Council ownership a Working Group will be formed to develop proposals for its use.

CLlr Newland has spoken to the Boxing England representative who, as a result of Sports England agreeing to the principle of a 'lift and shift' clause, has suggested that there is a possibility that Sports England will be able to provide some funding to the Boxing Club extension project.

Wokingham Borough has asked to meet the Guides to discuss their issues with the lease terms. CLlr Newland has encouraged the Guides to allow the meeting to go ahead to ensure that possible solutions are explored.

**19/23 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:**

Cllr Fenny stated his view that the response received from WBC highways regarding the traffic implications of the SDL is still inadequate. The Clerk noted that it might be beneficial to contact Borough Cllr Chris Bowring to draw on his previous experience as exec member for highways.

**19/24 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 3<sup>rd</sup> June 2019.

**Signed:** .....

**Date:** 3<sup>rd</sup> June 2019