

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 14<sup>th</sup> May 2018**

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

Commencing 7:30pm and concluding at 9:55 pm

**Present:** Councillors D Dye, K Newland, L Foxwell, A Plume, R Gough, R Fenny, C Lancaster, S Turtle.  
C Barlow (Locum Clerk) S Way (Assistant Clerk) plus one member of the public

**Apologies:** Councillors P Sturgess, J Shill, J Rogers.  
Borough Councillors A Ross, P Helliari-Symons, D Sleight

**18/700 WELCOME**

Cllr Newland welcomed everyone to the meeting.

**18/701 APPOINTMENT OF THE CHAIR OF THE PARISH COUNCIL 2018/19**

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

**18/702 APPOINTMENT OF THE DEPUTY CHAIR OF THE PARISH COUNCIL 2018/19**

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

**18/703 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P Sturgess, J Shill, J Rogers.  
Borough Councillors A Ross, P Helliari-Symons, D Sleight

**18/704 DECLARATIONS OF INTEREST**

None declared

**18/705 TO APPROVE AND ADOPT THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> April 2018**

The Chairman invited comments from the floor. None were received.  
**RESOLVED: minutes of the 9<sup>th</sup> April 2018 were AGREED and signed.**

**18/706 QUESTIONS FROM THE PUBLIC.**

NONE

**18/707 BOROUGH COUNCILLORS BRIEFING**

No Borough Councillors Present

**18/708 DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE FULL COUNCIL**

The schedule attached to these Minutes as Appendix 18/686 was **AGREED**

**18/709 WWPC STANDING ORDERS**

- (i) To determine which Project Working Groups are required at this stage  
It was determined that the following Project Working Groups are required:

- I.T.
- Office Accommodation
- Clerks Appointment
- Boxing Club

- (ii) Terms of Reference for Project Working Groups

- I.T: It was **AGREED** that the existing Terms of Reference would be retained.
- Office Accommodation: To develop ideas and bring to Council for consideration.
- Clerks Appointment: It was **AGREED** that the existing Terms of Reference would be retained.
- Boxing Club: Under review

- (iii) Appointment of Members to Project Working Groups

It was **AGREED** the following members be appointed:

<b>Project Working Group</b>	<b>Appointed Member</b>
IT	Cllrs Plume, Rogers and Lancaster
Parish Office	Cllrs Plume, Newland and Foxwell
Clerks Appointment	Cllrs Newland and Foxwell
Boxing Club	Cllrs Plume, Newland and Foxwell

- (iv) It was **AGREED** that Portfolio Holders (*\*see note*) would be appointed as follows:

*\*Note the term 'Portfolio Holders' is under consideration*

<b>Parish Portfolio</b>	<b>Appointed Member</b>
Public Spaces	Cllr Foxwell
General Pinewood Buildings	Cllr Plume
Waste Management	Cllr Fenny
Major Development	Cllr Rogers
Finance and General Purposes	Under review, nominee TBA

- (v) Review of representation on or liaison with external bodies and arrangements for reporting back

It was **AGREED** that Councillor representation would be as given in Appendix 18/687  
Subject to the following amendment:

Pinewood Bar & Café	Cllr Plume
Scouts	Cllr Foxwell
Health & Safety	Cllr Foxwell
C.R.O.W.	Cllr Fenny
Neighbourhood Partnership Committee	Removed
Pinewood Stakeholders Group	Removed

- (vi) Appointment of any new committees or working groups

It was **AGREED** that Cllr Fenny would be the representative on C.R.O.W.

- (vii) Review of arrangements with any other local authorities and/or organisations

It was **AGREED** that The Clerk investigate how access to councillor training will be maintained with or without membership of BALC.

Following a proposal from Cllr Newland and seconding by Cllr Plume:

**It was RESOLVED: that WWPC will become members of CPRE.**

It was suggested that The Clerk invite CPRE to speak at the 2019 APM

**18/710 APPRENTICE**

After general discussion the following resolution was made:-

Proposed by Cllr Turtle and seconded by Cllr Fenny:

**It was RESOLVED: to appoint a Grounds/Handyperson Apprentice**

**18/711 Clerk's report (and matters arising)**

PC07-18/Unauthorised Development and Encampments Consultation – Cllr Fenny and The Clerk to meet to prepare response on behalf of the Parish. Deadline for response to NALC is 25<sup>th</sup> May.

LGRC Meeting – The Clerk to organise next LGRC meeting with Sue Wilthew for 28<sup>th</sup> June.

**18/712 PROGRESS ON PROJECTS**

Parish Vision and 5 Year Plan (project description list circulated)

It was **AGREED** that The Clerk will email the project pro-forma to all councillors. Councillors to indicate on project list which projects they will complete the pro-forma for and return list to The Clerk. Cllr Newland will complete any projects not covered. All project pro-formas to be completed and returned to The Clerk by the end of May.

Office Provision

Following discussion Cllr Newland proposed that a pre-application should be submitted. Copies of the plans to be emailed to the councillors for review and feedback to Cllr Plume or The Clerk. Comments received to be considered by the Office Accommodation Working Group.

IT Future

Following general discussion it was:-

**RESOLVED: that the Working Group is authorised to choose a preferred supplier and return to council with final details of their proposals and costs.**

**18/713 UPDATE ON PINWOOD LEASE**

Cllr Newland is currently in the process of arranging a meeting with Craig Hoggeth to discuss the WWPC response to the proposed terms of the new lease.

**18/714 LITTER MOTION**

Following discussion it was proposed by Cllr Fenny and seconded by Cllr Turtle that the following motion be approved by council:

“WWPC notes that principal councils in England now have the power to invoke on the spot litter fines of up to £150. Given that Wokingham Borough Council (WBC) is an authority which falls into this category, WWPC wishes to see that WBC is taking the opportunity to ensure that it makes use of this legislation. Please confirm that this will be the case.”

**It was RESOLVED the above motion be accepted.**

**Action the Clerk to forward to WBC**

**18/715 DATE FOR COMMUNITY AWARDS EVENING**

The Assistant Clerk to liaise with The Clerk at Crowthorne to fix a date. Current preference being the Thursday of the second week in October (11<sup>th</sup> October).

**18/716 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.
- d) Consideration of the removal of ex Councillors and the addition of new signatories for bank accounts.

The Clerk explained that the current bank accounts needed updating with the details of new signatories. Given the time required to pass documentation around the table, the Clerk advised the Chairman that following the discussion, the actual signing could be expedited outside of the meeting. It was:-

**RESOLVED: that all councillors should visit the office to sign the documentation for both the Co-operative Bank and the Unity Bank. Those not able to visit the offices would be visited by the parish staff.**

The Clerk further explained that the previous Clerk would also need removing from the access documentation for the Unity bank. A resolution would be required to effect this, and to install another member of staff in her place. It was:-

**RESOLVED: that the current Deputy Clerk (Finance) should be formally named (Sarah Koudijs) as the WWPC representative on the Unity Bank Account, and that the formal points as requested by the bank be:-**

- 1) **The amendments to the Mandate for the operation of the bank account, payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Banks's procedures and the Mandate.**
- 2) **The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it.**
- 3) **The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.**

The Clerk advised all that upon visiting the offices, all members should re-sign/update their interests on the 'Register of Members' Interests'.

- e) HALC Membership fee – amount due £855.60.  
It was **AGREED** that WWPC will not renew membership of HALC.

**18/717 PLANNING**

Ravenswood – Cllrs Fenny and Lancaster to prepare a written response to the public consultation.

Bond Brews Ltd – the Clerk / Assistant Clerk to prepare a response, indicating that due account should be taken of the sustainability of the proposals given the rural nature of the location, and that appropriate restrictions should be applied to the holding of events.

The following responses were **AGREED**:

No	Site	Comments
180957	42-44 New Wokingham Rd Crowthorne RG45 6TT	Object. Not in keeping. Over development of the site, insufficient parking and excessive hardstanding.
180665	22 Wiltshire Avenue Crowthorne RG45 6NG	Object – too close to boundaries. Harmful to the character of the area.
180972	Holme Grange School Heathlands Road Wokingham RG40 3AL	No objections provided there is an adequate travel plan and relevant tree protection in place.
181134	Heathlands Riding Centre Heathlands Road Wokingham RG40 3AS	The Parish Council does not consider, on the balance of probabilities, that it has been demonstrated that the use has subsisted for a period of 10 years prior to the date of the application. As such, a certificate of lawful use should not be issued. Furthermore, whilst recognising that these may not be matters that can be considered under the current application, the Parish is deeply concerned that the use raises issues in terms of the level and scale of traffic on this narrow lane and also noise, disturbance damage and pollution. It is strongly requested that the activities be referred to all relevant departments to ensure that all other legislative and licensing requirements are fully met. It is requested that the Borough Council write to the Parish to set out the results of these investigations.
181172	99 Heathermount Drive Crowthorne RG45 6HJ	No comments or objections
181346	101 Pinewood Avenue Crowthorne Bracknell RG45 6RQ	No comments or objections

**18/718 CHAIRMAN'S COMMUNICATIONS:**

Boxing Club – Working Group to consider the options raised in the letter from Les Stevens.

Audit Report - Internal Audit report will be unqualified.

Cllrs wish to credit the Parish Office staff for their contribution to this outcome.

**18/719 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:**

- The Pinewood Festival

**18/720 MEETING CLOSED AT 9:55 PM**

**Date of next meeting** – Meeting of the Parish Council at 7.30pm in the Howard Palmer Room  
**Monday 4<sup>th</sup> June 2018**

Signed: .....

Date: 4<sup>th</sup> June 2018