

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 01st June 2020**

Via Zoom Video Conference

Commencing 7:30pm and concluding at 9:05pm

- Present:** Councillors J Cannon, D Dye, R Fenny, L Foxwell, D Latimer, N Martin, K Newland, A Plume, J Rogers, P Stephen and S Turtle. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillor A Ross.
- Apologies:** Councillors B Gough

At the time of this meeting both NALC and the Society of Local Council Clerks (SLCC) have asked local councils to stop holding any physical meetings or gatherings. This includes full council, committee meetings, annual parish or council meetings. In order to comply with NALC guidance, this meeting was undertaken using Zoom video conferencing.

In line with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meeting) (England and Wales) Regulations 2020, Part 2, item 5: 5.—(1) A reference in any enactment to a meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

20/16 WELCOME

Cllr Newland welcomed everyone to the meeting.

20/17 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gough.

20/18 DECLARATIONS OF INTEREST

None.

20/19 MINUTES OF COUNCIL MEETINGS

- a) Cllr Newland invited comments on the minutes of the meetings held on Monday 11th May 2020. No comments were made.

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

RESOLVED: Minutes of Monday 11th May were AGREED

- b) Matters arising from the minutes of the above meeting: None

20/20 PUBLIC QUESTIONS

None

20/21 BOROUGH COUNCILLORS BRIEFING

Cllr Ross noted that the resurfacing work on Rowan Drive and Greenside has been delayed to 3rd/4th June.

Ravenswood have withdrawn their appeal.

A water leak occurred at Maple Drive, the drainage office at BFC is pressing South East Water to resolve the issue.

There are continuing incidents of antisocial behaviour at Bigshotte Park – noise, drinking, littering. The police are not fully engaged, but BFC officers have now taken some responsibility as the issue has been raised by a member of the local community.

Cllr Stephens referred to the significant increase in traffic resulting from the roadworks on the Nine Mile Ride near the Golden Retriever pub. If the situation continues to get worse there is likely to be an accident. Cllr Ross agreed to discuss the matter with Crowthorne Borough Councillors.

Cllr Fenny referenced activity at the Pine Copse property. Neighbours to the Pine Copse property have reported bonfires and tree cutting, and a substantial amount of works are being carried out. Cllr Fenny asked whether this was in accordance with the planning permission received. Cllr Ross suggested that the Clerk raise this enquiry with the enforcement officer, and Cllr Ross would do the same.

Cllr Turtle described a safety issue at Heath Lake. There is a gated entrance to Heath Lake from New Wokingham Road. People are parking close to the junction of New Wokingham Road to access Heath Lake from this gate, which is causing a dangerous situation with traffic passing on the wrong side of the road near a blind bend. Cllr Turtle asked if the gate could be closed to prevent this from occurring. Cllr Ross agreed to raise the issue with Simon Bartlam (Countryside Officer at WBC).

Cllr Plume noted that a potential issue with the Neighbourhood Plan is the development of detailed plans for the sports facilities at Grays Farm. This area appears to be a key facility that will drive some of the proposals in the Neighbourhood Plan, e.g. byways, cycle paths, green transport etc. Cllr Plume asked whether it would be possible to establish where the plans for the sports facility are at this time, via contacts at WBC. Cllr Ross stated that WBC purchased Grays Farm to provide for the needs of the North Wokingham SDL and South Wokingham SDL. Since the South Wokingham SDL has not yet been developed it may be some time before definitive plans for Grays Farm are brought forward, however he would try to find out more from WBC.

Cllr Stephens thanked Cllr Ross for his engagement regarding potential leisure facilities at Grays Farm and he would follow-up with the contacts provided.

Cllr Dye asked when the libraries would re-open, as they are some residents' only access to the internet. Cllr Ross did not know a date for this, and expected it would differ for different libraries.

20/22 CLERKS REPORT

The Clerk stated that work continues on the website upgrade with the aim to switch to the new site by the end of July. There is now a freeze on the existing site, to allow the developer to transfer across the content.

A report has been included with the agenda regarding fencing to the toddler play area. A specification document is being drawn up by the Working Group and quotes are being sourced for replacement fencing.

Regarding the Flying Start Nursery, the Clerk has been working with Jill Bellis / Flying Start nursery to facilitate the re-opening of the nursery 2 days a week from Tuesday 9th June.

Requests have been received from existing hirers interested in outdoor activity as the rules become more relaxed. They are seeking a grassed area for fitness classes. The Clerk asked members whether permission could be granted to use the space in front of the football area (former play area). This is designated as a wild-flower area but nothing is currently growing and it has recently been mowed. The Open Spaces Working Group would look to identify another site within Pinewood with lower footfall as a wild-flower area. A discussion followed. Cllr Dye suggested that 'no dog fouling' signs should be erected, since this could be a health hazard. Cllr Turtle advised to check the area, as some concrete may not have been removed, and it was not a suitable place. Cllr Plume suggested that the football pitch should be used. The Clerk stated that it was not known when the football team would be using the pitch. Cllr Plume suggested that this information could be established. Cllr Newland noted that the football club pay for ground maintenance and mowing, so any other users would need to be respectful of this. Cllr Newland also noted that the gap between buildings may be a suitable location.

Regarding the concrete base for the proposed cycle shelter, the Clerk is currently obtaining updates on availability of contractors to complete the work.

Plans for the parish office have been received. These will be uploaded to Contracts Finder for formal quotes – the Clerk will discuss this further with Cllr Newland.

The Clerk noted that several complaints have been received from residents regarding antisocial behaviour at Bigshotte Park. The Clerk has been liaising with WBC has raised incidents with Thames Valley PCSOs, but only automatic responses have been received so far.

20/23 REPORTS FROM OUTSIDE / OTHER MEETINGS

- A)** Regarding the Public Spaces and Amenities Working Group meeting on 15 May 2020, Cllr Plume noted that minutes of the meeting had been circulated with the agenda for comment. Cllr Dye noted discussions following the working group meeting regarding fencing with various planting proposals to provide a changing appearance through the seasons.
- B)** Regarding the Neighbourhood Plan Steering Group meeting on 26 May 2020, Cllr Plume stated that a presentation was delivered by O'Neil Homer to the steering group. The presentation identified areas of WBC climate goals which might be incorporated into the Neighbourhood Plan. It would benefit WWPC to work with WBC – further discussion is required. Minutes of the meeting will be circulated to members when completed.

20/24 APPROVAL OF ACCOUNTS (2019-20) AND EXTERNAL AUDIT

Annual Governance Statements for the year ended 31 March 2020 and Annual Accounting Statements for the Annual Governance and Accountability Return (AGAR)

- A)** To consider and complete section 1: Annual Governance Statement in relation to the AGAR 2019-20 Part 3

Cllr Newland read out each statement and requested that members indicate 'yes' or 'no' on the group chat for the record, or with a raised hand.

For statements 1- 8 the unanimous response of members was 'yes'. Statement 9 was not applicable.

Cllr Newland signed and dated the statements (Section 1 of the AGAR) and displayed this to members.

- B)** To receive and RESOLVE to APPROVE the unaudited annual accounts at 31st March 2020

The documents given in appendix 9A, B and C of the agenda were noted and comments invited. The chairman made specific reference to the receipt of the final internal audit report (9C). No comments were received.

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

RESOLVED: The unaudited accounts were APPROVED.

Cllr Newland signed and dated Section 2 of the Annual Governance and Accountability Return and displayed the signed page to members.

C) To receive, for information, a report on VAT partial exemption for 2019-20
Cllr Newland referenced the document given in appendix 9 of the agenda.

20/25 CIL FUNDING REQUEST FROM 2ND CROWTHORNE SCOUTS

A proposal to consider a match funding request from 2nd Crowthorne Scouts was discussed.

With respect to replacement of windows to the scout hut, Cllr Turtle noted that this is the only original hut remaining at Pinewood. It is therefore important to establish what the replacement windows will look like and ensure they are suitable before approving them.

Cllr Foxwell thought they would be standard white PVC windows as any alternative would be uneconomical.

The Clerk stated that three quotes had been sourced by the scouts and forwarded to the Clerk. This is the cheapest of the three quotes. Additionally, the quote now includes replacement doors.

Cllr Rogers asked whether this decision would set a precedent. Cllr Plume stated that he would support funds being spent on the fabric of Pinewood buildings, and each request can be considered on its merits.

Cllr Stephens suggested that the scouts may wish to become involved in projects around Pinewood.

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

RESOLVED: The funding request was AGREED.

20/26 HEATHLAKE CAR PARK RESURFACING

A) To discuss and determine whether the parish council agrees, in principal, to fund the replacement car park surface for Heath Lake from existing CIL reserves.

The proposals as given in appendix 11 of the agenda were discussed. Cllr Newland noted this was an important community asset which was unlikely to be funded from other sources, and he was therefore in favour of approving.

Cllr Rogers asked whether WBC would manage the work and whether WWPC would have an opportunity to scrutinise the plans. Cllr Newland stated this would be a matter for the working group.

Cllr Turtle stated that it should be made clear the support was not for ongoing maintenance.

Cllr Plume stated that this was a fantastic opportunity to improve the allocated car parking surface.

The Clerk mention the possibility of civil parking enforcement measure being requested for preventing parking on residential streets when there is parking provided. WWPC could ask WBC to pursue civil parking enforcement measures as a condition of the funding, if this will not cause a problem to residents.

Cllr Stephens requested to see the big picture for Heath Lake and integration with cycle ways, and how this fits with an overall plan for CIL funds. Cllr Turtle stated that during winter the car park is reduced to wet mud.

Cllr Dye mentioned that this issue has been discussed in great detail by Friends of Heath Lake. Cllr Newland noted that there were several proposals ranging from £13k to £30k and WWPC would need to know the final scheme before deciding whether to fund.

Cllr Fenny stated that neither the Countryside Service nor WBC have funds available for this work. Heathlake is an important asset and WWPC should support the proposal.

Cllr Foxwell expressed her support for the proposal which would be to the benefit of parishioners.

The following formal proposal was formulated:

To agree in principle to fund the surfacing works and to form a Working Group to work with the Countryside Service to formulate, determine and bring back to council a funded plan for a decision.

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

RESOLVED: The proposal was AGREED.

- B) To establish a working group to review surfacing options, review additional quotes (to be sourced by WBC Countryside Services) and make a recommendation to a future council meeting.

A Working Group was agreed comprising Cllrs Fenny, Foxwell and Stephens and the Clerk.

20/27 PINWOOD RENTAL – QUARTER 2 2020-21: JULY TO SEPTEMBER 2020

Cllr Newland outlined the need to consider a further extension to the rent-free period.

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

RESOLVED: That rents would be waived for a further month and reviewed on a monthly basis was AGREED.

The Clerk requested members consider hire rates for the preschool, as it is returning with a small proportion of the normal numbers of children. The preschool is expecting a reduced number of children and operating reduced hours. The Clerk asked whether members were happy to offer a reduced hire rate. Members noted that the regular cleaning costs will not be incurred as the nursery staff will do this themselves, to limit the numbers of different people going into the hall. Cllr Fenny suggested that the actions regarding rent reductions are publicised.

Following discussion, it was agreed that the preschool rent would be reduced by 50% until the end of the school term in July 2020.

20/28 CIL PRIORITISATION

To gauge the appetite amongst members for an additional meeting to review CIL and project priorities.

Cllr Newland noted that unless robust action is taken it is possible that CIL money may have to be returned to WBC, if they are unspent by October 2022. Cllr Newland proposed that a Zoom meeting is held to look at types of projects that can be delivered and the budgets that are available. The meeting will prioritise the projects and try to ensure that funds are spent within the 5-year window. The Clerk will revert back to members with a proposed meeting date.

Cllr Plume supported Cllr Newland's proposal. Cllr Stephens suggested members put forward project ideas for circulation and consideration prior to the meeting. Prior to the meeting the Clerk and Cllr Newland will review previous project ideas and formulate a list suitable for discussion, however any new ideas would be welcomed.

20/29 PLANNING

The Clerk noted that the agenda item on extended site working hours was included to raise awareness of this ministerial statement. Some residents may note late operations on sites and bring this to the attention of members. The Clerk has not received information from WBC about how this is to be enforced.

20/30 CHAIRMAN'S COMMUNICATIONS

Cllr Newland stated that WBC have requested that all comments on all subleases are sent to them by 19th June. Harrington Carmichael are receiving feedback from the clubs. A Zoom meeting is being set up to make it establish whether this timeframe can be met.

20/31 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

None.

20/32 MEETING CLOSED AT 9:05 PM

Date of next meeting – Meeting of the Parish Council at 7.30pm on Monday 6th July 2020

Signed:

Date: 6th July 2020