



Wokingham Without Parish Council

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24th February 2021

To: All Parish Councillors

Dear Councillors,

You are invited to attend a digital meeting of the Parish Council which will be held at 7.30 pm
on Monday 01st March 2021 via Zoom:

This meeting is open to the public – please contact the Clerk in advance of the meeting if you would like to attend.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Katy Hughes'.

Katy Hughes
Clerk to the Council

AGENDA

- 1 Welcome and Introductions**
- 2 Acceptance of Apologies for Absence**
- 3 Declarations of Interest:**
Members are asked to declare any Personal Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. **See notes at the end of the Agenda.*
- 4 Minutes of council meetings**
 - a) To approve and adopt the minutes of the meeting held on 01st February 2021 (*attached*)
Please contact the Clerk ahead of the meeting if there are inaccuracies.
 - b) Matters arising from the minutes of 01st February 2021
- 5 Public questions**
- 6 Borough Councillors' Briefing**
- 7 Clerk's Report**
- 8 Reports from Outside / Other Meetings**
 - a) Footpath meeting with Loddon Valley Ramblers – 9th February (Cllrs JC, JR, ST)
 - b) Website 6-month review meeting – 10th February (Cllrs DL, AP, ST)

9 Planning

To receive comments from members on current planning applications
(please see attached planning notes for comments received to date)

Current Applications

No	Site	Proposal
2103677	61 New Wokingham Road Wokingham RG45 6JG	Householder application for the proposed erection of a timber outbuilding (part retrospective)
210046	1 The Hollies Old Wokingham Road Crowthorne RG40 3BU	External alteration to an existing barn to allow conversion for use as a habitable residential annex ancillary to the main dwelling house.

Revised SDL Applications

No	Site	Revised Information
190914 & 191068	Land at phase 2a & 2b of the South Wokingham SDL	The revised information consists of details of a new roundabout at the junction of Peacock Lane/Waterloo Road and Old Wokingham Road and pedestrian/cycle provision along Peacock Lane. Drawing Nos P19- 1525_041_SK Rev C Footway_cycleway link along Peacock Lane and new roundabout Sheet 1 of 2 & Sheet 2 of 2.

Existing Lawful Certificate Notification

No	Site	Proposal
210240	Gardeners Green Heathlands Road Wokingham RG40 3AW	Application for a certificate of existing lawful development for the use of the building as a dwelling.

10 Financial Information

- a) To receive a report on outstanding balances (see appendix 10A)
- b) To approve payments both made and still to be made (see appendix 10B)
- c) To receive a report of income and expenditure to 31st January 2021. Note: total salary expenditure to date for the year appears under code 4000 (see appendix 10C)
- d) To review a list of regular payments arising from a continuing contract, statutory duty or obligation and approve payments for 2020-21 and 2021-22, within the approved budget, in-line with Financial Regulation item 5.6 (see appendix 10D)
- e) In line with the council's adopted Financial Regulations items 6.7 and 6.8, to authorise the council's continued use of Direct Debits, Standing Orders and BACS payments for settling invoices for the period March 2021 to February 2023.

11 Internal Audit

To receive and note the Internal Auditor report for 2020/21 (see appendix 11)

12 Playground equipment replacement

To review and consider a proposal from the Public Spaces and Amenities Working Group to extend delegated authority granted at the February council meeting to replace additional playground equipment (see appendix 12, 12A & 12B)

13 Review and adoption of documentation and policies

To review and approve the following documents and policies: (see appendix list below and appendix 13M: Summary of policy changes)

Appendix	Policy / Document name	Proposed adoption / enactment period
A	Annual leave policy and procedures for casual and part time staff	To March 2023
B	Anti-fraud and corruption	To March 2023
C	Code of Conduct for members	May 2023 (or until a new Code of Conduct is adopted by WBC)
D	Complaints Procedure	To March 2023
E	Co-option Policy	To May 2023
F	Data Breach Policy	To March 2023
G	Disciplinary Policy and Procedure	To March 2023
H	Equality and Diversity Policy	To March 2023
I	High Consequence Infectious Disease Policy	To March 2022 or until no longer actively required
J	Investment Strategy	To March 2023
K	Retention of documents and records management policy	To March 2023
L	Small Grants Policy	To March 2023

14 Storage at Pinewood

To approve a proposal for preparatory works for additional storage at Pinewood (see appendix 14)

15 Pinewood Leases

To receive a verbal update on the lease position from Cllr Newland

16 Chairman's Communications

17 Items for Information and Discussion at Future Meetings

18 Date of Next Meeting – Meeting of the Parish Council at 7.30pm on Monday 12th April 2021 [Please note: April's council meeting will fall on the second Monday, as the first Monday is a bank holiday]

***Notes on Declaration of Interest**

Members with a Disclosable Pecuniary Interest, as listed in Appendix A of the Code of Conduct, or with an interest listed in Appendix B of the Code of Conduct, in any matter to be considered in this Agenda, should declare the interest at the start of the meeting, and withdraw from the meeting when the matter is under consideration. If Members have any questions about this process, they are requested to speak to the Clerk before the meeting, as it is not practical to give detailed advice at the meeting itself.