



# Wokingham Without Parish Council

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02 June 2021

To: All Parish Councillors

You are summoned to attend the meeting of the Parish Council which will be held at **8 pm** on Monday the 7<sup>th</sup> June 2021 in the main hall, St Sebastian's Memorial Hall, Nine Mile Ride.

**Note:** Attendees at the meeting will be expected to wear a facemask on entry and whilst moving around the hall and will be required to abide by the risk assessment for returning to physical meetings, copies of which can be requested from the Clerk.

Katy Hughes  
Clerk to the Council

## AGENDA

- 1 **Welcome and Introductions**
- 2 **Co-option**  
To consider the co-option of Mrs P Jordan to fill a vacancy on the council
- 3 **Acceptance of Apologies for Absence**
- 4 **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.*
- 5 **Minutes of council meetings**
  - a) To **approve** and adopt the minutes of the meeting held on 4<sup>th</sup> May 2021 (*attached*)  
*Please contact the Clerk ahead of the meeting if there are inaccuracies.*
  - b) Matters arising from the minutes of the 4<sup>th</sup> May
- 6 **Public questions**
- 7 **Borough Councillors' Briefing**
- 8 **Clerk's Report**
- 9 **Reports from Outside / Other Meetings:**

|       | Meeting  | Date  | Present      | Report  |
|-------|--|-------|--------------|---|
| 9A    | Public Spaces and Amenities Working Group  | 7 May | Cllrs LF, AP | See appendix 9A for notes on playground report works. |
| 9A(i) | To note the expenditure on playground repairs (authorised under delegated authority to the Clerk and Chairman) - see appendix 9A(i) and to <b>approve</b> a proposal to allocate the expenditure on repairs from the council's existing CIL reserves |       |              |   |

|       |  |        |   |  |
|-------|--|--------|---|--|
| 9B    | Memorial Hall Land working group   | 18 May | Cllrs JC, RF, ST                                    | See appendices 9B(i – meeting notes) and 9B(ii – project timeline) |
| 9B(2) | To <b>approve</b> a recommendation from the Memorial Hall Land working group to appoint a contractor to spray the bracken. |        |   |  |
| 9C    | Parish and ward member meeting   | 20 May | Cllrs JC, RF, LF, NM and AP.<br>B/Cllrs CB, PHS, AR | See appendix 9C  |
| 9D    | Footpath 18 site meeting   | 21 May | Cllrs RF and AP                                     | See appendix 9D  |
| 9E    | Buildings and Facilities Working Group   | 2 June | Cllrs LF, AP and ST                                 | Report to follow   |

## 10 Appointment of Internal Auditor

To **approve** the re-appointment of Mrs Claire Connell as internal auditor for 2021-22 (See *appendix 10*)

## 11 Policies for approval

To review and **approve** the following policies:

| Item | Policy name   |
|------|---|
| A    | Health and Safety Policy (including lone working)             |
| B    | Code of conduct for employees                                 |
| C    | Safeguarding policy for St Sebastian's Hall and Pinewood Hall |
| D    | Summary of changes  |

## 12 Planning

- To receive and confirm comments from members on current planning applications (circulated 19<sup>th</sup> May and 28<sup>th</sup> May 2021)
- To receive a verbal report on any planning matters of note from Cllr Lancaster
- To note comments submitted and updates received on planning applications - previously circulated via email to members (*see appendix 12*)

## 13 Financial Information

- To receive a report on outstanding balances (see appendix 13A)
- To **approve** payments both made and still to be made (see appendices 13B and 13B(2))
- To receive a detailed income and expenditure report and financial performance against budget report to 30<sup>th</sup> April 2021. Note: total salary expenditure to date for the year appears under code 4000 (see appendix 13C)
- To note completion of the quarterly checks by Cllr Rogers, with no concern to note.

## 14 Chairman's Communications

- Neighbourhood Plan
- Pinewood Leases

## 15 (Provisional) date of Next Meeting – Meeting of the Parish Council at 7.30pm on Monday 5<sup>th</sup> July 2021 (Note: location and timing TBC based on covid restrictions)

Please forward any items for Information and discussion at future meetings to the Clerk

### \*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.