

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 12<sup>th</sup> April 2021**

**Via Zoom Video Conference**

Commencing 7:30pm and concluding at 9.21pm

- Present:** Councillors J Cannon, D Dye, R Fenny, L Foxwell (*left 8:27pm*), N Martin, K Newland, A Plume (*joined 8:20pm*), J Rogers, P Stephens (*left 8:49 pm*) and S Turtle. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillor A Ross, plus three members of the public.
- Apologies:** Councillor R Gough. Borough Cllrs C Bowring and P Helliars Symons.

**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.**

**20/191 WELCOME**

Cllr Newland welcomed everyone to the meeting. A minute silence was held in the memory of His Royal Highness, Prince Phillip, the Duke of Edinburgh.

**20/192 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Gough and Borough Councillors Bowring and Helliars-Symons.

**20/193 DECLARATIONS OF INTEREST**

No declarations of interest were made at the time. Cllr Plume declared an interest in planning application 210588 when planning was discussed later in the agenda (please see Minute reference 20/201).

**20/194 MINUTES OF COUNCIL MEETINGS**

- a) Cllr Newland invited comments on the minutes of the meetings held on Monday 1<sup>st</sup> March 2021. Cllr Turtle requested that in minute 20/176 the word ‘surprise’ be replaced by ‘disappointment’.

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

**RESOLVED: Minutes of Monday 1<sup>st</sup> March were AGREED**

- b) Cllr Newland invited comments on the minutes of the Annual Parish Meeting held on 15<sup>th</sup> March 2021.

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

**RESOLVED: Minutes of the APM held on 15<sup>th</sup> March were AGREED**

- c) Matters arising from the minutes of the above meetings.  
None.

**20/195 PUBLIC QUESTIONS**

A member of the public, Ms S Sidey, representing 2<sup>nd</sup> Crowthorne Scouts, spoke to request permission for the erection of a marquee adjacent to the scout hut to provide dry outdoor space that can be used until the end of the summer term.

The Clerk confirmed that the marquee would be erected by the scout organisation, would belong to them, regular inspections would be carried out by the scouts and that in terms of insurance liability the marquee would be fully at the scout's risk.

Cllr Turtle asked how the grass growth would continue, Ms Sidey stated that there would be no sides to the marquee.

Cllr Rogers commented that the marquee would obstruct other users of the space, noting the running route taken by the fitness group. Ms Sidey stated that the fitness group would be able to re-route.

Ms Sidey stated that the marquee would facilitate meetings with outdoor social distancing in compliance with current rules and it would be taken down if rules changed or weather permitted.

Cllr Newland stated that this was an opportunity help the scouts to achieve their objectives safely and given the scouts were bearing the risks could not see any reason not to approve the request.

Cllr Turtle stated that contact should be maintained to ensure any issues that arise are addressed.

On the basis of the discussion held Cllr Newland requested that the Clerk write to the scouts giving permission for erection of the marquee.

**20/196 BOROUGH COUNCILLORS BRIEFING**

Cllr Ross stated that there was nothing specific to report and invited questions from the members.

Cllr Fenny requested a report from the SDL planning meeting scheduled for 24<sup>th</sup> March. Cllr Ross reminded members that the planning meeting had been postponed until the 18<sup>th</sup> May to enable more time to prepare for the meeting.

**20/197 CLERKS REPORT**

The Clerk stated that works on Dickie's pond are due to commence on Tuesday 20th April.

The Clerk noted the unauthorised encampment that had occurred on 22<sup>nd</sup> March and stated that additional security measures were currently being reviewed. The Clerk stated that a meeting of the PS&A working group will be called for the following week, and any proposals will be brought to a meeting in due course.

The Clerk stated that in line with the move today to step two of the roadmap, steps have been taken to re-open the Memorial hall, with the first hirer due to return Monday 19<sup>th</sup> April. There is likely to be low level of use until Mid-May, when indoor group activities for adults are expected to be allowed to return.

The Clerk has applied for a re-start grant for the Memorial Hall and will circulate details if this is successful.

The Clerk noted that the planning application for the storage at Pinewood has been validated and the reference is 210961.

The Clerk stated that the PS&A Working Group is considering a name for the play area to reflect the toddler / train theme, and the Clerk is currently looking at signage options.

The Clerk noted that WWPC has been charged business rates for the Pinewood car park. The Clerk has submitted a challenge to this business rate listing, as WWPC no longer generates any income from the car park. The Clerk will update members on the situation in due course.

With respect to continuing digital meetings beyond the current end of the legislation period the LGA has instigated a high-court challenge for the law to be extended which is expected to be heard before the end of April. The Clerk will update members in due course.

With respect to the CPC/WWPC liaison meeting scheduled for 21<sup>st</sup> April, Cllr Foxwell is unable to attend so there is a vacancy, if any other member would like to attend. Cllr Newland noted that issues of significant local interest were on the agenda.

The Clerk stated that the Borough & Parish Charter has been circulated to members for consultation. The Clerk stated that it will be brought formally to a future meeting and thanked members who have already sent in their feedback. Cllr Rogers stated that there needs to be an appeal process to deal with situations where a party considers the other party is not abiding by the Charter.

For the May council meeting, members thinking of standing for Chairman or Vice-Chairman were requested to contact the Clerk ahead of the meeting. The Clerk clarified that it is not mandatory for members to declare their position ahead of the meeting, but it is greatly appreciated to facilitate the smooth running of the meeting.

The Clerk stated that at the May meeting appointments are made to outside bodies, working groups and Pinewood representatives. The Clerk will circulate a copy of the list beforehand, and members were encouraged to contact the Clerk if they required any information on any of the items beforehand.

The Clerk is currently reviewing a query from one Pinewood tenant regarding an electricity sub-meter. The Clerk is gathering data on the amount of the 'overcharge' and will report further in due course.

The Clerk has received notification from the Pinewood Festival Chairman, Martin Turner, that on the grounds that the last festival was held in 2015 the Committee have taken the decision to dissolve the Association. A Special General Meeting will be held virtually on Tuesday 4th May at 7.30pm, which unfortunately clashes with the May council meeting. The aim of the meeting is to vote to wind up the association's affairs and vote to agree to distribute the assets (totalling £1,882.15 held in the Festival Association's bank account) to a local charity or charities. Cllr Foxwell stated that since no meetings were held there was no committee, and that any money held in reserve would go to the Pinewood clubs, and therefore it would not be right to give it to one charity. This was supported by Cllr Rogers, given the money invested by council in the clubs, and Cllr Rogers suggested that this money should be held in a special reserve for the benefit of Pinewood. Cllr Newland suggested that in the future seed-corn funding may be requested for a Pinewood Festival and the funding should be reserved for this. This was

supported by Cllr Stephens and Cllr Turtle. On the basis of the support received for this proposal, Cllr Newland requested that the Clerk write to Mr Turner accordingly.

The Clerk will be on annual leave for the next 5 days, returning on Tuesday 20th April.

- a) Establishing a Crowthorne area Neighbourhood Action Group (NAG)  
The Clerk stated that establishing a NAG will be discussed at the next Crowthorne Liaison meeting to be held on 21<sup>st</sup> April. There is interest in establishing a NAG due to recent antisocial behaviour, parking issues etc, and will comprise representatives of WWPC, CPC, Thames Valley Police and local stakeholders such as Edgbarrow School.
- b) Date of the May Meeting  
The Clerk noted that the legislation authorising online meetings lapses on 6<sup>th</sup> May so the proposal is to bring the May meeting forward to Tuesday 4<sup>th</sup> May so that it may lawfully be undertaken online. Although the legislation may change at the end of April to allow online meetings to continue, due to the timing of issuing agendas it is necessary to agree the revised date at this time.

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

**RESOLVED: To bring forward the May council meeting to 4<sup>th</sup> May was AGREED**

**Following a request by Cllr Foxwell it was agreed that items 12 and 13 of the agenda would be brought forward.**

**20/198 CCTV (item 12 of the agenda)**

Cllr Newland outlined the purpose of the proposal given in appendix 12 of the agenda, to invest in improved CCTV provision to better protect Pinewood assets and to increase the likelihood of obtaining prosecutions in the event of criminal activity. Cllr Newland invited comments from members.

Cllr Martin asked whether it was possible to upgrade the current system. Cllr Newland stated that some of the existing cameras have stopped working and that a new CCTV system was required at additional locations with improved resolution in order to fulfil the security objectives.

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

**RESOLVED: The recommendation from the Public Spaces Amenities Working Group for upgrading the CCTV system at Pinewood was AGREED**

**20/199 PINWOOD ALLOTMENT FENCE REPLACEMENT PROJECT (item 13 of the agenda)**

Cllr Newland referred members to the proposal papers given in Appendix 13 and 13A of the agenda. The Clerk stated that the fencing had been requested by the allotment association and was of the style used on recently created allotment sites, more robust and aesthetically pleasing than the current fencing. The proposal was to apply for funds and that, if successful, there would be no cost to the parish. The Clerk stated that the enquiry has gone out to contracts finder for quotes.

Cllr Foxwell stated that the allotment association wanted that style to prevent deer and rabbit incursions and it has a suitable gate.

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

**RESOLVED: The proposal to apply for S106 funds from WBC to replace the fencing around Pinewood allotment was AGREED**

- A. Planning consultation review meeting – 8<sup>th</sup> March  
The Clerk stated that the notes that went out as Appendix 8A were not the correct notes for this meeting and referred members to the Pegasus letter detailed in the Clerks email of 10<sup>th</sup> March.  
Cllr Newland asked members for comments. None were received.
- B. Finance working group – 18<sup>th</sup> March  
The Clerk noted that a presentation was received from CCLA. Cllr Plume noted that it mainly concerned the potential of negative interest rates. This will be reviewed by the Finance Working Group.
- C. Neighbourhood Plan Steering Group – 18<sup>th</sup> March  
Cllr Newland referred members to the report in Appendix 8C of the agenda, and asked members for comments. Cllr Fenny stated that the vision statement was a single-issue statement relating to carbon neutrality which did not appear correct for the neighbourhood plan. Cllr Plume stated that the public will decide whether they support the statement. Cllr Newland asked the comment to be taken into consideration at the next steering group meeting. Cllr Plume noted this and requested that the proposed logo be circulated to members.
- D. Master planning meeting – 22 March (Appendix 8D of the agenda)  
Cllr Newland stated that this was an open and candid meeting. Cllr Fenny noted that WWPC are a minor part of the consultation process.
- E. Parish and ward member meeting – 25<sup>th</sup> March  
Cllr Newland stated that this was a robust and supporting meeting and referred members to the report in Appendix 8E. The Clerk referred members to the dates of future meetings and encouraged members to attend if possible. This was supported by Cllr Fenny.  
  
Cllr Fenny noted his comment at the meeting regarding the absence of Grays Farm from the WBC leisure strategy and the lack of response from Borough Councillors. Cllr Rogers noted that during a conversation on a different matter, one of the WBC officers stated they were currently working on master planning at Grays Farm. Cllr Rogers stated that WWPC wish to participate in the project.  
  
Cllr Dye stated that it is a pity Grays Farm will no longer be used for food production.  
  
Cllr Fenny stated that it is a concern that WWPC should find out the new information about the Grays Farm consultation in this way.  
  
The Clerk confirmed that a WBC officer is commissioning a consultant to prepare a master plan for Grays Farm, and that the Clerk has written to the officer formally requesting that WWPC is involved in this process.  
  
Cllr Turtle stated that the next meeting would be held on 20<sup>th</sup> May in the afternoon.
- F. Public Spaces and Amenities Working Group – 29<sup>th</sup> March  
The Clerk stated that the discussion mainly concerned CCTV, the outcome of which has already been discussed in item 20/198.
- G. Memorial Hall Land Working Group – 30<sup>th</sup> March  
Cllr Newland referred members to the report in Appendix 8G of the agenda.

Cllr Newland stated that he had been asked by the Chair of the Working Group to postpone Cllr Stephen's presentation until the Working Group had had an opportunity to review and discuss it. Cllr Newland therefore proposed to postpone Cllr Stephen's presentation until the following meeting.

Cllr Stephens stated that he had initiated the idea, put together a vision document and sent out the document for comment. Cllr Stephens then left the meeting.

Cllr Newland stated that WWPC was a consensual and debating environment in which decisions are formed by listening to everyone. In his comments on Cllr Stephen's document, Cllr Newland had been clear that while his ideas were interesting, they were not a decision – it is for the Working Group to consider all the options and provide a strong recommendation. It is not appropriate for a member to push through a decision paper without the agreement of the Working Group.

H. Meeting with Simon Price (WBC Assistant Director, Neighbourhoods and Communities) – 30<sup>th</sup> March

Cllr Newland stated that this was a good meeting. Several points were discussed and positively responded to by Mr Price including having a single point of contact at WBC to report, for example, problems with drains, and the idea of WWPC acting as a point of quality assurance for work carried out in the parish. Cllr Newland also raised the particular WWPC concern that the WBC strategic leisure plan included neither the Grays Farm development nor the Pinewood Centre. Mr Price took away an action to talk to the officers responsible for the leisure strategy to establish why these areas of benefit to the borough have not been included in the strategy. Cllr Newland and the Clerk also made the point that if the leisure strategy included the Pinewood Centre, that should inform matters such as the Pinewood lease. The issues regarding heads of terms of the Pinewood lease were discussed and Cllr Newland has subsequently sent Mr Price a package of information including a current summary of the situation and looks forward to receiving a response. A copy of this information was sent to Cllr Ross, who has agreed to meet Mr Price to encourage progress on this issue.

Cllr Plume encouraged members to send photographs of any issues to WBC when these are reported. Cllr Fenny confirmed that he does this.

I. Footpaths and cycleways meeting – 6<sup>th</sup> April

Cllr Newland referred members to the report in Appendix 8I of the agenda and asked members for comment. None were received.

**20/201 PLANNING**

- a) To receive and confirm comments from members on current planning applications. Cllr Plume declared an interest in the Talevera application (ref 210588). No further comments were received.
- b) To receive a verbal report on any planning matters of note from Cllr Lancaster. Cllr Lancaster was not present at the meeting, therefore no report was made.
- c) To note comments submitted and updates received on planning applications previously circulated to members  
The comments and updates were noted and no further comments were made.

## **20/202 FINANCIAL INFORMATION**

Cllr Newland invited comments on the reports submitted in appendix 10A to 10D of the agenda. The Clerk stated that outstanding balances are not longstanding and are related to utilities. The negative balances for hirers related to prepaid bookings prior to the lockdown, which have been carried across. No further comments were made.

## **20/203 REVIEW AND ADOPTION OF DOCUMENTATION AND POLICIES**

Cllr Newland referred members to the policy documents given in appendix 11A-11F of the agenda and noted the importance of these policies -

- A. CCTV Policy
- B. Employer Policy Statement of Discretionary Functions  
No comments.
- C. Flexible Working Policy
- D. Training and Development Policy
- E. WWPC (injury allowance) Pension Regulation  
No comments.

The Clerk noted that the only amended policy was the Flexible Working Policy. Cllr Rogers asked whether any changes were required to the CCTV policy. The Clerk stated that this had been reviewed and it had been agreed that the policy was suitably generic and that the proposals for the new CCTV system did not require any change to the policy.

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

**RESOLVED: The policies as given in Appendix 11 of the agenda were AGREED.**

## **20/204 PINWOOD LEASES**

Cllr Newland referred to his meeting with Simon Price and also stated that the WWPC solicitors have been instructed to again write to the WBC solicitor asking for a formal response to the latest correspondence. To date no response has been received.

Cllr Plume invited Cllr Newland to comment on the relevance of the Borough & Parish Charter. Cllr Newland stated that the charter currently contained no wording substantial enough to hold WBC to account with regard to the leases. The Clerk stated that the comments received so far will be summarised and circulated with the charter to members.

## **20/205 CHAIRMAN'S COMMUNICATIONS**

Cllr Newland stated that he will be standing down as Chairman at the May meeting and has found being Chairman to be a worthwhile and rewarding experience. Cllr Newland stated that he intended to remain a councillor in order to be able to assist members with issues such as the Pinewood lease.

Cllr Newland stated that Cllr Stephens had resigned as a councillor.

Following a proposal from Cllr Plume, members formally thanked Mr & Mrs Jordan for their assistance in dealing with the unauthorised encampment.

## **20/206 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:**

Cllr Dye noted the very poor condition of the pond and requested that when the works are carried out the crassula is removed. Cllr Dye also requested that the fish are removed as it is not appropriate for a pond of this size to contain fish. Cllr Dye requested that the Clerk send members of the PS&A Working Group recordings of the BBOWT Zoom meetings which provided recommendations on this matter.

**20/207      MEETING CLOSED AT 9.21 PM**

**Date of next meeting** – Annual General Meeting of the Parish Council at 7.30pm on Tuesday 4<sup>th</sup> May 2021

**Signed:** .....

**Date:**        4<sup>th</sup> May 2021