

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Tuesday 4th May 2021**

Via Zoom Video Conference

Commencing 7:30pm and concluding at 9.44pm

- Present:** Councillors J Cannon, D Dye, R Fenny, L Foxwell, N Martin, K Newland, A Plume, J Rogers, and S Turtle. Katy Hughes - Clerk, Sharon Way – Assistant Clerk. Borough Councillor A Ross, P Helliar-Symons plus a member of the public.
- Apologies:** Councillor B Gough and Borough Cllr C Bowring.

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.

21/01 WELCOME

Cllr Newland welcomed everyone to the meeting.

21/02 ELECTION OF CHAIRMAN OF THE PARISH COUNCIL 2021-22

Cllr Newland requested nominations for the role of Chairman. Cllr Plume nominated himself, no further nominations were received.

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

RESOLVED: The election of Cllr Plume as Chairman of the parish council 2021-22 was AGREED

Cllr Plume signed the acceptance of office form and displayed the signed form to all members.

21/03 ELECTION OF THE VICE-CHAIRMAN OF THE PARISH COUNCIL 2021-22

Cllr Plume requested nominations for the role of Vice Chairman. Cllr Foxwell nominated herself, no further nominations were received.

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

RESOLVED: The election of Cllr Foxwell as Vice-Chairman of the parish council 2021-22 was AGREED

Cllr Foxwell signed the acceptance of office form and displayed the signed form to all members.

On behalf of all members, Cllr Plume expressed his thanks to Cllr Newland for his Chairmanship over the last 9 years.

21/04 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gough and Borough Councillor Bowring.

21/05 DECLARATIONS OF INTEREST

No declarations of interest were made.

Cllr Plume reminded members to ensure their declaration of interest form is up to date.

21/06 MINUTES OF COUNCIL MEETINGS

- a) Cllr Plume invited comments on the minutes of the meetings held on Monday 12th April 2021. No comments were made.

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

RESOLVED: Minutes of Monday 12th April were AGREED

- b) Matters arising from the minutes of the Monday 12th April.
None.

21/07 PUBLIC QUESTIONS

None.

21/08 BOROUGH COUNCILLORS BRIEFING

Cllr Ross congratulated Cllrs Plume and Foxwell on their election to Chairman and Vice-Chairman, and thanked Cllr Newland for his service as Chairman.

Cllr Ross stated that the WBC Planning Committee would be considering the SDL and SDR application on 18th May.

Cllr Helliar-Symons thanked Cllr Newland and congratulated Cllr Plume.

Cllr Helliar-Symons stated that contractors had been authorised to carry out repairs to the surface of Nine Mile Ride, and that it was expected to be undertaken after the work in the vicinity of the Golden Retriever pub had been completed on Friday 7th May.

Cllr Helliar-Symons stated that an email had been received from a member of the public requesting a pedestrian crossing by the Memorial Hall. Cllr Helliar-Symons asked members for their views on the idea. Cllr Cannon stated that this idea had previously been discussed with Andrew Fletcher who had advised that this would not be possible due to the proximity to the roundabout. Cllr Foxwell stated that the police had previously advised that this would not be possible for the same reason. Cllr Helliar-Symons noted that a crossing further from the Memorial Hall was unlikely to be used.

Cllr Helliar-Symons stated that an email had been received from a resident interested in the 250,000 trees being planted by WBC and noted that the parish councils are being consulted with respect to the potential locations of these trees. The resident had asked whether it was possible to have one or two trees planted on the front of their property to prevent cars parking on and damaging the grass verge. Cllr Helliar-Symons asked members whether this was an idea that could be considered when determining possible locations for new trees. The Clerk stated that there may be a reticence to plant trees in verges due to the potential root damage to roads and pavements, but that it could depend on the type of tree. Cllr Plume stated that the neighbourhood plan proposes a 'green lung' which would afford an opportunity to plant trees, and the Memorial Hall land would also provide opportunities for tree planting.

Cllr Helliar-Symons asked the Clerk when the parish office would be reopened, to enable her to organise green waste bags to be sent to the office for collection by members of the public. The

Clerk noted the lack of space in the parish office for bag storage and also advised that contact had already been made with the WBC team for this purpose.

Cllr Cannon asked Cllr Helliar-Symons whether there was a scheme for the public to return blue waste bags that are surplus to requirements. The Clerk noted that the office does hold surplus rolls for members of the public who need them. Cllr Cannon suggested that the number of blue bags distributed to households should be reduced to encourage waste reduction.

Cllr Dye noted that numerous green bags along Nine Mile Ride had recently been stolen.

Cllr Plume noted the increase in recycling and suggested that the quantities of blue and green bags that are distributed to households would need to be reviewed in the future.

Cllr Plume thanked the Borough Councillors and stated that he looked forward to working with them.

Cllr Fenny raised an issue concerning Footpath 18. A gate has recently been installed across the footpath by contractors on behalf of the golf course which owns the land, and with the approval of WBC. This was done without notification or consultation with WWPC or Ravenswood. Cllr Fenny noted that the Ravenswood wheelchair users are unable to pass through the gate and commented on its industrial nature which is out of keeping with the location. The golf course has stated that the gate has been installed to prevent quad bikes accessing the golf course. Cllr Ross agreed to take the matter offline and would come back to Cllrs Plume and Fenny with his findings. The Clerk forwarded the related email correspondence to Cllr Ross and Helliar-Symons.

21/09 APPOINTMENTS

Committees:

Staffing Committee (minimum 3 members)

Cllr Plume requested volunteers for the staffing committee. Cllrs Foxwell, Plume, Turtle and Rogers volunteered.

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

RESOLVED: The terms of reference as stated in appendix 9 of the agenda were AGREED

Working Groups:

I. Buildings and facilities

(Including St Sebastian's Memorial Hall, Pinewood Hall, Parish council office and tenanted buildings at Pinewood)

Cllrs Foxwell, Plume and Turtle volunteered.

II. Communications

(Including website and newsletter)

Cllrs Cannon and Fenny volunteered.

III. Finance

(Including grants)

Cllrs Foxwell, Martin, Plume and Rogers volunteered.

IV. Memorial Hall Land

Cllrs Cannon, Dye, Fenny and Turtle volunteered.

V. Pinewood Lease Renewal

Cllrs Foxwell, Newland and Plume volunteered.

VI. Public spaces and amenities
Cllrs Dye, Foxwell, Plume and Turtle volunteered.

Cllr Foxwell volunteered to be Health & Safety Champion

Outside Appointments (number of available places in brackets):

I. Wokingham Without / Crowthorne Parish Council Liaison Meeting
Cllrs Cannon, Plume and Rogers volunteered.

II. Borough Parish Liaison Forum
Cllrs Fenny and Plume volunteered.

III. Wokingham Borough Sports Council
Cllr Rogers volunteered.

IV. Friends of Heath Lake
Cllrs Dye, Fenny, Foxwell, Rogers and Turtle volunteered.

V. Biodiversity Forum
Cllr Dye volunteered.

VI. Crowthorne Reduce Our Waste - C.R.O.W
Cllr Cannon volunteered.

VII. Circle Hill and Walters Rec Trust
Cllrs Dye and Canon volunteered. The Clerk also volunteered and advised that Mr P Metcalf was happy to continue as a Wokingham Without resident representative.

VIII. Wokingham Veteran Tree Association
Cllr Dye volunteered.

IX. Pinewood Heritage Group
Cllr Turtle volunteered.

X. Pinewood Orchard
Cllr Turtle volunteered.

XI. Neighbourhood Plan Steering Group
Cllrs Cannon, Martin, Plume and Rogers volunteered.

Climate Emergency Group

Cllr Cannon stated that the group had disbanded in February/March and plan to reorganise and re-establish a new committee after the elections. Cllr Cannon volunteered to represent WWPC on the new group.

Internal Checker Group

Cllr Rogers noted that this was a role for members of the finance working group.

Pinewood Club Representatives (1 per club):

Members volunteered to be Pinewood club representatives, as follows:

I. Allotments - Cllr Foxwell

- II. Bracknell Railway Society - Cllr Plume
- III. EBOS - Cllr Turtle
- IV. Gym Club - Cllr Rogers
- V. JACAD - Cllr Turtle
- VI. Miniature Railway Society - Cllr Turtle
- VII. Pinewood Bar and Café - Cllr Plume
- VIII. Pinewood Boxing Club - Cllr Newland
- IX. Pinewood Football Club - Cllr Foxwell
- X. Pinewood Judo Club - Cllr Plume
- XI. Pinewood Motorcycle - Cllr Plume
- XII. Pinewood Raceway - Cllr Foxwell
- XIII. Pinewood Shooting Association - Cllr Gough
- XIV. 2nd Crowthorne Scouts - Cllr Foxwell
- XV. Tug of War - Cllr Plume

21/10 REVIEW AND ADOPTION OF POLICIES FOR THE 2021-22 CIVIC YEAR

Cllr Plume referred to appendix 10 of the agenda which listed the summary of changes and invited comments from members. No comments were made.

I. Standing Orders

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

RESOLVED: The Standing Orders policy was AGREED

II. Financial Regulations

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

RESOLVED: The Financial Regulations policy was AGREED

III. Arrangements for reporting back following external meetings

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

RESOLVED: The Arrangements for Reporting Back Following External Meetings policy was AGREED

IV. Freedom of Information Policy and model publication scheme

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

RESOLVED: The Freedom of Information policy and model publication scheme was AGREED

V. Press and Media Policy

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

RESOLVED: The Press and Media policy was AGREED

21/11 REVIEW OF DOCUMENTATION FOR THE 2021-22 CIVIC YEAR

Cllr Plume referred to appendix 11 of the agenda and invited comments from members on the following documentation:

- I. Inventory of land and assets
- II. Insurance cover
- III. Council and staff subscriptions
- IV. Employment policies and procedures
- V. S137 expenditure

Cllr Rogers noted that the item 'SLCC Membership (for the Clerk)' under 'Council and staff subscriptions' was missing an amount against it. The Clerk stated that the sum would be checked and confirmed to members.

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

RESOLVED: The documentation for the 2021-22 civic year was AGREED

21/12 DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE FULL COUNCIL

Cllr Plume referred to appendix 12 of the agenda, providing times and places of ordinary meetings of the full council for the coming year. Comments from members were invited.

[The Clerk left the meeting at 8.50pm due to a local power cut]

Cllr Rogers asked whether the meetings were virtual or in person and noted that holding this meeting via video conferencing had facilitated some members attending, who would not have been able to attend had the meeting been required to be held in person. This underscored the benefits of online meetings.

Cllr Plume noted the result of the High Court review required that future meetings be held in person. Cllr Plume stated that for large meetings, for example WBC and WWPC full meetings, it will be very difficult to find a large enough meeting place to accommodate all possible attendees with appropriate social distancing. Cllr Plume also noted the benefits of virtual meetings for those unable to physically attend and stated that the dates and location of the meetings may be considered provisional.

Cllr Turtle noted that one member had not been able to join the virtual meetings.

Cllr Foxwell noted that the June meeting may not take place if a suitable meeting room cannot be found.

Cllr Plume stated that the Clerk is preparing a risk assessment including a questionnaire for members to complete. This will be circulated in due course.

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

RESOLVED: The times and dates of ordinary meetings as documented in appendix 12 were AGREED on a provisional basis.

21/13 CLERKS REPORT

The Clerks Report was deferred due to the absence of the Clerk (see minute reference 21/16).

[At 9:00pm Cllr Foxwell left the meeting.]

21/14 REPORTS FROM OUTSIDE / OTHER MEETINGS

A. WWPC & CPC Liaison Forum – 21st April

Cllr Plume stated that the minutes of this meeting had not yet been received from CPC. Cllr Rogers noted that the CPC Clerk had provided updates and it was therefore a useful meeting. Cllr Plume stated that the re-establishment of a Neighbourhood Action Group comprising WWPC, CPC and other key stakeholders had been discussed, and it had been agreed that this matter would be brought to the respective councils for approval.

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

RESOLVED: The re-establishment of a Neighbourhood Action Group was AGREED

B. Public Spaces and Amenities Working Group – 22nd April

Cllr Plume referred to the meeting notes provided as appendix 14B of the agenda and invited comments from members. No comments were made.

Cllr Plume noted the recent site incursion and the high cost of dealing with it and stated that the PS&A working group had looked at many options to reduce the risk of incursion. Cllr Plume referred to the decision paper included as appendix 14B(2) of the agenda which proposed the purchase of three external 'bailiff' signs to deter future incursions, and invited comments from members.

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

RESOLVED: The purchase of signage as proposed in appendix 14B(2) of the agenda was AGREED

C. Memorial Hall Land Working Group – 27th April

Cllr Turtle stated that the notes of this meeting were being prepared. A good meeting had been held and the project objectives and scope were agreed and a plan for the first stage of the works. The first action is to remove the bracken and a proposal for this work will be tabled at the next meeting together with a vision and timeline for the overall works.

Cllr Dye stated that a telephone conversation had been held with John Wenman, who is providing ecological advice to WWPC with respect to the Memorial Hall site and ponds. Control of the bracken was discussed, and this comprised chemical spraying of the new shoots, which would occur around July, and a specialist contractor would be required for this work. Cllr Turtle stated that information was being gathered and proposals would be brought to the next meeting.

D. Cllr Rogers discussed a meeting that was held with CALA Homes, a subsidiary of Legal and General Homes that has taken over responsibility for Bucklers Park. Cllr Rogers summarised a discussion held with the CALA Homes representative regarding ongoing issues at the site. It was put forward that CALA Homes use a 'gulley sucker' to remove silt from a culvert. When unusual discharges occur, these are to be reported to CALA Homes.

21/15(i) APPROVAL OF ANNUAL ACCOUNTS

A. To note the receipt of the Annual Internal Audit Report and the final audit report. Cllr Plume referred members to appendix 15A of the agenda. Cllr Plume stated that the audit report was excellent and formally thanked WWPC staff for their work over a difficult year.

21/15(ii)

B. To resolve to approve AGAR Section 1 – Annual Governance Statement
Cllr Plume read out each AGAR statement 1-9 given in appendix 15B of the agenda. After each statement was read out Cllr Plume invited members to comment. No comment was made to any statement. Statements 1-8 were therefore confirmed as 'Yes'. Cllr Plume stated that Statement 9 is not applicable. Cllr Plume signed the overall governance statement and displayed the signed document to members.

[The Clerk re-joined the meeting at 9.15pm]

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

RESOLVED: The AGAR Section 1 – Annual Governance Statement was AGREED

21/15(iii)

C. To resolve to suspend Standing Order 17(f) and move to approve the council's annual accounts for 2020-21
Cllr Plume stated that it was proposed to suspend this Standing Order to enable to annual accounts to be approved at this meeting.

Following a proposal from Cllr Rogers and seconded by Cllr Newland it was:
RESOLVED: The suspension of Standing Order 17(f) was AGREED

21/15 (iv) D. To resolve to approve AGAR Section 2 – Annual Accounting Statement

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

RESOLVED: The AGAR Section 2 – Annual Accounting Statement given in appendix 15B Section 2 of the agenda was AGREED

The accounting statement was signed by Cllr Plume and displayed to members.

21/16 CLERKS REPORT (DEFERRED FROM ITEM 13 OF THE AGENDA)

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

RESOLVED: The CIL expenditure for litter picking equipment proposed in appendix 13 of the agenda was AGREED

21/17 ELECTRICITY – REFUND TO TENANT

The Clerk stated that an issue with electricity bills had been raised by the Pinewood Shooting Association, which had been noticed due to the low levels of use over the lockdown period. The problem related to the supply to the football club being a spur from the shooting club supply. This had resulted in the shooting club being charged for the combined electricity supplied to both clubs. The WWPC accountant has gone through the records to 2014/15, calculated the overcharged sum and the shooting club has agreed to accept this sum. The Clerk proposed to credit the shooting club account with this amount and requested members' approval.

Cllr Fenny stated that WWPC must make clear that this is full and final payment in respect of this issue. The Clerk agreed to make this clear in the information sent to the shooting club.

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

RESOLVED: The refund payment of £2,668.04 to the Pinewood Shooting Association for an overcharge of electricity use at the Pinewood site was AGREED

21/18 PLANNING

A. To receive and confirm comments from members on current planning applications (circulated 19.04.2021 and 27.04.2021).

Cllr Plume referred members to appendix 17 of the agenda and asked members for comment. Cllr Fenny referred to the latest revision of the planning application for the SDR, and stated that only 7 or 8 days had been provided to comment on a very large document, and that this was not a good process. Cllr Rogers stated that on the Oakham Park development documents were submitted very late to the planning portal, and certain aspects of the development were missed due to the number of revisions to the application. Cllr Plume noted the concern that a significant issue could be missed unless the whole revised document is reviewed. Cllr Fenny proposed that WWPC express disappointment that these revisions are issued in large numbers and with very short review periods and inadequate time is provided to enable a proper review. Cllr Fenny agreed to draft a comment to be submitted by the Assistant Clerk.

The Clerk stated that the WBC planning meeting is planned to be held on 18th May and asked whether any member wished to attend and make a statement in relation to the application, as a request to attend will need to be submitted. The Clerk agreed to find out the location and nature (in-person or online) of the planning meeting, and to notify members by email and ask whether members wished to attend.

Cllr Rogers questioned why WWPC have not been consulted by BFC on the application for 95 houses south of Oakwood. Cllr Fenny proposed that WWPC should write to BFC. It was agreed that this matter would be raised with BFC by the Assistant Clerk.

- B. To receive a verbal report on any planning matters of note from Cllr Lancaster
Cllr Lancaster was not present therefore no report was made.
- C. To note comments submitted and updates received on planning applications - previously circulated via email to members.
The comments were noted and no further comments were made.

21/19 FINANCIAL INFORMATION

- A. To receive a report on outstanding balances
The Clerk stated that most of the balances had been paid in April and there are no outstanding balances of concern.
- B. To approve payments both made and still to be made.
- C. To receive a detailed income and expenditure report and financial performance against budget report to 31st March 2021.

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

RESOLVED: The financial information as provided in appendix 18A-18D of the agenda was AGREED

21/20 PINWOOD LEASES

Cllr Newland provided an update on the current status of the Pinewood leases. WWPC has written again to the WBC solicitor, asking for a response to the earlier email. Simon Price will be holding a meeting later in May to establish the WBC response. WWPC may be unlikely to hear anything for several months and must therefore continue on the basis of a rolling lease. Cllr Newland stated that WBC are refusing to explain what compensation will be provided to clubs that own their own premises in the event of a break clause.

Cllr Plume noted the appreciation of all members for the efforts made by Cllr Newland to resolve the lease issues.

21/21 CHAIRMAN'S COMMUNICATIONS

Cllr Plume stated that he will respond to all emails or text messages from members and will listen and lead the council based on the wishes of its members.

21/22 ITEMS FOR INFORMATION AND DISCUSSION AT FUTURE MEETINGS:

Cllr Martin asked whether there had been any applicants for the vacant council positions. The Clerk explained the notification process and expected to hear from WBC in the next couple of days to confirm whether an election would need to be held or alternatively whether it would be possible to co-opt new members. Once this is known the opportunities would be advertised.

Cllr Plume requested that members encourage interested persons to apply.

Cllr Plume noted that the date of the next meeting was provisional on finding a suitable venue. The Clerk stated that a questionnaire would be sent to members on 5th May, asking about their views on the return to meeting in-person in June. This would form part of a wider risk assessment which is in progress.

CLlr Dye stated that a location at Bucklers Park has been given the same postcode as part of Nine Mile Ride, which is causing problem with deliveries. The Clerk will contact the street naming team in BFC.

21/23 MEETING CLOSED AT 9.44 PM

Date of next meeting –Meeting of the Parish Council at 7.30pm on Monday 7th June 2021

Signed:

Date: 7th June 2021