

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 7<sup>th</sup> June 2021**

**In the St Sebastian's Memorial Hall, Nine Mile Ride**

Commencing 8:10pm and concluding at 9.45pm

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

**21/24 WELCOME**

Cllr Plume welcomed everyone to the meeting.

**21/25 CO-OPTION**

Cllr Plume asked members to consider the co-option of Mrs P Jordan to the council

Mrs Jordan made a statement regarding her background in community work with the PTA and scouts and her record of commitment to these roles.

Cllr Plume asked whether members wished to ask Mrs Jordan any questions. Cllr Fenny stated that Mrs Jordan has a considerable financial interest in the way Pinewood is run by the council and asked how this potential conflict will be resolved. Mrs Jordan stated that she would stand down from any discussions related to her business. Mrs Jordan also stated that she would be a good liaison with other clubs on the Pinewood site. Cllr Fenny stated that Pinewood was on the agenda of most meetings and that this could result in Mrs Jordan having to stand down for multiple items on the agenda. Mrs Jordan stated that with maturity and responsibility these issues could be dealt with. Cllr Plume noted the requirement to declare personal or disclosable pecuniary interests.

Mrs Jordan then left the meeting. A detailed discussion followed regarding the co-option of Mrs Jordan.

Following the discussion Cllr Plume called for a vote and the co-option of Mrs Jordan was AGREED.

The Clerk stated the procedure for the declaration of pecuniary interest in accordance with item 4 of the agenda.

Mrs Jordan re-joined the meeting. Cllr Plume welcomed Mrs Jordan to the council and reiterated the need for Mrs Jordan to take particular care with respect to pecuniary interest. Mrs Jordan signed the declaration of acceptance of office.

**21/26 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dye, Gough, Lancaster and Newland and Borough Councillors Ross and Helliard-Symons.

**21/27 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **21/28 MINUTES OF COUNCIL MEETINGS**

- a) Cllr Plume invited comments on the minutes of the meetings held on Tuesday 4<sup>th</sup> May 2021. No comments were made.

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

**RESOLVED: Minutes of Tuesday 4<sup>th</sup> May were AGREED**

- b) Matters arising from the minutes of the Tuesday 4<sup>th</sup> May.  
None.

## **21/29 PUBLIC QUESTIONS**

None.

## **21/30 BOROUGH COUNCILLORS BRIEFING**

Cllr Bowring stated that Cllr Helliard-Symons has met with Eddie Napper to find solutions to the flooding issues on New Wokingham Road.

Cllr Bowring stated that Cllr Ross is working to restart discussions on the Pinewood lease. Cllr Plume stated that a meeting will be held between Cllrs Ross, Plume and Foxwell and the Clerk to discuss the WWPC strategy to address this issue.

Cllr Bowring asked members for any comments or questions.

Cllr Fenny commented in detail on multiple roadworks recently undertaken along Nine Mile Ride. Cllr Fenny considered that although it was commendable that the works had been undertaken, the works should have been considered holistically rather than on an individual case-by-case repair basis. Cllr Fenny also asked whether the WBC contractor was carrying out the work assigned to it. Cllr Bowring requested that Cllr Fenny provide written details of these issues. Cllr Fenny expressed his desire to contribute positively to these issues.

Cllr Plume noted the senior positions of Cllrs Bowring and Ross on the WBC planning committee and expressed concern that this could limit the matters that could be discussed.

Cllr Rogers asked whether only Cllr Helliard-Symons would be able to list applications to be brought to the planning committee. Cllr Bowring stated that this was not the case and that any member could list an application providing they did not imply that they had reached a conclusion on the application.

Cllr Fenny noted a conversation with Cllr Ross at the recent Liaison meeting concerning the use of the SDR by large articulated trucks of the type which service Hall Hunter Partnership. Cllr Fenny had stated that this would not be possible due to the central reservation, and Cllr Ross had stated that there was no central reservation on the SDR. Cllr Fenny subsequently confirmed that the section of SDR constructed through Montague Park does have a central reservation. Cllr Bowring noted that the section of SDR still to be constructed will not have a central reservation, and that this was likely to be the cause of the misunderstanding. Cllr Fenny requested clarification on the question of whether the overall length of the SDR including the section through Montague Park was designed to carry large articulated trucks. Cllr Bowring agreed to find out the answer to this.

## **21/31 CLERKS REPORT**

Concerning Dickie's Pond, the Clerk stated that all commissioned work is now completed, including the wildflower seeding, which was carried out over the bank holiday weekend.

With respect to the recent playground incident, the Clerk confirmed that following a meeting with the insurance investigator a resolution has been determined.

The Clerk stated that planning permission for the storage units at Pinewood was granted on 1<sup>st</sup> June. The PS&A working group had reviewed the options for storage containers and recommended the purchase of containers at the working group meeting on 22<sup>nd</sup> April. Due to the timeframe of receiving the permission, and a desire to have as simple as possible first face-to-face meeting, a decision paper has not been submitted for this meeting. The Clerk stated that the plan is to bring a proposal to the July meeting to order the units and agree the rent chargeable for their use.

The Clerk stated that the buildings and facilities working group met on 2<sup>nd</sup> June and reviewed Pinewood Hall. Following a site visit and discussion, the Clerk will be contacting users of the building to understand their needs in relation to a refurbishment. The Clerk will submit a paper to council in due course to propose works and a budget for a refurbishment of toilets, kitchen, flooring and potentially heating. Cllr Plume stated that there was an opportunity to use CIL finances to improve this facility for the community. Cllr Rogers stated that grants are also available for community halls.

The Clerk stated that the latest version of comments on the Leisure Strategy Consultation were circulated that afternoon – and requested that members confirm if they agree. The comments will be submitted to WBC ahead of the deadline on 20<sup>th</sup> June. The Clerk confirmed that the strategy has been shared with the Pinewood clubs and they have been encouraged to comment on it. Cllr Fenny asked whether Borough councillors would support the inclusion of Pinewood in the Leisure Strategy. The Clerk confirmed that the WWPC comments would be circulated to Borough Councillors, and that they would be encouraged to submit similar views.

The Clerk stated that the Appeal against the decision to charge separate rates for the Pinewood car park was declined by the Valuation Office Agency. A discussion was held on the options available to recover the costs incurred.

The Clerk stated that the first meeting of the re-established Crowthorne NAG will be held via Microsoft Teams on 17<sup>th</sup> June and asked whether any members wished to attend. Cllrs Rogers and Jordan agreed to attend.

## **21/32 REPORTS FROM OUTSIDE / OTHER MEETINGS**

### **A. Public Spaces and Amenities Working Group – 7<sup>th</sup> May**

The expenditure on playground repairs detailed in appendix 9A of the agenda was noted. No comments were made.

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

**RESOLVED: A proposal to allocate the expenditure on repairs from the council's existing CIL reserves was AGREED**

### **B. Memorial Hall Land working group– 18<sup>th</sup> May**

Cllr Plume expressed his thanks to Cllrs Turtle and Fenny for their work on the plan for the Memorial Hall land, and in particular the timeline that had been produced (appendix 9B(ii) of the agenda). Cllr Plume requested that the timeline is updated as the project progresses. Cllr Plume noted that the security of the land was a matter of utmost importance. Cllr Rogers volunteered to introduce the plan to the neighbouring resident on Honey Hill.

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

**RESOLVED: A recommendation from the Memorial Hall Land working group to appoint a contractor to spray the bracken and to name the site Honey Meadow, as given in the decision paper, Appendix 9B(2) of the agenda, was AGREED**

C. Parish and ward member meeting – 20<sup>th</sup> May

Cllr Plume referred members to the notes of the meeting included in appendix 9C of the agenda and invited comments. Cllr Rogers expressed concern that the Borough Councillors are introducing new ideas at the meeting and that this may diminish the perceived value of their attendance at the monthly meetings. Cllr Plume stated that the day and time of the meeting could vary to allow more flexibility for members to attend, and that it was beneficial for all three Borough Councillors to be present in a less formal forum. Cllr Plume noted Cllr Rogers' concern and stated that agreement of ideas would require them to be formally presented at a Council meeting.

Cllr Fenny referred to the matter raised at the meeting of whether the Bigshotte Park Pavilion was being offered for lease by WBC. Cllr Plume stated that he had an email chain from Cllr Ross demonstrating that this matter is being progressed.

D. Footpath 18 site meeting – 21<sup>st</sup> May

Cllr Plume referred members to the notes of the meeting included in appendix 9D of the agenda and invited comments. Cllr Plume expressed his disappointment that the work had not yet been carried out and is currently waiting for a response from the WBC Public Rights of Way Officer, Andrew Fletcher. The Clerk stated that a meeting would be held on 11<sup>th</sup> June attended by Mr Fletcher, Connor Clark, Cllrs Rogers and Cannon, the Clerk and the WBC public rights of way design team at which this issue will be raised.

E. Buildings and Facilities Working Group – 2 June

Reported in the Clerks report.

F. Cllr Rogers provided a brief report on the Borough Planning Workshop meeting held on 3<sup>rd</sup> June, also attended by the Clerk.

**21/33 APPOINTMENT OF INTERNAL AUDITOR**

Cllr Plume referred members to the letter included as appendix 10 of the agenda.

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

**RESOLVED: The re-appointment of Mrs Claire Connell as internal auditor for 2021-22 was AGREED**

**21/34 POLICIES FOR APPROVAL**

A. Health and Safety Policy

B. Code of conduct for employees

C. Safeguarding policy for St Sebastian's Hall and Pinewood Hall

D. Summary of Changes

The Clerk referred members to the summary of changes to policies included in appendix 11D of the agenda and thanked Cllr Rogers for providing minor corrections to the Health and Safety policy. The Clerk noted the addition to section 15. With respect to Safeguarding policy the word 'administrative' in the first paragraph of Section 5 will be removed.

Following a proposal from Cllr Turtle and seconded by Cllr Cannon it was:  
**RESOLVED: The Health and Safety policy, Code of Conduct for Employees policy and Safeguarding policy for St Sebastian's Hall and Pinewood Hall were AGREED**

## **21/35 PLANNING**

- A. To receive and confirm comments from members on current planning applications (circulated 19.05.2021 and 28.05.2021).  
Cllr Plume referred members to the planning spreadsheet included in appendix 12. Comments from members were received and confirmed.
- 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. Cllr Plume suggested that there would be benefit in dealing with planning in new way. The Clerk suggested that the Assistant Clerk would issue a weekly roundup of new applications to all members, who are then able to submit comments on any application of interest. The email would include a deadline by which members' comments must be provided back to the Assistant Clerk. The comments would then be collated, circulated and submitted to WBC. Comments submitted to WBC would be ratified at the monthly meeting. Cllr Plume invited members to send the Clerk any ideas for improvements to this process.

With respect to BFC planning applications, the Assistant Clerk agreed to carry out a weekly review of the BFC planning portal to check whether any applications had been submitted for locations close to the WWPC boundary.

- 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.

## **21/36 FINANCIAL INFORMATION**

- A. The report on outstanding balances given in appendix 13A was received.
- B. A detailed income and expenditure report and financial performance against budget report to 30<sup>th</sup> April 2021 given in appendix 13C was received.
- C. The completion of quarterly checks by Cllr Rogers was noted, with no concern. Cllr Rogers suggested that Cllr Martin also participate in the next quarterly check.

Following a proposal from Cllr Foxwell and seconded by Cllr Rogers it was:  
**RESOLVED: The payments both made and still to be made as provided in appendix 13B and 13B(2) of the agenda were AGREED**

## **21/37 CHAIRMAN'S COMMUNICATIONS**

With respect to the Neighbourhood Plan, Cllr Plume stated that a meeting had been held with CVAG to establish what help they could offer in progressing the plan. CVAG are interested in assisting and are taking the proposal to their committee for consideration.

With respect to Pinewood leases, Cllr Plume stated that a meeting will be held on 11<sup>th</sup> June with Cllr Ross, Cllr Foxwell and the Clerk to define a strategy to move the leases forward.

Cllr Plume stated that on 2<sup>nd</sup> July Mr Parry Batth, the WBC Executive Member for Leisure, will be shown around the Pinewood site. This will be an opportunity to stress the desire for Pinewood to be included in the WBC Leisure Strategy.

**21/38 PROVISIONAL DATE OF NEXT MEETING – 8.00 PM ON MONDAY 5<sup>TH</sup> JULY 2021**

Cllr Plume requested that any agenda items for the next meeting be passed to the Clerk.

Cllr Fenny asked the Clerk for an update on the presentation of the Ravenswood application. The Clerk had not had a response, and agreed to follow up on this.

**21/39 MEETING CLOSED AT 9.45 PM**

**Signed:** .....

**Date:** 5<sup>th</sup> July 2021