

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 9th May 2022**

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

Commencing 7:30pm and concluding at 9:21pm

Present: Councillors J Cannon, R Fenny, L Foxwell, P Jordan, C Lancaster, J Rogers, A Plume and S Turtle. Katy Hughes - Clerk, Sharon Way – Deputy Clerk, plus one member of the public.

Apologies: Councillors N Martin, K Newland and Whitehead and Borough Councillors P Helliar-Symons and A Ross.

22/01 WELCOME

Cllr Plume welcomed everyone to the meeting.

22/02 ELECTION OF CHAIRMAN OF THE PARISH COUNCIL 2022-23

Cllr Plume requested members to nominate a Chairman for 2022-23.

Following a nomination from Cllr Foxwell and seconded by Cllr Lancaster it was:

RESOLVED: The appointment of Cllr Plume as Chairman of the parish council for 2022-23 was AGREED by majority with one abstention.

22/03 ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL 2022-23

Cllr Plume requested nominations for Vice Chairman for 2022-23.

Following a nomination from Cllr Turtle and seconded by Cllr Lancaster it was:

RESOLVED: The appointment of Cllr Foxwell as Vice Chairman of the parish council for 2022-23 was AGREED.

22/04 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Martin, Newland and Whitehead and Borough Cllrs Helliar-Symons and Ross.

22/05 DECLARATIONS OF INTEREST

None.

22/06 MINUTES OF COUNCIL MEETINGS

- a) Cllr Plume invited comments on the minutes of the meeting held on Monday 4th April 2022.

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

RESOLVED: Minutes of Monday 4th April were AGREED

- b) Matters arising from the minutes of Monday 4th April.

The Clerk reported on the Memorial Hall stained glass windows. The Clerk stated that the stained glass specialist Sherriff had supplied the information requested by Cllr Whitehead and had been appointed. The window has been removed and it is expected to be reinstated in approximately 6 weeks.

With respect to Platinum Jubilee bookmarks, the Clerk stated that the local schools had responded positively to the idea, the bookmarks had been ordered, and they would be distributed to primary schools once they had been delivered to the parish office.

Cllr Fenny stated that road maintenance issues were still not being addressed by WBC, despite their assurances to the contrary. For example, a chevron sign on a Nine Mile Ride (NMR) roundabout had been left in a damaged condition for a long period, and there was a major issue with potholes. Cllr Turtle stated that there were issues with road sweeping not being carried out correctly.

Cllr Plume noted that productive meetings had been held with the appropriate WBC officers. Cllr Plume stated that the next Ward and Parish Meeting will be attended by Andy Glencross and a date will be arranged to ensure that Cllr Fenny can attend.

Cllr Rogers stated that WBC appeared to be having problems with contract management and provided an example involving Bigshotte Park. Cllr Fenny provided another example involving the use of Siemens to resolve an issue with traffic lights at the Heathlands Road / NMR junction.

Cllr Plume and the Clerk confirmed that road maintenance issues are being actively pursued with Paula Malone and WBC.

Cllr Turtle stated that loose stones had been placed on the slope at the bottom of the footpath steps near the golf course, causing the slope to become slippery. Ideally the slope should be replaced by an additional step.

22/07 PUBLIC QUESTIONS

None.

22/08 BOROUGH COUNCILLORS' BRIEFING

None.

22/09 APPOINTMENTS

The Chairman asked the Clerk to outline the differences between a council working group and a council committee. The Clerk stated that a working group is not authorised to make decisions on behalf of the council, only recommendations for review and approval by the full council, whereas a committee is authorised to make decision within a council agreed budget and terms of reference. A committee meeting must be formally organised in a similar manner to the monthly council meeting.

A. Committees:

- i. Staffing Committee (minimum 3 members)
Cllrs Foxwell, Plume, Rogers and Turtle agreed to remain members of this committee.
- ii. To approve Terms of Reference for the staffing committee
Cllr Plume referred members for the Terms of Reference given in appendix 9a(i) of the agenda and invited comments.

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

RESOLVED: The Terms of Reference for the staffing committee were AGREED

- iii. Pinewood Hall Refurbishment Committee
The Clerk described the purpose of establishing this committee, which was to enable decisions to be made quickly in order to facilitate the refurbishment works within the time frame.

Cllr Rogers suggested that the Byway 28 works should be organised through a committee. It was agreed that this could be brought forward as an agenda item at a future meeting.

Cllr Turtle stated that set meeting dates should be established, and that there should be a minimum of 7 members. A discussion followed with some members supporting the setting up of a committee, and other members stating that the current working group was suitable.

Following discussion it was decided, due to a lack of consensus, to withdraw this item.

- iv. To approve Terms of Reference for the Pinewood Hall Refurbishment Committee (See appendix 9a(iii))
This agenda item was not discussed due to the suspension of the decision to form a Pinewood Hall Refurbishment Committee.

B. Working Groups:

- i. Buildings and Facilities Working Group (including St Sebastian's Memorial Hall, Parish Office and tenanted buildings at Pinewood)
Members agreed that this working group would comprise Cllrs Foxwell, Plume, and Turtle, and would be extended to included members of the Pinewood Hall Refurbishment Working Group comprising Cllrs Jordan, Cannon, and Whitehead.
- ii. Communications Working Group (Including website and newsletters)
Cllrs Cannon and Fenny.
- iii. Finance Working Group (Including grants and all matters relating to Health and Safety)
Cllrs Foxwell, Martin, Plume and Rogers.
- iv. Honey Meadow Working Group
Cllrs Cannon, Fenny, Plume and Turtle.
- v. Public Spaces and Amenities Working Group
Members agreed that this working group would be merged into Building and Facilities Working Group.
- vi. Platinum Jubilee Working Group
Members agreed that this working group would not be established.

C. Outside Appointments (number of available spaces in brackets)

- i. Wokingham Without & Crowthorne Parish Council Liaison Meetings (4)
Cllrs Plume and Rogers
- ii. Borough Parish Liaison Forum (2)
Cllrs Fenny and Plume
- iii. Wokingham Borough Sports Council (1)

Cllr Rogers

- iv. Friends of Heath Lake
Cllrs Cannon, Fenny, Foxwell, Rogers and Turtle
- v. Crowthorne Reduce Our Waste – C.R.O.W (1)
Members agreed that a representative would not be put forward for this group.
- vi. Circle Hill and Walters Recreation Ground Trust (4)
Cllrs Cannon and Turtle, Phil Metcalf and the Clerk. It was agreed that the Clerk will ask Cllr Whitehead if he wishes to join this group.
- vii. Wokingham Veteran Tree Association (1)
Members agreed that a representative would not be put forward for this group.
- viii. Pinewood Heritage Group (1)
Cllr Turtle.
- ix. Pinewood Orchard (1)
Cllr Turtle.
- x. Crowthorne Community Neighbourhood Action Group (2)
Cllrs Foxwell and Jordan

D. Pinewood Club Representatives (1 per club):

Cllr Plume asked members whether they considered that the club representatives were required. A discussion followed with respect to the purpose and relevance of the club representatives. Cllr Jordan stated that it was good for a representative councillor to attend club AGMs in order to have an awareness of the running of the club. Following further discussion it was agreed that the club representatives would remain as those appointed for the 2021-22 civic year. The representative positions for the Boxing Club and the Shooting Association would be left vacant.

E. Other :

- i. Health and Safety and Safeguarding Champion (1)
Cllr Foxwell

22/10 REVIEW AND ADOPTION OF POLICIES FOR THE 2022-23 CIVIC YEAR

Cllr Plume referred members to the summary of recommended changes to standing orders and financial regulations given in appendix 10 of the agenda. The Clerk discussed the changes that had been made. The Clerk noted that in the Financial Regulations an increase had been proposed in the amount permitted to be transferred from the CIL account to the current account. This change was made due to the expected level of spending from CIL in this financial year on the Pinewood Hall Refurbishment project.

- i. Standing Orders
- ii. Financial Regulations
- iii. Arrangements for reporting back following external meetings
- iv. Freedom of Information Policy and Publication Scheme
- v. Press and Media Policy
- vi. Councillor Code of Conduct

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

RESOLVED: The adoption of the above policies was AGREED

22/11 REVIEW OF DOCUMENTATION FOR THE 2022-23 CIVIC YEAR

Cllr Plume referred members to the summary of recommended changes to documentation given in appendix 11 of the agenda.

- i. Inventory of land and assets
- ii. Insurance Cover
- iii. Council and staff subscriptions
- iv. Employment policies and procedures
- v. S137 expenditure

With respect to item (i) Inventory of land and assets, it was agreed that the item heading against St Sebastian's Memorial Hall should be amended to 'Land and Buildings'. The Clerk stated that valuations were taken from insurers reinstatement valuations which in the case of assets were based on the original purchase price.

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

RESOLVED: The above documentation was AGREED

22/12 MEETING DATES

With respect to the meeting schedule given in appendix 12 of the agenda, the Clerk stated that 2023 is a Wokingham Without Parish Council election year, and the May meeting would therefore need to be held one week later than usual on 15th May 2023.

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

RESOLVED: The Schedule of Council Meetings for 2022-2023 as amended above was AGREED

22/13 CLERK'S REPORT

The Clerk discussed the content of the report circulated in appendix 13 of the agenda.

The Clerk reported that feedback had been received from residents reporting an increased frequency in the use of byway 28 by motor vehicles. Andrew Fletcher has advised that unless the surface is being damaged or there is an increased risk to residents, WBC cannot take action. Cllr Cannon considered that the surface is likely to become damaged and that the condition will be monitored. Cllr Plume encourage photographic evidence to be taken. The Clerk stated that for the section resurfaced in 2020, the WBC PROW team will follow-up with SGN to make sure any damage is made good.

It was agreed that the playground inspection reports would be passed to Cllr Foxwell in her role as Health and Safety Champion.

Cllr Rogers suggested that the Clerk speak to Andrew Fletcher regarding the surfacing to the central section of Oaklands Lane.

The Clerk stated that the internal audit report is awaited, once received the financial year end paperwork will be circulated ahead of the June meeting.

The Clerk stated that a fire had occurred overnight on Thursday 5th May next to the workshop, which had been attended by the fire brigade. The damage is limited to the wood store and tractor equipment. The Clerk has reviewed the CCTV and requested that the Royal Berkshire Fire

& Rescue also review the CCTV. Cllr Turtle noted that the large amounts of rubbish in this area needs to be rectified and the area kept clear.

The Clerk stated that the bunting workshop would be held on Sunday 15th May and encouraged members to attend.

The Clerk discussed current council vacancies.

The Clerk stated that the second edition of the booklet on the history of the Pinewood Sanatorium had been delivered to the office and was now available from several local outlets.

22/14 REPORTS FROM OUTSIDE / OTHER MEETINGS

Cllr Turtle stated that the shrubs at the Greenwood Road shops were encroaching on the pavement and needed tidying-up.

A. Meeting with Creative Project Services & designer – 7th April 2022

Cllr Turtle stated that three designs were put forward and discussed, and that an internal meeting would be held to discuss the next steps.

B. Honey Meadow Working Group – 5 May 2022

Cllr Turtle stated that the provision of additional parking spaces had been discussed and that as a result an update plan would be produced to be submitted for planning permission. The updated plans would be passed to Cllr Lancaster for review.

22/15 CIL PROJECTS UPDATE

Cllr Plume referred members to the document included as appendix 15. No comments were made.

22/16 PLANNING

A. To receive and confirm comments from members on current planning applications (circulated 8th 20th and 28th April 2022).

The comments were received and confirmed. Cllr Plume requested that members respond to the Deputy Clerk with any comments on the three new applications. Cllr Plume also noted that TPOs had been placed on trees at Holme Grange.

Members discussed comments circulated by Cllr Martin regarding a 5G mast application. It was agreed that the comments would be summarised – Cllr Plume would contact Cllr Martin to agree the final comment for submission.

Cllr Fenny noted that WBC enforcement information had been circulated, but there was no information regarding the removal of trees and placement of new mobile homes at Pineridge – and the reason for this was unclear. Cllr Fenny stated the council should have a clear understanding of WBC's actions to address the ongoing activities at this site.

B. To note comments submitted and updates received on planning applications previously circulated via email to members on the dates specified above (as given in appendix 16B of the agenda).

The comments were noted, and no further comments were made.

22/17 FINANCIAL INFORMATION

A. To receive a report on outstanding balances (as given in appendix 17A of the agenda).

The report was received. The Clerk stated that the majority of invoices have been paid but are not recorded as such in this report because they were not posted in the last financial year.

- B. To approve payments both made and still to be made (as given in appendices 17B(i) and 17B(ii) of the agenda).
- C. To receive a detailed income and expenditure report and financial performance against budget report to 31st March 2022 (as given in appendix 17C of the agenda).
The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 17D of the agenda).
The report was received.

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

RESOLVED: The financial information as described in items A-D above was AGREED

22/18 CHAIRMAN'S COMMUNICATIONS

Cllr Plume stated that it is possible that in the near future parish councillor positions may become oversubscribed.

Cllr Plume noted that the Annual Parish Meeting will be held on 16th May, and that a significant amount had been achieved by the parish council this year.

Cllr Plume stated that negotiations with respect to Pinewood leases are nearing a conclusion, with only the Judo Club currently outstanding.

22/19 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 6TH JUNE

Cllr Turtle stated that spraying the bracken at the Memorial Hall land had been effective, with very little regrowth.

22/20 MEETING CLOSED AT 9:21 PM

Signed:

Date: 6th June 2022