

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 20<sup>th</sup> June 2022**

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

Commencing 7:30pm and concluding at 9:44pm

**Present:** Councillors J Cannon, R Fenny, L Foxwell, P Jordan, N Martin, J Millett, J Montgomery, A Plume, J Rogers, S Turtle. Borough Councillors C Bowring and D Davies. Katy Hughes - Clerk, Sharon Way – Deputy Clerk.

**Apologies:** Councillors K Newland and Whitehead and Borough Councillor P Helliar-Symons.

**22/21 WELCOME**

Cllr Plume welcomed everyone to the meeting.

**22/22 CO-OPTION OF MR JAMES MILLETT**

Mr Millett made a short statement about himself and his background. Cllr Plume invited questions from members, no questions were raised.

Mr Millett left the room and members discussed the co-option.

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

**RESOLVED: The co-option of Mr James Millett was AGREED.**

**22/23 CO-OPTION OF MR JORDAN MONTGOMERY**

Mr Montgomery made a short statement about himself and his background. Cllr Plume invited questions from members, no questions were raised.

Mr Montgomery left the room and members discussed the co-option.

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

**RESOLVED: The co-option of Mr Jordan Montgomery was AGREED.**

**22/24 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Newland and Whitehead and Borough Cllr Helliar-Symons.

**22/25 DECLARATIONS OF INTEREST**

None.

**22/26 MINUTES OF COUNCIL MEETINGS**

- a) Cllr Plume invited comments on the minutes of the meeting held on Monday 9<sup>th</sup> May 2022.

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

**RESOLVED: Minutes of Monday 9<sup>th</sup> May were AGREED**

- b) Matters arising from the minutes of 9<sup>th</sup> May.

With respect to minute 22/16A, one member enquired whether there had been progress in obtaining a clear understanding of WBC's actions to address the ongoing

activities at Pineridge. The Clerk stated that there were currently no enforcement notices for Pineridge as planning applications have been submitted. The member noted that development on the site is ongoing and a clear statement is required from WBC on the actions of the enforcement team. B/Cllr Bowring agreed to take up the issue with WBC.

Cllr Turtle asked whether the area in the vicinity of the recent fire had been cleared of rubbish. The Clerk stated that this had not happened as the fire brigade had not visited yet. It was agreed that the area affected by fire would not be cleared pending the visit, but the wider area would be cleared.

Cllr Turtle referred to the maintenance of the Greenwood Road shrubbery. Following discussion Cllr Turtle outlined the work carried out by WWPC to establish the shrubbery area and asserted that the maintenance of the shrubbery was WWPC's responsibility. Cllr Foxwell stated that it was necessary to speak to relevant stakeholders to establish the facts with respect to any lease obligations in order to reach a formal conclusion on the issue. It was agreed that the issue would be added to the agenda for the next meeting for report and further discussion.

- c) Cllr Plume invited comments on the minutes of the Annual Parish Meeting held on 16<sup>th</sup> May 2022.

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

**RESOLVED: Minutes of Monday 9<sup>th</sup> May were AGREED by majority**

- d) Matters arising from the minutes of 16<sup>th</sup> May 2022 Annual Parish Meeting  
None.

## **22/27 PUBLIC QUESTIONS**

None.

## **22/28 BOROUGH COUNCILLORS' BRIEFING**

Cllr Bowring stated that he understood that the sublease wording was now agreed with the leaseholders and that it was just a matter of updating the documentation to be sent to WBC's solicitor. Cllr Plume stated that he anticipated that the parties may be able to sign the leases by the end of July.

Borough Councillor David Davies introduced himself. Cllr Davies stated that he had been in contact with Mr Andy Glencross, WBC Assistant Director for Highways and Transportation, and that he would press for the highest standard of communication between WBC and WWPC with respect to road works in the parish.

Cllr Fenny noted the lack of communication from Mr Glencross regarding the traffic lights at the junction with Heathlands Road. Cllr Davies stated that he will be working to fix the communication issues.

Cllr Davies stated that he was hopeful that the net impact of the change in WBC administration would be extremely limited. Cllr Davies stated that his understanding is that the new administration is working on the local plan and it will be issued in due course.

Cllr Plume noted that the land supply is currently around 5 years, and reminded members that WWPC is non-political.

B/Cllrs Davies and Bowring left the meeting at 8.15pm.

## **22/29 CLERK'S REPORT**

The Clerk referred members to the report circulated as appendix 9 of the agenda.

The Clerk stated that the quarterly checks for Q4 of 2021-22 were carried out by Cllr Martin and no issues were found.

Cllr Turtle stated that a member of the public had noted how nice the Pinewood site was looking. A member of the public also mentioned how tired the Memorial Hall was looking. Cllr Turtle noted that straightforward actions could be undertaken to improve the site.

The Clerk stated that a further FOI request had been received with respect to the bollards on Oaklands Lane. The Clerk has requested clarification of exactly what information is being requested as the initial request is very broad.

The Clerk stated that the Deputy Clerk had dealt with a blocked drain at the Memorial Hall. Work has been commissioned to remove tree roots and sleeve a damaged pipe.

The Clerk circulated an invitation to the AGM of the Wokingham Job Support Centre to be held on 7<sup>th</sup> July at the Cornerstone and asked any member wishing to attend to advise.

Cllr Rogers reported on the Crowthorne Community Neighbourhood Action Group meeting, held on 16<sup>th</sup> June, also attended by the Clerk and Cllr Jordan. A presentation was made by the police superintendent and the local MP, James Sunderland.

Cllr Rogers reported on the Broadmoor Stakeholders' meeting, held on 16<sup>th</sup> June. Cllr Rogers stated that it was an update meeting and that slides of the presentation are available from the Clerk. There is currently no clarity on the future usage of the old site, the land will be marketed towards the end of this year and that a business plan must be presented and approved.

Cllr Rogers left the meeting at 8.27pm.

## **22/30 REPORTS FROM OUTSIDE / OTHER MEETINGS**

### **A. Meeting with Creative Project Services & designer – 17<sup>th</sup> May 2022**

The Clerk stated that the meeting had been held to discuss the contract and payment terms. At the meeting it was agreed that Cllr Whitehead would write an additional clause to the standard works contract in relation to delays caused by unavoidable issues such as Covid.

### **B. Building and Facilities Working Group meeting to discuss building design options – 18<sup>th</sup> and 30<sup>th</sup> May 2022**

The discussion on this subject was deferred to item 17 of the agenda.

### **C. Thames Valley Neighbourhood Watch Annual Members Meeting – 21<sup>st</sup> May 2022**

Cllr Foxwell reported that for the areas with a neighbourhood watch it was an excellent meeting, however there are few neighbourhood watch areas in this parish. Slides of the meeting will be sent to the Clerk. The main subject of the meeting was the future policing

plans. Cllr Plume queried whether neighbourhood watch groups are aware that the Memorial Hall is available for their meetings at a reduced rate.

- D. Parish maintenance meeting with WBC Cleaner & Greener officer – 25<sup>th</sup> May 2022  
Cllr Turtle reported on the meeting with Paula Malone. Cllr Turtle and the WBC officer walked along Merriman Drive and footpaths towards the lake, and also along the Oaklands Lane extension. The footpaths were highly overgrown and unmaintained with trees and hedgerows growing across them. The WBC officer took several photographs. Cllr Turtle stated that countryside services have been informed. WBC has written to relevant homeowners to cut back hedges. Any overgrown hedges or foliage should be reported to Paula Malone. Following discussion, it was agreed that the WWPC website should advertise how the public can report any lack of maintenance, to ensure that WBC maintenance contractors fulfil their obligations.
- E. Parish and ward member meeting – 31<sup>st</sup> May 2022  
Cllr Fenny reported that Andy Glencross, WBC highways officer, attended the meeting, however Mr Glencross has not responded to subsequent emails from Cllr Fenny. Cllr Plume stated that he had had subsequent calls and email correspondence with Mr Glencross. The Clerk stated that Mr Glencross had provided an explanation of the differences between the micro-asphalting work and the complete resurfacing works. Members discussed the aborted maintenance work on Heathland Road.
- F. Crowthorne Community Neighbourhood Action Group – 16<sup>th</sup> June 2022  
Reported above.
- G. Broadmoor Stakeholder Group – 16<sup>th</sup> June 2022  
Reported above.
- H. Cllr Cannon reported on a CROW meeting. Cllr Cannon stated that a reusable coffee cup scheme is being promoted to cafés in the Crowthorne area. Additionally, a repair café is being set up at the Baptist church.

## **22/31 APPROVAL OF ANNUAL ACCOUNTS**

- A. To note the receipt of the Annual (Final) Internal Audit Report.  
Cllr Plume noted the positive Annual Audit Report as given in appendix 11A of the agenda, and thanked WWPC staff for their efforts in achieving this.
- B. To consider, complete and resolve to approve the AGAR section 1 – Annual Governance Statement.  
Cllr Plume read out each AGAR statement 1-8 given in the AGAR section 1 – Annual Governance Statement. After each statement was read out Cllr Plume invited members to agree or disagree with each statement. Members confirmed ‘Yes’ to each statement. Cllr Plume read statement 9 and members noted that the statement did not apply to Wokingham Without Parish Council.

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

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

Cllr Plume signed the overall governance statement and displayed the signed document to members.

- C. To resolve to approve AGAR section 2 – Annual Accounting Statements.  
Cllr Plume referred members to the AGAR section 2 – Annual Accounting Statements given in appendix 11B of the agenda.

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

**RESOLVED: The AGAR Section 2 – Annual Accounting Statements were AGREED by majority**

- D. To receive and resolve to approve the unaudited annual accounts at 31<sup>st</sup> March 2022  
The Clerk referred members to the unaudited annual accounts given in appendix 11D(i), 11D(ii) and 11D(iii) of the agenda and provided a brief overview of the information provided.

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

**RESOLVED: The unaudited accounts at 31<sup>st</sup> March 2022 were AGREED by majority**

*Please note it was agreed in the meeting to bring agenda item 17 (Pinewood Hall) forward to follow item 11 (Approval of Annual Accounts), however for the purpose of the Minutes the agenda order has been followed.*

## **22/32 POLICIES**

Cllr Plume invited members to review and approve the Health and Safety Policy (including lone working) and the Safeguarding Policy for St Sebastian's Hall and Pinewood Hall, given in appendices 12A and 12B of the agenda, respectively.

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

**RESOLVED: The Health and Safety Policy (including lone working) and the Safeguarding Policy for St Sebastian's Hall and Pinewood Hall were AGREED**

## **22/33 CIL PROJECTS UPDATE**

Cllr Plume referred members to the document included as appendix 13A and 13B.

The Clerk noted that the majority of the works on Byway 28 are complete. The Clerk also noted that WBC have carried out works to the steps at Heathermount Drive and so this item on the list has been closed.

## **22/34 FENCING REPAIRS**

Cllr Plume referred members to the decision paper given in appendix 14 of the agenda, and invited any comments or questions. No comments were made.

The Clerk asked whether concrete fence post spurs should be specified to extend the life of the fencing and indicated that this would add £300 to £400 to the cost given in the decision paper.

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

**RESOLVED: The fencing repairs including the provision of concrete post spurs, as described above were AGREED**

## **22/35 PLANNING**

The Deputy Clerk requested that if members take the time to review a planning application but decide that 'no comment' is required, could members please confirm this by email to the Deputy Clerk.

- A. To receive and confirm comments from members on current planning applications (circulated 10<sup>th</sup> 17<sup>th</sup> and 26<sup>th</sup> May 2022).  
Comments were received and confirmed.
- 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 15B of the agenda).  
The comments were noted, and no further comments were made.

## **22/36 FINANCIAL INFORMATION**

- A. To receive a report on outstanding balances (as given in appendix 16A of the agenda).  
The report was received.
- B. To approve payments both made and still to be made (as given in appendices 16B(i) and 16B(ii) of the agenda).

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

**RESOLVED: The payments both made and still to be made were AGREED**

- C. To receive a detailed income and expenditure report and financial performance against budget report to 30<sup>th</sup> April 2022 (as given in appendix 16C of the agenda).  
The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 16D of the agenda).  
The report was received.

## **22/37 PINWOOD HALL**

Cllr Plume referred members to the decision paper given in appendix 17 of the agenda, to approve four decisions relating to the Pinewood Hall refurbishment project.

- A. Approval of a refurbishment design for Pinewood Hall phase one  
The Clerk discussed the requirement to carry out the phase one works during the nursery school summer holiday.

The Clerk then presented slides of the Pinewood Hall Phase one concept design and noted that whilst the finer detail would still need to be reviewed and agreed by the working group in conjunction with the Clerk, that the proposal was seeking approval of the following:

- Replacement of the existing flooring
- Replacement of the existing heating
- Installation of acoustic sound dampening (design and detail to be determined)
- Internal storage, including doors to a new storage area to be created in the existing lobby space
- Internal decoration, including use of altro rock panelling,
- Provision of temporary kitchen facilities for use by hall users whilst the front of the building is refurbished

Cllr Turtle reminded members that approval to proceed was required at this meeting to enable works to be carried out this year.

Members discussed the concept design and associated costs. Design provisions for storage were discussed.

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

**RESOLVED: The phase one hall work be approved, with delegated decision making to the working group in conjunction with the Clerk, to finalise the design elements (principally acoustic dampening, interior decoration and storage details) to allow the works to proceed in July 2022 was AGREED by majority.**

- B. Approval of a headline budget for Pinewood Hall phase one  
The Clerk stated that the headline budget figure initially quoted in the papers circulated with the agenda should be increased by 20% to include VAT as this had been omitted. The approval is sought subject to the condition that the budget figure is not to be exceeded.

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

**RESOLVED: The headline budget for Pinewood Hall phase one, not to be exceeded, and amended to £130,000 was AGREED with one abstention.**

- C. (Retrospective) Approval of the submission of a planning application for 4x external condenser units on the eastern wall of Pinewood Hall to support 4 internal heating and air conditioning units.

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

**RESOLVED: The submission of a planning application for heating and air conditioning units was AGREED**

- D. Approval of the delegation of approval of payments for works, within the approved budget, to Cllrs Plume and Whitehead and the Clerk, following a fortnightly valuation of works to be carried out by Cllr Whitehead and the Clerk and/or Deputy Clerk Administration.

The Clerk reported on the discussions with Creative Projects, subject to council approval, that fortnightly evaluations of the works will be carried out by Cllr Whitehead and the Clerk and/or Deputy Clerk once the works commence, and that payments would be made fortnightly on this basis. All payments are required to be signed-off by Cllr Whitehead, Cllr Plume and either the Clerk or Deputy Clerk. All payments made will be reported at the next available meeting of the council.

Cllr Turtle proposed that delegation of approval of payment of works should be extended to include Cllrs Cannon, Foxwell, Jordan and Turtle to allow payments to be approved if Cllr Plume is unavailable. This was agreed by members.

The Clerk stated that a 5% retention will be held until completion of works. Following completion of the works 2.5% will be retained for one year to allow for any issues arising with, for example, air conditioning. Cllr Plume confirmed that retention provisions would form part of the contract with Creative Projects.

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

**RESOLVED: That all payments are required to be signed-off by Cllr Whitehead, the Clerk or Deputy Clerk, and Cllr Plume, and that in the event of Cllr Plume's absence his delegated responsibility is transferred to one of the Working Group Councillors - Cllrs Cannon, Foxwell, Jordan or Turtle, was AGREED by majority.**

**22/38 CHAIRMAN'S COMMUNICATIONS**

Cllr Plume stated that a meeting had been held with himself, the Clerk and the new Borough Councillor David Davies, and reiterated the comments regarding Pinewood leases made earlier in the meeting.

**22/39 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 4<sup>TH</sup> JULY 2022**

Cllr Foxwell stated that the Friends of Heathlake are seeking a volunteer to carry out postal activities for the group.

**22/40 MEETING CLOSED AT 9:44 PM**

**Signed:** .....

**Date:** 4<sup>th</sup> July 2022