

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 3rd October 2022**

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

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

Present: Councillors R Fenny, L Foxwell, N Martin, J Millett, A Plume, J Rogers, S Turtle and K Whitehead and Borough Councillor D Davies. Katy Hughes - Clerk, Sharon Way – Deputy Clerk.

Apologies: Councillors J Cannon, P Jordan, J Montgomery and K Newland and Borough Councillors C Bowring and P Helliard-Symons

22/92 WELCOME

Cllr Plume welcomed everyone to the meeting.

22/93 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Cannon, Jordan, Montgomery and Newland and B/Cllrs Bowring and Helliard-Symons.

22/94 DECLARATIONS OF INTEREST

Cllr Whitehead noted that a planning application he had submitted was one of those circulated for comment under agenda item 11.

22/95 MINUTES OF COUNCIL MEETINGS

- a) Cllr Plume invited comments on the minutes of the meeting held on Monday 5th September 2022.

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

RESOLVED: Minutes of the meeting, Monday 5th September were AGREED

- b) Matters arising from the minutes of 5th September.

Members discussed the problem of temporary signs not being removed following works along Nine Mile Ride. Cllr Plume agreed to follow-up the actions assigned to B/Cllr Helliard-Symons with regards to the removal of temporary signage. B/Cllr Davies stated this appeared to be a problem across the borough and the matter was being taken up by Chris Easton.

22/96 PUBLIC QUESTIONS

None.

22/97 BOROUGH COUNCILLORS' BRIEFING

B/Cllr Davies stated that a significant element of WBC's workload over the past months had been dealing with an increase in social issues such as homelessness and domestic violence, and noted that support is available from WBC.

B/Cllr Davies stated that B/Cllr Bowring had requested the Nine Mile Ride road condition assessment and had been advised that during August and September all the roads in the borough

had been assessed and would be scored. This will allow comparison of the condition of Nine Mile Ride with other roads.

Members discussed the need for WBC to improve communication with respect to the type, location and programming of road works in the borough.

B/Cllr Davies stated that WBC is developing plans for a SEND school to be built on part of Gray's Farm. An application for grant funding is being submitted. Members discussed the previously stated plans for use of the Gray's Farm for sport and leisure, and the recent removal of Gray's Farm from the WBC Leisure Strategy. Members emphasised the need for transparent communication from WBC regarding plans for the development of Gray's Farm.

B/Cllr Davies stated that the WBC executive has approved an increase in parking charges in the Wokingham borough. A petition opposed to the price rises is circulating, which will prompt a debate of full council if it reaches 1500 signatures. B/Cllr Davies stated that he was opposed to changes in the parking charges.

B/Cllr Davies stated that the number of blue refuse bags distributed to each household was being reduced to 54, and that food waste caddy liners would not be distributed next year.

B/Cllr Davies stated that internal improvements have been made at Holme Grange School which has led to an improvement in the traffic issues around the site.

Cllr Rogers stated that the Memorial Hall car park had been used by Volker Highways during the resurfacing work, and that this had been done without permission and caused inconvenience to hall hirers.

22/98 CLERK'S REPORT

Cllr Plume referred members to the report circulated as appendix 7 of the agenda.

The Clerk stated that in addition to the meetings/events given in the report, there is a CROW litter pick event on 16th October and a Circle Hill Trust meeting on 18th October. The Crowthorne Carnival AGM meeting will be held on the evening of 18th October.

The Clerk referred to the new signage erected by one of the Pinewood clubs on the exterior of their building. The Clerk noted that the council does not currently have signage policy, but that under the terms of the subleases, tenants must have the approval of council before erecting signage. Potential elements of a signage policy were discussed, the emphasis being to ensure visual consistency across the Pinewood site and the need to be fair to all tenants. A Working Group was created to write a signage policy comprising Cllrs Millet, Turtle and Whitehead. The Clerk summarised the council's view with respect to the club's signage as follows:

- The club will be told to remove the signage.
- The club will be informed that if they wish to erect signage then the council must be sent details of the proposed signage.
- The Clerk will write to other tenants reminding them that they may not make changes to the exterior of their buildings without permission, under the terms of the lease.

The Clerk stated the CPC have asked whether the council would consider contributing to the cost of a road closure for the Crowthorne late-night shopping / light switch-on event. The cost of the road closure is £3000 - £3500. Members discussed the benefits of the event to Crowthorne traders. The Clerk suggested that a contribution of £500 is offered, and that this would be

available from the grants budget. Members agreed that this was acceptable and also that the council's contribution should be acknowledged by CPC. Members also agreed that the council would have a table at the event which could be used to sell the Pinewood History booklet. Cllr Turtle volunteered to represent council at the event.

The Clerk stated that the council's Internal Auditor has resigned for health reasons and that a new Internal Auditor is currently being sought.

The Clerk stated that, due to the council's budget being below the sterling equivalent of €500,000, the council currently receives cover under the financial services compensation scheme for up to £85,000 of bank deposits. This is cover unlikely to be available for the 2023-24 financial year due to the rise in the cost of energy.

22/99 REPORTS FROM OUTSIDE / OTHER MEETINGS

- A. Buckler's Park Stakeholder Group meeting, 7th September 2022
The Clerk reported that the play area was due to open by December. With respect to the cycle path, the surfacing materials are currently being agreed. Cllr Rogers discussed issues regarding ownership of the pond next to the play area, which is likely to take some time to resolve. Members discussed the proposals for building a new pub on the Old Wokingham Road adjacent to the Bucklers Park development.
- B. Pinewood Hall site valuation meeting, 13th September 2022
Cllr Whitehead confirmed that the meeting took place.
- C. Pinewood meeting with WBC council leader, 15th September 2022
Cllr Plume reported that he, Cllr Foxwell and the Clerk showed WBC members including B/Cllr Clive Jones around the Pinewood site.
- D. Finance Working Group Meeting, 20th September 2022
The Clerk referred members to the notes circulated prior to the meeting. Cllr Rogers stated that two main issues were discussed, firstly how to fund the remainder of the spend on Pinewood Hall and secondly to identify key risks to the 2023-24 budget.
- E. WBC CIL meeting on California Country Park lakeside redevelopment proposals, 20th September 2022
The Clerk stated that the slides had been circulated and the proposals looked good, but that the CIL funding had been spent and the council were therefore unable to contribute.
- F. Insurance review with David List, BHIB Insurance Executive, 22nd September 2022
The Clerk stated that the notes of this meeting prepared by David List had some inaccuracies and have therefore been returned for amendment. The Clerk advised that the council had the cover that was needed, but that due to inflation in building costs the council may wish to consider carrying out a reinstatement valuation in 2023. The Clerk agreed to forward the information to Cllr Whitehead for review.
- G. COATS AGM, 26th September 2022
Cllr Foxwell reported that this was the first face-to-face AGM to be held since the pandemic. COATS have had a good year and the shop is doing well. The organisation's name is being changed to COATS Crowthorne and they are looking for new members and trustees. A pamphlet has been prepared and is available from the parish office and Pinewood café.

- H. Planning Training (WBC), 27th September 2022
Cllr Millett provided an overview of the planning training meeting, which covered the planning process in detail. Cllr Millett has prepared notes of the meeting which are available to members.
- I. Pinewood Hall site valuation meeting, 27th September 2022
Cllr Foxwell and the Clerk confirmed this meeting had been held.
- J. Staffing Committee meeting, 27th September 2022
Members agreed that that this would be discussed in a Part 2 meeting.

22/100 PINWOOD HALL PROJECT UPDATE

- A. To receive a verbal update and presentation on the Pinewood Hall refurbishment project.
The Clerk presented slides of the design of the phase 2 works and progress made to date. The Clerk also presented the schedule of works and stated that the work is expected to be completed by the end of October, with snagging and sign off in early November.
- B. Approval for additional spending for the office area
Cllr Plume referred members to the decision paper given in appendix 9 of the agenda. Members discussed whether the additional expenditure on these proposals was justified based on the needs of the nursery, and whether the proposed costs represented good value for money.

The Clerk discussed the expenditure on the project to date against the agreed budget. The Clerk stated that phase 1 has been completed at an expenditure of £122k against a budget of £130k. For phase 2 the quotations received to date from Creative Projects total approximately £159.5k, including new items relating to the fire alarm and additional asbestos removal, against the budget of £160k.

In addition to the above the Clerk confirmed that quotations had been requested for insulation to the loft space and a rockwool fire barrier between the dance studio and the hall, and the occupied space and the hall. The Clerk stated that the fire officer's advice was that a rockwool fire barrier was recommended between the dance studio and the hall, due to the suspended ceiling in the dance studio.

Cllr Fenny stated his preference to understand the totality of expenditure against budget for the project before agreeing a further spend on new items.

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

RESOLVED: The additional budget of £4000 plus VAT for the creation of a reception / storage area was AGREED by MAJORITY.

Members agreed that an itemised report of expenditure against budget for phase 1 and 2 should be presented at the next meeting.

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

RESOLVED: That the budget of £4000 plus VAT would be sourced from general reserves was AGREED by MAJORITY.

Cllr Turtle requested that it was minuted that council had previously agreed that the project would be funded through CIL money. *Note: The Clerk noted following the meeting*

that this finding was inaccurate, based on the phase two funding proposal reviewed and approved at the July council meeting.

22/101 INSURANCE RENEWAL

- A. To note renewal of the council's annual insurance policy (Year 2 of a 3-year deal with BHIB) at a cost of £12,726.60 including IPT
Members noted the renewal of the annual insurance policy.
- B. To note receipt of notes of a meeting between the Clerk and David List, BHIB Insurance Executive, 22nd September 2022.
The Clerk stated that the notes would be circulated once the requested amendments had been completed.

22/102 PLANNING

- A. To receive and confirm comments from members on current planning applications (circulated 9th, 16th and 22th September).
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 11B of the agenda).
The comments were discussed, and no further comments were made.

22/103 FINANCIAL INFORMATION

- A. To receive a report on outstanding balances (as given in appendix 12A of the agenda).
The report was received.
- B. To approve payments both made and still to be made (as given in appendices 12B(i) and 12B(ii) of the agenda).
- C. To receive a detailed income and expenditure report and financial performance against budget report to 30th August (as given in appendix 12C of the agenda).

The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 12D of the agenda).
The report was received.
- E. To receive and note completion of the Annual Governance and Accountability Return (AGAR) for financial year 2021-22 (as given in appendix 12E of the agenda).
- F. To confirm completion of the internal check for quarter one, carried out by Cllr Martin on 9th September 2022.

Cllr Plume thanked Cllr Martin for completing the review.

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

RESOLVED: Items A-F, above, were AGREED

22/104 CIRCLE HILL AND WALTERS RECREATION GROUND TRUSTEE APPOINTMENT

- A. To note the resignation of Ms Katy Hughes as trustee of the Circle Hill and Walters Recreation Ground, effective 1st November 2022
The resignation of Ms Katy Hughes was noted.
- B. To appoint a new trustee effective 1st November 2022.
Cllr Whitehead volunteered to be a new trustee.

22/105 PINWOOD BRIDGE REPAIR

The Clerk referred members to the decision paper in appendix 14 of the agenda and stated that the wooden footbridge near Dickie's Pond needed to be repaired and that the proposal was for this work to be carried out by the contractors who previously completed work on the pond.

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

RESOLVED: Footbridge repairs as proposed in appendix 14 of the agenda were AGREED

22/106 CHAIRMAN'S COMMUNICATIONS

Cllr Plume noted that September had been a busy month and that the Pinewood Hall refurbishment is progressing well.

22/107 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 7th NOVEMBER 2022

22/108 PART ONE MEETING CLOSED AT 9:44 PM

Signed:

Date: 7th November 2022