

**Wokingham Without Parish Council
Minutes of the Part 1 Council Meeting
Held on Monday 6th March 2023**

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

Commencing 7:30pm and concluding at 9:10pm

Present: Councillors L Foxwell, R Fenny, P Jordan, C Lancaster, N Martin, J Millett, J Montgomery, A Plume, J Rogers, S Turtle and K Whitehead. Borough Councillor D Davies. Steve Milton - Locum Clerk and Sharon Way – Deputy Clerk.

Apologies: Councillor K Newland. Borough Councillors C Bowring and P Helliard-Symons.

22/161 WELCOME

Cllr Plume welcomed everyone to the meeting.

22/162 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Newland and B/Cllrs Bowring and Helliard-Symons.

22/163 DECLARATIONS OF INTEREST

Cllr Jordan declared an interest in Pinewood lease agenda item.

22/164 MINUTES OF COUNCIL MEETINGS

- a) Cllr Plume invited comments on the minutes of the meeting held on Monday 6th February 2023.

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

RESOLVED: Minutes of the meeting, Monday 6th February were AGREED.

- b) Matters arising from the minutes of 6th February.

Cllr Fenny asked whether any actions had been taken regarding the role of the litter picker. The Clerk stated that this had not been progressed. It was noted that a staffing committee meeting had not been held in February. Members discussed the potential for litter picking along Honey Hill during the road closure. It was **agreed** that the litter picker would be asked to do this. Cllr Rogers proposed that a table should be prepared, summarising the actions arising from council meeting. It was **agreed** that the Deputy Clerk would prepare this table going forward.

22/165 PUBLIC QUESTIONS

None.

22/166 BOROUGH COUNCILLORS' BRIEFING

Members discussed the location of the Honey Hill road closure, following complaints from members of the public. B/Cllr Davies agreed to investigate the matter with WBC highways dept.

With respect to the SDL, B/Cllr Davies confirmed that the arterial road will be constructed first, however it is not known when the build will start, and ongoing discussions between WBC and the developers are confidential.

With respect to the planned SEND school at Gray's Farm, B/Cllr Davies stated that this is now a children's services matter and an update is expected after 17th March with respect to funding, outline timetable and public consultation. Additionally, B/Cllr Davies is intending to seek clarification on whether there is any leisure provision remaining in the plan for Gray's Farm. B/Cllr Davies noted the urgency of the clarification with respect to programme, due to the WBC statement indicating that the facility could be open by 2026. Cllr Plume requested that WWPC are kept informed as more information is received.

With respect to development in the borough, B/Cllr Davies stated that the Local Plan Update is proceeding. WBC are currently awaiting an update from central government, expected in Spring 2023.

B/Cllr Davies stated that the issue of abandoned roadworks signs has been raised with Chris Easton.

With respect to the proposed WWPC letter regarding the speed limit along Honey Hill, B/Cllr Davies **agreed** to find the appropriate email address for Wokingham Today, and send this to the Deputy Clerk and Cllr Martin.

B/Cllr Davies stated that the Men's Shed organisation is in the process of completing a planning application for change of use of Bigshotte Pavilion.

Cllr Plume reminded members that the pre-election period starts on 27th March. B/Cllr Davies stated that borough councillors are available to answer non-political questions during this period.

22/167 CLERK'S REPORT

The Clerk referred members to the report provided in appendix 7 of the agenda.

The Clerk notified members that an incursion had occurred at Bucklers Park on 3rd March, and that prompt action had been taken by the Deputy Clerk to inform the Pinewood security contractor and the Pinewood clubs. The Pinewood site had been closed early on Saturday and Sunday evenings.

Cllr Rogers provided a brief report on the CPC Annual Parish Meeting and noted that WWPC's support with projects had been acknowledged.

Cllr Plume stated that Janet Cannon has resigned as a councillor, and recorded WWPC's thanks for her work, especially with respect to maintenance of the footpaths during Covid lockdown. It was **agreed** that a formal letter of thanks would be sent on behalf of WWPC.

Cllr Plume stated that Eddie Napper had visited site to investigate the issues with silting-up of Dickies Pond and discussed the matter with Cllr Plume. Mr Napper's advice was to leave the matter for the time being. Members discussed that Cala Homes are responsible for resolving the matter.

22/168 REPORTS FROM OUTSIDE / OTHER MEETINGS

- a) Parish and Ward Member meeting, 20th February 2023

Cllr Foxwell referred members to the notes of the meeting in appendix 8A.

Cllr Fenny requested that apologies for absence are recorded on future notes. Cllr Fenny stated that more detail was required regarding the programme for the installation of smart traffic lights.

Cllr Martin requested amendment of the notes to reflect that the police did not confirm in writing that they are against the current speed limit. The Deputy Clerk **agreed** to review an email sent by Cllr Martin and amend the notes accordingly.

- b) Cllr Turtle attended a Friends of Heathlake Meeting. Thames Water continue to monitor the water quality of the lake. The WBC countryside officer agreed to run activities relating to the coronation for the volunteer day at Heathlake. Cllr Turtle suggested that the council may wish to contribute in some way to this project and it was **agreed** that this would be an item on the agenda for the next meeting. It was also **agreed** that any promotional material should be forwarded to the Deputy Clerk for distribution via WWPC's media channels.

22/169 POLICIES AND DOCUMENTATION TO REVIEW

The Clerk referred to the following policies given in appendices to the agenda:

Agenda Appendix	Policy / Document name	Proposed adoption/enaction period
A	Annual leave policy and procedures for casual and part time staff (unchanged)	To March 2025
B	Anti-fraud and corruption (updated)	To March 2025
C	Code of Conduct for members (See Report)	To March 2025
D	Complaints Procedure (unchanged)	To March 2025
E	Co-option Policy (unchanged)	To March 2025
F	Data Breach Policy (unchanged)	To March 2025
G	Disciplinary Policy and Procedure (unchanged)	To March 2025
H	Equality and Diversity Policy (unchanged)	To March 2025
I	High Consequence Infectious Disease Policy (unchanged)	To March 2025
J	Investment Strategy (unchanged)	To March 2024
K	Retention of documents and records management policy (unchanged)	To March 2025
L	Small Grants Policy (unchanged)	To March 2025

The Clerk noted that the majority of policies are unchanged.

The Clerk stated that the Code of Conduct for members given in appendix C of the agenda has been completely replaced following an update issued by the Local Government Association.

The Clerk stated that the Anti-fraud and Corruption policy has been updated to include the new insurance to protect against cyber-crime. An incorrect spelling of Sibet was noted – the Deputy Clerk **agreed** to update the policy.

The Clerk **agreed** to update and circulate the annex to the Investment Strategy policy.

Cllr Turtle stated that the process for reviewing policies should be changed as three days is not sufficient time to review all the policy documents. Following discussion, it was agreed that sufficient time should be allowed for members to carefully review policies, and that this would be considered by the new Clerk. Cllr Plume noted that policies are available on the WWPC website.

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

RESOLVED: The policies given in appendices A to L of the agenda were AGREED.

22/170 PLANNING

- A. To receive and confirm comments from members on current planning applications (circulated 10th, 24th February).
Comments were received and confirmed. The Oak Apples planning application was discussed. Cllr Rogers discussed net biodiversity gains and habitats, and the presentation at the CPC APM. Cllr Plume suggested that this may be of interest as a presentation for the WWPC APM.
- 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 10B of the agenda).
Members discussed the rejected planning application for 1 Honey Hill and noted that this was rejected due to the results of a tree survey.

22/171 FINANCIAL INFORMATION

- A. To receive a report on outstanding balances (as given in appendix 11A of the agenda).
The report was received.
- B. To approve payments both made and payments due (as given in appendices 11B(i) and 11B(ii) of the agenda).
It was agreed that the working for this item would be changed to 'To *note* payments made and *approve* payments due...'
- C. To receive a detailed income and expenditure report and financial performance against budget report to 31st January (as given in appendix 11C of the agenda).
The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 11D of the agenda).
The report was received.
- E. To confirm completion of the internal check for quarter one, carried out by Cllr Martin on 23rd February 2023
Cllr Plume thanked Cllr Martin for carrying out this check.

Following a proposal from Cllr Lancaster and seconded by Cllr Rogers it was:
RESOLVED: Items A-E, above, were AGREED

22/172 HONEY HILL SPEED LIMIT

Cllr Plume referred to a draft letter prepared by Cllr Martin for publication in the local press. Cllr Martin stated that he would write to the Liberal member for highways at WBC, Paul Fishwick, to offer a right of reply prior to publication. Cllr Plume stated that this communication should be copied to the leader of WBC and the WWPC ward borough councillors. This was **agreed** by Cllr Martin.

Following discussion it was agreed that the word 'unanimous' should be removed.

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

RESOLVED: That the parish council support the draft letter by Cllr Martin, as amended above, was AGREED by majority.

22/173 CROWTHORNE CORONATION EVENT

Cllr Plume referred members to the summary of the event and associated costs, included in appendix 13 of the agenda.

Members agreed that the contribution should be taken from the small grants budget.

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

RESOLVED: That WWPC will make a contribution of £500 to the Crowthorne Coronation Event from the small grants budget for 2023/24, was AGREED by majority.

22/174 CHAIRMAN'S COMMUNICATIONS

Cllr Plume stated that the new Clerk will be starting on 3rd April, which is also the date of the next meeting. The current Locum Clerk will also be attending the April meeting. Cllr Plume noted that this meeting will be held in the pre-election period.

The Deputy Clerk **agreed** to print nomination packs and make these available at the parish office, once the packs have been issued by WBC.

Cllr Plume stated that the completed pack must be submitted in person at Shute End by 4th April.

The Deputy Clerk confirmed that a Teams session on the nomination process will be held on Wednesday 8th March at 6.30pm – 7.30pm.

Cllr Montgomery stated that the speed sign on New Wokingham Road has been removed, a replacement sign has been ordered and Cllr Montgomery will inform members when an installation date is confirmed.

22/175 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 3rd April 2023

22/176 PART 1 MEETING CLOSED AT 9:10 PM

Signed:

Date: 3rd April 2023