

**Wokingham Without Parish Council
Minutes of the Council Meeting
Held on Monday 15th May 2023**

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

Commencing 7:30pm and concluding at 9:47pm

Present: Councillors R Fenny, L Foxwell, P Jordan, C Lancaster, N Martin, J Millett, J Montgomery A Plume, J Rogers, and S Turtle. Debbie Gooch – Clerk and Sharon Way – Deputy Clerk.
(Cllr Rogers left the meeting at 19:48pm)

Apologies: Councillors K Whitehead. Borough Councillors D Davies, and P Helliard-Symons.

23/01 WELCOME

Cllr Plume welcomed everyone to the meeting.

23/02 ELECTION OF CHAIRMAN OF THE PARISH COUNCIL 2023-24

Cllr Plume requested that members nominate a Chairman for 2023-24

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

RESOLVED: The appointment of Cllr Foxwell as the Chairman of the parish council was AGREED.

Cllr Foxwell read out and signed a declaration of office of Chairman. Cllr Plume presented the chain of office to Cllr Foxwell.

23/03 ELECTION OF DEPUTY-CHAIRMAN OF THE PARISH COUNCIL 2023-24

Cllr Foxwell requested that members nominate a vice-chairman for 2023-24

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

RESOLVED: The appointment of Cllr Martin as the Deputy-chairman of the parish council was AGREED.

Cllr Martin read out and signed a declaration of office of Deputy-chairman.

23/04 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Whitehead and B/Cllrs Davies and Helliard-Symons.

23/05 DECLARATIONS OF INTEREST

None.

23/06 MINUTES OF COUNCIL MEETINGS

- a) Cllr Foxwell invited comments on the minutes of the meeting held on Monday 3rd April 2023.

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

RESOLVED: Minutes of the meeting, Monday 3rd April were AGREED with one abstention.

- b) Matters arising from the minutes of 3rd April.

Following discussion, it was **agreed** that B/Cllr Montgomery would undertake the action point under minute 22/184, previously assigned to B/Cllr Bowring, to investigate alternatives to the use of Oaklands school as a polling station.

Cllr Martin discussed the matter of the Honey Hill speed limit, and referred to recent changes of speed limit on several roads in the Wokingham borough. B/Cllr Montgomery **agreed** to establish the current position of the borough council with respect to the Honey Hill speed limit.

Cllr Fenny requested clarification with respect to receipt and payment of Pinewood legal fee invoices. The Clerk summarised the current position. Final invoices are outstanding from both solicitors and these are expected to amount to circa £5-6k in total. Cllr Plume noted that payment of the latest Herrington Carmichael invoice has been withheld and all legal invoices will now go through the finance working group.

23/07 PUBLIC QUESTIONS

None.

23/08 BOROUGH COUNCILLORS' BRIEFING

B/Cllr Montgomery stated that he intended to continue his role as parish councillor and would be meeting with Cllr Foxwell and the Clerk to discuss this. B/Cllr Montgomery stated that he would not be putting himself forward for any committees or working groups at this meeting to avoid the possibility of conflicts of interests. B/Cllr Montgomery stated that he would work amicably with B/Cllrs Davies and Helliard-Symons on parish matters.

B/Cllr Montgomery stated that residents have expressed concerns regarding the quality of works carried out by City Fibre, including problems with providing prior warnings of the commencement of works, and vehicular access during the works.

B/Cllr Montgomery stated that residents have also expressed concerns relating to over-development in the parish, and this was discussed. With respect to the updated local plan, B/Cllr Montgomery **agreed** to determine WBC's current position with respect to this document and report back at the next meeting. It was **agreed** that the updated local plan would also be added to the agenda at the next parish liaison meeting.

23/09 APPOINTMENTS

A. Committees

- i. Staffing Committee (minimum 3 members)
Cllrs Foxwell, Plume, Rogers and Turtle agreed to remain members of this committee.

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

RESOLVED: The above appointments were AGREED

- ii. To approve Terms of Reference for the staffing committee
Cllr Foxwell referred members to the Terms of Reference given in appendix 8a of the agenda and invited comments. The Clerk suggested several reasons for limiting numbers on the committee. It was **agreed** that the Clerk would review the basis for an upper limit to the number of members on this committee and would report back.

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

RESOLVED: The Terms of Reference were AGREED

B. Working Groups:

- i. Buildings and Facilities Working Group (including St Sebastian's Memorial Hall, Parish Office and tenanted buildings at Pinewood)
Cllrs Foxwell, Plume, Turtle, Jordan, and Whitehead
- ii. Communications Working Group (including website and newsletters)
Cllrs Fenny, Turtle, and Millett
- 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 Turtle, Fenny, Foxwell, and Lancaster

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

- i. Wokingham Without & Crowthorne Parish Council Liaison Meetings (4)
Cllrs Foxwell and Rogers
- ii. Borough Parish Liaison Forum (2)
Cllrs Foxwell and Fenny
- iii. Wokingham Borough Sports Council (1)
Cllr Rogers
- iv. Friends of Heath Lake (5)
Cllrs Fenny, Foxwell, Rogers and Turtle
- v. Circle Hill and Walters Recreation Ground Trust (4)
Cllr Turtle stated that there should be four named councillors acting as trustees. Therefore, two extra councillors should be appointed to this group. The Clerk would continue to attend meetings. The Clerk **agreed** to review and confirm the requirements for appointment of trustees, including whether the Clerk can be a trustee. It was **agreed** that the matter would be an agenda item at the next meeting.
- vi. Pinewood Heritage Group (1)
Cllr Turtle.
- vii. Pinewood Orchard (2)
Cllr Turtle discussed the background to the establishment of the orchard, which was to provide an outside facility for members of the community without the need for a formal club structure. Cllr Turtle stated that there was currently a core of 5-6 people in the group. Cllr Turtle **agreed** that a management plan for the orchard would be submitted as an agenda item for the next meeting.

Cllr Montgomery volunteered to join the orchard group. The representatives are therefore Cllrs Turtle and Montgomery.
- viii. Crowthorne Community Neighbourhood Action Group (2)

D. Pinewood Club Representatives (1 per club):

Cllr Foxwell outlined the role of the Pinewood club representatives, as a liaison between the clubs and the council. Members discussed whether a Pinewood club representative was required. Cllr Jordan suggested that the clubs were becoming isolated and there was value in a forum to bring the clubs together. Following discussion, it was **agreed** that club representatives should be discontinued and instead the council should organise an annual forum to allow clubs to gather to discuss matters of mutual interest. It was **agreed** that the first forum should be associated with the signing of the Pinewood leases.

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

RESOLVED: That there would be no Pinewood club representatives in 2023-24 was AGREED.

Members discussed the need for the clubs to have an out-of-office-hours emergency contact. It was **agreed** that this matter would be reviewed by the Clerk and proposals brought to a future meeting for agreement.

E. Other:

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

23/10 REVIEW AND ADOPTION OF POLICIES FOR THE 2023-24 CIVIC YEAR

Cllr Foxwell noted the summary of recommended changes to policies given in appendix 9 of the agenda and asked members for comments. The Clerk noted the comments submitted by Cllr Turtle prior to the meeting.

- i. Standing Orders

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

RESOLVED: That adoption of the Standing Orders policy was AGREED.

- ii. Financial Regulations

Cllr Foxwell noted the proposed changes given in appendix 9(II) of the agenda.

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

RESOLVED: That adoption of the Financial Regulations policy was AGREED.

- iii. Arrangements for reporting back following external meetings

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

RESOLVED: That adoption of the policy for arrangements for reporting back following external meetings was AGREED.

- iv. Freedom of Information Policy and Publication Scheme

The Clerk noted the requirement to replace 'Katy Hughes' with 'the Clerk'.

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

RESOLVED: That adoption of the Freedom of Information Policy and Publication Scheme was AGREED.

- v. Press and Media Policy

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

RESOLVED: That adoption of the Press and Media policy was AGREED.

23/11 REVIEW OF DOCUMENTATION FOR THE 2023-24 CIVIC YEAR

Cllr Foxwell referred members to the documents in appendix 10 of the agenda.

- i. Inventory of land and assets
- ii. Insurance Cover
No comment
- iii. Council and staff subscriptions
No comment
- iv. Employment policies and procedures
No comment
- v. S137 expenditure
No comment

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

RESOLVED: That the documentation given above was AGREED.

23/12 MEETING DATES

Cllr Foxwell referred members to the meeting dates given in appendix 11 of the agenda.

Members noted and agreed the dates given.

23/13 CLERK'S REPORT

The Clerk summarised the report included as appendix 12 of the agenda.

The Clerk passed CilCA on 22nd April. The council recorded its congratulations to Debbie Gooch on this achievement.

Following the local elections, the Clerk noted that there are two councillor vacancies, and also advised members to return the expenses form, even if no expenses had been incurred.

Due to the complexity of calculating electricity recharges, the Clerk is currently investigating the cost of providing an individual electricity meter for each club.

Cllr Martin stated that Bob Wade is interested in discussing the possibility of establishing a regional hub for Berkshire Scouts on WWPC land. A meeting has been suggested for the end of May between Bob Wade and Cllrs Martin and Plume. It was **agreed** that Cllrs Martin and Plume would report back to members at the next meeting.

Cllr Millett stated that the litter problem in the parish is getting worse and suggested establishing a working group to develop an action plan to address the issue. Cllrs Fenny, Montgomery and Turtle also volunteered to be members of this group. Cllr Millett **agreed** to organise a meeting of the new group and report back to council. Cllr Montgomery **agreed** to determine the WBC litter policy and support that WBC provides to the parish.

The Clerk stated that the litter picker, Ray, would be willing to work an extra hour when needed in the 'red zones'.

The Clerk discussed the current situation with respect to Pinewood leases and solicitor fees.

The Clerk noted WBC's request to site an electrical recycling bank on the Pinewood site. Members expressed concerns that more permanent recycling facilities may detract from aesthetics and overall environment of the Pinewood site. Cllr Foxwell suggested that a temporary mobile recycling facility may be an option. A general discussion was held on the

advantages and disadvantages of providing recycling facilities at the Pinewood site. The Clerk stated that this matter should be tabled at the APM, where Jonathan Adams from WBC will be a speaker.

The Clerk stated that prices for security have increased significantly. The Clerk **agreed** to seek at least two additional quotes for this work. The Clerk also **agreed** to clarify the obligations of the security firm under the current contract.

The Clerk stated that a meeting was required with Cllrs Jordan and Foxwell to discuss Flying Start Nursery.

The Clerk stated that the next ward-parish liaison meeting will be held on 13th June.

23/14 REPORTS FROM OUTSIDE / OTHER MEETINGS

- a) Borough Parish Liaison Forum – 18th April 2023.
Cllr Plume provided an overview of the meeting. The next forum will be held in June and will specifically cover planning and enforcement matters.
- b) NAG – 24th April 2023
Cllr Foxwell reported on the meeting and presented a slide covering the operation of WBC and BFC anti-social behaviour groups. The Clerk stated that this slide will be included in the APM pack. Two new police officers will be appointed in November. The overall message was to keep reporting antisocial behaviour to the police.
- c) Men's Shed – 10 May 2023
Cllr Foxwell stated that that Men's Shed are seeking new sources of funding, which may include a WWPC grant.

23/15 PLANNING

- F. To receive and confirm comments from members on current planning applications (circulated 11th, 18th, 21st, 26th April and 3rd, 9th May).
With respect to application 230831 Cllr Fenny stated that WWPC should comment to the effect that *WWPC notes that this is a retrospective application and is disappointed that the owner did not come forward when this unit was first put up*. This was agreed by members and noted by the Deputy Clerk.
- G. 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 14B of the agenda).
Noted.

23/16 FINANCIAL INFORMATION

- A. To receive a report on outstanding balances (as given in appendix 15A of the agenda).
The report was received.
- B. To note payments both made and payments due (as given in appendices 15B(i) and 15B(ii) of the agenda).
- C. To receive a detailed income and expenditure report and financial performance against budget report to 31st March (as given in appendix 15C of the agenda).
The report was received.

- D. To receive a report of salary expenditure year to date (as given in appendix 15D of the agenda).
The report was received.
- E. To note the Pinewood Sanatorium Breakdown of costs (as given in appendix 15E of the agenda).

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

RESOLVED: Items A-E, above, were AGREED with one abstention.

23/17 GENERAL POWER OF COMPETENCE

The Clerk stated that the council met the eligibility criteria for General Power of Competence.

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

RESOLVED: Re-adoption of the General Power of Competence was AGREED

23/18 CHAIRMAN'S COMMUNICATIONS

Cllr Foxwell asked Cllr Plume to comment. Cllr Plume noted that the regional scout meeting with Bob Wade will be held on Monday 29th May, via zoom.

23/19 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 5th June 2023

23/20 MEETING CLOSED AT 9:47 PM

Signed:

Date: 5th June 2023