

**Wokingham Without Parish Council  
Minutes of the Council Meeting  
Held on Monday 4<sup>th</sup> December 2023**

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

Commencing 7:30pm and concluding at 9:26pm

**Present:** Councillors R Fenny, L Foxwell, C Lancaster, J Millett, J Montgomery (also B/Cllr), A Plume, J Rogers and S Turtle. Debbie Gooch – Clerk and Sharon Way – Deputy Clerk. Borough Councillor D Davies.

**Apologies:** Councillors P Jordan, N Martin, K Whitehead and B/Cllr P Helliard-Symons.

**23/113 WELCOME**

Cllr Foxwell welcomed everyone to the meeting.

**23/114 ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs P Jordan, N Martin, K Whitehead, and B/Cllr P Helliard Symons.

**23/115 DECLARATIONS OF INTEREST**

None.

**23/116 MINUTES OF COUNCIL MEETINGS**

A. Cllr Foxwell invited comments on the minutes of the meeting held on Monday 6<sup>th</sup> November 2023.

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

**RESOLVED: Approval and adoption of the minutes of the meeting, Monday 6<sup>th</sup> November was AGREED with three abstentions (abstentions due to members not being present at the 6<sup>th</sup> November meeting).**

**23/117 PUBLIC QUESTIONS**

None.

**23/118 BOROUGH COUNCILLORS' BRIEFING**

B/Cllr Davies referred to the cost-of-living crisis and the assistance available from WBC.

B/Cllr Davies referred to the recent road closures and discussed a meeting held on 30<sup>th</sup> November with WBC officers and SGN. B/Cllr Davies had been advised that the works were required due to leaks and this would have been permitted by WBC officers even if a Section 58 notice had been in place. The works will take 19 weeks, suspended for two weeks over Christmas. Cllr Plume stated that the road closure signage was inadequate and could affect hall hire income. The Clerk advised that signage indicating that premises are still open for business can be added, and this would be followed-up.

Cllr Foxwell stated that residents on the diversion route have not received letters regarding the road closure or diversion and requested that Cllr Davies raise this matter with WBC.

B/Cllr Davies stated that he would update members on the SDR at the January meeting.

Cllr Davies stated that the Men's Shed application at Bigshotte Park has received planning permission.

Cllr Rogers stated that WBC are withdrawing funding from One Front Door from April 2024. B/Cllr Davies was not aware of this and agreed to follow up with WBC.

B/Cllr Montgomery stated that Paul Fishwick has written a short report on the Nine Mile Ride / Heathlands Road junction, covering the six main issues raised. This report will be circulated to members.

B/Cllr Montgomery stated that Mr Fishwick had offered to meet in the new year to discuss the road cleaning issues raised by WWPC.

B/Cllr Montgomery stated that Cllr Lindsay Ferris had prepared a report on Priors Farm which would be circulated to members.

Cllr Plume stated that he had raised action points on the WBC 'fix my street' website – to fix the speed limit signs and the school signs, which had both been rotated 90 degrees. WBC had then emailed Cllr Plume stating that the issues raised had been fixed, but this was not actually the case. Cllr Plume agreed to share the WBC email with B/Cllr Davies. Cllr Fenny stated that this is a symptom of wider WBC issues and discussed correspondence with Paula Malone indicating that work reported as being completed had in fact only been handed over to the contractor. B/Cllr Davies agreed to follow-up on this matter.

## **23/119 PLANNING**

A. To review and comment on recent planning applications (as given in appendix 7a of the agenda)

- i. No. 232877, 12 Butler Road RG45 6QY  
Following discussion, members agreed to submit the following comment:  
*No objection.*
- ii. No 231528, Sulby Croft, RG40 3AR  
Following discussion, members agreed to submit the following comment:  
*Wokingham Without Parish Council request, should this application be approved, that a condition is imposed to ensure the linked living accommodation above the garages remains ancillary to the main dwelling.*

B. To note planning decisions received.

Members noted the planning decisions received. Members expressed disappointment with the planning officer's response to WWPC's comment on application 232193 (Dunedin). It was agreed that Cllr Lancaster would prepare a WWPC response to the planning officer.

## **23/120 CLERK'S REPORT**

The Clerk referred members to the report in appendix 8 of the agenda.

Members congratulated Sarah Koudjis on having passed FILCA - Financial Introduction to Local Council Administration.

The Clerk stated that only one lease has yet to be signed. Members emphasised the need to ensure that the lease is signed before the end of the year to avoid further costs.

The Clerk stated that Adopt-a-Street has two new members. Members suggested that Adopt-a-Street volunteers should receive some WWPC recognition and an invitation to the Annual Parish Meeting.

The Clerk stated that Carol Gregory is retiring from the gymnastics club and David Drablow has taken over as gym manager.

The Clerk stated that an up-to-date list of dates for Borough Councillor surgeries will be circulated to members. The Clerk requested that Borough Councillors notify the parish office should dates or times of surgeries change, so that the public can be notified e.g. via social media.

The Clerk stated that two Christmas trees have kindly been donated by Squires, one is placed outside the parish office, and one will be placed at Greenwood Road by Rogers.

The Clerk stated that the car park lighting at Pinewood has been replaced with brighter LEDs and positive feedback has been received.

The Clerk stated that first aid training will take place on 6<sup>th</sup> December.

The Clerk noted that the parish office will be closed from 22<sup>nd</sup> December until 2<sup>nd</sup> January. The emergency phone number is displayed around the site.

The Clerk stated that the cost of renewing the annual Zoom licence is £130. Following discussion members agreed that MS Teams would be used and therefore the Zoom licence should not be renewed.

Members discussed IT security. Cllr Plume stated that part of the agreement with Sibit is that members receive individual technical support. It was agreed to request that Sibit provides a 'dos and don'ts list' with respect to effective passwords and also that Sibit should carry out a review of WWPC's IT security.

## **23/121 REPORTS FROM OUTSIDE / OTHER MEETINGS**

### **A. Finance Working Group – 3rd November 2023**

Cllr Foxwell stated that the budget and grants were discussed.

### **B. Staffing Committee – 23<sup>rd</sup> November 2023**

The Clerk stated that due to unresolved issues a report will be issued at a later date.

### **C. Good Neighbours AGM**

Cllr Foxwell reported that the organisation needs more drivers.

## **23/122 PARISH COUNCIL VEHICLE**

The Clerk stated that there was a view that the Kubota was not fit for purpose. Its slow speed makes it a risk for use on public roads. The Clerk has also been advised that the costs of repairs are likely to increase.

The Clerk outlined alternative options including the purchase of a van, or replacing the Kubota with an alternative off-road vehicle that could achieve higher speeds on public roads. Members discussed the required usage of the vehicle including litter collection and general maintenance of the Pinewood and St Sebastians Memorial Hall grounds and footpaths.

Following discussion, it was agreed that the Clerk would prepare a cost/benefit analysis for the various council vehicle options. The Clerk invited members to provide comments for consideration.

#### **23/123 CORRESPONDENCE RECEIVED**

- A. Request from Crowthorne Parish Council for financial support for their D-Day 80 Celebration in June 2024.

Following discussion, it was agreed that the Clerk would obtain more details of CPC's plans for the celebration.

#### **23/124 GRANTS**

- A. To consider and approve recommendations from the Finance Working Group on grant awards for 2023-24 (as given in appendix 12 of the agenda).  
Cllr Rogers declared an interest (Crowthorne Summer Activities).

Members discussed the budget allocated to grants and the grants award process. Members agreed that the grant guidelines should be reviewed for the 2024-25 financial year.

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

**RESOLVED: Recommendations from the Finance Working Group on grant awards for 2023-24, as given in appendix 12 of the agenda, were AGREED**

#### **23/125 FINANCIAL INFORMATION**

- A. To receive a report on outstanding balances (as given in appendix 13A of the agenda).  
The report was received.
- B. To note payments both made and payments due (as given in appendices 13B(i) and 13B(ii) of the agenda).  
Noted.
- C. To receive a detailed income and expenditure report and financial performance against budget report to 31<sup>st</sup> October (as given in appendix 13C of the agenda).  
The report was received.
- D. To receive a report of salary expenditure year to date (as given in appendix 13D of the agenda).  
The report was received.

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

**RESOLVED: Items A-D, above, were AGREED**

- E. To note completion of the quarterly check carried out by Cllr Martin on 23<sup>rd</sup> November 2023.  
Noted.

**23/126 CHAIRMAN’S COMMUNICATIONS**

Cllr Foxwell stated that Angus Ross has requested to attend a council meeting, when the leases have been signed, in order to thank the council.

Cllr Foxwell wished all members and staff a happy Christmas and New Year.

**23/127 ITEMS FOR THE NEXT AGENDA**

- Budget
- (For February meeting) Draft grants policy
- (For February meeting) IT / telecoms

**23/128 DATE OF NEXT MEETING – 7.30 PM ON MONDAY 8<sup>th</sup> JANUARY 2023**

**23/129 MEETING CLOSED AT 9:26 PM**

**Signed:** .....

**Date:** 8<sup>th</sup> January 2024