

## FINCHAMPSTEAD PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30 PM ON 25 MAY 2017 AT THE MEMORIAL HALL, THE VILLAGE, FINCHAMPSTEAD

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**PRESENT:** Cllr Cundy, Chair. Cllr Bromley, Vice Chair.  
Cllrs Mrs Driver, Mrs Hartwell, Mrs Jennings – Frisby, Marshallsay, Pearce, Pittock,  
Rampton, Veitch, Woof, Mrs Yorke.

Mrs Dagnall, Clerk.

#### **210/2017 ELECTION OF THE CHAIRMAN OF THE COUNCIL**

Cllr Cundy was elected unanimously and signed the Declaration of Acceptance of Office.

#### **211/2017 ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL**

Cllr Bromley was elected unanimously.

#### **212/2017 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Bowers, Cornish, May and Weeks.

#### **213/2017 DECLARATIONS OF INTEREST**

No declarations were received.

#### **214/2017 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12 April 2017 were signed as a true and correct record.

#### **215/2017 CHAIRMANS REPORT**

- Cllr Cundy advised that a copy of the Council's Standing Orders and Financial Regulations adopted in March 2017 was included in all Cllrs packs.

Cllr Cundy noted that some Councils Standing Orders set a maximum term (for example 4 years) for any Cllr to stand as Chair or Vice Chair of the Council. This could be considered in future.

- Further to discussions with Alun and Lesley Hicks over a project to mark the 10<sup>th</sup> anniversary of the death of their son David who was killed in action in Afghanistan all local schools, nurseries, Brownie and Scout groups have been asked to put forward a proposal for a project they could otherwise not afford. Mr and Mrs Hicks will select the best 3 and will award £500 to each, with awards to be presented at the Village Fete.

Cllr Cundy asked all Cllrs who have involvement with Schools and Youth groups to encourage them to put forward a proposal.

- Cllrs Cundy, Marshallsay, Weeks and Woof visited the Fleet Hill and Manor Farm sites on 16 May 2017 with representatives from Wokingham Borough Council (WBC), Cemex UK Ltd. and the Royal Society for the Protection of Birds (RSPB).

Restoration work is progressing well on Fleet Hill Farm and is of a high standard. Restoration of Manor Farm will follow.

It was noted that the Clerk has booked the RSPB to speak at the 2018 Annual Gathering.

- The Finchampstead Scout Group have a meeting arranged with WBC in late June when WBC is expected to put a proposal to the Group about their future occupancy of the Hut in the California Country Park.
- The election for a Parish Cllr for Finchampstead South Ward will take place on 8 June 2017. Four candidates are standing. It was noted that the Parish Council is not permitted to publish any information on the candidates apart from that included on the official Statement of Persons Nominated, that is only the name and address of each candidate.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**216/2017 APPOINTMENT OF MEMBERS TO COMMITTEES FOR 2017/18**

All Councillors had been consulted prior to the meeting and the following Committee memberships were confirmed.

Amenities Committee

Cllrs Bowers, Mrs Driver, Mrs Jennings-Frisby, May, Pearce, Veitch and Mrs Yorke. One vacancy.

Planning Committee

Cllrs Bromley, Cornish, Mrs Driver, Mrs Jennings-Frisby, Marshallsay, Pearce, Veitch and Mrs Yorke.

Rights of Way Committee

Cllrs Cornish, Mrs Hartwell, May, Pittock, Weeks and Woof. Two vacancies.

Roads & Road Safety Committee

Cllrs Bowers, Bromley, Marshallsay, May, Rampton and Weeks. Two vacancies.

**ADJOURNMENT**

The meeting was adjourned to allow each of the four committees to elect a chair and vice chair. The roles were confirmed as follows.

Amenities Committee	Chair Cllr Mrs Driver	Vice Chair	Cllr Bowers
Planning Committee	Chair Cllr Veitch	Vice Chair	Cllr Marshallsay
Rights of Way Committee	Chair Cllr Woof	Vice Chair	Cllr Cornish
Roads & Road Safety Committee	Chair Cllr Bromley	Vice Chair	Cllr May

**217/2017 APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL PURPOSES COMMITTEE**

The Finance & General Purposes Committee includes the Chair of or a representative from each of the four Committees, and additional members up to a maximum of eight.

Membership was confirmed as follows.

Cllrs Bromley, Cornish, Mrs Driver, May, Rampton, Veitch and Woof. One vacancy.

**ADJOURNMENT**

The meeting was adjourned to allow the committee to elect a chair and vice chair. The Chair was confirmed as Cllr Woof and Vice Chair Cllr Bromley. .

Cllr Woof proposed that the Committee should be renamed the Finance & General Management Committee and this was agreed unanimously.

**218/2017 WORKING GROUPS AND MEMBERSHIP FOR 2017/18**

Membership was confirmed as follows.

Lead Member for allotments Community Infrastructure Levy (CIL)	Cllr Veitch. Cllrs Bowers, Cundy, May, Pittock, Rampton & Woof.
Community Consultation & Communications	Cllrs Bowers, Bromley, Cornish, Cundy, Pearce & Woof.
Finchampstead Arborfield Steering Group (FAST)	Cllrs Bromley, Mrs Driver, May, Pearce, Pittock & Veitch.
Risk Assessment	Cllrs Pittock, Rampton & Woof.

It was agreed that the Devolution and Parish Hardship Fund Working Groups were no longer required.

## 219/2017 REPRESENTATIVES ON OUTSIDE GROUPS AND ORGANISATIONS

Membership was confirmed as below.

<b>Outside organisations</b>	
<b>Blackwater Valley Partnership</b> - Cllrs Weeks & Woof. <b>CPRE</b> - Cllr Marshallsay. <b>FBC Centre Advisory Board</b> - Cllr Cundy. <b>Finchampstead Emergency Response (FER)</b> - Cllrs Pearce, Pittock & Weeks. <b>Finch NAG</b> - Cllrs Bowers, Bromley, Rampton & Woof. <b>Finchampstead Park Management Committee (FPMC)</b> – Cllr Weeks.	<b>Keep Mobile</b> - Cllr Rampton. <b>Village Club Trustees</b> - Cllrs Cundy & May. <b>Veteran Tree Project</b> - Cllr Veitch. <b>Wokingham United Charities Trust</b> - Cllr Veitch.
<b>Wokingham Borough Council Groups</b>	
<b>Borough/Parish Liaison Forum</b> - Cllrs Cundy & Rampton. <b>California Crossroads Working Group</b> - Cllrs Bromley & May. <b>Greener &amp; Cleaner Environment</b> - Cllrs May & Veitch.	<b>Gorse Ride Community Forum</b> - Cllr Bowers. <b>Gorse Ride Multi Agency Group</b> - Cllr Bowers. <b>Gorse Ride Working Group</b> - Cllrs Bowers, Cundy & Rampton.

It was noted that Cllrs Cundy, May and Rampton sit as Community Governors on the Governing Bodies for Finchampstead School, Nine Mile Ride Primary School and the Gorse Ride Federation respectively. Should any Cllr wish to resign at any point the School would advertise the vacancy within the community.

## 220/2017 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2016/17

The Annual Governance Statement was circulated prior to the meeting. This was unanimously approved and was signed by the Chairman and the Clerk on behalf of the Council.

## 221/2017 TO APPROVE THE ANNUAL ACCOUNTING STATEMENT 2016/17

Relevant papers were circulated prior to the meeting.

Cllr Woof had reviewed the Accounting Statement for 2016/17, together with the Financial Statements (unaudited) for the year ending 31 March 2017, the bank reconciliation, reserves reconciliation and explanation of variances for the Annual Return. The documents were recommended to the Council for approval.

It was unanimously agreed that the Accounting Statement and supporting documents be approved and these were signed by the Chairman and the Clerk on behalf of the Council.

## **222/2017 TRAINING AND DEVELOPMENT POLICY**

Cllr Woof advised that a draft Training and Development Policy had been discussed by the Finance & General Management Committee and various amendments made. A final draft was circulated to all Cllrs and this was recommended for approval.

It was agreed that the Policy would be adopted by the Council.

## **223/2017 COMMITTEE REPORTS**

### **PLANNING COMMITTEE**

Cllr Veitch reported on the meeting held on 19 April 2017. Minutes of the meeting have been circulated.

#### Applications

16 applications were considered. Objections were lodged against the following applications:

- Land at Fleet Rise, Fleet Hill.
- 211 Nine Mile Ride.
- 163A Nine Mile Ride

The application for Land west of Finchampstead Road and adjacent to Sand Martins Golf Club was also discussed and a letter of objection drafted with comments to be finalised at the May meeting of the Committee.

#### Decisions

Decisions were all in line with WBC decisions

#### Other matters

- Cllr Marshallsay attended the informal hearing on the Broughton Appeal on 6 April 2017.
- There are new Appeals in relation to development on Land at Church Farm, White Horse Lane, and 36 Sandhurst Road.
- The Appeal at Moonrakers, Church Lane was allowed with conditions.
- There were two new enforcement issues.

Cllr Marshallsay reported on the meeting held on 17 May 2017. Minutes of the meeting have been circulated.

- Cllrs Marshallsay and Veitch have met representatives from the residents' action group set up in relation to the proposed development of land west of Finchampstead Road adjacent to Sand Martins Golf Club.
- Cllrs Veitch and Weeks met representatives of SP Broadway in relation to proposals for land north of Nine Mile Ride. A public exhibition was held on 12 May 2017 – several Cllrs attended.
- Cllr Veitch attended the WBC Planning Committee meeting on 26 April 2017 and presented the Council's opposition to the development of land west of Twin Oaks, Longwater Lane.
- A public consultation was held on 11 May 2017 on development proposals for 150 homes on land at Marsh Lane, Eversley. Cllrs Pearce and Veitch attended.

#### Applications

13 applications were considered. Objections were lodged against the following applications:

- 1a Nashgrove Lane
- Broomfield, Lower Sandhurst Road.
- 31 Barkham Ride
- Pine Platt, Heath Ride.

Objections to the application for Land west of Finchampstead Road and adjacent to Sand Martins Golf Club were finalised.

There were no objections to the proposed work at the Walled Garden, Wick Hill Lane but conditions were suggested.

### Decisions

Decisions were in line with WBC decisions with the following exceptions.

- |                                    |                   |              |
|------------------------------------|-------------------|--------------|
| • 28 Church Hams                   | FPC no objections | WBC refused  |
| • 6 Cambrian Way                   | FPC objected      | WBC approved |
| • 2 West Court Cottages, Park Lane | FPC objected      | WBC approved |

### Other matters

- There are new Appeals in relation to development at Silverstock Manor, Sandhurst Road, 140 Nash Grove Lane, 36 Sandhurst Road, and 28 Church Hams .
- There will be an informal hearing on 1 June 2017 in relation to the Appeal at Land at Church Farm, White Horse Lane. Cllr Marshallsay will be attending.

Cllr Cundy raised the issue of the increasing number of invitations to private meetings with Developers prior to any public consultation or a planning application being submitted. It was agreed that in future invitations to such meetings should be declined. It was also agreed that the Council's Planning Guidelines should be amended to reflect this – the Clerk will ensure this is covered at the next meeting of the Planning Committee.

It was also agreed that a Cllr preview of a public consultation exhibition or event relating to development proposals was acceptable and that these could continue to be attended.

## **FINANCE AND GENERAL MANAGEMENT COMMITTEE**

Cllr Woolf reported on the financial position of the Council, the meeting held on 26 April 2017 (minutes have been circulated) and current matters.

### **Financial position**

- |                                           |             |
|-------------------------------------------|-------------|
| • Unity Trust Bank                        | £62,581.90  |
| Including £29,859 CIL receipts.           |             |
| • CCLA Public Sector Deposit Fund account | £100,864.28 |

It was noted that 50% of the precept for 2017/18 has now been received. The schedule of payments totalling £12,935.46 (gross) was circulated to all Cllrs. It was noted that this includes the Council's first CIL expenditure on work at the FBC Centre Playing Fields play area. All payments were approved and Cllrs Bromley and Woolf agreed to authorise the electronic payments.

### **Meeting held 26 April 2017 and other matters**

- The end of year accounts and the Annual Return were discussed at the meeting and have been covered by agenda items 11 and 12 above.
- The Council currently holds an Ear Marked Reserve (EMR) of £6800 for election costs, based on figures provided by WBC. It is now apparent that this is based on the cost of an election for the largest ward, and if there were elections in all 3 wards the cost would be significantly higher. The Committee agreed that provision for a full election should be made in an election year (next in 2020/21) but in other years an EMR would continue to be held for a potential election in one ward.
- The draft Training and Development Policy was discussed and has been covered under agenda item 13 above.
- The Grants Policy was also discussed and it was agreed that this would not be changed.

- The Council's Forward Plan was discussed and has also since been discussed by the Amenities Committee. A meeting is being arranged to review the plan and consider changes to the format and content to make it a more useful working document.
- A number of points relating to Consultation and Communications were discussed and a meeting of the Working Group will be arranged shortly.
- CIL – a contribution of £20,000 to the Green Way project is still pending subject to further information being received from WBC. The Avery Car Park project will also be covered by CIL funds, subject to final details being confirmed and agreed.
- The asset inspection is almost complete. The Clerk and Cllr Veitch will arrange a date for the allotment inspection.
- A potential longer term investment fund will be considered by the Committee.
- The HR Sub Committee has met to review staff appraisals and agree salary awards for 2017/18.

### **AMENITIES COMMITTEE**

Cllr Mrs Driver reported on the meeting held on 10 May 2017 (minutes have been circulated) and current matters.

- Assets – the Committee agreed to proceed with the refurbishment of two seats and 3 noticeboards. A further 3 noticeboards (two on Kiln Ride and one at the Tally Ho) may be redundant and consultation is taking place to establish whether people are actually using them.
- War Memorial – the former contractor has given up the contract and there has been some difficulty in finding an alternative contractor. The Clerk is now in contact with a third potential contractor over the work.
- The Allotment Association is holding a 'Friends and Family Day' in early June – Cllrs should advise the Clerk if they wish to attend. It was noted that Wokingham Waitrose is including the Allotments in its 'Community Matters' fundraising scheme in June.
- Warren Wood – WBC has not been able to progress this and Cllrs Mrs Driver and May will now take this forward and liaise with Reading University which has been studying various Barrows, and English Heritage.
- The centenary of the end of World War I falls on 11 November 2018 and Councils are being asked to light beacons to mark the event. St James' Church has agreed to hold a commemorative service prior to the beacon being lit at 7pm.
- The California Crossroads defibrillator ceased to function in early April and has now been evaluated – it is apparently beyond repair due to corrosion damage caused by water ingress. The Clerk is querying this.

### **RIGHTS OF WAY COMMITTEE**

Cllr Woof reported on current matters.

- The construction of Green Way AR3 running from Commonfield Lane through the California Country Park to Gorse Ride North is underway and is due for completion in September 2017.
- Additional way markers have been purchased and a date will be arranged to way mark circular walk 3.
- The site visit to Fleet Hill and Manor Farm sites was covered earlier in the meeting.
- Cllrs Mrs Hartwell, Pittock and Woof have surveyed a section of the Blackwater Valley Path as part of the Blackwater Valley Countryside Partnership survey of the whole route.
- Cllr Pittock advised that the Blackwater Valley 'Big Valley Ramble' in April was a successful event. The walk was changed to a circular walk this year and numbers were less than in previous years but are expected to increase again next year.

Maintenance issues on FP12 (green waste), FP6 and 8 (overgrown hedges) and BP34 (overgrown rhododendron) were reported and will be followed by up Cllr Woof or the Clerk.

### **ROADS & ROAD SAFETY COMMITTEE**

Cllr Bromley reported on current matters.

- The appearance of pole mounted Vehicle Activated Signs (VAS) on Nine Mile Ride was queried with WBC and these are apparently linked to a new initiative through which the signs will be rotated around the Borough. Cllr Bromley forwarded data to WBC to help inform where the best places to locate a VAS are, and WBC subsequently asked for a meeting to discuss the Parish Council's traffic monitoring activities. This took place on 28 May 2017 and the WBC Officer also participated in a Speed Indicator Device (SID) session. WBC and also Thames Valley Police are keen to use Finchampstead as an example with a view to encouraging other Councils to undertake similar work.
- There has been some progress with the outstanding works to the Avery Corner Car Park. A site meeting has taken place with WBC and its contractor and revised plans are being drawn up and costed with a view to works taking place in the summer holiday.

### **224/2017 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

#### **Cleaner and Greener Environment – 15 May 2017**

Cllr May attended the meeting and will feed back in due course.

#### **Gorse Ride Estate**

The Clerk advised that the Community Development Worker has been seconded to an alternative position.

#### **Finchampstead Neighbourhood Action Group**

The next meeting will be held on 6 June 2017 at 7.30pm at Finchampstead Library.

### **225/2017 ARBORFIELD STRATEGIC DEVELOPMENT LOCATION (SDL)**

- Minutes of the Community Liaison Group held on 10 April 2017 have been circulated.
- The Steering Group meeting planned for 9 May 2017 was cancelled. The next meeting is on 6 June 2017.
- Crest Nicholson has submitted a Reserved Matters application for Parcel U2 North of Biggs Lane.
- Crest Nicholson held a public exhibition on plans for Parcel Q on 22 May 2017. The Parcel is adjacent to the District Centre and proposals include 112 homes for private rental.
- Cllr Bromley attended a meeting about plans for the Arborfield Relief Road meeting on 24 May 2017. A planning application will be submitted at the end of June 2017 with construction planned for late 2018 to summer 2020. The project will be funded through Developer Contributions (S106) and a Department for Transport grant. Public exhibitions on proposals for the Road will be held on 13, 14 and 17 June 2017 at Henry Street Garden Centre with preview for Cllrs 9.30 to 11.30 on 13 June 2017.
- Cllr Veitch and the Clerk will be attending a meeting with WBC and neighbouring Parish Councils on 28 June 2017 to discuss the future management of new allotment sites on the Arborfield development.

### **226/2017 COMMUNICATIONS AND CONSULTATION**

An update on Council communications was circulated.

It was agreed that the reports should be 3 monthly in future and should include information on the most popular website pages.

### **227/2017 CORRESPONDENCE**

- Berkshire Vision is holding its AGM on 29 September 2017 at 2pm in Reading. Apologies will be sent.

Items circulated by email over previous month:

- NALC newsletters and bulletins.
- CCB Action for All e bulletin and annual review.
- WBC news/media releases.
- WBC Traffic management updates.
- WBC Libraries information.
- Thames Valley Police alerts.
- Arborfield SDL information and newsletters.

### **228/2017 FORUM**

- It was decided that a message would not be sent to Manchester in relation to the recent attack.
- Cllr Mrs Driver commented that the timing of meetings does not fit well with copy dates for the Parish Magazine.
- Cllr Woof suggested that a message of congratulation should be sent to WBC Cllr Rob Stanton who has been elected Mayor for 2017/18, and that he should be invited to the 2018 Annual Gathering. The Clerk will arrange this.

### **229/2017 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Wednesday 21 June 2017 at 7.30pm at the FBC Centre.

*These minutes are subject to confirmation at the next meeting of the Council.*



<b>UNITY TRUST BANK ACCOUNT 10/05/17</b>			£62,581.90	
INCLUDING CIL RECEIPTS TOTAL £29,859				
<b>CCLA DEPOSIT ACCOUNT 08/05/17</b>			£100,864.28	
<b>TOTAL FUNDS</b>			<b>£163,446.18</b>	
<b>Outstanding cheques yet to be cleared</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	
RAMBLERS - MEMBERSHIP	60.50	0.00	60.50	CH300214
<b>TOTAL CHEQUES OUTSTANDING</b>			<b>£60.50</b>	
<b>Payments already approved and paid</b>				
BT TELEPHONE/BROADBAND	63.48	12.69	76.17	DD
SOUTH EAST WATER (ALLOTMENTS)	24.73	0.00	24.73	586429909
WEBFUSION	119.88	23.98	143.86	195861531
INFORMATION COMMISSIONER (DATA PROT	35.00	0.00	35.00	DD
JDB CONTRACTORS (WAR MEMORIAL)	72.00	14.40	86.40	777583667
MORTIMER GDN SERVICES (FPATH EQUIP)	101.20	0.00	101.20	CH 300216
ROGER LONG - LITTER WARDEN	569.25	0.00	569.25	CH 300217
READIBUS - COMMUNITY TRIPS	151.00	0.00	151.00	109749962
<b>PAYMENTS MAY 2017</b>				
<b>Staff costs</b>	4308.53	0.00	4308.53	
<b>Other costs</b>				
JDB CONTRACTORS (WAR MEMORIAL)	36.00	7.20	43.20	418694883
RICHARD CHING (WAY MARKERS)	137.25	27.45	164.70	918944876
GREENHAM (LITTER WARDEN SUPPLIES)	118.78	23.76	142.54	95226615
FBC CENTRE OFFICE RENT / S CHARGE	1,480.09	0.00	1480.09	992190627
PARISH ONLINE MAPPING SUB	182.00	36.40	218.40	65540088
NATIONAL ALLOTMENT SOCIETY SUB	55.00	11.00	66.00	CH 300218
COMMUNITY COUNCIL BERKSHIRE SUB	30.00	0.00	30.00	19313205
HALC SUBSCRIPTION	710.00	142.00	852.00	200594910
NALC - DIRECT INFO SERVICE SUB	135.00	27.00	162.00	501201864
KD SLCC CONFERENCE 7/8 JUNE 17	430.00	38.00	468.00	710929822
WBC - CIL CONTRIBUTION - PLAY AREA	5,000.00	0.00	5000.00	74013703
<b>Allotment costs</b>				
-				
<b>Grants and contributions - subject to final approval by Council where appropriate</b>				
-				
<b>TOTAL MAY 2017 PAYMENTS</b>		<b>£312.81</b>	<b>£12,935.46</b>	
<b>TOTAL REMAINING</b>			<b>£150,450.22</b>	
<b>MAY PETTY CASH / CARD PAYMENTS</b>				
<i>Total petty cash payments</i>	12.88	0.00	12.88	
<i>Total Card payments (Clerk)</i>	107.64	21.53	135.70	
<i>Total Card payments (Footpath Warden)</i>	0.00	0.00	0.00	
<b>TOTAL</b>	<b>120.52</b>	<b>21.53</b>	<b>£148.58</b>	