

FINCHAMPSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30PM ON 25 APRIL 2018 AT THE FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD

PRESENT: Cllr R. Cundy, Chair; Cllr S. Bromley, Vice Chair.
Cllrs S. Bowers, D. Cornish, Mrs C. Driver, Mrs B. Eytel (part),
Mrs N. Jennings – Frisby, G. Jukes OBE, R. Marshallsay, J. May, A. Pearce,
I. Pittock, R. Rampton, G. Veitch, S. Weeks and R. Woof.

Mrs Dagnall, Clerk.

154/2018 APOLOGIES FOR ABSENCE

All Councillors were present.

155/2018 DECLARATIONS OF INTEREST

Cllrs May, Veitch and Weeks declared non-pecuniary interests as Members of the Moor Green Lakes Group.

156/2018 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Council held on 15 March 2018 were signed as a true and correct record. Some minor typographical errors were corrected.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

157/2018 CHAIRMANS REPORT

- The Wokingham Borough Council (WBC) Overview and Scrutiny Management Committee asked for suggestions for its work programme for 2018/19. At the previous meeting it was agreed that the poor condition of the road signs, footways and kerbsides should be put forward. WBC has confirmed that this has been accepted for inclusion in the work programme.
- A further meeting with the WBC Interim Chief Executive is planned. One item for discussion is the WBC Asset Review including the current position with the Scout Group and its hut in the California Country Park. Other suggested topics should be forwarded to the Clerk.
- The seven WBC Cllrs for Finchampstead Wards are able to attend Parish Council meetings but it was suggested that they could be specifically invited to help develop the relationship between the Cllrs and the Parish Council. Alternatively or in addition the Ward Cllrs could be sent a monthly precis of the main issues affecting or being dealt with by the Parish Council.

It was agreed that the WBC Ward Cllrs should be invited to attend meetings on a quarterly basis and that the meeting agenda should provide a specific opportunity for the Cllrs to speak.

- Cllr Bromley advised that the transfer of email to Heart Internet took place on 20 April 2018. Some issues have arisen which are gradually being resolved, any Cllrs experiencing problems should contact Cllr Bromley.

158/2018 COMMITTEE REPORTS

PLANNING COMMITTEE

Cllr Veitch reported on the meeting held on 4 April 2018 – minutes have been circulated.

Applications

12 applications were considered.

Objections were lodged against development applications at:

- Longmoor Farm, Park Lane.
- 111 Barkham Ride.

Following clarification of access arrangements at Agates Meadow Cottage, Fleet Hill no objections were made to the proposals.

Decisions

Decisions were in line with WBC decisions with the exception of:

- | | | |
|---------------------|-------------------|-------------|
| • Fleet Hill Farm | FPC no objections | WBC refused |
| • 47 Wellsley Drive | FPC no objections | WBC refused |

Other matters

- There were no new Appeals.
- There is a new Appeal relating to proposals at Landmark House, Jubilee Road.
- 7 enforcement cases have been closed.
- Ravenswood Village – an exhibition for Borough and Parish Councillors was held on 24 April 2018 on proposals for up to 240 dwellings. If the development proceeds the Ravenswood Village buildings and facilities will be refurbished and improved. The site is located in Wokingham Without Parish but is adjacent to Finchampstead.

FINANCE & GENERAL MANAGEMENT COMMITTEE

Cllr Woof reported on the financial position of the Council, the Committee meeting held on 11 April 2018 (minutes have been circulated) and current matters.

Financial position

- | | |
|---|------------|
| • Unity Trust Bank | £34,327.72 |
| • CCLA Public Sector Deposit Fund account | £31,019.91 |
| • CCLA Property Fund | £25,000 |
| • Including £4,859 CIL receipts. | |

The schedule of payments totalling £13,791.25 (gross) was circulated to all Cllrs. Heartstart Swallowfield delivered the successful defibrillator / first aid training session on 27 March 2018 and a donation of £250 to the organisation was agreed.

The payments were unanimously approved and it was agreed that Cllrs Bromley and Woof would authorise the electronic payments.

Other matters

- **End of Year Accounts**

The end of year accounts and close down have been completed. The Internal Auditor will make the final visit on 1 May 2018 and the Annual Governance and Accountability Return will be on the agenda for approval at the next Main Council meeting on 17 May 2018.

The end of year position shows a balance of £64,000 to carry forward. This includes £9000 of general reserves in addition to the £30,000 of earmarked reserves and £25,000 invested in the CCLA Property Fund.

The first instalment of the precept has been paid and is included in the Unity Trust Bank account balance above.

Committee meeting held on 11 April 2018

- **Budget and precept demand**

Several queries were received this year and these have all been responded to and resolved. An explanatory item will be included in the next e newsletter.

- **Authorised signatories and Community Infrastructure Levy (CIL)**

Changes to signatories and potential projects to be funded by CIL receipts were discussed and are covered under separate agenda items 160/2018 and 161/2018 below.

- **General Data Protection Regulations**

New regulations come in to force on 25 May 2018. Some progress has been made towards compliance including the completion of a data audit and the provisional appointment of a Data Protection Officer.

Other requirements are being prioritised and progressed and will include guidance and training for Cllrs.

- **Council management matters and Working Group reports**

Emergency Plan and business continuity – Cllrs Bromley and Woof and the Clerk are meeting on 1 May 2018 primarily to discuss IT support.

Finchampstead Emergency Response (FER)

Cllr Woof will discuss the current situation with the FER Working Group.

New Strategic Plan

The current focus is on the analysis of the household consultation comments and investigation into Neighbourhood Development Plans. An update on Neighbourhood Development Plans will be provided under agenda item 159/2018 below. Cllrs Cornish and Woof and the Clerk are meeting on 22 May 2018 to consider the next stages in the process.

Communications and Consultation Working Group

The household distribution of the 2017/18 Annual Report took place during the week commencing 9 April 2018.

The first household distribution was the distribution of the 2016/17 Annual Report in April 2017. In November 2017 the household consultation document was distributed, followed by the latest distribution of the 2017/18 Annual Report in April 2018. No further distributions are planned but this will be discussed by the Working Group.

It was agreed that the Working Group should meet regularly 3 times a year. The Clerk will be arranging dates.

Risk assessments

There is still some work to be completed on the risk assessments for various activities and areas of work. The Working Group will be meeting to discuss this and to make arrangements for the 2018 Asset Inspection. It was noted that Cllr Cundy has joined the Group.

AMENITIES COMMITTEE

Cllr Mrs Driver reported on current matters.

- The Litter Warden is unwell and may not be back to work for some time. Cllr Mrs Driver has mentioned this in the article for the next edition of the Finchampstead Magazine with a request for more Adopt a Street volunteers.

- The seat from the California Ratepayers Hall bus shelter was stolen recently, along with one from a WBC owned shelter on Barkham Ride. The Clerk is liaising with WBC and the seats will be replaced as soon as possible.
- Work on the allotment site car park and water supply extension commenced on 23 April 2018 and should take around two weeks depending on weather conditions.
- The California Crossroads tidy up session planned for 22 April 2018 was cancelled as there were not enough volunteers to make it viable. Another date will be arranged but this may not be until the autumn.
- A request has been received to put a geocache in the Telephone Box Book Swop at the California Crossroads. Geocaching is a form of treasure hunting using Global Positioning System (GPS) and is free of charge and has no commercial element. Geocaches have been placed in a number of traditional telephone boxes across the country.

It was agreed that permission to put a geocache in the Box should be granted.

RIGHTS OF WAY COMMITTEE

Cllr Woof reported on the meeting held on 18 April 2018 and current matters. Minutes of the meeting will be circulated shortly.

- Cllrs Cornish and Woof and the Clerk had a positive meeting with the WBC Rights of Way Officer on 11 April 2018.

- **Cycling**

A meeting will be arranged with a WBC Officer to discuss cycle routes, their promotion and shared use of paths. A cycle route to Wokingham is a high priority and this will also be discussed.

The Committee will need to liaise with the Roads & Road Safety Committee to ensure there is no overlap or duplication of initiatives.

- **Byways**

Byways are a current priority for WBC. WBC has a large number of byways with adjacent dwellings and many are in poor condition as the original routes were not intended to cope with the current level of use. Some byways have had to be closed but this does not include any in Finchampstead. WBC has agreed to make improvements to the unmade section of Nashgrove Lane and to BW24 leading to Wellingtonia Avenue.

- **Path condition**

Many paths are very wet due to the recent level of rainfall. There are various other minor issues with encroaching vegetation, damaged fences and gates and these are in hand.

- **FP33**

WBC has agreed to share the cost of the drawing up of proposals and a cost estimate for the section of the path between Longwater Lane and the junction of FP33 with FP29.

WBC has provided landowner details so that the process towards potential re-designation of the path as a Bridleway can be started.

- **Fleet Hill and Manor Farm Reserves**

There is no further news on when the Royal Society for the Protection of Birds (RSPB) will take over the sites or when public access will be permitted.

Concerns over the condition of the new paths were discussed with the WBC Rights of Way Officer and these will now be inspected. WBC will not accept responsibility for the paths unless they are fit for purpose.

- **Greenways**

Greenways are a high priority for WBC and a Project Officer is being appointed in June 2018. It has now been agreed that the gates on the California Greenway are unsuitable for cyclists and alternatives are being looked at.

The number and design of gates on the next Greenway to be implemented – from the California Country Park to Nine Mile Ride – is a concern. The Parish Council submitted comments on this through the public consultation process and this was discussed further with the WBC Rights of Way Officer.

- **Path from Gorse Ride North to the California Greenway**

Improvements to the path were completed on 19 April 2018 and very positive feedback has been received. The work is being jointly funded by the FBC Centre which is responsible for the Path and the Parish Council.

The Clerk will contact WBC regarding the poor condition of a section of path in the California Country Park.

ROADS & ROAD SAFETY COMMITTEE

Cllr Bromley reported on current matters.

- **Avery Corner Car Park**

Work at the car park was completed on 6 April 2018. Feedback on the improved layout and school drop off zone has been positive. Two banners have been ordered for the drop off zone.

- **Speed Watch**

CA Traffic has advised that it will not be able to service or repair the Speed Indicator Device (SID) or the Speed Data Recorders after 31 December 2018. The units have operated smoothly to date but will need eventual replacement. This will be discussed at the next Committee meeting.

Two new volunteers have come forward for SID sessions. A rota has been prepared for the next 3 months and includes additional sessions in the sections of Nine Mile Ride and Park Lane where the problem has worsened since the reduction in the speed limit to 30mph.

- **Bed at Church Lane / White Horse Lane**

The bed will be planted soon with appropriate shrubs and stepping stones will be put in to allow access to the Parish Council noticeboard. St James' Church supports the planned work.

- **California Crossroads**

The broken / missing railings were finally replaced on 22 April 2018, over 5 months after they were damaged.

A large number of cameras have been installed at and around the Crossroads. These are gathering information on traffic movements to assist with the development of proposals for large scale improvements to the Crossroads. Cllrs Pittock and Weeks confirmed that the former Steering Group on which Cllrs Bromley and May represent the Parish Council will be

reconvened. This is likely to be in late May 2018. Improvements to the Crossroads will not take place until 2020/2021

159/2018 NEIGHBOURHOOD DEVELOPMENT PLAN

As agreed at the previous meeting Cllrs Cornish, Marshallsay and Pearce have started to undertake further research into the benefits of a plan.

To date meetings with a WBC Planning Officer and a representative from Stratfield Mortimer Parish Council have taken place. Meetings are being arranged with Sunninghill and Ascot Parish Council and Winkfield Parish Council. A number of other Councils which have progressed to various stages with a Plan have also been approached.

A short presentation on Neighbourhood Planning was included in the Council for the Protection of Rural England (CPRE) workshop attended by Cllrs Marshallsay and Veitch and the Clerk on 18 April 2018. Cllrs Cornish and Marshallsay will be attending a Neighbourhood Planning seminar on 24 May 2018.

The Group will provide a further report to Main Council on 20 June 2018.

160/2018 AUTHORISED SIGNATORIES

The Council's authorised signatories and levels of authorisation were discussed at the Finance & General Management Committee meeting on 11 April 2018 and changes were proposed as outlined below.

CCLA PUBLIC SECTOR DEPOSIT FUND

- Current signatories are Cllrs Bromley, Cundy and Woof
- It is proposed that Cllr Veitch is added as a signatory

CCLA PROPERTY FUND

- Current signatories are Cllrs Bromley, Veitch and Woof.
- It is proposed that Cllr Cundy is added as a signatory

UNITY TRUST BANK CURRENT ACCOUNT

- At present Cllrs Bromley, Cundy, Mrs Driver, Veitch and Woof can view the account online and can authorise payments.
- Cllrs Cundy and Woof can also raise payments.
- The Clerk can view the account and raise payments.
- It is proposed the Cllr Bromley is also given authority to raise payments.

The above proposals were unanimously agreed. The Clerk will prepare the relevant forms for signature.

161/2018 COMMUNITY INFRASTRUCTURE LEVY (CIL) FUND EXPENDITURE

A report on proposals was circulated to Cllrs prior to and at the meeting.

The Council has a balance of approximately £500 in CIL funds with a further £56,000 due this month April 2018.

WBC will be forwarding a list of suggested projects which the Council may wish to contribute all or some of the CIL funds to. This is also due this month.

In the interim a number of projects have come forward which could potentially be funded from the CIL receipts. These were discussed at the Finance & General Management Committee meeting on 11 April 2018 and the following proposals were recommended to the Council, subject to receipt of the

funds and sight of the list of potential projects which is due this month. The list could include additional projects which may be of interest, but this is unlikely.

California Country Park boardwalk – CIL funding of £25,000
Moor Green Lakes car park extension – CIL funding of £4000
Gorse Ride path – CIL funding of £750.

It was agreed in principle that CIL funding should be allocated as follows, subject to receipt of the funds and sight of the WBC list of potential projects as noted above.

California Country Park boardwalk – CIL funding of £25,000
Moor Green Lakes car park extension – CIL funding of £6000
Gorse Ride path – CIL funding of £750.

WBC has confirmed that the boardwalk will have a galvanised steel subframe and recycled plastic supporting beams and decking. The Clerk will ask for confirmation of the expected lifespan of the structure. WBC has advised that subject to funding coming forward the construction should be completed in early July 2018.

It was noted that the Parish Council will be developing its own list of projects for CIL funding, with or without WBC. This forms part of the current development of a new strategy for the Council.

162/2018 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES Borough / Parish Liaison Forum – 26 March 2018

Cllr Rampton attended the forum. The WBC notes of the meeting have been circulated.

Cleaner and Greener – 16 April 2018

Cllr Veitch attended the meeting. Some information has been circulated. The meeting included updates on recycling; the processing of the increased plastic waste being collected; the introduction of food waste recycling from April 2019; the annual community litter pick which generated 15-20 tonnes of waste; a new scheme to sell compost produced from green waste recycling; the need for more bottle banks; the extension of the street cleaning contract to 2020 and some successful fly tipping prosecutions.

WBC Officers will be attending the Main Council meeting on 20 June 2018 to speak about waste and recycling.

Finchampstead Neighbourhood Action Group – 10 April 2018

Cllrs Bromley, Weeks and Woof attended the meeting. Minutes have been circulated.

The Group plans to attend the Village Fete in June and the Community Fun Day in August and is also planning to produce a leaflet on the work of the Group.

The community litter pick was deferred due to snow but has now taken place in some areas. The FB Church and St Mary & St John's Church will be doing a litter pick on 12 May 2018.

Thames Valley Police is keen to hold Alcohol and Drug rehabilitation sessions in Finchampstead and is looking for funding for or free venues. Cllr Bromley has advised that the California Ratepayers Hall may be available at certain times. Cllr Veitch has now been in touch with the Police in his capacity as a Trustee of the Wokingham United Charities and the Charities may be able to offer support.

FBC Centre Advisory Board – 24 April 2018

Cllrs Cundy and Weeks attended the meeting.

- Discussions are taking place over community facilities at Arborfield Green and Hogwood Farm.
- Finances are in a good position.
- The numbers attending Church and youth activities have increased.
- There are 35 staff on the payroll including 7 full time staff. There are also 100 regular volunteers.
- Parking is still an issue - some changes to parking arrangements are planned on a trial basis.
- The potential for increasing the size of the Parish Council Office was raised and will be followed up.

Gorse Ride Estate Regeneration

Cllr Bowers advised that a Steering Group meeting was held on 28 March 2018. The next meeting will take place on 6 June 2018.

WBC will be meeting on 16 May 2018 to make a decision on finance for the second phase of the regeneration project.

The current Community Development Worker is seconded to the post until July 2018. Plans after this are unclear and Cllr Weeks agreed to follow this up.

163/2018 ARBORFIELD STRATEGIC DEVELOPMENT LOCATION (SDL)

- Health provision is still under discussion. The Clerk has drafted a letter to the Chair of the Clinical Commissioning Group (CCG) and will copy the letter to Dr Phillip Lee MP and the Secretary of State for Health and Social Care.

The Clerk has contacted Arborfield & Newland and Barkham Parish Councils to establish if a letter could be sent on a joint basis. It was agreed that the letter should be sent and a copy forwarded to the other Parish Councils so they can follow suit if they wish.

- Crest Nicholson presented its proposals for Parcels AA and S on 4 April 2018 prior to the Planning Committee meeting. Parcel AA is a prominent public area, the former Sergeants' Mess adjacent to the existing cricket green. Parcel S is a small Parcel which includes the Grade II listed Moat House.
- Legal & General held a public exhibition on 28 March 2018 on its proposals for Hogwood Farm. The revised proposals will be presented to the Parish Council on 2 May 2018 prior to the Planning Committee meeting. Cllrs not on the Committee are welcome to attend.
- A visit to the restored Arborfield Garrison Stables has been arranged for 10 May 2018. Cllrs Mrs Eytel, Pearce, Pittock and Veitch will be attending. Cllrs Cundy, Mrs Driver and Marshallsay expressed interest in attending. Any other Cllrs wishing to attend should contact the Clerk.

164/2018 CORRESPONDENCE

Correspondence has been circulated by email.

165/2018 FORUM

- The land near Warren Lodge has recently been sold but the High Court injunction still applies and a new notice has been displayed on the site.

166/2018 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

The next meeting will take place on Thursday 17 May 2018 at the Memorial Hall. This will be the Annual Meeting of the Council.

FINCHAMPSTEAD PARISH COUNCIL

PAYMENT LIST 2017/18

26/04/2018

UNITY TRUST BANK ACCOUNT 23/04/18			£34,327.72	
CCLA DEPOSIT ACCOUNT 31/03/18			£31,019.91	
CCLA PROPERTY FUND 31/03/18			£25,000.00	
INCLUDING CIL RECEIPTS TOTAL £4,859				
TOTAL FUNDS			£90,347.63	
	NET	VAT	TOTAL	
Outstanding cheques yet to be cleared				
TOTAL CHEQUES OUTSTANDING			£0.00	
Payments already approved and paid				
BT TELEPHONE/BROADBAND	65.18	13.03	78.21	DD
ROYAL MAIL DOOR TO DOOR	668.30	133.66	801.96	31947313
JAY PRINTERS	548.00	0.00	548.00	659771791
READIBUS	79.00	0.00	79.00	138512203
IBS PRINTER	137.76	27.55	165.31	724427466
CPRE SUBSCRIPTION	36.00	0.00	36.00	790964666
PAYMENTS APRIL 2018				
Staff costs			£5,299.28	
Other costs				
WINDOWFLOWERS-FLORAL DISPLAYS	447.00	89.40	536.40	434406960
MORTIMER GS - FOOTPATH EQUIP SERVICE	94.50	0.00	94.50	CH300246
OFFICE DEPOT	30.97	6.19	37.16	TBC
OFFICE RENT / SERVICE CHARGE	1518.89	0.00	1518.89	335643230
HALC SUBSCRIPTION	737.00	147.40	884.40	193179893
RAMBLERS SUBSCRIPTION	62.00	0.00	62.00	CH300247
SMALLWOOD - GORSE RIDE PATH	1,490.00	298.00	1788.00	657284032
Allotment costs				
SOUTH EAST WATER	23.98	0.00	23.98	67064113
GREENHAMS - LOCKS	104.70	20.94	125.64	39378457
Grants and contributions - subject to final approval by Council where appropriate				
FBCHURCH - YOUTH WORK(JAN-MAR)	3000.00	0.00	3000.00	686282237
READIBUS - COMMUNITY TRIPS	171.00	0.00	171.00	21264034
HEARTSTART SWALLOWFIELD	250.00	0.00	250.00	TBC
TOTAL MARCH 2018 PAYMENTS		£561.93	£13,791.25	
TOTAL REMAINING			£76,556.38	
APRIL PETTY CASH / CARD PAYMENTS				
<i>Total petty cash payments</i>	1.20	0.00	1.20	
<i>Total Card payments (Clerk)</i>	43.88	0.00	43.88	
<i>Total Card payments (Footpath Warden)</i>	0.00	0.00	0.00	
TOTAL	£45.08	£0.00	£45.08	