

FINCHAMPSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30PM ON 17 MAY 2018 AT THE MEMORIAL HALL, THE VILLAGE, FINCHAMPSTEAD

PRESENT: Cllr R. Cundy, Chair; Cllr S. Bromley, Vice Chair.
Cllrs S. Bowers, D. Cornish, Mrs C. Driver, G. Jukes OBE, R. Marshallsay,
Mrs S. McDonald, A. Pearce, I. Pittock, R. Rampton and R. Woof.

Mrs Dagnall, Clerk.

192/2018 ELECTION OF THE CHAIR OF THE COUNCIL

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

193/2018 ELECTION OF THE VICE CHAIR OF THE COUNCIL

Cllr Bromley was elected unanimously.

194/2018 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Eytley, Mrs Jennings-Frisby, Veitch and Weeks.

195/2018 DECLARATIONS OF INTEREST

No interests were declared.

Councillors were asked to check that their Disclosures of Interests are up to date. These are published on the Council's website.

196/2018 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Council held on 25 April 2018 were signed as a true and correct record.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

197/2018 CHAIRMANS REPORT

- There has been some progress with the California Country Park Scout Hut issue as Wokingham Borough Councillors are now actively involved. Cllr Weeks will be asked to give an update at the next Main Council meeting.
- The Village Fete will be held on 16 June 2018 at the Memorial Park. The Clerk has booked a stall and will circulate a rota.

198/2018 APPOINTMENT OF MEMBERS TO COMMITTEES FOR 2018/19

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

Amenities Committee

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

Planning Committee

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

Rights of Way Committee

Cllrs Cornish, Jukes, May, Pittock, Weeks and Woof. Two vacancies.

Roads & Road Safety Committee

Cllrs Bowers, Bromley, Marshallsay, May, Pittock, Rampton and Weeks. One vacancy.

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

199/2018 APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL MANAGEMENT COMMITTEE FOR 2018/19

The Finance & General Management 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 Eyle, Jukes, May, Rampton, Veitch and Woof.

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.

200/2018 WORKING GROUPS AND MEMBERSHIP FOR 2018/19

Groups and membership were confirmed as follows.

Lead Member for Allotments	Cllr Veitch.
Community Infrastructure Levy (CIL)	Cllrs Bowers, Cundy, May, Pittock, Rampton & Woof.
Community Consultation & Communications	Cllrs Bowers, Bromley, Cornish, Cundy, Mrs Eyle, Pearce & Woof.
Finchampstead Arborfield Steering Group (FAST)	Cllrs Bromley, Mrs Driver, May, Pearce, Pittock & Veitch.
Finchampstead Emergency Response (FER)	Cllrs Jukes, Pearce, Pittock and Weeks.
Risk Management	Cllrs Cundy, Pittock, Rampton & Woof.

A new Working Group and its members were confirmed as follows:

Neighbourhood Development Plan	Cllrs Cornish, Marshallsay and Pearce.
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201/2018 REPRESENTATIVES ON OUTSIDE GROUPS AND ORGANISATIONS

Representatives were confirmed as follows.

OUTSIDE ORGANISATIONS	
Blackwater Valley Partnership - Cllrs Weeks & Woof. Council for the Protection of Rural England (CPRE) - Cllr Marshallsay.	Village Club Trustees - Cllrs Cundy & May. Veteran Tree Project - Cllr Veitch. Wokingham United Charities - Cllr Veitch. Keep Mobile - Cllr Rampton.

FBC Centre Advisory Board - Cllr Cundy. Finchampstead Neighbourhood Action Group (Finch NAG) - Cllrs Bowers, Bromley, Rampton & Woof. Finchampstead Park Management Committee (FPMC) – Cllr Weeks.	Arborfield SDL Community Liaison Group – Cllrs May & Pearce Arborfield SDL Steering Group – Cllrs Bromley & Veitch
WOKINGHAM BOROUGH COUNCIL GROUPS	
Borough/Parish Liaison Forum - Cllrs Bromley, Cundy & Rampton. California Crossroads Working Group - Cllrs Bromley & May. Greener & Cleaner - Cllrs May & Veitch.	Gorse Ride Multi Agency Group - Cllr Bowers. Gorse Ride Steering Group - Cllrs Bowers, Cundy & Mrs Eytle.

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.

202/2018 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2017/18

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.

203/2018 TO APPROVE THE ANNUAL ACCOUNTING STATEMENT FOR 2017/18

The Annual Accounting Statement was circulated prior to the meeting.

Cllr Woof had reviewed the Accounting Statement for 2017/18, together with the Financial Statements (unaudited) for the year ending 31 March 2018, the bank reconciliation, reserves reconciliation and explanation of variances for the Annual Governance and Accountability Return. The documents were recommended to the Council for approval.

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

204/2018 GENERAL DATA PROTECTION REGULATIONS

Cllr Woof advised that progress continues to be made toward compliance with the new regulations which come into place on 25 May 2018.

Guidance will be circulated to Councillors shortly. The importance of using the @ finchampstead-pc.gov.uk email addresses was stressed, together with the need for good housekeeping to ensure that where personal information is held only essential hard copy and electronic files are retained.

The new Regulations recommend that Local Councils appoint a Data Protection Officer. Wokingham Borough Council has offered to fulfil this role through a Service Level Agreement. It was agreed that the Council should accept this offer in principle, subject to confirmation of the details of the Agreement.

205/2018 COMMITTEE REPORTS

PLANNING COMMITTEE

Cllr Marshallsay reported on the meeting held on 2 May 2018 – minutes have been circulated.

Applications

10 applications were considered.

Objections were lodged against development applications at:

- Land to the rear of 6 Johnson Drive. It was noted that this application has now been refused by Wokingham Borough Council (WBC).
- 2 West Court Cottages.
- 8 Garston Grove.
- 53 Barkham Ride

There were no objections to proposals at Half Way Tree, Wellingtonia Avenue provided that the space above the new garage does not form habitable accommodation for residential use.

An application for the new primary school at Arborfield Green was considered and is reported under minute 207/2018 below.

Decisions

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

- Land north east of Brambletye, New Mill Road: FPC no objections - WBC refused

Other matters

- There were 4 new enforcement issues.
- Ravenswood Village – an exhibition for Borough and Parish Councillors was held on 24 April 2018 on proposals for up to 240 dwellings. A community consultation event is taking place at the site on 23 May 2018. The site is located in Wokingham Without Parish but is adjacent to Finchampstead.
- Barkham Square - Cllr Veitch attended a feedback session on 30 April 2018 following up on the masterplanning sessions held for Barkham Square, Grazeley and Twyford/Ruscombe. A public consultation on the will start on 11 June 2018 to seek views on the findings, not the preferred location for development.

FINANCE & GENERAL MANAGEMENT COMMITTEE

Cllr Woof reported on the financial position of the Council and current matters.

Financial position

- Unity Trust Bank £125,482.82
- CCLA Public Sector Deposit Fund account £31,034.54
- CCLA Property Fund £25,000
- Including £61,015 CIL receipts.

The schedule of payments totalling £6055.68 (gross) was circulated to all Cllrs.

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

Other matters

- The end of year accounts and the General Data Protection Regulations were covered under minutes 202/2018 to 204/2018 above.
- **Community Infrastructure Levy (CIL)**
A payment of £56,000 has been received. As agreed at the previous meeting £31,750 of this is now committed to the California Country Park boardwalk, the Moor Green Lakes car park and the FBC Centre path. WBC and the Moor Green Lakes Group have each expressed their thanks for the contributions.

- **Risk Management**

The Working Group met on 11 May 2018. The Risk Management Policy and several draft risk assessments were reviewed, and arrangements are now in place for the annual asset inspection. Cllr Woof has stood down as Chair of the Group and Cllr Cundy has taken over the role.

- **Business continuity**

Cllr Bromley and the Clerk have had a positive discussion with the FBC Centre over streamlining IT systems and arrangements for IT support.

AMENITIES COMMITTEE

Cllr Mrs Driver reported on the meeting held on 9 May 2018 and current matters.

- The Barkham Ride roundabout is a concern and all suggestions and offers to improve it have been rejected by WBC. The Clerk has again contacted WBC and the site has been tidied this week but the WBC Ward Councillors will now be contacted to seek permanent improvements to the site.
- Warren Wood – a summary of the site and the Bell Barrow was published in the May e newsletter and will be published on the website.
- The Litter Warden is unwell and may not be back to work for some time. WBC has been informed and information put out about the Adopt a Street scheme, but no additional volunteers have come forward.

The Clerk has contacted WBC about the impact of missed bank holiday litter collections in the FBC Playing Fields play area and the California Country Park. WBC has advised that it may install a third litter bin in the play area. It was noted that this is an ongoing problem and it will be raised with the WBC officers attending the next Council meeting to discuss waste management and recycling matters.

- California Crossroads – the next tidy up session will be on 23 September 2018.
- Defibrillators – a new cabinet has been ordered for the Memorial Hall unit to replace the defective cabinet.
- Allotments – the car park and water supply extension is progressing well and will be completed this month.

The Association is holding a 'Friends and Family' day on 3 June and all Councillors are invited. Details will be circulated in due course.

- Centenary of World War I – arrangements are in place for a concert, beacon lighting and bell ringing at St James' Church on 11 November 2018, followed by refreshments in the Church Centre.

A commemorative tree will be planted in the St James' Churchyard extension.

RIGHTS OF WAY COMMITTEE

Cllr Woof reported on current matters.

- A Landscape Consultant has been appointed to draw up outline proposals and an estimated cost for improvements to a section of FP33 to resolve drainage and surface issues. WBC has agreed to co-fund this stage of the project.

- Greenways – there is no further news on the California Country Park to Nine Mile Ride Greenway but it will definitely proceed this year, independent of the wider Park improvement

ROADS & ROAD SAFETY COMMITTEE

Cllr Bromley reported on current matters.

- **Avery Corner Car Park**

Two banners have now been installed at the new drop off zone. The zone is being well used in the morning but less so in the afternoon. Cllr Bromley is liaising with the School to try and overcome this.

- **Speed Watch**

Branded hi – vis vests have been purchased for the use of Councillors and volunteers.

Recent Speed Indicator Device (SID) sessions on Longwater Road and Nine Mile Ride recorded 34 and 31 vehicles exceeding the limit respectively. A new volunteer has come forward and assisted at a recent session.

The two new portable SID's are being tested at present.

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

The bed has been planted with shrubs and stepping stones have been put in to allow access to the Parish Council noticeboard.

- **California Crossroads improvements**

The Working Group will be meeting on 25 June 2017.

206/2018 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Finchampstead Park Management Committee – 30 April 2018

Cllr Cundy advised that this was the Annual General Meeting. The Park is in very good condition, improvements to the play area have been completed but the work to the hedge is not complete due to it being the bird nesting season.

Gorse Ride Estate Regeneration

Cllr Bowers advised that the WBC Executive met on 16 May 2018 and it was agreed that the second phase of the regeneration project should proceed at a cost of £28 million. Final details of the scheme including the mix of different types of dwellings are still to be agreed.

207/2018 ARBORFIELD STRATEGIC DEVELOPMENT LOCATION (SDL)

- A letter expressing concern over the lack of medical facilities on the SDL has been forwarded to the Clinical Commissioning Group (CCG) with copies sent to Dr Phillip Lee MP and the Secretary of State for Health and Social Care.
- The Planning Committee considered proposals for the Arborfield Garrison Primary School at its meeting on 2 May 2018. There were no objections to the provision of a school at this location but the design and appearance of the building were considered out of keeping with the overall nature of the Arborfield Green development.
- Legal & General presented revised proposals for Hogwood Farm on 2 May 2018 prior to the Planning Committee meeting.

- An archaeological survey of the Hogwood Farm site is underway.
- A visit to the restored Arborfield Garrison Stables took place on 10 May 2018. Cllrs Mrs Eytle, Pearce, Pittock and Veitch attended.
- The next Community Liaison Forum will be held on 5 June 2018.
- The next Arborfield Community Forum will be held on 26 June 2018.

208/2018 CORRESPONDENCE

Correspondence has been circulated by email.

209/2018 FORUM

- Cllr Jukes advised that a sign at Cricket Hill / Longwater Road has been turned around - a photo will be sent in and the Clerk will report this to WBC.
- Cllr Marshallsay reported receiving a large quantity of spam emails since the recent changes to the system. Councillors should contact Cllr Bromley with any issues.
- Cllr Bowers reported a water leak near the Hogwood Industrial Estate.
- Cllr Pittock advised that he and other WBC Cllrs are meeting Park Lane residents next week.

210/2018 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

The next meeting will take place on Wednesday 20 June 2018 at the FBC Centre. The meeting will include a talk on waste and recycling by WBC Officers.

UNITY TRUST BANK ACCOUNT 14/05/18			£125,482.82	
CCLA DEPOSIT ACCOUNT 30/04/18			£31,034.52	
CCLA PROPERTY FUND 31/03/18			£25,000.00	
INCLUDING CIL RECEIPTS TOTAL £61,015				
TOTAL FUNDS			£181,517.34	
	NET	VAT	TOTAL	
Outstanding payments yet to be cleared				
RAMBLERS SUBSCRIPTION	62.00	0.00	62.00	CH300247
MOOR GREEN LAKES GROUP - GRANT	6,000.00	0.00	6000.00	883812667
TOTAL PAYMENTS OUTSTANDING			£6,062.00	
Payments already approved and paid				
BT TELEPHONE/BROADBAND	65.18	13.03	78.21	DD
WESTCOTEC - 2 X PORTABLE SID	6,900.00	1380.00	8280.00	447981706
PAYMENTS MAY 2018				
Staff costs			£5,140.23	
Other costs				
SSE - STREET LIGHT ENERGY	53.40	2.67	56.07	28601101
S. BROMLEY - BOB WEBB IT SUPPORT	60.00	0.00	60.00	325563945
S. BROMLEY - BANNER FIXINGS / SID LOCKS	68.65	13.73	82.38	"
CCB SUBSCRIPTION	30.00	0.00	30.00	132907701
ICO - DATA PROTECTION REGISTRATION	35.00	0.00	35.00	DD
Allotment costs				
MAINTENANCE CONTRIBUTION/SUBS	575.00	0.00	575.00	670825221
Grants and contributions - subject to final approval by Council where appropriate				
READIBUS - COMMUNITY TRIPS	77.00	0.00	77.00	26420827
TOTAL MAY 2018 PAYMENTS		£16.40	£6,055.68	
TOTAL REMAINING			£169,399.66	
MAY PETTY CASH / CARD PAYMENTS				
<i>Total petty cash payments</i>	1.20	0.00	1.20	
<i>Total Card payments (Clerk)</i>	185.00	37.00	227.52	
<i>Total Card payments (Footpath Warden)</i>	0.00	0.00	0.00	
TOTAL	£186.20	£37.00	£228.72	