

## **FINCHAMPSTEAD PARISH COUNCIL**

### **MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30 PM ON 16 MAY 2019 AT THE MEMORIAL HALL, THE VILLAGE, FINCHAMPSTEAD**

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**PRESENT:** Councillors S. Bowers; S. Bromley; R. Cundy; G. Jukes OBE; Mrs S. McDonald; Mrs R. Margetts; R. Marshallsay; A. Pearce; R. Rampton; S. Weeks and G. Veitch.

Mrs K. Dagnall, Clerk.

#### **186/2019 ELECTION OF THE CHAIR OF THE COUNCIL**

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

#### **187/2019 ELECTION OF THE VICE CHAIR OF THE COUNCIL**

Cllr Bromley was elected unanimously.

#### **188/2019 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Cornish; Mrs Driver; Mrs Eytle; Mrs N. Jennings – Frisby; May and Woof.

#### **189/2019 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. The Clerk should be advised of any changes.

#### **190/2019 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Council held on 17 April 2019 were signed as a true and correct record.

#### **PUBLIC PARTICIPATION SESSION**

No members of the public were present.

#### **191/2019 CHAIRMANS REPORT**

- Cllrs Bromley, Cundy, Mrs Driver, Jukes, Veitch and Woof and the Clerk met the new Wokingham Borough Council (WBC) Chief Executive Susan Parsonage on 15 May.

A number of areas were covered from the WBC 21 Century programme, localities and the new emerging Borough Plan to some of the specific issues and projects in Finchampstead. Partnership working and communications with WBC were also discussed.

- It is intended that a further meeting will take place in 2 to 3 months.
- Cllr Cundy advised that this week it has been confirmed that there is a WBC Localities Officer for Finchampstead. The Clerk is meeting the Officer on 17 May.

### **192/2019 APPOINTMENT OF MEMBERS TO COMMITTEES FOR 2019/20**

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, Mrs McDonald, Mrs Margetts, Pearce and Veitch.

#### Planning Committee

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

#### Rights of Way Committee

Cllrs Cornish, Jukes, Mrs Margetts, May, 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

### **193/2019 APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL MANAGEMENT COMMITTEE FOR 2019/20**

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

Membership was confirmed as follows.

Cllrs Bromley, Cornish, Mrs Eytley, 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 the Vice Chair Cllr Bromley.

### **194/2019 WORKING/STEERING GROUPS AND MEMBERSHIP FOR 2019/20**

Groups and membership were confirmed as follows.

Lead Member for Allotments	Cllr Veitch.
Community Consultation & Communications	Cllrs Bowers, Bromley, Cornish, Cundy, Mrs Eytley, Pearce & Woof.
Finchampstead Emergency Response (FER)	Cllrs Jukes, Mrs McDonald, Pearce & Weeks.
Neighbourhood Development Plan	Cllrs Cornish, Cundy, Jukes, Marshallsay & Pearce.
Risk Management	Cllrs Cundy, Rampton & Woof.

## 195/2019 REPRESENTATIVES ON OUTSIDE GROUPS AND ORGANISATIONS

Representatives were confirmed as follows.

<b>OUTSIDE ORGANISATIONS</b>	
<b>Blackwater Valley Partnership</b> - Cllrs Weeks & Woof. <b>Council for the Protection of Rural England (CPRE)</b> - Cllr Marshallsay. <b>FBC Centre Advisory Board</b> - Cllr Cundy. <b>Finchampstead Neighbourhood Action Group (Finch NAG)</b> - Cllrs Bowers, Bromley, Rampton, Weeks & Woof. <b>Finchampstead Park Management Committee (FPMC)</b> - Cllr Weeks.	<b>Village Club Trustees</b> - Cllrs Cundy & May. <b>Wokingham District Veteran Tree Association</b> - Cllr Veitch. <b>Wokingham United Charities</b> - Cllr Veitch. <b>Keep Mobile</b> - Cllr Rampton.  <b>Arborfield SDL Community Liaison Group</b> - Cllrs May & Pearce <b>Arborfield SDL Steering Group</b> - Cllrs Bromley & Veitch
<b>WOKINGHAM BOROUGH COUNCIL GROUPS</b>	
<b>Borough/Parish Liaison Forum</b> - Cllrs Bromley, Cundy & Rampton. <b>California Crossroads Working Group</b> - Cllrs Bromley & May. <b>Greener &amp; Cleaner</b> - Cllrs May & Veitch.	<b>Gorse Ride Multi Agency Group</b> - Cllr Bowers. <b>Gorse Ride Regeneration Steering Group</b> - Cllrs Bowers, Cundy & Mrs Eytel.

Community Governor positions for local schools will no longer be included in the list as these are no longer specific to Parish Councillors but are open to any community representative.

Cllr Cundy thanked the Councillors and staff for their support and for their efforts towards making the Council the proactive and effective organisation it is today, and remarked on the changes and challenges facing the Parish and the Council both now and in the coming years. Cllr Cundy advised that he would be standing down as Chair in May 2020 but hoped to remain on the Council. Councillors will be actively encouraged to step forward for both the Chair and Vice Chair roles next year so that the Council can decide, through a ballot if required, who they wish to see in these positions.

There have been a number of suggestions about how the Council manages succession planning for both the Council and its Committees, and about allowing newer members to gain experience while still retaining and valuing the experience of more established members of the Council.

It is proposed that the Finance & General Management Committee reviews the current situation and reports back to the Council with its proposals.

The review will also cover the current committee structure to ensure this is still the most appropriate structure for the Council. The emerging Neighbourhood Development Plan is particularly relevant to this as it will be an ongoing area of work both to completion and then for monitoring and review after its adoption.

The outcome of the review will tie in with the review of the Council's Standing Orders which is due this year.

Cllr Cundy advised that there will be an election for the Council in 2020 and this may or may not bring significant change to the Council.

### **196/2019 RISK MANAGEMENT**

The Council's Risk Management Policy was circulated prior to the meeting. The Risk Management Working Group oversees risk management arrangements on behalf of the Council, reporting to the Finance and General Management Committee which in turn reports to each meeting of Main Council.

Cllr Cundy recommended approval of the Council's Risk Management Arrangements and this was unanimously agreed by the Council.

It was noted that a further review of the Policy and risk management arrangements will be taking place as agreed by the Finance and General Management Committee at its meeting on 24 April 2019. The outcome will be reported to the Council in due course.

### **197/2019 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR 2018/19**

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

### **198/2019 TO APPROVE THE ANNUAL ACCOUNTING STATEMENT FOR 2018/19**

The Annual Accounting Statement and supporting information was circulated prior to the meeting.

Cllr Cundy confirmed that Cllr Woof had reviewed and approved the Accounting Statement for 2018/19, together with the Financial Statements (unaudited) for the year ending 31 March 2019, the bank reconciliation, reserves reconciliation and explanation of variances for the Annual Governance and Accountability Return. Cllr May had also considered and approved the Accounting Statement and requested that this be noted.

Cllr Cundy recommended the Accounting Statement for approval. The Statement was unanimously approved and the document was signed by the Chairman on behalf of the Council.

The Internal Auditor reports were circulated prior to the meeting. It was noted that subject to the Accounting Statement being approved by the Council the Internal Audit would be unqualified.

### **199/2019 COMMITTEE REPORTS**

#### **PLANNING COMMITTEE**

Cllr Veitch reported on the meeting held on 1 May 2019.

#### **Applications**

14 applications were considered.

Objections were lodged against development proposals at:

- Land East of Fairway, The Devils Highway
- 111 Barkham Ride
- Land at 10 Park View, The Village
- 15 Pine Drive

An application for 165 dwellings, new access and public open space on land west of Wokingham Road and east of Lower Church Road in Little Sandhurst was considered. A letter of objection has been sent to Bracknell Forest Council.

#### **Decisions**

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

- 4 Chivers Drive                      FPC no objection                      WBC refused

### Other matters

- There were no new Appeals.
- The Appeal relating to the Annexe at Fleet Rise, Fleet Hill has been allowed.
- A Public Inquiry relating to proposals for land to the rear of 6 Johnson Drive was due to start on 14 May but this has been postponed. Cllr Marshallsay was due to attend the Inquiry.
- The outcome of the Appeal by Gladman Homes relating to the land adjacent to the Sand Martins Golf Course on the Finchampstead Road has not been confirmed.
- Wokingham Area Housing Society (WAHS) has advised that it will soon be submitting an application for four one bed affordable flats on land adjacent to Wyse Hill Lodge, The Village.

### FINANCE & GENERAL MANAGEMENT COMMITTEE

Cllr Bromley reported on the meeting held on 24 April, the financial position of the Council and current matters.

#### Financial position

- |   |             |
|---|-------------|
| • Unity Trust Bank                        | £29,837.97  |
| • CCLA Public Sector Deposit Fund account | £106,474.29 |
| • CCLA Property Fund                      | £25,000     |

The above figures include £33,299.28 Community Infrastructure Levy (CIL) receipts and 50% of the 2019/20 precept.

The schedule of payments totalling £7,349.04 was circulated to all Councillors. The payments were approved unanimously, Cllrs Bromley and Veitch agreed to authorise the electronic payments.

#### Meeting held on 24 April and other matters

- The **Community Infrastructure Levy (CIL)** was the main topic at the Committee meeting on 24 April. Cllr Woof gave an overview of how CIL and the associated processes have been managed to date.

It was agreed that updating the Council's project list was a priority and a separate meeting will be held on 12 June to look at this in detail. A CIL policy will be drawn up to cover how this will be managed this going forward, particularly in view of the large amounts coming to the Council later this year and in future.

Information on CIL will be circulated to all Councillors.

- **Policies and procedures** were discussed and the Committee agreed which need updating or further development this year.
- The **Finchampstead Emergency Response Working Group** is meeting again next week to discuss the Emergency Plan with a view to holding another meeting for Responders / Refuges in late June.
- Work on the **new web site** is progressing and the first mock ups are expected this month. Future meetings of the Communications and Consultation Working Group will be tied in with the stages of the web site project.

### AMENITIES COMMITTEE

Cllr Bowers reported on the meeting held on 8 May and current matters.

- Centenary video – Cllr May has arranged for the video to be digitised and it will be circulated so it can be seen by all those interested.

- California Crossroads – the next tidy up will be on 19 May from 9.30am to 12 noon. All volunteers are welcome. Cllr Pearce outlined the potential tasks together with tools which could be useful for the event.
- Allotments  
Cllr Veitch and the Clerk will be undertaking the annual inspection on 24 May.  
The maximum number of plots have now been created on site. Only one full plot and one half plot are vacant.  
The new 30 year leases with Cemex UK Ltd and Wokingham Borough Council have been agreed, the engrossments for signature are expected very soon.  
The Association is holding a Friends and Family Day in June and all Councillors and their families are welcome to attend.
- Allotment rent review  
Cllr Veitch advised that he, Cllr Mrs Driver and the Clerk have undertaken a rent review. This was discussed at the Committee meeting and it was agreed that a 2.5% increase should be introduced with effect from 1 October 2019. This will increase the rent on a full plot from £60 to £61.50.

The increase in rent was unanimously approved by the Council.

- Wellingtonia Avenue and other trees  
Cllr Veitch advised that he and the Clerk have met representatives of the Wokingham District Veteran Trees Association and WBC to discuss the trees on Wellingtonia Avenue. Further information on the proposals for these trees and the wider tree population of the Parish, including a potential tree strategy or policy for the Parish, will be presented to a future meeting. This will include a request for funds for the Wellingtonia Avenue project.  
  
Cllr Jukes will forward Cllr Veitch information from WBC which may be relevant.
- Remembrance Day Parade 2019  
Cllr Weeks advised that a meeting has taken place with Cllr Mrs Driver and representatives from St. James' Church, the Scout Group and the Guide Group.

It was proposed that as the Police are no longer able to assist with road closures for the Parade, the event and service should take place in the Memorial Park or near St. James' Church.

However, the Scout and Guide Groups are extremely keen for the parade to the War Memorial to continue despite there being no Police presence. The Scout Group believes it can undertake the road closures and is now looking into this.

A further meeting will be held on 9 July 2019.

### **RIGHTS OF WAY COMMITTEE**

The Clerk reported on current matters.

- A response to the consultation on the WBC Rights of Way Improvement Plan has been submitted.
- The greenway to Nine Mile Ride and the outstanding works on the California Greenway are still expected to be completed this month.
- Signage for the greenways has been delayed and no timescale has been provided for the installation.

- There is no further news on plans for the completion and opening of the Cemex sites at Fleet Hill and Manor farms. This is a high priority and is raised with WBC at every opportunity. Cllr Weeks advised that Cemex UK Ltd. would be moving off site at the end of May, leaving only the sub-contractor on site. A named contact point has been requested.

## **ROADS & ROAD SAFETY COMMITTEE**

Cllr Bromley reported on current matters.

- Data Logger / SID updates  
The main problem area continues to be Nine Mile Ride (west). 67 vehicles were recorded exceeding the speed limit during a recent one hour session. Thames Valley Police is still not acknowledging the reports nor providing any additional enforcement in this area.
- Avery car park and drop off zone  
Cllrs Bromley and Weeks met a WBC Highways Officer on 10 May. There are various proposals for the car park and drop off zone which will be discussed at the Roads & Road Safety Committee meeting on 11 June.
- South East Water works  
A public exhibition on the planned works for Gorse Ride South, Billing Avenue, Finchampstead Road and Nine Mile Ride was held on 1 May.

Pedestrian access and access for residents will be maintained at all times but there is concern over the impact on bus services, and the use of inappropriate roads as 'rat runs'.

It was agreed that the Clerk should write to Reading Buses requesting clarification on the proposals to maintain services 3 and 3B during the 6 week closure of a section of the Finchampstead Road and the rolling closure of Nine Mile Ride (west) for several months.

## **200/2019 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

### **Village Club Trustees - 9 May**

Cllr Cundy advised that the appointment of a new Scout Group representative on the Trustees – Dave Judge – was confirmed at the meeting. The Trustees wish to pursue the correct registration of the title to the Club – at present this is with the Scout Group but should be with the Official Custodian for Charities on behalf of the Trustees.

Subsequent to the Trustees meeting the Scout Group Executive Committee has met and has confirmed that it wishes to progress the matter. The Clerk will be advising the appointed solicitor and will be providing them with the necessary information.

### **Gorse Ride Regeneration**

Cllr Bowers advised that the Steering Group met on 9 May and that public consultation events relating to proposals for Phase 2 of the regeneration were held on 11 and 16 May.

The Steering Group discussions focussed on parking and the need for sufficient levels of affordable and social housing within the development. A planning application for the first part of the Phase 2 development is expected in July or August 2019.

Cllr Jukes advised that there have been no further reports of rats from the public nor any evidence of activity for the last month and the monitoring will therefore end in 2 weeks. It was noted that the problem had been significantly overstated, resulting in extensive and costly resources being directed to the issue unnecessarily. Cllr Bowers advised that the Community Engagement Officer will be asked to include an appropriate article in a newsletter.

### **Finchampstead Park Management Committee**

Cllr Weeks advised that the Annual General Meeting was held on 29 April.

The next meeting of the Committee is on 29 May, one discussion item is the potential relocation of the War Memorial to the Park. Various aspects of this potential project are being looked in to and progress will be reported to the Council in due course.

### **201/2019 NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Pearce provided an update on progress with the Plan.

A meeting of the full Group took place on 29 April with a further meeting to be held on 4 June.

Meetings of the Steering Group, Project Group and the various Work Groups are ongoing. New Work Groups have been formed for Housing and for Green Spaces and further Groups may be added as the Plan develops.

A meeting is being arranged with the selected Planning Consultants to confirm the details of their appointment.

Cllr Jukes raised the matter of expenditure. While a budget has been agreed there are no processes in place for a Steering Group to actually spend the funds as this falls outside the normal Committee delegated powers and Main Council authorisation processes. Both direct expenditure and reimbursement for Group member costs need to be addressed.

The Steering Group will discuss the issue and the potential requirements so that a process can be developed and agreed by the Council.

A more detailed update on progress with the Plan will be provided at the Main Council meeting in June.

### **202/2019 ARBORFIELD STRATEGIC DEVELOPMENT LOCATION (SDL)**

Cllr May attended the Community Liaison meeting on 9 May. Minutes have been circulated.

It was noted that opportunities for Social Value benefits has been raised directly by Legal & General Homes. Several Councillors and the Clerk met Social Value Portal representatives in December 2018 on the understanding that the company was working on behalf of Legal & General Homes. The Clerk will request clarification on the current position.

Cllrs Bromley, Cundy and Veitch attended a meeting with Crest Nicholson on 15 May to view the latest proposals for the District Centre at Arborfield Green. There appears to have been little change to proposals for the Centre since the previous meeting.

### **203/2019 CORRESPONDENCE.**

Correspondence has been circulated by email and / or noted under agenda items above. Additional items are as follows.

- Invitation to the Houses of Parliament on 18 June 2019 to celebrate the Great British Spring Clean 2019
- Invitation to ARC Youth Counselling AGM on 20 May.

Any Councillor wishing to attend should contact the Clerk.

**204/2019 FORUM**

- Cllr Weeks advised that he has stepped down from the WBC Executive Committee but has agreed to Chair the Planning Committee.
- Cllr Mrs McDonald asked about the Village Fete. This is being held at the Memorial Park on 29 June and a stall has been booked for the Council. A rota will be circulated in due course.
- Cllr Marshallsay asked about the Annual Report distribution. This is undertaken through the Royal Mail which works to post code sectors. This results in some overspill in to adjacent areas, notably Wokingham Without, but this has not been an issue to date.

**205/2019 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Wednesday 19 June 2019 at the FBC Centre.

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

**FINCHAMPSTEAD PARISH COUNCIL - PAYMENT LIST 16 MAY 2019**

<b>UNITY TRUST BANK ACCOUNT 02/05/19</b>			£29,837.97	
<b>CCLA DEPOSIT ACCOUNT 02/05/19</b>			£106,474.29	
<b>CCLA PROPERTY FUND 31/03/18</b>			£25,000.00	
INCLUDING CIL RECEIPTS TOTAL £33,299.28				
<b>TOTAL FUNDS</b>			<b>£161,312.26</b>	
	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	
<b>Outstanding payments yet to be cleared</b>				
-				
<b>TOTAL PAYMENTS OUTSTANDING</b>			<b>£0.00</b>	
<b>Payments already approved and paid</b>				
BRITISH TELECOM	75.47	15.10	90.57	BTDD
<b>PAYMENTS MAY 2019</b>				
<b>Staff costs</b>			<b>£5,792.25</b>	
<b>Other costs</b>				
OFFICE DEPOT - STATIONERY	20.40	4.08	24.48	286414762
INFORMATION COMMISSIONERS OFFICE	40.00	0.00	40.00	DD
HALC SUBSCRIPTION 2019/20	1034.00	206.80	1240.80	31108055
MORTIMER GARDEN SERVICES LTD	60.51	0.00	60.51	CH300262
<b>Allotment costs</b>				
NATIONAL ALLOTMENT SOCIETY SUB	55.00	11.00	66.00	503039174
<b>Grants and contributions - subject to final approval by Council where reqd</b>				
READIBUS - COMMUNITY TRIP 17 APRIL	85.00	0.00	85.00	532486530

READIBUS – COMMUNITY TRIP 17 APRIL	40.00	0.00	40.00	"
<b>TOTAL MAY 2019 PAYMENTS</b>		<b>£221.88</b>	<b>£7,349.04</b>	
<b>TOTAL REMAINING</b>			<b>£153,963.22</b>	
<b>MAY PETTY CASH / CARD PAYMENTS</b>				
Total petty cash payments	6.72	0.00	6.72	
Total Card payments (Clerk)	72.61	14.52	87.13	
Total Card payment (Clerk) for petty cash float	30.00	0.00	30.00	
Total Card payments (Footpath Warden)	0.00	0.00	0.00	
<b>TOTAL</b>	<b>£109.33</b>	<b>£14.52</b>	<b>£123.85</b>	