

## **FINCHAMPSTEAD PARISH COUNCIL**

### **MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30 PM ON 18 MARCH 2020 BY ZOOM VIDEO CONFERENCE**

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**PRESENT:** Cllr Cundy, Chair. Cllr S. Bromley, Vice Chair.  
Cllrs D. Cornish, G. Jukes OBE, Mrs R. Margetts, Mrs S. McDonald,  
R. Marshallsay, J. May, A. Pearce, S. Weeks (part), R. Woof & G. Veitch.

**The meeting was held by Zoom video conference due to the Coronavirus outbreak and therefore the planned and published agenda was varied.**

#### **115/2020 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S. Bowers, Mrs C. Driver, Mrs B. Eytley, Mrs N. Jennings-Frisby and R. Rampton.

Mrs K. Dagnall, Clerk.

#### **116/2020 DECLARATIONS OF INTEREST**

No declarations were received.

#### **117/2020 CHAIRS REPORT**

- The Wokingham Borough (WBC) and Parish Council elections due to take place on 7 May have been deferred for a year and will now be held on 6 May 2021.

#### **118/2020 COMMITTEE REPORTS**

##### **PLANNING**

- Cllr Weeks reported that the recent survey undertaken by Wokingham Area Housing Society (WAHS) had had a 27% response from Finchampstead residents. This is a high level of response and a good achievement.
- The Public Inquiry into the Gladman Land Limited proposals for development at Woodcraze Manor was progressing well but has been adjourned due to the Coronavirus outbreak.
- Cllr Veitch queried whether a Planning Committee meeting could be run via video conferencing. Legislation states that Council meetings must be held in person in order to allow public representation, but current guidance is that this should be avoided. Cllr Weeks suggested the Council follows WBC practice and asks any interested parties to submit written comments before the meeting.

##### **FINANCE & GENERAL MANAGEMENT**

Cllr Woof circulated a report prior to the meeting covering the financial position of the Council and other matters as follows. The payment schedule was also circulated.

##### **Financial position**

Unity Trust Bank	£25,726.18
CCLA Public Sector Deposit Fund account	£522,769.18
CCLA Property Fund	£25,000
Including £496,361.39 CIL receipts	

##### **Payment schedule**

The payment schedule totals £19,490.  
This includes two grant payments:

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- £250 for Finchampstead Community Trips, approved by the Finance & General Management Committee at its meeting on 10 March.
- £5000 for improvements to the Hall floor at the FBC Centre. The Centre submitted an application in 2018/19 for £6880 for works to the hall and Loft floors. Since then floods have occurred at the Centre and the Loft floor has been replaced with the cost covered by insurance. The FBC Centre has also obtained another grant towards the hall floor improvements. A grant of £5000 is proposed, to be covered by Community Infrastructure Levy funds.

The schedule of payments totalling £19,490.71 was unanimously approved.

Cllrs Veitch and Woof agreed to authorise the electronic payments

### **Meeting held on 10 March 2020**

Minutes of the meeting held have been circulated.

- The Climate Change Working Group met on 13 February. An action plan is being drawn up and will be circulated soon. The Group will give a full update in due course.
- The Finchampstead Emergency Response Working Group met on 13 March and is working closely with WBC to plan assistance with Coronavirus measures. At present assistance may be needed with delivering essential supplies to vulnerable people.
- The business continuity meeting scheduled for 18th March was replaced by email discussion regarding the Parish Council response to the Coronavirus situation. The resulting briefing document has been circulated to all Councillors.

### **RIGHTS OF WAY**

Cllr Woof circulated a report prior to the meeting as follows:

- Improvements to BW24 (Heath Ride to Wellingtonia Avenue) and to the Briarwood Path have been completed. WBC has agreed that further work is required on BW24 and will carry this out when ground conditions improve.
- Cllr Woof officially opened the National Trust Ridges Ramble on 11 March. The Parish Council made a contribution to boardwalks around Spout Pond installed as part of the project.
- WBC has now provided the new map of definitive rights of way so work on the Parish footpath map can now progress.
- Installation of the greenway signs is due to be completed by the end of March. WBC has now decided to put the work to the link paths in a separate contract so there will be a further delay with the completion of these paths.
- The issue with the missing final link in the cycle Route to Bohunt School issue is being looked in to.

### **119/2020 PROJECT AND DEVELOPMENT UPDATES**

#### **GORSE RIDE COMMUNITY**

- Cllr Weeks reported that WBC has promised to provide help to the Gorse Ride Schools, but currently there are more pressing issues to attend to. WBC have appointed a second community development worker to work with the current Officer. It was agreed that the Parish Council should continue to keep pressure on WBC regarding these matters.

### **120/2020 FINANCIAL REGULATIONS AND STANDING ORDERS**

The policy documents have been reviewed and updated and were approved by the Finance & General Management Committee at its meeting on 10 March 2020.

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The updated policy documents were approved unanimously.

**121/2020 CORONAVIRUS (COVID-19) PANDEMIC**

- As reported under item 118/2020 above a briefing document has been circulated regarding the Parish Council response to the Coronavirus situation
- Cllr Weeks reported that WBC will be making an announcement very soon regarding the organisation required to direct current volunteers helping with the current pandemic. It is expected that local charities Link Visiting and the Citizens Advice Bureau would be offering their services to register volunteer details and organise the tasks required
- Cllr Pearce reported that CAB were currently inundated with requests concerning the Covid-19 outbreak
- As reported under item 118/2020 above the Finchampstead Emergency Response Working Group has met to discuss its plans and has been in contact with the Emergency Planning Officer.

**122/2020 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Thursday 16 April 2020 via Zoom video conference, commencing at 7.30pm.

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

**FINCHAMPSTEAD PARISH COUNCIL - PAYMENT LIST 18 MARCH 2020**

<b>UNITY TRUST BANK ACCOUNT 10/03/20</b>			£25,726.18	
<b>CCLA DEPOSIT ACCOUNT 29/02/20</b>			£522,769.18	
<b>CCLA PROPERTY FUND 31/03/18</b>			£25,000.00	
INCLUDING CIL RECEIPTS TOTAL £496,361.39				
<b>TOTAL FUNDS</b>			<b>£573,495.36</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	84.70	16.94	101.64	BT DD 12
MJ BODINGTON - NOTICEBOARD INST.	152.35	2.33	154.68	398936522
CREATIVE FLOORING	625.00	125.00	750.00	617435364
PORTH CONSULTING - SDR REPAIR	100.00	0.00	100.00	510953105
MEMORIAL HALL HIRE - DEFIB TRAINING	49.50	0.00	49.50	799390743
SMALLWOOD - BRIARWOOD PATH	2,545.00	509.00	3054.00	609998519
<b>PAYMENTS MARCH 2020</b>				
<b>Staff costs</b>			<b>£6,140.63</b>	
<b>Other costs</b>				

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OFFICE DEPOT - STATIONERY/EQUIPMENT	287.37	57.47	344.84	907774202
IBS - PRINTER COSTS	131.73	26.35	158.08	206457791
S.P.BROMLEY - IT EQUIPMENT	91.09	18.22	109.31	244130898
WEBMARKETING-WEB HOSTING/SUPPORT	164.00	0.00	164.00	72130731
FBC CENTRE - CAFÉ CHARGES	12.63	2.52	15.15	918895401
SLCC - BOOK	6.00	0.00	6.00	586689783
WBC - BYWAY 24 WORKS	3000.00	0.00	3000.00	725109548
JAY PRINTERS 200 X ANNUAL REPORT	120.00	0.00	120.00	734412242
<b>Allotment costs</b>				
GREENHAM - LOCK	53.92	10.78	64.70	962527079
ALLOTMENT ASSOCIATION SUBS X 4	40.00	0.00	40.00	41637478
<b>Neighbourhood Development Plan costs</b>				
<b>Grants and contributions - subject to final approval by Council where required</b>				
FB CHURCH YOUTH WORK JAN-MARCH	3,000.00	0.00	3,000.00	304735055
READIBUS - COMM TRIPS	174.00	0.00	174.00	709003079
FINCHAMPSTEAD COMMUNITY TRIPS	250.00	0.00	250.00	847980690
FBC - HALL FLOOR WORKS	5,000.00	0.00	5,000.00	614002969
FINCH CE PRIMARY SCHOOL	904.00	0.00	904.00	355467153
<b>TOTAL MARCH 2020 PAYMENTS</b>		<b>£115.34</b>	<b>£19,490.71</b>	
<b>TOTAL REMAINING</b>			<b>£554,004.65</b>	
<b>MARCH PETTY CASH / CARD PAYMENTS</b>				
Total petty cash payments	13.84	1.16	15.00	
Total Card payments (Clerk)	469.79	26.38	496.17	
Total Card payments (Footpath Warden)	0.00	0.00	0.00	
<b>TOTAL</b>	<b>£483.63</b>	<b>£27.54</b>	<b>£511.17</b>	