

## FINCHAMPSTEAD PARISH COUNCIL

### MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 2 PM ON 20 MAY 2020 By Zoom Video Conference

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**PRESENT:** Cllrs S. Bowers; S. Bromley; D. Cornish; R. Cundy; Mrs C. Driver; Mrs B. Eytley; G. Jukes OBE; Mrs N. Jennings – Frisby; Mrs S. McDonald; Mrs R. Margetts; R. Marshallsay; J. May; A. Pearce; R. Rampton; G. Veitch; S. Weeks and R. Woof.

Mrs K. Dagnall, Clerk.

Mrs A. Kent, Assistant to the Clerk.

#### **183/2020 ELECTION OF THE CHAIR OF THE COUNCIL**

Cllr Weeks was elected to the role and signed the Declaration of Acceptance of Office.

Cllr Weeks thanked Cllr Cundy for his 16 years of service as Chair of the Council.

#### **184/2020 ELECTION OF THE VICE CHAIR OF THE COUNCIL**

Cllr Bromley was elected to the role.

#### **185/2020 ELECTION OF THE CHAIR OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE**

Cllr Woof was elected to the role.

#### **186/2020 APOLOGIES FOR ABSENCE**

All Councillors were present.

#### **187/2020 DECLARATIONS OF INTEREST**

No interests were declared.

#### **188/2020 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Council held on 16 April 2020 were agreed as a true and correct record. The minutes will be signed retrospectively as soon as circumstances allow.

#### **PUBLIC PARTICIPATION SESSION**

No members of the public were present.

#### **189/2020 APPOINTMENT OF MEMBERS TO COMMITTEES FOR 2020/21 AND THE APPOINTMENT OF CHAIR AND VICE CHAIR OF EACH COMMITTEE**

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

##### Amenities Committee

Cllrs Bowers, Cundy, Mrs Driver, Mrs Eytley, Mrs Jennings-Frisby, Mrs McDonald, Pearce and Veitch.

Cllr Mrs McDonald was elected Chair and Cllr Bowers the Vice Chair of the Committee.

##### Planning Committee

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

Cllr Veitch was elected Chair and Cllr Marshallsay the Vice Chair of the Committee.

Rights of Way Committee

Cllrs Bromley, Cornish, Cundy, Jukes, Mrs Margetts, May, Weeks and Woof.

Cllr Cornish was elected Chair and Cllr Mrs Margetts the Vice Chair of the Committee.

Roads & Road Safety Committee

Cllrs Bowers, Bromley, Cundy, Mrs Margetts, Marshallsay and Weeks.

Cllr Bromley was elected Chair and Cllr Cundy the Vice Chair of the Committee.

**190/2020 APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL MANAGEMENT COMMITTEE FOR 2020/21 AND THE APPOINTMENT OF VICE CHAIR**

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

Membership was confirmed as follows.

Cllrs Bromley, Cornish, Cundy, Jukes, May, Mrs McDonald, Veitch and Woof.

Cllr Woof was previously elected as Chair of the Committee. Cllr Cundy was elected the Vice Chair.

**191/2020 WORKING/STEERING GROUPS AND MEMBERSHIP FOR 2020/21**

Groups and membership were confirmed as follows.

Lead Member for Allotments	Cllr Veitch.
Climate Change	Cllrs Bowers, Bromley, Cornish, Cundy, Jukes, McDonald & Margetts.
Community Consultation & Communications	Cllrs Bowers, Bromley, Cornish, Cundy, Mrs Eytel, Marshallsay, Pearce & Woof.
Finchampstead Emergency Response	Cllrs Jukes, Mrs McDonald, Pearce & Weeks.
Human Resources	Cllrs Bromley, Cornish, McDonald, Veitch, Weeks & Woof.
Neighbourhood Development Plan	Cllrs Cornish, Cundy, Jukes, Marshallsay & Pearce.
Risk Management	Cllrs Jukes, McDonald & Woof.

**192/2020 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>Keep Mobile</b> - Cllr Rampton. <b>Village Club Trustees</b> - Cllrs Cundy & May. <b>Veteran Tree Project</b> - Cllr Veitch. <b>Wokingham United Charities</b> - Cllr Veitch.

<b>Finchampstead Neighbourhood Action Group (Finch NAG)</b> - Cllrs Bowers, Bromley, Rampton, Weeks & Woof. <b>Finchampstead Park Management Committee (FPMC)</b> – Cllr Weeks.	<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, Cornish, Cundy & Marshallsay. <b>California Crossroads Working Group</b> - Cllrs Bromley & May.	<b>Greener &amp; Cleaner</b> - Cllrs Driver, Margetts, May & Veitch. <b>Gorse Ride Steering Group</b> - Cllrs Bowers, Cundy & Mrs Eytle.

### **193/2020 THE POWER OF COMPETENCE**

Information on the General Power of Competence was circulated.

The Council confirmed that it fulfils the eligibility criteria of having at least two thirds of the total number of Councillors being elected, and having a qualified Clerk holding a relevant sector specific qualification and having completed training in the Power.

The Council resolved to re adopt the Power for a further term.

### **194/2020 COMMITTEE REPORTS**

#### **PLANNING COMMITTEE**

Cllr Veitch advised that the Committee met on 29 April 2020. Minutes of the meeting have been circulated.

- Land at Woodcray off the Finchampstead Road - the Public Inquiry relating to the refusal of permission for development by Gladman Land Ltd commenced in March but was postponed. It has now been confirmed that the remaining evidence will be by written representation and the Planning Inspector's decision is expected in late July or early August.
- Land rear of 6 Johnson Drive – appeals have been lodged against the refusal of applications for lawful development relating to the storage of various materials.
- Model Farm, Barkham Ride – new appeals have been lodged.

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

Cllr Woof reported on the financial position of the Council, the meeting held on 6 May and current matters.

#### **Financial position**

- Unity Trust Bank £270,250.06
- CCLA Public Sector Deposit Fund account £503,326.18
- CCLA Property Fund £25,000
- The above figures include £663,201.10 Community Infrastructure Levy (CIL) receipts.

The schedule of payments totalling £6304.07 was circulated to all Councillors. The payments were approved unanimously and Cllrs Bromley and Woof agreed to authorise the electronic payments.

#### **Meeting held on 6 May and other matters**

- Minutes of the meeting have been circulated.

- The Committee discussed the Council's project list and a proposed method of evaluating projects. This is being refined and will be circulated in due course.
- Two grant applications have been received to date. As agreed at the previous meeting these will be looked at as they come in rather than waiting until October, and these and any other applications received will be considered at the meeting of the Committee on 1 July.

A co-ordinated approach to grant funding is being discussed through Wokingham Community Response to ensure that organisations are matched to the potential funds most appropriate to their needs – whether it be a large funding stream like the Berkshire Community Foundation, or Town and Parish Councils.

- The agenda for the Annual Meeting would normally include consideration of the Annual Governance and Accountability Return (AGAR). As previously mentioned completion of the AGAR has been delayed due to the coronavirus outbreak, which has meant that the internal audit has not been completed. It has now been agreed that this will be undertaken remotely and it is hoped that the AGAR will be presented to the Council at its July meeting.

The Risk Management Strategy would also normally be reviewed at this meeting, and it is intended that this will be presented to the Council at its June meeting.

### **AMENITIES COMMITTEE**

Cllr Mrs McDonald confirmed that the meeting due to take place on 13 May was cancelled and that an update on various items had been circulated to all Councillors.

Information on the new Wokingham Borough Council (WBC) Fly Tipping Strategy has been circulated. The WBC Localities Officer is being very proactive and fixed penalty notices have been issued in relation to two recent fly tips in the Parish.

The fly tipping reporting system on the WBC website has been improved. It now shows if an incident has already been reported. Orange stickers on fly tips also show that WBC is aware of the incident.

Cllr Weeks advised that further measures are still required in order to reduce the overall level of fly tipping in the Borough.

The condition of the King Henry VII signpost on Longwater Lane was discussed. It was agreed that this should be added to the Council's Asset Register and that potential refurbishment of the sign would be considered by the Amenities Committee.

### **RIGHTS OF WAY COMMITTEE**

Cllr Cornish advised that the Committee met on 29 April. Minutes of the meeting have been circulated.

WBC has published the new Rights of Way Improvement Plan. This will be looked at closely and will be cross referenced with the Council's project list and plans, and the work of the Neighbourhood Development Plan Group, to ensure that these are aligned.

The network is being extensively used due to the current situation, and it is expected that the higher level of use of and interest in the network will continue in the future. The increased use has led to some issues particularly with cycling on inappropriate paths.

## **ROADS & ROAD SAFETY COMMITTEE**

Cllr Bromley reported on current matters.

A meeting has taken place with a WBC Highways Officer and it is hoped that progress will now be made with the additional gateway signs and other items such as the White Horse Lane crossroads sign and a potential crossing on the Lower Wokingham Road.

South East Water are ahead of schedule with the work on Nine Mile Ride and the road may reopen in early June, an update has been circulated.

Nine Mile Ride School has requested advice on pavement markings to guide social distancing when the pupils return to School. WBC has provided helpful guidance which has been forwarded on to the School.

The ongoing speeding on certain roads including Longwater Road was raised. Speed Indicator Device (SID) sessions cannot be undertaken at present and the Police do not have resources available for enforcement. Cllr Bromley will consider whether the portable SID's can be moved and will discuss other potential signage with Cllr Weeks.

## **195/2020 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

### **FBC Centre Advisory Group – 18 May**

Cllrs Cundy and Woof attended the meeting.

The Centre will remain closed until at least July. Discussions are taking place over a phased re-opening when circumstances allow.

The potential community asset transfer of nearby land to be used for staff parking is still being followed up.

It is hoped that the development of the new Centre at Arborfield Green will not be delayed due to the coronavirus outbreak.

## **196/2020 PROJECT AND DEVELOPMENT UPDATES**

### **Gorse Ride regeneration**

WBC has appointed a new Project Manager and a Steering Group meeting is being arranged. Cllr Bowers is meeting the new Project Manager on 21 May. A letter from the WBC Interim Assistant Director – Housing and Place Commissioning has been circulated to Councillors.

The plans for phase 2 of the regeneration have been submitted to WBC for pre application discussions.

The Clerk will request copies of the current plans showing the layout of the development, and information on the energy efficiency measures being proposed for the new homes.

### **Arborfield Strategic Development Location (SDL)**

Work started again at Finchwood Park on 18 May and sub contractors will be allowed back on site from 1st June. The rate of building is expected to be significantly reduced from before the lockdown.

The Finchwood Park show homes remain closed and Legal & General launched a new show home virtually at the weekend. They hope to be able to re-open show homes in early July, with visiting by appointment only for the foreseeable future.

Cllr Weeks advised that there have been significant changes within Crest Nicholson which affect the Arborfield Green development, and that he will be attending a meeting with Crest Nicholson on 21 May.

Cllr Woof has located a potential route to link Biggs Lane with Bohunt School, which may be able to be used as a cycle route in the interim pending the completion of the planned route. The Clerk will provide Cllr Weeks with information on this so that it can be discussed with Crest Nicholson.

**Neighbourhood Development Plan**

Cllr Cornish advised that the latest draft of the Plan has been circulated and that work continues on collating the various sections. When this work is complete the draft Plan will be reviewed by the planning consultant.

The timeline for the required public consultation and referendum is under consideration.

**197/2020 CORRESPONDENCE.**

Correspondence has been circulated by email and / or noted under agenda items above.

**198/2020 FORUM**

- Cllr Weeks advised that there have been queries over if and when Bohunt School will open a sixth form. At present Wokingham Borough has sufficient sixth form places across the existing schools, and Farnborough College has recently expanded with an additional 500 places available. It is therefore unlikely that a sixth form for Bohunt School will be considered for several years.
- Cllrs Weeks, Cundy and Mrs Margetts updated on the planned re opening of Bohunt, Finchampstead Primary and Nine Mile Ride Primary Schools in early June.
- Cllr Weeks confirmed that, as noted in the information circulated to Councillors, Park View Motors, Village Shop and Post Office have now closed. The Council expressed its sadness over the loss of the facility, while fully appreciating the reasons for the closure.
- Cllr Cundy reflected on his pride at having chaired the Council for 16 years and for its achievements during this period, which have been possible due to the support and commitment of the Councillors and staff. It was suggested that this would be an interesting item for a future e newsletter.

**199/2020 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Thursday 18 June 2020 at 2pm.

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

**FINCHAMPSTEAD PARISH COUNCIL - PAYMENT LIST 20 MAY 2020**

<b>UNITY TRUST BANK ACCOUNT 10/05/20</b>			£270,250.06	
<b>CCLA DEPOSIT ACCOUNT 30/04/20</b>			£503,326.18	
<b>CCLA PROPERTY FUND 31/03/20</b>			£25,000.00	
INCLUDING CIL RECEIPTS TOTAL £663,201.10				
<b>TOTAL FUNDS</b>			<b>£798,576.24</b>	
	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	
<b>Outstanding payments yet to be cleared</b>				
INFORMATION COMMISSIONERS OFFICE	35.00	0.00	35.00	DD
<b>TOTAL PAYMENTS OUTSTANDING</b>			<b>£35.00</b>	
<b>Payments already approved and paid</b>				

BRITISH TELECOM	65.49	13.09	78.58	BT DD 2
<b>PAYMENTS MAY 2020</b>				
<b>Staff costs</b>			<b>£5,500.60</b>	
<b>Other costs</b>				
WINDOWFLOWERS - FLORAL DISPLAYS	472.50	94.50	567.00	257836844
WEB MARKETING MATTERS	164.00	0.00	164.00	731520331
SLCC WEBINAR - KD	60.00	12.00	72.00	639748684
<b>Allotment costs</b>				
None				
<b>Neighbourhood Development Plan costs</b>				
ROYAL MAIL RESPONSE PLUS	0.39	0.08	0.47	7470794
<b>Grants and contributions - subject to final approval by Council where required</b>				
None.				
<b>TOTAL MAY 2020 PAYMENTS</b>		<b>£106.58</b>	<b>£6,304.07</b>	
<b>TOTAL REMAINING</b>			<b>£792,237.17</b>	
<b>MAY PETTY CASH / CARD PAYMENTS</b>				
Total petty cash payments	0.00	0.00	0.00	
Total Card payments (Clerk)	198.30	26.66	224.96	
Total Card payments (Footpath Warden)	0.00	0.00	0.00	
<b>TOTAL</b>	<b>£198.30</b>	<b>£26.66</b>	<b>£224.96</b>	