

## FINCHAMPSTEAD PARISH COUNCIL

### MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 2 PM ON 18 JUNE 2020 By Zoom Video Conference

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

Mrs K. Dagnall, Clerk.

#### **226/2020 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs R. Cundy and Mrs B. Eytel.

#### **227/2020 DECLARATIONS OF INTEREST**

No interests were declared.

#### **228/2020 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of the Council held on 20 May 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.

#### **229/2020 COMMITTEE REPORTS**

##### **PLANNING COMMITTEE**

Cllr Marshallsay advised that the Committee met on 27 May 2020. Minutes of the meeting have been circulated.

- Objections have now been submitted in relation to an application for a certificate of existing lawful development at 23a Nine Mile Ride.
- The planning application relating to proposals for additional facilities at Sand Martins Golf Club has been withdrawn as Wokingham Borough Council (WBC) advised that the proposals were too large scale and were contrary to countryside policies.
- The application for development on land adjacent to 166 Nine Mile Ride will now be considered by the WBC Planning Committee. An application has been made to place a Tree Preservation Order on two trees within the site. (*Post meeting note – it appears the trees are already protected by Woodland TPO 592/1993*).
- Enforcement issues continue to be monitored.
- The current list of applications to be considered by the Committee is now published on the website and will be updated weekly.

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

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

##### **Financial position**

- |   |             |
|---|-------------|
| • Unity Trust Bank                        | £113,560.78 |
| • CCLA Public Sector Deposit Fund account | £653,326.18 |
| • CCLA Property Fund                      | £25,000     |

- The above figures include £663,201.10 Community Infrastructure Levy (CIL) receipts.

The schedule of payments totalling £8352.07 was circulated to all Councillors. The payments were approved unanimously and Cllrs Bromley and Woof agreed to authorise the electronic payments.

At present the Chair and Vice Chair of the Council and of the Finance & General Management Committee, together with other authorised signatories if appropriate, view the full payment list including detailed staff costs. Other Councillors view a summary list with staff payments shown as a total figure. Cllr Pearce suggested that all Councillors should see the full payment list and it was agreed that this would be referred to the Finance & General Management Committee.

### **Current matters**

- The next Committee meeting is on 1 July and items will include consideration of grant applications received, WBC proposals for project(s) to be funded by CIL receipts, and a review of the project list and proposed project evaluation method. The project list will be circulated to all Councillors after this meeting.
- The Risk Management Policy has been updated and is included as a separate agenda item below.
- The internal audit is now underway. The Annual Governance and Accountability Return will be presented at the next Council meeting.
- The Human Resources Sub Committee is meeting on 23 June. The main item to be discussed is the Staffing Review report prepared by the Local Government Resource Centre.

Cllr Weeks advised that the Parish Council WhatsApp Group is intended for information and image sharing and for raising issues such as fly tipping for reporting to WBC. Requests for staff to action more formal items should be made by email so that they can be recorded and followed up in an appropriate way during office hours.

Cllr Weeks advised that committee meeting times should be set by the respective Committee Chair in consultation with Committee members. It was agreed that Main Council meetings from July onwards should be held at 7.30pm, to be reviewed annually or as required.

It was noted that subject to legislation permitting the continuation of virtual meetings, there may be options to hold hybrid meetings with some attendees present in person and others by video conferencing. This would be dependent on the availability of internet connections.

### **AMENITIES COMMITTEE**

Cllr Mrs McDonald reported on current matters.

- California Country Park - two meetings with WBC Officers have taken place and notes of the meetings have been circulated to all Cllrs. Close contact is being maintained with WBC over the various issues.
- A meeting is taking place on 25 June to discuss the possibility of acquiring land adjacent to the Park to be used as an extension to the Park. Cllr Veitch is leading the project.
- The King Henry VII signpost on Longwater Road has been refurbished and images have been circulated. A meeting is taking place on 30 June to discuss the wording on the plaque and whether any amendments should be proposed.
- Allotments – risk assessments have been completed and it has been agreed that Allotment Association work parties can start again, and that plots can again be let. There is now a waiting list of 8 Parish residents, of which 5 can be accommodated on the plots currently vacant.
- Progress is being made on the Wellingtonia Avenue survey. The findings of the pilot survey are being used to work out the best report format for the wider survey.

## **RIGHTS OF WAY COMMITTEE**

Cllr Cornish reported on current matters. The next Committee meeting is on 8 July.

- Cllr Woof has cross referenced the new WBC Rights of Way Improvement Plan with the Committees projects and plans to ensure these are aligned.
- Discussions have taken place with the WBC Rights of Way Officer over several issues. A site meeting has been arranged for 26 June regarding the cycling issue on FP16 and the completion of the final section cycle route to Bohunt School. This final section of the cycle route is in Barkham and the Clerk will contact Barkham Parish Council to invite a representative to the meeting.
- Loddon Valley Ramblers have been in contact regarding an access audit which has been undertaken, and proposals to replace stiles with kissing gates. A meeting has been arranged for 23 June to discuss this and other opportunities for joint working both with the Parish Council and the Neighbourhood Development Plan Group.

The 2026 deadline for registering paths has recently been discussed with WBC and will be raised with the Ramblers. The Committee will then agree the approach to be taken.

- There is still no progress with the Fleet Hill / Manor Farm reserves on Cemex UK Ltd land. This is being followed up with the WBC Planning Department. Cllr Weeks advised that the recent planning applications have not been determined as insufficient information has been provided.

## **ROADS & ROAD SAFETY COMMITTEE**

Cllr Bromley reported on the meeting held on 3 June and current matters. Minutes of the meeting have been circulated.

- The Speedwatch and equipment installation risk assessments have been reviewed and updated.
- Use of the Speed Data Recorders (SDR) has resumed. Recent monitoring of Nine Mile Ride (east) has shown a significant speeding problem. Reading Road has also been monitored and the results show that traffic speeds are within Thames Valley Police guidelines. The reports have been forwarded to WBC.
- It was hoped that Speedwatch sessions could now resume but Thames Valley Police has advised that all community speedwatch should remain on hold, although this will be kept under regular review.
- WBC is undertaking a speed limit review on A and B roads and Cllr Bromley and the Clerk are collating a response.

Longwater Road – when the Pegasus crossing is installed in connection with the new nature reserves the speed limit will need to be reduced.

Wellingtonia Avenue – concerns were expressed about excessive speed, although monitoring shows that overall there is not a speeding issue. However, the Avenue is well used for walking as well as cycling, and a review of the 50mph limit will be suggested.

SDR data from the monitoring of local roads will be offered to WBC to inform their review.

- The South East Water works on Nine Mile Ride continue. Work is due to be completed on 17 July and the Road will then re-open. White Horse Lane has now been re-opened.

## **230/2020 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

No meetings have been attended.

The Finchampstead Sports Club has been in contact over the next stages with its plans for improvements. The Agency Agreement between the Finchampstead Park Management Committee (FPMC) and the Sports Club is being reviewed and updated, this Agreement relates mainly to the

maintenance of the Park and sports grounds. The Parish Council is a named party on the original conveyance and the lease with the Sports Club – this lease is due to be updated and the Council's solicitor will be closely involved with this review.

Cllr Weeks is the Parish Council representative on FPMC, while Cllrs Bromley and Cundy sit on the Committee as representatives of the California Association and the Finchampstead School respectively.

Finchampstead Village Club – the documents relating to the appointment of the Parish Council as sole trustee have now been submitted to the Charity Commission and the Land Registry.

### **231/2020 RISK MANAGEMENT POLICY AND ASSET REGISTER**

Cllr Woof advised that the Risk Management Policy has been updated with only minor changes made. The revised document was circulated and was recommended for approval by the Council.

The Policy was unanimously approved.

The Asset Register referred to in the Policy was circulated for information.

### **232/2020 LOCAL GREEN SPACES**

Cllr Weeks advised that WBC has requested proposals for green spaces to be designated as Local Green Space in the Wokingham Local Plan.

Cllr Jukes noted that this has provided an opportunity for the Parish Council to tie in with the Neighbourhood Development Plan (NDP) proposals for green space designation, further supporting the need for the spaces to be designated in the Local Plan.

The NDP Group had already completed a significant amount of work on this which has formed a basis for the report produced. The report listing the 20 sites proposed for designation was circulated.

It was agreed that the 20 sites should be put forward to WBC for consideration.

It was noted that a further site adjacent to the California Country Park is being reviewed to establish whether it meets the criteria for designation.

Cllrs May and Weeks stated their concerns that the fields by the Finchampstead Surgery and adjacent to the Finchampstead Road were not included. Cllr Cornish advised that this land does not fit the criteria for designation as Local Green Space, but that the NDP Group is looking at this closely to identify the most appropriate and effective designation which will protect the land from development.

Cllrs Cornish and Weeks thanked the NDP Group members, Parish Cllrs and staff involved in producing the report and plans.

### **233/2020 WAR MEMORIAL RELOCATION**

This project has been on hold for some time pending a decision on potential locations for the Memorial within the Memorial Park. At the recent Roads & Road Safety Committee meeting it was agreed that a professional should be appointed to draw up options for this.

A briefing note and a quotation received for the work were circulated.

It was agreed that the quotation should be accepted and that the cost of £985 should be covered from CIL funds.

## **234/2020 PROJECT AND DEVELOPMENT UPDATES**

### **Gorse Ride regeneration**

Cllr Bowers advised that a Steering Group meeting was held on 10 June, the minutes will be circulated when available. The Group will be meeting monthly from now on.

The Project Manager has drawn up a community engagement plan for the period from May to September 2020. This includes consultation proposals for phase 2 of the regeneration.

Construction work on phase 1 of the regeneration has re started and is due to be completed in Spring 2021.

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

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

Cllr Weeks advised that a meeting was held with the new Managing Director of Crest Nicholson. The Company is hoping to increase the rate of building as well as the level of affordable housing on the development.

Cllr Veitch noted that there has not been a Steering Group meeting for some time, and that there have not been any updates on the proposed District or Village Centre. Cllr Weeks agreed to contact the relevant WBC officer for an update.

### **Neighbourhood Development Plan**

Cllr Cornish advised that work is progressing on the plan and a full draft should be available soon. A more detailed update will be provided at the next Council meeting.

The recent work on Green Spaces is noted above.

The grant application to Locality has been successful with the Group awarded £3880. The amount of grant available has recently been increased and the Group can apply for a further £1800 if required.

WBC Officers continue to provide helpful advice and guidance on various aspects of the Plan.

It is likely that the referendum will take place in Autumn 2021, and subject to the outcome the Plan will be adopted by the Parish Council in late 2021.

## **235/2020 CORRESPONDENCE.**

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

## **236/2020 FORUM**

- Cllr Bromley advised that a World War II bomb was found in a garden on the Gorse Ride Estate. The Bomb Disposal Unit retrieved the bomb and detonated it on the fields by the Finchampstead Surgery.

## **237/2020 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Wednesday 15 July 2020 at 7.30pm.

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

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

<b>UNITY TRUST BANK ACCOUNT 03/06/20</b>			£113,560.78	
<b>CCLA DEPOSIT ACCOUNT 30/05/20</b>			£653,326.18	
<b>CCLA PROPERTY FUND 31/03/20</b>			£25,000.00	
INCLUDING CIL RECEIPTS TOTAL £663,201.10				
<b>TOTAL FUNDS</b>			<b>£791,886.96</b>	
	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	
<b>Outstanding payments yet to be cleared</b>				
None.				
<b>TOTAL PAYMENTS OUTSTANDING</b>			<b>£0.00</b>	
<b>Payments already approved and paid</b>				
BRITISH TELECOM	42.69	8.53	51.22	BT DD3
SSE - STREET LIGHT ENERGY	63.68	3.17	66.85	225158386
<b>PAYMENTS JUNE 2020</b>				
<b>Staff costs</b>			<b>£5,678.98</b>	
<b>Other costs</b>				
PARISH ONLINE MAPPING SUBSCRIPTION	135.00	27.00	162.00	27362540
RBS - MAKING TAX DIGITAL SUPPORT	59.00	11.80	70.80	256256683
IBS - OFFICE TABLE	299.00	59.80	358.80	202456734
HALC SUBSCRIPTION	1,066.24	255.90	1279.49	990580563
WEB MARKETING MATTERS	164.00	0.00	164.00	114062385
SLCC WEBINAR - KD	60.00	12.00	72.00	81052660
<b>Allotment costs</b>				
NSALG SUBSCRIPTION	55.00	11.00	66.00	963065178
FAA MAINTENANCE CONTRIBUTION	500.00	0.00	500.00	124926470
<b>Neighbourhood Development Plan costs</b>				
None.				
<b>Grants and contributions - subject to final approval by Council where required</b>				
None.				
<b>TOTAL JUNE 2020 PAYMENTS</b>		<b>£377.50</b>	<b>£8,352.07</b>	
<b>TOTAL REMAINING</b>			<b>£783,534.89</b>	
<b>JUNE PETTY CASH / CARD PAYMENTS</b>				
Total petty cash payments	0.00	0.00	0.00	
Total Card payments (Clerk)	2.50	0.50	3.00	
Total Card payments (Footpath Warden)	0.00	0.00	0.00	
<b>TOTAL</b>	<b>£2.50</b>	<b>£0.50</b>	<b>£3.00</b>	