

## FINCHAMPSTEAD PARISH COUNCIL

### MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7 PM ON 25 MAY 2022 At the FBC Centre, Gorse Ride North, Finchampstead

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**PRESENT:** Councillors S. Bowers; S. Bromley; R. Cundy; C. Driver; G. Evans; B. Eyle; S. Gurney; G. Jukes OBE; S. McDonald; A. Pearce; S. Weeks & R. Woof.

Mrs K. Dagnall, Clerk. Mrs C. Warke, Deputy Clerk.

#### **61/2022 ELECTION OF THE CHAIR OF THE COUNCIL**

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

#### **62/2022 ELECTION OF THE VICE CHAIR OF THE COUNCIL**

Cllr Bromley was elected to the role.

#### **63/2022 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs E. Biskup; D. Cornish; R. Margetts; R. Marshallsay and G. Veitch.

#### **64/2022 DECLARATIONS OF INTEREST**

No declarations were received.

#### **PUBLIC PARTICIPATION SESSION**

8 members of the public were present and expressed opposition to the War Memorial relocation project. The Parish Council agreed to consider any written evidence relating to the consultation undertaken by the Group and to respond accordingly.

#### **65/2022 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meetings of the Council held on 21 April 2022 and 13 May 2022 were agreed as a true and correct record. The minutes were signed by Cllr Weeks.

#### **66/2022 ELECTION OF THE CHAIR OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE**

Cllr Woof was elected to the role.

#### **67/2022 APPOINTMENT OF MEMBERS TO COMMITTEES FOR 2022/23 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.

In accordance with the Council's Standing Orders, in addition to up to 8 Councillors per Committee, the Chair of the Council may be a member of any Committee if so wished and as such is not included in the listing below.

##### Amenities Committee

Cllrs Biskup, Bowers, Eyle, Gurney, McDonald, Pearce and Veitch.

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

##### Planning Committee

Cllrs Bromley, Cornish, Cundy, Marshallsay, Pearce and Veitch.

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

Rights of Way Committee

Cllrs Biskup, Bromley, Cornish, Gurney, Jukes, Margetts and Woof.

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

Roads & Road Safety Committee

Cllrs Bowers, Bromley, Cundy, Margetts and Marshallsay.

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

**68/2022 APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL MANAGEMENT COMMITTEE FOR 2022/23 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, McDonald, Veitch and Woof.

Cllr Woof was elected as Chair of the Committee reference minute 61/2022 above. Cllr Jukes was elected the Vice Chair of the Committee.

**69/2022 WORKING GROUPS/SUB COMMITTEES AND MEMBERSHIP FOR 2022/23**

Groups and membership were confirmed as follows.

Lead Member for Allotments	Cllr Veitch.
Finchampstead Emergency Response	Cllrs Jukes, McDonald, Pearce & Weeks.
Human Resources	Cllrs Bromley, Cornish, Cundy, McDonald, Weeks & Woof.
Neighbourhood Development Plan	Cllrs Cornish, Cundy, Jukes & Marshallsay.
Risk Management	Cllrs Jukes, McDonald & Woof.
Finchampstead Village Club	Cllrs Cundy & Weeks.

**70/2022 REPRESENTATIVES ON OUTSIDE GROUPS AND ORGANISATIONS**

Representatives were confirmed as follows.

<b>OUTSIDE ORGANISATIONS</b>	
<b>Berkshire Association of Local Councils</b> – Cllr Cundy. <b>Blackwater Valley Partnership</b> - Cllrs Weeks & Woof. <b>FBC Centre Advisory Board</b> - Cllr Cundy. <b>Finchampstead Neighbourhood Action Group (Finch NAG)</b> - Cllrs Bowers, Bromley, Weeks & Woof. <b>Finchampstead Park Management Committee (FPMC)</b> – Cllr Weeks.	<b>Veteran Tree Association</b> - Cllr Veitch. <b>Wokingham United Charities</b> - Cllr Veitch.  <b>Arborfield SDL (Arborfield Green and Finchwood Park):</b> <b>Community Liaison Group</b> – Cllr Pearce <b>Steering Group</b> – Cllrs Bromley & Veitch.
<b>WOKINGHAM BOROUGH COUNCIL GROUPS</b>	

<b>Borough/Parish Liaison Forum</b> - Cllr Cundy. <b>Gorse Ride Steering Group</b> - Cllrs Bowers & Eytle.	
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Additional representation on the Borough Parish Liaison Forum is being discussed with Wokingham Borough Council and will be confirmed.

A further representative for each of the Arborfield Community Liaison Group and the Gorse Ride Steering Group is required. Any Councillors interested in these roles should contact the Clerk.

**71/2022 FINANCIAL REGULATIONS**

Cllr Woof advised that the Regulations have been reviewed and updated and that the Finance & General Management Committee recommended these for approval. The updated Regulations were unanimously approved.

**72/2022 RISK MANAGEMENT POLICY**

Cllr Woof advised that the Policy has been reviewed and updated and that the Finance & General Management Committee recommended it for approval. The updated Policy was unanimously approved.

**73/2022 FINCHAMPSTEAD VILLAGE CLUB**

Cllr Weeks advised that the Annual Meeting of the Council is deemed to be a meeting of the Charity, of which the Parish Council is the sole Trustee.

- The Finchampstead Scout Group still occupy the site and use it for storage, now under the formal 'Licence to Occupy' drawn up in 2021.
- The condition of the site is a concern and will be followed up with the Scout Group.
- The Annual Return for the year to October 2021 has been submitted to the Charity Commission.

**74/2022 PROJECT AND DEVELOPMENT UPDATES**

**Gorse Ride regeneration**

- Cllr Bowers advised that the Steering Group continues to meet regularly.
- The Gorse Ride Schools have participated in the street naming competition and the Steering Group will be considering the suggestions received.
- Wates, the appointed contractor for the construction of Phase 2a, will be giving a presentation at the Parish Council's Annual Gathering on 31 May. Wokingham Borough Council (WBC) will be hosting a display stand at the event.
- An information event will be held on 27 May at St. Mary & St. John's Parish Centre to enable the detailed designs for Phase 2a to be viewed. Places must be booked by contacting [gorseride@wokingham.gov.uk](mailto:gorseride@wokingham.gov.uk)

**Arborfield Strategic Development Location – Arborfield Green and Finchwood Park**

- There were no updates to report.

**Neighbourhood Development Plan**

Cllr Jukes advised that the draft Plan and two Topic Papers have been revised following the initial feedback from WBC.

The Environmental Impact Assessment and Habitat Regulation Assessment required for the potential housing site in The Village are underway but will cause a delay of around 10 weeks before the final documentation can be submitted to WBC for the Regulation 15 official review. The final stages of the process will be the Regulation 16 public consultation, independent examination and referendum.

There will be a presentation on the current position with the Plan at the Annual Gathering on 31 May.

## **75/2022 COMMITTEE REPORTS**

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

Cllr Woof reported on the financial position of the Council, the meeting held on 12 May and current matters.

#### **Financial position**

- Unity Trust Bank £509,793.21
- CCLA Public Sector Deposit Fund account £700,022.43
- CCLA Property Fund £25,000
- The above figures include £1,076,554 Community Infrastructure Levy (CIL) receipts.

It was noted that the Unit Trust Bank balance includes 50% of the precept received from Wokingham Borough Council (WBC) and a CIL receipt. Funds will be transferred to the CCLA Deposit Fund account shortly.

The schedule of payments totalling £15,008.00 was circulated to all Councillors.

The payments were approved unanimously. Cllrs Bromley and Woof agreed to authorise the electronic payments.

#### **Meeting held on 12 May and other matters.**

- Minutes of the meeting have been circulated.
- The CIL monitoring report for 2021/22 was considered and approved.
- A grant application from Saving Abandoned Fly-grazing Equines was considered and the Committee recommended approval of a grant of £250. This was approved by the Council.
- It was agreed that a separate meeting should be arranged to discuss the integration of the Neighbourhood Development Plan into the work of and forward planning for the Council.
- The Year End accounts have been completed and the Internal Auditor has given unqualified approval of the Council's affairs. The Annual Governance and Accountability Return (AGAR) will be presented to the Council at its meeting on 16 June 2022.

### **AMENITIES COMMITTEE**

Cllr Mrs McDonald provided an update on current matters.

- One of the two part time Litter Wardens will be leaving mid-June. The position will be advertised in due in due course, but in the interim the area covered by the remaining Warden will be reviewed so that all the most problematic areas are covered as far as possible.
- Jubilee bunting and decorations have been provided and installed at the California Crossroads by the Barkham Hookers crochet group, and post box toppers at Gorse Ride North and Pine Drive. The Parish Council contributed to the cost of the materials.
- The Queen Elizabeth II golden jubilee stone on the green near St. James' Church has been cleaned.
- There have been 8 allotment applications this month – for both the Finchampstead site and the future new sites at Finchwood Park and Arborfield Green. WBC has been in touch again regarding the new Finchwood Park site and a meeting will be arranged to discuss how the site will be brought forward.
- Cllr Driver confirmed that arrangements are in place for the Platinum Jubilee celebrations on 2 June.

### **PLANNING COMMITTEE**

Cllr Cundy advised that the Committee met on 11 May. Minutes of the meeting have been circulated.

- 15 planning applications were considered, and objections were submitted for 3 applications.
- There were 16 decisions reported, with only one of the WBC decisions not in line with the Parish Council's comments.
- There will be an Appeal hearing in August in relation to the lack of determination by WBC of an application for up to 32 dwellings on land at and to the rear of 240 Nine Mile Ride. Cllr Marshallsay will attend to present the Council's objections to the proposals.
- Training to ensure the Committee is fully updated on changes to planning policy is being looked in to.
- Progress with enforcement cases continue to be monitored.

### **RIGHTS OF WAY COMMITTEE**

Cllr Weeks advised that the Committee met on 27 April and minutes of the meeting have been circulated. Cllr Cornish will provide an update at the next meeting of the Council.

### **ROADS & ROAD SAFETY COMMITTEE**

Cllr Bromley reported on current matters.

Two roadside speed watch sessions held in line with the new Thames Valley Police scheme have now taken place with a further session planned.

The Committee will be meeting on 8 June.

### **76/2022 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

No reports were received.

### **77/2022 FORUM**

Cllr Weeks gave various updates:

- Cllr Cornish was congratulated on his election to WBC as a Borough Councillor for Finchampstead South. There is also one new WBC Councillor for each of Finchampstead North, and Wokingham Without which includes the Finchampstead Parish Lower Wokingham Ward.
- Cllr Gurney was congratulated on her appointment as Deputy Mayor for Wokingham Town Council for 2022/23.
- The Queen's Oak Pub has been relisted as an Asset of Community Value.
- The Finchampstead Health Walks are very short of leaders – Cllr Weeks can provide information about the role.
- The recent poll on meeting start times indicated a preference for a 7pm start for virtual Main Council meetings and a 7.30pm start for in person meetings. This may still vary if the meeting includes additional presentations or high levels of business. Committee meetings may follow the same pattern but this will be at the discretion of the Chair and members of the respective Committees.
- The Annual Gathering will be held on Tuesday 31 May 2022 at 7pm and it is hoped that as many Councillors as possible will attend the meeting.

Cllr Eytel advised that the FBC Centre is running a Community Drop in every Thursday morning for those who have recently moved to the UK and for those providing hosting or other support to the refugees.

Cllr Bowers advised that First Days and Share Wokingham are in the process of moving to the old Police Station in Wokingham.

Cllr Bromley advised that a white van apparently abandoned in Arnett Avenue has been reported several times.

Cllr Weeks advised that Cllr Driver will be retiring from the Council on 31 May after 35 years as a Member of the Council. Cllr Driver was thanked for her commitment and contribution to the Council and the Parish during this time.

**78/2022 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

The next meeting will take place on Thursday 16 June 2022.

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

**FINCHAMPSTEAD PARISH COUNCIL - PAYMENT LIST 25 MAY 2022**

<b>UNITY TRUST BANK ACCOUNT 10/05/22</b>			£509,793.21
<b>CCLA DEPOSIT ACCOUNT 30/04/22</b>			£700,022.43
<b>CCLA PROPERTY FUND 31/03/22</b>			£25,000.00
INCLUDING CIL RECEIPTS TOTAL £1,076,554.71			
<b>TOTAL FUNDS</b>			<b>£1,234,815.64</b>
	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>
<b>Outstanding payments not yet cleared</b>			
<b>Total payments outstanding</b>			<b>£0.00</b>
<b>Payments already approved and paid</b>			
MFOUR PROMOTIONS LTD - BADGES	170.00	34.00	204.00
AFORD AWARDS - PLATINUM JUBILEE AWARDS	76.61	15.32	91.93
WBC - FEASIBILITY STUDY FOR FP WIDENING	750.00	150.00	900.00
WEL MEDICAL - DEFIB SUPPLIES	397.95	79.59	477.54
<b>PAYMENTS MAY 2022</b>			
<b>Staff costs</b>			
<b>Total staff costs</b>			<b>£8,506.00</b>
<b>Other costs</b>			
ASAP COMPUTER SERVICES-SUPPORT	244.20	48.84	293.04
MICROSHADE REMOTE HOSTING	77.20	15.44	92.64
WEB MARKETING MATTERS	157.55	31.51	189.06
SSE STREET LIGHT ENERGY	29.17	1.45	30.62
BRITISH TELECOM	47.68	9.53	57.21
RBS - DIGITAL VAT ANNUAL SUPPORT	59.00	11.80	70.80
FBC CAFÉ	20.63	4.12	24.75
FBC CENTRE - OFFICE RENTAL	1,221.25	0.00	1,221.25
FBC CENTRE - SPACE SERVICE CHARGE	1,171.00	0.00	1,171.00
FBC CENTRE - OFFICE SPACE TOP UP	281.20	0.00	281.20
NALC/BALC SUBSCRIPTIONS	1,991.42	0.00	1,991.42

GREENHAM SUPPLIES - REFUSE SACKS	86.56	17.31	103.87
A J HARLAND ACCOUNTING SERVICES	300.00	0.00	300.00
SHAWS - FREEDOM AWARD	230.95	46.19	277.14
<b>Allotment costs</b>			
NONE			
<b>Neighbourhood Development Plan costs</b>			
GROUNDWORK UK REFUND GRANT	398.00	0.00	398.00
<b>Grants and contributions - subject to final approval by Council where required</b>			
NONE			
<b>TOTAL MAY PAYMENTS</b>		<b>£186.19</b>	<b>£15,008.00</b>
<b>TOTAL REMAINING</b>			<b>£1,219,807.64</b>
<b>MAY PETTY CASH / CARD PAYMENTS</b>	Net	VAT	Total
Total petty cash payments	0.00	0.00	0.00
Total Card payments (Clerk)	0.00	0.00	0.00
Total Card payments (Footpath Warden)	12.51	2.50	15.01
<b>TOTAL</b>	<b>£12.51</b>	<b>£2.50</b>	<b>£15.01</b>

<b>CARD PAYMENTS DETAIL</b>	Net	VAT	Total
Cresswell's Garage	12.51	2.50	15.01
	<b>£12.51</b>	<b>£2.50</b>	<b>£15.01</b>