

FINCHAMPSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL HELD AT 7.30 PM ON 16 JUNE 2022

At the Finchampstead Memorial Hall, The Village, Finchampstead

PRESENT: Councillor S. Weeks, Chair. Councillor S. Bromley, Vice Chair.
Councillors S. Bowers; R. Cundy; D. Cornish; G. Evans; G. Jukes OBE;
R. Marshallsay; S. McDonald; A. Pearce & G. Veitch.

K. Dagnall, Clerk.

103/2022 APOLOGIES FOR ABSENCE

Apologies were received from Councillors E. Biskup, B. Eytel, S. Gurney, R. Margetts and R. Woof.

104/2022 DECLARATIONS OF INTEREST

No declarations of interest were received.

105/2022 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Council held on 25 May 2022 were agreed as a true and correct record and were signed by Cllr Weeks.

PUBLIC PARTICIPATION SESSION

No members of the public attended the meeting.

106/2022 CHAIRS REPORT

- The Parish Councils Annual Gathering for Parishioners, held on 31 May, was a successful event with a larger audience than expected. Approximately 65 guests attended in addition to the Parish Councillors and staff. The next Annual Gathering will be held on 8 March 2023.
- Former Councillor Mrs Chris Driver retired from the Council on 31 May and was presented with the Freedom of the Parish at the Annual Gathering. Greeting cards from Mrs Driver were circulated.
- The vacancy for a Parish Councillor is currently being advertised.
- The Finchampstead celebrations for the Platinum Jubilee of Queen Elizabeth II were well attended. Events on 2 June included a picnic at the Memorial Park and the lighting of a beacon at St. James' Church. Several street parties took place over the long weekend.

The Parish Council's Platinum Jubilee Awards were presented at the Annual Gathering and were well received.

- The Finchampstead Village Fete will be held on Saturday 18 June at the Memorial Park. The Parish Council will have a stall at the event.

107/2022 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22 Annual Governance Statement

The AGAR was circulated to all Councillors along with the Internal Auditor Reports.

The Councillors confirmed their agreement that the Council has a sound system of internal control and approved the Annual Governance Statement. The Statement was signed by Cllr Weeks and the

Clerk.

108/2022 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22 Annual Accounting Statements

As noted above the AGAR was circulated to all Councillors.

The Accounting Statements were approved by the Council and were signed by the Chair, Cllr Weeks.

The AGAR will now be signed by the Internal Auditor and sent to the External Auditor, PKF Littlejohn, along with the required supporting documents.

The Notice of Public Rights and the unaudited AGAR will be published on 22 June for the required public inspection period.

109/2022 FINANCIAL REGULATIONS COMPLIANCE

Financial Regulation 6 requires the Council to approve the continued use of Direct Debits, Standing Orders, BACS and CHAPS payments.

The Finance & General Management Committee recommended approval of continued use of these methods of payment, and this was agreed by the Council.

110/2022 PROJECT AND DEVELOPMENT UPDATES

Finchampstead Neighbourhood Development Plan (FNDP)

The draft Plan and associated documents can be viewed on the Council's website at <https://www.finchampstead-pc.gov.uk/community-projects/neighbourhood-development-plan/documents>

Cllr Cornish advised that the draft Plan, the Local Green Spaces Topic Paper and the Strategic Gaps and Green Wedges Topic Paper are being amended in line with the initial feedback received from Wokingham Borough Council (WBC).

The Environmental Impact Assessment (EIA) and Habitat Regulations Assessment (HRA) required by WBC for a small number of potential housing sites are being undertaken by Localities.

It is hoped that the final draft Plan and related documents will be submitted to WBC in August 2022. WBC will undertake the Regulation 15 official review of the Plan and this will be followed by a Regulation 16 public consultation, independent examination and a referendum. Subject to this, the Plan may be officially confirmed in Spring 2023.

Gorse Ride regeneration

Cllr Bowers advised that the Steering Group met on 14 June.

Wates Construction gave a presentation at the Parish Council's Annual Gathering on 31 May, including mention of sustainability measures across the new development, and the community investment work.

Archaeological investigations are due to start shortly. Construction on Phase 2A is due to start in late summer 2022.

Arborfield Strategic Development Location (Arborfield Green and Finchwood Park)

- Two planning applications relating to Finchwood Park and one relating to Arborfield Green were considered by the Planning Committee at its meeting on 15 June.
- The Clerk will contact WBC regarding reconvening the Steering Group which has not met for some time.

111/2022 WAR MEMORIAL RELOCATION PROJECT

Cllr Jukes provided an update on the project.

A decision on the Licence to place a structure in the highway pursuant to S115B (1) (b) (ii) of the Highways Act 1980 is expected from WBC early next week. Subject to this the contractor appointment will be confirmed.

Following the presentation to the Council by the 'Save the Memorial' Team on 25 May the Team forwarded a written report to Cllr Weeks and the Clerk on 8 June and circulated this to all Councillors on 16 June. The Parish Council is preparing a statement in response to this which will be circulated to all Councillors shortly.

It was agreed that the statement should be circulated to all households in the Parish with the Annual Report for 2021/22.

Further to a meeting held with WBC in April, WBC has now prepared concept design options for the War Memorial junction and these will be discussed at a meeting to be held with WBC Highway Officers on 17 June.

112/2022 COMMITTEE REPORTS

FINANCE & GENERAL MANAGEMENT COMMITTEE

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

Financial position

- Unity Trust Bank £194,020.66
- CCLA Public Sector Deposit Fund account £1,000,378.41
- CCLA Property Fund £25,000
- The above figures include £1,075,804.71 Community Infrastructure Levy (CIL) receipts.

The schedule of payments totalling £12,784.80 was circulated to all Councillors. The schedule was unanimously approved by the Council.

Cllrs Veitch and Woof agreed to authorise the electronic payments.

Other matters

- The AGAR for 2021/22 was covered under agenda items 107/2022 and 108/2022 above.
- The Risk Management Sub Committee met on 15 June to discuss measures to ensure Business Continuity.
- The Council has been advised that it should have an investment strategy, given the level of funds now held by the Council. This will be discussed at the Committee meeting on 27 July.
- Several grant applications have now been received, and a further application from a local school which may be considered for CIL funding. These will be considered at the next Committee meeting.

AMENITIES COMMITTEE

Cllr McDonald reported on current matters.

- Platinum Jubilee – this was covered under agenda item 106/2022 above.
- The Council now has a vacancy for a Litter Warden. The recruitment process will be started as soon as possible.
- A first aid / defibrillator training session has been arranged for 20 October and will be widely promoted.
- The Committee will be meeting on 22 June and will consider its next priorities.

PLANNING COMMITTEE

Cllr Cundy reported on the recent meeting and other matters.

- The Committee met on 15 June - minutes of the meeting will be circulated in due course.
- The Committee considered 20 applications and submitted objections to three of these.
- Applications considered included two proposing minor amendments to proposals for Parcels 14 & 15 at Finchwood Park and one proposing amendments to plans for Parcel V2N at Arborfield Green. Waverley School is seeking permission to convert a double garage and construct an extension to provide additional baby and child spaces.
- 21 decision notices received from WBC were noted. All but 2 decisions were in line with the Parish Council's views.
- An Informal Hearing will be held on 26 July 2022 in relation to the refusal of permission for a change of use of land at 23a Nine Mile Ride to provide Gypsy and Traveller pitches. The Parish Council has submitted objections to the proposals.
- The Committee has formed a Tree Preservation Order Sub Committee to monitor TPO applications.

RIGHTS OF WAY COMMITTEE

Cllr Cornish reported on current matters.

- Bridlepath 26 drainage improvements – the project is on hold pending WBC confirming requirements relating to the path closure.
- Rooks Nest Woods access improvements – WBC has not yet responded to requests for a meeting, and this will be followed up again.
- WBC has produced an outline feasibility study for a section of a potential cycle route to Wokingham via paths around Sand Martins Golf Course. Cllrs Cornish and Margetts will be considering the study and the next stages with the project.
- The Ramblers and a landowner are proposing a diversion of Footpath 1 in the west of the Parish. A site visit is being arranged to assess the proposed route.

ROADS & ROAD SAFETY COMMITTEE

Cllr Bromley reported on the recent Committee meeting and current matters.

- The Committee met on 8 June. Minutes of the meeting have been circulated.
- The new traffic monitoring units are proving difficult to set up and are not yet in use.
- Community Speed watch sessions restarted in May and are now run in line with the new requirements put in place by Thames Valley Police.
- The Committee considered whether to appoint a contractor to clean road signs but decided against this. The Committee will continue to press WBC to deal with the issues of dirty, obscured, damaged and missing road signs.
- The Parish Council's Road Safety Information leaflet has been updated.

113/2022 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Berkshire Association of Local Councils (BALC)

Cllr Cundy attended a meeting of the BALC Executive Committee on 15 June and was elected Chair of the Committee. The Committee is actively working to address the issues with BALC and with the Hampshire Association of Local Councils (HALC) which provides services to members on behalf of BALC.

Cllr Cundy also attended a meeting of the Berkshire Society of Local Council Clerks to speak about BALC and its plans to improve services to members.

114/2022 FORUM

- Cllr Cornish advised that he and Cllr Margetts, in their role as WBC Councillors, have met WBC to discuss the impact of the increased pupil intake at Farley Hill School on the local

Finchampstead schools. It was noted that the increased intake at Farley Hill is not the sole reason for the reduced intake at the local schools, but it has exacerbated the issue.

115/2022 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

The next meeting will take place on Wednesday 20 July 2022.

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

FINCHAMPSTEAD PARISH COUNCIL - PAYMENT LIST 16 JUNE 2022

UNITY TRUST BANK ACCOUNT 10/06/22			£194,020.66
CCLA DEPOSIT ACCOUNT 30/04/22			£1,000,378.41
CCLA PROPERTY FUND 31/03/22			£25,000.00
INCLUDING CIL RECEIPTS TOTAL £1,075,804.71			
TOTAL FUNDS			£1,219,399.07
	NET	VAT	TOTAL
Outstanding payments not yet cleared			
Total payments outstanding			£0.00
Payments already approved and paid			
ANNUAL GATHERING EXPENSES - CHAIRMAN	138.48	27.69	166.17
PAYMENTS JUNE 2022			
Staff costs			
Total staff costs	£8,477.05		£8,477.05
Other costs			
ASAP COMPUTER SERVICES - SUPPORT	258.20	51.64	309.84
ASAP COMPUTER SERVICES - LAPTOP	645.00	129.00	774.00
MICROSHADE REMOTE HOSTING	77.20	15.44	92.64
WEB MARKETING MATTERS	157.55	31.51	189.06
FBC - CATERING ANNUAL GATHERING	158.33	31.67	190.00
FBC - CAFÉ	21.09	4.21	25.30
SSE STREET LIGHT ENERGY	26.90	1.33	28.23
BRITISH TELECOM	47.68	9.53	57.21
GEOXPHERE - PARISH ONLINE SUBSCRIPTION	180.00	36.00	216.00
LYRECO - STATIONERY	35.93	7.19	43.12
JAYS PRINTERS - ANNUAL REPORT/NDP MAPS	230.00	4.00	234.00
CONNECTING COMMUNITIES IN BERKS - SUBS	42.00	0.00	42.00
PLATINUM JUBILEE EXPENSES - CD	77.95	4.40	82.35

PLATINUM JUBILEE - DR G'S LITTLE BIG BAND	250.00	0.00	250.00
Allotment costs			
THE NATIONAL ALLOTMENT SOCIETY SUBS	55.00	11.00	66.00
JOE STONEMAN - DRAINAGE WORKS	1,090.00	218.00	1,308.00
Neighbourhood Development Plan costs			
	0.00	0.00	0.00
Grants and contributions - subject to final approval by Council where required			
SAVING ABANDONED FLY - GRAZING EQUINES	250.00	0.00	250.00
PLATINUM JUBILEE - DONATION FOR BAND	150.00	0.00	150.00
TOTAL JUNE PAYMENTS		£554.92	£12,784.80
TOTAL REMAINING			£1,206,614.27
JUNE PETTY CASH / CARD PAYMENTS	Net	VAT	Total
Total petty cash payments - Flowers CD	29.17	5.83	35.00
Total card payments (Clerk)	86.35	2.63	88.98
Total card payments (Footpath Warden)	49.88	9.98	59.86
TOTAL	£165.40	£18.44	£183.84