

FINCHAMPSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF FINCHAMPSTEAD PARISH COUNCIL

HELD AT 7.30 PM ON 24 MAY 2023

At the FBC Centre, Gorse Ride North, Finchampstead

PRESENT: Councillors E. Allen; S. Bromley; R. Cundy; D. Cornish; G. Evans; B. Eytle; P. Grainger; S. Gurney; G. Jukes OBE; S. McDonald; C. Mortimer (part); G. Veitch & S. Weeks.

Mrs K. Dagnall, Clerk. Mrs K. Lang, Deputy Clerk.

47/2023 ELECTION OF THE CHAIR OF THE COUNCIL

Cllr Weeks was elected to the role. The Declaration of Acceptance of Office will be signed shortly.

48/2023 ELECTION OF THE VICE CHAIR OF THE COUNCIL

Cllr Jukes was elected to the role.

49/2023 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs R. Marshallsay and R. Woof. Cllr Bowers has been granted a leave of absence.

50/2023 DECLARATIONS OF INTEREST

No declarations were received.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

51/2023 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings of the Council held on 27 April 2023 were agreed as a true and correct record. The minutes were signed by Cllr Weeks.

52/2023 ELECTION OF THE CHAIR OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE

Cllr Woof was elected to the role.

53/2023 APPOINTMENT OF MEMBERS TO COMMITTEES FOR 2023/24 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 Bowers, Eytle, Gurney, McDonald and Veitch.

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

Planning Committee

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

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

Rights of Way Committee

Cllrs Bromley, Cornish, Gurney, Jukes, Mortimer and Woof.

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

Roads & Road Safety Committee

Cllrs Bowers, Bromley, Cundy and Marshallsay.

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

54/2023 APPOINTMENT OF MEMBERS TO THE FINANCE & GENERAL MANAGEMENT COMMITTEE FOR 2023/24 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, Evans, Jukes, McDonald, Veitch and Woof.

Cllr Woof was elected as Chair of the Committee reference minute 52/2023 above. Cllr Jukes was elected the Vice Chair of the Committee.

55/2023 WORKING GROUPS/SUB COMMITTEES AND MEMBERSHIP FOR 2023/24

Groups and membership were confirmed as follows.

Lead Member for Allotments	Cllr Veitch.
Finchampstead Emergency Response	Cllrs Jukes, McDonald & 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.

56/2023 REPRESENTATIVES ON OUTSIDE GROUPS AND ORGANISATIONS

Representatives were confirmed as follows.

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

Borough/Parish Liaison Forum - Cllr Cundy. Standing Deputy – Cllr Bromley. Gorse Ride Steering Group - Cllrs Bowers, Evans & Eyle.	
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57/2023 PROJECT AND DEVELOPMENT UPDATES

Neighbourhood Development Plan

Cllr Cornish advised that following receipt of the report from the Independent Examiner, advice has been taken from Wokingham Borough Council, and from the Parish Council's planning consultant.

The Examiner has determined that the Finchampstead Neighbourhood Development Plan meets all legal requirements and can now proceed to referendum. This is, however, subject to significant amendments being made in relation to two small housing allocation sites and two areas of separation.

The NDP Steering and Project Groups held a joint meeting on 23 May to discuss the options now available. The NDP Group will be making a recommendation for the Parish Council to consider – a provisional date of 14 June 2023 was agreed for an Extraordinary Meeting for the Parish Council to consider and agree the next stage with the Plan.

Gorse Ride regeneration

The Project Group met on 9 May.

The Wokingham Borough Council Community Development Worker is moving on, details of cover or replacement for the role are to be confirmed.

Arborfield Strategic Development Location – Arborfield Green and Finchwood Park

Crest Nicholson has submitted an application for the District Centre at Arborfield Green, and a further application for the proposed community centre.

Cllr Cundy advised that the Parish Council's Planning Committee considered the applications at its meeting on 17 May and had no objections to the District Centre proposals. However, the Committee commented that the proposed community centre must be fit for purpose, whether a new build or a refurbishment of an existing building.

58/2023 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 Annual Return for the year to October 2022 has been submitted to the Charity Commission.
- The Finchampstead Scout Group still occupy the site and use it for storage, now under the formal 'Licence to Occupy' drawn up in 2021.
- Cllrs Cundy and Weeks and the Clerk met a representative from the Scout Group in April 2023. The Scout Group has committed to tidy up the site by the end of July. The Group was seeking a place to store its minibus - Cllr Weeks has liaised with the owner of Manor Farm who has agreed to accommodate the bus.
- The Scout Group has advised that it is making progress with the Borough Council over renewal of its lease for the Scout Hut in the California Country Park.

59/2023 FINANCIAL REGULATIONS

Cllr Jukes 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.

60/2023 RISK MANAGEMENT POLICY

Cllr Jukes 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.

61/2023 FINANCE & GENERAL MANAGEMENT COMMITTEE RECOMMENDATIONS

Cllr Jukes advised that following discussion at the meeting held on 3 May the Finance & General Management Committee wished the Council to consider several recommendations.

The following items were agreed by the Council.

Grants

Citizens Advice Wokingham: Grant of £4000.

Berkshire Vision: Grant of £250.

Sue Ryder Duchess of Kent Hospice: Grant of £500.

Community Infrastructure Levy expenditure

Waverley Way play area: A contribution of £14,000 to the WBC project with a total cost of £28,000.

WBC will be covering the balance of funds required.

Compliance with Financial Regulations

The continued use of Direct Debits, Standing Orders, BACS and CHAPS payments and internet banking transfers, reference Financial Regulations 6.7 to 6.10.

Parish Council Debit Card

The increase of the per spend limit on the card held by the Clerk to £500, and monthly limit to £1000.

Limits on the card held by the Footpath Warden to remain as at present.

62/2023 COMMITTEE REPORTS

FINANCE & GENERAL MANAGEMENT COMMITTEE

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

Financial position

- Unity Trust Bank £121,971.90
- CCLA Public Sector Deposit Fund account £1,780,757.78
- CCLA Property Fund £25,000
- The above figures include £1,739,901 Community Infrastructure Levy (CIL) receipts.

The schedule of payments totalling £17,732.33 was circulated to all Councillors.

The payments were approved unanimously. Cllrs Jukes and Weeks agreed to authorise the electronic payments.

Meeting held on 3 May and other matters.

- Minutes of the meeting have been circulated.
- The Community Infrastructure Levy Monitoring Report for 2022/23 was considered and approved.
- The Committee considered other matters which have been covered under minutes 59/2023 to 61/2023 above.
- The Annual Governance and Accountability Return (AGAR) will be presented to the Council at its meeting on 29 June 2023.

AMENITIES COMMITTEE

Cllr McDonald provided an update on current matters.

- California Country Park lakeside improvement project: Cllrs McDonald and Veitch and the Clerk represent the Parish Council on the Project Group set up by WBC, and met WBC officers on site in early May. Updated proposals are expected shortly.
- The Committee will be meeting on 14 June.

PLANNING COMMITTEE

Cllr Cundy advised that the Committee met on 17 May. Minutes of the meeting have been circulated.

- 13 applications were considered with objections lodged against one application.
- 14 decisions from WBC were noted, all but two decisions were in line with the Parish Council's views.
- It was noted that the application for a cricket track at Lynfield House, White Horse Lane, has been refused by WBC.
- Terms of Reference have been drawn up to clarify the scope and role of the Committee.
- A Public Inquiry relating to Twin Oaks, Longwater Lane, is taking place this week. Cllr Cundy is attending the Inquiry as a local resident, not representing the Parish Council.
- There will be an informal hearing on 15 June relating to proposals at Heartwood Lodge, Sandhurst Road.

RIGHTS OF WAY COMMITTEE

Cllr Cornish advised that the main activity has been linked to the Cemex sites at Manor Farm and Fleet Hill Farm. A meeting of the Working Group will be convened in mid-June to fully update all members.

The Committee meeting due to take place on 7 June has been cancelled. Separate meetings will be arranged to focus on moving specific projects and initiatives forward.

ROADS & ROAD SAFETY COMMITTEE

Cllr Bromley reported on current matters.

- Speed watch sessions continue. Four new volunteers have come forward although to date only one is fully trained and active.
- Wokingham Borough Council is currently considering the tenders received for the California Crossroads Improvement Scheme, an update is expected in early June.
- The Committee will be meeting on 31 May. The meeting will be held via MS Teams.

63/2022 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Cllr Weeks attended a meeting of the Finchampstead Park Management Committee. There were no matters to report.

64/2022 FORUM

Cllr Weeks gave various updates:

- Cllr Gurney was congratulated on her appointment as Mayor for Wokingham Town Council for 2023/24
- The Council currently has one Councillor vacancy, at present three applications are expected.
- The official opening of the new play facilities at Finchampstead Primary School took place on 24 May. Cllr Weeks attended to represent the Parish Council who part funded the project. Cllr Cundy attended in his capacity as Chair of the Board of Governors.
- Andrew Pearce who resigned as a Parish Councillor at the end of March has been awarded the Freedom of the Parish, as agreed by the Council. A framed certificate was presented on 24 May.

65/20023 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

The next meeting will take place on Thursday 29 June 2023.

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

FINCHAMPSTEAD PARISH COUNCIL - PAYMENT LIST 24 MAY 2023

UNITY TRUST BANK ACCOUNT 10/05/23			£121,971.90
CCLA DEPOSIT ACCOUNT 09/05/23			£1,780,757.78
CCLA PROPERTY FUND 31/03/23			£25,000.00
INCLUDING CIL RECEIPTS TOTAL £1,739,901.11			
TOTAL FUNDS			£1,927,729.68
	NET	VAT	TOTAL
Outstanding payments not yet cleared			
Total payments outstanding			£0.00
Payments already approved and paid			
HARRISON CLARK RICKERBYS SOLICITORS	500.00	100.00	600.00
WORTHY GROUP (WAR MEMORIAL RELOCATION)	7645.05	1529.01	9174.06
Total approved and paid			£9,774.06
PAYMENTS MAY 2023			
Staff costs			
Total staff costs	£9,027.55		£9,027.55
Other costs			
ASAP COMPUTER SERVICES - IT SUPPORT	278.90	55.78	334.68
MICROSHADE- REMOTE HOSTING	81.05	16.21	97.26
WEB MARKETING MATTERS SUPPORT/HOSTING	157.55	31.51	189.06
RIALTAS - ANNUAL LICENCE/MAINTENANCE	175.41	35.09	210.50
SSE STREET LIGHT ENERGY	75.89	3.78	79.67
BRITISH TELECOM - TELEPHONE/BROADBAND	48.60	9.72	58.32
EA SAMPSON - CORONATION PICNIC CAKES	49.47	0.00	49.47
DR POPPLESTONE - BAND FOR CORONATION PICNIC	200.00	0.00	200.00
SHAW & SONS - FREEDOM OF THE PARISH	248.95	49.79	298.74
LYRECO - STATIONERY	90.59	18.12	108.71
FBC CAFÉ	35.31	7.06	42.37
RIALTAS - YEAR END	755.00	151.00	906.00
Allotment costs			
JOE STONEMAN - WATER TROUGHS	1150.00	230.00	1380.00
Neighbourhood Development Plan costs			
NONE			

Grants and contributions - subject to final approval by Council where required			
CITIZENS ADVICE	4,000.00	0.00	4000.00
BERKSHIRE VISION	250.00	0.00	250.00
SUE RYDER	500.00	0.00	500.00
TOTAL MAY PAYMENTS	£12,374.27	£608.06	£17,732.33
TOTAL REMAINING			£1,909,997.35
MAY PETTY CASH / CARD PAYMENTS	Net	VAT	Total
TOTAL CARD PAYMENTS (CLERK)	214.85	42.97	257.82
TOTAL CARD PAYMENTS (FOOTPATH WARDEN)	13.34	2.67	16.01
TOTAL	£228.19	£45.64	273.83
CARD PAYMENTS DETAIL	Net	VAT	Total
AMAZON - EXTENSION LEAD	14.85	2.97	17.82
BHF SHOPS (DEFIBRILLATOR SUPPLIES)	200.00	40.00	240.00
CRESSWELLS FUEL	13.34	2.67	16.01
TOTAL	£228.19	£45.64	£273.83