

COOKHAM PARISH COUNCIL
Minutes of a Meeting of the Cookham Parish Council held in the
Community Room, Cookham Library, Tuesday 2nd January 2024, at 7.30pm

PRESENT: Cllr J. Edwards (Acting Chairman)
Cllrs C. Aisladie, M. Brar, T. Caen, M-L. Kellaway, R. Kellaway, J. Moore, B. Perry
and H. Pleming.

Also Present: No members of the public were present.
No members of the Press were present.

In the absence of Cllr Howard and in her capacity as Vice Chairman, Cllr J. Edwards chaired the meeting.

OPEN FORUM:

There were no representations.

1. APOLOGIES:

Apologies were received from Cllrs L. Austin, N. Bedwell, E. Bune, M. Howard, A-L. Regan and L. Tull.

2. DECLARATIONS OF INTEREST:

None.

3. APPROVAL OF MINUTES:

The minutes of the Full Council meeting, held on 5th December 2023 were approved as a true record of the meeting, on the proposal of Cllr M. Brar, seconded by Cllr T. Caen.

4. COMMITTEE REPORTS:

The minutes of the Planning Committee meeting held on 12th December 2023, were approved as a true record of the meeting, on the proposal of Cllr B. Perry, seconded by Cllr C. Aisladie.
The minutes of the General Purposes Committee meeting held on 19th December 2023, were approved as a true record of the meeting, on the proposal of Cllr C. Aisladie, seconded by Cllr M-L. Kellaway.

5. FINANCE:

- a. **To approve payments / receipts in December 2023:** The list of payments and receipts made in December 2023 were approved on the proposal of Cllr R. Kellaway.
- b. **To acknowledge the quarterly figures, April to December 2023:** The accounts statement for April to December 2023 was acknowledged.

6. TO RECEIVE A REPORT FROM CLLR B. PERRY REGARDING THE NEIGHBOURHOOD PLAN WP AND TO CONFIRM THAT THE COMPLETED REGULATION 14 DRAFT PLAN WILL BE AVAILABLE FOR THE FEBRUARY FULL COUNCIL FOR APPROVAL:

Since the last Council meeting, developments needing report and/or approval are as follows:

1. Troy has responded to the decisions taken at the meeting on 29.11.23, circulating a revised draft, with comments.
2. It had not felt able to incorporate into the revised draft all the decisions made on 29.11.23 for a variety of reasons. (In addition, there is not quite final consensus on some factual issues.)
3. Accordingly, a further meeting of the WP will be required before the final draft can be submitted to Council. That meeting will take place on 10th January. It is therefore hoped that this will be only a short delay.
4. Troy have suggested that RBWM's comments might be sought before going out to Regulation 14 consultation, thereby potentially reducing comments at the latter stage. The WP agreed this (and Council endorsed that), so will do so once the draft is otherwise finalised.

5. Accordingly, and subject as above, the NPWP hope that the draft will now be properly formatted and finalised for production for consideration and approval for Regulation 14 Consultation, to this Council on 6 February 2024.

An advertising plan for the Regulation 14 public consultation, along with dates and relevant marketing material is expected alongside the sign off of the Plan at the February meeting.

7. **TO PROVIDE AN UPDATE ON THE REQUEST FROM BANCROFT CONSULTING FOR ADDITIONAL FEES FOR THEIR TRAFFIC REPORT:**

In the absence of Cllr Howard, the Clerk updated the council. As reported at the December Full Council meeting, Bancroft Consulting have notified us of an intension to submit a second invoice to cover costs they felt were over and above the agreed flat fee. This has been questioned as at no time was the council told that additional costs were being incurring.

Cllr T. Caen left the meeting at 7.48pm

Cllr Howard has requested a conversation with Bancroft Consulting to discuss the matter but is still waiting for a response. CPC has asked for a breakdown of the fees/hours worked which would make up this additional invoice which has not yet been received.

8. **TO CONSIDER THE DRAFT CORPORATE PLAN, AS ISSUED FOR THE DECEMBER FULL COUNCIL, AND MAKE DECISIONS ABOUT THE MISSION STATEMENT, VISIONS AND THEMES/OBJECTIVES AND CONSIDER HOW THESE AREAS FIT WITHIN THE COMMITTEE STRUCTURE:**

The Corporate Plan will set the goals and objectives for the council for the next 4-5 years and will help residents of the Parish understand the Councils aims and responsibilities. The Plan will be reviewed annually, it is acknowledged that it will evolve over the course of time.

Cllrs had been given a month to review the draft plan and make comments. Feedback suggested that the Plan needs to be more concise and use SMART goals: Specific, Measurable, Achievable, Realistic and Timely. It was acknowledged that the current phase of the Plan is to agree the top level statements such as the Mission Statement and the Visions. The detail of any projects will be made at a later date. Further work is necessary to group compatible Themes together and fit these into the council and committee structure.

Cllr T. Caen returned to the meeting at 7.55pm

On the proposal of Cllr Edwards the council adopted the following **Mission Statement:**

The Parish Council's mission is to ensure Cookham remains a vibrant, inclusive and stimulating place in which our community lives and works, whilst conserving its character and the environment.

We will do this whilst preserving the atmosphere and charm of our village, and ensure that the residents of Cookham, Cookham Rise and Cookham Dean are represented and included, irrespective of age or social background.

On the proposal of Cllr Edwards the council adopted the following **Visions:**

1. **Community-focused**

- We are, and want to continue to be, a community focused Parish with facilities for all ages, contributing to a safe, secure and close-knit community that recognises and adapts to the needs of all residents.
- We want to encourage a healthy community by providing accessible outdoor facilities for all ages and abilities.

2. Environmental

- We want our villages to be environmentally sustainable by finding innovative ways to reduce the impact of traffic and preserve and protect our local wildlife, monitoring and actively reducing pollution and championing smart and sustainable energy solutions.
- We want to ensure the preservation of our Heritage and Archaeological sites (Romans, Saxons, Normans, Stanley Spencer) – working with other local societies and groups, English Heritage and National Trust, making a positive contribution to the heritage of our wonderful village.

3. Vocal

- We will be bold and adapt to the changing and challenging environment in local government.
- We will always be prepared to act to protect the interests of Cookham residents and the place in which they live.
- We will be the voice of the Cookham residents we represent to ensure the best outcomes for our Community.

Members of the working party will review the feedback and bring a revised version back to council.

Cllr J. Moore left the meeting at 8.09pm

9. **TO DECIDE WHETHER TO CONVENE THE ANNUAL PARISH MEETING PROVISIONAL SET ON 26TH MARCH 2024 AND TO CONFIRM THE MEMBERS FOR THE ANNUAL PARISH MEETING WORKING GROUP TO COME FORWARD WITH IDEAS AND HELP PLAN THE MEETING SHOULD THE MEETING BE CONVENED:**

Cllr J. Moore returned to the meeting at 8.12pm

After discussion and on the proposal, Do we want to hold an Annual Parish Meeting this year, there were 3 votes for and 6 against, it was therefore resolved that the Council will not convene an Annual Parish Meeting this year. Instead, council will explore other methods of reaching the residents of the parish such as participating in local community events.

A decision for next years meeting will be made in early 2025.

10. **TO DISCUSS THE PRODUCTION OF THE ANNUAL REPORT, TO BE PUBLISHED FOR THE END OF MARCH 2024:**

It was agreed that an Annual Report shall be produced this year. It will follow a similar format to previous years: a foreword from the Chairman of the Council, reports from all the Committee Chairmen and additional pieces showing the work the Council has been doing over the last year. The aim is to publish this at the end of March. Methods of delivery will be discussed at a future meeting.

11. **TO CONSIDER A RESPONSE TO THE CONSULTATION ON THE 2024/25 RBWM BUDGET:**

Cllrs noted that the RBWM draft budget was balanced and looked sensible in light of the financial position the Borough finds itself in. There appears to be nothing that greatly affects Cookham residents. Cllr Edwards will draft a short statement to this effect for the Clerk to send.

12. **TO RECEIVE AN UPDATE FROM THE TRAFFIC WORKING PARTY:**

The working party held a meeting before Christmas. Two items were discussed: the proposal for air monitoring diffusion tubes which they plan to bring to Full Council and traffic safety on Sutton Road, which has been the matter of much work by the Borough Cllrs over the last year.

13. **TO REVIEW SMALL GRANT AWARDS APPLICATIONS FOR 2023/24:**

- TO REVIEW AND APPROVE THE GRANT APPLICATION FOR COOKHAM CHRISTMAS SOCIETY:** The Society had submitted more supporting documentation following the request at the December meeting. Although sympathetic to the request, on further consideration, Council resolved not to issue a grant for this application for the 2023 season. The Cookham Christmas Society will be encouraged to submit an early application for the 2024 season.

14. **TO CONSIDER A RESPONSE TO AN RBWM CONSULTATION: PROPOSED EXTRA SUPPORT FOR DISABLED PEOPLE TO HAVE HOME ADAPTIONS. CONSULTATION RUNS UNTIL 2/2/24:**

Cllrs noted the consultation and were generally supportive of the proposal. Cllr Edwards will draft a short statement for the Clerk to send.

15. **OUTSIDE BODIES, BOROUGH CLLR AND CLERK'S REPORTS – REPORTS MUST BE SUBMITTED PLEASE NO LESS THAN 24 HOURS BEFORE MTG:**

Clerks report: Meetings attended: RBWM Clerks Forum 8/12/23, RBWM Clerks and Chairs meeting 11/12/23.

16. **TO REVIEW THE FULL COUNCIL ACTION LIST:**

The list was reviewed, no updates were reported.

17. **CHAIRMAN'S SUBMISSIONS:**

None.

The meeting closed at 8.45pm.