

**COOKHAM PARISH COUNCIL**  
**Minutes of a Meeting of the Cookham Parish Council**  
**Held in the Community Room on Tuesday 5<sup>th</sup> April 2022, at 7.30 pm**

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**PRESENT:** Cllr M. Howard (Chairman)  
Cllrs M. Barnes, M. Brar, I. Herd, H. Philip and I. Wernham,

**Also Present:** Two members of the public were present.  
There were no members of the press present.

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**OPEN FORUM:**

There was a representation from the joint chairs of Cookham Welfare Trust who had provided a brief history of the Charity prior to the meeting. The Trust in its present form has been operating since 1973, giving small grants to Cookham children to help further their education or provide equipment for apprenticeships. There are currently two Parish Cllrs involved with the Trust but the CWT Chairs are looking for a third and also to generally increase the Trustees numbers.

**1. APOLOGIES:**

Apologies were received from Cllrs L. Austin, C. Aisladie, E. Bune, M. Coker, C. Doyle, B. Perry, J. Perry and P. Roe.  
Cllr T. Suleiman did not attend.

**2. DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**3. APPROVAL OF MINUTES:**

The minutes of the Full Council meeting held on 1<sup>st</sup> March 2022 were approved as a true record of the meeting, on the proposal of Cllr M. Brar, seconded by Cllr I. Wernham.

**4. APPROVAL OF COMMITTEE REPORTS:**

The minutes of the Planning Committee mtg held on 8<sup>th</sup> March 2022, were approved as a true record of the meeting, on the proposal of Cllr M. Barnes, seconded by Cllr I. Wernham.  
The minutes of the Staffing Committee mtg, including part II, held on 29<sup>th</sup> March 2022 were approved as a true record of the meeting, on the proposal of Cllr M. Brar, seconded by Cllr M. Howard.

**5. FINANCE:**

- a. **To approve payments/receipts in March 2022:** The list of payments and receipts made in March 2022 were approved on the proposal of Cllr M. Brar, subject to the following updates for the year 1st April 21 to 31st March 22: Interest on the Unity Bank accounts was £10.95, Interest on the Nationwide Bank account was yet to be advised but will be added to the Financial Summary when known and one payment for £17.50 for allotment fees will be moved to Fin Year 22/23 as it was not received by 31st March.
- b. **To review the provisional End of Year 2021/22 figures in line with budgets:** Cllrs reviewed the provisional year end figures. There were no questions.
- c. **To approve the transfer of Allotment Deposits (x 7 @ £25) from Deposit reserves back to the General Fund:** The Council approved a transfer of £175 (7 x £25) from the Allotment Deposits back to the General Reserve as it relates to deposits that will not be refunded due to plots being left in a poor state.

d. **To approve the moves to strategic reserves:**

Following the review of the provisional figures, Cllrs unanimously approved the following changes to the Strategic Reserves:

Moves for existing Strategic Reserves:

- Election Fees – use £2,500 (overspend on budget due to mid term election).
- Cemetery Lodge – add £2,000 to build up funds for maintenance issues.
- Alfred Major Maintenance – add £1,350
- Alfred Major Projects - add £5,000 to continue to build up funds for the improvement project.
- Chapel Maintenance project – use £1,300 (project crossed financial years)
- Flood Planning and Management – add £400 (unspent budget).
- Neighbourhood Plan – use £3,800 overspend on budget.
- Salt bins – add £350 (unspent budget).
- War Memorial Repair/Maintenance - £1,100 unspent budget to build up funds for maintenance work.
- Tree Works - £400

With the addition of a new reserve:

- Legal and Planning consultant fees - £750

These changes would add a further £3,750 to the Strategic Reserve fund, taking it to £74,219. The Strategic Reserves, as of 31st March 2022, are shown on minute page 2869.

- e. **To approve the appointment of the Internal Auditor:** Mr B. Dancer was unanimously approved as Internal Auditor.

6. **TO RECEIVE A REPORT FROM CLLR B. PERRY REGARDING THE NEIGHBOURHOOD PLAN WP AND TO APPROVE THE SPEND FOR THE CONTINUATION OF THE NP ADVERT IN THE PARISH MAGAZINE FOR ANOTHER YEAR:**

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

1. The Working Party met on 17 March 2022. The meeting was the first of three intended to review the structure and policies of the draft Plan. Jon Herbert did not attend. Substantial comments were made on behalf of the Cookham Society and WildCookham, with almost all accepted by the Working Party. There are further areas which need to be covered at the next meeting.
2. Troy have asked for a consolidated document containing all the Working Party's comments, which will be forwarded once reviewed.
3. The meeting also made comments on the AECOM design documents, mainly asking for them to be made rather more concise and emphasising further the VDS and its new status as a formal planning document by incorporation in the Plan.
4. The next meeting will be on 13 April on Zoom.
5. The draft design documents for AL37 (Lower Mount Farm) and AL38 (Strande Park) have been passed to the developers for their consideration. Both assure us that they are taking note of these.

Cllrs unanimously approved the payment of £653 for the continuation of the adverts in the Parish Magazine for the next 12 months. This will come from the Neighbourhood Plan budget.

7. **TO RECEIVE AN UPDATE FROM CLLR M. HOWARD REGARDING THE PLAY AREA IMPROVEMENT PROJECT AND THE MEETING WITH SUTCLIFFE PLAN ON 9<sup>TH</sup> MARCH. APPROVE NEXT STEPS:**

Following the meeting on 9th March with Sutcliffe Play and a discussion about inclusive play following feedback from the public consultation, some alterations were made to the scheme. This has increased the range of equipment as seen on the first version and given a higher spec climbing frame, but this has increased the cost to £88,000, the project had been approved with a £80,000 spend.

On the proposal of Cllr M. Brar, seconded by Cllr I. Wernham, the revised cost of £88,000 was unanimously approved. The Council expects to receive £57,000 from S106 funds, has £35,000 in strategic reserves and also has £3,300 in CIL funds.

**8. TO REVIEW AND COMMENT ON THE PROPOSALS FOR THE RBWM CANNONDOWN RD BRIDGE WORKS:**

The Infrastructure Project team had not been able to attend the Full Council meeting but had offered to meet via Teams. Cllr Howard will follow this up as it was felt it would be useful to understand more about the scheme. The Parish Council has been given a date of 13th April to provide a response.

Cllrs discussed the proposals and had a mixed response regarding the detail but supportive of the objective of safer pedestrian routes both under the bridge and at the crossing. There was positive feedback that this will help to slow cars on the Cookham side of the bridge. Extra pedestrian protection was suggested under the bridge. Cllrs queried if traffic lights could be an option and if buildouts or a pedestrian island were a suitable option.

**9. TO APPROVE THE REPAIRS AND REPLACEMENT OF THE DRAIN TO THE SEPTIC TANK AT CEMETERY LODGE:**

The Tenants at Cemetery Lodge had reported a blockage in the waste system. The blockage has been cleared, followed by investigation work via a CCTV survey to find the cause. The investigation found that the drain pipe has dropped due to tree roots.

Although, at the time of the meeting, only two quotes has been received Cllrs felt it was important to move forward as it was an urgent matter. On the proposal of Cllr M. Brar, Council unanimously accepted a quote for £1200 from Heritage Drainage and Treatment to replace the drain run. Heritage have previously worked on the septic tank/treatment plant conversion and are familiar with the system.

**10. PROVIDE AN UPDATE ON THE BELLWAY CANNONDOWN ROAD WORKING GROUP MEETINGS OF 3RD AND 24TH MARCH 2022:**

Several Cllrs along with a representative from Troy Planning + Design, attended the public consultations with Turley regarding the Bellway Cannondown Rd Working Group during March. This was followed by a private meeting between them and Cllrs B Perry, M Howard and Troy on 29th March. They have been given the draft CNP design guide and confirmed that they would look at a 'three entrance' solution. They are considering all the ideas from that document. A follow up meeting is planned. The public consultation is due to finish by the end of April, and a Strategic Masterplan will be with RBWM by June/July, followed by a full planning application if the Masterplan is approved.

**11. TO CONSIDER HAVING A STALL AT THE SUMMER SCOUT FAIR ON 18TH JUNE:**

The PC has been approached by the organisers of the Scout Summer Fair to see if it would like to have a stall. Cllrs agreed that this would be a good idea to promote the work of the Council with information on the Neighbourhood Plan, the play area improvement project, Keep Cookham Tidy and other projects. It will also be a good opportunity to talk to prospective candidates ahead of the local elections in May 2023. Cllrs H. Philip and C. Doyle will organise a rota for the day to make sure there is a spread of Cllrs covering the event. Clerk to confirm the booking.

**12. TO RECEIVE AN UPDATE ON THE QUEENS PLATINUM JUBILEE CELEBRATIONS AND CONFIRM CPC INVOLVEMENT:**

Cllr M Howard confirmed the approved involvement of the Parish Council for the Jubilee celebrations:

- i. A donation of £1000 will be given to the organisers of the Cookham High Street, street party.
- ii. A donation of £1000 will be given to the organisers of the events on Cookham Dean cricket common subject to the receipt of an agreed plan.
- iii. No event is being run by the Parish Council.

It was noted that the Cookham Dean Village Club may organise a bonfire.

**13. OUTSIDE BODIES, BOROUGH CLLR AND CLERK'S REPORTS:**

Cllr M. Brar **Borough Cllr Report:** supplied via email prior to meeting. Points covered: Parts of Project Centre are being brought back in house, RBWM Independent review and Switchback traffic calming

Cllr C. Doyle **Marsh Meadow Management Committee (MMMC):** 17th March 2022, minutes supplied. Next mtg 6/10/22.

Clerk The Clerk noted the office will be under staffed until a new Assistant Clerk is found. The priorities will be weekly agendas, minutes, burials, finance and the Audit as all these have statutory deadlines.

Cllr M. Brar raised a Licencing matter regarding the application to hold Lets Rock the Moor on land at Long Lane if Marsh Meadow was not found to be suitable this year. Cllrs were advised to give their feedback directly to Cllr Brar in her capacity as Borough Cllr.

Cllr I. Wernham asked if local Clerks could help man the office at this time.

**16. TO REVIEW AND PROVIDE UPDATES FOR THE FULL COUNCIL ACTION LIST:**

Annual Parish Meeting - Cllr Howard noted his disappointment that only 7 Cllrs had attended and that there were no members of the public.

**17. CHAIRMAN'S SUBMISSIONS:**

Marlow Studio project – Cllr Howard had spoken to one of the other neighbouring Parishes.

Cllr Howard reported on a meeting with Andrew Durrant (RBWM Executive Director of Place) and Adrien Waite (Head of Planning).

**The meeting closed at 9.05pm.**