

COOKHAM PARISH COUNCIL
Minutes of a Meeting of the Cookham Parish Council held in the
Community Room, Cookham Library, Tuesday 7th February 2023, at 7.30pm

PRESENT: Cllr M. Howard (Chairman)
Cllrs L. Austin, C. Aisladie, M. Brar, C. Doyle, J. Edwards, B. Perry, J. Perry and H. Philip.

Also Present: There was 1 member of the public present.
Constable T. Taylor.
There were no members of the press present.

OPEN FORUM:

Neighbourhood Policing Officer, Constable Toby Taylor introduced himself. The Maidenhead area policing team are keen to improve their visibility within the Parish and are looking to hold various activities and community surgeries. Reference agenda item 12.

An Allotment Tenant from the Alfred Major allotment site spoke to raise concerns about some issues that have been having and the effectiveness of the Tenants Allotment Association. Cllr H. Philip, who is also an allotment tenant at that site, spoke from the public gallery on the same issue. They were asked to compile a list of their issues and forward it to the Council.

1. APOLOGIES:

Apologies were received from Cllrs M. Barnes, E. Bune, P. Roe, L. Tull and I. Wernham.
Cllr I. Herd did not attend.

2. DECLARATIONS OF INTEREST:

None.

3. APPROVAL OF MINUTES:

The minutes of the Full Council meeting held on 3rd January 2023 were approved as a true record of the meeting, on the proposal of Cllr C. Doyle seconded by Cllr J. Perry.

4. APPROVAL OF COMMITTEE REPORTS:

The minutes of the Planning Committee mtg held on 10th January 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 Flood and Major Incident Committee mtg held on 17th January 2023, were approved as a true record of the meeting, on the proposal of Cllr B. Perry seconded by Cllr C. Aisladie.

5. FINANCE:

- a. TO APPROVE PAYMENTS/RECEIPTS IN JANUARY 2023:** The list of payments and receipts made in January 2023 were unanimously approved.

Cllr L. Austin arrived at 8pm

- b. TO REVIEW THE THIRD QUARTER FIGURES:** These were acknowledged.

- c. TO REVIEW THE BANK RECONCILIATION FOR DECEMBER 2022:** There was no comment.

6. TO REVIEW THE PRE-ELECTION ADVICE (FORMERLY KNOWN AS PURDAH) IN THE RUN UP TO MAY ELECTIONS:

Councillors noted the information from the Local Government Association document 'A short guide to publicity during the pre-election period', provided by the Clerk. The pre-election period will start when the notice of election is published by the Borough. This will be no later than Monday 27th March.

7. TO DISCUSS THE APPROACH TO THE COUNCIL ELECTIONS IN MAY AND HOW TO ENCOURAGE CANDIDATES:

Councillors noted the information from The Electoral Commission, which holds a timetable of events before and after an election. Cllrs were reminded that it is their individual responsibility to deal with the Boroughs election team if they wish to re stand as a Councillor.

Posters, based on a NALC template, will be placed in the noticeboard encouraging candidates to put themselves forward.

8. TO RECEIVE A REPORT FROM CLLR B. PERRY REGARDING THE NEIGHBOURHOOD PLAN WP:

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

1. The Working Party met on 4 January. Having been advised by Troy that while they do not recommend it, they understand the reasoning and it is relatively common practice, it decided that the Projects parts (created after the initial consultation as evidently important to residents but not strictly planning matters) should be in a discrete part of the document.
2. The WP reviewed Dr Courtenay-Smith's 'Stanley Spencer appendix', which she had delivered as promised. She also made recommendations about it and how Stanley Spencer's work should be referred to in the Plan. The WP was very impressed by her work, and thanked her accordingly. It approved the appendix, including an 'acknowledgements' section, in full, as well as all her recommendations.
3. In particular, the WP decided that all copyright and other intellectual property in the Stanley Spencer appendix should remain/vest in Dr Courtenay-Smith, not in the Parish Council or any third party, in recognition of the fact that she alone created it.
4. Once the changes now agreed have been made to the draft the WP wishes to have it, as it then will be, added promptly to the Council's website. It will then write to all those to whom it initially reached out, including the landowners group, to invite comments and use the regular advertisement in the Parish Magazine to invite the rest of the public to do the same.
5. Once those comments are received and considered, and any further changes are made as a result of that process and RBWM's comments and the SEA/HRA consultation, it hopes to be able to regard the Plan as ready for formal Regulation 14 consultation.

9. TO RECEIVE AN UPDATE ON THE PREPARATIONS FOR THE ANNUAL PARISH MEETING ON 28TH MARCH 2023 AND PROGRESS ON THE ANNUAL REPORT:

As agreed at the January meeting, the main item for the Annual Parish Meeting will be a presentation about the on going progress of the Neighbourhood Plan. At this stage it is not clear if a representative from planning consultants, Troy Planning + Design, who have been assisting with the creation of the plan, will be able to present due to another commitments. Cllr B. Perry will present, as Chairman of the NP Working Party, if they are not able too. The meeting will be in the pre-election period however the creation of the plan is an important activity for the Parish and is supported by all Councillors.

Annual Report: The Clerk has received reports from several of the committee chairman and is waiting on the final couple. The reports then need to be checked and formatted within the document. This is a time consuming job.

10. TO CONSIDER THE INVOLVEMENT OF COOKHAM PARISH COUNCIL IN THE PLANS FOR THE KINGS CORONATION WEEKEND 6TH TO 8TH MAY 2023:

Buckingham Palace has announced the plans for the Coronation of His Majesty The King and Her Majesty The Queen Consort on 6th May and events over the weekend from 5th to 8th May. Cllrs had had the opportunity to review the information.

- i. **TO CONSIDER APPROVAL OF A GRANT OF UP TO £1,000 TO COOKHAM DEAN VILLAGE HALL GROUP TO HELP WITH THEIR CORONATION WEEKEND COMMUNITY EVENTS:** The Council are not in a position to hold any events themselves, but consideration was given to provide funds to the Cookham Dean Village Club in a similar way to the Jubilee celebrations in June 2022. The group intend to have a range of activities over the Coronation weekend, 5th to 8th May, that will be 'open to all' and asked for funding to support this.

Cllrs unanimously approved a contribution of £1,000 to the group on the confirmation that the event is taking place and that it is open to all parish residents. The funds will come from this year's General fund.

- ii. **TO CONSIDER A COMMUNITY REQUEST FOR THE ERECTION OF A FLAGPOLE:**
On the basis of a majority vote the Council decided that it does not wish to erect a Parish Council flagpole. There were 7 votes against having a flagpole, 1 for and 1 abstention.
- iii. **TO ACKNOWLEDGE A NATIONAL BEACON LIGHTING EVENT TO COMMEMORATE THE DDAY LANDINGS, PROVISIONALLY PLANNED FOR MAY 2024:** This was acknowledged.

11. **TO CONSIDER ONGOING POSTAGE OPTIONS AND APPROVE A NEW FRANKING MACHINE RENTAL AGREEMENT:**

The Council has had a Pitney Bowes Franking Machine since July 2001, with rental of £19.95 (ex VAT) per month, dropping to £2.50 (ex VAT) per month in 2010 until the end of 2022. The Royal Mail now use a 2D barcode technology, which as meant, as of 1st January 2023, the current office franking machine has become obsolete. However, the charges for rental for a new machine are higher.

Cllrs unanimously agreed to enter into a 6 year lease with Pitney Bowes for a new Franking Machine, model number RM60, with a quarterly rental fee of £54.95 (ex VAT), this includes all-inclusive service cover including printheads, battery and ink cartridges.

12. **TO CONSIDER IF MONTHLY PCSO 'HAVE YOUR SAY' MEETINGS WOULD BE WELCOME AND GATHER IDEAS FOR VENUES AND SUBJECTS:**

Cllrs were very positive about the idea of the PCSO and policing team holding surgeries/community events. Cllrs suggested a number of venues inc, the Alfred Major recreation ground, the Community room at the Library, Pinder Hall. Posters can be put up in the Councils notice boards.

Constable Taylor will feed the information back to the PCSO's.

13. **TO CONSIDER A RESPONSE TO THE RBWM SEND PROVISION CONSULTATION. CONSULTATION CLOSSES 24TH FEBRUARY 2023:**

SEND Provision has improved in the last 18 months and the areas noted in the consultation will improve it further, but there are still areas of provision that are not address.

Cllr C. Doyle agreed to compose a response for Cllrs to review and comment on prior to the Clerk sending the formal response.

14. **TO CONSIDER IF THE PARISH COUNCIL WILL HAVE A STALL AT THE COOKHAM SUMMER SCOUTS FAIR ON SATURDAY 17 JUNE 2023:**

Cllrs unanimously agreed to have a stall. The format will be decided nearer to the time, which will be after the elections in May, but it is likely that it will promote the Neighbourhood Plan work and 'meet the new Cllrs'.

15. **TO ACKNOWLEDGE THE PLANS FROM THE RBWM TRANSPORT PROJECT TEAM REGARDING THE ADDITION OF CYCLE PARKING AROUND COOKHAM PARISH AS PART OF REQUESTS MADE DURING THE BOROUGH'S 'BIG CONVERSATION':**

Councillors were in favour of the project to install more cycle parking however felt that the locations given were not the most suitable, particularly when cycles were parked. Cllrs wished for RBWM Officers to review the locations. Clerk to feed the response back to RBWM Officers.

16. **TO ACKNOWLEDGE THE DESIGNATION OF THE MAIDENHEAD NEIGHBOURHOOD AREA AS PROPOSED AND THE MAIDENHEAD NEIGHBOURHOOD FORUM:**

This was acknowledged.

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

Cllr M. Brar **Borough Cllr Report:** supplied via email prior to meeting. Points covered: RBWM Budget for approval at Council meeting on 21st Feb, new Chief Exec Mr Evans to start April 2023, photo ID needed at polling stations, Youth Council looking for representative and Cannondown Road Stakeholder Masterplan goes to Cabinet 30th March 2023.

Cllr C Doyle **Keep Cookham Tidy:** There are a number of Duke of Edinburgh students helping with litter picking at the moment.

Clerk Finance Cmte matters: Cemetery Lodge Tenancy signed, work on the Lease with Cookham Rise PS, and first registration of Alfred Major is waiting on the solicitors. Training is ongoing, provisional burial process training is booked for June. Burials are still busy, as are allotments. The run up to end of year has started.

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

The report was reviewed with the following updates:

- H&S – There is a date in the diary for Cllr Austin and the Clerk to meet.
- Turkey Housing – An update was given.
- Role re-evaluation – first meeting with LCC held today. Next one is planned for later in February.
- Odney Common – Cllr B Perry has chased RBWM for information.
- Stonehouse Common - Cllr B Perry awaiting information from solicitors.

19. CHAIRMAN'S SUBMISSIONS:

None.

The meeting closed at 9.15pm.