

**COOKHAM PARISH COUNCIL**  
**Minutes of a Meeting of the Cookham Parish Council**  
**Held in the Community Room on Tuesday 7<sup>th</sup> June 2022, at 7.30 pm**

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**PRESENT:** Cllr M. Howard (Chairman)  
Cllrs L. Austin, M. Brar, C. Doyle, I. Herd, B. Perry, J. Perry, H. Philip and  
I. Wernham

**Also Present:** 4 members of the public were present.  
There were no members of the press present.

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**OPEN FORUM:**

A resident from the Sutton Road area of Cookham Village came to discuss a petition he had been working on for action to be taken to reduce speeding on Sutton Road. Due to the layout of the road and pavements in the area it can be difficult to cross the road safely. This is a particular issue as it is a walking route to Holy Trinity Primary school. The petition is to be submitted to RBWM as the Highway Authority. Cllrs discussed the matter at Item 17.

Further to the rejected pl/ap for a 5G mast at the corner of Sutton Road and Mill Lane, Cookham Village, a resident updated Cllrs to advise that the application is to go to appeal. The resident is investigating the possibility of purchasing the verge from RBWM.

A third resident came to raise concerns about the accessibility of the Parish for the disabled, and in particular the lack of tactile surfacing at the crossing points across roads, pavements and overgrown hedges, which all make it unsafe for vulnerable people to walk in the local area. Cllr M. Howard agreed to raise these issues with RBWM on behalf of the resident.

**1. APOLOGIES:**

Apologies were received from Cllrs C. Aisladie, M. Barnes, E. Bune, M. Coker 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 Annual Council meeting (inc Part II) held on 3<sup>rd</sup> May 2022 were approved as a true record of the meeting, on the proposal of Cllr I. Wernham seconded by Cllr J. Perry.

**4. APPROVAL OF COMMITTEE REPORTS:**

The minutes of the Planning Committee mtg held on 10<sup>th</sup> May 2022, were approved as a true record of the meeting, on the proposal of Cllr B. Perry, seconded by Cllr L. Austin.

**5. FINANCE: To approve payments/receipts in May 2022:**

The list of payments and receipts made in May 2022 were unanimously approved.

**6. TO CONSIDER THE INTERNAL AUDITOR'S REPORT FOR THE FIN YEAR 2021-22:**

The Annual Governance and Accountability Return (AGAR) Annual Internal Auditor Report 2021/22 was reviewed and unanimously approved on the proposal of Cllr M. Brar seconded by Cllr I Wernham. There were no questions.

With regards to the Internal Auditors assessment of compliance, two points were raised.

- i. Costs to RBWM for lighting maintenance and energy: The Clerk has made numerous attempts to obtain an invoice for the financial year 20/21 but an invoice was not forthcoming. The Clerk continues to pursue the matter.

- ii. The General Fund continues to be high and has again been the subject of the Internal Auditors comments. The Council has made an effort to address this over the past few years however higher than expected income and lower than expected expenditure has given rise to a surplus for the financial year 21/22. The Council will once again look to address this to ensure that realistic budgets are set, and the Precept is at an acceptable level.

**7. TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR THE FIN YEAR 2021-22 (AGAR SECTION 1):**

The Annual Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) as prepared by the Clerk, was unanimously approved on the proposal of Cllr I. Wernham, seconded by Cllr M. Brar. There were no questions or comment.

**8. TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENT FOR THE FINANCIAL YEAR 2021-22 (AGAR SECTION 2):**

The Accounting Statement, Section 2 of the AGAR, was unanimously approved on the proposal of Cllr I. Wernham, seconded by Cllr M. Brar. There were no questions or comment.

**9. TO APPROVE THE BANK RECONCILIATION AS AT 31<sup>ST</sup> MARCH 2022:**

The Bank Reconciliation was unanimously approved on the proposal of Cllr I. Wernham seconded by Cllr M. Brar. There were no questions or comment.

**10. TO APPROVE THE INCOME AND EXPENDITURE ACCOUNTS FOR THE FINANCIAL YEAR 2021-22:**

The Income and Expenditure Accounts were unanimously approved on the proposal of Cllr C. Doyle, seconded by Cllr H. Philip. There were no questions or comment.

**11. TO REVIEW THE REGISTER OF ASSETS:**

The Assets Register was reviewed. There were no questions or comment. The Clerk noted that work to add more information (picture/location) to the assets register is ongoing which will help with an audit of assets.

**12. TO REVIEW THE STRATEGIC RESERVE FUND AT 31<sup>ST</sup> MARCH 2022:**

As approved at the April Full Council, the Strategic Reserve stands at £74,219. There were no further changes during the audit process. The General Fund stands at £90,067.

**13. TO APPROVE PAYMENTS OF ONGOING DIRECT DEBIT AND STANDING ORDERS IN 2022/23:**

Cllrs unanimously approved the list of ongoing direct debit and standing order payments for the year 2022/23.

**14. TO APPROVE PAYMENTS OF MEMBERSHIP SUBSCRIPTIONS OVER 2022/23:**

Cllrs unanimously approved the list of membership subscriptions for the year 2022/23.

**15. TO REVIEW THE INSURANCE COVER FOR 2022/23 AS PART OF THE 5 YEAR DEAL STARTED IN MAY 2020:**

Cllrs reviewed the Councils Insurance cover, there were no comments. The premium for the year 22/23 is £2,234.56, the payment was actioned in May.

**16. TO RATIFY THE PURCHASE OF A NEW OFFICE PRINTER AT A COST OF £323 (EX VAT) AND THE SUBSEQUENT DISPOSAL OF OLD IT EQUIPMENT AND REMOVAL FROM THE ASSETS REGISTER:**

Cllrs unanimously ratified the purchase of the new Office printer at a cost of £323 (ex VAT). The Clerk will update the asset register with the new purchase and the disposal of redundant IT equipment.

**17. TO CONSIDER A RESPONSE TO THE SUTTON ROAD PETITION RAISED BY LOCAL RESIDENTS:**

Following the representation by a resident in Open Forum, Cllrs discussed the issue and considered options such as mobile speed cameras, a Speedwatch event and possible changes including lowering the speed limit and a crossing.

On the proposal of Cllr M. Howard, the Council unanimously agreed to support the Resident's petition, acknowledging that speeding was an issue at the area concerned. Cllr Howard will write on behalf of the Council to RBWM in support of the petition and to request sight of speed monitoring data captured recently.

Cllrs also unanimously supported a proposal from Cllr Howard, to write to the Police to request that a mobile speed camera is placed, on a regular basis, in the area on Sutton Road. Cllr Howard to write.

In her capacity as Borough Cllr, Cllr M. Brar will request a site visit with residents, Borough Officers and Cllr P. Haseler, Lead member for Planning, Parking, Highways & Transport.

**18. 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 17 May 2022. Although the Working Party had largely managed to conclude the review at the meeting on 13 April, both WildCookham and the Cookham Society had further comments to make.
2. The meeting was the third of three to review the structure and policies (not necessarily the supporting wording) of the draft Plan. Substantial comments were made by WildCookham, and the Cookham Society, with other contributions. The Working Party broadly concurred.
3. The meeting was attended by representatives of Cookhams Footprint ("CF"), a new local voluntary Group concerned with reducing Cookham's energy footprint by methods including renewable energy generation locally for the area and better energy conservation for both new and existing buildings. Emily Tomalin, who has been giving the Working Party input on energy (renewables and conservation) issues is involved with the group and was originally its Acting Chairman; Mark Howard is now its Chairman.
4. Cookham Footprint are to be invited to join NP Working Party, with Emily ceasing to be an independent adviser to the WP. We ask for approval of that. CF have been asked for its comments on the current draft Plan by 27 May.
5. Troy Planning have asked for a single document containing all the Working Party's comments.
6. The next meeting will now be deferred until Troy (and AECOM) have been able to complete their review and amendments based on the Working Party's comments. Further work may be required on the supporting wording as a result of the changes proposed to policies. The WP's view is that the document should be materially reduced in length.
7. AECOM are pressing to complete their report. It will be necessary to approve this shortly. The WP will review and recommend accordingly to Council probably at the July meeting.

Approval was given for the contents of the report and in particular the inclusion of Cookhams Footprint in the Working Party. The AECOM design documentation will need approval at Full Council following a recommendation from the NPWP once it has completed its final review.

**19. TO RECEIVE AN UPDATE FROM CLLR M. HOWARD REGARDING THE PLAY AREA IMPROVEMENT PROJECT AND APPROVE NEXT STEPS INCLUDING PUBLIC ENGAGEMENT:**

The quote has been accepted and we are waiting for the confirmation of start date.

Public engagement is the next step including writing to the neighbours of the play area on the north of the Alfred Major Recreation Ground and re engaging with the schools to give them the feedback on the scheme. This will be done when the dates are confirmed.

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

Turley have continued their consultation in respect of the Cannondown Road site and the strategic masterplanning and have held their last planned public Zoom meeting before publishing their draft plan, which has now been published. The application is due to go live in August.

Troy Planning + Design had been instructed to respond to the Cannondown Road (AL37) site masterplan draft. Due to the short time allowed, this was emailed to Cllrs for approval and then submitted directly to Turley, working on behalf of Bellway. The letter is attached as Appendix A minute pages 2896 to 2898.

A request for an update regarding the Shanly planning application for Strande Park was made. There is nothing new to add at present. Further updates may be made at the Planning Committee meetings.

**21. TO DISCUSS THE PLANS FOR THE STALL AT THE SUMMER SCOUT FAIR ON 18TH JUNE AND REVIEW THE STALL AT THE METER MARKET ON 3RD JUNE, WITH RATIFICATION OF THE DECISION TO DO THIS:**

Metre Market 3<sup>rd</sup> June – The Cllrs who attended reported that it had been a good event with lots of people stopping to talk. The position of the pitch had helped as it was near to a popular stand.

Scout Fair 18<sup>th</sup> June – Cllr C. Doyle has compiled a rota and a good number of Cllrs have said they can attend. Cllrs agreed to continue with the event as it was seen as a great opportunity to communicate with the residents and promote the work of the Council, the Neighbourhood Plan, the play area improvement project, Keep Cookham Tidy and other projects.

**22. TO DISCUSS THE ADOPTION OF A DONATIONS POLICY AND CONSIDER THE APPROVAL OF A DRAFT POLICY:**

Cllr M. Howard thanked Cllr I Wernham for researching the policy and creating a draft version. Cllrs were asked to review the various options and give feedback to Cllr Wernham within 2 weeks of this meeting, ready for further discussion at the July Full Council meeting.

The policy needs to be as straightforward as possible but ensuring it has all the relevant information connected to the power to give a grant within S137 of the Local Government Act 1972.

**23. TO RECEIVE A REPORT FROM CLLR B. PERRY REGARDING COUNCIL LANDHOLDINGS AND RESPONSIBILITIES, WITH REFERENCE TO ODNEY COMMON AND APPROVAL OF FURTHER INVESTIGATION ON THE MATTER:**

Cllr B. Perry reported that investigations continue regarding any responsibility the Council may have on Odney Common, which is owned by John Lewis Partnership. It appears that there is a Scheme from the 1920's that delegated the power to maintain Odney from Cookham Rural District Council (CRDC) to Cookham Parish Council. CRDC was succeeded up by RBWM in 1974.

Further work is on going with RBWM to ascertain if the 'Scheme' is still in place. Cllr B Perry will report back when more information comes to light.

**24. TO CONSIDER SUBMITTING AN APPLICATION TO THE GWR COMMUNITY FUND FOR 2022:**

Prior to the meeting, Cllr E. Bune, who was not present, had asked if an application could be made for a grant towards a bridge strike system for Cannondown Rd railway bridge. However, the fund appears to be more aimed at funding community projects rather than infrastructure.

No other suggestions were brought forward.

**25. TO PROVIDE AN UPDATE ON THE FUNDING OF THE PLAY AREA CCTV ORDER AS APPROVED AT THE FULL COUNCIL MEETING IN JANUARY 2022, AND APPROVE THE GO AHEAD TO ORDER:**

At the Full Council meeting on 4<sup>th</sup> January 2022, Cllrs unanimously approved the purchase of new CCTV cameras at a cost of £9,293(ex VAT) to fit to the existing system. At the time The Clerk was asked to investigate funding options. Following on from an unexpected increase in the General Fund at the end of the Financial Year 21/22, Cllrs unanimously approved a proposal to now confirm the order with Active Security with the funds coming from a combination of the surplus of the S106 grant for the Play Area improvement project and the General Fund.

The Clerk to review any price increase since the original quote was received, but Cllrs were keen to move ahead with the purchase.

**26. TO CONSIDER ANY ACTIONS TO TAKE REGARDING HEALTHWATCH WINDSOR AND MAIDENHEAD FOLLOWING THEIR RECENT COMMUNICATION:**

Cllrs reviewed the information supplied by Healthwatch – Windsor, Ascot and Maidenhead and asked if a representative could come and speak at a meeting. Clerk to organise.

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

Cllr E. Bune	<b>MMPA:</b> Meeting 26 <sup>th</sup> May, Minutes supplied.
Cllr J. Perry	<b>Twining:</b> A visit is being planned from St Benoit in the October half term. Cllr J Perry asked if the Council would host a Welcome event. Clerk to add this to the next agenda.
Cllr J. Perry	<b>PPG:</b> AGM due on 26 <sup>th</sup> July at 6.30pm. Next Cmte meeting 27 <sup>th</sup> June.
Cllr M. Brar	<b>Borough Cllr Report:</b> supplied via email prior to meeting. Points covered: RBWM struggling to finance students with special education needs, a Solar Together scheme and a meeting with Borough Officers and Cllrs regarding Switchback traffic calming. Cllr Brar also mentioned a lamp post EV charging initiative being reviewed by the Borough which may also be of interest to CPC.
Clerk	The Clerk reported that the Councils new Assistant Clerk started this week.

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

The list was reviewed.

**29. CHAIRMAN'S SUBMISSIONS:**

Cllr M. Howard reminded Cllrs about the adopted Code of Conduct and the Social Media Policy and asked Cllrs to consider and understand the implications of putting things on Social Media.

**The meeting closed at 9.45pm.**