

COOKHAM PARISH COUNCIL**Minutes of the Annual Meeting of Cookham Parish Council
Held in the Community Room on Tuesday 3rd May 2022, at 7.30 pm**

PRESENT: Cllr M. Howard (Chairman)
Cllrs C. Aisladie, L. Austin, M. Brar, E. Bune, I. Herd, B. Perry, J. Perry, H Philip,
P. Roe and I. Wernham

Also Present: 3 Representatives from Cookham Footprint.
No members of the Press were present.

OPEN FORUM:

Ms E. Tomalin and Mr P. Strzelecki introduced Cookham Footprint, a recently launched group set up to help inform Cookham Residents on sustainability matters, options for domestic energy and reducing emissions. Amongst other things the group feels it is appropriate to be represented on the Neighbourhood Plan process and it was noted that Ms E Tomalin has already been involved with the NP Working Party on an advisory basis.

1. APOLOGIES:

Apologies were received from Cllr C. Doyle, M. Barnes and M. Coker
Cllr T. Suleiman did not attend.

2. DECLARATIONS OF INTEREST:

None.

3. ELECTION OF CHAIRMAN:

Cllr I. Wernham proposed Cllr B. Perry for the role of Chairman, this was seconded by Cllr J. Perry. Cllr M. Brar proposed Cllr M. Howard for the role of Chairman, this was seconded by Cllr E. Bune. Cllr M. Howard was elected as Chairman of the Council by 6 votes to 5.
Cllr M. Howard duly signed the Declaration of Office.

4. ELECTION OF VICE CHAIRMAN:

Cllr E. Bune proposed Cllr M. Brar for the role of Vice Chairman, this was seconded by Cllr M. Howard. Cllr I. Wernham proposed Cllr B. Perry for the role of Vice Chairman, this was seconded by Cllr P. Roe. Cllr M. Brar was elected as Vice Chairman of the Council by 6 votes to 5.

5. APPROVAL OF MINUTES:

The minutes of the Full Council meeting, held on 5th April 2022 were approved as a true record of the meeting, on the proposal of Cllr M. Brar, seconded by Cllr I. Wernham.

6. COMMITTEE REPORTS:

The minutes of the Planning Committee meeting held on 12th April 2022, were approved as a true record of the meeting, on the proposal of Cllr I. Herd, seconded by Cllr E. Bune.

7. FINANCE:**i. To approve payments / receipts:**

The list of payments and receipts made in April 2022 were approved on the proposal of Cllr I. Wernham.

ii. To agree and approve the appointment of Bank Signatories for the Council:

Cllrs E. Bune, C. Aisladie, M. Brar and H. Philip had all indicated their willingness to continue this responsibility. This was approved by Cllrs. Four Cllrs are required with two out of the four required to sign.

8. TO REVIEW AND APPROVE CHANGES TO COMMITTEE STRUCTURES AND TERMS OF REFERENCE:

Subject to a change to the meeting frequency of the Planning Committee to make it once per month instead of every four weeks, the Committee Structures and Terms of Reference was unanimously approved.

Cllrs discussed ways to increase the membership of the Flood and Major Incident Cmte – this will be added to the next Flood and MI Committee agenda.

9. APPOINTMENT OF COUNCILLORS TO COMMITTEES:

Planning Committee (m9/q4)

1	Cookham Ward	Cllr J Perry		6	Cookham Rise Ward	Cllr C. Aisladie
2	Cookham Ward	Cllr I. Wernham		7	Cookham Rise Ward	Cllr L. Austin
3	Cookham Dean	Cllr I. Herd		8	Cookham Rise Ward	Cllr M. Barnes
4	Cookham Dean	Cllr B. Perry		9	Cookham Rise Ward	Cllr E. Bune
5	Cookham Dean	Cllr P. Roe				

General Purposes Committee (m11/q5)

1	Cookham Ward	Cllr J. Perry		7	Cookham Rise Ward	Cllr H. Philip
2	Cookham Ward	Cllr I. Wernham		8	Cookham Dean	Cllr I. Herd
3	Cookham Rise Ward	Cllr C. Aisladie		9	Cookham Dean	Cllr B. Perry
4	Cookham Rise Ward	Cllr E. Bune				
5	Cookham Rise Ward	Cllr M. Coker		10	Chairman	Cllr M. Howard
6	Cookham Rise Ward	Cllr C. Doyle		11	Vice Chairman	Cllr M. Brar

Finance Committee (m8/q5)

1	Cookham Rise Ward	Cllr L. Austin		6	Chairman	Cllr M. Howard
2	Cookham Rise Ward	Cllr M. Coker		7	Vice Chairman	Cllr M. Brar
3	Cookham Dean	Cllr B. Perry		8	Chair of GP	TBC at first Cmte Mtg
4	Cookham Dean	Cllr P. Roe				
5	Cookham Dean	Cllr I. Herd				

Flood and Major Incident Committee (m7+/q4)

1	Cookham Ward	Cllr J. Perry		6	Chairman	Cllr M. Howard
2	Cookham Rise Ward	Cllr C. Aisladie		7	Vice Chairman	Cllr M. Brar
3	Cookham Rise Ward	Cllr M. Coker				
4	Cookham Rise Ward	Cllr T. Suleiman				
5	Cookham Rise Ward	Cllr H. Philip				
Co-opted members (TBC)						
1	Community Rep					
2	Community Rep					
3	Cookham Society Rep					

Staffing Committee (m5/q3)

1	Chairman	Cllr M. Howard	
2	Vice Chairman	Cllr M. Brar	
3	Chair of Finance	TBC at first Cmte Mtg	
4	Cllr	Cllr L. Austin	
5	Cllr	Cllr C. Aisladie	

Emergency Committee (m7/q3)

1	Chairman	Cllr M. Howard	6	Chair of Flood and MI	TBC following first Mtg
2	Vice Chairman	Cllr M. Brar	7	Chair of Staffing	TBC following first Mtg
3	Chair of Planning	TBC following first Mtg			
4	Chair of General Purposes	TBC following first Mtg			
5	Chair of Finance	TBC following first Mtg			

10. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:

Outside Body	Number of Cllrs	Current Cllr Representatives
BALC/DALC Executive Committee	3	Cllrs L. Austin, M. Brar, M. Coker
Pinder Hall Management Committee	1	Cllr M. Barnes
Patient Participation Group	1	Cllr J. Perry
Cookham Welfare Trust	3	Cllrs M Brar, M. Howard, H. Philip
Marsh Meadow Management Committee	2	Cllrs C. Doyle, J. Perry
Marlow & Maidenhead Passenger Assoc	2	Cllrs E. Bune, M. Coker
Borough Flood Liaison Group	2	Cllrs M. Coker, J. Perry
Parishes Flood Liaison Group	2	Cllrs M. Coker, J. Perry
Maidenhead Waterways Liaison Group	2	Cllrs M. Coker, M. Howard
Twinning Committee	2	Cllrs M. Brar, J. Perry
National Trust Liaison Group	2	Cllrs L. Austin, C. Aisladie
RBWM Local Access Forum	1	Cllr M. Howard
Allotment Association	2	Cllrs E. Bune, C. Doyle
Friends of Battlemead Common Group	2	Cllrs C. Aisladie, J. Perry
Water Safety Groups	2	Cllrs J. Perry and H. Philip

Councillors were reminded to report back to Full Council if they attend a meeting of an Outside Body. They are asked to submit a short report to go with the agenda pack and give a brief verbally summary at the meeting.

11. REVIEW AND APPROVE THE ADOPTION OF STANDING ORDERS:

The Councils Standing Orders, based on the NALC template 2018 (July revision), were adopted unanimously with no changes.

12. REVIEW AND APPROVE THE ADOPTION OF FINANCIAL REGULATIONS:

The Councils Financial Regulations, based on the NALC Model Financial Regulation - July 2019, were adopted unanimously with no changes.

13. REVIEW AND APPROVE THE ADOPTION OF THE CODE OF CONDUCT FOR COUNCILLORS:

The Councils Code of Conduct for Councillors was adopted unanimously with no changes.

14. APPROVAL OF SCHEDULE OF MEETING FOR 2019-20:

The schedule of meetings was unanimously approved, subject to the amendment of the Flood and MI Cmte meeting on 28th June instead of the proposed one in July. This will be made available on the website.

15. REVIEW OF COMMUNITY PROJECTS LIST:

	Community Projects	Cllr Reporting	Progress
1.	Keep Cookham Tidy	Coordinating role Cllr Doyle with assistance from Cllr Aisladie. Helped by Cllrs Brar and J. Perry	Ongoing. Both scheduled and ad-hoc events for Keep Cookham Tidy have taken place over the last few years.
2.	Play Area Improvement Project	Cllr Howard	<ul style="list-style-type: none"> Budget signed off April 2022 at £88k. Final quotation accepted at Annual meeting May 2022. Proposed project implementation in 2022.
3.	Neighbourhood Plan.	NP Working Party of Cllrs and other Community Groups. Chairman Cllr B Perry, with Cllrs Howard, Coker, Doyle, J Perry	Ongoing. Regular meetings, two rounds of consultation done. Work progressing on draft Plan. Proposed referendum in late 2022.
4	Parking & traffic issues	Cllrs M. Brar, J. Perry, E. Bune, I. Wernham and M. Howard	Project ongoing but no formal meetings in last 12 months.

By Council approval, the following projects were removed from the from the list.

Cookham Litter Issues	Cllrs Wernham, Doyle, Aisladie, J Perry	April 2022: Looking at a broad remit of issues related to rubbish/waste management in the Cookhams. Initial investigations completed. 3/5/22: Cllrs felt this part of the project was now complete. The remaining actions will be dealt with by the General Purposes Cmte.
Cookham Identity project	Cllrs Wernham, Barnes, Howard, J Perry	Remit: Looking at ways to promote local interest. Update: No budget was proposed for 22/23 and no further work had taken place. It was decided to remove this project.

16. TO REVIEW AND APPROVE THE ADOPTION OF THE FOLLOWING POLICIES:

- i. The Press and Media Policy was adopted unanimously with no amendments.
- ii. The Social Media Policy was adopted unanimously with no amendments.
- iii. The Complaints Policy was was adopted unanimously with no amendments.

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

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

1. The Working Party met on 13 April 2022. The meeting was the second of three to review the structure and policies of the draft Plan. Substantial comments were made by WildCookham and the Cookham Society, with agreement from the Working Party. The Working Party concluded the review at this meeting. Feedback from the review sessions will be given to Troy once compiled.
2. The meeting was attended by a couple of members of the public. It was also joined briefly by Emily Tomalin who is giving the Working Party input on energy (renewables and conservation) issues.

3. The next meeting will be on 12th May, where a review of the updated draft from Troy (and AECOM) based on the amendments from the Working Party's comments will take place. Further work may be required on the supporting wording.

i. TO APPROVE THE RECOMMENDATION OF THE NP WORKING PARTY TO UPLOAD BOTH THE DRAFT VERSIONS OF THE NEIGHBOURHOOD PLAN AND THE AECOM DESIGN DOCUMENT TO THE NEIGHBOURHOOD PLAN SECTION OF THE PARISH COUNCIL WEBSITE:

The Working Party had discussed whether each version of the draft Plan (and design documents) should be made available on the Neighbourhood Plan section of the Council's website in the interest of transparency. On the proposal of Cllr B Perry, seconded by Cllr M Howard, the recommendation of the working party to add all drafts to the website was unanimously approved. Each version of the draft will be identified and noted to which stage it is in the approval process.

18. TO RECEIVE AN UPDATE FROM CLLR M HOWARD REGARDING THE PLAY AREA IMPROVEMENT PROJECT AND

i. APPROVE THE REVISED SUTCLIFFE PLAY QUOTATION NUMBER 4801653E FOR £83,114.15 (ex VAT) AND THAT THE ORDER CAN BE PLACED:

Cllrs unanimously accepted quotation number 4801653E for £83,114.15 (ex VAT) from Sutcliffe Play for the Equipment for the Alfred Major Recreation Ground including installation of new and removal of redundant features. This was subject to the clarification that there is no change in the removal costs totalling £4,918.10 included within the quotation total.

ii. REVIEW THE QUOTATION FOR BENCHES AND APPROVE A NEXT STEP:

Cllrs unanimously accepted quotation number 4801734 for £1,846.15 (ex VAT) from Sutcliffe Play for the provision and installation of 2 picnic benches.

Funds for both will be taken from the Alfred Major Projects Strategic Reserve (£35,000) and a S106 funding request (£57,000). Any surplus will be used for the previously approved update to the CCTV cameras.

It is anticipated that the installation of this project will take place in the Autumn, dates to be confirmed.

19. PROVIDE AN UPDATE ON THE BELLWAY CANNONDOWN ROAD WORKING GROUP COMMUNITY ENGAGEMENT SESSION OF 3RD MAY 2022:

A number of Cllrs had attended the widely advertised Community event at the Parish Centre on 3rd May. Those that attended noted that no further information was shared over and above what had been discussed at the previous working group sessions.

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

Cllr E. Bune **MMPA:** 27th April 2022, minutes supplied. Next mtg 25/5/22.

Clerk **Health and Safety Audit with Croner:** 25/4/2022 with Cllr Austin. Some progress has been made in the last year but there is still much to do. It would be advisable to ensure suitable progress is made in the next 12 months so as to have a sound base going into the next Council term. Thanks to Cllr Austin for helping with this. There have been a high number of bookings for the cemetery. The Audit paperwork is with the Auditor.

21. TO REVIEW ALL COUNCIL ACTION LISTS:

The Action lists were not available for review.

22. CHAIRMAN'S SUBMISSIONS:

Cllr M Howard briefly discussed the RBWM Cannondown Bridge Highways project, comments of which have been sent to RBWM Officer Mr T. Golabek.

The meeting closed at 8.35pm