

COOKHAM PARISH COUNCIL**Minutes of the Annual Meeting of Cookham Parish Council
Held in the Community Room on Tuesday 7th May 2024, at 7.30pm**

PRESENT: Cllr B. Perry (Chairman)
Cllrs L. Austin, C. Aisladie, N Bedwell, M. Brar, J. Edwards, M. Howard and L. Tull.

Also Present: 2 members of the public.
No members of the Press were present.

OPEN FORUM:

A member of public raised a few questions regarding the Cookham Village War Memorial, Spencers Farm and Cannondown Road planning applications and moorings Cookham Bridge.

1. **APOLOGIES:**

Apologies were received from Cllrs E. Bune, T. Caen, M-L. Kellaway, R. Kellaway, J. Moore, H. Fleming and A-L. Regan

2. **DECLARATIONS OF INTEREST:**

Cllr B Perry - Item 11 - PPG.

3. **ELECTION OF CHAIRMAN:**

Cllr C Aisladie proposed Cllr B. Perry for the role of Chairman, this was seconded by Cllr M. Brar and unanimously approved. Cllr B. Perry was elected as Chairman of the Council.

4. **TO ACKNOWLEDGE THAT THE DECLARATION OF OFFICE HAS BEEN SIGNED BY THE CHAIRMAN OR TO PASS A RESOLUTION ALLOWING IT TO BE SIGNED AT A LATER DATE:**

Cllr B. Perry signed the Declaration of Acceptance of Office of Chairman at the meeting.

5. **ELECTION OF VICE CHAIRMAN:**

Cllr M. Brar proposed Cllr M. Howard for the role of Vice Chairman, this was seconded by Cllr N. Bedwell and unanimously approved. Cllr M. Howard was elected as Vice Chairman.

6. **APPROVAL OF MINUTES:**

The minutes of the Full Council meeting (including Part II), held on 2nd April 2024 were approved unanimously as a true record of the meeting.

7. **COMMITTEE REPORTS:**

The minutes of the Planning Committee meeting held on 9th April 2024, were approved as a true record of the meeting, on the proposal of Cllr B. Perry, seconded by Cllr J. Edwards. The minutes of the General Purposes Committee meeting held on 16th April 2024 will be approved at a later time.

8. **FINANCE:**

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

The list of payments and receipts made in April 2024 were unanimously approved on the proposal of Cllr B. Perry, seconded by Cllr M. Brar.

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

Four Cllrs are responsible for authorising payments being made from Council funds, with two out of the four required for each transaction. Cllrs E. Bune, C. Aisladie, M. Brar and L. Austin were approved as the four Cllrs able to approve bank transactions.

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

The Committee Structures and Terms of Reference was unanimously approved with recommended changes made by the committees at:

Finance: Discussion at Inqorate meeting 19/3/24 but suggested recommendation for reviewed changes. Minute page 3236 item 14

General Purposes: General Purposes Cmte 20/2/2024: Minute Page 3221 item 12

Staffing Committee: Recommended Staffing Cmte 19/3/24 Minute Page 3234 item 4

10. APPOINTMENT OF COUNCILLORS TO COMMITTEES AND WORKING PARTIES:

Planning Committee (m9/q4)

1	Cookham Ward	Cllr B. Perry	6	Cookham Rise Ward	Cllr E. Bune
2	Cookham Dean	Cllr R. Kellaway	7	Cookham Rise Ward	Cllr T. Caen
3	Cookham Dean	Cllr H. Pleming	8	Cookham Rise Ward	Cllr J. Edwards
4	Cookham Rise Ward	Cllr C. Aisladie	9	Cookham Rise Ward	Cllr J. Moore
5	Cookham Rise Ward	Cllr L. Austin			

General Purposes Committee (m11/q5)

1	Cookham Ward	Cllr A-L Regan	7	Cookham Rise Ward	Cllr E. Bune
2	Cookham Dean	Cllr M-L. Kellaway	8	Cookham Rise Ward	Cllr J. Edwards
3	Cookham Dean	Cllr H. Pleming	9	Cookham Rise Ward	Cllr L. Tull
4	Cookham Rise Ward	Cllr C. Aisladie			
5	Cookham Rise Ward	Cllr L. Austin	10	Chairman	Cllr B. Perry
6	Cookham Rise Ward	Cllr M. Brar	11	Vice Chairman	Cllr M. Howard

Finance Committee (m8/q4)

1	Cookham Ward	Cllr A-L Regan	6	Chairman	Cllr B. Perry
2	Cookham Dean	Cllr R. Kellaway	7	Vice Chairman	Cllr M. Howard
3	Cookham Rise Ward	Cllr M. Brar	8	Chair of GP	TBC at first Cmte Mtg
4	Cookham Rise Ward	Cllr T. Caen			
5	Cookham Rise Ward	Cllr J. Moore			

Flood and Major Incident Committee (m7+/q4)

1	Cookham Ward	Cllr A-L Regan	6	Chairman	Cllr B. Perry
2	Cookham Rise Ward	Cllr M. Brar	7	Vice Chairman	Cllr M. Howard
3	Cookham Rise Ward	Cllr N. Bedwell			
4	Cookham Rise Ward	Cllr L. Tull			
5	Cookham Dean	Cllr H. Pleming			
Co-opted members (TBC)					
1	Community Rep				
2	Community Rep				
3	Cookham Society Rep				

Staffing Committee (m5/q3)

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

Emergency Committee (m7/q3)

1	Chairman	Cllr B. Perry	6	Chair of Flood and MI	TBC following first Mtg
2	Vice Chairman	Cllr M. Howard	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			

Neighbourhood Plan Working Party

1	Cookham Ward	Cllr B. Perry	
2	Cookham Dean Ward	Cllr M. Howard	
3	Cookham Ward	Cllr J. Edwards	
4	Cookham Rise Ward	Cllr J. Moore	
5	Cookham Rise Ward	Cllr L. Tull	

11. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:

Outside Body	Number of Cllrs	Current Cllr Representatives
BALC/DALC Executive Committee	2	Cllrs L. Austin, J. Edwards
Pinder Hall Management Committee	1	Cllr N. Bedwell
Patient Participation Group	1	Cllr M. Howard
Cookham Welfare Trust	2	Cllrs M Brar, L. Tull
Marsh Meadow Management Committee	2	Cllrs C. Aisladie, A-L Regan
Marlow & Maidenhead Passenger Assoc	2	Cllrs E. Bune, L. Tull
Borough/Parishes Flood Liaison Groups	2	Cllrs M. Brar, A-L Regan
Maidenhead Waterways Liaison Group	2	Cllrs B. Perry, A-L Regan
Twining Committee	2	Cllrs M. Brar, M-L Kellaway
National Trust Liaison Group	2	Cllrs L. Austin, C. Aisladie
RBWM Local Access Forum	1	Cllr L. Tull
Allotment Association	2	Cllrs J. Edwards, H. Fleming
Friends of Battlemead Common Group	2	Cllrs C. Aisladie, B. Perry
Water Safety Groups	2	Cllrs M. Brar, M. Howard

Councillors are 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.

12. REVIEW AND APPROVE THE ADOPTION OF STANDING ORDERS:

The Councils Standing Orders, based on the NALC template 2018 (July revision), were adopted with the following changes:

Standing Order 9b: Change '6 clear days to 8am on the morning of 5 clear days. Proposed by Cllr Bedwell, seconded by Cllr Edwards. Approved with 6 votes and 2 abstentions.

Standing Order 9e: remove the word 'with'

Standing Order 3i: Delete the sentence 'and stand when speaking'. Proposed by Cllr Perry seconded by Cllr Brar.

13. TO ACKNOWLEDGE THAT A NEW VERSION OF THE NALC MODEL FINANCIAL REGULATIONS IS DUE IMMINENTLY AND WILL BE REVIEWED AND ADOPTED AT A LATER DATE DURING THIS COUNCIL YEAR:

This was acknowledged.

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

The Councils Code of Conduct for Councillors was adopted unanimously.

15. APPROVAL OF SCHEDULE OF MEETING FOR 2023-24:

The schedule of meetings was unanimously approved. This will be made available on the website.

A request was made for the schedule of meeting invites to be forwarded to Cllrs email inboxes to populate calendars.

16. TO CONFIRM THE INSURANCE COVER FOR 2024/25 WITH ZURICH INSURANCE, UNDER A LONG-TERM AGREEMENT UNTIL JUNE 2025:

Cllrs reviewed the Councils Insurance cover, there were no comments. The premium for the year 24/25 is £2,741.66. The Long Term Agreement ends in June 2025.

17. TO CONFIRM THE PAYMENT FOR SUBSCRIPTION FEES TO BERKSHIRE ASSOCIATION OF LOCAL COUNCILS (BALC) AND NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) FOR £1298.15 FOR MEMBER SERVICES:

The subscription fees to BALC and NALC for £1298.15 were agreed on the proposal of Cllr M. Brar, seconded by Cllr N. Bedwell.

18. TO RECEIVE A REPORT FROM CLLR B. PERRY REGARDING THE NEIGHBOURHOOD PLAN WORKING PARTY:

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

At its meeting on 6.2.24, Council approved the draft Plan as it stood and authorised progress to Regulation 14 consultation. It also authorised appropriate ancillary expenditure, the holding of meetings etc., and empowered Cllrs Howard and Perry and the Clerk, "to undertake and commission whatever other work and liaison is required for these purposes, including but not limited to instruction of Troy Planning + Design and the NP Administrator as appropriate". We have continued since my report to Council of 5.3.24 to implement that authorisation.

Accordingly, since then decisions and developments needing report and/or approval are as follows:

1. Dick Scarff has presented a first draft of the brief re agricultural and equine wordings to Jon/Troy. Jon has made various suggestions. Dick is re-drafting.
2. The second and third 'open/drop in' meetings took place on 18 and 20 April as planned. Jacqui, Nina, Shez and Richard hosted that on 18th; Jacqui, Nina, Lars, Mark, Richard and I Mark that on 20 April. 11 people attended on 18th; 21 on 20th. Reaction at all these meetings seems to be favourable.
3. In accordance with the authority granted on 6.2.24, Mark and I, with The Clerk, have considered and are consulting Troy about whether we might wish to propose certain amendments to the draft. We shall report to the Working Party once the consultation period is closed on 10 May.
4. As stated before, the consultation closes on 10 May. Once comments from the consultation have been received and collated, the WP will consider them and make recommendations to the Council.
5. RBWM have at last produced the 'standard' maps. Troy are reviewing them to add after the consultation closes.
6. The Francis Frick collection has (having been paid a small fee) granted copyright of the three final photos for which we needed it in Appendix 5.

A request was made for more consultation responses to be made.

Consultation ends on 10th May.

The next NPWP meeting will be on 29th May to review the consultation results.

19. TO CONSIDER AND APPROVE A PROPOSAL AND RESULTING SPEND, FOR FURTHER SUBMISSIONS FOR PLANNING APPLICATIONS 23/02022/OUT AND 23/02019/OUT AT THE SITE OF THE LAND AT CANNONDOWN ROAD AND TO CONSIDER ANY FURTHER STEPS:

There are two aspects to the response following the revised information submitted by the developer: Traffic and planning changes. The council had until 17th May to submit a revised response to the changes.

1. Traffic: Council approved that Cllrs Perry and Fleming make a decision as to who the council shall use for the revised traffic report.
2. Planning changes: Troy Planning and Design will be asked to review the revised information. Council allowed Cllrs Howard and Perry to spend up to £2000 to ask Troy P+D, and any other party in order to form a robust response. This was approved.

20. TO RATIFY THE RESPONSE TO THE PLANNING INSPECTOR REGARDING THE APPEAL FOR SPENCER'S FARM PL/APS 22/01540/FULL AND 22/01537/OUT:

The response, shown in Appendix A Minute Pages 3259a to 3259, was unanimously approved and therefore ratified.

21. TO CONSIDER WHETHER THE COUNCIL WISHES TO TAKE FURTHER ACTIONS REGARDING THE WATER QUALITY OF THE RIVER THAMES IN THE LOCAL AREA AND CONSIDER A PROPOSAL FROM WOUBURN AND BOURNE END PARISH COUNCIL TO PARTICIPATE IN THEIR DATA GATHERING VENTURE:

In principle Council would like to do something as it considers this a significant issue in and around the Parish and is of interest to residents. The council would like to participate in the efforts to reduce the problem.

Council authorises Cllr Tull, with Cllrs Howard and Brar in their capacity as Borough Cllrs to report back to Finance and Full Council with a view to providing a donation to with work Little Marlow Parish Council is doing on Water Quality. This will be discussed further at a future meeting.

This was unanimously approved.

22. TO CONSIDER QUOTES AND APPROVE WORK ON THE COUNCILS WAR MEMORIALS AT COOKHAM DEAN AND COOKHAM VILLAGE AND THE TARRY STONE MEMORIAL BENCH:

Although AF Jones had not provided a quote in line with request or had access to the complete information, or confirmed they could do the work by 6th June, they were awarded the contract provided they answered questions that had been posed by Cllr Howard by Thursday morning. If they had not responded in time with relevant responses, the Clerk was to ask Bespoke Stonemasonry to action the work on the Tarry stone memorial bench and Cookham Village War Memorial as they had previous experience of the War Memorial and had confirmed they could do the work in the required time.

Cookham Dean War Memorial will still require Listed Building consent before the work can take place.

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

Borough Cllrs: Report supplied.

Crematorium proposal: This will be added to the next Planning Agenda. It is not currently subject to a planning application.

24. CHAIRMAN'S SUBMISSIONS:

Cllr Perry thanked Cllr Howard for his time as Chairman.

The meeting closed at 9.30pm