

## COOKHAM PARISH COUNCIL

### Minutes of the Meeting of Cookham Parish Council Held in the Community Room on Tuesday 2<sup>nd</sup> July 2024, at 7.30pm

**PRESENT:** Cllr. B. Perry (Chairman)  
Cllrs. L. Austin, C. Aisladie, N. Bedwell, E. Bune, T. Caen, J. Edwards, M. Howard,  
M-L. Kellaway, R. Kellaway,.

**Also Present:** J. Holder (Locum)  
One member of the public.  
No members of the Press were present.

#### **OPEN FORUM:**

Paul Strzelecki said that he did not believe that the fundamental concerns in respect of the proposed development at Strande Park had been addressed and had today submitted his own objections. Whilst he supported real local events, he had some concerns about the proposed Wingday event including noise levels, safety and set up/dismantling and did not think a perpetual licence should be granted.

1. **APOLOGIES:**

Apologies were received from Cllrs. M. Brar, J. Moore, H. Pleming, A-L. Regan and L. Tull.

2. **DECLARATIONS OF INTEREST:**

Cllr. N. Bedwell – Item 14 on Wingday below – Mr Botttomley is his nephew.

3. **APPROVAL OF MINUTES OF ANNUAL MEETING OF 7<sup>TH</sup> MAY 2024, MEETING ON 4<sup>TH</sup> JUNE 2024 AND EXTRAORDINARY MEETING OF 11<sup>TH</sup> JUNE 2024**

3.1 The following amendments were agreed to the draft minutes of the Annual Meeting held on 7<sup>th</sup> May :-

3.1.1 In Item 12 :-

a) in respect of Standing Order 9b, delete the draft words “Change “6 clear days to 8am on the morning of 5 clear days” and insert “ 6 clear days to 8am on the Monday morning in the week before the meeting”;

b) insert a further revision to read “ Standing Order 9d::delete “5 clear days” and insert “4 clear days”;

c) in respect of Standing Order 3i, in addition to the deletion of the words “and stand when speaking” , to delete also the following words in this Standing Order “ (except when a person has a disability or is likely to suffer discomfort)”;

3.1.2 At the end of the minute for Item 18, to insert “Approval was given to this report and the decisions made and/or actions taken or to be taken by and on behalf of the Working Party.”

Subject to the above changes, the minutes of the Annual Meeting held on 7<sup>th</sup> May were **approved** as an accurate record of the meeting, to be hereafter signed by the Chairman.

3.2 The minutes of the Council meeting held on 4<sup>th</sup> June were **approved** as an accurate record of the meeting and signed by the Chairman.

3.3 The minutes of the Extraordinary Council meeting held on 11<sup>th</sup> June were **approved** as an accurate record of the meeting and signed by the Chairman.

#### 4. MATTERS ARISING FROM PREVIOUS MEETINGS (NOT COVERED ELSEWHERE ON THE AGENDA)

4.1 *To review and approve the Council's policies on Social media, complaints and the press (FC/ 4.6.24/item 12)* - It was agreed to defer this item until the next meeting.

**Action: Cllr Bedwell**

4.2 *To receive an update on the Corporate Plan (FC /4.6.24/item 14)* - It was agreed to defer this item until the next meeting.

**Action: Cllr Regan**

4.3 *To consider the Safety of Electric-powered Micromobility Vehicles Bill (FC/ 4.6.24/item 16)* – The Chairman to write to support the Bill .

**Action: Cllr Perry**

4.4 *To consider further action and possible financial contribution on the Thames water quality Issue (FC/ 4.6.24/item 17)* - Cllr. Tull to invite Mr Mortimer to attend this Council's next meeting.

**Action: Cllr Tull**

4.5 *Response to the Proposal to Build a Crematorium on Land south of Long Lane (FC/ 4.6.24/item 18)* - The Chairman and Cllr. Edwards to agree on a letter of opposition to be sent to Elegy, the Leader of the Borough Council and the Head of the Borough Planning Committee.

**Action: Cllrs Perry & Edwards**

Cllr Bedwell noted there had been 500 local responses. Cllr Regan to give an update at next meeting on working party and I survey of local opinion .

**Action: Cllr Regan**

4.6 *Response to the Church Commissioners' Proposal to Build 220 Homes on Green Belt east of Switchback Road (FC/ 4.6.24/item 19)* - The Chairman had circulated a draft letter; subject to noting the green belt retention was in the interests of both Maidenhead and Cookham, it was **agreed** that this should be sent to the Church Commissioners.

**Action: Cllr Perry**

Cllr Regan to include matter within remit of new working party .

**Action: Cllr Regan**

4.7 *To review Sharepoint (FC/ 4.6.24/item 23)* - It was agreed to defer this item until the next meeting.

**Action: Cllr Bedwell**

#### 5. COMMITTEE REPORTS

5.1 The Chairman noted the change relating to procedure for dealing with committee minutes, agreed at the last Council meeting, whereby going forward a) the Council and each committee should approve its own minutes and that draft minutes of each Council and committee meeting should be circulated to all councillors within a week of each meeting where possible and b) committee meetings' minutes should be noted at subsequent Council meetings with any decisions made at such committee meetings being ratified by the Council..

5.2 Minutes of the Planning Committee meeting of 11<sup>th</sup> June were noted and any decisions made were ratified.

5.3 Minutes of the General Purposes Committee meetings held on 16<sup>th</sup> April and 18<sup>th</sup> June were noted and any decisions made were ratified.

#### 6. FINANCE

6.1 The list of payments and receipts for June circulated prior to the meeting were **approved** for payment.

6.2 It was **agreed** to ratify the decision at the meeting of the Council on 4<sup>th</sup> June to approve the accounting statement for the Financial Year 2023/24 (Annual Governance and Accountability Return Section 2 page 5).

6.3 *Odney Common Notice Boards* – The Chairman said the Council were required to have notice boards at Odney Common to display the Bye-Laws and noted the John Lewis Partnership were concerned by the present misbehaviour of some users of the Common. These Bye Laws should also provide for no fires or BBQ's. Further to the decision taken at the last General Purposes Committee meeting (*GPC/18.6.24/item 18*) to get quotes for two notice boards, indicative costs were in the region of £5,000. There was also a need to replace the Perspex on three of the Council's Notice Boards (see *GPC/18.6.24/item 17*). It was **agreed** that Cllrs Perry and Pleming select and the Clerk's office order a) spend up to £5,000 (ex VAT) for two notice boards for Odney Common and b) spend up to £2,000 (ex VAT) for perspex for three notice boards.

**Action: Cllrs Perry & Pleming/ Locum Clerk**

It was **agreed** that the above spend should be taken/vired from the General Reserves.

**7. TO AMEND THE TERMS OF REFERENCE OF THE PLANNING COMMITTEE**

It was **agreed** that the Planning Committee's terms of reference be amended so that responses to planning applications approved at Planning Committee would bind the Council.

**8. TO AMEND THE TERMS OF REFERENCE OF THE STAFFING COMMITTEE**

Cllr Perry proposed, Cllr Edwards seconded and it was **agreed** that the Staffing Committee's terms of reference be amended to provide:-

**“5. STAFFING COMMITTEE:**

Composed of: Five Councillors being the Chairman and Vice Chairman of the Council, The Chairman of Finance Committee and two further Cllrs.

A Quorum will consist of: Three members of the Committee.

Meeting frequency: Twice a year as specified in the Schedule of Meetings and at such other times as may be required.

The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

The Terms of Reference will be:

1. Staff employment, including appointment
2. Staff appraisals
3. Staff remuneration
4. Staff grievances and associated procedures
5. Staff disciplinary issues and associated procedures
6. Staff dismissals (decisions to be ratified by Full Council)
7. Engagement of locums to cover staff
8. To consider matters concerning the health, safety and welfare of all staff.

**Reporting and Accountability**

Other than for such matters where the Full Council has expressly delegated responsibility to this Committee, the Committee will only have the power to make recommendations which will be ratified at the next meeting of the Full Council.”

**9. TO ESTABLISH AN EMERGENCY WORKING PARTY AND ITS TERMS OF REFERENCE IN PLACE OF THE EMERGENCY COMMITTEE**

Cllr Perry proposed, Cllr Edwards seconded and it was **agreed** that the Emergency Committee be replaced by an Emergency Working Party and that the Terms of Reference for this new Emergency Working Party be:-

**“6. EMERGENCY WORKING PARTY :**

Composed of: Committee Chairmen (Planning, General Purposes, Finance, Staffing and Flood and Major Incident) plus the Chairman and Vice Chairman of the Council.

A Quorum will consist of: Three members of the Working Party .

Meeting frequency: When required.

The Terms of Reference will be:

1. To deal with “urgent” business which either has not been notified in time to appear on the agenda of a scheduled Council meeting , or where there is not enough time to call an extraordinary meeting or otherwise deal with at the next scheduled Council meeting. As first item of business at such Working Party

meeting, the members shall agree that the matter is so urgent that it cannot be considered at either a scheduled or extraordinary meeting of the Full Council, given on required notice. The minutes of the meeting shall expressly note the basis for such urgency.

2. "Urgent" routine business will be dealt with by the Clerk in consultation with the Chairman of the Council.

3. A Working Party is not empowered to make any decisions on behalf of the Council but can make recommendations to the Full Council, which depending on the matter can be considered for approval at its next scheduled or extraordinary meeting. To the extent that the Working Party considers the matter so urgent and that a "decision" needs to be made by it, notwithstanding it has no formal power to do so, then :-

- a) the quorum shall include the Chairman or the Vice Chairman;
- b) that the reasoning why such "decision" cannot be left until a scheduled or an extraordinary meeting of the Full Council shall be minuted;
- c) that such "decision" needs ratifying by the Full Council, for which an extraordinary meeting shall be called (if such meeting date be sooner than that due for a scheduled meeting);
- d) notwithstanding such members present will have acted in good faith, they acknowledge that it is for the Full Council to ratify and approve such "decision".

It was further **agreed** that the following be added to section **7. RULES CONCERNING THE OPERATION OF COMMITTEES:**

" 8. These terms of reference are supplementary to, and do not override, the Parish Council's Standing Orders and/or Financial Regulations."

#### **10. TO APPROVE LOCUM SERVICES**

The Chairman had reviewed and it was **agreed** :-

- a) that he should sign the Engagement letter with Manorcott Legal and Business Services LLP ("Manorcott") for the services of Mrs Holder and Mr Holder to provide full locum clerking services including without limitation dealing with and instructing contractors suppliers and all matters usually conducted by a Clerk until further notice reporting to the Council or the Staffing Committee; **Action: Cllr Perry**
- b) that up to a further £10,000 (ex VAT) be authorised to spend for these services;
- c) that Mrs Holder and/or Mr Holder be authorised to access the online banking facility with Unity Trust Bank allowing them to view and submit data and in respect of which, it is **resolved to approve** the Unity Trust Bank mandate for them as provided :-

I/We confirm this resolution has been recorded in accordance with the rules of the organisation.

- o The people named in this form will be authorised individuals on all accounts.
- o I/We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.
- o We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.
- o I/We will provide Unity with instructions and changes in line with the mandate.
- o Unity should rely on this Mandate until we send future amends.
- o I/We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes.

- I/We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

**11. TO CONSIDER AND RESPOND TO THE CONSULTATION BY SUMMERLEAZE RELATING TO FOOTPATH 19 AND THE DIVERSION OF THE RIGHT OF WAY**

It was agreed that there were no objections and the Chairman would so respond.

**Action: Cllr Perry**

**12. TO CONSIDER AND AUTHORISE THE STEPS NECESSARY TO UPDATE THE COUNCIL'S WEBSITE**

The Locum noted that the Clerk's Office would be in contact with the present provider in order to obtain administration rights, which would allow it to upload material, the current situation being that only the provider does this.

**Action: Locum Clerk**

Members discussed the need to refresh the website and other electronic communications and **agreed** to set up a Working Party to include Cllrs Perry, Regan and Bedwell to review and report back to the next meeting.

**Action: Cllrs Perry, Regan and Bedwell**

**13. TO RECEIVE AN UPDATE FROM THE COMMUNICATIONS WORKING PARTY LED BY CLLR. REGAN**

In Cllr Regan's absence, this matter to be deferred to the next Council meeting.

**Action: Cllr Regan**

**14. TO CONSIDER AND AGREE WHETHER THE COUNCIL HAS ANY CONCERNS OR OBJECTIONS TO RAISE ON THE GRANTING OF A LICENCE RELATING TO THE "WINGDAY" EVENT PROPOSED TO REPLACE "ROCK THE MOOR"**

Cllr Howard noted the concerns raised earlier by Mr Strzelecki and the need to be careful that it should not quickly grow in scale and commercially but it will be on the Common and is being supported by two local businesses.

Having noted that his nephew had helped originate the idea, Cllr Bedwell said it was unclear whether the Safety Advisor Group had been consulted by the applicant, which is a key issue for the Borough. Although understood to be limited to between 600-1,000 people, it is being advertised to a wider area as a "community event" and there could be a growth in scale in future years.

The Chairman also noted Bye-Law 8 whereby Council's consent was needed if any tents were to be put up on the Common. The event was due to take place on Saturday 31 August, with last representations to be made by 12 July. Following discussion, it was **agreed** that the Council supported the event subject to certain concerns including scale; health and safety; expansion of the event; noise; what equipment would come on the site and what facilities be provided; arrangements to put up/take down; whether there would be any structures on the Common and that initial consent be for one year. Cllr Howard to draft representations, for consideration by Council and issue by Locum Clerk before 12 July.

**Action: Cllr Howard/ ALL/ Locum Clerk**

**15. TO RECEIVE A REPORT FROM THE CHAIRMAN REGARDING THE NEIGHBOURHOOD PLAN AND DECIDE FURTHER ACTION AND AUTHORISE FURTHER SPEND OF £3,757 (+VAT)**

The Chairman noted that at its meeting on 6<sup>th</sup> February 2024, the 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 Perry and Howard , with 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 Nina Milner as appropriate”.

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

1. On 4.6.24, Council approved the attached revised draft of the Plan (with briefs on the C-DP6a and 6b policies to be submitted with it) for submission to RBWM for regulation 16 consultation and Examination, subject to any further amendments which may be agreed by the CNPWP where mentioned for consideration following the Regulation 14 consultation, representations received, and consequential matters.
2. Council also delegated to the CNPWP the power to make any further minor amendments and/or to take such other steps as may be appropriate to ensure prompt submission of the draft Plan and its prompt progress through the next stages, consulting Troy as appropriate in the same terms as the resolution of 6.2.24.
3. The CNPWP has not quite agreed the final amendments to the draft: the issue remaining is that of green corridors and how they mesh with owners’ rights within their own curtilages. The final version of the agricultural buildings brief remains outstanding; once submitted, it and the equine brief (both being prepared by Dick Scarff) will require final approval from the CNPWP under the delegated powers.
4. AECOM are unwilling to be instructed direct. Accordingly, the Council has submitted a funding request to Locality for AECOM ‘technical support’. This has been approved by Locality; it awaits approval from HMG. As soon as this is given AECOM are ready to proceed.
5. Troy reports that it needs a few more days to update the draft Plan, on the above basis, to review the policy position and Building Regulations in respect of stabling, review the applications highlighted in the briefs mentioned, and develop all this into an argument in support of the policy in the draft NDP, including why use of a condition and requirement for a business plan are appropriate. It feels it will probably then need to bounce this back to Dick Scarff to strengthen the arguments in support of the policy as appropriate before finalisation. (It is to be hoped that this can be done while the AECOM application and work proceed.)
6. Troy will undertake this for us at its Neighbourhood Plan rate (as opposed to its standard day rate, charged for the Planning Applications representation, for example) of £578 per day. It recommends allowing for around 4 days, which equates to £2,312 (+ VAT).
7. Troy also says it needs to agree a minor scope change to the main fee for the work, to reflect the overall time frame and work involved on the NDP. It needs around 2.5 days to pull together the Basic Conditions Statement, collate the Consultation Statement and final submission material. At their Neighbourhood Plan rate that equates to £1,445 (+ VAT).
8. Accordingly, we need to authorise further expenditure on totalling £3,757 (+VAT). We have a Strategic Reserve which should cover this.

Cllr Bedwell proposed, Cllr Howard seconded and it was **agreed** :-

- a) To authorise further expenditure totalling £3,757 (+VAT) to pay Troy Planning + Design for work, as set out in the report, such moneys to be taken/vired from the Strategic Reserve;
- b) Generally to approve the report and the discussions made and/or actions taken or to be taken by and on behalf of the Working Party.

**16. TO CONSIDER MAKING A DONATION TO THE LOCAL SCOUT GROUP UP TO THE SUM OF £2,000 TO HELP WITH THE COSTS INCURRED IN OBTAINING A CAMPING SITE**

The benefits provided by the Scouts was noted and it was **agreed** to donate a) £1,000 in this municipal year 2024/25 and b) a further £1,000 in the following municipal year 2025/26.

Cllr Bedwell noted that the site was on land of White Place Farm which was being sold, which land could also provide access to the Orchard. Following discussion in which Members expressed interest in considering further the prospect of purchasing some of the land, be it by use of loan or CIL moneys, it was **agreed** that :-

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a) The Chairman would contact the owner and report back to Council;

**Action: Cllr Perry**

b) The Locum would research what sum might be borrowed and on what terms.

**Action: Locum Clerk**

**17. TO RECEIVE AN UPDATE ON THE PROPOSED DEVELOPMENT SCHEMES FOR THE LAND AT STRANDE PARK (BLP SITE AL38, 22/00343/OUT) AND TO AGREE ANY FURTHER STEPS INCLUDING SEEKING FURTHER ADVICE FROM CONSULTANTS**

Cllr Edwards reported that the developers had not spoken to the Council and there had been very few concessions made to the Council's concerns.. The Chairman noted that the further response of consultants would carry more weight than that of the Council and requested approval of spend up to £1,500 (ex VAT) be made to Troy Planning + Design to reiterate the concerns previously made by the Council, which had not been substantially addressed. The deadline to respond was Wednesday 10<sup>th</sup> July.

Cllr Perry proposed, Cllr Bedwell seconded and it was **agreed** to authorise expenditure up to £1,500 (+VAT) to pay Troy Planning + Design to respond , such moneys to be taken/vired from the Strategic Reserve or otherwise General Reserve.

**Action: Cllr Perry/ Locum Clerk**

**18. TO RECEIVE AN UPDATE FROM THE TRAFFIC WORKING PARTY**

In Cllr Regan's absence, this matter to be deferred to the next Council meeting.

**Action: Cllr Regan**

**19. OUTSIDE BODIES & BOROUGH CLLR REPORTS:**

19.1 Cllr. Howard noted there had been no Borough Council meeting in the last month.

19.2 Cllr R Kellaway reported that the French Twinning party would be across on 26/27 October , with a party planned for Saturday 26<sup>th</sup> October. It was **agreed** to authorise spend of up to £600 for the event, such moneys to be taken/vired from the General Reserve.

**20. TO DECIDE ON A RESPONSE TO THE LETTER FROM THE POLICE AND CRIME COMMISSIONER FROM MARCH 2024**

It was agreed to defer this until the next meeting. **Action: Cllr Perry/ Locum Clerk**

**21. ANY OTHER BUSINESS (BY PERMISSION OF THE CHAIRMAN AND UPON WHICH NO DECISIONS MAY BE MADE)**

21.1 Cllr Bune requested that Councillor reports should be circulated prior to the meeting.

21.2 In respect of Appointment of Representatives on Outside Bodies noted at the May meeting (FC/7.5.24/ Item 11), it was noted that Cllr Perry would replace Cllr Howard on the Patient Participation Group.

21.3 Cllr Howard gave his apologies for the next Council meeting on 6 August.

**22. EXCLUSION OF THE PUBLIC**

Under section 1(2) Public Bodies (Admission to Meetings Act 1960) and under Standing order 3d to agree that in view of the confidential nature of the business to be transacted below that the public be temporarily excluded and be instructed to withdraw.

This was **approved**.

**PART 2**

**23. RESOLUTION OF ISSUES RELATING TO THE CLERK AND RECRUITMENT OF NEW CLERK**

Cllr Perry proposed, Cllr Howard seconded and It was **agreed** that:-

23.1 the Chairman, the Vice- Chairman and the Chairman of the Staffing Committee be given delegated authority to make decisions regarding the resolution of outstanding issues relating to the Clerk leaving her employment;

23.2 the Chairman, the Vice- Chairman and the Chairman of the Staffing Committee be given delegated authority to make decisions regarding the recruitment and selection of a new Clerk and to approve the contract terms;

**24. TO RECEIVE UPDATE ON RECRUITMENT OF AN ASSISTANT CLERK**

Cllr Aisladie noted that there were two candidates who would be interviewed on Friday 12 July. Mr Holder had agreed to join the interview panel.

**The meeting closed at 9.40pm**

Signed as a true record of the meeting

.....Chairman

Dated.....