

COOKHAM PARISH COUNCIL**Minutes of the Annual Meeting of Cookham Parish Council
Held in the Community Room on Tuesday 16th May 2023, at 7.30pm**

PRESENT: Cllr M. Howard (Chairman)
Cllrs L. Austin, C. Aisladie, M. Brar, E. Bune, T. Caen, J. Edwards, M. Kent, J. Moore,
B. Perry, H. Pleming, A-L. Regan and L. Tull.

Also Present: 1 member of the public.
No members of the Press were present.

OPEN FORUM:

As this was the first meeting of the new council Cllrs and staff introduced themselves to the group.

Cllr M. Brar had been asked to raise the issue of unwelcome visitors to the allotments on the Alfred Major recreation ground.

Cllr E Bune advised that the vegetation on the bund on the moor at the corner of Berries Road by the Crown pub was getting overgrown. The Clerk will ask the National Trust to deal with it.

1. ELECTION OF CHAIRMAN:

Cllr M. Brar proposed Cllr M. Howard for the role of Chairman, this was seconded by Cllr L. Tull. Cllr M. Howard was elected as Chairman of the Council and duly signed the Declaration of Acceptance of Office.

2. APOLOGIES:

Apologies were received from Cllrs M-L. Kellaway and R. Kellaway.

3. DECLARATIONS OF INTEREST:

Cllr A-L Regan - Item 20.

4. ELECTION OF VICE CHAIRMAN:

Cllr M. Brar proposed Cllr J. Edwards for the role of Vice Chairman, this was seconded by Cllr E. Bune. Cllr J. Edwards was elected as Vice Chairman.

5. TO ACKNOWLEDGE THAT THE DECLARATION OF ACCEPTANCE OF OFFICE HAS BEEN SIGNED BY ALL COUNCILLORS OR TO PASS A RESOLUTION ALLOWING IT TO BE SIGNED AT A LATER DATE:

The Clerk confirmed that all Cllrs had signed their Declaration of Acceptance of Office prior to the meeting.

6. APPROVAL OF MINUTES:

The minutes of the Full Council meeting (including Part II), held on 4th April 2023 were approved as a true record of the meeting, on the proposal of Cllr C. Aisladie, seconded by Cllr E. Bune.

7. COMMITTEE REPORTS:

The minutes of the Staffing Committee meeting held on 18th April 2023, were approved as a true record of the meeting, on the proposal of Cllr C. Aisladie, seconded by Cllr L. Austin.
The minutes of the General Purposes Committee meeting held on 18th April 2023, were approved as a true record of the meeting, on the proposal of Cllr E. Bune, seconded by Cllr M. Brar.

The minutes of the Planning Committee meeting held on 2nd May 2023, were approved as a true record of the meeting, on the proposal of Cllr B. Perry, seconded by Cllr C. Aisladie.

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

The list of payments and receipts made in April 2023 were unanimously approved.

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 no changes.

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 T. Caen
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 M. Howard
6	Cookham Rise Ward	Cllr M. Brar		11	Vice Chairman	Cllr J. Edwards

Finance Committee (m8/q5)

1	Cookham Ward	Cllr A-L Regan		6	Chairman	Cllr M. Howard
2	Cookham Dean	Cllr R. Kellaway		7	Vice Chairman	Cllr J. Edwards
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 M. Howard
2	Cookham Rise Ward	Cllr M. Brar		7	Vice Chairman	Cllr J. Edwards
3	Cookham Rise Ward	Cllr M. Kent				
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 M. Howard	
2	Vice Chairman	Cllr J. Edwards	
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 M. Howard	6	Chair of Flood and MI	TBC following first Mtg
2	Vice Chairman	Cllr J. Edwards	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 A-L Regan	
4	Cookham Rise Ward	Cllr J. Moore	
5	Cookham Rise Ward	Cllr L. Tull	

Cllr H. Pleming left the meeting at 8.10pm

Cllr H. Pleming returned at 8.15pm

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 T. Caen
Patient Participation Group	1	Cllr L. Tull
Cookham Welfare Trust	3	Cllrs M Brar, M. Howard, 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 M. Howard, A-L Regan
Twinning Committee	2	Cllrs M. Brar, M-L Kellaway
National Trust Liaison Group	2	Cllrs L. Austin, C. Aisladie
RBWM Local Access Forum	1	Cllr M. Howard
Allotment Association	2	Cllrs E. Bune, J. Edwards
Friends of Battlemead Common Group	2	Cllrs C. Aisladie, B. Perry
Water Safety Groups	2	Cllrs M. Brar, M. Howard,

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.

12. 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.

13. 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.

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

The Councils Code of Conduct for Councillors was adopted unanimously subject to the correction of the word 'behaviours' on the front page.

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

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

16. REVIEW OF COMMUNITY PROJECTS LIST:

	Community Projects	Cllr Reporting	Progress
1.	Neighbourhood Plan.	NP Working Party of Cllrs and other Community Groups. 5 Cllrs required -Chairman Cllr B Perry,	Ongoing. Regular meetings, two rounds of consultation done. Work progressing on draft Plan. Proposed referendum in late 2023/early 2024.
2.	Keep Cookham Tidy	Coordinating role Cllr Aisladie Cllrs we keen to have the involvement of C. Doyle (former Cllr) who had stood down but wished to volunteer her time.	Ongoing. Both scheduled and ad-hoc events for Keep Cookham Tidy have taken place over the last few years.
3.	Parking & traffic issues	Cllrs will consider whether to revive this project, noting that CPC is not a Highway Authority. A proposal will need to be approved by Full Council.	No formal meeting in last 24 months.

Completed projects:

	Play Area Improvement Project	Cllr Howard	Project successfully implemented in October 2022.
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Cllrs were reminded that should they wish to champion any new projects that a proposal would need to be approved at Full Council prior to any work starting.

Cllrs J. Moore and T. Caen left the meeting at 8.40pm

Cllrs J. Moore and T. Caen returned at 8.45pm

17. 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 and Procedure was adopted unanimously with no amendments.

18. TO CONFIRM THE INSURANCE COVER FOR 2023/24 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 223/24 is £2,541.63. The Long Term Agreement ends in June 2025.

19. 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:

1. The Working Party has not met since 22 March, when it considered the re-drafted Plan.
2. As reported to Council on 4 April, its comments were passed to Troy Planning + Design, who submitted a redrafted version on 27.3.23. This did not completely follow the changes decided upon by the WP, so Troy P+D have been asked to make changes such that the draft is fully as decided by the WP.

3. Troy's response was that they did not feel it was wise to go against RBWM's advice, the purpose of which was to add flexibility in some areas. BP has responded that the Working Party's view was that it did not want flexibility in the relevant areas, since it feared that this could be used to approve (or disapprove) things which would be contrary to the agreed policy. This has not been pursued in the run up to the elections but will be now the time has passed.
4. The latest version of the draft plan is available to residents on the Council's website.
5. At the Annual Parish Meeting on 28 March, Cllrs Howard and B Perry made a presentation on the Plan.
6. Troy is pressing RBWM on the SEA/HRA reviews. Troy believes it possible that a full SEA review may not be required.
7. Next steps will be:
 - (a) writing to landowners whose land has been included for potential designation as Local Green spaces;
 - (b) placing the draft before the large landowners group;
 - (c) placing it again before the organisations originally contacted about it in 2020; and generally seeking feed-back from residents;
 - (d) seeking final feed-back from the attending groups (Cookham Society, Cookham's Footprint, Save Cookham, Shez Courtenay-Smith and WildCookham);
 - (e) re-considering it accordingly;
 - (f) after any further changes then deemed desirable, the draft can begin formal Regulation 14 consultation and submission to the Examiner;
 - (g) depending upon the results of Examination, re-consideration accordingly; and then if we decide to proceed
 - (h) the referendum will be the last step. (Note that the Datchet Plan was approved on 4 May referendum by a vote of 1,014 : 127.

20. TO CONSIDER MAKING A RETROSPECTIVE DONATION, OF A MAXIMUM OF £1000, TO THE ORGANISERS OF THE CORONATION EVENT ON THE MOOR ON 7TH MAY 2023:

The organiser of the Coronation picnic event on the Moor spoke from the public gallery. It was noted that many people had enjoyed the day which had been a success. As plans for the event had begun during the pre-election period, the organisers were making a retrospective request for a donation to the costs of running the event.

Cllrs unanimously approved a donation to the organisers of £1,000. This will be taken from the Community Donations budget of £2,500.

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

Clerk The Internal Audit has been completed.

Cookham Scout Village Summer Fair on Cookham Moor - Saturday 17th June 2023. CPC have booked a stall. It will be a great opportunity for Cllrs to meet their electors and talk about some of the projects we have particularly the Neighbourhood plan. We can fine tune this at the June meeting but be prepared to do a shift manning the stall.

Council Emails –New Cllrs, please make sure you have signed on and set up your email. The expectation is that it is being checked regularly, preferably daily but at a minimum, twice a week.

Register of Interests need to be with me by 31st May, this is a statutory obligation.

Apologies - If you are going to be absent from a meeting, then please give your apologies to me as Clerk. Preferably with as much notice as possible, the latest is 7pm on the evening of the meeting or you will be recorded as absent with no reason.

22. TO REVIEW THE FULL COUNCIL ACTION LIST:

The Action list was reviewed. An update was given on the work regarding Odney Common and the letter to RBWM about the Turkey Houses on the land adjacent to Switchback Road.

23. CHAIRMAN'S SUBMISSIONS:

None

The meeting closed at 9.05pm