COOKHAM PARISH COUNCIL
Minutes of the Meeting of Cookham Parish Council
Held in the Community Room of the Library on Tuesday 2nd June 2026

PRESENT: Cllr. B. Perry (Chairman), Cllrs. C. Aisladie, L. Austin, C. Blackall, M. Brar, T. Caen, J. Edwards, C. Franke, M-L. Kellaway, R. Kellaway, H. Neale.

Also Present: D Kanthi (Clerk), Paul Strzelecki and Emma Buckland.

<u>Open Forum:</u>
The Chairman welcomed Cllr Neale to his first Parish Council meeting as a Councillor.

Mr Strzelecki referred to the importance of early mobilisation of the community about the proposed new RBWM Local Plan. He encouraged the Parish Council to convene a public meeting to inform and educate parishioners on matters relating to the Local Plan.

Cllr Brar spoke on behalf of a resident, Emma Simmons and read her email in her absence. Ms Simmons raised concerns regarding road safety within the parish, in light of her personal experience following the loss of her son in a road traffic incident on Switchback Road in December 2019. Ms Simmons requested the Council's support for the introduction of traffic calming measures on Whyteladyes Lane. Ms Buckland echoed these concerns, with special reference to narrow pavements in certain narrow roads, making wheelchair use difficult.

Ms Buckland also raised concerns regarding overflowing litter bins on The Causeway, which are detrimental to the appearance of the village. The Chairman referred to item 22.

1. **Apologies for Absence**
   Cllrs. N. Bedwell, M. Howard, A-L. Regan and L. Tull.

2. **Declarations of Interest.**
   None.

   By unanimous agreement, items 16 and item 22 were brought forward.

16. **To receive a report from the Cllr Perry as Chairman of the Planning Working Party and to consider motions to retain Troy Planning + Design as professional advisers to the Council in connection with the Local Planning Authority's proposed new Local Plan and to authorise the spending of not more than £1,500 (+VAT) on preliminary advice and work on the scoping aspects of the proposed new Local Plan from the budget line item for professional advice in the 2026/7 budget to be spent at the discretion of the Chairman and the Clerk.**
    The Clerk had circulated the Chairman's report and RBWM Local Plan documentation prior to the meeting. Key consultation stages and deadlines were acknowledged, including the scoping consultation (July–September 2026) and subsequent stages through to adoption in April 2029. The Chairman noted the tight early timescales and the role of the Planning Working Party (PWP), together with initial engagement undertaken with RBWM. The Chairman also noted the importance of early engagement with residents and local organisations.
    Two motions were initiated:
    1. To appoint Troy Planning + Design to provide professional advice on the emerging Local Plan;- This was agreed unanimously and
    2. To approve expenditure of up to £1,500 (+VAT) from the 2026/27 budget for preliminary advice, under the delegated authority of the Chairman and Clerk. This was approved unanimously. **Action: Chairman and Clerk**

22. **To consider and approve buying and installing bigger bins on the Causeway**.
After discussion, it was agreed that larger bins and separate bins for dog waste and general waste were required. It was also agreed that, until the new bins are installed, collections of the two bins at Causeway should be increased to twice a week. It was also agreed that the Council should write to National trust regarding the installation of bins.
Action: Cllr Brar and Clerk

3. **To approve minutes from Council Meeting on 5th May 2026.**
These were **approved.**

4. **COMMITTEE REPORTS – To note the minutes of the following meetings:**
   i. **Planning Committee** – 12th May 2026. These were **noted.**
   ii. **Finance Committee** – 26th May 2026. These were **noted.**

5. **FINANCE:**
   i. **To approve payments/receipts in May 2026**. These were **approved.**
   ii. **To ratify expense of £540.00 plus VAT for the tree survey completed by R Watts and to receive an update on the tree survey * and to approve the required tree works:**
      a. **To remove a dead tree at AMRG at a cost of £720.00 plus VAT- Approved**
      b. **To carry out work on trees at AMRG at a cost of £250 plus VAT- Approved**
   iii. **To ratify the spend of £90.00 including VAT to repair the kitchen cabinets at the Cemetery Lodge**. This was **ratified.**
   iv. **To ratify the spend of £72.50 including VAT for the plaque for the bench in memory of late Cllr. Bune**. This was **ratified.**

6. **To approve the Accounts, the Annual Governance and Accountability Return and the Annual Internal Auditor Report in accordance with the recommendation of Finance Committee.**
Approved unanimously.

7. **To approve the Annual Governance and Accountability Return Annual Section 1 in accordance with the recommendation of Finance Committee**.
Approved unanimously.

8. **To approve the Annual Governance and Accountability Return Annual Section 2 in accordance with the recommendation of Finance Committee.**
Approved unanimously.

9. **To note and approve the period for the exercise of public rights as running from Tuesday 9th June to Monday 20th July 2026.**
Approved unanimously.

10. **To review the Strategic Reserve Funds at 31st March 2026 and consider any redirection of such funds as recommended by the Finance Committee.**
The Clerk had circulated the proposed transfer of funds from the General funds to Strategic reserves as agreed in the Finance meeting on 26th May 2026. The Chairman provided an explanation of these financial movements to the Council. All the reallocation of monies to the Strategic reserves from General funds were **unanimously approved.**

11. **To review and approve the existing IT Policy.**
This was noted and **approved.**

12. To co-opt Rosemary Allan as a non-councillor non-voting member to the Planning committee.

The Chairman explained that, although this matter had been discussed at the May meeting, it had not been formally approved as it was not included as an agenda item. It was therefore **agreed unanimously** to appoint Rosemary Allan as a non-councillor, non-voting member of the Planning Committee. The Council also **agreed to ratify** the appointment Dick Scarff as a non-councillor, non-voting member of the Planning Committee.

13. To receive a report on the renewal of the Cookham Dean Football Club's licence to use part of AMRG.

The Chairman reported that the Parish Council had written to the Football Club regarding the renewal of the licence, and the Football Club had confirmed its wish to renew. Following discussion, it was **agreed** to renew the licence for a shorter term, five years preferred, on this occasion. It was **further agreed,** if possible**,** that a clause be included prohibiting the use of synthetic weed killer on the grounds. **Action: Chairman and Clerk**

14. To receive an update regarding awarding a contract to 4Front security to enforce the Byelaws and AMRG rules.

The Chairman explained that two matters were currently outstanding:

1. The Borough Council had not yet confirmed whether the Parish Council has the authority to enforce the byelaws at the Moor.
2. The National Trust considers that the byelaws apply to the Moor.

The Chairman proposed, Cllr Edwards seconded and **agreed unanimously** that the Council retain 4 Front Security for a trial period of four months at a cost of £921 per month to patrol at AMRG, Odney Common and Winter Hill. It was also agreed that 4 Front Security be requested to carry out additional patrols of AMRG, Odney common and Winter Hill until the position regarding the Moor is clarified. This was **agreed unanimously**. In addition, it was **agreed** that Cllr Brar would write to National Trust to request a financial contribution towards the cost, considering 4 Front Security also undertaking patrols at Winter Hill, as it is National Trust land. **Action: Chairman, Cllr Brar and Clerk**

15. To receive any update on the crematorium application and to agree to commission Troy planning to write a professional report on the remaining weaknesses in the application at a cost of £1350.00 excluding VAT.

The Chairman noted that it is likely the crematorium application will be considered at the July RBWM Planning meeting. He said that both he and Cllr Edwards would be unavailable to attend and therefore requested a volunteer to represent the Parish Council. The Chairman also explained the need to commission Troy Planning to prepare a professional report addressing the remaining weaknesses in the application, ensuring that the Council's objections are presented in appropriate professional planning language. It was **agreed** to commission Troy Planning to undertake this work at a cost of £1,350 (excluding VAT). It was further **agreed** that Cllrs. R Kellaway and or Neale would represent the CPC at the RBWM Planning meeting in July.

Action: Chairman and Clerk

17. To receive any update on the following CPC Planning Enforcement requests to the RBWM, and any other planning enforcement matters, and to consider any further next steps.

Cllr Edwards suggested, and it was **agreed,** that this item should henceforth be reported at Council meetings rather than Planning meetings.

Cllr Austin reported that:

1. Field sub-divided into plots and the erection of a structure on the land at the junction of Warners Hill and Dean Lane Cookham

Ref. No: **26/50082/ENF** | Received: Fri 15 May 2026 | Status: Pending Consideration

2. Cllr Howard emailed Mr Hitchen on 31st May regarding Astoria Park as follows:

a/ the notice board requirements promised to ensure compliance under CMS 2.15

b/DUST, CMS sections 2.5-2.66

c/ Working hours, CMS 2.4, hours stated are 8am to 6pm.

d/ Cllr Howard is to have a meeting with Kevin Chappel on 10th June 26 at 2pm.

3. Cllr Brar has sent an e-mail to RBWM on 1st June regarding Bellways starting work before 8am with video evidence and has also raised mud issues on the site.
4.

18. To consider an update and decide on progress of the Cemetery and Chapel upgrade project.
The Chairman advised that JPP is submitting a proposal regarding test pits to the Church Commissioners and is keen to engage with the Sexton. The Chairman further stated that JPP is ready to commence work and recommended that the Council grant permission for this to proceed. Following consideration, it was **unanimously agreed** to approve the commencement of the work. **Action: Chairman**

19. To consider and approve an aircon for the office.
This was **approved**.

20. To consider raising the annual rent of the allotments to £10 a pole which is currently at £9.00 per pole from September 2027.
This was **approved.** The Clerk was asked to include an item on the agenda for the July meeting to consider increasing the deposit charge for new and additional allotment holders.
Action: Clerk

21. To consider a response to a request to hold a 'Preloved to Reloved' RBWM event on 20th June on AMRG and to consider further actions if required.
The Clerk reported that no response had been received from RBWM regarding the details requested by CPC for the event. It was agreed that the Chairman and Clerk be given authority to make arrangements for the event, should a response be received from RBWM in sufficient time.
Action: Chairman and Clerk

23. Outside Bodies and Borough Councillor's reports.
The Chairman reported that, although Cllr Regan is busy, she will respond to the RBWM Local Flood Risk Management Strategy public consultation. **Action: Cllr Regan**
Cllr Brar reported that it was Volunteer Week at the library, which she attended on 2 June.
Cllr Brar reported there is a Carer week from 8th June to 20th June and invited everyone to attend or volunteer.

24. To review the Full Council Action List.
The Chairman reported he will be contacting to Mr Coulter regarding designation of Pinder Hall. The Chairman asked Councillors to begin making arrangements for the Scout Fair on 20 June 2026. Following discussions with Cllr Regan, he noted that arrangements should include a large size map of the Parish, key planning-related activities, photographs of activities taking place within the Parish, images of daffodils in bloom, and a schedule of volunteers to staff the stall.

25. Any other business (by permission of the Chairman and upon which no decisions may be made).
It was **agreed** that Ms Simmons' email, as read by Cllr Brar during the open forum, should be acknowledged and a response sent. **Action: Chairman**
It was also **agreed** that a letter be sent to a Senior Police Officer to request a meeting to discuss speeding issues in Cookham. **Action: Chairman**

The meeting closed at 9.40 pm.

Next meeting Tuesday 7th July 2026 at 7.30pm in the Community Room at Cookham Library.

Signed as a true record of the meeting

Chairman …………………………………………

Dated………………………………..