



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  
www.woodley.gov.uk

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To: **ALL MEMBERS OF THE COUNCIL**

**YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 6 December 2022.**

**The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.**

A handwritten signature in black ink that reads "Deborah Mander". The script is cursive and fluid.

Deborah Mander  
Town Clerk

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Before the opening of the Town Forum the Town Mayor will congratulate representatives of the successful Community Grant applicants in attendance, and ask those who wish to to address the Council to detail the activities their grants will fund.

**Town Forum**

The first 30 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

**A G E N D A**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 11 OCTOBER 2022** Page 5  
To receive the Minutes of the Council Meeting held on 11 October 2022 and to approve their signing as a true and correct record.

#### 4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Planning & Community Committee	1 November 2022	Page 15
4.2	Leisure Services Committee	15 November 2022	Page 25
4.3	Strategy & Resources Committee	22 November 2022	Page 31

The following recommendations were made at this meeting for Full Council consideration:

i.	That Council adopt the updated Standing Orders. (Minute 46) <i>(Updates pages included at <b>Appendix 4.3 i)</b></i>	Page 47
ii.	That Council adopt the updated Financial Regulations. (Minute 46) <i>(Updated pages included at <b>Appendix 4.3 ii)</b></i>	Page 51
iii.	That Council approve the schedule of meetings for the 2023/24 municipal year. (Minute 53) <i>(Schedule provided in S&amp;R Minutes at <b>Appendix c)</b></i>	Page 46

4.4	Planning & Community Committee	29 November 2022	Page 53
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#### 5. **COMPOSITION OF THE COUNCIL**

- a) To note that Councillor McCann has resigned from Town Council.
- b) To note the composition of the Council following the death of Councillor Rahmouni and the resignation of Councillor McCann:

Conservative:	16
Liberal Democrat:	4
Labour & Independent:	3
- c) To note the new composition of the Council does not change the current division of places between political parties on standing committees.

Changes to the division of places on sub committees and working parties with a membership of four Councillors have been resolved at meetings of the Strategy & Resources and Leisure Services committees.

#### 6. **SUB COMMITTEE AND WORKING PARTY MEMBERSHIP**

- a) To note the following appointments being made to fill the newly created Labour & Independent group places on the following sub committees and working parties for which Strategy & Resources is the parent committee:
  - Investments Sub Committee – Councillor Nagra
  - Personnel Sub Committee – Councillor Doyle
  - PR & Marketing Sub Committee – Councillor Doyle
  - Risk Management Sub Committee – Councillor Doyle
  - Standing Orders & Financial Regulations Sub Committee – Councillor Nagra
  - Youth Services Working Party – Councillor Al-Sanjari
- b) To note that Councillor Al-Sanjari is replacing Councillor Doyle on the Community Youth Partnership, for which Leisure Services is the parent committee.

7. **REQUEST FOR LEAVE OF ABSENCE**  
To consider Councillor Bragg's request for leave of absence for until the end of the municipal year due to having to care for his father.
8. **LEADER'S STATEMENT**  
To receive a statement from the Leader of the Council.
9. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**  
To note that the Annual Return of the Woodley Memorial Recreation Ground charity was submitted on 10 November 2022.
10. **OUTSIDE BODIES**
  - a) To appoint a Town Council representative to the Poor's Land Charity, to serve until 2026.
  - b) To appoint a deputy Town Council representative to the Wokingham Borough Council Parish Liaison Forum.
  - c) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 10c)*** Page 61
11. **TOWN MAYOR'S ENGAGEMENTS**  
To note the engagements attended by Councillor Sartorel as Town Mayor and Councillor Gilder as Deputy Town Mayor since the last meeting. ***(Appendix 11)*** Page 63
12. **FUTURE AGENDA ITEMS**  
To consider any items for inclusion in future Council agendas.
13. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 11 October 2022 at 8 pm**

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**Present:** *Councillors J. Sartorel (Chairman); N. Al-Sanjari; J. Anderson; K. Baker; A. Chadwick; J. Cheng; M. Doyle; M. Forrer; K. Gilder; A. Heap; C. Jewell; V. Lewis; R. Skegg; A. Swaddle;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Zoran Matic (Emergency Planning Officer - Wokingham Borough Council)  
Harry Williamson (Emergency Planning Manager - Wokingham Borough Council)  
5 members of the public*

35. *Before the meeting commenced, the Town Mayor asked those in attendance to observe a one-minute silence in remembrance of Her Majesty Queen Elizabeth II.*
36. *A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix A**.*
37. *Zoran Matic, Emergency Planning Officer at Wokingham Borough Council, provided Members with a presentation on emergency planning within the Borough. He advised Members of the scope of the Emergency Planning team and detailed the organisations they work with.*

*He advised Members that the team prepare for events such as flooding, severe weather, displaced people, major highways incidents, and AWE Burghfield (MOD site). He explained that the team do not plan for apocalyptic events, such as asteroids hitting the earth or nuclear warfare, as they are only required to plan for reasonable worst-case scenarios. With regards to events, such as war, he advised that the Borough would be led by central government.*

*In response to a query about how information would be disseminated from central government in the event of war, Harry Williamson, Emergency Planning Manager at Wokingham Borough Council, advised that it would depend on who is impacted and how. He explained that, in the case of displaced people, their job was to provide humanitarian assistance, and to also ensure that the Borough Council's services continued to operate. He advised that, in the event of war, information would be disseminated via COBRA, through the DLUHC, to local authorities. In this area, information would likely also come through via the Thames Valley Resilience Forum (TVRF), which is a local group of councils and organisations who work together to mitigate and respond to emergency events.*

*A concern was raised that the Town Council did not know what would be expected of it in the event of war, and that the Council may be expected to respond with zero planning. However, Harry confirmed that the Borough's existing processes, whilst they may not be written to cover that specific event, would cover the potential impacts, such as the displacement of people.*

Zoran confirmed that the Borough Council did not have a specific plan for a train or plane crash in the area, but that the response to such events would be in line with the standard response structure, dependent on the impact. He confirmed that the Borough Council has four nominated reception centres across the Borough, including Bulmershe Leisure Centre, should a centralised location be needed to respond to an event. However, the Borough Council can also ask for more assistance, including space, if required. Members noted that one of the key issues to responding to an event would be staffing and capacity but that the Emergency Planning Team would be able to find resource and support. It was highlighted that, whilst it could not be relied upon, it was very likely that there would be significant community support and rallying around in the event of an emergency assistance.

Harry stated that the main support they might require from local councils would be providing or helping to source volunteers, or providing building space. But also, Town and Parish Councils would be key in disseminating information to residents, as well as providing local knowledge as to where support would be needed.

Following a query, Zoran confirmed that the team were planning on trying to pull together a list of organisations and volunteer groups with the aim of entering into a formal agreement which would help to provide and coordinate volunteers, were they to be needed following an emergency event. It was noted that a local Facebook group of over 1,500 people may be able to offer volunteer support if needed.

The Mayor thanked Zoran and Harry for their attendance and presentation.

38. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D. Bragg, S. Brindley, M. Green, R. Horskins, M. Nagra, S. Rahmouni, B. Rowland and P. Wicks.

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

40. **MINUTES OF COUNCIL MEETING HELD ON 21 JUNE 2022**

The Town Mayor presented the minutes of the meeting of the Full Council held on 21 June 2022.

**RESOLVED**

- ◆ To approve the minutes of the Council meeting held on 10 May 2022 and that they be signed by the Mayor as a correct record.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Recorded: 1

41. **COMMITTEE REPORTS**

41.1 **Minutes of the Planning and Community Committee: 12 July 2022**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 12 July 2022.

**Minute 43: Telecommunications Notification**

In response to a comment regarding the lack of information as to the precise location of the telecommunications application, the Committee Officer confirmed that the address provided was that as contained in the notification letter received from Wokingham Borough Council.

**Minute 49: Sandford Park Bailey Bridge**

It was raised that this item should refer to either Sandford Farm or Loddon Park, but that Sandford Park was not an accurate description.

*[C.O. Note: Correspondence from WBC refers to this particular bridge as 'Sandford Park Bailey Bridge']*

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 12 July 2022.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

41.2 **Minutes of the Planning and Community Committee: 9 August 2022**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 9 August 2022.

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 9 August 2022.

Voting: For: 12 Against: 0 Abstentions: 1 No Vote Registered: 1

41.3 **Minutes of the Leisure Services Committee: 30 August 2022**

Councillor Swaddle presented the minutes of the Leisure Services Committee meeting held on 30 August 2022.

**Minute 14: Budgetary Control**

In response to a query, the Deputy Town Clerk confirmed that work on revised estimates was ongoing.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 30 August 2022.

Voting: For: 12 Against: 0 Abstentions: 1 No Vote Registered: 1

41.4 **Minutes of the Planning and Community Committee: 6 September 2022**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 6 September 2022.

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 6 September 2022.

Voting: For: 12 Against: 0 Abstentions: 1 No Vote Registered: 1

41.5 **Minutes of the Strategy and Resources Committee: 27 September 2022**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 27 September 2022.

### **Minute 21d: External Auditor Appointment**

Councillor Baker proposed, seconded by Councillor Anderson, and following a vote it was:

#### **RESOLVED:**

- ◆ That the Council continue with the SAAA sector led external auditor appointment for the next 5-year appointing period, from 2022 to 2027.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

### **Minute 23.1: Standing Orders and Financial Regulations Sub Committee**

Following a query, it was confirmed that the three recommended changes to the Standing Orders which the Strategy & Resources Committee had requested be deferred were due to be considered by the Standing Orders and Financial Regulations Sub Committee at their next meeting, due to be held on 12 October.

Councillor Baker proposed, seconded by Councillor Gilder, and following a vote it was:

#### **RESOLVED:**

- ◆ To adopt the updated Standing Orders, as set out in the agenda.

Voting: For: 11 Against: 1 Abstentions: 1 No Vote Registered: 1

### **Minute 23.2: Standing Orders and Financial Regulations Sub Committee**

Councillor Baker proposed, seconded by Councillor Gilder, and following a vote it was:

#### **RESOLVED:**

- ◆ To adopt the updated Financial Regulations, as set out in the agenda.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

#### **RESOLVED:**

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 27 September 2022.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

### 41.6 **Minutes of the Planning and Community Committee: 4 October 2022**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 4 October 2022.

#### **Minute 104: Earley Station Footbridge Update**

In response to a query, the Committee Officer confirmed that a letter to Network Rail had been drafted and would be sent once appropriate contact details had been sourced.

#### **RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 4 October 2022.

Voting: For: 12 Against: 0 Abstentions: 1 No Vote Registered: 1

42. **MEMBERSHIP OF THE COMMUNITY YOUTH PARTNERSHIP**

**RESOLVED:**

- ◆ To note the appointment of Graham Sumbler (Woodley Baptist Church) and Trina Farrance (Bulmershe Gymnastics) as voluntary sector representatives to the Community Youth Partnership for the remained of the 2022/23 municipal year.

43. **AUDIT 2021/22**

The Deputy Town Clerk presented the audited Annual Governance and Accountability Return for 2021/22.

**RESOLVED:**

- ◆ To receive the external auditor's opinion on the audit of the 2021/22 Annual Governance and Accountability Return.

Voting: For: 11 Against: 0 Abstentions: 2 No Vote Registered: 1

- ◆ To adopt the audited Annual Governance and Accountability Return for 2021/22.

Voting: For: 12 Against: 0 Abstentions: 1 No Vote Registered: 1

- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 21 September 2022.

44. **LEADER'S STATEMENT**

Councillor Baker confirmed that, in the interest of time, he would not be providing a statement.

45. **WOKINGHAM BOROUGH COUNCIL INDEPENDENT REMUNERATION PANEL SURVEY**

The Mayor set out the agenda item with regards to Wokingham Borough Council's Independent Remuneration Panel survey.

In response to a query, it was confirmed that a response had been provided to WBC that the Town Council provides £1,000 for the Town Mayor, but that this was a budget to cover expenses and not an allowance. A concern was raised that the response indicated that an allowance was paid to the Town Mayor, which was not the case, and that the response should've made clear that the £1,000 was to cover expenses.

Members debated whether an allowance and / or expenses should be paid to Town Councillors. A number of Councillors were against the idea, and it was noted that this would take money away from the tax payer. Others were in support of paying expenses, especially if this would help encourage a more diverse range of people to consider becoming Councillors by removing potential barriers, such as costs associated with childcare or caring for relatives.

It was suggested that, if what is being discussed is the payment of expenses, and not an allowance which would be subject to tax and national insurance, then this matter could be considered by the Strategy & Resources Committee, or an appropriate sub committee. Members highlighted that, when reviewing the financial impact on Town Councillors, every Councillor should be asked to feedback as every Councillor will have their own individual circumstances.

Councillor Baker proposed, seconded by Councillor Jewell, and following a vote it was:

**RESOLVED:**

- ◆ To note the response provided to Wokingham Borough Council's Independent Remunerational Panel Survey, as set out in the agenda.
- ◆ To not provide any further response to Wokingham Borough Council regarding questions 2 to 4 on the survey.
- ◆ To ask the Strategy & Resources Committee to further consider the matter of paying expenses to Members, ensuring that all Councillors feedback into any discussion and consideration.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

46.1 **CIVILITY & RESPECT PLEDGE**

Members discussed the merits of signing up to the Civility & Respect Pledge, instigated by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW).

Whilst most Councillors commented that they were either in favour in principle of signing up to the pledge, whilst acknowledging that further work would be needed to expand and support it, a small number were against signing up.

46.2 It was proposed by the Mayor, seconded by Councillor Al-Sanjari, and

**RESOLVED:**

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

46.3 In response to a query regarding the budget available to support potential training of Councillors and staff, as recommended by the pledge, the Deputy Town Clerk advised that some budget is available, and future budget provision was being looked into as it was acknowledged that training was an area which had not been given much attention previously.

A comment was raised regarding the benefit of signing up to the pledge, suggesting the Council's existing Code of Conduct should be sufficient to cover this. Members noted that the Council may not be as robust as it could when covering this matter and it was suggested the Code of Conduct could be reviewed.

Councillor Jewell proposed, seconded by Councillor Baker, and following a vote it was:

**RESOLVED:**

- ◆ To review the Council's existing Code of Conduct.

Voting: For: 13 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To sign up to the Civility and Respect Pledge, including agreeing and committing to the eight statements included in the agenda.

Voting: For: 10 Against: 1 Abstentions: 2 No Vote Registered: 1

47.1 **OUTSIDE BODIES**

**RESOLVED:**

- ◆ To note that Cllr Rahmouni has stepped down as the Town Council's representative to the Robert Palmer's Almshouse Charity.

47.2 Councillor Baker proposed, seconded by Councillor Swaddle, and following a vote it was:

**RESOLVED:**

- ◆ To appoint Cllr Bragg as the Town Council's representative to the Robert Palmer's Almshouse Charity for the remainder of the 2022/23 municipal year.

Voting: For: 11 Against: 0 Abstentions: 2 No Vote Registered: 1

47.3 Councillor Jewell advised that Councillor Rowland is stepping down as one of the four Town Council representatives to the Poor's Land Charity. Nominations for this position would be deferred until the next meeting of Full Council.

47.4 **RESOLVED:**

- ◆ To note the following written reports which were included with the agenda:
  - Poor's Land Charity – Cllr Cheng
  - ARC – Mrs S Flower
  - Citizen's Advice Bureau – Cllr Jewell

48. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the details of the events which both the Town Mayor and Deputy Town Mayor had attended since the last Full Council meeting, as provided in the agenda.

The Mayor reminded Members that her charity afternoon tea, in aid of Keep Mobile, is due to take place on Sunday 23 October, and pleaded with Members to support the event by booking tickets and promoting it to friends and relatives.

49. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

50. **PUBLICITY AND WEBSITE**

A request was made for the Council to again publicise the matter of dangerous cycling within the town precinct.

Meeting closed at 10:19 pm

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**TOWN FORUM****11 October 2022**

5 members of the public attended the Town Forum.

One member of the public raised a concern regarding the usage of Woodford Park for events. She stated that the park provides local residents with fitness and mental health benefits, however areas of the park had recently been inaccessible due to the park hosting an inflatable theme park, which was situated on the park for more than three weeks. She highlighted that the lorries used to power the inflatables had caused excess noise and pollution, as well as churning up the ground. Grass had also been killed off, and there was an excess amount of litter, as well as a skip left on the park. She advised Members that, in response to a query she had raised, she had received a response from the Town Council to state that one benefit of holding such events was to bring more people into the town. However, she highlighted that this event had caused issues with parking in local streets, pollution and litter. The member of the public then asked how her feedback would be taken into account by the Council.

Councillor Baker responded to confirm that Councillors were not involved in the authorising or administering individual bookings, and deferred to the Deputy Town Clerk to provide a response. The Deputy Town Clerk thanked the member of the public for raising the query. He advised that this was the first time this event had been held, and the Council had learnt from the experience, especially regarding the duration and the impact on the park itself as well as local residents. He noted that the event had been well attended, which was a positive, but that there needed to be a balance. He advised that a new booking process had now been put in place when considering booking these types of events, which included undertaking a full impact assessment for the proposed events, along with a full discussion between the Deputy Town Clerk, Amenities Manager and Bookings Manager. The Deputy Town Clerk also confirmed that the skip was paid for by the hirers, not the Town Council.

Another member of the public raised a concern regarding the dangers caused by cyclists to pedestrians in the town. He noted that this issue had been raised and minuted at a recent meeting, and was shocked to read that there would need to be a by-law for the precinct to be made a no cycle area, stating that he believed the town centre was already a no cycle area with signage stating as such. He suggested that Community Police Officers needed to do more to tell people to get off their bikes, and asked if anything could be done to protect pedestrians. He also raised a concern with litter in the town centre, particularly the town centre walled garden and, again, asked if anything could be done.

Councillor Swaddle advised that the issue of dangerous cycling had been raised at the Borough Council. She advised that the Leader of Wokingham Council had advised that there was a Traffic Regulation Order covering Woodley town precinct which states there should be no cycling, and that it was for police to enforce this. Councillor Swaddle said the Borough Council would be speaking to the police regarding this matter.

In response to the concern raised about littering, Councillor Jewell highlighted that she was a member of the Woodley Adopt a Street Project (WASP), whose members take part in litter picking across the town. She also advised that the Town Centre had recently been awarded the Silver award at the Thames & Chilterns in Bloom Awards, suggesting it was well looked after.

Members agreed that there was significant concern for pedestrians in light of dangerous cyclists, especially in the town precinct. Councillor Doyle suggested that, whilst we have spoken to the police about the matter, the Town Council needed to do more on this issue. He advised that he was intending to meet with the Town Centre Manager to discuss what could be done in the precinct to stop cyclists, and stated he would be asking whether it would be possible to put up barriers to make it difficult for cyclists. However, Member noted the barriers may well present issues to disabled residents, especially those in wheelchairs.

Councillor Baker suggested that anyone who witnesses an accident or near miss should write directly to the Chief Constable or Police & Crime Commissioner to raise the matter as the more contact they receive the more pressure they will be under to do something about it.

Councillor Al-Sanjari asked whether it would be possible for Council staff to patrol the Town Centre to track when incidents were occurring, but the Deputy Town Clerk advised that Council staff did not have the capacity to do this. Councillor Al-Sanjari also suggested it may be helpful to get schools involved and, following a discussion, Members agreed that contact should be made with schools asking them to raise this issue with their children.

Councillor Anderson suggested it might be helpful to do a sign campaign to raise more awareness about the town centre being a no cycle area. She suggested people can become blind to existing signage where it has been up for some time, and placing additional signs up in different locations for a short time may attract more attention.

Councillor Chadwick raised a concern with the ventilation in the meeting room and the Deputy Town Clerk agreed to consider purchasing a carbon dioxide monitor for meetings.

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 1 November 2022 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); K. Baker; J. Cheng; C. Jewell; M. Nagra; R. Skegg*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Cllr A. Heap  
1 member of the public*

110. Before the meeting commenced, the Chairman asked those in attendance to observe a one-minute silence in memory of Councillor Sam Rahmouni who died recently.

111. **APOLOGIES**

Apologies for absence were received from Councillors Bragg, Sartorel and Soane.

112. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

113. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 4 OCTOBER 2022**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 4 October 2022 be approved and be signed by the Chairman as a true and accurate record.

114. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

115. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

116. **PRIOR APPROVAL SUBMISSION**

**RESOLVED:**

- ◆ To note application 223004:
  - Location: 36 Wyndham Crescent, Woodley, Wokingham, RG5 3AZ
  - Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.40m, for which the maximum height would be 3.00m and the height of the eaves 2.90m.

- ◆ To note application 223099:  
 Location: 5 Beaufield Close, Woodley, Wokingham, RG5 3DH  
 Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.62m, for which the maximum height would be 3.20m and the height of the eaves 2.80m.

117. **TREE PRESERVATION ORDERS**

**a) Applications for works to trees**

**RESOLVED:**

- ◆ To note application 222986:  
 Location: TPO 1067/2004: East Reading Retail Centre, Unit 4, Shepherds Hill, Woodley, Wokingham, RG6 1FE.  
 Proposal: T1, Oak – Crown reduction by 3m in height and spread. T2, Oak - Crown reduction by 3m in height and spread.

118. **b) TPO Confirmations**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council has confirmed the following Tree Preservation Order:

TPO 1902/2022 - Trees rear of 6 and 8 Woodlands Avenue, Woodley, RG5 3HJ.

119. **b) Effectiveness of TPO 003/1951**

Councillor Skegg summarised the report which he had provided as part of the agenda to Members. Members concurred that the existing blanket TPO was not effective at protecting trees within the area.

**RESOLVED:**

- ◆ To note the report, submitted by Councillor Skegg and included in the agenda, with regards to the effectiveness of TPO-0003/1951.
- ◆ For Councillor Skegg to draft a letter to Wokingham Borough Council to detail the Committee's concerns and request that they examine a better method of effectively protecting relevant trees within the area currently defined by TPO-0003/1951, and for the draft to be circulated to the Committee before sending.
- ◆ To issue a press release which highlights TPO-0003/1951 and the area which it covers, and notes that most people are unaware of the TPO and that it covers all trees, from sapling to mighty oak, within the defined area; any works to trees in the area require planning permission, without which residents who undertake work are potentially liable for prosecution. This should also note that the Council is looking to work with Wokingham Borough Council to implement a more effective way of protecting the trees in the area.

120. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. PC 6/22.
- ◆ To issue a press release advertising the Council's Annual Grant scheme.

121. **APPLICATION FOR VARIATION TO GAMING MACHINE PERMIT**

The Committee considered the application and had no objections to the proposal for The Chequers to increase its number of category C gaming machines from 4 to 5.

**RESOLVED:**

- ◆ To note receipt of an application for a variation to a Gaming Machine Permit for The Chequers, 198 Crockhamwell Road, Woodley.
- ◆ To respond to Wokingham Borough Council to confirm the Committee had no objections.

122. **PAVEMENT LICENCE APPLICATION**

**RESOLVED:**

- ◆ To note receipt of the following application for a Pavement Licence under section 2 of the Business and Planning Act 2022:

Site: Greggs - 136-142 Crockhamwell Road Woodley RG5 3JH  
Details: Application for land adjacent to the above for the operation of refreshment facilities  
Operating Times: Mondays to Saturdays 06:30 (6.30am) to 20:00 (8pm)  
Sundays 08:00 (8am) to 18:00 (6pm)

- ◆ To note that, as comments were required by 27 October 2022, Members views were sought prior to the meeting and following receipt of comments a response was submitted to Wokingham Borough Council objecting to the proposed earlier start time of 6.30am (currently 7.00am) on Mondays to Saturdays.

123. **TWYFORD NEIGHBOURHOOD PLAN CONSULTATION**

Members had no comments to make regarding the proposed Twyford Neighbourhood Plan.

124. **FINCHAMPSTEAD NEIGHBOURHOOD PLAN CONSULTATION**

Members had no comments to make regarding the proposed Finchampstead Neighbourhood Plan.

125. **LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW**

Councillor Baker advised Members that Wokingham Borough Council had already provided an approved submission to the Local Government Boundary Commission for England (LGBCE) which set out two options for Woodley with regards to the potential re-drawing of ward areas. Councillor Baker stated that the LGBCE would be issuing a consultation on the 8 November 2022 and that it would be appropriate for the Town Council to respond to that consultation, rather than the LGBCE consultation set out in the agenda which required a response by 7 November 2022. Members noted this and requested that sections of the new LGBCE consultation relevant to Woodley be extracted, circulated to Members individually for response, and publicised widely to members of the public.

**RESOLVED:**

- ◆ To await the issuing of the new LGBCE consultation, expected on the 8 November, and to extract the sections of the consultation relevant to Woodley and circulate / publicise to both Councillors and residents.

*[C.O. Note: Following the meeting, Councillor Baker emailed Committee Members to advise he was mistaken regarding the deadlines for comments on the boundary changes, and that the information advised in the agenda, stating a deadline of the 7 November 2022, was in fact correct. Members were directed to the consultation and asked to respond individually if they wished.]*

126. **THAMES & CHILTERN IN BLOOM AWARDS**

The Deputy Town Clerk advised that he had been unable to supply further information for this meeting but had reviewed previous award submissions from other Councils to find out what might be involved.

Members noted that, within Woodley, there are already submissions made by the Town Centre Partnership and the Friends of Woodford Park (FoWP). The Deputy Town Clerk suggested that a Town portfolio submission might be possible, which would involve engagements with local organisations and schools. This would require some work going forward; however, it could tie in with work already undertaken as part of the Council's Green Flag submission for Woodford Park and climate objectives. The Deputy Town Clerk stated further information could be brought to a future meeting.

Members noted that the Council would need to work with the Town Centre Partnership and the FoWP to ensure any Town Council submission was not competing against either of their submissions, and it was suggested it might be appropriate for a small group, involving Brian Fennelly (Town Centre Manager), David Provins (FoWP), and either a Councillor or Council Officer, to meet to discuss this. Councillor Jewell suggested she would be interested in taking part in this too.

127. **SANDFORD PARK REEDBED RESTORATION WORKS**

Councillor Jewell reiterated previous comments that it was a shame there is no bridge providing access to residents to enable wider usage of the area.

**RESOLVED:**

- ◆ To note that information provided by Wokingham Borough Council Countryside Service regarding a reed bed restoration project on the Sandford Park site, as included in the agenda.

128. **COMMUNITY SPEEDWATCH**

As Councillor Bragg was unable to attend the meeting there was no update provided with regards to Community Speedwatch.

**RESOLVED:**

- ◆ For Councillor Wicks to contact Councillor Bragg to receive an update on Community Speedwatch.

129. **EARLEY STATION FOOTBRIDGE UPDATE**

Councillor Baker advised Members that Wokingham Borough Council have already made a decision that it is too expensive to replace the bridge and instead will work to maintain and refurbish the existing bridge.

**RESOLVED:**

- ◆ To note the letter sent from Matt Rodda MP to Network Rail in relation to the replacement of Earley Station footbridge, as provided in the agenda.

130. **COMMUNITY ISSUES**

No community issues were raised by Members.

131. **HIGHWAYS ISSUES**

Councillor Baker updated Members with regards to Wokingham Borough Council's proposed increase to car park charges, advising that, following a call in on the decision, the Overview and Scrutiny Committee had decided not to refer the decision to approve the charges back to the Executive Committee.

Councillor Baker advised that, last week, a petition to stop the proposed charges increase had been submitted to Wokingham Borough Council with in excess of 4,000 signatures. Members noted that this would trigger a full debate at the Borough Council.

With regards to a complaint that the proposals were not consulted on, Councillor Baker advised that Wokingham Borough Council's response was that, to introduce increased car parking charges, the Borough Council needed to implement a new Traffic Regulation Order (TRO). Members noted that any new TRO needs to be published in a local paper, following which there is a 21 day period for comments and objections to be made, and Wokingham Borough Council are stating this will provide the formal consultation on the proposals.

Councillor Skegg stated his main concerns regarding the proposal were a lack of consultation and the appropriateness of the research the charges were based upon. He stated that it was not relevant to consider Wokingham's proposed charges against that of Bracknell, Basingstoke and Reading due to the differing nature of those towns. Whilst accepting that daytime charges need to increase, Councillor Skegg felt the introduction of evening and Sunday charging was the biggest issue, and suggested a reduction in footfall could lead to businesses closing, with the reduction in business rates far outweighing any potential increase in car parking revenue. Councillor Skegg stated that he was keen to unpack the various elements of the proposals as it was important not just to object to the proposal but to respond to Wokingham Borough Council with a suggestion as to the right approach.

Members concurred with Councillor Skegg's comments, and it was suggested that he might wish to draft a response to the proposed charges on behalf of the Town Council.

Councillor Nagra suggested Wokingham Borough Council's Chief Financial Officer should be invited to a future meeting of the Committee to explain the rationale behind the charge increases before the Town Council responds. It was suggested that, as a full discussion on this took place at the Borough Council's recent Overview and Scrutiny meeting, a recording of which was on YouTube, it would be more appropriate to view this meeting to understand the background.

**RESOLVED:**

- ◆ For Councillor Skegg to draft a response, on behalf of the Town Council, to Wokingham Borough Council regarding their proposed car parking charge increases, and for the draft to be circulated to the Committee before sending.

132. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – September 2022
  - CCB e-Bulletin – October 2022

133. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

134. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members, other than those already noted earlier in the meeting.

135. **ENFORCEMENT ISSUES**

**RESOLVED:**

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 9:11 pm

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Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 1 November 2022**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>222093</b> 1 Crediton Close, Woodley, RG5 4DQ	Householder application for First Floor side extension. Single Storey rear extension. Changes to fenestration.
<b>Observations:</b> No objections.	
<b>222632</b> 4 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed erection of a part single and part double storey front, side and rear extensions to existing dwelling following loft conversion works and demolition of the existing garage.
<b>Observations:</b> Members of the Planning & Community Committee have considered this application and recommended it be refused on the following grounds: <ul style="list-style-type: none"> <li>- Overdevelopment</li> <li>- Insufficient on-site / off-road parking provision</li> <li>- Cumulative impact of additional traffic and resultant on-street parking</li> </ul>	
<b>222850</b> 10 Linden Road, Woodley, RG5 3QT	Full application for the erection of a single storey rear extension and reconfiguration of the existing garage block to form an attached garage. (Retrospective)
<b>Observations:</b> No objections.	
<b>222939</b> 21 Austin Road, Woodley, RG5 4EJ	Householder application for the proposed single storey rear extension with flat roof and side extension with pitched roof along with changes to fenestration following demolition of the existing single storey rear and side extensions.
<b>Observations:</b> The Planning & Community Committee have reviewed this revised application and believe it does not sufficiently address the reasons for refusal stated in Wokingham Borough Council's previous decision notice to merit the application being approved this time.	
<b>222949</b> 128 Howth Drive, Woodley, RG5 3DL	Householder application for the proposed garage conversion, single storey rear extension and single storey front extension to form porch.
<b>Observations:</b> No objections.	
<b>222972</b> 25 Henley Wood Road, Earley, RG6 7EE	ADJOINING PARISH CONSULTATION Full application for the proposed erection of 2 no. residential dwellings and associated parking, access, cycle and bin storage on side garden of existing residential dwelling.
<b>Observations:</b> No comments.	

<b>222984</b> 116, Colemansmoor road, Woodley, RG5 4DN	Householder application for the proposed Single storey front extension to create porch along with conversion of garage to create habitable accommodation and changes to fenestration.
<b>Observations:</b> No objections.	
<b>223007</b> 7 The Ridgeway, Woodley, RG5 3QD	Full application for the proposed subdivision of the site and erection of a 3 no. bedroom detached dwelling with associated access and parking, following demolition of the existing detached garage.
<b>Observations:</b> The Planning & Community Committee have considered this revised application and believe it does not sufficiently address the reasons for refusal stated in Wokingham Borough Council's previous decision notice. As such, the Committee recommended that it be refused on the grounds previously stated by the Committee, which were: <ul style="list-style-type: none"> <li>- Overdevelopment</li> <li>- Out of character with the street scene; along this side of The Ridgeway properties are spaced out, with gaps between each property, but this proposal will reduce the gaps between the neighbouring properties.</li> <li>- Overbearing (massing) on the neighbouring bungalow</li> <li>- Cumulative impact of additional traffic and resultant on-street parking, which is already an issue in the road.</li> </ul>	
<b>223020</b> 113 Tippings Lane, Woodley, RG5 4RY	Householder application for the proposed erection of a single storey rear extension with 3 no. roof lanterns following demolition of the existing conservatory.
<b>Observations:</b> No objections.	
<b>223022</b> 38 Norton Road, Woodley, RG5 4AJ	Householder application for the proposed erection of a single storey rear extension and installation of 1No. side rooflight following demolition of existing rear conservatory with changes to fenestration.
<b>Observations:</b> No objections.	
<b>223053</b> 42 Walmer Road, Woodley, RG5 4PN	Householder application for the proposed erection of a single storey side and rear extension, including internal modifications.
<b>Observations:</b> No objections.	
<b>223080</b> 1 Comet Way, Woodley, RG5 4NZ	Householder application for the proposed two storey side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no objections, they noted a preference for the hedge to the side of the property to be retained, if possible, to avoid a loss of habitat for wildlife. The Committee also requested that the neighbour's comments are taken into account.	

<p><b>223087</b> 73 Butts Hill Road, Woodley, RG5 4NJ</p>	<p>Householder application for the proposed erection of side window dormers and a single storey side extension.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and, whilst they had no objections, they requested that the neighbour's comments are taken into account.</p>	
<p><b>223170</b> 46 Fairwater Drive, Woodley, RG5 3JB</p>	<p>Householder application for the proposed erection of a single storey front extension.</p>
<p><b>Observations:</b> No objections.</p>	

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 15 November 2022 at 8:00 pm**

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**Present:** *Councillors D. Smith (Chairman); K. Gilder; C. Jewell; V. Lewis;  
A. Swaddle*

**Officers present:** *K. Murray, Deputy Town Clerk; E. Whitesmith, Leisure Services Manager;  
M. Filmore, Committee Officer*

**Also present:** *Councillors A. Heap; N. Al-Sanjari (Virtual Attendance)  
Councillor K. Baker  
1 member of the public*

21. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bragg and Horskins. It was noted that Councillors Al-Sanjari and Heap would be attending the meeting virtually.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **MINUTES OF THE MEETING HELD ON 30 AUGUST 2022**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 30 August 2022 be approved and signed by the Chairman as a correct record.

24. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

Following a query regarding why expenditure relating to the Grounds Maintenance budget was higher than targeted, the Deputy Town Clerk confirmed that some yearly provisions, for example fertiliser, are bought earlier in the financial year. On the same budget line, it was noted that income attributed to grass cutting at Bulmershe Open Space was higher than expected, despite the dry weather. The Deputy Town Clerk committed to looking into this.

In response to a query as to when revised estimates would be provided, the Deputy Town Clerk advised that these were being worked on but he was unable to confirm when they would be made available to Members.

**RESOLVED:**

- ◆ To note Report No. LS 19/22.

25. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 20/22.

The Leisure Services Manager expanded on the chart provided which gave reasons for gym membership cancellations during September and October. He explained that, of the six people who had cancelled membership in order to move to another gym, one had advised that this was based on price, two had received free membership to another gym after commencing new jobs, whilst two had cancelled due to the planned electrical works at the leisure centre.

The final individual had cancelled to join a gym where her younger daughter could also join. The Leisure Services Manager explained that, due to the gym being unmanned, under 16's have historically not been allowed to use the gym. He advised that he was now investigating the potential for allowing family memberships where under 16's might be allowed to use the gym with a supervising adult, however there would be matters, such as insurance, which would need careful consideration.

Following a query, the Leisure Services Manager advised that approximately 60 members had cancelled during the electrical works which had taken place at the leisure centre recently, although about the same number of new members had signed up during the same period. He explained that the centre currently has around 550 members. Immediately prior to the covid pandemic the centre was almost at capacity, and discussions were taking place at that time to cap the membership number at 750.

It was suggested that membership deals, such as offers to users of the Town Council's allotments or local business, might be considered to increase membership. The Chairman confirmed this could be considered in future as part of a marketing strategy, although it was noted that the membership value was already considered to be a competitive, low rate. It was also suggested an item on the gym could be included in the Herald.

The Leisure Services Manager confirmed that the external defibrillator was now due to be installed on 6 December. Following a query, he confirmed that the centre would be opening on the 2 January, despite it being a bank holiday, as historically this is a date on which a lot of people want to go to the gym.

With regards to Woodley Cricket Club, the Leisure Services Manager advised that the Berkshire Cricket League had been looking to revitalise the club. As part of these plans, another local team had been invited to join Woodley CC in using Woodford Park for their matches. Should Woodley CC expand to running a 2<sup>nd</sup> XV in future years, the team assigned to use Woodford Park have agreed to relinquish use of the space.

Following a suggestion, the Deputy Town Clerk confirmed that he would attempt to engage with the Wildlife Trust representatives, due to attend the leisure centre later in the month, to learn from their experience and seek advice on matters relating to Council activities.

**RESOLVED:**

- ◆ To note Report No. LS 20/22.

26. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 21/22.

It was noted that two Remembrance events had taken place this year; one held by the Town Council on the 11 November, and a community led event on the 13 November, which the Council had provided support towards. The Deputy Town Clerk advised that both events had proved popular and successful, especially the community led event which was a good example of the Town Council supporting the community. He confirmed there would be a de-brief with the organisers of the community led event.

It was noted that purchasing of memorial trees and benches had proved popular this year, and that the Amenities Manager was working on formalising an offer for the purchase of a memorial tree in a similar fashion to that of the purchase of memorial benches.

In relation to the bulbs planted around the lake in Woodford Park and the Town Centre garden, the Deputy Town Clerk confirmed that he would find out if these are both spring and summer bulbs.

The Deputy Town Clerk advised that there is a plan to implement a small rainwater harvesting system in order to service the new polytunnel purchased and installed at the allotments site.

Following a query regarding anti-social behaviour in the Garden of Remembrance, the Deputy Town Clerk advised that this was still ongoing but that it had decreased. It was believed this was in part to do with the change in the seasons, but may also be due to the fact that certain foliage had been cleared meaning the area was now slightly more open, with few hiding places.

The Deputy Town Clerk confirmed that no further progress had been made with regards to the provision of seating by the Town Centre garden, stating there needed to be a review of a number of projects and current capacity. He advised that the plan would be to engage with residents and consult on the type of seating provided and where.

**RESOLVED:**

- ◆ To note Report No. LS 16/22.

27. **SUB COMMITTEE & WORKING PARTY MEMBERSHIP**

Members noted that the change to the political composition of the Council following the death of Councillor Rahmouni and resignation of Councillor McCann meant that committees comprising of four Members were no longer viable due to proportionality rules.

Councillor Smith proposed, seconded by Councillor Jewell, and following a vote it was:

**RESOLVED:**

- ◆ To amend the number of places for Councillors on the Community Youth Partnership to 5 and to amend the Terms of Reference accordingly.

Voting: For: 5 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note that Councillor Doyle has been appointed to the newly allocated Labour & Independent Group place, as advised by Councillor Al-Sanjari.

28. **YOUTH SERVICES UPDATE**

The Deputy Town Clerk provided Members with an update with regards to the Youth Service procurement exercise, confirming that, following the procurement exercise, no tender submissions had been received.

Councillor Gilder stated that Sam Milligan (Just Around the Corner) approached the Council 26 years ago to provide mobile, outreach support for young people in Woodley. At the time, Woodley had two static youth centres but there were problems with youngsters who did not want to engage with these centres. During the time JAC provided an outreach service in Woodley they won awards and were seen as a leader in the provision of youth services. Councillor Gilder stated she was very disappointed that now Woodley was left without a youth service provision. Following a query, the Deputy Town Clerk confirmed that the next step was for the Strategy & Resources Committee to consider the outcome of the procurement exercise and determine how to proceed.

It was suggested that a letter be sent to Just Around the Corner (JAC) thanking them for their previous work for the Council, and the Chairman stated this would be appropriate once the Strategy & Resources have resolved the matter of procurement.

Following a comment from Councillor Al-Sanjari, stating that Councillor Baker had previously responded to a query at another meeting advising that JAC's Reheboth centre was not able to be accessed for free by Woodley residents, other members of the Committee advised that this was not the case. The Chairman stated that it was the established knowledge of the Committee that any young person previously accessing the mobile outreach unit in Woodley could, where appropriate, be referred on to other services, including the Reheboth centre, and that Woodley residents could access that for free. Councillor Baker commented that he had not provided the response Councillor Al-Sanjari had suggested he did, and stated that he had urged Councillors to visit the Reheboth to see the good work being done, although Councillors had not taken up this offer.

Councillor Heap queried whether the Council should now consider in full Councillor Doyle's previous suggestion of providing a youth café at Woodford Park Leisure Centre, commenting that full costings for such a provision had not been provided previously. Members noted that the Council's Youth Strategy did include the potential provision of a café but this had been discounted due to its effectiveness. The Chairman directed Members to review the Youth Strategy document for details.

29. **ALLOTMENTS WORKING PARTY**

The Chairman advised Members that he did not believe the Allotments Working Party terms of reference should be amended to delegate power to the working party to make changes to the allotment tenancy agreement, stating that he believed final approval for any changes should be made by Leisure Services.

Councillor Smith proposed, seconded by Councillor Gilder, and following a vote it was:

**RESOLVED:**

- ◆ Not to amend the terms of reference of the Allotments Working Party.

Voting: For: 4 Against: 0 Abstentions: 1 No Vote Recorded: 0

30. **BENCHES AND SEATING AROUND WOODLEY**

Members noted and thanked Councillor Heap for his hard work in compiling a list and maps of seating locations around Woodley. He advised that the list included any item on which residents could potentially sit, for example benches, bus stops and even fallen trees.

Members noted that the intention was to identify gaps where additional seating may be required. The Deputy Town Clerk suggested, once potential locations had been identified, the Amenities Manager could undertake site visits with a view to bringing the identified locations back to Leisure Services for approval. If additional funding was required then this could be sought from the Strategy & Resources Committee. It was suggested that local business may wish to sponsor benches, or local residents might wish to bequeath benches in memory of individuals.

Councillor Heap asked anyone who identifies seating not included in his list to let him know. It was also recommended that the list should identify which seats were Council owned. Members suggested there was a need for seating along Woodlands Avenue, as well as a bus shelter on Church Road opposite Brandon Avenue.

The Deputy Town Clerk advised Members that there is a standard bench currently used by the Council, which costs around £600 including delivery fee.

In response to a query, the Deputy Town Clerk advised that most memorial benches are placed in Woodford Park, but this is usually at the request of the individual purchasing the bench, and not as directed by the Council. It was noted that some memorial benches take the place of older benches in the park which require replacing. Members suggested that a list of possible seating locations around Woodley could be provided to those wishing to purchase a memorial bench to promote the placing of these elsewhere than Woodford Park. It was also suggested that residents could be asked where they would like to see additional seating.

31. **LODDON BRIDGE DISASTER PLAQUE**

The Deputy Town Clerk advised Members that a memorial tree and plaque were due to be unveiled at Dinton Pastures on Wednesday 16 November in memory of the Loddon Bridge Disaster.

32. **LODDON MEAD OPEN SPACE UPDATE**

The Deputy Town Clerk advised that he did not have an update on the Loddon Mead open space. He stated that he would be looking to get in touch with Sam Milligan (JAC) to get an update on the parkour project. It was agreed this would be brought back to the next meeting of the Committee.

Councillor Heap commented that on visits to Loddon Mead open space he often sees empty aerosol paint canisters discarded around the site, and wondered if the Town Council might be able to do anything to promote companies to move towards a reusable canister design. The Chairman asked whether the provision of a suitable recycling bin might be possible. The Deputy Town Clerk advised that the main area is owned by Wokingham Borough Council (WBC) so it would be down to them to consider this, but also stated there would obviously be a cost involved in the management of any waste. He confirmed he would raise this with WBC.

33. **FUTURE AGENDA ITEMS**

There were not future agenda items highlighted by Members.

34. **PUBLICITY AND WEBSITE**

There were no publicity and website items highlighted by Members.

The meeting closed at 9:10 pm

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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 November 2022 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; M. Doyle; C. Jewell; B. Rowland;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer; B. Fennelly, Town Centre Manager;*

**Also present:** *2 members of the public*

38. **APOLOGIES**

Apologies for absence were received from Councillors Wicks and Lewis.

39. **DECLARATIONS OF INTEREST**

Councillor C. Jewell – Pecuniary interest: Agenda item 15: Allotments Rent Review, as she rents an allotment plot from the Town Council.

Councillor Jewell took no part in the discussion or the decision regarding the Allotments rent review.

40. **MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2022**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 September 2022 be approved and signed by the Chairman as a correct record.

41. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 27/22.

The Deputy Town Clerk confirmed that certain items were becoming more expensive, which was leading to the Council making different procurement choices to offset this. This will be drilled down to more when the revised estimates are provided. He agreed to find out whether increased income on temporary investments was related to higher increased rates and inform Members.

Members noted that a nominal budget of £300 had been provided for Councillor training this year, and suggested that the Council should look to increase this budget in future years. Councillor Anderson agreed to assist in trying to formulate an approach.

**RESOLVED:**

- ◆ To note Report No. SR 27/22.

b) **Payments**

Following discussions regarding payments made during September and October, the Deputy Town Clerk agreed to ascertain and circulate details regarding the following:

- What the three Crystal 60 litre storage boxes, purchased from Yorkshire Trading Company for £34.96 in September, were used for.

- What was purchased for £624.46 from SSE Southern Electric in October, described in the payments list as 'electrical supply columns'.
- What was purchased for £5,358.13 from Facet Technical & Resource Solutions in October, described in the payments list as 'Building/Facilities compliance'.

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (September) and **Appendix B** (October):

	Current account	Imprest account
September 2022	£149,056.70	£55,860.21
October 2022	£115,759.28	£56,726.31

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

c) **PSDF Funds**

**RESOLVED:**

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

d) **Public Sector Pay Award**

The Deputy Town Clerk advised that, this year, a fixed sum had been awarded to members of staff, rather than the usual percentage increase.

**RESOLVED:**

- ◆ To note that the National Joint Council (NJC) has agreed the public sector pay award for 2022/23 and this has been actioned by the Town Council. In addition, the NJC has agreed that from 1 April 2023 all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro-rated for part time staff) to their annual leave entitlement.

42. **SUB COMMITTEE & WORKING PARTY MEMBERSHIP**

Members noted that the change to the political composition of the Council following the death of Councillor Rahmouni and resignation of Councillor McCann meant that committees comprising of four Members were no longer viable due to proportionality rules.

Councillor Jewell proposed, seconded by Councillor Baker, and following a vote it was:

**RESOLVED:**

- ◆ To amend the number of places for Councillors on the following sub committees and working parties to 5, creating a place on each for the Labour & Independent group, and to amend the Terms of Reference accordingly:
  - Investments Sub Committee
  - Risk Management Sub Committee
  - Standing Orders & Financial Regulations Sub Committee
  - PR & Marketing Sub Committee
  - Personnel Sub Committee
  - Youth Services Working Party

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note that, following the resignation of Councillor McCann, Councillor Jewell has been appointed to the vacant Liberal Democrat group place on the PR & Marketing Sub Committee.
- ◆ To note that the Labour & Independent Group will send a list of Members appointed on each sub committee / working group after the meeting, and that these will be appointed immediately and noted at the next meeting of the parent committee.

43. **OAKWOOD CENTRE INCOME UPDATE**

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates.

Following a query, the Deputy Town Clerk confirmed that the Catering income chart includes both income from the café and catering for events at the Oakwood Centre.

Members requested that the document was re-formatted in order to make it easier to read.

**RESOLVED:**

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

44. **CLIMATE EMERGENCY SUB COMMITTEE**

**RESOLVED:**

- ◆ To note Report No. SR 28/22 of the meeting of the Climate Emergency Sub Committee, held on 4 October 2022.

45. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

Following a query about the potential to install solar panels on the roof of Coronation Hall, the Deputy Town Clerk advised that this had been investigated however it was deemed that the ratio of roof size to power generated, along with the fact that a previous free installation offer was no longer available, meant that this option was not currently deemed viable.

Following an explanation that the priority scoring given to each action was in order to prioritise those actions which have the highest benefit to cost ratio, Members requested that this was explained in the document itself for clarity.

Members requested that previous notes, which were no longer relevant following an update to the action, should be removed.

The Deputy Town Clerk advised that 'low intensity land management' referred to leaving certain areas of grass un-mowed to encourage wildlife. Members requested that this be explained in the action plan for clarity.

In relation to the possibility of providing recycling bins in the park, the Deputy Town Clerk advised that he had yet to source a suitable solution which provided suitable segregation of waste without contamination.

The Deputy Town Clerk confirmed that the Climate Emergency section of the website was in need of updating, and this would be looked into.

**RESOLVED:**

- ◆ To note the updated Climate Emergency Action Plan, as provided in the agenda.

**STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE****RESOLVED:**

- ◆ To note Report No. SR 29/22 of the meeting of the Standing Orders and Financial Regulations Sub Committee, held on 12 October 2022.

**RECOMMENDED:**

- ◆ That Council adopt the updated Standing Orders, as set out in the agenda.
- ◆ That Council adopt the updated Financial Regulations, as set out in the agenda.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

47. **RISK MANAGEMENT SUB COMMITTEE**

The Deputy Town Clerk advised Members that at the meeting held on 13 October, the Risk Manager Sub Committee reviewed the Risk Register. He confirmed that the Risk Strategy was due to be considered at the next meeting, which would be when the Sub Committee consider each risk in more detail.

Members requested that the document be provided in a larger format in future to make it readable. It was also agreed to add a column showing the direction of travel of each risk score and to add the date each risk had been added to the register.

It was suggested that, in future, the Sub Committee might only resolve to send details of the high level risks to Strategy & Resources Committee, rather than the entire document.

Members noted that the responsibility for reviewing the register had been delegated to the Sub Committee, but were concerned the notes did not provide enough information to assure Members that this had been done. The Deputy Town Clerk agreed to review the information contained in the report of meetings of this Sub Committee in future.

With regards to risks SR01 and SR08, which relate to staff training, the Deputy Town Clerk confirmed there was still more to do on staff training, but he confirmed that all leisure staff had attended appropriate safeguarding training.

In relation to risks PA01 and PA03, the Deputy Town Clerk confirmed that the Amenities Manager and Maintenance Officer will be renewing their ROSPA certification with regards to playground equipment safety.

The Deputy Town Clerk agreed that reference to a panel undertaking regular meetings with the catering provider, stated against risk MB20, needed to be removed as this was not taking place.

**RESOLVED:**

- ◆ To note Report No. SR 30/22 of the meeting of the Risk Management Sub Committee, held on 13 October 2022.

48. **YOUTH SERVICE WORKING PARTY**

Members discussed how best to proceed with the provision of Youth Services after no submissions were received in response to the Council's procurement exercise.

Members concurred that, whilst it didn't seem wise to make any decisions regarding the provision of Youth Services in Woodley so close to the election of new Council, it was vital that further exploratory investigations take place now to provide the new Council with as much information as possible to continue with this project in the new municipal year. Members agreed that three areas should be investigated.

It was suggested that the Council should contact Earley Town Council, who currently have a Youth Care Team and a number of youth workers in place, to gain an understanding of their youth service provision.

It was also recommended that the Council investigate the potential conversion of a room at Woodford Park Leisure Centre, currently used as a cricket storage and changing room, as a space for young people to meet at certain times, for example in the evenings. A part time youth worker could then be provided to support the children who attend. The space could also be used for other purposes at other times, for example as a café or a meeting place for the elderly, or even a base to be used by other services, such as integrated care.

Members noted that Wokingham Borough Council have gone into partnership with Emmanuel Church to provide some youth work. It was suggested that another option might be for the Town Council to consider joint funding this or a similar partnership / project providing youth work in the area.

In response to a query as to whether the Council's SLA had been pitched right, it was noted that the Working Party had developed the specification following helpful informal conversations with youth providers. Whilst the tender document had been fairly specific as to what the Council was looking for, it had also built-in flexibility to allow potential providers to offer alternatives.

Members agreed that the Youth Services Working Party should arrange to meet again as quickly as possible to determine the next steps in order to investigate the suggestions which had been raised, and recommended the Working Party should invite other experts to join in the discussion.

**RESOLVED:**

- ◆ To note Report No. SR 31/22 of the Youth Service Working Party meeting held on 10 October 2022.
- ◆ To note that no submissions were received in response to the Youth Services procurement exercise.

49. **WOODLEY TOWN CENTRE PARTNERSHIP**

The Town Centre Manager updated the Committee as to the current financial position of the Town Centre Partnership. He advised that there were concerns about the future viability of the Partnership.

Footfall in the town centre had not yet returned to pre-covid levels, and was below where it had expected to be; anecdotally it was suggested this had reduced by 25%, which was comparable to a 30% drop nationally. This had had a knock-on effect to the Partnerships income, with some traders no longer trading or choosing to trade elsewhere. Several events had been cancelled during the year due to this, including a proposed International Dance Competition and a Halloween event.

It was noted that the Partnership could raise the fees it charges traders next year, and the Town Centre Manager confirmed this would be reasonable and probably accepted by traders in light of the rise in prices. However, it was still envisaged there would be a shortfall of around £10k.

Members asked the Town Centre Manager to put a plan together for what he would ideally like to achieve and the events he would like to run next year, showing that he had been through every budget line and thought of every way to reduce expenditure and increase income. It was also suggested he may consider requesting a one-off lump sum to account for the loss of income whilst there is a continued recovery from the pandemic, rather than an on-going increase to budgets.

Members also suggested it may be appropriate to seek the support of residents who may be willing to support or run events in the town centre for free as a way of increasing footfall without additional costs.

**RESOLVED:**

- ◆ To note the report of the Town Centre Partnership Meeting held on 19 October 2022.

50. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects Schedule for 2022/23.

He noted that a number of projects had now been completed, and that these would drop off the list when reported to the next meeting.

Following a query the Deputy Town Clerk confirmed that, whilst a new liner had been installed at the paddling pool a few years ago, the pump which was due to be replaced was very old. He agreed to find out when the pump was due to be delivered in the Spring, and stated the intention was for it to be installed before the paddling pool re-opens next May.

**RESOLVED:**

- ◆ To note the updated information contained in the Projects Schedule 2022/23.

51. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 32/22, in line with the community grants criteria.

Members noted that the application from Wokingham Job Centre Support indicated that only 5% of its users were from Woodley. Members unanimously concurred not to award a grant to Wokingham Job Centre Support.

**RESOLVED:**

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Berkshire MS Therapy Centre	£250	To help fund sessions to provide specialist therapies to MS sufferers.
Berkshire Vision	£250	To support the organisation to continue to offer a wide range of events and activities for visually impaired and blind people in Berkshire.
Friends of Woodford Park	£250	To restock shrubs and plants for Woodford Park.

Three C's	£150	To pay for refreshments and food items provided for by the free café to users, providing a place for those who may be lonely or need advice.
Woodley Adopt a Street Project (WASP)	£250	To purchase additional equipment for volunteers, such as litter picker bag holders and hi-viz jackets.
Woodley Schools Cluster	£200	To fund the purchase of materials needed to run two cluster projects for school students from within Woodley.
Woodley United FC	£250	To contribute towards the costs of additional volunteers required to support an increase to the number of female participants, including to pay towards DBS checks, safeguarding and coaching training and qualifications.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

#### 52.1 **ALLOTMENTS RENT REVIEWS**

The Deputy Town Clerk presented Report No. 33/22, setting out the proposed allotment charges from January 2024.

Due to a pecuniary interest, Councillor Jewell took not part in the discussion regarding this matter.

Members questioned why an increase had not been applied to the water charge. The Deputy Town Clerk advised that in the past there had been a single charge to tenants, but that a nominal water charge had been separated out which had never been subject to an increase.

It was noted that there was still a large waiting list for plots, and so there should be no concern that increased rates would lead to vacant plots. It was also noted that the Council currently subsidises the cost of operating the allotments by around £5k.

52.2. It was proposed by the Chairman, seconded by Councillor Jewell, and

#### **RESOLVED:**

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Registered: 0

52.3 Following a query, the Deputy Town Clerk agreed to find out and circulate details of the split of Woodley resident and non-Woodley resident allotment tenants.

The Committee recommended that the possibility of increasing water rates should be looked into in future years.

#### **RESOLVED:**

- ◆ To note Report No. SR 33/22.
- ◆ To increase the allotment plot charges from January 2024 by 12.6% in line with the Retail Price Index figure in September 2022.

- ◆ That the following charges be made for allotment plots at the Reading Road site in 2024:

<b>Poles</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>
10	Woodley Resident	£56.30	£4	<b>£60.30</b>	Woodley Resident – State pensioner	£42.20	£4	<b>£46.20</b>
	Non Woodley	£84.40	£4	<b>£88.40</b>	Non Woodley – State pensioner	£63.30	£4	<b>£67.30</b>
<b>Poles</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>		<b>Rent</b>	<b>Water</b>	<b>Total</b>
5	Woodley Resident	£28.15	£2	<b>£30.15</b>	Woodley Resident – State pensioner	£21.10	£2	<b>£23.10</b>
	Non Woodley	£42.20	£2	<b>£44.20</b>	Non Woodley – State pensioner	£31.065	£2	<b>£33.65</b>

Voting: For: 4 Against: 1 Abstentions: 2 No Vote Recorded: 0

53. **COUNCIL MEETING DATES 2023/24**

**RECOMMENDED:**

- ◆ That the schedule of meetings for the 2023/24 municipal year, as attached at **Appendix C**, be approved.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

54. **MALONE PARK PATHWAY FUNDING**

The Deputy Town Clerk set out the request for £6k from the Capital Programme funds to pay for the installation of pathways and knee rail fencing at Malone Park.

**RESOLVED:**

- ◆ To allocate £6,000 from the available Capital Programme funds for the installation of pathways across the grass, from Malone Road and Jerome Road, to provide better access to the play area, and to install knee rail fencing to prevent unauthorised access onto the site.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

55. **COMMUNITY INFRASTRUCTURE LEVY**

The Chairman advised Members that he had been given a mandate by the Planning & Community Committee to attend a meeting with other Parish councils regarding the proposal by Wokingham Borough Council to utilise Parish CIL funds to refurbish California Lakeside, and to indicate that the Town Council would not agree to provide funding.

**RESOLVED:**

- ◆ To note the Town and Parish CIL funds Spend and Bids summary, provided by Wokingham Borough Council and included as part of the agenda.
- ◆ To refuse the co-funding request from Wokingham Borough Council for £25,000 from Woodley's available CIL funds to contribute towards the costs of a project to refurbish California Lakeside.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

56. **CODE OF CONDUCT**

The Chairman advised Members that the appropriate process to consider changes to the Code of Conduct, which forms part of the Standing Orders, is to raise concerns or suggestions for change with the Committee Officer for inclusion to be considered by the Standing Orders & Financial Regulations Sub Committee. The Committee Officer agreed to send an email to all Councillors requesting any comments or suggested changes regarding the Code of Conduct.

Members raised a number of comments regarding the Code of Conduct pages which were noted by the Committee Officer for inclusion in the next Sub Committee agenda.

57. **TOWN COUNCILLOR EXPENSES**

Members noted that it was important to consider whether certain expenses should be paid to Councillors, especially for matters such as childcare, in order to encourage younger people to consider becoming Councillors. It was felt this matter needed detailed exploration, to see what and if additional expense payments would be appropriate and affordable.

It was suggested that this matter might be deferred to the new municipal year for new Councillors to consider, although it was noted that this would not help those who might consider becoming a Councillor at the next elections.

**RESOLVED:**

- ◆ For the matter of Town Councillor Expenses to be considered at the first meeting of the Strategy & Resources Committee in the new municipal year, with recommendation of setting up a working party to consider this in more detail.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 0

58. **VENUE HIRE RATES**

The Deputy Town Clerk advised members that several years ago it had been agreed that ad hoc requests for free use of Council rooms would come to the Strategy & Resources Committee for consideration. It was noted that these requests were rare, with only three recalled within recent memory.

**RESOLVED:**

- ◆ To continue with the current process of requests for free hire of Council rooms being considered by the Strategy & Resources Committee as and when requested.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

59. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

60. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity and website items.

Councillor Baker reminded Members that publicity matters can be raised with Officers at any time, and need not wait for meetings.

Meeting closed at 10:21 pm

**Woodley Town Council****Current Account****List of Payments made between 01/09/2022 and 30/09/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
15-Sep-22	(Personal Information)	440.00	Mkt Manager - WTCM
15-Sep-22	AJGIBL GBP Client NST Account	655.61	Insurance
07-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
14-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
22-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
22-Sep-22	AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
09-Sep-22	Be Fuelcards Ltd	2.54	Admin charge-Depot
16-Sep-22	Be Fuelcards Ltd	53.03	BP Diesel MW65 EHN
30-Sep-22	Be Fuelcards Ltd	47.58	Unleaded fuel-Depot
15-Sep-22	Bowak Ltd	97.38	Cleaning supplies
22-Sep-22	Bowak Ltd	125.41	Cleaning supplies
07-Sep-22	Brake Bros Foodservice Ltd	616.31	Vending supplies
14-Sep-22	Brake Bros Foodservice Ltd	797.20	Vending supplies
22-Sep-22	Brake Bros Foodservice Ltd	306.43	Vending supplies
22-Sep-22	Brewers Decorator Centres	43.76	Decorating supplies
07-Sep-22	Broxap Ltd	1496.40	Cast Iron bench
15-Sep-22	Circus Scene	400.00	Santa gifts-Extravaganza
02-Sep-22	Club Manager Ltd	94.80	Monthly - Gym clubmanager
22-Sep-22	CoolerAid Ltd	74.02	Bottled Water
14-Sep-22	DCK Accounting Solutions Ltd	360.00	Consult-Zoom mtg accounts
15-Sep-22	DCK Accounting Solutions Ltd	492.00	VAT Partial exemption
15-Sep-22	Devonshire Trading Ltd	1100.81	Gym equip monthly charge
15-Sep-22	Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
26-Sep-22	Ecotricity	95.50	Gas supply-WPLC
15-Sep-22	EDF Energy 1 Ltd	26.59	Electric supply-Clock
12-Sep-22	Epos Now Ltd D/D	30.00	Monthly till charge-WPLC
22-Sep-22	Eventu	50.00	Projector hire
15-Sep-22	Fiddes & Son Ltd - Bowcom	397.20	Bowgrass/Atom Nozzle
09-Sep-22	Global 4 Communications	999.54	Phone/Mobiles
22-Sep-22	HMRC Cumbernauld	15542.34	PAYE&NI Deducted from pay
15-Sep-22	IBS Office Solutions Ltd	698.40	Photocopier rental/printing
30-Sep-22	Les Mills Fitness UK Ltd	203.69	Body balance-Gym coach
14-Sep-22	Lloyds Bank D/D	268.57	Monthly cardnet charge
15-Sep-22	M K Cleaning	162.50	Table cloth laundry
06-Sep-22	Mailcoms Ltd D/D	264.00	Mailcare extra 5 annual charge
15-Sep-22	Merchant Rentals Ltd	18.40	Cardnet machine rental
15-Sep-22	Merchant Rentals Ltd	18.40	Cardnet machine rental
22-Sep-22	PBT Electrical & Maintenance Ltd	12000.00	Electrical work-WPLC

15-Sep-22	PKF Littlejohn LLP	3840.00	External Audit 2021/2022
26-Sep-22	Poztive Energy Ltd	45.80	Electric supply-Coro hall
26-Sep-22	Poztive Energy Ltd	585.91	Electric supply-WPLC
26-Sep-22	Poztive Energy Ltd	33.87	Electric supply-Chapel hall
26-Sep-22	Poztive Energy Ltd	931.82	Electric supply-OC
15-Sep-22	Proludic Ltd	2246.59	Re-installation of Cableway
22-Sep-22	Prudential	307.24	AVC deducted from pay
30-Sep-22	Public Works Loan Board	69298.08	PWLB - Captial/Interest
07-Sep-22	Richard Wheeler Signs Ltd	357.52	Stainless steel plaque
09-Sep-22	SGW Payroll Ltd	157.82	Aug 22 payroll service
15-Sep-22	Suregreen Ltd	1637.56	Gravel board/timber sleepers
29-Sep-22	SWALEC	74.07	Electric supply-Toilet
15-Sep-22	Thames Valley Water Services Ltd	528.00	Monthly water/temp check
22-Sep-22	Thames Valley Water Services Ltd	84.00	Paddling pool water check
22-Sep-22	The Berkshire Pension Fund	18792.33	Employee & 'er deducted from pay
14-Sep-22	Total Door Services Ltd	162.00	Oakwood door-service repair
22-Sep-22	Trade UK - Screwfix	223.26	Building supplies
15-Sep-22	Travis Perkins Trading Co	188.64	Building supplies
22-Sep-22	Tudor Environmental	191.26	Staff boots/Cuprinol spray paint
01-Sep-22	TV Licence	159.00	TV Licence-WPLC
22-Sep-22	Unison Collection Ac	22.50	Union fee deducted from pay
15-Sep-22	Veolia ES - UK Ltd	404.94	Refuse Collection
22-Sep-22	Veolia ES - UK Ltd	345.37	Refuse Collection
15-Sep-22	WFL UK Ltd	2682.00	ULS Diesel fuel-Depot
01-Sep-22	Wokingham BC - Rates	2283.00	Rates - WPLC
01-Sep-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Sep-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Sep-22	Wokingham BC - Rates	898.00	Rates-OC
15-Sep-22	Workwear Express Ltd	16.06	Sample staff uniform

**Total**

**149056.70**

**CLERKS IMPREST A/C****List of Payments made between 01/09/2022 and 30/09/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02-Sep-22	(Personal Information)	200.00	Refund deposit
13-Sep-22	(Personal Information)	40.00	Flowers-Memorial
16-Sep-22	(Personal Information)	50.00	Refund deposit
16-Sep-22	(Personal Information)	50.00	Refund deposit
16-Sep-22	(Personal Information)	15.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	200.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
28-Sep-22	(Personal Information)	23.39	BSS Reading-Unequal tee
30-Sep-22	(Personal Information)	50.00	Refund deposit
15-Sep-22	Amazon Mkt place	5.80	Black mesh nylon sack
16-Sep-22	Amazon Mkt place	9.49	Plastic storage bucket
16-Sep-22	Amazon Mkt place	10.99	100x Garden ground pegs
16-Sep-22	Amazon Mkt place	20.77	Cable ties/basket ball hoop ne
22-Sep-22	Amazon Mkt place	13.98	Tate & Lyle sugar sachets
28-Sep-22	Amazon Mkt Place	40.46	20V Cordless glue gun
28-Sep-22	Amazon Mkt Place	43.60	Bubble wrap 750mm x 50m
28-Sep-22	Amazon Mkt Place	53.01	Waterproof tarp cover 9m x 12m
29-Sep-22	Amazon Mkt Place	3.99	H&S 50 hot glue sticks
29-Sep-22	Amazon Mkt Place	7.99	Beeway 55 glue sticks
27-Sep-22	BACS P/L Pymnt Page 4966	250.00	BACS P/L Pymnt Page 4966
26-Sep-22	Chaircover4wedding	-116.50	CR 70x144 Table cloth
13-Sep-22	Chew Valley Trees	894.00	Memorial trees-Queen
28-Sep-22	Chew Valley Trees	258.00	Memorial Tree-WP
28-Sep-22	Deltapoint Ltd T/A Cupsdirect	46.68	7oz paper cups - OC
14-Sep-22	Ebay.com	18.65	Vertical blind chain
21-Sep-22	Gear4Music	442.47	PA system/wireless microphone
16-Sep-22	Genpower Ltd	219.99	Hyundai hole borer
20-Sep-22	J Bower & A Bulbec	19.50	Refund inv CN17240-Bower
26-Sep-22	Kaspersky.co.uk	54.99	Software security
28-Sep-22	Lloyds Bank	48581.60	Sept 2022 net payroll
09-Sep-22	Lloyds Bank D/D	13.76	Imprest a/c charge to 9 Aug
28-Sep-22	Nextday Catering	102.46	10oz stacking cups
29-Sep-22	PETTY CASH A/C	190.39	Petty cash topup
21-Sep-22	Pitchcare.com	2217.60	Top dressing & Loam
08-Sep-22	ProjectDrains	187.80	Clear blocked toilet
23-Sep-22	Shaws.co.uk	122.40	Book of condolence
27-Sep-22	SportsDirect.com	654.99	Carlton shuttle cocks-WPLC
28-Sep-22	Usports	378.00	Refund W7340-Usports
30-Sep-22	Yorkshire Trading Company	34.96	3x Crystal 60l storage box
	<b>Total</b>	<b>55860.21</b>	

**Woodley Town Council****Current Account****List of Payments made between 01/10/2022 and 31/10/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
06-Oct-22	(Personal Information)	440.00	Mkt Manager - WTCM
07-Oct-22	(Personal Information)	100.00	Singing at Extravaganza-WTCM
06-Oct-22	AGA Print Ltd	93.16	Posters
20-Oct-22	AGA Print Ltd	60.34	Posters
06-Oct-22	Alan Hadley Ltd	444.00	Refuse Collection
20-Oct-22	Alan Hadley Ltd	450.00	Refuse Collection
07-Oct-22	ASAP Computer Services	154.80	Annual antivirus charge-WPLC
07-Oct-22	AYS Cleaning Contractors Ltd	58.56	Contract Cleaning
20-Oct-22	AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
07-Oct-22	Be Fuelcards Ltd	2.54	Admin charge-Depot/Maintenance
14-Oct-22	Be Fuelcards Ltd	36.37	Unleaded fuel-Depot
27-Oct-22	Berkshire Tree Care	5508.00	Gardening service-Depot
07-Oct-22	Boston Seeds	240.50	Gardening supplies-seeds
20-Oct-22	Boston Seeds	270.50	Gardening supplies-seeds
20-Oct-22	Bowak Ltd	113.92	Cleaning supplies
27-Oct-22	Bowak Ltd	124.58	Cleaning supplies
06-Oct-22	Brake Bros Foodservice Ltd	317.36	Vending supplies
20-Oct-22	Brake Bros Foodservice Ltd	268.26	Vending supplies
06-Oct-22	Brown Bag Cafe Ltd	57.60	Catering services
20-Oct-22	Brown Bag Cafe Ltd	904.86	Catering services
03-Oct-22	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental-WPLC
07-Oct-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
27-Oct-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
03-Oct-22	Club Manager Ltd	94.80	Gym software monthly fee
27-Oct-22	CoolerAid Ltd	12.34	Bottled Water
07-Oct-22	Dejac Associates Ltd	1466.40	HP Pro desk computer/support
17-Oct-22	Devonshire Trading Ltd	1100.81	Gym equip monthly rental
27-Oct-22	Don Ruffles Ltd	146.17	Adult/child Defib pads
07-Oct-22	Earth Anchors Ltd	247.20	Red bin sacks
05-Oct-22	Ecotricity	23.42	Gas supply-Coro Hall
05-Oct-22	Ecotricity	99.86	Gas supply-OC
05-Oct-22	Ecotricity	28.27	Gas supply-Chapel Hall
07-Oct-22	Ecotricity	233.31	Electric supply-Depot
17-Oct-22	Ecotricity	157.16	Gas supply-WPLC
17-Oct-22	Ecotricity	115.30	Gas supply-OC
26-Oct-22	Ecotricity	39.28	Gas supply-Coro Hall
26-Oct-22	Ecotricity	77.06	Gas supply-Chapel Hall
06-Oct-22	EDF Energy 1 Ltd	25.84	Electric supply-Clock
12-Oct-22	Epos Now Ltd D/D	30.00	Monthly EPOS till support
07-Oct-22	Facet Technical & Resource Solutions	5358.13	Building/Facilities compliance
07-Oct-22	Farol Ltd	71.68	Chain loop/wooden file/sharpening tool
06-Oct-22	First Days Children's Charity	2000.00	Grant-WTC
11-Oct-22	Global 4 Communications	999.54	Phone/mobiles
06-Oct-22	Henry Street Garden Centre	125.55	Gardening supplies
24-Oct-22	HMRC Cumbernauld	15552.24	PAYE&NI Deducted from pay
06-Oct-22	Keep Mobile	500.00	Grant-WTC
20-Oct-22	Lamps-Tubes Luminations Ltd	2952.00	Electrical repairs-WTCM
31-Oct-22	Les Mills Fitness UK Ltd	203.69	Bodybalance coach-WPLC
06-Oct-22	Link Visiting Scheme	500.00	Grant-WTC
20-Oct-22	Lister Wilder Ltd	66.91	Blades/screen wash/coolant
04-Oct-22	Lloyds Bank D/D	43.00	Bank charges-Current a/c
14-Oct-22	Lloyds Bank D/D	324.74	Monthly cardnet service fee
27-Oct-22	Lyreco UK Ltd	207.70	Stationery Supplies
17-Oct-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WPLC

17-Oct-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WTC
06-Oct-22	MKR Electrical Services Ltd	3488.00	Electrical work-WPLC
20-Oct-22	PBT Electrical & Maintenance Ltd	8098.73	Electrical work-WPLC
19-Oct-22	Poztive Energy Ltd	62.10	Electric supply-Coro Hall
19-Oct-22	Poztive Energy Ltd	632.59	Electrical supply-WPLC
19-Oct-22	Poztive Energy Ltd	35.03	Electric supply-Chapel Hall
26-Oct-22	Poztive Energy Ltd	1222.15	Electric supply-OC
20-Oct-22	PPL PRS Ltd	1308.64	Music Licence
27-Oct-22	PPL PRS Ltd	2836.32	Music Licence
24-Oct-22	Prudential	307.24	AVC deducted from pay
03-Oct-22	Public Works Loan Board	6676.72	PW507873-Capital/Interest Payment
06-Oct-22	Readibus	8250.00	Grant-WTC
27-Oct-22	Reading Community Energy Soc Ltd	1195.86	Electrical supply-WPLC&OC
20-Oct-22	Richard Wheeler Signs Ltd	189.52	Stainless steel plaque
06-Oct-22	Select Environmental Services Ltd	190.92	Refuse Collection
20-Oct-22	Select Environmental Services Ltd	521.76	Refuse Collection
12-Oct-22	SGW Payroll Ltd	161.90	Payroll service charge-Sept 22
06-Oct-22	Simply Vintage	330.00	Mayor morning coffee/tea
26-Oct-22	Simply Vintage	-315.00	Mayor morning coffee/tea refund
20-Oct-22	SSE Southern Electric	624.46	Electrical supply-columns
31-Oct-22	SWALEC	77.18	electric supply-Toilet
20-Oct-22	Technical Surfaces Ltd	399.00	3G matchfit service
24-Oct-22	The Berkshire Pension Fund	18808.23	Employee & 'er deducted from pay
07-Oct-22	Total Door Services Ltd	732.00	Oakwood door-service repair
27-Oct-22	Total Door Services Ltd	641.88	Oakwood door-service repair
20-Oct-22	Trade UK - BandQ	1217.93	Building supplies
06-Oct-22	Trade UK - Screwfix	16.46	Building supplies
20-Oct-22	Trade UK - Screwfix	520.96	Building supplies
07-Oct-22	Tudor Environmental	75.78	Hand lifting tong/dressing kit
07-Oct-22	Tudor Environmental	144.29	Dustbin liner bags/lifting tongs
24-Oct-22	Unison Collection Ac	22.50	Union fee deducted from pay
27-Oct-22	Veolia ES - UK Ltd	377.94	Refuse Collection
20-Oct-22	Windowflowers Ltd	1411.20	Large square planters-WTCM
03-Oct-22	Wokingham BC - Rates	2283.00	Rates-WPLC
03-Oct-22	Wokingham BC - Rates	364.00	Rates - Coro Hall
03-Oct-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
03-Oct-22	Wokingham BC - Rates	898.00	Rates-OC
06-Oct-22	Wokingham-Citizens Advice	3500.00	Grant-WTC
20-Oct-22	Zapkam Ltd	397.99	Staff uniform-WPLC
	<b>Total</b>	<b>115759.28</b>	

**CLERKS IMPREST A/C****List of Payments made between 01/10/2022 and 31/10/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
03-Oct-22	(Personal Information)	53.98	WPLC Gym refund
03-Oct-22	(Personal Information)	53.98	WPLC Gym refund
05-Oct-22	(Personal Information)	65.25	WPLC refund
07-Oct-22	(Personal Information)	75.00	Refund deposit
12-Oct-22	(Personal Information)	75.00	Refund deposit
12-Oct-22	(Personal Information)	200.00	Refund deposit
19-Oct-22	(Personal Information)	50.00	Refund deposit
19-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	73.85	Staff uniform-shoes
24-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	75.00	Refund deposit
25-Oct-22	(Personal Information)	75.00	Refund deposit
25-Oct-22	(Personal Information)	75.00	Refund deposit
28-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	Asda Groceries	51.65	Mayor Coffee food charity
24-Oct-22	Asda Groceries	6.00	Mayor Coffee food charity
24-Oct-22	Asda Groceries	-2.50	Refund Mayor Coffee food charity
24-Oct-22	Asda Groceries	-0.40	Refund Mayor Coffee food charity
17-Oct-22	Canva.com	99.99	Subscription service-WTCM
24-Oct-22	Canva.com	99.99	Software subscription
10-Oct-22	Direct Hygiene.co.uk	68.64	10 Litre hot water urn
31-Oct-22	Gardeners Dream	203.97	2x Christmas trees
26-Oct-22	Granmore.com	329.81	Artic flat ceiling tiles
04-Oct-22	Hortech Systems Ltd	6236.40	Hortech Systems Ltd
26-Oct-22	Lloyds Bank	47915.86	Net Oct 22 payroll
14-Oct-22	Lloyds Bank D/D	13.60	Bank charges-Imprest a/c
05-Oct-22	Paperstone	37.93	Heavy duty - paper OC
27-Oct-22	PETTY CASH A/C	201.33	Topup petty cash
28-Oct-22	Photobox Ltd	4.58	Photo of Mayor
24-Oct-22	Rhys & Nicola Davies	75.00	Refund deposit
20-Oct-22	The Pink House/Ultimate One Lt	212.40	Wrought Iron tree guard
	<b>Total</b>	<b>56726.31</b>	

<b>SCHEDULE OF MEETINGS - 2023/24</b>
---------------------------------------

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2023</u>  23 May 20 June	<u>2023</u>  6 June	<u>2023</u>  13 June	<u>2023</u>  16 May (Annual Meeting) 25 May (Town Electors) 27 June
25 July 29 August (SH) 19 September	5 September	12 September	26 September
17 October 14 November 12 December	7 November	21 November	5 December
<u>2024</u> 9 January 30 January	<u>2024</u> 16 January	<u>2024</u> 23 January	<u>2024</u> 6 February
27 February 26 March 23 April	12 April (SH)	16 April	7 May (Annual Meeting)

(SH = School Holidays)

**SCHOOL TERM DATES**

2023 Monday 17 April to Friday 21 July  
Friday 1 September to Friday 15 December

2024 Tuesday 2 January to Thursday 28 March  
Monday 15 April to Tuesday 23 July

Half Term: 29 May - 2 June  
Half Term: 23 October - 27 October

Half Term: 12 - 16 February  
Half Term: 27 May - 31 May

Elections: 4 May 2023

Good Friday: 29 March 2023  
Elections: 2 May 2024

**PAGE UPDATED 13/10/2022**

- b. Groups can ONLY change any of their Councillors who have been previously nominated at a meeting of the Full Council. Any such change needs to be submitted to the Town Clerk at least three clear days before that meeting where they will be nominated and noted.
- c. Any Councillor who has been removed via **9.5.b** cannot be nominated for that specific sub committee, working group or partnership they were removed from until the next financial year when all places are nominated again (see **9.5.a**).
- d. Nominations for any Sub-Committee or Task and Finish Working Group created by any Standing Committee (see **6.1.g**) during the year will be received and noted at the meeting creating the Sub-Committee or Task and Finish Working Group.
- e. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the meeting where the nominations have been requested.
- f. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the relevant committee, regardless of type (see **6.1.b**), until such time as that vacancy has been filled.

#### **9.6. OUTSIDE ORGANISATION APPOINTMENTS**

- a. Some outside organisations reserve a place / places on a committee for an appointment of a Woodley Town Council representative. Such appointments will be made at any meeting of the Full Council, including both the Annual and Extraordinary meetings.
- b. These appointments do not adhere to the rules of Political Balance (see **2.3**).
- c. If the number of nominations put forward match the number available then that person will be appointed without a vote.
- d. If more nominations are received than slots available all Councillors present would be asked to vote for each nominee in turn. When this has been completed the nominee with the most votes will be appointed and removed from the list. The nominee with the next highest votes will then be appointed and removed from the list. This continues until all available slots have been filled.

#### **9.7. PARTNERSHIPS**

- a. Partnerships are the only Committees where non Councillors can be members of. The precise details, including voting rights will be defined in the Terms of Reference for any Partnerships.

**16.3.6. SCOPE**

- a. If a Motion falls within the Terms of Reference of a Committee, regardless of type (see **6.1.b**), or within the delegated powers conferred on an Employee, a referral of the Motion may be made to that Committee or Employee. However, the Chairman may direct it to be dealt with at the present meeting for reasons of urgency or expediency. The Chairman's decision is final.
- b. A Councillor who has proposed a Motion that has been referred to any Committee of which they are not a member, may explain this motion to that Committee but cannot vote. Normal rules on Motions as documented in this section will not apply in these circumstances.

**16.4. SPECIAL MOTIONS**

- a. Any Special Motion should be by written notice and signed by at least five Councillors (Proposer, Seconder and three others) and submitted to the Town Clerk.
- b. Standing Orders for Notice (**16.3.2**) and Validation (**16.3.3**) equally apply to all Special Motions.

**16.4.1. TO RESCIND PREVIOUS RESOLUTIONS**

- a. A resolution of the Council shall not be reversed within six months except by a Special Motion (see **16.4.a**) or by a Motion moved in pursuance of the report or recommendation of a Committee.

**16.4.2. CHANGING STANDING ORDERS**

- a. Subject to the limitations specified in **1.2.a**, any proposed changes should be by a Special Motion (see **16.4.a**) and submitted to the Town Clerk, other than changes recommended by the Strategy & Resources Committee (see **1.2.c**).

**16.5. MOTIONS WITHOUT NOTICE**

- a. The following Motions may be moved without notice.
  - i. In relation to the accuracy of the Minutes;
  - ii. To appoint a Committee, regardless of type (see **6.1.b**), arising from an item on the summons or notice for the meeting;
  - iii. ***To suspend any standing order except those which are mandatory by law;***
  - iv. To exclude the public and press in accordance with **12.2.a**;
  - v. That a Councillor named be excluded from the meeting under **20.7.2**;
  - vi. To carry out a statutory duty which in the opinion of the Chairman is urgent;
  - vii. That a Motion, Amendment or business of an objectionable nature be not entertained or permitted. The Proposer of this Motion without notice must state the reasons they consider the Motion, Amendment or business to be objectionable. The Chairman will make a ruling on whether to allow the Motion to be put, having regard to any advice by the Town Clerk.

**16.6. AMENDMENTS TO MOTIONS REQUIRING WRITTEN NOTICE**

- a. This section refers to Motions requiring written notice (see 3.6.2 a). Amendments may not be made to Motions which do not require written notice (see 16.5 a).

- b. A Proposer may move amendments to their own Motion. If a motion has already been seconded, then the Amendment shall be with the consent of the Seconder. The Amended Motion will then become the Substantive Motion without any further debate.
  - c. A Motion to amend an original or Substantive Motion shall not be considered until the previous Motion has been proposed or seconded.
  - d. Any Amendment to a Motion must be relevant to the Original or Substantive Motion and shall not have the effect of negating the Motion under consideration. Any Amendment considered to have this affect will be automatically rejected. This is determined by the Town Clerk and their decision is final.
  - e. The number of amendments to an original Motion which may be moved by any individual Councillor, is limited to one.
  - f. Amendments must be submitted to the Town Clerk at any time prior to the ~~Seconder of the Motion speaking and after proposer has spoken~~ commencement of the debate in relation to the applicable original or substantive motion.
  - g. Before ~~any person~~ the Seconder speaks the proposed Amendment must have been circulated to all Councillors. The proposed Amendment should be printed and circulated to all those in attendance at the meeting, including members of the public, and a copy sent via email to all Councillors not in attendance at the meeting. The Chairman should then read out the Amendment wording for additional clarity.
  - h. Multiple Amendments can be proposed with regards to the applicable original or substantive motion. If this occurs then the Amendments will be taken in the order they were received by the Town Clerk.
  - i. In the case of Multiple Amendments once an Amendment has been resolved, regardless of outcome, the next Amendment on the list will commence and be debated. This will continue until all Amendments have been resolved.
  - j. An Amendment to a Motion can:
    - i. Omit words;
    - ii. Add words;
    - iii. Refer the matter to an appropriate body or individual for consideration or reconsideration.
- Only one Amendment may be debated at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of.
- k. If an Amendment is carried, the Motion as Amended takes the place of the Original Motion or previously agreed Substantive Motion. This becomes the Substantive Motion to which any further Amendments are moved.
  - l. After an Amendment has been carried, the Chairman will read out the Amended Motion before accepting any further Amendments. If there are no further Amendments or the 30minute time limit has been reached the Original Motion debate is recommenced but now using the Substantive Motion instead as the base.

- m. When all Amendments have been completed, the original suspended debate is recommenced at the point after the first Amendment was moved with any new Substantive Motion now being the subject of that debate. If all Amendments failed then the subject of that debate is the Original Motion.

## **16.7. WITHDRAWAL**

### **16.7.1. WITHDRAWAL OF AN AMENDMENT**

- a. At any time during the debate the Proposer can withdraw an Amendment subject to the consent of the Secunder. If the Secunder refuses then the Proposer can request the Councillors present to vote, without any discussion to the withdrawal.
- b. Any Amendment which has been successfully withdrawn will have no further debate and will have no impact on the Original Motion or a Substantive Motion.
- c. A Councillor may alter a Motion of which they have given notice with the consent of the meeting. The Chairman may require the alteration to be written down and circulated before the consent of the meeting is sought. The consent will be signified by simple majority.
- d. A Councillor may alter a Motion which they have moved without notice with the consent of both the Secunder and the meeting. The meetings consent will be signified by simple majority.
- e. Only alterations which could be made as an Amendment may be made.

### **1.1.2. WITHDRAWAL OF MOTION**

- a. If a Proposer withdraws a Motion for whatever reason, before the Agenda item has been reached, then it can be resubmitted at any time in the future as if it was a new Motion.
- b. A Councillor may withdraw a Motion which they have moved with the consent of both the Secunder and the meeting. The meetings consent will be signified by simple majority. No Councillor may speak on the Motion after the mover has asked permission to withdraw it unless permission is refused by the Chairman.

## **16.8. PROPOSALS**

- a. The following Proposals, where no debate is required, may be put forward without notice. They require a Proposer and Secunder. The Proposer will speak to the Proposer and will be the only speaker. Once Proposer has spoken a vote will be immediately taken.
  - i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;
  - ii. To change the order of business in the Agenda;
  - iii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see **23.2**);
  - iv. To withdraw a Motion;
  - v. To amend a Motion in accordance with **16.6**;
  - vi. To proceed to the next business on the Agenda;
  - vii. That the question be now put;
  - viii. To adjourn a debate;
  - ix. To adjourn a meeting;
  - x. To continue a meeting beyond 10pm;

- d) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The RFO shall ensure that VAT Returns are promptly submitted and that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the RFO.
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the RFO will ensure that appropriate care is taken in the security and safety of individuals banking such cash.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

### 13) ORDERS FOR WORK, GOODS AND SERVICES

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the RFO.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

### 14) CONTRACTS

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
  - i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
  - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 29 November 2022 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); J. Cheng; C. Jewell; B. Soane;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *Cllr A. Heap  
1 member of the public*

136. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Bragg, Nagra, Sartorel and Skegg.

137. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

138. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 1 NOVEMBER 2022**

**RESOLVED:**

- ◆ To amend the resolution under minute 131 to clarify that, once Councillor Skegg has drafted a response to Wokingham Borough Council's proposed increase to car park charges, the draft will be circulated to the Committee before sending. The amended minutes will be brought to the next meeting of the Committee for approval.

139. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

140. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

141. **PLANNING APPEALS**

**RESOLVED:**

- ◆ To note the following appeal decision:  
Application: 220206  
Location: 6 Brunel Drive, Woodley, RG5 4PW  
Proposal: Ground floor extension, ground floor front extension and loft conversion to raise the height of the roof to provide second floor bedroom accommodation.  
Details: Appeal against refusal of planning permission.  
Decision: The appeal was dismissed.

142. **PRIOR APPROVAL SUBMISSION**

**RESOLVED:**

- ◆ To note application 223263:  
Location: 85 Woodlands Avenue, Woodley, Wokingham, RG5 3HG  
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 3.00m and the height of the eaves 2.95m.
  
- ◆ To note application 223402:  
Location: 2 Munro Avenue, Woodley, Wokingham, RG5 3QY  
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 3.00m and the height of the eaves 2.40m.

143. **TREE PRESERVATION ORDERS**  
**Applications for works to trees**

**RESOLVED:**

- ◆ To note application 223244:  
Location: TPO 1431/2012, T1: 19 Welford Road, Woodley, Wokingham, RG5 4QS.  
Proposal: T1, Oak – Crown reduction by 1m and remove deadwood; remove epicormic growth on the main stem to a height of 3m from ground level, and selectively prune to clean the canopy.
  
- ◆ To note application 223473:  
Location: TPO 0003/1951, WOODLAND 3: 15 Highgate Road, Woodley, Wokingham, RG5 3ND.  
Proposal: T1, Scots Pine – Cut back the lowest branch over the summerhouse by approx. 2m and reduce one stem located at the top of the tree and growing towards no. 15 Highgate Road by 1-1.25m.
  
- ◆ To note application 223500:  
Location: TPO 0003/1951, WOODLAND 3: Land adjacent to 31 and 31a Wallace Close, Woodley, Wokingham, RG5 3HW.  
Proposal: T1, Conifer – Crown lift to 2.4m over pavement. T2, Conifer – Crown lift to 2.4m over pavement.

144. **STREET TRADING CONSENT APPLICATION**

**RESOLVED:**

- ◆ To note that notification was received from Wokingham Borough Council regarding the following application to renew street trading consent:  
  
Application: ST26  
Applicant: Mr Jan Ratip – Mo's Kebabs  
Trading Site: Woodlands Avenue, Woodley (opposite university site)  
Trading Times: Sunday to Thursday – 0700 to 0100 Hours  
Friday and Saturday – 0700 to 0300 Hours  
(One hour shut down at 3pm to prepare for evening food)
  
- ◆ To note that comments were required prior to this meeting and details were therefore circulated to the Committee and Members' views sought, and no objections were raised.

145. **CENTRAL & EASTERN BERKSHIRE JOINT MINERALS AND WASTE PLAN**

**RESOLVED:**

- ◆ To note the update received from Wokingham Borough Council regarding the Central and Eastern Berkshire Authorities Joint Minerals and Waste Plan.

146. **ELECTRIC VEHICLE CHARGING LOCATIONS**

**RESOLVED:**

- ◆ To note the news release from Wokingham Borough Council confirming the locations for new Electric Vehicle (EV) charging points across the Borough.

147. **NEW TRAFFIC ENFORCEMENT POWERS CONSULTATION**

Members discussed Wokingham Borough Council's new traffic enforcement consultation and suggested individuals should respond independently. Members questioned whether there is also a plan to enforce cycling offences.

**RESOLVED:**

- ◆ To circulate Wokingham Borough Council's new traffic powers consultation to Members, suggesting that comments should be made individually where appropriate.
- ◆ To publicise the consultation to members of the public.
- ◆ To write to Wokingham Borough Council to ask whether there is also a plan to enforce cycling offences.

148. **COMMUNITY SPEEDWATCH**

As Councillor Bragg was unable to attend the meeting there was no update provided with regards to Community Speedwatch.

**RESOLVED:**

- ◆ To contact Councillor Bragg requesting a progress update on the Community Speedwatch scheme in time for the Full Council meeting on 6 December 2022.

149. **EARLEY STATION FOOTBRIDGE UPDATE**

Following the comments of Councillor Baker at the last meeting of the Planning & Community Committee, Members noted there had been no formal contact from Wokingham Borough Council to confirm whether they had determined further actions with regards to the replacement or repair of the footbridge.

**RESOLVED:**

- ◆ To contact Wokingham Borough Council to request whether a decision has been made with regards to whether the replace or maintain the Earley Station footbridge.

150. **COMMUNITY ISSUES**

No community issues were raised by Members.

151. **HIGHWAYS ISSUES**

Councillor Jewell advised that she had been contacted by the MyJourney team at Wokingham Borough Council with regards to funding they have been awarded from DEFRA to provide a cycle pump and repair facility within Woodley. The Deputy Town Clerk advised that he had also receive information regarding this and was in discussion with the Amenities Manager to consider a suitable location. It was noted this may possibly be at the front of the Oakwood Centre.

**RESOLVED:**

- ◆ For Councillor Jewell to liaise with the Deputy Town Clerk and the Amenities Manager to identify a suitable location for the bike pump and repair facility.

153. Councillor Soane raised a concern regarding continual water laying on Colemans Moor Road, between Colemans Moor Lane and Austin Road. He advised that Thames Water have investigated leaks there previously, but that the water is still laying on the road, and with winter approaching this could cause a potential hazard.

**RESOLVED:**

- ◆ To write to Wokingham Borough Council to highlight the concern about laying water on Colemans Moor Road.

152. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - Me2 Club Newsletter – October 2022
  - Wokingham Borough Council Planning Policy Newsletter – November 2022
  - CCB e-Bulletin – November 2022

153. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

154. **PUBLICITY/WEBSITE**

Members requested that the Council publicise the offer of a bike pump and repair station in Woodley. As mentioned earlier in the meeting, Members requested the Council publicise Wokingham Borough Council's new traffic enforcement powers consultation to the public

155. **ENFORCEMENT ISSUES**

**RESOLVED:**

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

156. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

157. **COMMUNITY HEROES AWARDS**

Following consideration of each of the nominations it was:

**RESOLVED:**

- ◆ To award a total of five Community Heroes Awards.
- ◆ For the 2023 awards, to rename the Climate Champion of the Year award as Environmentalist of the Year.

The meeting closed at 8:52 pm

Woodley Town Council

**Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 29 November 2022**

<b>Application No. &amp; Address</b>	<b>Proposal</b>
<b>222559</b> First Floor Unit 4c, Woodley Park Estate, 59-69 Reading Road, Woodley, RG5 3AW	Full application for the proposed change of use of a room on the first floor of the existing commercial building to a tattoo studio.
<b>Observations:</b> No objections.	
<b>222632</b> 4 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed erection of a part single and part double storey front, side and rear extensions to existing dwelling following loft conversion works and demolition of the existing garage.
<b>Observations:</b> Members of the Planning & Community Committee have considered this application and recommended it be refused on the following grounds: <ul style="list-style-type: none"> <li>- the plans constitute an overdevelopment of the site</li> <li>- three parking spaces are not sufficient for the proposed seven-bedroom property.</li> <li>- The likely increased level of traffic will cause problems on a busy road, which is difficult to negotiate, and which Members also noted is a bus route.</li> </ul>	
<b>223169</b> 47 Hawker Way, Woodley, RG5 4PF	Householder application for the proposed single storey rear extension, to include rooflights. Plus first floor side extension.
<b>Observations:</b> The Planning & Community Committee have considered this application and, whilst they had no objections, they ask that consideration is made to ensure there is no negative impact to neighbouring properties.	
<b>223203</b> 23 Fawcett Crescent, Woodley, RG5 3HX	Householder application for the proposed erection of a single storey front porch and conversion of the garage.
<b>Observations:</b> No objections.	
<b>223204</b> 56 Bruce Road, Woodley, RG5 3DZ	Householder application for the proposed erection of a single storey front, side and rear extension.
<b>Observations:</b> No objections.	

<p><b>223270</b> 21 Rothwell Gardens, Woodley, RG5 4TJ</p>	<p>Householder application for the proposed single storey front extension to create enclosed porch plus single storey rear extension following demolition of existing conservatory.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>223297</b> 2 Welford Road, Woodley, RG5 4QS</p>	<p>Householder application for the proposed erection of an outbuilding in the rear garden.</p>
<p><b>Observations:</b> Members of the Planning &amp; Community Committee have considered this application and recommended it be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Out of character with neighbouring properties</li> <li>- The proposed outbuilding should be located nearer to the main dwelling, rather than at the furthest point of the garden, nearer to neighbouring properties at 7 and 9 Enstone Road, causing an unacceptable and unneighbourly impact on them.</li> </ul> <p>The Committee asked that the neighbour's comments are taken into account.</p>	
<p><b>223318</b> 46 Buccaneer Close, Woodley, RG5 4XP</p>	<p>Householder application for the proposed erection of a single storey front extension, conversion of existing storage room to create habitable accommodation, first floor rear extension, plus changes to fenestration and demolition of existing porch.</p>
<p><b>Observations:</b> Members of the Planning &amp; Community Committee have considered this application and recommended it be refused on the following grounds:</p> <ul style="list-style-type: none"> <li>- Out of character with the street scene</li> <li>- Overdevelopment</li> <li>- Insufficient on-site / off road parking provision</li> </ul> <p>The Committee asked that the neighbour's comments are taken into account.</p>	
<p><b>223348</b> Addington School, Woodlands Avenue, Woodley, RG5 3EU</p>	<p>Full planning application for a single-storey modular building erected on hard standing (94m2 footprint) with external access ramp and steps. For a period of up to three years including minor alterations to landscaping.</p>
<p><b>Observations:</b> The Planning &amp; Community Committee have considered this application and, whilst they had no specific objections, they were concerned that the application only provides a tree count and not a tree survey. The Committee were concerned about the impact on landscaping, with the potential loss of up to 7 silver birch trees, and recommended that the plans only be approved on condition that the trees be retained.</p>	
<p><b>223394</b> 20 Butts Hill Road, Woodley, RG5 4NH</p>	<p>Householder application for the proposed loft conversion and single storey rear extension with 5 no. roof lights, including changes in fenestration, with a gated entrance.</p>
<p><b>Observations:</b> No objections.</p>	
<p><b>223398</b> 1 School Drive, Woodley, RG5 3PZ</p>	<p>Householder application for a proposed loft conversion, including a rear pitched dormer and 3 no. roof lights to the front elevation.</p>
<p><b>Observations:</b> No objections.</p>	

<b>223399</b> 12 Grays Crescent, Woodley, RG5 3EN	Householder application for the proposed 1 no. single storey outbuilding in rear garden (retrospective).
<b>Observations:</b> The Planning & Community Committee have considered this application and believe it is unclear as to the precise location of the outbuilding. They requested that the application provide more details about the location. The Committee also questioned whether the outbuilding is located within 3 metres of ancient woodland; they wished to highlight that, in a recent determination, WBC advised that development was not permitted to take place within this distance of ancient woodland.	
<b>223425</b> 95 Haddon Drive, Woodley, RG5 4LY	Householder application for the proposed erection of a part single, part two storey side/rear extension following the demolition of existing garage, with changes to fenestration.
<b>Observations:</b> No objections.	
<b>223462</b> 23 Stanton Close, Earley, RG6 7DX	ADJOINING PARISH CONSULTATION Application to vary condition 2 of planning consent 213725 for the erection of a two storey dwelling following the demolition of the existing dwelling house. Condition 2 relates to the approved details and the variation is to allow the use of porcelain tiles on the front driveway
<b>Observations:</b> No objections.	

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**REPORTS FROM OUTSIDE BODIES**

**ARC** (December 2022)

ARC have recently employed a Youth Access worker whose role it is to access and work with young people to identify and work with issues which are a priority for them. She is working in schools as well as other areas.

In schools, sexual health was the most popular subject requested from her clients, as due to Covid most had missed out on any sexual education at school. Substance abuse and mental health were the other most popular subjects.

This project has been a huge success so far and it is hoped it will be expanded.

ARC continues to recruit for new counsellors, we have 6 to date and 15 interviewed.

Waiting lists 53 adults and 43 young people, work continues to ensure waiting lists are kept as low as possible.

We remain hopeful of obtaining longer term funding agreements from WBC and NHS. These help us to be able to plan for the future.

We remain grateful for the funding support we receive from all our supporters as demand for our services remains high.

All at ARC send all at WTC best wishes for the festive season.

*Shelagh Flower, December 2022*

**Poor's Land Charity** (December 2022)

The Charity continues to support all residents who live in the Almshouses. We are very aware of the rise of cost of living and energy prices and are investigating ways of reducing the impact on residents as much as we can within our statutory obligations.

Equally, we are aware we may get more requests for help via our Relief in Need fund as the financial crisis deepens for many individuals and families.

As always, maintenance and repairs features highly in the priorities and we are grateful to our Clerk and local tradespeople who ensure issues are dealt with promptly.

We are also in the process of setting up a website which will assist with accessing information to both trustees and members of the public alike.

Recently we have held a series of increasingly successful coffee mornings and our annual Residents Christmas party is to be held shortly

*Shelagh Flower, December 2022*

## **ReadiBus** (December 2022)

Meetings of the Board occurred on 20<sup>th</sup> July and 20<sup>th</sup> October.

The AGM was held on 1<sup>st</sup> August at the Civic offices of Reading Borough Council, the first one in person since 2019. This was very well attended with many Civic dignitaries, ReadiBus staff and most important the users of ReadiBus. Long Service awards were presented for 35 years' service (1), for 30 years' service (3), for 25 years' service (1) and for 20 years' service 3 people.

ReadiBus has been looking for new non councillor members to come onto the board given the pending retirement of one long serving member and to increase board membership to full strength; Prof Keiichi Nakata, Head of Business Informatics, Systems and Accounting and Director of Informatics Research Centre at the Henley Business School (part of the University of Reading) is being appointed to the Board. Two further people have also responded and are in the process of being appointed.

ReadiBus are negotiating with West Berkshire Council for the release Budgeted Grant Funds for 20/21, 21/22, 22/23 currently being withheld. There has recently been more correspondence with WBC.

We have received notification that the first of the two new buses on order is scheduled for delivery in week commencing 12th December 2022.

ReadiBus has been awarded the Reading Borough Council contract for the 3 years from April 2023 to March 2026 with an option to extend for a further 1 or 2 years. This forms a substantial part of our budget so confirmation helps us with planning the future.

The next meeting of the Board is on Thursday 15th December 2022

*Cllr Alex Heap, December 2022*

*[Full Accounts for 2021/22 are available from the Committee Officer on request]*

**MAYORAL ENGAGEMENTS – 12<sup>th</sup> June 2022 to 6<sup>th</sup> December 2022**

**Town Mayor’s Engagements**

October	23 <sup>rd</sup>	Mayor’s Charity Afternoon Tea
November	5 <sup>th</sup>	Park Run – Pam Bennett Memorial Unveiling
	22 <sup>nd</sup>	Home Start Wokingham AGM
	26 <sup>th</sup>	Woodley Town Centre Christmas Illuminations and Carols
December	1 <sup>st</sup>	Reading Abbey Rotary Club Talk
	2 <sup>nd</sup>	Thames Valley Hospice Shop Opening
	4 <sup>th</sup>	Woodley Town Centre Christmas Extravaganza

**Deputy Town Mayor’s Engagements**

October	23 <sup>rd</sup>	Mayor’s Charity Afternoon Tea
November	16 <sup>th</sup>	Loddon Viaduct Collapse Memorial Tree Planting & Plaque unveiling