

CROWTHORNE PARISH COUNCIL

MINUTES OF A MEETING OF CROWTHORNE PARISH COUNCIL (CPC) HELD AT THE MORGAN CENTRE, WELLINGTON ROAD, CROWTHORNE ON TUESDAY 2 AUGUST 2022 AT 7.30PM

Present: Cllr C Thompson – in the Chair
Cllr N Kilvert
Cllr R Price
Cllr Mrs G Robertson
Cllr N Robertson
Cllr S Sever
Mrs M Saville – Clerk
Mrs J Robertson - Assistant Clerk
2 members of the public

Apologies accepted: Cllr S Butterworth
Cllr B McKenzie-Boyle
Cllr Mrs T McKenzie-Boyle
Cllr R Wade

Due to the absence of the Chairman, Cllr Wade and Vice Chair, Cllr B McKenzie-Boyle, members proposed and unanimously voted that Cllr Thompson should chair the meeting.

MINUTE 348 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

MINUTE 349 APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING
The minutes of the meeting of the Parish Council held on 5 July 2022 as circulated, were taken as read and confirmed by the Chairman as a true record.

MINUTE 350 MATTERS ARISING FROM THE MEETING HELD ON 5 JULY 2022
1 Min 330.1 – Drainage work Wellington Road to Lower Broadmoor Road
BFC has informed CPC that it has now developed a scheme to reduce the flood risk on Wellington Road. BFC has agreement from the relevant land/home owners and the work is programmed to begin in the week commencing 8 August. Cllrs had received a copy of the letter that has been sent to the properties in the area. The final agreed design is to upgrade a stretch of drainage along Wellington Road and then create a new flow route under the footpath to connect down and flow away beyond Lower Broadmoor Road. Scheme drawings have been circulated by email.

Cllr Price expressed concern and had already made contact with BFC regarding the proposed scheme. The drain BFC propose to divert flow into, which runs down Lower Broadmoor Road, is the drain that used to be a stream and runs down to Chaucer Woods through what is now Copenhagen Walk/Wellington Chase. In recent years there have been instances of subsidence which have blocked the drain and this therefore requires investigation before the proposed plan is implemented.

MINUTE 350 (cont)

2 Min 330.2 - Post Covid High Street, retail and employment regeneration in Crowthorne

The Clerk attended an online training session with the National Association of British Market (NABMA) and the Society of Local Council Clerks (SLCC). Information about the government's Shared Prosperity Fund (SPF) was shared during the course and local councils encouraged to bid on the fund via their Local Authority for schemes to support retail and 'place making' projects in their Parish. The funding can be used for capital and revenue spend. The Clerk has contacted BFC who are managing the bid locally and a meeting has been arranged for the Clerk and Mr Mansfield from BFC on 4 August to consider schemes to benefit Crowthorne. BFC as a borough has been allocated the lowest SPF allocation as it is part of the 'levelling up' initiative and Berkshire is deemed to have lower needs for the support than more deprived areas of the country. The Clerk has emailed all traders for whom contact details are held with this information and a representative from a local independent business on the High Street has also been invited to attend to canvass views from the traders on projects they would like the Parish and Borough Council to support via the SPF, and to attend the meeting on 4 August to share any ideas. Details of the SPF can be found via this link: [UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus)

3 Min 330.3 – Covid roadmap update – Parish Office Staffing arrangements

The long-term staffing rota of 3 staff in the office and one working from home each week is working effectively.

4 Min 330.4 – Millennium Garden

No further update.

5 Min 330.5 – Crowthorne Policing

The Clerk met with Sgt Surridge and PCSO Matthews on 22 July. Police resourcing continues to be a concern as there is currently only one PCSO for Crowthorne/Sandhurst. A new PCSO is being trained however PCSO Matthews is due to end her posting on 31 October to commence PC training so there will still only be one PCSO for Crowthorne and Sandhurst. Previously there had been 7 PCSOs for the Bracknell area.

Sgt Surridge is very experienced and expects to be in his post as Sgt for Bracknell long term. He is public order trained however which means he can be called away at short notice.

The Police are aware that CPC is currently exploring detached youth work provision and the Police are very supportive of this. The Clerk has been in touch with The Wayz (Bracknell youth service) to agree the deployment of detached youth work for the next fortnight and has been invited to bid on a community fund to resource some detached youthwork. The fire service and a youth worker are assisting with the submission of the bid on behalf of CPC.

Sgt. Surridge is willing to review any further grant bids and support with these - he would also support further applications to the PCC Community Fund. With regards to the sports surface redevelopment, Sgt Surridge was also in favour of this and keen to review the plans when they are available. He understands the reticence from the neighbours to have floodlighting but has reported that lighting an area with low bollard pillars is an effective way to deter groups/ASB

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and that CCTV in the area (which the neighbours were keen on) would capture better images with bollard lighting without impacting on neighbours.

The current issue of arson in the parish was discussed and Sgt Surridge stated there is 'zero tolerance' for this. Areas already noted are Chaucer Woods, Wildmoor Heath, South Meadow/ Rugby SANG woods and Circle Hill woods.

The suggestion of having a Cllr present at meetings with the police was made but this is sometimes difficult to facilitate as meetings are often convened at short notice due to police availability

6 Min 330.6 – Greening Schemes for Crowthorne

No further update.

7 Min 330.7 – Community Christmas events

The Clerk has had preliminary feedback from BFC regarding the reduced cost road closure, unfortunately the legislation used to create the Carnival closure (at very low cost) can only be used once per year per street under the current regulations although the DfT are looking to remove this restriction at some point. BFC is investigating if it can find a cheap way of promoting a TTRO for a one way closure northbound and is keen to start planning for this.

8 Min 330.8 – High Street road marking and bollards

Two of the 3 bollards agreed to be installed on the section of Wellington Road closest to the Turkish Barbers were installed on 25 July. A third bollard has been ordered and will be installed shortly. The scheme met with much public support when it was announced on social media, with people thanking the Parish Council for funding this scheme via CIL.

Cllrs were reminded that Upper Broadmoor Road (full closure) and the High Street (overnight closures) are due to be closed for several days from 22 August to enable resurfacing works to be carried out. BFC will be putting signage out and letters are being sent to all the shops, business and homes which abut the road affected. CPC will publicise the scheme on social media too to raise awareness and enable people to plan alternative routes to avoid disrupted journeys. Cyclists will be required to follow the marked vehicle diversions or use other local routes. Detailed closure information was circulated with papers for the meeting.

9 Min 330.9 – CROW – repair cafe

CROW have requested that the grants they received totalling £300 which they had to return to CPC due to having no banking facilities, are now paid to them to enable them to fund the remaining start up costs for the Repair Café. The funds remain in CPC's grants budget so can be paid out as they were carried forward from last year.

The repair cafe is seeking a venue in close proximity to the High Street to launch the venture. The Baptist Church have offered their facilities but would charge for this. CPC does not have a venue available as both the Parish Hall and Morgan Centre are used by regular long term hirers on Saturday mornings and the afternoons are let for children's party bookings. The Clerk has agreed to speak to BFC about the possibility of them funding the hire costs for the Baptist Church Hub for 3 years which is the duration of the Shared Prosperity funding as the café would encourage people to come to Crowthorne which would also bring footfall to shops.

MINUTE 350 (cont)

10 Min 330.10 – Community Platinum Jubilee events

Further to CPC's resolution at its July meeting, 3 Glasdon Lowther jubilee benches with the purple platinum jubilee logo and the Crowthorne Parish Council names have been ordered.

A quote for the removal of the old benches and installation of the new ones is awaited from Bracknell Town Council's grounds team.

11 Min 330.11 – Summer of Fun event

Cllrs are invited to attend the Crowthorne Summer of Fun event on 16 August from 11am -3pm. Cllr support with running the colouring competition, judging and photography would be very welcome. CPC's Project Officer is running a public consultation at the event for the various improvement/regeneration ideas for the Rec. as it is a valuable opportunity to seek input from the likely users of the facilities. Several local and market traders will also have pitches at the event to sell drinks and food. The extension to CPC's market licence scope and days has made this opportunity available to traders.

12 Min 330.12 - Tree root ingress and drain damage

A response has now been received from the neighbours whose tree roots are penetrating the surface water drain near the dentists to state that they are waiting on prices to have the remaining tree stump removed and will revert to CPC shortly to confirm when this is to take place.

13 Min 330.13 – Criminal damage/vandalism

It is understood that the PCSO has visited the secondary school and identified the individuals who damaged CPC property from the still images captured on CCTV and released to Police. The youths and their families have been spoken to by the school.

As reported above, the local Neighbourhood Team Sgt has offered to support CPC with any grant application to resource detached youth work and ASB schemes. The Clerk has also spoken with Sharon Gardner from Hopezone. Their youth work is focused on the year 6/7 transition group at the moment and their youth worker is not trained or paid to provide detached youth work.

The Clerk continues to attend the multi stakeholder Anti Social behaviour in parks team meeting whereby area wide strategies are discussed to tackle ASB, arson etc.

The public toilets at the Morgan Rec. were locked on the last day of term in order to avoid a repeat of previous end of term vandalism.

14 Min 330.14 – Parish Hall upper conference room commercial let

The advert on Gumtree and word of mouth from Cllr Butterworth has led to a new long term hire for the Parish Hall Upper Conference Room commencing on 1 September 2022. The hire charges are in line with those agreed by CPC in the review of hirer charges for 2022/23 and references for the hirer have been taken up.

15 Min 330.15 – Welcome to Crowthorne sign

The new Welcome to Crowthorne sign order has been delivered and the Wellington College grounds team have kindly installed it. This asset has been added to the CPC asset register.

16 Min 330.16– Verbal update on projects

- EV charging – the recommendations from the EV Working Group were discussed under minute number 359 below.

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- Solar panels – The Project Officer has arranged a meeting with the Property Working Group members involved in this project to review options and proposals on 4 August.
- The grant application to GWR for £6,000 funding for the extension of the Eco Reward scheme in Crowthorne to include additional schools and the railway station has been successful. The Clerk and Project Officer had a meeting with the stakeholder project team (BFC, Sustrans/Eco Rewards and CPC) on 28 July to review locations for the QR codes. One is proposed for the Morgan Rec. railings which will encourage foot/cycle visitors to the Rec. and tie in well with the proposed projects to encourage healthy lifestyles with the regeneration of the sports court, pitch improvements, track and enhanced play/gym equipment.
- The Project Officer has begun researching play equipment for the Morgan Rec. and continues to progress plans for the refurbishment of the games area, including visiting local play areas to review the range of equipment. A letter has been sent to all residential properties in close proximity to the Rec. outlining the project and advising of consultation opportunities. This had been copied to Cllrs for information.
- The quote to extend the knee rail wooden fence to prevent unauthorised access by pony and traps is awaited – the project officer is recommending that the installation of fencing is deferred until after the EV charging company appointed has determined where it plans to instal EV chargers.

17 Min 330.17 – LESG Stakeholder’s Meeting: reminder

No further update.

18 Min 330.18– Market footfall

The application for a 7 day a week market licence has been granted. Several new stalls have been signed up (new baker and florist) for the Friday markets however trade on Sundays has been quiet. The NABMA/SLCC training included some ideas on increasing footfall and generally attracting trade to all retail areas. These ideas have been shared with a local High Street trader who has written to the Council asking for more support for traders and also with Hardwicke’s. One idea is periodic ‘Super Saturdays’ with special interest markets such as farmers’ markets, continental markets, vegan markets and the late night shopping market. Such events would be aimed at putting Crowthorne on the map generally as a shopping and leisure destination and lead to increased footfall on these days. The idea is being explored further as part of the Shared Prosperity Fund proposals.

Hardwicke’s have also submitted further details of their request to have a unit/store to trade from at the Social Club. These proposals are being looked at alongside the leasehold renewal and the Working Group will meet to review the proposals before responding formally after the summer holidays.

19 Min 330.19 – Insurance arrangements

CPC’s Cyber Insurance has been arranged with BHIB/OSR with effect from 30 June 2022. Their policy is offered by several different brokers who all sell it at different prices despite cover being identical. The cover has been placed through the cheapest broker.

20 Min 330.20 – CPC’s submission to the Community Governance Review

The public ‘ballot’ style boxes and hard copy CGR forms are in the entrance lobby at the Parish Office. CPC’s own review and response in the process will be brought to the September CPC meeting for ratification after it has been reviewed by the group working on the review for CPC.

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21 Min 330.22 – Leasehold update for Social Club

This confidential item was covered under minute 367 below.

22 Min 330.23 - Crowthorne Community Neighbourhood Action Group meeting – 19 October 2022, 5pm

The next CCNAG meeting will take place on 19 October at 5pm. The meeting will be a travelling roadshow style with outdoor meetings held in CPC and WWPC parish parks. Further details will be circulated closer to the time.

23 Min 330.24 - Platinum Jubilee complaint

One of the two residents who complained about the lack of jubilee bunting in the village has also written to comment on the lack of bunting/decoration in the village for the carnival. No reply or acknowledgement has been invited.

24 Min 330.27 - Buckler's Park

The Clerk awaits a date from CALA homes for the next stakeholder's meeting.

25 Min 331.1 – Demolition of Napier Road toilets

The demolition of Napier Road toilets, due to take place 17-24 July, has been delayed. The reason for the delay is not known. Further updates will be brought to CPC in due course.

26 Min 331.1 – Parish and Town Liaison meeting

The notes from the BFC PTL meeting on 29 June are awaited and will be circulated in due course.

27 Min 331.2 - Crowthorne Community Awards 2022

The CPC and WWPC Crowthorne Community Awards will take place on Tuesday 22 November at the Morgan Centre. The awards have been publicised in the next Crowthorne Eye and will also be promoted on social media and the CPC website.

28 Min 331.2 - Crowthorne Carnival held on 2 July

The Carnival was hugely successful, and the Chairman of the event has written to CPC with feedback and thanks. Several areas for potential change/development have been identified and will be followed up between CPC and the Carnival Committee. The suggestions of adapting CPC's infrastructure to allow for the installation of a vehicle gate by the basketball court and the replacement of the fixed chicane (through former Roger's Way) with a movable chicane, in order to aid with flow of people and alleviate pinch points, especially following the parade, were rejected by Cllrs.

The Project Officer prepared a press release following the event which is also available on the CPC website.

29 Min 332 - Public question time – access for cyclists on High Street during resurfacing closure

This query was followed up with BFC's Senior Highways Officer as noted under minute 350.8 above.

30 Min 337 - Accounting software

In line with the update last month, it is proposed to switch CPC's accounting provisions to SAGE online/cloud in the short term to ensure historic data is not lost. This is a paid monthly service and can be stopped at anytime. In the longer term formal proposals to switch to Rialtus will be presented to Council. CPC's Finance and Admin. Officers are arranging to visit Warfield Parish Council who have switched, successfully, to Rialtus, and highly recommend it.

31 Min 339 - Adoption of Welcome to Crowthorne Sign and bench by Methodist Church as parish council assets

Further to the resolution of CPC at its meeting in July 2022, the above assets have formally been added to the CPC asset register and insurance.

Investigations into the ownership and maintenance of the bench at the Fire Station have revealed that it belongs to Crowthorne WI who regularly maintain it. Oil/preservative treatment of the bench are imminent.

32 Min 341 Solar Panel project

This item was covered under minute 350.16 above.

33 Min 347 Sensitive Protocol document

BFC has now run a drill, and this was cascaded to the Parishes and Town. A few 'glitches' in the CPC protocol were uncovered such as Chair/Vice Chair holiday overlaps. Should this eventuality transpire during the operation of the protocol in future, CPC would have to appoint a representative to undertake any formal ceremonial memorial tasks such as attending services and laying floral tributes.

MINUTE 351

CLERK'S REPORT

1 Council matters

- Arson/deliberately lit fires – Morgan Recreation Ground: A report of a deliberately lit fire next to the storage contained was reported by and extinguished by neighbours on the evening of 26 July.

Fire damage to Tiger Mulch was discovered on the morning of 28 July (having occurred on the evening of 27 July) which had an exploded and fire damaged aerosol can next to it.

CPC's CCTV is being reviewed for footage and both incidents have been reported on the TVP portal. It is hoped the incidents will lead to an increase in police patrols in the area.

In addition, a second deliberately lit fire at Chaucer Woods was reported on the evening of 29 July.

It is hoped the incidents will be mentioned in the late shift Police briefing on 28 July in order to increase patrols in the area.

- Bank reconciliation: Cllr B McKenzie-Boyle has undertaken the bank reconciliation review for April, May and June 2022 and confirmed that everything is in good order. The documents reviewed are available from the parish office should any other Cllr wish to inspect them.
- Councillor surgery Saturday 6 August: Cllrs Kilvert and Sever volunteered to host the CPC Cllr surgery at the Library from 11am-12 midday on Saturday 6 August.
- Edgbarrow Year 7 Lecture/Assembly – relaunch: CPC resolved several years ago to fund an annual autumn lecture for Year 7s at Edgbarrow School. Prior to the Covid pandemic, lectures and Q & A sessions were delivered by BFC Rangers about conservation and biodiversity and career opportunities, and an historian about the role of women in the war.

The pandemic has led to well publicised mental health struggles for many youths and as a result of this Edgbarrow has bought in more funded hours from Youthline counsellors. Youthline have offered to deliver the Year 7 Lecture at Edgbarrow this year.

It is proposed to book Youthline for the Year 7 lecture/assembly supported by CPC. Previously CPC has funded the cost of the lecture, so it is proposed to offer this to Youthline for the cost of their staff preparing for and delivering the

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lecture unless there are objections from Cllrs. No formal resolution is required as CPC passed a resolution previously to offer an annual lecture to Year 7s at Edgbarrow.

- Carbon Reduction Group meeting: Cllr Sever and the Clerk attended a Carbon Reduction Group meeting with all Bracknell Forest Parish and Towns and BFC, co-ordinated and convened by Bracknell Town Council. A huge array of projects are underway across the borough and all knowledge was shared. It has been agreed that the group will try and meet annually but the next meeting will be in Spring 2023 in order to update on carbon projects before the elections as there may be some change in elected Members, so it is important that updates are shared prior to this.

The group agreed that it was important that groups and schools are involved and made aware of projects that the parishes and towns have underway e.g., via youth councils and direct engagement with schools. It was also noted that the recent youth/schools carbon meeting attended by Chris Packham in Bracknell was not shared with the parish and town councils and that it would have been helpful if the parishes and towns could have shared in this opportunity as it is important to act local and think global for climate matters. Wellington College have also asked to join the group at BFC which has only been offered to maintained schools. The Clerk followed this request up with an email to BFC Members who are leading on this project.

- CATS pop up pantos on the Morgan Rec.: CATS reported that over 800 people attended their pop up pantos on the Morgan Rec., the last of which were held on the final weekend of Crowthorne Carnival week. The events were facilitated, and grant funded by CPC. The social media posts have been shared with Cllrs and CATS also posted on social media to thank CPC for its support with the events.
- Staffing: Cllrs were advised of the schedule of annual leave booked by office staff.
- Initial NJC pay negotiation offer: Details of the current offer by the NJC to the negotiating bodies/union for the local council/government sector as at 25 July were circulated.
- Silver Sunday, 2 October 2022: This is a national community day for older people aimed at tackling loneliness and isolation. Many borough/town councils undertake various activities on this day and it may be possible to link in with COATS this year and to use up some of the remaining amount of grant funding which is available. An afternoon tea or a 1950s style singer are some ideas. The Clerk was asked to put a paper together to bring to the next council meeting in September.

2 Community matters

- Vandalism, arson and anti-social behaviour – Circle Hill Woods: CPC's groundsman reported that the Queen's Green Canopy planting of 105 saplings at Circle Hill had been ripped out. He has replanted as many as possible but 15-20 could not be saved. The matter has been reported to the Police. A mature silver birch tree has also been felled and removed on the trust's side of the fence abutting the Chiropractor's land by persons unknown and without permission of the Trust. CCTV has been requested from the neighbour but is not available. A fire in an area at the centre of the woodland has also been reported along with broken glass in various areas of the woodland.

3 Professional Bodies/Organisations/Training/Networking Updates

- NALC and BALC Newsletters: The regular newsletters and HR updates have been emailed to all CPC Cllrs.
- NALC Chief Executive's Bulletin: The regular NALC bulletins and updates have been emailed to all CPC Cllrs.
- SLCC: The Clerk attended the Berkshire SLCC/NABMA market training session.
- Involve charity newsletter: The regular Involve charity newsletter has been emailed to all Cllrs.
- Flower Festival planning: Cllr Mrs Robertson and Mrs Bull created a fantastic entry on behalf of CPC in the Crowthorne Flower festival depicting 'The Channel Tunnel' as the theme. The project was devised over several months and Mrs Bull travelled from her home in Bedfordshire to undertake the work with Cllr Robertson for CPC. The Clerk has thanked Cllr Robertson and Mrs Bull for their voluntary work on this.

MINUTE 352

FIFTEEN MINUTE QUESTION TIME

Q A member of the public enquired about the possibility of a hosepipe ban being introduced in the area and suggested water conservation methods for watering garden plants.

A The Chairman assured that the current drought was a national issue and thanked the member of the public for his gardening tips.

PLANNING MATTERS

MINUTE 353

PLANNING MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 5 JULY 2022

There were none.

MINUTE 354

TO RECEIVE AND NOTE PLANNING INFORMATION ITEMS

1 Street Naming and Numbering – 182A & 184A Dukes Ride Crowthorne
BFC has advised of a scheme which has been prepared in respect of the above named road as was shown in the circulated papers.

2 Pinehill Road - pedestrian crossing proposal

Following concerns raised regarding pedestrian links for pupils accessing Edgbarrow School via Pinehill Road, provision was made in the BFC 2022/23 Capital Programme for the installation of a signal controlled pedestrian crossing across Pinehill Road utilising the existing traffic signals. A plan showing the proposed new layout of the crossing within the existing extents of the traffic signals was circulated. Comments on the proposal should be sent to Lewis Clapton, Highway Engineer at BFC.

3 Planning Liaison meeting minutes

The Clerk and Assistant Clerk attended the recent Parish/Town Planning Liaison Meeting on 11 July 2022 the notes from which were circulated.

4 Information tables circulated:

- Planning applications for Crowthorne pending a decision by BFC.
- Tree Preservation Orders (TPO) applications for Crowthorne.
- List of other planning applications received by BFC which do not require comment by CPC
- CIL Liabilities for Crowthorne.

MINUTE 355

TO REVIEW AND COMMENT ON PLANNING APPLICATIONS RECEIVED AND ANY APPEALS

Council noted that Cllr Mrs McKenzie-Boyle, who is also a Borough Councillor and member of the Planning Committee, may be present when any of the following applications are considered by BFC. Although giving an opinion at the Parish Council meeting based on the information currently available, Cllr Mrs McKenzie-Boyle will reconsider any applications at the BFC Planning Committee meeting with an open mind, taking into account any additional information presented at this time.

The following planning applications were studied and commented on:

- 22/00543/FUL – Broadmoor Hospital Lower Broadmoor Rd
Recommend: Approval
- 22/00531/FUL – Willowside Nine Mile Ride Wokingham
Recommend: Approval
- 22/00501/FUL – Woodbury 28 Sandhurst Rd
Recommend: Approval subject to the BFC Tree Officers also approving.
- 22/00513/FUL – Hopetoun Garages Wellington College
Recommend: Approval
- 22/00552/FUL – 17 New Wokingham Rd
Recommend: Approval
- 22/00564/FUL – 53 Dukes Ride
Recommend: Approval subject to the proposed car parking on site being reviewed/scrutinised by BFC officers.

An asterisk (*) is shown where further/full comments are available to view on the BFC Planning Portal under the relevant planning application.

FINANCIAL MATTERS

MINUTE 356

AUTHORISATION OF PAYMENTS

A list of payments for the period 6 July to 2 August 2022, totalling £24,202.73 was presented to Council and unanimously RESOLVED.

MINUTE 357

TO RECEIVE AND NOTE THE FINANCIAL STATEMENT FOR THE QUARTER ENDING 30 JUNE 2022

The Financial Statement for quarter ending 30 June 2022 was received and noted.

MINUTE 358

TO RESOLVE TO ADD THE CLERK AND FINANCE OFFICER AS SIGNATORIES TO THE CPC BANK ACCOUNT MANDATE

CPC's bank accounting functions were frozen by HSBC recently due to a concern about a potentially fraudulent transaction. The transaction was not fraudulent (it was part payment of the roofing works to a new supplier which triggered a fraud flag on the account).

HSBC would not accept authorisation from the Clerk via telephone banking or an in-person ID check at the branch in Wokingham (despite the Clerk being CPC's registered Primary User with HSBC for online and telephone banking), that the transaction was legitimate or that the account should be unfrozen as she is not a signatory to the account. The issue led to the disruption of the

Clerk's annual leave whilst she made telephone calls to the bank and meant that the CPC bank account could not be used to make other payments from 6 - 12 July when Cllr Price (an authorised signatory) attended at the bank to authorise the account to be unfrozen.

Investigations with the other Bracknell Forest Parish and Town Councils has revealed that the Clerks/Finance Officers are authorised signatories for their Councils who could, in the scenario above, authorise the account to be 'unfrozen' and reactivated.

HSBC have also advised that the Clerk and Finance Officer are added as signatories to enable actions such as those outlined to be undertaken as administration functions without the delays and inconvenience of the type outlined above occurring again.

It was therefore unanimously RESOLVED to add the Clerk and Finance Officer as signatories to the CPC bank account mandate.

COUNCIL MATTERS

MINUTE 359 TO RESOLVE TO PROCEED WITH AN EV CHARGER INSTALLATION AND APPOINT A PREFERRED SUPPLIER FOR THE MORGAN REC CAR PARK

CPC passed the recommendation to install chargers on 1 March 2022.

Instavolt will be making a substantial investment into this project which they will hope to recoup over 15 years. So far, their investigation has suggested that the Morgan Centre would be a suitable location for 3 rapid chargers. Charging time will be 30-60 minutes. Exact location within the car park is not confirmed.

If, after further investigations, the site continues to prove viable, Instavolt will:

- install and maintain the chargers during monthly site visits for cleaning and strimming ensuring the area remains clean, tidy and used.
- pay up to £2,000 for legal fees when finalising the legal agreement between them and CPC.
- not insist that the CPC car park has enforced parking restrictions so CPC staff will not have to police mis-parking misdemeanours.
- not 'plug in' to the Morgan Centre building but will make their own arrangements to connect to the National Grid.
- be flexible with regards to site access. If problems ever do arise, then closing the car park between 11pm and 6am would still be an option.
- pay a fixed fee of £1,000 per charger per year, until the chargers are profitable, securing an income to CPC from the start. Once the chargers are profitable, 10% of the net profit will be shared with CPC. This equates to at least £45,000 over the 15 year lease agreement.

It was therefore unanimously RESOLVED to start the process to work with Instavolt to provide rapid EV charging facilities, suitable for all EV vehicles, in the Morgan Centre car park for 15 years on the basis that the final contract is brought back to a CPC meeting for approval.

Cllr Thompson requested clarification on any risk involved with the chargers and any necessary insurance. Cllr Sever assured that this is the responsibility of Instavolt who supply chargers all over the country and any safety issues are covered by them.

- MINUTE 360 TO RECEIVE AND NOTE THE MINUTES FROM THE WALTER RECREATION GROUND AND CIRCLE HILL TRUST MEETING HELD ON 1 JULY 2022
The minutes from the Walter Recreation Ground and Circle Hill meeting held on 1 July 2022 were received and noted.
- MINUTE 361 TO RECEIVE A VERBAL UPDATE ON THE 3 YEAR STRATEGY PLAN
There was nothing additional to add here that had not already been covered earlier in the meeting.
- MINUTE 362 BUCKLER’S PARK – STAKEHOLDERS’ UPDATE
As reported above, the Clerk awaits a date from CALA homes for the next stakeholder’s meeting.
- CPC awaits information from BFC regarding any expressions of interest to operate the community hub, the deadline for which has just passed.
- MINUTE 363 REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES
None.
- MINUTE 364 REVIEW AND NOTE INFORMATION ITEMS PREVIOUSLY CIRCULATED
None.
- MINUTE 365 MEMBERS INFORMATION ITEMS
1 Cllr Robertson enquired whether BFC held a list of unadopted assets in the village. The Clerk had previously asked this of BFC but they only hold a list of assets they maintain and have responsibility for.
- MINUTE 366 ITEMS FOR INCLUSION ON FUTURE AGENDAS
None.

Meeting closed: 8.32pm

Signed

Dated

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the press and public are excluded from the meeting whilst the following confidential item is considered:

MINUTE 367 TO RECEIVE AN UPDATE ON THE RENEWAL OF A COMMERCIAL LEASE

The commercial plan drawer has submitted revised plans and access route drawings which will form part of the lease and will be registered with HM Land Registry. Cllr Price and the Clerk have reviewed the draft plans and requested a few amendments/corrections which the plan drawer and solicitor are advising on/incorporating as required.

A request for permission to take a sub-let has been received. The initial request required some clarification which has now been provided. The request needs to be reviewed by a Working Group before a formal proposal can be brought to CPC for approval as the sub lessee will require a licence from CPC to use the area in front of the Social Club basement and the Social Club will require permission from CPC/CEC for the sublet – other legal permissions will be required such as planning permissions, advertising consent, building regs. consent, change of use class permissions – these will all have to be undertaken by the Social Club and sub lessee and will not be the responsibility of CPC or CEC.

It is planned to hold a Working Group meeting shortly to review the request to sublet with a view to bringing proposals to CPC/CEC for approval in September. The working group will comprise of the leasehold renewal group (Cllrs Price, Thompson and Wade and the Clerk) and will be extended to the Administration Working Group members.

Meeting closed: 8.35pm

Signed

Dated