

REMENHAM PARISH COUNCIL

Minutes of the meeting held outside in the grounds of the Parish Hall on 12th July 2021 starting at 8:00pm and finishing at 9:40pm (circulated 13th July 2021)

PRESENT Cllrs John Halsall (JH; Chairman)
John Merkel (JM)
Bill Ronald (BR)
Nigel Williams (NW)
The Clerk: Paul Sermon (TC)

Those in attendance included: Neil Brown (NB), Andrew Lane/Malcom Burfitt (Henley Open Water Swimming Club (HOWSC)) and Pat Sly (PSI)

073/21: APOLOGIES FOR ABSENCE

There were apologies for absence from Franky Cookson and Darrel Poulos.

074/21: DECLARATIONS OF INTEREST

BR indicated that he had an interest in an item under 078/21 and wished to absent himself from any discussion.

075/21: MINUTES OF THE MEETING

It was AGREED that the Chairman be authorised to sign the minutes of the meeting held on 14th June 2021 (confirming these as a true record of that meeting).

076/21: MATTERS ARISING & ACTION LIST

The Clerk reported that (i) the audit had been sent off with statement of reasons for ratio of reserves: expenditure (ii) UTRC conservation area notices had been installed and the towpath cycle sign near Old Blades had been repaired and (iii) hardwood stakes had been installed on logs in Ferry Lane.

077/21: STANDING ORDERS and MODE OF MEETINGS

Following consideration of the circulated document based on a NALC template (see APPENDIX), the Standing Orders for RPC were APPROVED, including a mechanism of reverting to email/virtual discussions were this to be necessary.

078/21: PLANNING

Consideration was given to applications 212281 (Common Barn) and (ii) 211893 (Highway Cottage). On 212281 it was noted that any change would not be seen from footpaths/highways, but it was AGREED that RPC would comment on the volume changes and the effect on the openness of the Green Belt. It was AGREED that RPC would make no comment on 211893.

079/21: WEBSITE & INTERNET CONNECTIVITY

June website statistics and an update from Gigaclear were noted.

080/21: LICENSING

CL highlighted concerns about some recent licences. PSI described a meeting about the revised forthcoming HRR regatta and the apparent absence of toilet/parking/litter collection/lighting facilities in Remenham downstream of UTRC. NB said he had concerns about traffic on Remenham Lane during HRR and Rewind. JH said that WBC had agreed to intervene and take action on toilet facilities. He said he would ensure he attended the next HRR planning meeting. It was AGREED legal advice would be sought of all licenses from Kings Chambers.

081/21: CIL PROJECTS

It was AGREED that the paving outside the Parish Hall should proceed under conditions proposed by WBC Highways.

Vice-Chairman



13th Sept 2021

It was AGREED that the Clerk would chase WBC up on approval of the Wargrave Road wild trail/biodiversity survey and the industrial quote on SID road signs.

BR said he had feedback from all Aston residents about issues with Aston Lane flooding/subsidence and Ferry Lane parking controls. It was agreed that these would be taken by BR and TC to a meeting with WBC next week. It was AGREED that the Clerk would purchase 72 oak posts for insertion along both sides of Ferry Lane between the logs but closer to the highway to further restrict parking on the lane as it approached the slipway area. The Chairman welcomed Andrew Lane/Malcom Burfitt (Henley Open Water Swimming Club (HOWSC) who described their concerns about the current WBC signage in Ferry Lane indicating 2h-limits on parking for Covid-19 reasons. CL questioned the legality of Covid-19 based signage. JH thought WBC Highways had responded to resident's concerns remarkably quickly. It was AGREED that HOWSC should interact with BR/TC as they moved forward to talk to WBC Highways. JM asked about HOWSC's approach to safe swimming.

082/21: WOKINGHAM & HENLEY MATTERS

The Chairman described Wokingham's response to Covid-19 and how Reading renewal would benefit Wokingham. JM described progress at Townlands. BR mentioned the work of the Thames Valley hospice. There was discussion about Berks-Oxon cross-boundary health issues.

083/21: FINANCIAL MATTERS

The Clerk had circulated a summary of current account activity; this was APPROVED, as were his Nov 2020-July 2021 expenses. NW asked about the time limits on CIL expenditure. The Clerk said that this was not a problem, provided RPC took action in the next quarter. It was AGREED that The Clerk should consult with Clear Utility Solutions (already used by OALC) to seek an alternative-cheaper-greener electricity supply for the 3 streetlights.

084/21: ANY OTHER MATTERS

The Chairman suggested that in future face-to-face meetings should be at 6pm in the Parish Hall. This was AGREED.

DATE OF NEXT Face-2-Face MEETING next RPC meeting: Mon 13th Sept 2021 at 6:00pm at the Parish Hall.

ACTIONS:

The Chairman will:

- attend the next HRR planning meeting
- seek legal advice on all licences from Kings Chambers

The Clerk will:

- respond to WBC Planning on 212281 and 211893
- proceed with expenditure on paving outside the Parish Hall

chase WBC up on approval of the Wargrave Road wild trail/biodiversity survey and the industrial quote on SID road signs.

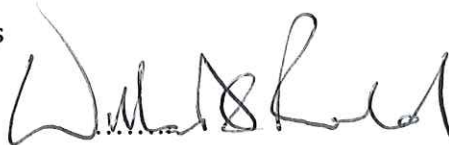
with BR and HOWSC representatives have a meeting with WBC Highways to agree a way forward on Aston/Ferry Lane

purchase and install 72 oak posts along both sides of Ferry Lane between the logs but closer to the highway to further restrict parking on the lane as it approached the slipway area

consult with Clear Utility Solutions to seek an alternative-cheaper-greener electricity supply for the 3 street lights

make agreed payments

Vice-Chairman



13th Sept 2021

APPENDIX (Standing Orders)

Vice-Chairman

A handwritten signature in black ink, appearing to read 'D. H. ...', is positioned above the printed name 'D. H. ...'.

13th Sept 2021

REMENHAM PARISH COUNCIL (RPC) STANDING ORDERS

(Text in bold has a legal standing; consistent with NALC 2018)

1. ANNUAL MEETING OF THE PARISH COUNCIL (AMPC)

- a At the AMPC the Chair and Vice-Chair of RPC shall be elected.**
- b Then the business may include:**
 - Confirmation of the accuracy of the minutes of the last AMPC;
 - Review of standing orders;
 - Review of representation on or work with external bodies;
 - Review of insurance cover;
 - Review of subscriptions;
 - Review of complaints procedure;
 - Review of obligations under freedom of information and data protection;
 - Review of policy for dealing with the press/media;
 - Review of financial regulations expenditure incurred.
 - Review of the timing and media of meetings.

2. MEETINGS

Meetings shall take place at a time and date as RPC shall determine; normally these will be 11 times per year on the 2nd Monday on the month (excluding August).

- a An RPC meeting is not limited to persons all of whom, or any of whom, are present in the same place. Members (including members of the public) may be in remote attendance.**
- b At least 3 clear working days notice shall be given of a meeting.**
- c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons.**
- d A meeting being “open to the public” includes access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;**
- e Being “present” at a meeting include access through remote means mentioned above.**

- f** A person shall raise his hand when requesting to speak
- g** A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- h** Only one person is permitted to speak at a time
- i** A person may film, photograph, make an audio recording of a meeting proceedings.
- j** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- k** The press shall be provided with reasonable facilities.
- l** Anything authorised or required to be done by, to or before the Chairman of RPC may in his absence be done by, to or before the Vice-Chairman.
- m** The Chair of RPC shall preside at a meeting.
- n** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors (and non-councillors with voting rights (NCWVR)) present and voting.
- o** The chair of a meeting may put any matter to a vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- p** Unless standing orders provide otherwise, voting on a question shall be by a show of hands.
- q** The minutes of a meeting shall include an accurate record.
- r** A councillor (or NCWVR) who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- s** No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no

case shall the quorum of a meeting be less than 3. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. No RPC meeting shall exceed 2.5h.

3. EXTRAORDINARY MEETINGS OF RPC

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**

4. RPC COMMITTEES

RPC can appoint a committee with defined terms of reference, members, and timescale of operation and reporting. Committee members of a committee may include non-councillors.

5. RULES OF DEBATE AT RPC MEETINGS

- a **Motions on the Agenda shall be considered in the order that they appear unless the order is changed to an Intended order of Business.**
- b **A motion (including an amendment) shall not be progressed unless it has been moved and seconded.**
- c **Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.**
- d **During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation.**
- e **A point of order shall be decided by the chairman of the meeting and his decision shall be final.**
- f **Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated.**

6. DISORDERLY CONDUCT AT MEETINGS

- a **No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to improve their conduct.or be excluded from the meeting. The motion, if seconded, shall be put to the vote without**

discussion.

- b If a resolution is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

7. PREVIOUS RESOLUTIONS

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer.?

8. VOTING ON APPOINTMENTS TO RPC

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR AN RPC MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

A motion shall relate to the responsibilities of the meeting for which it is tabled, and in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer.

The Chairman may ask the meeting to waive the notice if circumstances require an urgent decision.

The Proper Officer may, before including a motion on the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.

The decision of the Chairman as to whether or not to include the motion on the agenda shall be final. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT AN RPC MEETING NOT REQUIRING WRITTEN NOTICE

The following motions may be moved at a meeting without written notice to the

Proper Officer:

- to correct an inaccuracy in the draft minutes of a meeting;
- to move to a vote;
- to defer consideration of a motion;
- to appoint a person to preside at a meeting;
- to change the order of business on the agenda;
- to proceed to the next business on the agenda.
- to consider urgent items

11. MANAGEMENT OF INFORMATION

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES OF FULL RPC (FACE-TO-FACE AND VIRTUAL) MEETINGS

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the Council and stand as an accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect, at the next available meeting of the Council in person

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

13. CODE OF CONDUCT AND DISPENSATIONS

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless granted a dispensation, a councillor or NCWVR shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council or committee and that decision is final.
- f A dispensation request shall be considered at the beginning of the meeting of the Council or committee for which the dispensation is required.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Wokingham Borough Council that it is dealing with a complaint that an RPC councillor (or NCWVR) has breached the Council's code of conduct, the Proper Officer shall report this to the Council.
- b Where the notification relates to a complaint made about the Proper Officer, the Proper Officer shall notify the Chairman of RPC of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take.

15. PROPER OFFICER

- a The Proper Officer shall be the clerk.
- b The Proper Officer shall:
 - i. **at least 3 clear days before a meeting of the council or a committee, serve on councillors a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**

Provide, in a conspicuous place or by publishing on the website of the parish council, on the website of the principal council within the meaning of the Local Government Act 1972 (www.remenhamparish.org.uk/remenham-parish-council), public notice of the time, place and agenda.
 - ii. **include on the Agenda all motions.**
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors which can be supplied by email;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. **hold acceptance of office forms from councillors**
 - vii. **hold a copy of every councillor's register of interests;**
 - viii. **assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;**
 - ix. **liaise, as appropriate, with the Council's Data Protection Officer (if there is one);**
 - x. **receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;**
 - xi. **assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);**
 - xii. **arrange for legal deeds to be executed;**
 - xiii. **arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;**
 - xiv. **record every planning application notified to the Council and the Council's**

response to the local planning authority in a book for such purpose;

- xv. refer a planning application received by the Council to all councillors within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting
- xvi. manage access to information about the Council via the publication scheme;

16. RESPONSIBLE FINANCIAL OFFICER

For RPC the Responsible Financial Officer is The Clerk.

17. RPC FINANCIAL CONTROLS, ACCOUNTS AND ACCOUNTING STATEMENTS

These are described separately for RPC on its website (www.remenhamparish.org.uk/remenham-parish-council)

18. RPC AND DATA PROTECTION

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

Data protection and information policies of RPC are described separately for RPC on its website (www.remenhamparish.org.uk/remenham-parish-council)

19. COMMUNICATING WITH WOKINGHAM BOROUGH COUNCILLORS

An invitation to attend a meeting of RPC shall be sent, together with the agenda, to relevant Wokingham Borough Councillors

20. STANDING ORDERS GENERALLY

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor.
- b The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

21. GENERAL RULES OF REMOTELY HELD MEETINGS

- i. Attendees are asked to mute their device when they are not speaking.
- ii. A roll call is to be taken at the beginning of the meeting to determine those present.
- iii. Those speaking are asked to state their name.

22. DELEGATION OF POWERS

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• Many decisions can no longer wait for the next Parish Council Meeting. The Borough Council has performance measures and obligations, which require quick or immediate responses. Other applications including licenses do not allow for long periods of time to formulate responses.

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• To meet limited timescales and so that the day-to-day business of the Council can take place the members agree that decisions which are required between meetings at the discretion of the Chairman or the Vice Chairman in the absence of the Chairman can be taken by the Chairman in accordance with this standing order.

This motion also empowers the Parish Council to act in accordance with email technology, have e-meetings and be bound by them

The Chairman (or in a period of absence of the Chairman, the Vice Chairman or in the case of Planning issues the Vice Chairman) will, at his discretion, depending upon the nature of the decision required, either:

- Act on his own and report the decision at the next Parish Council Meeting or by email.
- Circulate to fellow Councillors and interested parties a proposed response or decision by email giving a time, commensurate with the requirement, for comments. Once that time is expired the Chairman or in a period of absence of the Chairman, the Vice Chairman or in the case of Planning issues the Vice Chairman, will taking those comments into account, formulate a considered response from the Parish Council. When in doubt he or she may, after having requested comments a first time circulate, send a second request to members with the dissenting replies. If there is clear and substantial disagreement, after summarising the disagreement he or she may ask for a vote by email. Such a vote will be binding as if it were taken at a meeting.
- Circulate to fellow Councillors by email a request for a agreement to an approach or not, with a timescale for reply. Once that time has expired the Chairman or in a period of absence of the Chairman, the Vice Chairman or in the case of Planning issues the Vice Chairman will, taking account of the replies, act appropriately. When in doubt he or she may, after having requested comments a first time circulate, send a second request to members with the dissenting replies. If there is clear and substantial disagreement, he may ask for a vote by email. Such a vote will be binding as if it were taken at a meeting.

- Convene an emergency meeting of the Parish Council and make decisions based on who can convene at short notice.

The Chairman or Vice Chairman may commit up to £500 of discretionary expenditure in any year without previously consulting the Parish Council.

Any Parish Councillor may petition the Chairman (or in a period of absence of the Chairman, the Vice Chairman) to take any other motion through an e meeting. The Chairman (or Vice Chairman) will not unreasonably oppose such a petition and will only do so if on enquiry the motion can await the next Parish Council meeting.

Any decision, which is taken, other than in a Parish Council Meeting, which has not been previously advertised or is open to the public, must be ratified at the next Parish Council Meeting, which has been previously advertised and which is open to the public.