



## Winnersh Parish Council

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### **MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD REMOTELY ON TUESDAY 8 SEPTEMBER 2020**

**PRESENT:** Cllrs P Fishwick (Chairman); K Bradeepan; A Greenwood; S Hanna;  
G Harper; F Obileye; R Shepherd-DuBey; J Southgate; L Wooldridge.

**IN ATTENDANCE:** P Stoneman (Clerk) and one member of the public.

**1 APOLOGIES FOR ABSENCE:** Cllrs P Bray, B Krauze and C Taylor.

**2 DECLARATIONS OF INTEREST:** Cllr G Harper declared a non-pecuniary interest in matters that might refer to allotments and, as an allotment holder, would not participate in decisions relating to allotments.

#### **3 MINUTES OF THE LAST MEETING AND MATTERS ARISING**

3.1 The minutes of the Parish Council meeting held on the 14 July 2020 were **APPROVED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.

3.2 Minute Item 9.2: The Clerk confirmed that he had submitted the Speed Limit Review to Wokingham Borough Council (WBC).

3.3 Minute Item 10.2: The Clerk advised that he had contacted WBC about the Great British September Clean and, as there had been no further update, it was assumed that the event would not go ahead.

3.4 Minute Item 16.2: Spoonville - Cllrs Bray, Fishwick and Obileye were thanked for collecting all the spoons that had been painted and positioned at the junction of Robin Hood Lane and Robin Hood Way and these would be retained at the Parish Office as part of the history project.

3.5 Minute Item 18.2: The Clerk advised that IT QED had contacted all councillors that required support. Cllr Bradeepan had not been able to liaise with IT QED but would make contact.

4 **PUBLIC SESSION:** There was one member of the public in attendance but no questions.

## 5 **COVID-19 PANDEMIC**

5.1 The Clerk updated the committee on the measures that had been taken to re-open the community centre, including the writing of a COVID-19 risk assessment and the requirement for hirers to provide their own risk assessments. Three regular hirers had advised that they would not be returning, mainly because the numbers of their customers had reduced. Casual bookings were not being taken for the foreseeable future.

5.2 The Clerk advised that there would be a significant impact on the budget with annual hire income (budgeted at £54,000) was down to approximately £27,000 (April to September) and that would fall further by around 30% resulting in income for 2020/21 of around £18,000. The £10,000 small business grant awarded by WBC would help to partially off-set the loss of income. The committee thanked the staff/caretakers for preparing and getting the facilities open and for obtaining the £10,000 grant.

## 6 **WOKINGHAM BOROUGH COUNCIL MATTERS**

6.1 Reports from Cllrs P Bray, R Shepherd-DuBey and P Fishwick had been circulated in advance (Appendix 1) and there were no questions.

## 7 **PARISH COUNCILLOR QUESTIONS ON PARISH MATTERS**

7.1 Cllr Harper expressed surprise that WBC Shute End office was still shut. Cllr Fishwick explained that the majority of staff were working from home as it was difficult to ensure social distancing within the office environment.

## 8 **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

8.1 There had been no meetings of outside bodies and consequently there were no reports.

## 9 **DRAFT ARTS & CULTURE STRATEGY**

9.1 The draft strategy had been circulated in advance and the committee **RESOLVED** that Cllr Wooldridge and Cllr Hanna (Chair and Vice-Chair of R&A Committee) would collate responses from members and would work with Joanne Yeomans (Community Engagement & Lettings Officer) on a submission to WBC.

**ACTION: CLLR WOOLDRIDGE/CLLR HANNA/ CE&LO**

## 10 **PLANNING COMMITTEE**

10.1 The minutes of the Planning Committee meeting held on the 4 August 2020 were noted and the minutes of the 25 August 2020 were **APPROVED**, and the Parish Council **RESOLVED** to sign them as a true record.

## **11 RECREATION & AMENITIES COMMITTEE**

- 11.1 The minutes of the Recreation & Amenities Committee Extraordinary Meeting, held on the 3 August 2020, were noted and the minutes of the meeting held on the 1 September 2020 were **APPROVED** and the Parish Council **RESOLVED** to sign them as a true record.

## **12 CLIMATE CHANGE EMERGENCY**

- 12.1 The minutes of the last Working Group meeting held on the 5 August 2020 had been circulated in advance (Appendix 2) and there were no questions.

## **13 WINNERSH/WINNESH TRIANGLE RAILWAY STATIONS ADOPTION**

- 13.1 Cllr Fishwick gave an update on the work of the Stations Adoptions Working Group (Appendix 3) and advised that some progress was being made with designs/proposals for artwork on shelters for which quotes were being obtained. Cllr Harper asked about the planting of flowers to spell out the name Winnersh. Cllr Fishwick explained that it would not be possible to progress planting until the necessary health & safety training had been given as volunteers would be on railway property. The planting project would therefore have to wait until next year.

## **14 HISTORY PROJECT**

- 14.1 Cllr Obileye had circulated a report from the History Project Working Group in advance of the meeting (Appendix 4) and there were no questions.

## **15 SCHEDULE OF PAYMENTS**

- 15.1 The Chairman explained that the normal schedule of payments had not been produced due to the pressure of work on the Clerk during the transition from the FAO to the newly appointed Assistant Parish Clerk. In the meantime, it was **PROPOSED** by Cllr Southgate and **SECONDED** by Cllr Wooldridge that they be given authority to authorise payments including salaries, in liaison with the Clerk, and this was **RESOLVED**. Cllr Harper offered to assist by authorising payments if required.
- 15.2 Cllr Southgate asked about the SAGE payroll and the national increase for salaries. The Clerk advised that he had not received formal notification of the changes to salary incremental points and it was **PROPOSED** by Cllr Southgate and **SECONDED** by Cllr Harper that the Council adopts the terms of the nationally agreed settlement and that was **RESOLVED**.
- 15.3 The Council **RESOLVED** that, following advice from BALC/HALC, as there was no contractual requirement to pay 'back pay' to a former employee, whose employment had ended prior to the national pay agreement, that no such payment was necessary.

## **16 CORRESPONDENCE: The following items of correspondence were noted:-**

- 16.1 **11 August 2020** - Email from Wokingham Borough Council  
**Subject:** Briefing for Parish Councillors on the Winnersh Farm Scheme  
**Action:** Noted

16.2 **3 September 2020** - Email from Wokingham Borough Council

**Subject:** Replacing black recycling boxes

**Action:** Noted

16.3 **5 September 2020** - Email from Wokingham Borough Council

**Subject:** Fitness training permits – refer to R&A

**Action:** Refer to R&A Committee

**ACTION: CLERK**

16.4 **8 September 2020** - Email from BALC:

**Subject:** Planning Consultations

**Action:** Refer to Planning Committee

**ACTION: CLERK**

## **17 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

17.1 The Clerk raised the issue of recruiting two co-opted councillors. The committee had agreed earlier in the year to delay the recruitment process until the coronavirus pandemic situation had improved, at which time it may be possible to resume meetings in person. As that was unlikely to be possible for some months it was **RESOLVED** to delay the recruitment process until the New Year and to review the situation then.

## **18 DATE OF THE NEXT PARISH COUNCIL MEETING**

18.1 The next meeting would be held on Tuesday **13 OCTOBER 2020** at 19:30.

There being no further business the meeting closed at 20.23.

### **Borough Councillor Report to the Parish Council 8 September 2020: Cllr Paul Fishwick**

#### **Borough Council committee meetings**

All committee meetings and Full Council meetings are held virtually.

The following are a summary from meetings held at the Borough Council since the Winnersh Parish Full Council meeting on 14<sup>th</sup> July.

#### **22<sup>nd</sup> July Overview and Scrutiny Management Committee**

##### **Coronavirus Outbreak Control Plan.**

The Plan aimed to establish a clear process for controlling any further Covid-19 outbreaks and to minimise any impacts on the Borough's residents. Achieving this aim would require a whole system approach across local and national government, the NHS, businesses, the voluntary sector, community partners and residents

The Outbreak Management Plan focused on settings and population groups where there were particular risks relating to Covid-19.

The Outbreak Management Plan confirmed that the Director of Public Health retained primary responsibility for the health of the local community, working closely with other professional and organisations such as WBC.

The Plan would be triggered when there were suspected or confirmed Covid-19 outbreaks in any setting type, or significant community spread. Public Health England would work with partners, including the Council, to gather intelligence via the national Test and Trace service, laboratory results and local partner feedback. Public Health England would conduct a risk assessment with the setting, provide infection control and advice on testing as appropriate. The Council would provide support to the outbreak setting and additional capacity for contact tracing, as necessary.

##### **Unauthorised encampments,**

The report set out how the Council was working to prevent and mitigate any detrimental impact caused to communities or land. It gave details of increased preventative measures at vulnerable sites in addition to improved communications with the public and joint working with partner organisations.

The report proposed the provision of annual training for Members which would refresh their knowledge of the Council's powers and procedures and enable them to provide more effective advice for residents. Due to the impact of the Covid-19 pandemic, it was proposed to hold the first training session in August 2020.

Appended to the report was a draft leaflet, jointly produced with Thames Valley Police, which provided information on police and Council powers relating to unauthorised encampments. Once finalised, the leaflet would be posted onto the Council's website.

## **27<sup>th</sup> July Community and Corporate Overview and Scrutiny Committee**

### **BME Forum update.**

The report set out the work and achievements of the forum since its inception including celebrating black history month, promoting health and wellbeing within the BME community, liaison with the Local Police Area Commander to answer questions and queries from the BME community on an annual basis, and monitoring of performance of BME pupils within Wokingham Borough Council (WBC) schools.

The direction of the forum was driven by the forum Members, and the forum acted as a critical friend to the Council. The forum met 4 times annually and celebrated all BME cultures within the Borough. The forum provided WBC with an insight into the diversity of its residents within the Borough, including a number of smaller communities throughout the Borough. There was a danger of grouping a variety of individual groups together, and the forum aimed to promote how each individual community could contribute to the wider Borough community and celebrate the individual aspects of each specific community. The Council's new Arts & Culture strategy worked to enable both WBC and the BME forum to celebrate black history month in a greater capacity than before.

### **Covid-19 Response – Business & Economy and Operational Housing**

The report outlined that Wokingham Borough Council's business and economic (WBC's) response had so far been very reactive, as when advice from the Government had been released suitable responses needed to be quickly and effectively implemented. WBC was part of the Berkshire recovery group, who were developing a strategic recovery plan across the Berkshire area. This would allow for a more pro-active approach to be carried out across the Berkshire area. WBC had engaged in a range of dialogue streams with its partners, which would be maintained and expanded going forwards. In addition, a business taskforce had been set up to work alongside businesses within the Borough.

Regarding operational housing, the report outlined that 13 additional properties had been taken over during the pandemic, and a number of hotels had been used as emergency accommodation. 28 rough sleepers, or those at risk of becoming rough sleepers, had been housed within 48 hours of WBC becoming aware of their situation. 4 individuals had lost contact with WBC, but there was no indication of harm and it was assumed that these individuals had moved on from the Borough. 2 rough sleepers had not taken up WBC's offer of accommodation and WBC officers were in contact with these individuals to try and meet their needs and maintain a dialogue. The 'Housing first' strategy was starting imminently, which would help with WBC's long-term policy on addressing rough sleeping within the Borough.

## **30<sup>th</sup> July Executive**

### **Question raised by Cllr Fishwick**

There have been a number of street trees that have been removed, but not replaced, in the last few years and in many cases the verge is wide enough and conditions suitable to enable replacements to be planted.

Wokingham Borough Council does not have a tree replacement policy but has planted new trees elsewhere. The loss of these trees has changed the street scene making it look more 'urban'. Will the Council ensure street trees are replaced wherever feasibly possible including locations where trees have been lost in the last 5 years?

**Answer from Executive member for the Environment and Leisure**

The Council acknowledges the importance of street trees in softening the urban street scene and has ensured that the provision of street trees is an integral part of the designs for the major new roads we are building as part of the Strategic Development Locations (SDLs). Whilst we do not currently have a policy on replacing the loss of existing street trees, it is worth noting that it is very rare for the Council to agree to the removal of street trees for anything other than health and safety grounds. In the event that a street tree must be removed for health and safety reasons the decision on whether to plant a replacement tree is taken on a case by case basis.

The Council is in the process of developing a Tree Strategy and it is likely that this document will establish policies that will identify areas with existing valuable treescapes, identify areas that could be improved by tree planting and guide our decisions on the replacement of lost street trees. The development of the Tree Strategy will of course include a public consultation with residents and we would welcome your personal input into that process.

**Supplementary Question**

We are really looking at the existing areas at the moment rather than the SDLs. Would you please confirm that a planting schedule will commence as soon as possible and hopefully by this forthcoming planting season, i.e. Autumn/Winter, and try and aim for about a 75% loss of trees where feasible that would be planted this season?

**Supplementary Answer**

I totally wholeheartedly agree there with you and I very much hope that what you are suggesting will happen.

**26<sup>th</sup> August – Extraordinary Overview and Scrutiny Management Committee**

**Call in Decision**

In accordance with the Council's Constitution, five non-Executive Members of the Council have submitted a formal notice "calling-in" Executive decisions relating to the Capital Programme Monitoring Report considered at the Executive meeting on 30 July 2020. At the meeting, the Executive considered the Capital Monitoring Report for the first quarter of 2020/21 (April-June). The report stated that the Covid-19 pandemic had had an unprecedented impact on the Council's finances and, therefore, it was essential that the Capital programme was reviewed closely. The specific issues relating to the Call-In are:

- The proposed re-phasing of parts of the Capital Programme – Appendix B to the Executive report;
- £600k additional budget for the Dinton Pastures Activity Centre;
- £288k of additional borrowing for the purchase of "hessian" sacks to improve recycling levels (see separate report); The report sets out details of the Call-In procedure to be followed

at the meeting and the options available to the Committee following consideration of the evidence.

Details of the Call-In are set out below. In relation to the Executive decisions (above) we believe that items 2, 3 and 5 should be Called IN for the following reasons: Item 2 - There has been no scrutiny of this rescheduling. We do not know what impact on Council services will be or if any of the costs are likely to increase due to any delay. The decision making behind this re-phasing, should be reviewed by OSMC. Item 3 - There is no mention of what changes are being made? There is no business case and reports on how this money is to be spent. Where is the decision to make these changes to the project? Why has this not been bought forward for scrutiny and for a decision? Item 5 - How can this money be agreed if there has been no decision to change the waste collection process? Where is the report and the business case? Where is the scrutiny? There is a need to examine the choices and agree the change, before agreeing to spend money.

Following the case being made for the Call in by Cllr Clive Jones and the case for the decision by Cllrs Batth and Kaiser the committee had an opportunity to ask questions.

Following the summing up, Cllr Kerr proposed a Motion “to refer the matter back to the executive for further consideration, to include a fully costed business case as per the constitution and a trial of three solutions”. The Motion fell.

Cllr Hobbs proposed that the committee confirmed the executive decision in July. This had six votes for, five against and one abstention.

#### **4<sup>th</sup> September – Fly-tipping Working Group**

Winnersh specific areas. The A329 (M) ‘hot spot’ by Dinton Pastures someone was caught fly-tipping garden waste in black sacks and has been issued with a fixed penalty notice.

No fly-tipping has been reported in Churchill Drive (the Borough’s number 1 hot spot in 2019/20) in the last 2 months.

#### **Winnersh Relief Road Phase 2**

Borough ward members have a meeting with Project officers on 8<sup>th</sup> September who are working on the Winnersh Relief Road Phase 2 and the North Wokingham Distribution Road. Further information will be provided following this meeting.

#### **Borough Councillor Report to the Parish Council: Cllr Rachelle Shepherd-DuBey**

The proposed planning revamp will completely change how we do planning. It will restrict what we can object to on planning applications by the parish council, the borough council and residents about planning changes near them. New Permitted development rights will be included including larger and 2 story extensions without planning rules. More changes such as demolishing smaller homes and replacing them with multi-story dwellings are included. There are changes proposed for the amount of infrastructure money, the amount of affordable homes and more significant changes. Some areas will be protected but is unlikely Winnersh (we are not green belt nor a conservation area) will be protected.

A radical change is the doubling of Wokingham required number of homes to be built. None of the other unitary authorities in Berkshire have had anywhere near that amount of increase.



There are two different consultations on it, one a more technical one and one designed for residents.

Please understand that this is a proposal, we have not seen a final draft nor the actual bill describing the changes. A good explanation is at <https://www.youtube.com/watch?v=fE6KD4K8ugk>

### **Borough Councillor Report to the Parish Council: Cllr Prue Bray**

I am afraid I have to give my apologies for the meeting as I will be attending Children's Services Overview & Scrutiny. The issues with schools returning and the exam chaos, plus the impact on children of lockdown will all be discussed. Clearly these are big issues for our residents. I will report back next time on them.

### **Spoonville**

Paul, Femi and I, with the assistance of some residents, have collected the spoons from Spoonville and they are now stored safely. Some had been impacted by the rain and had lost clothing or started to grow mould, but there should be enough to preserve as part of our local history.

In addition, we have been given a piece of metalwork made by a local blacksmith which incorporates cutlery and represents Robin Hood, which is appropriate, as the spoons were located at the corner of Robinhood Lane and Robin Hood Way. Phil has this in the office.

Several residents have sent me photos and I also have an audio clip from a radio broadcast about it, which I will put on a memory stick and pass to Femi for the history project to look after.

I would like the Parish Council to formally thank Karen Vass for originating Spoonville – an idea which has gone all around the world. It was a great way to cheer people up, to see spoons being able to socialise when we couldn't.

**Climate Emergency Working Group Members:**

Cllrs: P. Fishwick; R Shepherd DuBey; A Caston, B. Krauze; 2 vacancies

**Wednesday 5<sup>th</sup> August 2020 7:30pm**

**Minutes**

Present: Cllrs: P. Fishwick (Chairman); R Shepherd DuBey; B. Krauze:

- 1 Apologies for absence. Cllr Caston
- 2 Declarations of Interest – None declared
- 3 The minutes of the Climate Emergency Working Group meeting held on the 2020 were approved.
- 4 Actions from the 1<sup>st</sup> July meeting and progress made so far (Annex A)
- 5 Current position with Wokingham Borough Council’s Climate Change Emergency Initial Action Plan.

Cllr Fishwick briefed the Working Group on the position with Wokingham Borough Council where he sits on the cross-party Climate Emergency Working Group.

The Full Council approved the following amended recommendation at its meeting on the 23<sup>rd</sup> July 2020. ‘That the Council approves the ~~detailed~~ Climate Emergency Action Plan, endorsing the targets *where available* for carbon dioxide reduction and the related actions proposed for Wokingham Borough Council to play as full as a role as possible in achieving a ~~net zero~~ carbon *neutral* Borough by 2030, *but notes that much more work needs to be done before it can hope to achieve that aim.*

- 6 Any other matters considered urgent by the Chairman – there were none.
- 7 Date and time of the next meeting: **Wednesday 30<sup>th</sup> September 2020 start at 7:30pm**

**Annex A**

**Winnersh Parish Council**

**Climate Change Emergency – Actions and Forward Planning items following 5<sup>th</sup> August 2020 meeting – Update and action so far.**

Item

**Tree Replacement and adoption**

Cllr Shepherd-DuBey

The Headteacher at Bearwood School was agreeable to students from the school adopting the tree replacement and adoption programme at Bearwood Recreation Ground and caring for them. The school has several trees that they intend to plant on school grounds.

**Action: The Clerk** to suggest locations for new trees in conjunction with Nick Robbins. Information to be passed to Cllr Shepherd-DuBey. **Cllr Shepherd-DuBey** to investigate replacement types of trees (native) at identified potential locations with the school to plant this autumn (2020) and report back to the Group.

### **Energy Supply**

Cllr Paul Fishwick

**Cllr Fishwick** informed the group that the Council were in the process of changing contracts from N Power to Gulf Gas and power UK.

**Action: Cllr Fishwick** in conjunction with The Clerk to finalise the energy supply contract in preparation for opening the facilities.

### **Education / Publicity**

Cllr Ben Krauze

Cllr Krauze has contacted Bearwood School and The Forest School. Looking to prepare talks on Climate Change. This links in with our Station Adoptions as well.

**Action:** Cllr Krauze, propose roll out Winnersh and Wheatfield schools once the process has been adopted.

### **Waste Management**

Cllr Paul Fishwick

Cllr Fishwick reported that a new contract was in the process of being signed with Collards to collect waste and recycling from the Parish Council offices. This is due to be operational during August 2020 in time for the tentative opening of the facilities in mid-September.

### **New topics (27<sup>th</sup> May 2020)**

#### **Paperless meetings** Cllr Caston

Whilst meetings are currently 'virtual' and copies of reports are being sent electronically, if meetings return to 'in person' what measures can be introduced so that the Parish Council can reduce the paper copies required for meetings to zero.

As Cllr Caston was not at the meeting no update was available.

#### **Energy of the future** Cllrs Caston and Krauze

This topic is to look at what the Parish Council could do to generate its own energy requirements in the future.

Cllr Krauze will contact Cllr Caston.

### **New topic (1<sup>st</sup> July 2020)**

#### **Environmental Efficiency of the Parish Councils buildings**

This topic area is to look at the environmental efficiency of the buildings and what improvements could be made and at what cost.

**Action: Cllr Krauze** in conjunction with the Clerk to investigate this topic. Post Note, this topic needs to look at the environmental efficiency of the buildings in conjunction with the emerging review of efficiency of space and how the Parish Council wants to use its buildings.

## **Completed topics**

**External street lighting** – The existing street lighting in the car park and walkway to the Parish Council facilities were replaced from low pressure sodium lighting (orange) to LED in 2016.

**64- panel solar system** – Fully functioning from April 2019 generated approximately 13.56 MWh in the 12-month period ending March 2020.

**Conversion of lighting to LED** – replacement of the more ‘energy hungry’ fluorescent tube lighting in the Main Hall, Sindlesham Room, Allnatt Pavilion, the John Grobler Room, and office were all completed during the period January to May 2020.

**Waste collection** – contract of waste collection mixed with recycling material terminated May 2020.

**Food Recycling** – Wokingham Borough Council cannot include Food Recycling from the Parish Council as it is not within their contract. Food Recycling now being investigated within Waste Collection.

## **APPENDIX 3**

### **Station Adoptions Report – Winnersh and Winnersh Triangle**

Following on from the report to Full Council on 14<sup>th</sup> July work has been ongoing in the background with the Community Rail Partnership.

They have reported back that as our phase 1 project for Artwork to the 4 number shelters will not require a safety briefing from SWR we can go ahead now and sign the Parish Council up as station adopters for both Winnersh and Winnersh Triangle stations.

This means that we can obtain two lots of funding – one for each station adoption.

The Community Rail Partnership are currently obtaining several quotations for the artwork to be produced and installed from companies that have permissions in place to work on the railway.

CLlr Paul Fishwick, Chairman of the Stations Adoptions Working Group

## **APPENDIX 4**

### **HISTORY PROJECT WORKING GROUP**

This update must be read in conjunction with the previous to assume its full meaning.

Further to constituting the validation Task and Finish group its members met on the 24th of July 2020 and went through item in possession of the Council, as listed below:

- 1) Transparent plastic boxes with lid (x 3)
  - Containing numbered folders
  - Films
  - Film Holder

- 2) Large cardboard Tube (x 2)
  - Containing Maps and or related
- 3) Cardboard Box (x 1)
  - Miscellaneous items

The group's immediate task was to cross reference the contents of the numbered folders to the catalogue to establish a baseline and confirm all items in the group's possession.

Concluding this exercise, the group agreed the following:

- a) That the catalogue does not necessarily reflect the contents of the numbered folders in the boxes.
- b) That every item in the folder(s) will need to be physically handled, considered and compared to any reference thereto.
- c) That the catalogue would appear incomplete.
- d) That some items are suggested as "Secret".
- e) That some materials are at risk of handling damage - needing an appropriate process

Given the above, the group felt it necessary to report back with the findings to decide next steps. It is noted that Berkshire Records Office sought to take possession of the maps.

After vacating the schedule meeting, the committee met on Thursday 20th of August to discuss, amongst others, the aforementioned findings from the Task and Finish Group, admission of new members and the request from Berkshire Records Office.

To this end, the following new members were proposed and admitted; (a) Morris Dodd (b) Mary Challenger (c) Joyce Parker. The group agreed to limit its membership to the current but allowed for an upper limit of 10, should the need arise.

Discussions were also had on governance, membership of the Task and Finish Group, Legal ownership of materials, etc.

The following decisions (material) were also made:

- i. Materials are not to be handed over to Berkshire Records Office.
- ii. Creation of appropriate register(s) to document and manage materials in our possession, also issues and risks that may present.
- iii. Until events dictate otherwise, the group will continue to be subjected to the Parish Council.
- iv. Mary Challenger and Joyce Parker to assist with the validation
- v. Request be made to Full Council for the purchase of four (4) special gloves to handle delicate materials.

This report must be read alongside the Minutes and Action Log of the meeting of the 20th of August 2020 for completeness.