

EARLEY TOWN COUNCIL

Town Clerk's Report to Councillors

Full Council Meeting – 11th May 2022

15. Record of Delegated Decisions

As local Coronavirus infection levels have remained high, Council business has been conducted at a series of both remote and in person meetings. All these meetings have been open to members of the public and minutes of all such meetings are published on the Council website. Earley Town Council has continued to use a process by which issues discussed and recommendations made at a remote meeting are followed, if required, by a decision taken under delegated authority by the Town Clerk and either the Chair of the Council or the Leader of the Council. The process of delegation is reviewed by Council on a regular basis. Decisions taken as part of this delegation scheme are reported to Council regularly.

Delegated decisions – Full Council 30th March 2022

1. **Continued adoption of scheme of delegation** for Full Council meetings, meetings of committees to be held in person if possible. To be reviewed regularly.
2. **Town Council Grants** – recommendations of Policy and Resources Committee accepted and 2022/23 grants awarded in line with these recommendations.
3. **Climate Emergency** – Green Infrastructure Policy adopted.

Interim Earley Green Infrastructure Action Plan

April 2022

Context and Purpose

Green Infrastructure (GI) is vital to our planet and to the quality of life for existing and future generations. GI includes all soil, vegetation and water – this would also include animals and fungi. It does not include paved or sealed surfaces or buildings, but it does include features on buildings such as green roofs and green walls. GI can be accessible or inaccessible, publicly or privately owned, managed or unmanaged, designated as open space, for nature conservation, or not.

Many of the actions in the Earley Climate Emergency Action Plan will help to promote and protect Earley's GI. However, Earley Town Council (ETC) recognises that there are many measures not specifically related to addressing the Climate Emergency, such as protecting and creating new wildlife corridors, and use of private gardens to improve amenity biodiversity and manage surface water, that are also hugely beneficial to the environment and human physical and mental well-being.

Earley residents have told ETC that they want the environment to be at the heart of life in Earley. Recognising the importance of GI, ETC seeks to co-produce and implement with Earley residents and local groups, an Earley Green Infrastructure Action Plan (EGIAP) to work in harmony with the Earley Climate Emergency Action Plan. Once adopted, this Action Plan will be a live document and will be updated at least annually.

The Aim of the Earley Green Infrastructure Action Plan is to set out a realistic and sustainable strategy to enable ETC to help Earley's GI to become bigger, better and more joined together.

This version incorporates much input from residents who attended a participatory workshop on the 28th September 2021 to co-produce the EGIAP as well as the Earley Town Council Climate Emergency Working Group and the Rangers.

The EGIAP will be a publicly available live document with ongoing refinement and monitoring by local residents and groups. An annual review by ETC's Policy and Resources Committee, including performance and progress made during the previous 12 months, will be posted each year on ETC's website. It should be noted that this is a live document and adaptable to new initiative.

Earley Green Infrastructure Action Plan

Key Objectives	Steps and Actions	Funding	Performance indicators	RAG rating
<p>Provide a high quality, nature rich green infrastructure</p>	<p>Obtain maps of Earley's existing green spaces, highlighting green corridors.</p> <p>A Green Corridor Map being prepared by the Earley Environmental Group will be the hub of all Green Infrastructure policies</p> <p>Investigate options for increasing the tree canopy in Earley. This must be done carefully so as not to be at the expense of biodiversity rich grass land.</p> <p>Identify opportunities for 'tiny forests', typically undevelopable sites into thriving microcosms of nature. See for instance: Urban-Forests-report-The-Miyawaki-method—Data-concepts.pdf. Care will be needed to ensure that this doesn't just produce dense scrub.</p> <p>Work with organisations such as the Veteran Tree Association and Earley Environmental Group to maintain a comprehensive database of all trees of significance in Earley seeking, where appropriate, for each to be protected with a Tree Protection Order. It is essential that this should be a rapid and large increase in TPOs.</p>			

	<p>Identify and support opportunities for increasing biodiversity, such as extending hedgerows at Sol Joel Park and at May's Lane Cemetery. These must be of sufficient width, height, density and complexity to be useful to wildlife</p> <p>Produce and make available on the ETC website, management plans for all green spaces owned or controlled by ETC.</p> <p>Whenever GI is proposed, prepare a budget and maintenance plan which identifies the purpose, responsibilities, upkeep and contingency for unforeseen measures.</p> <p>Explore local opportunities for disseminating information about trees and plants able to cope with likelihood of future lower rainfall. The ETC and EEG websites should be utilised to disseminate the limited information on dryer summers.</p> <p>Except where there is a specific requirement for a particular type of lawn for amenity or recreational purposes, where practical, lawns on ETC-owned land should be planted with a range of low-growing wildflowers to attract pollinating insects. This will have to be done gradually.</p> <p>Prepare and implement a strategy that enables land along the edges of mown ETC-owned or controlled land to be</p>			
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managed in ways that will attract pollinators and add to biodiversity.

Accept as Policy that ETC will strive to remove invasive species from the whole of Earley and in particular, the Maiden Erlegh Lake and assist where practicable with this in nearby waterways to increase the ecological quality of wetland habitat.

Review annually and publish on the ETC website the ETC Tree Strategy.

Explore opportunities for creating rain gardens on ETC - owned land, and signpost residents to information that they might consider adopting in their own properties.

Accept as Policy that ETC will explore possibilities for adding swales and use of woody debris within the Maiden Erlegh Nature Reserve to hold back surface water flow in ways that could also create new and even more bio-diverse existing habitats.

Tree felling is sometimes the right thing to do. Felled wood in areas other than the Reserve should be moved where practical, to the Reserve to make more deadwood habitats. ETC's Strategy must address what will happen to embodied carbon in any trees on ETC land after felling or any form of surgery. ETC will also explore opportunities for providing more community wood chip bins within Earley to make their management easier.

	<p>Review ETC's pesticide usage and agree a zero target to reduce pesticide as soon as possible.</p> <p>Encourage allotment holders at Culver Lane to include some flowers for pollinating insects and to avoid use of chemicals that harm wildlife. Also, to encourage organic growing.</p> <p>Encourage all residents to make provision of bug hotels, bird boxes, bat boxes etc.</p>			
<p>Funding</p>	<p>Provide a budget line in the ETC budget for GI – related activities.</p> <p>Identify external sources of funding, such as from WBC, The Woodland Trust and local businesses (including support-in-kind, such as from local garden centres, and sponsored gardens)</p> <p>Signpost local residents and groups to sources of GI – related funding that they may be able to access.</p>			
<p>Community and wider engagement</p>	<p>Ensure / improve access to green space for all residents – including people with disabilities (eg: sensory gardens).</p> <p>Support the Earley Green Fair and pop-up events organised by ETC and local groups.</p>			

			<p>Continue to support and explore opportunities for further GI -related volunteering activities such as the Earley Environmental Group Wednesday Volunteers. Consider supporting voluntary projects producing information to encourage more walking and cycling.</p> <p>Help build local knowledge and skills around the opportunities and benefits of GI.</p> <p>Form partnerships, including with all local schools, youth groups, faith groups and ethnic minorities, to implement GI projects and share learning.</p> <p>Support existing and encourage new initiatives such as the Earley Environmental Group's nature walks and bug hunts, working collaboratively with input from ETC staff.</p> <p>Facilitate community involvement in the good design of GI schemes.</p> <p>Promote and support wildlife friendly gardening within private gardens and school grounds; bird and bat boxes, bug hotels, hedgehog runs etc. This may include joint working with the EEG.</p> <p>Promote initiatives such as Hedgehog Streets to residents by encouraging residents to work with neighbours on GI related initiatives, such as leaving gaps at the bottom of fences to enable wildlife</p>	
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	<p>such as hedgehogs to move from plot-to-plot, and finding out what neighbours are growing in order help wildlife corridors that cut across fence lines.</p> <p>Once the Green Corridor Mapping is complete, communication will be necessary with residents whose gardens will fall within the se Corridors.</p> <p>Support opportunities for local food production, in people's gardens, community allotments, and community orchards.</p> <ul style="list-style-type: none"> • Robust, strategic lobbying of WBC to ensure, for instance, that Wokingham's Borough Design Guide and Local Plan Updates are complimentary to: GI thinking and approach; • Earley Environmental Group proposals for a Lower Earley Nature Reserve; • Plantlife Good Verge Guidelines <p><u>Road verge guide 2021 WEB.pdf</u> <u>(plantlife.org.uk)</u></p> <p>The Green Corridor Map should become an intrinsic part of considerations related to Planning Applications by both ETC and WBC.</p>			
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<p>Celebrating and sharing success.</p>	<p>Competitions and awards for GI initiatives by school and groups working with young people and other residents.</p> <p>Annual Earley in Bloom (from 2023)</p> <p>Earley Home Grown Market</p> <p>Annual Allotment Holder's Awards</p> <p>Criteria to be determined for all of the above to enhance biodiversity.</p>	
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RECORD OF COUNCILLOR ATTENDANCES – 2021/22

NAME OF COUNCILLOR	COUNCIL					AMENITIES					PLANNING					POLICY & RESOURCES																			
	05	06	07	10	11	02	03	05	06	09	11	1	03	05	06	07	08	09	10	11	12	01	02	03	04	06	07	09	11	01	03				
A. BASSETT	✓	✓				✓				✓	✓		✓															✓	✓		✓				
G. BHANGRA	✓					✓				✓	✓																	✓	✓		✓				
N. BROCK	✓					✓							✓															A							
D. CHOPPING	✓	✓				✓			A																						✓				
J. CLARK	✓																											✓	✓		✓				
R. COOK	✓					✓								✓																	✓				
M. EASTWELL	✓									✓			✓															A							
J. EASTWELL	✓																										✓	✓			✓				
D. HARE	✓																										✓	✓			✓				
R. HOULBROOKE	✓					✓																					✓	✓			✓				
D. IRELAND	✓																																		
C. JONES	✓	✓																									✓	B							
I. KHAYINZA	✓																																		
G. LITTLER	✓	✓											✓																A			A			
A. LONG	✓									✓	✓		✓																						
T. MAHER	✓	✓								✓			✓																						
S. MATTHEWS	✓	✓								✓			✓																						
A. MICKLEBURGH	✓													✓														✓	✓						
A. NEAL	✓	✓												✓																					
A. NEWTON	✓	✓								✓	✓		✓																						
R. SANGSTER	✓												✓																						
M. SHAW	✓												✓																						
C. SMITH	✓	✓											A	✓																					
M. SMITH	✓													✓																					
K. YABSLEY	✓									✓	✓																								

R = Representing Town Council B = Attending Borough Meeting A = In Attendance hatched = Covid: Virtual shaded cell denotes non-representation on Committees

RECORD OF COUNCILLOR ATTENDANCES – 2021/22

Virtual Meetings for Members

NAME OF COUNCILLOR	COUNCIL MEETING OF COUNCILLORS					AMENITIES MEETING OF COUNCILLORS					PLANNING MEETING OF COUNCILLORS					POLICY & RESOURCES MEETING OF COUNCILLORS																							
	05	06	07	10	11	02	03	05	06	09	11	1	03	05	06	06	07	08	09	10	11	12	01	02	03	04	06	07	09	11	01	03							
A. BASSETT	✓	✓	✓	✓	✓		✓	✓	✓				✓															✓	✓										
G. BHANGRA																																							
N. BROCK	✓	✓	✓	✓	✓		✓	✓	✓																														
D. CHOPPING	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
J. CLARK	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
R. COOK																																							
M. EASTWELL	✓	✓	✓	✓	✓		✓	✓	✓																														
J. EASTWELL	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
D. HARE	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
R. HOULBROOKE	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
D. IRELAND	✓							✓																															
C. JONES	✓	✓	✓	B	✓		✓	✓	✓																		✓	✓											
I. KHAYINZA	✓	✓	✓	✓	✓		✓	✓	✓																														
G. LITTLER	✓	✓	✓	✓	✓		✓	✓	✓																														
A. LONG	✓	✓	✓	✓	✓		✓	✓	✓																														
T. MAHER	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
S. MATTHEWS	✓	✓	✓	✓	✓		✓	✓	✓																			✓	✓										
A. MICKLEBURGH	✓	✓	✓	✓	✓		✓	✓	✓																			✓	B										
A. NEAL	✓	✓	✓	✓	✓		✓	✓	✓																														
A. NEWTON	✓	✓	✓	✓	✓		✓	✓	✓																														
R. SANGSTER																																							
M. SHAW	✓	✓	✓	✓	✓		✓	✓	✓																														
C. SMITH	✓	✓	✓	✓	✓		✓	✓	✓																														
M. SMITH	✓	✓	✓	✓	✓		✓	✓	✓																														
K. YABSLEY	✓	✓	✓	✓	✓		✓	✓	✓																														

R = Representing Town Council

B = Attending Borough Meeting

A = In Attendance

hatched = Held in Person

shaded cell denotes non-representation on Committees

crossed = Cancelled

IMPREST ACCOUNT

ORDERS FOR PAYMENT - BY DIRECT DEBIT

January - March 2022

Number	Supplier	Purchase Description	Amount
	January 22		
49	SGW Payroll	Month 10 Payroll processing	£68.40
	February 22		
50	SGW Payroll	Month 11 Payroll processing	£66.48
	March 22		
51	SGW Payroll	Month 12 Payroll Processing	£68.40
52	DVLA	Road Tax EN65HDF	£275.00
		Total Direct Debits	£478.28

Date Prepared: 20/04/22

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
4789	ADT	Intruder Alarm (Cancelled see c/note below)	£221.62
4790	ADT	Intruder Alarm Cancelled	-£221.62
4791	Arkell & Hurcombe	Bronze Plaque - Cemetery	£101.40
4792	ArmourArbor	Tree work at various locations MELNR/SJP/Cemetery etc	£2,340.00
4793	Avoncrop Amenity Products	SJP Grass reseeding	£2,316.64
4794	Bowak Ltd	Cleaning products	£84.34
4795	Bracknell Pest Control	Allotments Pest Bait	£54.00
4796	Creating Technical Solutions	MOT/Service Transit MX19WFV	£349.56
4797	Fleet Line Markers Ltd	SJP Pitch marking paint	£314.66
4798	Frasers Office	Office Stationery	£143.48
4799	Grounds Maintenance Association	Annual Membership Year to 3/3/23	£158.00
4800	Aian Hadley Ltd	Cem. Skip	£258.00
4801	Lister Wilder	SJP Bump stop for strimmer	£45.60
4802	Mellife Europe	Employee Insurances Year to 31/3/23	£2,758.00
4803	MFG UK Ltd	IT Contract March 22	£231.23
4804	North East Regional Employers Org.	DBS Checks	£37.40
4805	Select Environmental Services	CP Waste Collection Feb 22	£38.98
4806	Select Environmental Services	SR Waste Collection Feb 22	£48.55
4807	Select Environmental Services	MPCC Waste Collection Feb 22	£127.64
4808	Select Environmental Services	RLCC Waste Collection Feb 22	£36.82
4809	Select Environmental Services	General Street Litter bins Feb 22	£411.26
4810	Select Environmental Services	RH Paper and Cardboard waste Feb 22	£11.45
4811	Southern Maintenance Solutions Ltd	MPCC Repair Leak	£195.19
4812	Thake Signs & Print (Jameson Brown Ltd)	Add Past Mayor and Service to Earley Award to Honour Boards	£356.40
4813	Web Marketing Matters Ltd	Website Maintenance February 22	£150.00
4814	Web Marketing Matters Ltd	Website Maintenance March 22	£150.00
4815	William Luck	Planning Professional Services March 22	£404.51

Total: £11,123.11

Date Prepared: 11th April 2022

March 2022 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
4816	Zoom Communciations	Video Communications March 22	£14.39
4817	Hedges Direct Ltd	Cemetery 70 x Common Privet	£503.43

Total Barclaycard £517.82

Date Prepared: 21st April 2022

ORDERS FOR PAYMENT - BY DIRECT DEBIT

March 2022

Number	Supplier	Purchase Description	Amount
4818	Allstar Business Solutions Ltd	Maint YS06BSO Feb 22	£87.05
4819	Allstar Business Solutions Ltd	Parks YK60UTY/YK60UUJ Feb 22	£139.10
4820	Allstar Business Solutions Ltd	Maint EN65HDF Feb 22	£62.03
4821	Allstar Business Solutions Ltd	Parks YK60UTY Feb 22	£69.52
4822	Allstar Business Solutions Ltd	Parks/maint YK60UUJ/MX19WFV Mar 22	£274.92
4823	BT Group	SJP Phone Line Qtr to 31/5/22	£161.28
4824	Castle Water Ltd	RH Mar 22	£5.00
4825	Focus Group	RH & SD Phones Mar 22	£158.56
4826	Information Commissioners Office	Annual Fee Data Proection	£35.00
4827	O2 (Telefonica Uk Ltd)	Mobile Phones Mth to 13/3/22	£164.40
4828	Opayo (Elavon Digital Europe Ltd)	Card Machine rental Mar 22	£22.80
4829	Premium Credit Ltd	Insurance Premium - Mar 22	£2,250.18
4830	Regent Gas Ltd	SJP Gas to 7/3/22	£164.33
4831	Regent Gas Ltd	RLCC Gas to 7/3/22	£430.60
4832	Regent Gas Ltd	RH Gas to 7/3/22	£630.54
4833	Regent Gas Ltd	MPCC Gas to 7/3/22	£1,799.89
4834	Smartest Energy (previously Dual Energy)	Tractor Shed Elect. 10/3/22	£11.00
4835	Smartest Energy (previously Dual Energy)	SJP Elect 10/3/22	£128.00
4836	Smartest Energy (previously Dual Energy)	LP Elect 10/3/22	£280.00
4837	Smartest Energy (previously Dual Energy)	RLCC Elect 10/3/22	£208.00
4838	Smartest Energy (previously Dual Energy)	RH Elect 10/3/22	£221.00
4839	Smartest Energy (previously Dual Energy)	MPCC Elect 10/3/22	£217.00
4840	Smartest Energy (previously Dual Energy)	IC Elect 10/3/22	£78.00
4841	Virgin Media	Internet mth to 6/4/22	£62.40
4842	Waterlogic GB Ltd	SJP Water Cooler Feb 22	£17.18
4843	Waterlogic GB Ltd	RH Water Cooler Feb 22	£34.37
		Total Direct Debits	£7,712.15

Date Prepared: 11/04/22

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
4844	2468 Group	CP Rental of Boiler	£119.21
4845	Institute of Cemetery and Crematorium Manage.	Annual Membership to 31/3/23	£95.00
4846	Lighting Electrical Distribution Ltd	CP Lighting Repair	£54.36
4847	MFG UK Ltd	SR Internet Line Apr 22	£68.34
4848	MFG UK Ltd	RH Microsoft 365 IT Contract Apr 22	£751.74
4849	MFG UK Ltd	RH Managed Support Apr 22	£487.94
4850	Ricoh UK Ltd	SR /RH Photocopier Rental Qtr to 30/6/22 + usage Qtr to 31/3/22	£647.14

Total: £2,223.73

Date Prepared: 11th April 2022

IMPREST ACCOUNT - Reimbursement Vouchers 654 - 655

Vouchers dated 15th March 2022

Number	Details	Amount
654	Return of Damage Deposit B Buckley	£50.00
655	Return of Damage Deposit A Lall	£50.00
	Total Payments	<u>£100.00</u>

IMPREST ACCOUNT - Reimbursement Vouchers 656 - 662
Vouchers between 1st April 2022 and 21st April 2022

Number	Details	Amount
656	Expenses for Service to Earley Awards Event - J Friend	£139.00
657	Refund re Cancelled Hall Hire	£18.00
658	HMRC Payroll Tax and NI April 22	£8,889.06
659	Payroll Pensions April 22	£12,829.20
660	Prudential AVC Contributions April 22	£200.00
661	Payroll Salaries April 22	£29,798.63
662	Damage Deposit Refund R Kunchala	£50.00
	Total Payments	<u>£51,923.89</u>