

# NOTICE OF MEETING

Full Council

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7.45pm on Wednesday 7 July 2021 (Virtual Meeting)

To Councillors

Mrs Barnard, Dr Barnard, Mrs Collings, Ms Dulieu, Finch, Fitzwilliams, Mrs Gill,  
Ms K Jones, M Jones, McCracken, Strudley, Ms Thorin and Mrs Wallen

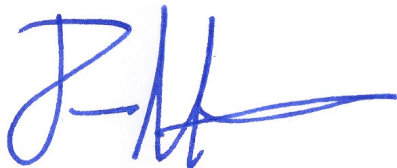
**You are summoned to attend an advisory meeting of Warfield Parish Council on Wednesday 7 July 2021 at 7.45pm.** recommendations from the meeting will be considered in accordance with the delegations approved by the council on 5 May 2021.

**The meeting will take place on the Zoom platform. Please use the link in the e-mail or use the following details**

Meeting ID: 818 7073 2598

Passcode: 538141

Any apologies for absence should be communicated to the Clerk ahead of the meeting. Members are advised to contact the Chairman of the Council of any concerns or omissions regarding the agenda and meeting bundle ahead of the meeting.



**Jason Mawer**

Clerk to the Council

## The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

# AGENDA

## Meeting of Warfield Parish Council

7.45pm on Wednesday 7 July 2021 (Virtual Meeting)

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting. **This meeting will be recorded by the Clerk through the Zoom platform to assist with the production of the minutes of the meeting.**

No.	Item	Page
001.	<b>Chairman's welcome</b>	
002.	<b>Public participation</b> (max duration 10 mins)	4
003.	<b>Apologies for absence</b>	
004.	<b>Declarations of interest</b> Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting	5
005.	<b>Minutes of the previous meeting</b> To approve the minutes of the council meeting of Wednesday 9 June and Wednesday 23 June and for the minutes to be signed by the presiding chairman (at the earliest opportunity)	6
006.	<b>Matters arising from the previous meetings</b>	10
007.	<b>Finance &amp; General Purposes Committee update</b> To receive a report from the Finance & General Purposes Committee and note the financial report to the end of May 2021	11
008.	<b>Planning &amp; Transport Committee update</b> To receive an update from the Planning & Transport Committee	
009.	<b>Minutes of Committee meetings</b> To note the minutes from committees	19
010.	<b>Neighbourhood Plan</b> To note the report on reviewing the neighbourhood plan	28
011.	<b>Review of Standing Order 31</b> to receive an update on the Parish Plan	29
012.	<b>Appointment of the Internal Auditor</b>	30
013.	<b>Payments</b> To note the payments approved	31

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<b>No.</b>	<b>Item</b>	<b>Page</b>
014.	<b>Clerk's update</b> To note the Clerks Report	32
015.	<b>Representatives Reports</b> To take appropriate reports from members	0
016.	<b>Future agenda items and date of the next meeting</b> To note future agenda items and that the next meeting of the council will be on Wednesday 8 September 2021	33
017.	<b>Closure of the meeting</b>	

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*Recommendations from this meeting will be considered in accordance with the delegations approved by the Council on 5 May 2021.*

## **PUBLIC PARTICIPATION**

A period of up to 10 minutes is set aside at the start of the meeting for the public to make either make a statement or ask questions of the council. This time will also include any written representations received by the Parish Clerk in advance of the meeting.

Each member of the public may speak for no more than five minutes, and they should direct their comments to the chairman of the meeting.

If the matter raised is not on the agenda for the meeting the council, it may be discussed at a future meeting of the council. If the matter is on the agenda, the council will consider the matter raised at that time.

A summary of the arrangements and rules regarding public participation can be found on the council website at [www.warfieldparishcouncil.gov.uk](http://www.warfieldparishcouncil.gov.uk)

Members of the public are reminded this is not a public meeting and they may only speak with the authority of the chairman of the meeting, who will decide who to call. Any person who obstructs the transaction of business at a meeting or behave offensively or improperly will be asked by the chairman of the meeting to moderate or improve their conduct or they will be asked to leave the meeting.

### ***Note to members:***

The following statements are taken from the approved guide to Public Participation (June 2019)

- 3.6 Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- 3.7 A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.

The Councils Standing Orders (May 2021) state:

- 3 h. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**DECLARATIONS OF INTEREST**

Members are asked to ensure they make adequate representation of declarations of interest for matters on the agenda.

## **MINUTES OF THE COUNCIL MEETING**

held **virtually** on **Wednesday 9 June 2021** at **7.45pm**

**Members present:** Cllrs Dr Barnard, Mrs Barnard, Mrs Collings, Fitzwilliams, Mrs Gill, Ms K Jones, M Jones, McCracken, Strudley and Mrs Wallen

**Other attendees:** Parish Clerk and 1 member of the public

### **001. Chairman's welcome**

Cllr Dr Barnard welcomed members and the public to the meeting.

### **002. Public Participation**

Rebecca Murphy asked about the council's response to the Bracknell Forest Local Plan. The Clerk advised that the response was posted on the council website and that he would send a link to Rebecca.

### **003. Apologies for absence**

Apologies for absence were received from Cllr Finch, Cllr Ms Dulieu and Cllr Ms Thorin.

### **004. Declarations of interest**

Declarations of interest were received from:

Cllr Dr Barnard – Ward councillor, Bracknell Forest Council and Executive member for Children and young people.

### **005. Minutes of the previous meeting**

The minutes of the meeting 5 May 2021 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Mrs Wallen. The minutes were APPROVED by attending members.

### **006. Matters arising from the last meeting**

The Clerk advised members that an extra-ordinary meeting would most likely take place on Wednesday 23 June to approve the Annual Governance & Accountability Return and to make appointments to the staffing committee. This meeting would be face-to-face.

### **007. Finance & General Purposes Committee update**

Cllr Strudley updated members on the most recent meeting of the Finance & General Purposes Committee meeting. Members were advised that the committee had reviewed the year-end financial report and had reviewed and updated the parish plan.

Members noted the financial report to the end of March 2021.

### **008. Planning & Transport Committee update**

Cllr M Jones updated members on the recent meeting of the Planning & Transport Committee. Members were advised that the recent appeal at the Hermitage Caravan Park had been allowed.

Members were advised that a consultation on the proposed Warfield Eastern Area had been circulated around the community.

Members noted the report.

#### **009. Minutes of Committee meetings**

The minutes of the following committee meetings were noted by members:

Finance & General Purposes 22 April 2021

Planning & Transport 27 April 2021

#### **010. Neighbourhood Plan**

A report on the Warfield Neighbourhood Plan was circulated to members ahead of the meeting. The report contained a proposal to change the plan period to 2037 and other minor modifications.

Cllr Strudley proposed the amendments in the report including the plan date, and this was seconded by Cllr Jones and APPROVED by members present.

Members noted the Clerks advice on the ability to review the plan in part or in full ahead of the 2037 date. Members asked the Clerk to bring forward a timetable for potential review.

Members asked the Clerk about the promotion of the plan ahead of referendum. The Clerk would provide advice on this for a future meeting.

#### **011. Parish Plan**

The Parish Plan as amended by Finance & General Purposes Committee was circulated ahead of the meeting.

Members agreed that regular monitoring of the plan was required and that the committee responsible for each element of the plan should be included.

#### **012. Payments**

The payments made including grant payments were circulated to members ahead of the meeting. Members noted the payments made.

#### **013. Clerks Update**

The Clerk circulated a report to members. The report was noted.

The Clerk advised members that a review of parliamentary boundaries was taking place, and this proposed changes to the constituencies covering Warfield.

Members were advised of a successful prosecution by Bracknell Forest Council over a fly tipping incident in Warfield.

#### **014. Representative Reports**

Cllr Mrs Collings advised members that the Warfield Environment Group had recently conducted a litter pick at Frost Folly and found nitrous oxide cartridges. The Clerk would ensure regular checks were taking place in the area.

Cllr Mrs Wallen updated members on Lily Hill Park and the work that was taking place to support the increased usage. Proposals for increasing tree planting at Cabbage Hill were also up for discussion. The Clerk was asked if there were any entries for the photography competition. The Clerk was not aware of any.

Cllr Mrs Gill mentioned the recent fly tipping incident on Wellers Lane and that ASB was taking place in the Shakespeare Way area.

Cllr Dr Barnard advised members that the council would discuss options to mark the Queen's Platinum Jubilee at a future meeting.

**015. Date of the next meeting**

The date of the next meeting is Wednesday 7 July 2021.

**016. Closure of the meeting**

The meeting closed at 9.23pm

**MINUTES OF THE EXTRA-ORDINARY COUNCIL MEETING**

held **outside the Whitegrove Community Centre** on **Wednesday 23 June 2021** at **7.45pm**

**Members present:** Cllrs Dr Barnard, Mrs Barnard, Mrs Collings, Finch, McCracken, Strudley, Ms Thorin and Mrs Wallen

**Other attendees:** Parish Clerk

**001. Apologies for absence**

Apologies for absence were received from Cllr Ms Dulieu, Cllr Fitzwilliams, Cllr Mrs Gill, Cllr Ms K Jones and Cllr M Jones.

**002. Declarations of interest**

Cllr Dr Barnard declared a standing interest as a borough councillor for Warfield Harvest Ride and as an executive member for Bracknell Forest Council.

**003. Internal Audit Report**

The Internal Audit Report was circulated to members ahead of the meeting and had been reviewed by the Finance & General Purposes Committee at their meeting on 22 June.

Members noted the matters raised in the 2020 report had been addressed and the internal audit was unqualified (no issues raised).

Members noted the internal audit report.

**004. Annual Governance & Accountability Return – section 1**

Section 1 of the Annual Governance & Accountability Return, The Annual Governance Statement was circulated to members ahead of the meeting along with a report providing evidence to support the 9 assertions.

Members considered each assertion in turn:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Agreed



4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Agreed
9.	Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Not applicable

Cllr Strudley proposed accepting the Annual Governance Statement and this was seconded by Cllr Mrs Barnard. Members present APPROVED the annual governance statement and it was duly signed by the Chairman and Clerk.

#### **005. Annual Governance & Accountability Return – section 2**

Section 2 of the Annual Governance & Accountability Return, The Accounting Statement 2020-21 was circulated to members ahead of the meeting and had been considered by the Finance & General Purposes Committee.

Cllr Strudley proposed accepting the Accounting Statement 2020-21 and this was seconded by Cllr McCracken. Members present APPROVED the accounting statement 2020-21 and it was duly signed by the Chairman.

#### **006. Staffing Committee**

This matter was deferred to a future meeting.

#### **007. Date of the next meeting**

The next meeting will take place on Wednesday 7 July 2021.

#### **008. Closure of the meeting**

There being no further business the meeting was closed at 8.14pm

**MATTERS ARISING FROM THE PREVIOUS MEETING**

The Annual Governance & Accountability Return was submitted to the external auditor on 24 June.

## **END OF YEAR FINANCIAL REPORT – TO 31 MAY 2021**

### **1.0 Purpose**

1.1 This report contains the financial report to the end of May 2021. It contains the usual financial data with the appropriate commentary. The report contains the financial report and balance sheet.

### **2.0 Key points summary**

- Precept paid by BFC
- VAT repayment received
- Adjustment work for the financial work has not yet processed

### **3.0 Balance Sheet**

3.1 The balance sheet shows the position to 31 May 2021

3.2 The debtors figure includes £3,690 of current debt to Bracknell Forest Council for hires relating to the COVID testing centre and polling station use.

3.3 VAT reclaim for 2020-21 has been received. The VAT due relates to the current financial year only.

3.4 Adjustments are to be made relating to prepayments (insurance costs spread over two financial years) and the transfer of CIL receipts from the general reserve to the CIL reserve.

### **4.0 Financial Report**

4.1 It is too early at this stage to report any trends on the financial report.

4.2 Members should note that income at the Brownlow Hall is in a healthy position at this stage due to the COVID test centre, although this also associated in higher costs relating to cleaning. This income position is likely to deteriorate through June, July and August as most activity will not restart before September.

### **5.0 Recommendation**

Members note the financial report.

## Balance Sheet as at 31st May 2021

31st March 2021

31 March 2022

31st March 2021		31 March 2022
	Current Assets	
6,692	Debtors	5,846
14,244	VAT Control Account	2,207
2,463	Prepayments	2,463
28,385	Lloyds Current Account	33,473
80,707	Lloyds Instant Access Deposit	150,709
403,752	Lloyds 32 Day Deposit	403,771
250,502	CCLA Deposit	250,518
50	Caretaker's Float	50
100,067	Nationwide 35 Day Saver	175,117
0	Creditors	178
<u>886,862</u>		<u>1,024,332</u>
<b>886,862</b>	<b>Total Assets</b>	<b>1,024,332</b>
	Current Liabilities	
11,469	Accruals	11,469
<u>11,469</u>		<u>11,469</u>
<b>875,393</b>	<b>Total Assets Less Current Liabilities</b>	<b>1,012,863</b>
	Represented By	
62,278	General Reserves	199,748
759,431	Reserves - CIL	759,431
2,500	Reserves - Elections	2,500
4,350	Reserves - Neighbourhood Plan	4,350
3,000	Reserves - Whitegrove CC	3,000
20,000	Reserves - Brownlow Hall - lea	20,000
23,834	Reserves - Frost Folly upkeep	23,834
<u>875,393</u>		<u>1,012,863</u>

The above statement represents fairly the financial position of the authority as at 31st May 2021 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Council Administration</b>						
<u>100 Parish Council Income</u>						
1076 Precept	110,904	221,808	110,904			50.0%
1090 Interest received	88	400	312			21.9%
Parish Council Income :- Income	<b>110,992</b>	<b>222,208</b>	<b>111,216</b>			<b>49.9%</b>
<b>Net Income</b>	<b>110,992</b>	<b>222,208</b>	<b>111,216</b>			
<u>110 Office costs</u>						
4000 Rent	5,875	23,500	17,625		17,625	25.0%
4010 Energy costs	201	1,400	1,199		1,199	14.4%
4025 Telephone & broadband	123	530	407		407	23.2%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	38	650	612		612	5.9%
4036 Office printing	53	800	747		747	6.7%
4040 Contract cleaning	64	768	704		704	8.3%
4042 Window cleaning	20	245	225		225	8.2%
4045 Cleaning materials	0	100	100		100	0.0%
4050 Waste collection	17	184	167		167	9.2%
4060 Insurance	0	2,480	2,480		2,480	0.0%
4135 Data Protection	0	300	300		300	0.0%
4250 Responsive maintenance	0	500	500		500	0.0%
4254 Inspections	0	250	250		250	0.0%
4900 Other costs	1	800	799		799	0.1%
4999 COVID-19 cost	160	0	(160)		(160)	0.0%
Office costs :- Indirect Expenditure	<b>6,552</b>	<b>32,527</b>	<b>25,975</b>	<b>0</b>	<b>25,975</b>	<b>20.1%</b>
<b>Net Expenditure</b>	<b>(6,552)</b>	<b>(32,527)</b>	<b>(25,975)</b>			
<u>120 Administration</u>						
4080 Audit fees	0	2,500	2,500		2,500	0.0%
4090 Memberships	0	2,000	2,000		2,000	0.0%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	204	0	(204)		(204)	0.0%
4115 IT software	111	250	139		139	44.4%
4120 Training	200	1,500	1,300		1,300	13.3%
4125 IT licences	312	1,800	1,488		1,488	17.3%
4130 RBS licences	0	1,449	1,449		1,449	0.0%
Administration :- Indirect Expenditure	<b>1,102</b>	<b>10,249</b>	<b>9,147</b>	<b>0</b>	<b>9,147</b>	<b>10.8%</b>
<b>Net Expenditure</b>	<b>(1,102)</b>	<b>(10,249)</b>	<b>(9,147)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Democratic Services</u>						
4380 Chairman's allowance	0	300	300		300	0.0%
4390 Flag & flagpole	138	0	(138)		(138)	0.0%
Democratic Services :- Indirect Expenditure	<b>138</b>	<b>300</b>	<b>162</b>	<b>0</b>	<b>162</b>	<b>46.0%</b>
<b>Net Expenditure</b>	<b>(138)</b>	<b>(300)</b>	<b>(162)</b>			
<u>140 Wages &amp; Salaries</u>						
4350 Salaries	12,258	72,620	60,362		60,362	16.9%
4355 Pension contributions	1,740	9,212	7,472		7,472	18.9%
4360 National Insurance cont.	1,511	5,082	3,571		3,571	29.7%
4365 Expenses	0	200	200		200	0.0%
4370 Payroll operating cost	35	150	115		115	23.3%
Wages & Salaries :- Indirect Expenditure	<b>15,544</b>	<b>87,264</b>	<b>71,720</b>	<b>0</b>	<b>71,720</b>	<b>17.8%</b>
<b>Net Expenditure</b>	<b>(15,544)</b>	<b>(87,264)</b>	<b>(71,720)</b>			
Council Administration :- Income	<b>110,992</b>	<b>222,208</b>	<b>111,216</b>			<b>49.9%</b>
Expenditure	<b>23,336</b>	<b>130,340</b>	<b>107,004</b>	<b>0</b>	<b>107,004</b>	<b>17.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>87,656</b>					
<b>Regular commitments</b>						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	0	8,800	8,800		8,800	0.0%
4210 BFC Loan repayment	0	8,191	8,191		8,191	0.0%
4225 Youth provision	0	2,500	2,500		2,500	0.0%
4300 Neighbourhood plan costs	0	1,000	1,000		1,000	0.0%
Parish Commitments :- Indirect Expenditure	<b>0</b>	<b>20,491</b>	<b>20,491</b>	<b>0</b>	<b>20,491</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(20,491)</b>	<b>(20,491)</b>			
<u>160 BFC Partnership Expenditure</u>						
4320 RoW management contribution	0	2,290	2,290		2,290	0.0%
4325 Lily Hill Park contribution	0	5,550	5,550		5,550	0.0%
BFC Partnership Expenditure :- Indirect Expenditure	<b>0</b>	<b>7,840</b>	<b>7,840</b>	<b>0</b>	<b>7,840</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(7,840)</b>	<b>(7,840)</b>			
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4405 Warfield Memorial Ground	8,000	8,000	0		0	100.0%
4415 Keep Mobile Comm. Transport	1,449	1,449	0		0	100.0%
4420 South Hill Park	500	500	0		0	100.0%
4430 Warfield Village Fete	0	2,000	2,000		2,000	0.0%
Grants :- Indirect Expenditure	<b>24,492</b>	<b>26,492</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>92.5%</b>
<b>Net Expenditure</b>	<b>(24,492)</b>	<b>(26,492)</b>	<b>(2,000)</b>			
Regular commitments :- Income	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>24,492</b>	<b>54,823</b>	<b>30,331</b>	<b>0</b>	<b>30,331</b>	<b>44.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(24,492)</b>					
<b>Planned expenditure</b>						
<u>170</u> <u>Planned Expenditure</u>						
1120 Sales	0	500	500			0.0%
Planned Expenditure :- Income	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>
4095 The Wren - publication	267	1,450	1,183		1,183	18.4%
4096 The Wren - delivery	534	2,450	1,916		1,916	21.8%
4100 Other communications	22	700	678		678	3.2%
4215 Planning assistance costs	5	200	195		195	2.5%
4216 Speed awareness	0	200	200		200	0.0%
4220 Climate change provision	0	3,000	3,000		3,000	0.0%
Planned Expenditure :- Indirect Expenditure	<b>828</b>	<b>8,000</b>	<b>7,172</b>	<b>0</b>	<b>7,172</b>	<b>10.4%</b>
<b>Net Income over Expenditure</b>	<b>(828)</b>	<b>(7,500)</b>	<b>(6,672)</b>			
Planned expenditure :- Income	<b>0</b>	<b>500</b>	<b>500</b>			<b>0.0%</b>
Expenditure	<b>828</b>	<b>8,000</b>	<b>7,172</b>	<b>0</b>	<b>7,172</b>	<b>10.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(828)</b>					

**Amenities & Environment**600 Brownlow Hall

1400 Hire - Regular	3,440	18,000	14,560			19.1%
1410 Hire - Casual	0	4,000	4,000			0.0%
1430 The Cottage rent	2,367	11,000	8,634			21.5%
1440 Sub Station rent	0	500	500			0.0%
Brownlow Hall :- Income	<b>5,807</b>	<b>33,500</b>	<b>27,694</b>			<b>17.3%</b>
4000 Rent	3,875	16,500	12,625		12,625	23.5%

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4010 Energy costs	1,058	7,000	5,942		5,942	15.1%
4015 Water & sewerage	148	1,200	1,052		1,052	12.3%
4025 Telephone & broadband	2	386	384		384	0.5%
4040 Contract cleaning	720	4,200	3,480		3,480	17.1%
4042 Window cleaning	60	744	684		684	8.1%
4045 Cleaning materials	13	500	487		487	2.6%
4050 Waste collection	225	1,200	975		975	18.7%
4060 Insurance	0	875	875		875	0.0%
4250 Responsive maintenance	428	3,500	3,072		3,072	12.2%
4252 Planned maintenance	30	1,500	1,470		1,470	2.0%
4254 Inspections	0	1,050	1,050		1,050	0.0%
4620 Music licences	474	800	326		326	59.2%
4650 Tree & hedge maintenance	0	1,122	1,122		1,122	0.0%
4655 Hanging baskets	342	330	(12)		(12)	103.6%
4670 Caretaker payroll	888	5,850	4,962		4,962	15.2%
<b>Brownlow Hall :- Indirect Expenditure</b>	<b>8,262</b>	<b>46,757</b>	<b>38,495</b>	<b>0</b>	<b>38,495</b>	<b>17.7%</b>
<b>Net Income over Expenditure</b>	<b>(2,455)</b>	<b>(13,257)</b>	<b>(10,802)</b>			
<b>610 Whitegrove Community Centre</b>						
1400 Hire - Regular	3,390	21,000	17,610			16.1%
1410 Hire - Casual	250	0	(250)			0.0%
<b>Whitegrove Community Centre :- Income</b>	<b>3,640</b>	<b>21,000</b>	<b>17,360</b>			<b>17.3%</b>
4000 Rent	0	200	200		200	0.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	0	500	500		500	0.0%
4040 Contract cleaning	500	4,600	4,100		4,100	10.9%
4042 Window cleaning	60	744	684		684	8.1%
4045 Cleaning materials	13	500	487		487	2.6%
4050 Waste collection	227	1,200	973		973	18.9%
4060 Insurance	0	1,224	1,224		1,224	0.0%
4250 Responsive maintenance	369	1,850	1,481		1,481	19.9%
4252 Planned maintenance	30	714	684		684	4.2%
4254 Inspections	0	750	750		750	0.0%
4600 Building improvements	0	0	0	13,500	(13,500)	0.0%
4620 Music licences	0	437	437		437	0.0%
4650 Tree & hedge maintenance	0	306	306		306	0.0%
4670 Caretaker payroll	888	5,850	4,962		4,962	15.2%
<b>Whitegrove Community Centre :- Indirect Expenditure</b>	<b>2,086</b>	<b>22,075</b>	<b>19,989</b>	<b>13,500</b>	<b>6,489</b>	<b>70.6%</b>
<b>Net Income over Expenditure</b>	<b>1,554</b>	<b>(1,075)</b>	<b>(2,629)</b>			



## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	0	500	500		500	0.0%
4254 Inspections	0	1,226	1,226		1,226	0.0%
Memorial Ground Play Area :- Indirect Expenditure	<u>1</u>	<u>1,727</u>	<u>1,726</u>	<u>0</u>	<u>1,726</u>	<u>0.1%</u>
<b>Net Expenditure</b>	<b><u>(1)</u></b>	<b><u>(1,727)</u></b>	<b><u>(1,726)</u></b>			
<u>710 Brownlow Hall Play Area</u>						
4250 Responsive maintenance	600	0	(600)		(600)	0.0%
4254 Inspections	119	0	(119)		(119)	0.0%
Brownlow Hall Play Area :- Indirect Expenditure	<u>719</u>	<u>0</u>	<u>(719)</u>	<u>0</u>	<u>(719)</u>	
<b>Net Expenditure</b>	<b><u>(719)</u></b>	<b><u>0</u></b>	<b><u>719</u></b>			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,363	2,461	98			96.0%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	<u>2,375</u>	<u>2,461</u>	<u>86</u>			<u>96.5%</u>
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	335	460	125		125	72.8%
4060 Insurance	0	437	437		437	0.0%
4250 Responsive maintenance	0	100	100		100	0.0%
4805 Allotment - delivery costs	214	1,500	1,287		1,287	14.2%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	<u>609</u>	<u>3,197</u>	<u>2,589</u>	<u>0</u>	<u>2,589</u>	<u>19.0%</u>
<b>Net Income over Expenditure</b>	<b><u>1,766</u></b>	<b><u>(736)</u></b>	<b><u>(2,502)</u></b>			
<u>730 Frost Folly</u>						
4250 Responsive maintenance	10	500	490		490	2.0%
4252 Planned maintenance	0	2,000	2,000		2,000	0.0%
4650 Tree & hedge maintenance	0	300	300		300	0.0%
Frost Folly :- Indirect Expenditure	<u>10</u>	<u>2,800</u>	<u>2,790</u>	<u>0</u>	<u>2,790</u>	<u>0.4%</u>
<b>Net Expenditure</b>	<b><u>(10)</u></b>	<b><u>(2,800)</u></b>	<b><u>(2,790)</u></b>			
<u>790 Events</u>						
4591 Parish calendar income	0	500	500			0.0%
Events :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4560 Family Cycle Ride	0	200	200		200	0.0%
4565 Vegetable Take & Grow	0	100	100		100	0.0%
4570 Arts Week	0	3,250	3,250		3,250	0.0%
4580 Summer of Fun event	0	4,000	4,000		4,000	0.0%
4585 Christmas tree	0	1,200	1,200		1,200	0.0%
4590 Warfield 125 activity	0	1,200	1,200		1,200	0.0%
4592 Parish calendar costs	0	500	500		500	0.0%
Events :- Indirect Expenditure	<u>0</u>	<u>10,450</u>	<u>10,450</u>	<u>0</u>	<u>10,450</u>	<u>0.0%</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(9,950)</u>	<u>(9,950)</u>			
Amenities & Environment :- Income	11,821	57,461	45,640			20.6%
Expenditure	11,687	87,006	75,319	13,500	61,819	28.9%
<b>Movement to/(from) Gen Reserve</b>	<u>135</u>					
Grand Totals:- Income	122,813	280,169	157,356			43.8%
Expenditure	60,342	280,169	219,827	13,500	206,327	26.4%
<b>Net Income over Expenditure</b>	<u>62,470</u>	<u>0</u>	<u>(62,470)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>62,470</u>					

## **MINUTES OF COMMITTEE MEETINGS**

The minutes of the following committee meetings are included on the following pages:

Finance & General Purposes 25 May 2021

Planning & Transport 8 June 2021 and 29 June 2021

### **MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE**

held **virtually** on **Tuesday 25 May 2021** at **7.45pm**

**Present:** Councillors Mrs Barnard, Ms Dulieu, Mrs Gill, McCracken and Strudley (Chair),

**In attendance:** The Parish Clerk

#### **001. Apologies for absence**

Apologies were received from Cllr Finch

#### **002. Declarations of interest**

Cllr Ms Dulieu declared an interest in relation to item 007 as a member of Warfield Park community Association and Cllr Strudley declared a personal interest in item 007 relating to HomeStart. As this item relating to making payments previously authorised by the council, no further action was required.

#### **003. Minutes of the previous meeting**

The minutes of the meeting of 22April were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Strudley and the minutes were **APPROVED** by members present.

#### **004. Matters arising from the previous meeting**

The Clerk advised members that write-off of debt had been processed correctly through the Rialtas system.

The bike racks at the allotments were not included on the asset register because of their value but were included on the insurance register.

#### **005. Financial Report**

The final financial report to the end of March 2021 was circulated to members ahead of the meeting. The Clerk confirmed this was the final version used to create the year end accounts and statements.

The report was noted.

The Clerk was asked to bring details of debt and write-offs to the next meeting.

**006. Parish Plan**

Members reviewed the parish plan.

Members agreed certain updates to the plan and noted that aspects of the plan were beyond their direct control – such as the JHCL plan being developed by Silva Homes. Members agreed that the council should look to obtain external support for the delivery of the gym equipment project.

The parish plan as revised would be taken to the next council meeting.

**007. Grant payments**

Members authorised the payment of the grants for 2021-22 as agreed by council at the January 2021 meeting

**008. Responsible Financial Officers Report**

The Clerk proposed meeting new committee members to provide an overview of the council's finances. This session would be arranged.

The Clerk would continue to work on spreading risk across the council's bank accounts.

**009. Future agenda items and date of the next meeting**

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 22 June at 7.45pm.

**010. Closure of the meeting**

The meeting closed at 9.03pm.

**MINUTES OF THE ADVISORY PLANNING & TRANSPORT COMMITTEE**

held **virtually** on **Tuesday 18 May 2021**

**Members present:** Cllrs Ms Dulieu, Fitzwilliams and Ms Thorin

**Other attendees:** Parish Clerk

*Cllr Ms Thorin took the chair*

**001. Apologies for absence**

Apologies for absence were received from Cllrs M Jones and Mrs Wallen.

**002. Declarations of Interest**

No declarations of interest were made.

**003. Minutes of the previous meeting held on 18 May 2021**

The minutes of the previous meeting held on 18 May 2021 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Fitzwilliams and **APPROVED** by members present.

**004. Matters arising**

The Clerk advised members that the Joint Waste & Mineral Plan had been submitted for examination by Bracknell Forest Council and other local authorities.

**005. Correspondence and items for information**

Members noted correspondence sent by Bracknell Forest Council regarding the new TPO1352 at the front of 55 Walsh Avenue.

The Clerk gave members an update on Frost Folly 2 and that the delivery had been delayed due to damage to the site.

**006. Public participation**

No requests for public participation were made.

**007. Planning & tree applications (BFC lists 17/21, 18/21 and 19/21)**

**Planning List BFC 17/21**

**21/00183/FUL** 19 Greystock Road, Warfield, Bracknell, Berkshire RG42 2FB

*Change of use of public amenity land to private residential garden including relocation of fence.*

**Recommended refusal**

The council is concerned about the future upkeep and protection of the trees and hedgerow covered by TPN1/73 which make up the amenity land.

**21/00073/TRTPO** Lancress Goughs Lane, Warfield, Bracknell, Berkshire RG12 2RA

*TPO 76a – Application to prune 1 tree.*

**Recommended refusal**

The pruning proposals are excessive.

**21/00298/FUL** 26 Bedfordshire Down, Warfield, Bracknell, Berkshire RG42 3UA

*Part garage conversion to form larger kitchen and store to front.*

**Recommended refusal**

The council is concerned about the removal of a tree and vegetation and the loss of parking resulting from this application

**21/00329/FUL** 3 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

*Demolition of existing conservatory and construction of orangery to rear of dwelling.*

**Considered no objection**

## **Planning List BFC 18/21**

**21/00102/TRTPO** Land to the south of 5 Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TX

*TPO 393 – Application to prune 3 trees.*

Observation made

Leave to Tree Officer

**21/00105/TRTPO** 21 Anthony Wall, Warfield, Bracknell, Berkshire RG42 3UL

*TPO 393 – Application to prune 1 tree.*

Considered no objection

## **Planning List BFC 19/21**

**21/00284/FUL** 3 Old Lands Hill, Bracknell, Berkshire RG12 2QX

*Change of use from a residential dwelling to a mixed use for residential and dog grooming business (sui generis use) including the conversion of the garage.*

Observation made

The council would like a parking plan for customers developed and for the proposed parking space to be porous material

**21/00348/FUL** Glebe House Church Lane, Warfield, Bracknell, Berkshire RG42 6EG

*Proposed conversion of existing storage building into an annex, ancillary to the main dwelling, including alterations to fenestration.*

Observation made

A condition should be included to maintain the annex as ancillary to the main building

**21/00349/FUL** 38 Goddard Way, Warfield, Bracknell, Berkshire RG42 2JP

*Proposed single storey part hipped part flat roof front extension, infill of single storey rear extension and conversion of garage into habitable accommodation.*

Considered no objection

**21/00352/FUL** Nuptown Piggeries Hawthorn Lane, Warfield, Bracknell, Berkshire RG42 6HU

*Section 73 application for the removal of condition 15 (external lighting) for planning permission 19/00930/FUL for the erection of 3x detached dwelling houses including driveways and garages and landscaping following removal of 7 existing buildings and hardstanding at the site.*

Recommended refusal

The existing condition should be maintained to preserve the dark skies in the area and prevent any light pollution

**21/00473/FUL** 2 Prospect Place, Warfield Street, Warfield, Bracknell, Berkshire RG42 6AY

*Conversion of garage into habitable accommodation.*

Considered no objection

**21/00104/TRTPO** 15 Berrycroft, Warfield, Bracknell, Berkshire RG12 2HR

*TPO 372 – Application to fell 1 tree.*

Observation made

A replacement tree of a native species should be planted

**21/00469/PAH** 9 Campion Grange, Warfield, Bracknell, Berkshire RG42 5AP

*Prior approval application for erection of single storey rear extension.*

Considered no objection

#### **008. Planning determinations of Bracknell Forest Council**

It was reported to the meeting and noted by members that the following applications have been concluded by BFC since the last committee meeting:

**20/00263/TRTPO** Land adjacent to 18 Lyon Oaks, Warfield, Bracknell, Berkshire RG42 2PY

*TPO 89 – Application to fell 4 trees.*

Refusal by Committee Decision

**20/00874/FUL** 18 Old Lands Hill, Bracknell, Berkshire RG12 2QX

*Conversion of garage to habitable room.*

Approval by Delegated Decision

**21/00286/PADAS** Matchbox Cottage, Bracknell Road, Warfield, Bracknell, Berkshire

*Prior approval for construction of first floor extension to existing dwelling under Class AA of the GDPO.*

Refused PA add storey to dwelling by Delegated Decision

#### **009. Planning appeals**

There was no update to report.

#### **010. Ongoing issues**

a. CIL and S106 contributions

There was no update to report.

b. Current and potential enforcement cases

There was no update to report.

#### **011. Representative reports**

Cllr Ms Dulieu mentioned the FOI declaration regarding correspondence between BFC and RBWM over Jealotts Hill and the local plan. Questions were also raised regarding proposals for Lily Hill Park in the infrastructure improvement plan.

Cllr Ms Thorin asked about the flooding in Wellers Lane, the Clerk would report this.

#### **012. Date of next meeting**

The date for the next meeting is on Tuesday 8 June 2021 via Zoom.

### **013. Closure of the meeting**

There being no further business the meeting closed at 8:38pm.

## **PLANNING & TRANSPORT COMMITTEE**

### **MINUTES OF THE ADVISORY MEETING**

held **virtually** on **Tuesday 8 June 2021**

**Members present:** Cllrs M Jones and Mrs Wallen

**Other attendees:** Parish Clerk and one member of the public

*As the meeting was not quorate, the minutes could not be agreed. As the meeting was advisory only it proceeded with the Clerk confirming recommendations made.*

#### **001. Apologies for absence**

Apologies for absence were received from Cllrs Ms Dulieu, Fitzwilliams and Ms Thorin

#### **002. Declarations of Interest**

No declarations of interest were made.

#### **003. Minutes of the previous meeting held on 8 June 2021**

The approval of the minutes of 8 June were deferred to the next meeting.

#### **004. Matters arising**

The local plan response was submitted.

#### **005. Correspondence and items for information**

Members noted correspondence sent by the Warfield East consortium.

#### **006. Public participation**

No requests for public participation were made.

#### **007. Planning & tree applications (BFC lists 20/21, 21/21 and 22/21)**

##### **Planning List BFC 20/21**

**21/00403FUL** Mi Polola 2 Westmorland Drive, Warfield, Bracknell, Berkshire RG42 3QZ

*Single storey rear extension following demolition of existing conservatory.*

Considered no objection

**21/00409/FUL** 7 Hampshire Rise, Warfield, Bracknell, Berkshire RG42 3JW

*Proposed two storey side extension, single storey front extension and garage conversion to study and store for cycles.*

Considered no objection

**21/00111/TRTPO** 7 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

*TPO 424 – Application to prune 1 tree and fell 1 tree.*

Recommended refusal

The hawthorn felling is unnecessary.



**21/00123/TRTPO** 48 Darby Vale, Warfield, Bracknell, Berkshire RG42 2PQ

*TPO 439 – Application to prune 1 tree.*

Considered no objection

**Planning List BFC 21/21**

**21/00248/FUL** Land at Kingscroft Farm, Kingscroft Lane, Warfield, Bracknell, Berkshire

*Permanent siting of a caravan in connection with use of land for rearing of game birds and agricultural use.*

Observation made

The use of the caravan should be tied to agricultural use only.

**21/00427/FUL** North Lodge Farm, Forest Road, Hayley Green, Warfield, Bracknell, Berkshire RG42 6DD

*Section 73 application to vary condition 25 (drainage) of planning permission 17/00656/OUT (Residential Development of 19 dwellings).*

Observation made

Leave to Planning Officer

**21/00447/FUL** Westerwood, Goughs Lane, Warfield, Bracknell, Berkshire RG12 2JR

*Proposed first floor extension above existing attached garage and conversion of loft space to habitable accommodation with 2x rear dormers and 3x rooflights.*

Considered no objection

**21/00529/PADAS** Matchbox Cottage, Bracknell Road, Warfield, Bracknell, Berkshire RG42 6BP

*Prior Approval for construction of first floor extension to existing dwelling under Class AA of the GDPO (resubmission of 21/00286/PADAS).*

Considered no objection

**Planning List BFC 22/21**

**21/00422/FUL** Nestings, Jigs Lane North, Warfield, Bracknell, Berkshire RG42 3DH

*Retrospective planning permission for the retention of 8 portacabins on the site for B1 (office) and B8 (storage) use for a period of two years.*

Considered no objection

**21/00462/FUL** 27 Greystock Road, Warfield, Bracknell, Berkshire RG42 2FB

*Change of use of public amenity land to private residential garden including erection of 1.8m high fence.*

Observation made

Hedgehog hole should be installed in new fence

**21/00136/TR5** The Vicarage Church Lane, Warfield, Bracknell, Berkshire RG42 6EE

*TPO 56 – Application to fell 1 tree.*

No comment made

## 008. Planning determinations of Bracknell Forest Council

It was reported to the meeting and noted by members that the following applications have been concluded by BFC since the last committee meeting:

**20/00265/REM** Land north of Harvest Ride and south of Forest Road and east of West End Lane, Warfield, Bracknell, Berkshire

*Submission of details of access, layout, scale, appearance and landscaping relating to Phases 8 and 9 of the land north of Harvest Ride for the erection of 120 dwellings and associated parking and roads, pursuant to outline planning permission 13/01007/OUT*

Approval by Delegated Decision

**20/01079/3** Kennel Lane School, Kennel Lane, Warfield, Bracknell, Berkshire

*Erection of single storey extensions to form teaching areas following demolition of existing structures (Regulation 3 application).*

Approval by Delegated Decision

**21/00058/FUL** 78 Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX

*Conversion of garage into habitable accommodation.*

Approval by Delegated Decision

**20/00461/FUL** Whitelocks Farm Garsons Lane, Warfield, Bracknell, Berkshire

*Conversion and extension of existing brick building to form 2x bed dwelling with garden and parking area and permanent removal of existing lawful 2 bed mobile home.*

Refusal by Delegated Decision

**21/00064/TRTPO** 4 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

*TPO 424 – Application to fell 1 tree.*

Refusal by Delegated Decision

**21/00068/TRTPO** Land to the rear of 29 Yorkshire Place, Warfield, Bracknell, Berkshire RG42 3XE

*TPO 440 – Application to prune 1 tree.*

Approval by Delegated Decision

## 009. Planning appeals

There was no update to report.

## 010. Ongoing issues

b. CIL and S106 contributions

There was no update to report.

b. Current and potential enforcement cases

There was no update to report.

## 011. Neighbourhood plan

The Clerk provided members with an update on the neighbourhood plan. This would be discussed further at the council meeting on 9 June.

**012. Representative reports**

No reports were made.

**013. Date of next meeting**

The date for the next meeting is on Tuesday 29 June 2021 via Zoom.

**014. Closure of the meeting**

There being no further business the meeting closed at 8:38pm.

## **NEIGHBOURHOOD PLAN**

### **1.0 Purpose**

- 1.1 This report sets out the basis for reviewing a neighbourhood plan and makes a recommendation timetable.

### **2.0 Basis for review**

- 2.1 The Warfield Neighbourhood Plan (WNP) is currently at the examination stage and if adopted at referendum will run for a period to 2037, alongside the Bracknell Forest Local Plan.
- 2.2 As a qualifying body, Warfield Parish Council can choose if it wishes to review its plan in part, in full or not at all at any time up to the expiry of the plan in 2037.
- 2.3 Members asked the Clerk to prepare this paper to set out the options for review.
- 2.4 The WNP will be at least six years old if adopted and planning provisions have changed in that time. Of most significance to the plan will be what the final Bracknell Forest Local Plan contains once it has been approved following independent examination.
- 2.5 At this point in time, the advice for the council would be to carry out a partial review of the WNP once the local plan is adopted to ensure it remains relevant. A further review may be required at a later date if planning legislation changes, but this would be a decision taken once legislation is approved and is likely to be a decision for the next council.
- 2.6 The advice for members at this stage is that a limited review of the WNP takes place against the adopted version of the local plan and that such work is included in a future budget. The council could recommend a review of the WNP every three years after adoption, but this would not be binding on any future council.

### **3.0 Likely timescales**

- 3.1 The WNP passes examination and referendum should be concluded in the Autumn of 2021. The Bracknell Forest Local Plan is unlikely to be adopted before Spring/Summer 2022.
- 3.2 Members also need to consider the local elections in May 2023 and that the council should be mindful of commencing activity in the last six months of its term of office.
- 3.3 On this basis it is recommended that a consultant led partial review of the WNP be conducted in Autumn 2022 with any recommendations of changes be brought to the new council following the elections in 2023. These could then be considered and consulted upon as necessary. A partial review would only look at those aspects of the plan affected by the new local plan or legislation and could be adopted without the need for further examination.

### **4.0 Recommendation**

Member are asked to consider and note the report.

## **REVIEW OF STANDING ORDER 31**

### **1.0 Purpose**

- 1.1 Standing order 31 was adopted by the council to permit the council to continue to meet virtually until a time it considered it appropriate to return to face-to-face meetings.
- 1.2 The standing order expires at 11:59pm on Wednesday 7 July unless extended by the authority of the full council.
- 1.3 Members are asked to consider if they wish to extend the temporary standing order.

### **2.0 Options**

- 2.1 Members have two options:

Option 1- allow the standing order to expire (this is the default if no decision is taken)

Option 2 – extend the temporary standing order to run to 11:59pm on Wednesday 8 September 2021 (the date of the next council meeting)

- 2.2 An extension to September should see COVID restrictions lifted and most of the adult population in the UK vaccinated. By making a decision at the meeting, members may decide to extend the standing order further if circumstances have not improved.
- 2.3 If members vote for option 2 31.3 of the standing orders will be changed as follows:

**The temporary delegation provisions in standing order 31.4 will expire no later than 11:59pm on Wednesday 7 July 8 September 2021, unless extended by authority of the full council.**

No other amendments would be made.

- 3.0 Recommendation

- 3.1 Members are asked to make a decision on either option 1 or option 2 as outlined above.

## **APPOINTMENT OF THE INTERNAL AUDITOR**

### **1.0 Purpose**

- 1.1 Members are asked to consider the recommendation of the Responsible Financial Officer to reappoint Claire Connell as Internal Auditor for 2021-22.

### **2.0 Reasoning**

- 2.1 Claire Connell is recommended to continue as internal auditor due to her experience and understanding of the parish council and the sector. Claire acts as an internal auditor for a number of local councils in Bracknell and the surrounding area.
- 2.2 The Responsible Financial Officer has found Claire to be responsive and supportive and thorough in her work. Claire has acted as the council's internal auditor for a number of years and members will have noted her diligence and competence in her reports to members.

### **3.0 Recommendation**

Members are asked to approve the appointment of Claire Connell as Internal Auditor.

**PAYMENTS**

The following payments have approved by Cllrs Mrs Barnard, Dulieu and Strudley since the last meeting.

<b>Electronic Payments</b>		items	invoice total
EP	ABA (Construction) Ltd	Play Area Inspection	£90.00
EP	Bracknell Pest Control	Pest Control Inspections	£72.00
EP	Alan Harland	Year end accounts work	£475.00
EP	RCOH Ltd	Local Plan Consultation Support	£5,940.00
EP	Suds Window Cleaning	Window Cleaning	£168.00
			<b>£6,745.00</b>

**CLERKS REPORT**

The Clerks report will follow.



**UPCOMING AGENDA ITEMS AND DATE OF THE NEXT MEETING**

**1.0 Purpose of this report**

1.1 This report provides information on upcoming agenda items and the date of the next council meeting

**2.0 Future agenda items**

2.1 the table provides a summary of non-regular agenda items that will be brought to future meetings

Item	Originating committee	Expected meeting date
Policy Development Framework	Finance & Gen. Purposes	September 2021

**3.0 Next meeting of the council**

3.1 The date of the next council meeting is Wednesday 8 September 2021 at 7.45pm.