

NOTICE OF MEETING

Full Council

7.45pm on Wednesday 8 September 2021

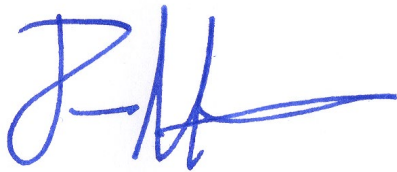
To Councillors

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 a meeting of Warfield Parish Council on Wednesday 8 September 2021 at 7.45pm.

The meeting will take place in the main hall at the Brownlow Memorial Hall.

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 8 September 2021

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.

No.	Item	Page
001.	Chairman's welcome	
002.	Public participation (max duration 10 mins)	4
003.	Apologies for absence	
004.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting	5
005.	Minutes of the previous meeting To approve the minutes of the council meeting of Wednesday 7 July and for the minutes to be signed by the presiding chairman	6
006.	Matters arising from the previous meetings	8
007.	Finance & General Purposes Committee update a. To receive a report from the Finance & General Purposes Committee and note the financial report to the end of July 2021 b. To receive and consider a report on flag flying	9
008.	Planning & Transport Committee update To receive an update from the Planning & Transport Committee	
009.	Minutes of Committee meetings To note the minutes from committees	20
010.	Review of Standing Order 31 to receive an update on the Parish Plan	34
011.	Appointments to the Staffing Committee	35
012.	Policy Development Framework	36
013.	Platinum Jubilee Celebrations To consider events to mark the Platinum Jubilee of HM The Queen in June 2022	46

No.	Item	Page
014.	Payments To note the payments approved	47
015.	Clerk's update To note the Clerks Report	48
016.	Representatives Reports To take appropriate reports from members	
017.	Future agenda items and date of the next meeting To note future agenda items and that the next meeting of the council.	49
018.	Closure of the meeting	

PUBLIC PARTICIPATION

A period of up to 10 minutes is set aside at the start of the meeting for the public to make either 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

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 7 July 2021** at **7.45pm**

Members present: Cllrs Dr Barnard, Mrs Barnard, Mrs Collings, Ms Dulieu, Finch, Fitzwilliams, Mrs Gill, 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

No requests to participate were received.

003. Apologies for absence

Apologies for absence were received from Cllrs M Jones, Ms K Jones, McCracken and 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 9 June 2021 and 23 June 2021 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Finch. The minutes were APPROVED by attending members.

006. Matters arising from the last meeting

The Clerk advised that the Annual Governance & Accountability Return had been submitted to the external auditor.

007. Finance & General Purposes Committee update

Cllr Strudley updated members on the most recent meeting of the Finance & General Purposes Committee meeting. The financial report to the end of May was circulated to members in advance of the meeting.

The Clerk was asked about the spread of balances across accounts and in response advised that adjustments were taking place to align these with previously agreed levels.

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

008. Planning & Transport Committee update

Cllr Ms Dulieu updated members on the recent meeting of the Planning & Transport Committee.

Members noted the report.

009. Minutes of Committee meetings

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

Finance & General Purposes 25 May 2021

Planning & Transport 8 June 2021 and 29 June 2021

010. Neighbourhood Plan

A report on the Warfield Neighbourhood Plan was circulated to members ahead of the meeting on potential timescales for reviewing the Warfield Neighbourhood Plan, if adopted.

Members noted the report.

011. Review of Standing Order 31

Members reviewed the arrangements set out in Standing Order 31 to permit virtual meetings with delegated decision making. Standing Order 31 contained a sunset clause that expired at 11:59pm on 7 July 2021.

Members were presented with two options, to allow the standing order to expire or to extend provision until 8 September 2021 (the next council meeting).

Option 2 – to extend the temporary standing order 31 to run until 11:59pm on 8 September 2021 was proposed by Cllr Dr Barnard, seconded by Cllr Ms Dulieu and APPROVED by members present by a 7-2 vote in favour.

In view of the changing COVID situation locally it was agreed the Clerk would canvas members at the end of August about returning to face-to-face meetings from September.

012. Appointment of the Internal Auditor

Members agreed with the proposal to reappoint Claire Connell as Internal Auditor for 2021-22.

013. Payments

A report on payments made since the last meeting was noted by members.

014. Clerks Update

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

015. Representative Reports

Cllr Fitzwilliams asked about CIL pooling and the councils office accommodation. The Clerk advised that BFC had been approached over this matter of pooling and that office accommodation remained on the Finance & General Purposes Committee radar.

Cllr Strudley asked about the appointment of a new chair for the Communication Working Group. The Clerk confirmed that this would be discussed at a future Finance & General Purposes Committee.

015. Date of the next meeting

The date of the next meeting is Wednesday 8 September 2021

016. Closure of the meeting

The meeting closed at 9:01pm

MATTERS ARISING FROM THE PREVIOUS MEETING

FINANCIAL UPDATE TO THE END OF JULY 2021**1.0 Purpose**

1.1 This report contains the financial report to the end of July 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

- Adjustments to reserves made
- Costs to date in line with budget forecasts

3.0 Balance Sheet

3.1 The balance sheet shows the position to 31 July 2021.

3.2 The debtors figure in current assets shows at £0, but £124 in current liabilities. This is as a result of overpayments on account totalling £1,699.50 and actual debtors owing of £1,575.04. This results in the liability of £124.46. A breakdown of the debt is shown in section 5.

3.3 A transfer has been made from the Lloyds 32 Day deposit account to bring this into line with agreed balance levels. The transfer is currently processing and shows as a £10,000 in the Lloyds Fixed Term (Transfer) line. This sum will mature in August and will be transferred to Nationwide.

3.4 The creditors sum of £988 is a result of a refund of water charges for the Brownlow Hall.

4.0 Financial Report

4.1 The following notes relate to items of information on the financial report

Code	Description	explanation
150 4300	Neighbourhood plan costs	The EMR will balance this account at year end
600 4015	Water & sewerage	Revised billing being issued, overpayment refunded.
600 4040	Contract cleaning	Costs are higher due to COVID test centre provision
710 4250	Responsive maintenance	Costs related to removal of old equipment

5.0 Debt update

5.1 The debt profile as at 31 July 2021 is:

Historic debt	Outstanding invoices
2018	£240
2019	£398
2020	£301
Total	£939
Current Debt	Outstanding invoices
More than 30 days	£0
Due by 31 August	£636
Total	£636

6.0 Recommendation

Members are asked to note the financial report.

Balance Sheet as at 31 July 2021

31st March 2021

31 March 2022

31st March 2021		31 March 2022
	Current Assets	
6,692	Debtors	0
14,244	VAT Control Account	3,757
2,463	Prepayments	0
28,385	Lloyds Current Account	30,674
80,707	Lloyds Instant Access Deposit	80,712
403,752	Lloyds 32 Day Deposit	393,792
250,502	CCLA Deposit	250,530
0	Lloyds Fixed Term (Transfer)	10,000
50	Caretaker's Float	50
100,067	Nationwide 35 Day Saver	215,179
0	Creditors	988
886,862		985,682
886,862	Total Assets	985,682
	Current Liabilities	
0	Debtors	124
11,469	Accruals	11,469
11,469		11,593
875,393	Total Assets Less Current Liabilities	974,089
	Represented By	
62,278	General Reserves	85,973
759,431	Reserves - CIL	834,431
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
875,393		974,089

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Council Administration</u>						
<u>100 Parish Council Income</u>						
1076 Precept	110,904	221,808	110,904			50.0%
1090 Interest received	185	400	215			46.2%
Parish Council Income :- Income	<u>111,089</u>	<u>222,208</u>	<u>111,119</u>			<u>50.0%</u>
Net Income	<u>111,089</u>	<u>222,208</u>	<u>111,119</u>			
<u>110 Office costs</u>						
4000 Rent	5,875	23,500	17,625		17,625	25.0%
4010 Energy costs	304	1,400	1,096		1,096	21.7%
4025 Telephone & broadband	279	830	551		551	33.6%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	164	650	486		486	25.2%
4036 Office printing	192	800	608		608	24.0%
4040 Contract cleaning	128	768	640		640	16.7%
4042 Window cleaning	40	245	205		205	16.3%
4045 Cleaning materials	0	100	100		100	0.0%
4050 Waste collection	34	184	150		150	18.5%
4060 Insurance	1,284	2,480	1,196		1,196	51.8%
4135 Data Protection	0	300	300		300	0.0%
4250 Responsive maintenance	5	500	495		495	1.0%
4254 Inspections	0	250	250		250	0.0%
4900 Other costs	32	800	768		768	4.0%
4999 COVID-19 cost	228	0	(228)		(228)	0.0%
Office costs :- Indirect Expenditure	<u>8,564</u>	<u>32,827</u>	<u>24,263</u>	<u>0</u>	<u>24,263</u>	<u>26.1%</u>
Net Expenditure	<u>(8,564)</u>	<u>(32,827)</u>	<u>(24,263)</u>			
<u>120 Administration</u>						
4080 Audit fees	475	2,500	2,025		2,025	19.0%
4090 Memberships	0	2,000	2,000		2,000	0.0%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	268	0	(268)		(268)	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	451	1,800	1,349		1,349	25.1%
4130 RBS licences	0	1,449	1,449		1,449	0.0%
Administration :- Indirect Expenditure	<u>1,780</u>	<u>10,249</u>	<u>8,469</u>	<u>0</u>	<u>8,469</u>	<u>17.4%</u>
Net Expenditure	<u>(1,780)</u>	<u>(10,249)</u>	<u>(8,469)</u>			

	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	<u>138</u>	<u>300</u>	<u>162</u>	<u>0</u>	<u>162</u>	<u>46.0%</u>
Net Expenditure	<u>(138)</u>	<u>(300)</u>	<u>(162)</u>			
<u>140 Wages & Salaries</u>						
4350 Salaries	23,368	72,620	49,252		49,252	32.2%
4355 Pension contributions	2,703	9,212	6,509		6,509	29.3%
4360 National Insurance cont.	1,930	5,082	3,152		3,152	38.0%
4365 Expenses	0	200	200		200	0.0%
4370 Payroll operating cost	55	150	95		95	36.7%
Wages & Salaries :- Indirect Expenditure	<u>28,056</u>	<u>87,264</u>	<u>59,208</u>	<u>0</u>	<u>59,208</u>	<u>32.2%</u>
Net Expenditure	<u>(28,056)</u>	<u>(87,264)</u>	<u>(59,208)</u>			
Council Administration :- Income	111,089	222,208	111,119			50.0%
Expenditure	<u>38,538</u>	<u>130,640</u>	<u>92,102</u>	<u>0</u>	<u>92,102</u>	<u>29.5%</u>
Movement to/(from) Gen Reserve	<u>72,551</u>					
<u>Regular commitments</u>						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	8,800	8,800	0		0	100.0%
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	3,025	1,000	(2,025)		(2,025)	302.5%
Parish Commitments :- Indirect Expenditure	<u>11,825</u>	<u>20,491</u>	<u>8,666</u>	<u>0</u>	<u>8,666</u>	<u>57.7%</u>
Net Expenditure	<u>(11,825)</u>	<u>(20,491)</u>	<u>(8,666)</u>			
<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	<u>0</u>	<u>7,840</u>	<u>7,840</u>	<u>0</u>	<u>7,840</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(7,840)</u>	<u>(7,840)</u>			
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%

	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%
Grants :- Indirect Expenditure	<u>24,492</u>	<u>24,492</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(24,492)</u>	<u>(24,492)</u>	<u>0</u>			
Regular commitments :- Income	0	0	0			0.0%
Expenditure	36,317	52,823	16,506	0	16,506	68.8%
Movement to/(from) Gen Reserve	<u>(36,317)</u>					
<u>Planned expenditure</u>						
<u>170 Planned Expenditure</u>						
1120 Sales	(200)	500	700			(40.0%)
Planned Expenditure :- Income	<u>(200)</u>	<u>500</u>	<u>700</u>			<u>(40.0%)</u>
4095 The Wren - publication	267	1,450	1,183		1,183	18.4%
4096 The Wren - delivery	609	2,450	1,841		1,841	24.9%
4100 Other communications	122	700	578		578	17.5%
4215 Planning assistance costs	2,205	2,200	(5)		(5)	100.2%
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	<u>3,203</u>	<u>10,000</u>	<u>6,797</u>	<u>0</u>	<u>6,797</u>	<u>32.0%</u>
Net Income over Expenditure	<u>(3,403)</u>	<u>(9,500)</u>	<u>(6,097)</u>			
Planned expenditure :- Income	(200)	500	700			(40.0%)
Expenditure	3,203	10,000	6,797	0	6,797	32.0%
Movement to/(from) Gen Reserve	<u>(3,403)</u>					
<u>Amenities & Environment</u>						
<u>600 Brownlow Hall</u>						
1400 Hire - Regular	3,599	18,000	14,401			20.0%
1410 Hire - Casual	0	4,000	4,000			0.0%
1430 The Cottage rent	4,078	11,000	6,923			37.1%
1440 Sub Station rent	0	500	500			0.0%
Brownlow Hall :- Income	<u>7,677</u>	<u>33,500</u>	<u>25,823</u>			<u>22.9%</u>
4000 Rent	7,750	16,500	8,750		8,750	47.0%
4010 Energy costs	2,088	7,000	4,912		4,912	29.8%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4015 Water & sewerage	(240)	1,200	1,440		1,440	(20.0%)
4025 Telephone & broadband	123	386	263		263	31.8%
4040 Contract cleaning	1,740	4,200	2,460		2,460	41.4%
4042 Window cleaning	120	744	624		624	16.1%
4045 Cleaning materials	35	500	465		465	7.0%
4050 Waste collection	454	1,200	746		746	37.8%
4060 Insurance	536	875	339		339	61.2%
4250 Responsive maintenance	642	3,500	2,858		2,858	18.4%
4252 Planned maintenance	68	1,500	1,432		1,432	4.6%
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	1,774	5,850	4,076		4,076	30.3%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Brownlow Hall :- Indirect Expenditure	15,908	46,757	30,849	0	30,849	34.0%
Net Income over Expenditure	(8,232)	(13,257)	(5,025)			
610 Whitegrove Community Centre						
1400 Hire - Regular	3,908	21,000	17,093			18.6%
1410 Hire - Casual	250	0	(250)			0.0%
Whitegrove Community Centre :- Income	4,158	21,000	16,843			19.8%
4000 Rent	0	200	200		200	0.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	156	500	344		344	31.2%
4040 Contract cleaning	1,475	4,600	3,125		3,125	32.1%
4042 Window cleaning	120	744	624		624	16.1%
4045 Cleaning materials	71	500	429		429	14.3%
4050 Waste collection	465	1,200	735		735	38.7%
4060 Insurance	322	1,224	902		902	26.3%
4250 Responsive maintenance	400	1,850	1,450		1,450	21.6%
4252 Planned maintenance	68	714	646		646	9.6%
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	1,774	5,850	4,076		4,076	30.3%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Whitegrove Community Centre :- Indirect Expenditure	4,853	22,075	17,222	13,500	3,722	83.1%
Net Income over Expenditure	(696)	(1,075)	(379)			

	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	175	1,226	1,051		1,051	14.3%
Memorial Ground Play Area :- Indirect Expenditure	176	1,727	1,551	0	1,551	10.2%
Net Expenditure	(176)	(1,727)	(1,551)			
<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	719	0	(719)	0	(719)	
Net Expenditure	(719)	0	719			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,481	2,461	(20)			100.8%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	2,493	2,461	(32)			101.3%
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	680	460	(220)		(220)	147.8%
4060 Insurance	322	437	115		115	73.6%
4250 Responsive maintenance	0	100	100		100	0.0%
4805 Allotment - delivery costs	533	1,500	967		967	35.6%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	1,595	3,197	1,602	0	1,602	49.9%
Net Income over Expenditure	898	(736)	(1,634)			
<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	10	2,800	2,790	0	2,790	0.4%
Net Expenditure	(10)	(2,800)	(2,790)			
<u>790 Events</u>						
4591 Parish calendar income	0	500	500			0.0%
Events :- Income	0	500	500			0.0%

Detailed Income & Expenditure by Budget Heading 31 July 2021

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4570 Arts Week	200	3,250	3,050		3,050	6.2%
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>200</u>	<u>10,150</u>	<u>9,950</u>	<u>0</u>	<u>9,950</u>	<u>2.0%</u>
Net Income over Expenditure	<u>(200)</u>	<u>(9,650)</u>	<u>(9,450)</u>			
Amenities & Environment :- Income	14,327	57,461	43,134			24.9%
Expenditure	23,462	86,706	63,244	13,500	49,744	42.6%
Movement to/(from) Gen Reserve	<u>(9,135)</u>					
Grand Totals:- Income	125,216	280,169	154,953			44.7%
Expenditure	101,520	280,169	178,649	13,500	165,149	41.1%
Net Income over Expenditure	<u>23,696</u>	<u>0</u>	<u>(23,696)</u>			
Movement to/(from) Gen Reserve	<u>23,696</u>					

FLAG FLYING**1.0 Purpose**

1.1 This report contains information circulated to the Finance & General Purposes Committee regarding flag flying by the council. The committee requested this report be circulated to all members for information and for comment.

2.0 Flag flying

2.1 The Union Flag is flown year-round from the council flagpole. On the following dates the following flags are flown as an alternative:

March 11	Commonwealth Day	<i>Commonwealth flag</i>
April 23	St Georges Day	<i>St Georges flag</i>
September 3	Merchant Navy Day	<i>Red Ensign</i>
September 15	Battle of Britain Day	<i>RAF Ensign</i>
October 24	United Nations Day	<i>United Nations flag</i>

2.2 The government has made it easier for flags to be flown, particularly the Union Flag, as a result the flag can be flown year-round and not only on specific days.

2.3 Flag flying can be subject to planning law. The attached guide issued by the Ministry of Housing, Communities and Local Government, updated in July this year, details the flags that can be flown without requiring consent.

2.4 Flying flags: a plain English guide (updated 20 July 2021) issued by MHCLG

(a) Flags which do not need consent

The full list of flags that do not require consent are:

- 1) Any country's national flag, civil ensign or civil air ensign
- 2) The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member
- 3) A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
- 4) The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
- 5) The flag of Saint David
- 6) The flag of Saint Patrick
- 7) The flag of any administrative area within any country outside the United Kingdom
- 8) Any flag of Her Majesty's forces
- 9) The Armed Forces Day flag

The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag, but the Regulations now highlight that you can attach a black mourning ribbon to either the flag or flagpole where the flag cannot be flown at half mast, for example, when flying a flag on a flagpole projecting at an angle from the side of a building.

The use of the word “country” in (1) and (7) of the list above, includes any of the Channel Islands, the Isle of Man and any British Overseas Territory. The flags of St George and St Andrew are recognised as the national flags of England and Scotland, but the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country’s national flag.

(b) Flags which do not require consent provided they comply with certain restrictions

A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

Categories of flag that can now be flown:

house flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown

any sports club (but cannot include sponsorship logos)

the Rainbow flag (six horizontal equal stripes of red, orange, yellow, green, blue and violet).

specified award schemes – Eco-Schools, Queen’s Awards for Enterprise and Investors in People

the NHS flag.

Certain environmental awards.

3.0 Considerations from the Finance & General Purposes Committee

3.1 The committee noted the flag flying report and considered if additional flags should be flown. It was agreed this should be a general discussion in council. Members noted that funding would be required to purchase additional flags and that these should be limited to those in list a and b.

4.0 Recommendation

Members are asked to note the report and consider additional flag flying events that may be appropriate.

MINUTES OF COMMITTEE MEETINGS

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

Finance & General Purposes	22 June and 27 July 2021
Planning & Transport	20 July and 10 August 2021

MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 22 June 2021** at **7.45pm**

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

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 25 May were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Mrs Gill and seconded by Cllr McCracken and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

There were no matters arising from the previous meeting.

005. Financial Report

The Clerk circulated the financial report to the end of May 2021 to members. It was noted that at this stage of the financial year, trends could not be identified.

The Clerk was asked about the payment of the precept and CIL and confirmed these were paid twice yearly by Bracknell Forest Council.

Precept – paid in two instalments at the beginning of May and October

CIL -if due, paid in arrears in late April and late September

The Clerk was asked to update members on the flag flying schedule.

The report was noted.

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

Members discussed the write-off debt totalling £321.50 for the period 2017-2018. Cllr Ms Dulieu proposed the write-off, seconded by Cllr Finch and AGREED by members present.

006. Q&A – Annual Governance & Accountability Return

The Annual Governance & Accountability Return has been circulated to all members separately and they were asked to forward any questions to the committee for consideration.

The Clerk confirmed that pension contribution mentioned in the audit report was to be paid. The Clerk confirmed that payments continued to be made electronically.

There were no further questions.

007. Responsible Financial Officers Report

The Clerk was asked about a wash-up meeting for the allotments. This had been discussed by the Amenities Committee and was to be arranged. The Clerk would ensure this was actioned.

Cllr Mrs Gill welcomed the introduction of the digital Wren and advised members that she was standing down from the Communication Working Group. The working group would be added to the agenda for the committee meeting in August.

008. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The Clerk advised that the medium-term financial strategy would be added to the future items. The date of the next meeting was agreed as Tuesday 27 July at 7.45pm.

009. Closure of the meeting

The meeting closed at 8.12pm.

MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 27 July 2021** at **7.45pm**

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

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 27 June 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Gill and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

The Clerk would circulate a flag flying schedule.

005. Financial Report

The Clerk circulated the financial report to the end of June 2021 to members. It was noted that at this stage of the financial year, trends could not be identified.

The Clerk updated members on lettings and rebalancing the bank account levels. The Clerk explained further work that was required to update the expenses figures, Neighbourhood Plan costs and telephone charges.

Members noted the debt update.

The report was noted.

006. medium-term financial plan

The Clerk circulated a paper on the medium-term financial plan to members ahead of the meeting. Members noted the projects included in the draft plan and were asked if there were others to be included. The refurbishment of the office was an item to be added.

It was suggested that a critical path analysis should be included as part of a project plan.

The Clerk advised members that a draft financial plan would be brought to the September meeting.

007. Responsible Financial Officers Report

The Clerk advised members that the caretaker had resigned and that a recruitment process would begin shortly.

A paper on revisions for the make-up of the staffing committee would be brought to the next meeting.

Cllr Mrs Gill updated the committee on the work on the environmental plans recently discussed by the Amenities Committee.

008. 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 24 August at 7.45pm.

009. Closure of the meeting

The meeting closed at 8.36pm.

MINUTES OF THE ADVISORY PLANNING & TRANSPORT COMMITTEE

held **virtually** on **Tuesday 20 July 2021**

Members present: M Jones (Chair), Ms Dulieu, Fitzwilliams, and Mrs Wallen

Other attendees: Parish Clerk

001. Apologies for absence

Cllr Ms Thorin

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meetings

The minutes of the meeting of 29 June 2021 were proposed by Cllr Ms Dulieu, seconded by Cllr Mrs Wallen and **APPROVED** by members present.

004. Matters arising

The Clerk advised members that he was waiting for an update on the flooding in Wellers Lane.

The Clerk updated members on the outcome of the planning appeal relating to 7 Crozier Lane.

005. Correspondence and items for information

Members noted response from BFC regarding the speed limit proposals for Wellers Lane.

The Clerk advised members that a planning enforcement issue relating to a large aerial that had appeared at Scotlands House had been reported for investigation.

006. Public participation

No requests for public participation were made.

007. Planning & tree applications (BFC lists 27/21, 28/21 and 29/21)

Planning List BFC 26/21

21/00547/3 Kennel Lane School, Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX
Construction of multi-use games area (MUGA).

Considered no objection

21/00553/FUL Land south of Fairclough Farm, Newell Green, Warfield, Bracknell, Berkshire

Section 73 application for variation of conditions 01 (approved plans) and 31 (drainage works) of planning permission 19/00157/FUL for the erection of 52 dwellings with associated parking, landscaping and open space and vehicular access onto Newell Green. (For clarification, this application seeks a minor material amendment to the site levels and drainage details and also provides details to satisfy conditions relating to landscaping and of enclosure).

Observations made

Members are concerned that the measures in respect of drainage and site levels may not address the issues on site and they do not have the expertise to judge on the proposed variations.

Members support the BFC comments that planting must include more native plants than ornamental.

21/00148/TRTPO 9 Somerset Grove, Warfield, Bracknell, Berkshire RG42 3TN

TPO 389 – Application to prune 2 trees.

Considered no objection

21/00154/TRTPO Land rear of 39 Hebbecastle Down (Piggy Wood) Warfield, Bracknell, Berkshire RG42 2QF

TPO 89 – Application to prune 2 trees.

Observations made

Ask the Tree Officer to review the shaping plan for the tree and ensure the pruning does not result in excessive asymmetry if the 2m pruning proposed is all over the applicants boundary.

Planning List BFC 27/21

21/00585/FUL 6 Newhurst Gardens, Warfield, Bracknell, Berkshire RG42 6AW

Proposed erection of single storey rear extension.

Considered no objection

21/00590/FUL 7 Norman Keep, Warfield, Bracknell, Berkshire RG42 7UY

Proposed erection of rear conservatory.

Considered no objection

21/00592/FUL Land south of Forest Road, Newell Green, Warfield, Bracknell, Berkshire

Erection of 48 dwellings, associated landscaping and parking, with access from Forest Road and Crozier Lane following demolition of existing buildings.

Recommended refusal

Key points:

1. *The proposals are contrary to aspects of the Central Area Masterplan (February 2015) and the Development Framework Document (November 2016 as part 06/01195/FUL) in respect of:*
 - a. *Excessive vehicular access to the area from Forest Road*
 - b. *Frontages onto Forest Road do not respect the existing character of the area*
 - c. *The rest of the site does not reflect the character area requirements*
 - d. *Landscape and open space requirements*
 - e. *Limited front gardens are detrimental to the street scene*
2. *Removal of existing trees and hedgerow and the siting of properties next to those to be retained*
3. *Concerns about the shared pedestrian cycle access to Forest Road*

4. *Concerns regarding the design of car ports*
5. *Concerns regarding back land development on existing properties*
6. *Community integration*

1. Proposals contrary to the Central Area Masterplan February 2015) and the Development Framework Document (November 2016 as part 06/01195/FUL)

a. *Excessive vehicular access to the area from Forest Road*

The development framework document (page 19) identifies that there should be limited vehicular access off the existing road network. The proposals show two vehicle access points onto Forest Road, which they consider excessive. 22 of the 48 dwellings in the application have access from Forest Road. Members feel that two accessways are excessive and contrary to the one shown on the masterplan. Particular concern is expressed for the access to the flat block because of its closeness to the proposed main access to the site and the Bott Bridge junction, which already incorporates access to the Spice Lounge, which benefits from being signal controlled. Members feel this secondary access is detrimental to road safety.

b. *Frontages onto Forest Road do not respect the existing character of the area*

Members note character assessment for Newell Green mentioned in various planning documents the supplementary planning document adopted in March 2010. A large portion of the site falls within the character area boundary. The recommendations are for development along the main streets should mostly appropriately be in the form on semi-detached or small terrace houses (2 storeys high)' and that 'front boundaries should be formed by hedgerow or low brick walls and that boundary treatments should be in line with existing boundaries as there is a risk of the loss of locally distinctive road frontage.' Members do not believe the proposals for the frontage onto Forest Road meet these conditions which the SPD recommends are retained. The design of the properties and the apartment block are out of keeping with the existing buildings in close proximity to the site.

c. *The site beyond Forest Road*

Members do not believe that the site beyond the Forest Road frontage respects the character assessment for the area or the masterplan requirements for the street scene. There is a lack of different housing types and form. There appears to be no visitor parking associated with the apartment block.

d. *Landscape and open space requirements*

members are disappointed with the landscaping and open space treatments on the site. The masterplan expects the retention of existing vegetation and enhancement of planting within housing layouts and members do not believe this application reflects those requirements.

There is virtually no existing trees or hedgerows retained as part of the street scene, instead there are single trees in front gardens which do not reflect the aim for the informal arrangement as stated in the masterplan.

There appears to be a lack of additional planting across the development area.

Members would expect any planting for landscaping or around open spaces to be of native species. Members do not consider that the SUDs provide rural character on the basis of the plans presented.

Members would expect further work to be carried out to survey the wildlife on the land. Conditions such as wildlife corridors and access for hedgehogs should be made.

While not a requirement of the masterplan, members are disappointed in the lack of open space or play areas for children on the site. While such amenity is provided nearby on the Memorial Ground, from this site this is accessed by crossing a busy A road, with no pedestrian crossing.

e. *Limited front gardens*

Members do not consider the proposals reflect the street scene treatments outlined in the masterplan or in the key objectives for character and place set out in development framework document. Members are concerned that the proposals do not deliver an informal street appearance and the limited front gardens are dominated by parking spaces. The masterplan says there should be a variety of informal front garden planting and other aspects that support a rural character. There is a lack of variety in plot sizes and set backs to provide interest in the street scene as outlined in the development framework document.

2. Removal of existing trees and hedgerows and siting of properties where they are retained

Members are concerned about the scale of removal of native species of trees and hedgerows and that these cannot be retained through alternative design. Members are concerned that the design of plot 14 adjacent to a retained hedgerow and ash tree may create future problems due to the close proximity of the new property and driveway to the tree and its root profile.

3. Pedestrian and Cycle Access to Forest Road

Members welcome the provision of pedestrian and cycle access onto Forest Road but have concerns that the provision may not be sufficient for shared access by both pedestrians and cycles. Members would highlight concerns about the safety of users onto Forest Road and would expect the appropriate safety measures to be included in planning conditions.

There is a concern that the access could be used by horse riders and that appropriate steps are taken to prohibit this.

4. Car ports

The proposed design of the car ports shows them fully enclosed on three sides. Members are concerned that while designated as car ports, they could be easily converted to fully enclosed garages by the addition of doors, as has been seen on elsewhere on the in the central area (e.g. 20/00263/FUL). Members have been unable to confirm the dimensions of the proposed car ports but would expect them to meet the BFC Parking Standard for a car port and not a garage. Members share the view of the highway officer on other applications that such a structure could ultimately be used for storage rather than vehicle parking, thereby reducing the on-

plot parking for the dwelling below that required by the Parking Standards SPD, March 2016. In turn, this is likely to encourage parking on other areas of the development site and could be detrimental to highway safety.

5. Back land development

Members are concerned that plots 5-11, 14, 19, 32-34 border existing residential homes and do not maintain the quality of environment for existing residents and do not respect the principles set out in 3.6 of the BFC Design Supplementary Planning Document of March 2017.

6. Community Integration

The affordable housing is congregated into one corner of the site, which goes against community integration.

21/00607/FUL 26 Greystock Road, Warfield, Bracknell, Berkshire RG42 2FB

Conversion of existing garage to provide habitable accommodation and erection of single storey rear extension.

Considered no objection

21/00169/TRTPO 19 Anthony Wall, Warfield, Bracknell, Berkshire RG42 3UL

TPO 393 – Application to prune 1 tree.

Considered no objection

Planning List BFC 28/21

21/00608/FUL 22 Mareshall Avenue, Warfield, Bracknell, Berkshire RG42 2QU

Proposed erection of front porch, conversion of existing garage into habitable accommodation, replacement of conservatory roof plus fenestration alterations.

Considered no objection

21/00613/FUL Land east of Crozier Lane, Warfield, Bracknell, Berkshire

Construction of a section of highway including a turning head and drainage basin to deal with surface water.

Recommended refusal

This application is premature as the development has not been approved yet

008. Planning determinations

Applications Determined

21/00473/FUL 2 Prospect Place, Warfield Street, Warfield, Bracknell, Berkshire

Conversion of garage into habitable accommodation.

Approval by Delegated Decision

21/00447/FUL Westerwood Goughs Lane, Warfield, Bracknell, Berkshire

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

Approval by Delegated Decision

20/01085/OUT Brookfield Farm, Bracknell Road, Warfield, Bracknell, Berkshire

Outline application for residential development of up to 90 dwellings including public open space and associated infrastructure, including new cycle path connecting to Edmunds Lane. Matter of access to be determined with all matters reserved.

Withdrawn

21/00169/FUL 17 Darby Vale, Warfield, Bracknell, Berkshire RG42 2PH

Erection of a part 2 storey and part first floor side extension.

Approval by Delegated Decision

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

TPO 439 – Application to prune 1 tree.

Approval by Delegated Decision

20/00942/FUL Land to the rear of The Old Coach House, Warfield Park, Bracknell, Berkshire

Erection of a detached triple garage building with first floor ancillary accommodation to serve the proposed dwelling approved under 16/01273/FUL and adjacent property known as The Old Coach House and formation of adjacent replacement parking spaces.

Approval by Delegated Decision

20/01086/FUL Land adjacent to Hayley Green Farm, Hayley Green, Warfield, Bracknell, Berkshire

Replacement of existing agricultural access and track with new improved access and track.

Approval by Delegated Decision

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.

Approval by Delegated Decision

21/00266/FUL 53 Top Common, Warfield, Bracknell, Berkshire RG42 3SH

Retrospective conversion of garage into habitable accommodation.

Approval by Delegated Decision

21/00073/TRTPO Lanresse Goughs Lane, Warfield, Bracknell, Berkshire

TPO 76a – Application to prune 1 tree.

Refusal by Delegated Decision

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

TPO 393 – Application to prune 1 tree.

Refusal by Delegated Decision

009. Planning appeals

There was no update to report

010. Ongoing issues

- a. CIL and S106 contributions

No update.

- b. Current and potential enforcement cases

There was no update to report.

011. Representative reports

Cllr Fitzwilliams noted the start of drainage work around the allotment site.

Cllr Ms Dulieu reported that the application at Lambrook School was expected to be withdrawn.

012. Date of next meeting

The date for the next meeting is on Tuesday 10 August 2021 via Zoom.

013. Closure of the meeting

There being no further business the meeting closed at 8:45pm.

PLANNING & TRANSPORT COMMITTEE

MINUTES OF THE ADVISORY MEETING

held **virtually** on **Tuesday 10 August 2021**

Members present: Cllr Jones (Chair), Ms Dulieu, Ms Thorin

Other attendees: Parish Admin, Sonal Shukla

001. Apologies for absence

Ms Wallen and Cllr Fitzwilliams

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meetings

The minutes of 20 July 2021 were proposed by Cllr Ms Dulieu, seconded by Cllr Jones.

004. Matters arising

There were no matters arising that were not covered elsewhere on the agenda.

005. Correspondence and items for information

None

006. Public participation

1 public participant who requested to observe the meeting – Guy Gillbe.

007. Planning & tree applications (BFC lists 29/21, 30/21 and 31/21)

Planning List BFC 29/21

21/00644/FUL 1 Bingham Cottages, Bowyers Lane, Warfield, Bracknell, Berkshire RG42 6EN

Erection of single storey rear extension following demolition of existing utility room.

Considered no objection

21/00645/FUL 1 Bingham Cottages, Bowyers Lane, Warfield, Bracknell, Berkshire RG42 6EN

Erection of single storey rear extension following demolition of existing utility room plus rear facing dormer.

Considered no objection

21/00175/TRTPO 4 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 2 trees.

Considered no objection

Planning List BFC 30/21

21/00646/FUL Honeypot Cottage Binfield Road Binfield Bracknell RG42 4LY

Proposed 2 no. 4 bedroom detached dwellings following demolition of existing outbuildings.

Observation made

This is outside of the settlement boundary.

Councillors are concerned about the pond being removed – is it a wild pond or an ornamental pond. Councillors agree to removal if it is ornamental.

21/00651/FUL Romany Hayley Green Warfield Bracknell RG42 6DA

Proposed 1.8m high electric sliding gate to the front and extension of 1.8m high wooden fence from garage of Chipapa property boundary to the new gate post.

Considered no objection

21/00659/ FUL 25 Plantagenet Park Warfield Bracknell Berkshire RG42 7UU

Proposed conversion of garage to habitable accommodation.

Recommended refusal

There is insufficient parking provided for a 4 bedroom house. Plans only show 2 spaces available.

21/00665/FUL 1 Newell Green Cottages Newell Green Warfield Bracknell RG42 6AB

Section 73 application to amend conditions 2 (approved plans) of planning permission 20/00020/FUL for the erection of dwelling with associated landscaping and access works following demolition of existing garage and outbuildings. (For Clarification: this application seeks to amend the design of the proposal)

Considered no objection

21/00181/TRTPO Quelm Lane Warfield Bracknell RG42 2PR

TPO 89 - Application to fell 1 tree and prune 2 trees.

Considered no objection

Planning List BFC 31/21

21/00258/LB Old Farm Warfield House Bracknell Road Warfield Bracknell RG42 3AT

Listed building application for the erection of 1 no. 4-bedroom detached dwelling after demolition of existing dwelling.

Considered no objection

NB: Already commented on application 21/00257/FUL

21/00657/FUL Windmill Farm Malt Hill Warfield Bracknell Berkshire

Erection of 2 no. four-bed dwellings and 4 no. three-bed dwellings following demolition of existing agricultural buildings.

Recommended refusal

This is excessive development of the Greenbelt.

Councillors are concerned over the increase of traffic onto a rural lane.

21/00679/FUL Ryecot 2 Rye Close Bracknell Berkshire RG12 2QY

Conversion of garage into habitable accommodation, erection of first floor side extension plus external changes including rendering and fenestration.

Considered no objection

21/00705/FUL Land At Osborne Lane Osborne Lane Warfield Bracknell Berkshire

Erection of a machinery store; installation of entrance gates; and change of use of land for the stationing of a caravan for use as a rest room ancillary to private equestrian use of the site.

Observation made

Councillors recommend a condition on the use of the caravan that it should not be used for overnight stays.

21/00739/PAD Land South Of Forest Road and East Of Crozier Lane Newell Green Warfield Bracknell Berkshire

Prior approval application for agricultural track to provide access for vehicles associated with agricultural maintenance of the land.

Recommended refusal

Councillors concerned that the footings of the agricultural track are very similar to the application for a road (21/00613/FUL) which should not be approved until the main application for the houses (21/00592/FUL) is approved. This application is therefore premature.

21/00184/TR5 Warfield Park Homes Office Warfield Park Warfield Bracknell RG42 3RG

TPO 1222 - Application to fell 1 tree

NB – Approved and included on determination list

21/00186/TRTPO 48 Darby Vale Warfield Bracknell Berkshire RG42 2PQ

TPO 439 - Application to prune 1 tree

Considered no objection

008. Planning determinations

The following determinations were advised since the last meeting by Bracknell Forest Council.

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

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

Approval by Delegated Decision

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.

Approval by Delegated Decision

21/00417/FUL The Mount, Malt Hill, Warfield, Bracknell, Berkshire

Conversion of existing integral garage to habitable space. Dormer to front elevation, adjustment of 1st floor roofline to front, side and rear elevations, part 1st floor extension. Enlargement of glazed apertures to ground floor rear elevation. White wash existing and new facing brickwork. Extension of existing rear balcony. Demolition of existing conservatory.

Approval by Delegated Decision

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

TPO 372 – Application to fell 1 tree.

Approval by Delegated Decision

21/00307/FUL Fernygrove Farm Land At Hawthorne Hill Hawthorn Lane Warfield

Construction of Vehicular Access.

Withdrawn

21/00163/FUL Land Adjacent To Hayley Green Farm Hayley Green Warfield Bracknell

The siting of a portable cabin to use as an office in support of an indoor farming enterprise and creation of an access.

Approval by Delegated Decision

21/00204/FUL 22 Elen Place Bracknell Berkshire RG42 2AQ

Conversion of existing loft to create habitable room and installation of 3no. new rooflights

Approval by Delegated Decision

21/00136/TRTPO The Vicarage Church Lane Warfield Bracknell Berkshire

TPO 56 - Application to fell 1 tree

Approval by Delegated Decision

21/00585/FUL 6 Newhurst Gardens Warfield Bracknell Berkshire RG42 6AW

Proposed erection of single storey rear extension.

Approval by Delegated Decision

21/00184/TR5 Warfield Park Homes Office Warfield Park Warfield Bracknell RG42 3RG

TPO 1222 - Application to fell 1 tree

Approval by Delegated Decision

009. Planning appeals

None

010. Ongoing issues

a. CIL and S106 contributions

No update.

b. Current and potential enforcement cases

There was no update to report.

011. Local Plan response

No update

012. Representative reports

Ms Thorin has requested an update from The Clerk on the flooding at Weller Lane as it is still flooded.

Ms Dulieu raised concerns for application 21/00755/PAC to change Lily Hill House into flats.

Councillors noted an email they received with an update for amended plans regarding the proposals of new homes at Jeallotts Hill.

012. Date of next meeting

The date for the next meeting is on Tuesday 31 August 2021 via Zoom.

013. Closure of the meeting

There being no further business the meeting closed at 8:20pm.

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 8 September unless extended by the authority of the full council.
- 1.3 Members are given options regarding the standing order. One is to allow it to lapse, the second to extend the order until May 2022 in case it is required ahead of that date.

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 12 May 2022

- 2.2 An extension to May 2022 does not mean the council is required to use it. It would be in place should the council be unable to meet on a face-to-face basis due to COVID or some other reason. The use of Standing Order 31 would require the Chair of the Council or committee and the Clerk to agree, in consultation with members of the council.

- 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 8 September 2021 12 May 2022, 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.

APPOINTMENTS TO THE STAFFING COMMITTEE

1.0 Purpose

- 1.1 This paper outlines changes required to the terms of reference to the Staffing Committee to temporarily remove the chairman (at his request) for the municipal year to May 2022 and to make appointments to the Staffing Committee.

2.0 Amendments required

- 2.1 The following amendment is required to the scheme of delegation.

Section 8.1

The Staffing committee will be a standalone committee of the council. It can respond to the needs and requirements of the full council and its committees. The committee shall comprise of four members. These shall be the ~~chairman of the council~~, the chairman of the Finance & General Purposes committee and ~~two~~ ~~three~~ other members, who should not be committee chairs and at least one, who is not a member of the Finance & General Purposes Committee.

- 2.2 This amendment will be for one year and be reversed at the annual meeting in May 2022. The amendment will require approval at full council to take effect.

3.0 Appointments

- 3.1 Cllr Strudley as chair of the Finance & General Purposes Committee is an ex officio member of the committee.
- 3.2 Cllrs Mrs Barnard, Ms Dulieu and Ms Thorin are nominated to the Staffing Committee. These nominations ensure one member is not a member of the Finance & General Purposes Committee.

3.0 Recommendation

Members are recommended to:

- a. Amend the scheme of delegation to remove the chairman of the council from the Staffing Committee for the remainder of the municipal year.
- b. Appoint Cllrs Mrs Barnard, Ms Dulieu and Ms Thorin to the Staffing Committee.

POLICY DEVELOPMENT FRAMEWORK

1.0 Purpose of this report

- 1.1 This report contains the draft Policy Development Framework for consideration. The framework sets out the approach the council will follow in the development and review of policies. The aim of the framework is to deliver consistency and transparency and identify the role of officers and members in the process.
- 1.2 The Policy Development Framework was considered and reviewed by the Finance & General Purposes Committee in March 2021 and recommended to council for approval.

2.0 The framework

- 2.1 The framework has been developed to provide members, officers and the public with a clear process and approach to policy development within the council. As the council continues to grow and in the delivery of services as well as requirements of government or legislation, policies will continue to be required and development.
- 2.2 The framework sets out the differences between policy, strategy and procedure and the roles played by officers and members in their development. Councillors are responsible for setting policy and strategy, with officers producing initial drafts and writing documents to meet the policy wishes of members. Policies and strategies must be lawful, and the Clerk will advise members accordingly during development. Officers will be proactive in their support to members during the development of policy.
- 2.3 Policies and strategies may be developed for the council (e.g., HR, data protection, complaints) or for specific operational activity (investments, lettings, allotments).
- 2.4 The framework is designed to create consistency across policies and ensure members have sufficient information on the impact of policies on the council. This will be delivered through impact assessments that will be presented alongside a policy when it is considered. Impact assessments are an important tool in decision making and should assist members in review and consideration.
- 2.5 As the document makes clear, impact assessments will be in a basic form. Appendix 1 contains information on Equality Impact Assessments. The council has a duty to consider equality duty, the recorded assessment will demonstrate this has been carried out, thus demonstrating compliance with the law. The impact assessments will also consider other important considerations for members such as does it relate to the parish plan, financial and resource impacts, risk, and sustainability impacts.
- 2.6 The framework also defines the format of policy documents, so they follow a standard format. The Clerk will be responsible for ensuring a house style is applied to policies in terms of written form and visual presentation to provide consistency across documents.
- 2.6 The framework also sets out the approval process for policies. The process involves the responsible committee chair early in the process. This means the chair knows policy development is taking place and that they can act as a policy champion following review and present and propose the policy to full council for approval. This has been proposed as a way of demonstrating the responsibility members have for setting policy and strategy.

3.0 Recommendation

Members are asked to approve the Policy Development Framework.

Policy Development Framework

1.0 Introduction

1.1 Warfield Parish Council requires a robust framework for the development, approval and management of policies and other associated documents. This framework aims to ensure that:

- There is a consistent and clear approach to policy development, consultation, approval, dissemination / communication, access to documents and review
- The council complies with relevant legislation, governance, audit, and controls assurance requirements
- Policy processes are appropriate for existing or new organisational arrangements
- The impact of policies is fully assessed and understood
- Policies in use are current, relevant, and up to date
- The council meets its commitments including equalities into its functions.

2.0 Scope

2.1 This policy sets out the route to be followed when developing or updating policies, strategies and procedures and introducing them within the organisation. The following broad definitions are applied:

Policy - statement of intent, describing the approach or course of action the organisation is taking in respect of a particular issue.

Strategy – long term plan setting out the organisation’s major objectives and broad actions to achieve them

Procedure - detailed steps taken to fulfil a policy

3.0 Roles and Responsibilities

3.1 Primary roles

Councillors are responsible for setting policy and strategy

Parish Clerk and officers are responsible for operations and procedural arrangements

3.2 Defined roles

Parish Clerk - Overall responsibility for policy framework. Author and lead for the policy development including the approvals process and appropriate assessments.

Responsible committee – responsible for reviewing and commenting on new or updated policies and the impact assessment and making recommendations to full council.

Responsible committee chair – initially work with the Parish Clerk to bring policies to the lead committee and to take the policy to council as part of the approval process.

Full council – the approval body for policies and strategies.

Staff members – All staff must ensure their practice is in line with current policies, strategies, and procedures.

3.3 The Parish Clerk as part of the impact assessment will identify the responsible committee, this will include the circumstances where the policy suggestion has come from a specific committee.

3.4 As procedures are operational documents, the Parish Clerk will liaise with the responsible committee chair to consider if the document requires oversight by the responsible committee.

4.0 Policy Development

4.1 Policies, strategies and procedures may be developed for one of the following:

- The council as a whole
- For specific operational activity

4.2 There should be no duplication of policies.

4.3 All policies, strategies and procedures should have an identified lead member and responsible officer.

4.4 Policies, strategies and procedures should meet the following standards:

- Be evidence based
- Have a clear rationale for change
- Be based on robust information about any affected group and the likely impact
- Be clear about the scope
- Include (where appropriate) consultation and engagement with affected parties
- Be based on any available assessment of existing policy and systems and the likely impact of the proposed new policy, strategy, or procedure.
- Meet the requirements set out in this Policy Development Framework in relation to impact assessment, format and style, approvals, communication and dissemination, audit, and review
- Able to be monitored and evaluated

5.0 Impact assessment

5.1 Impact assessment is an integral part of the process of developing policy, strategy, and procedure. As a minimum, all policies should consider the following:

- Financial implications
- Staff and resource requirements
- Service delivery implications
- Risk (financial and reputational)
- Impact on environment
- Equalities impact (EQIA)*. see Appendix 1

5.2 A checklist to guide impact assessment is attached at appendix 2. The completed checklist should be made available to the group or committee approving the policy.

5.3 Equalities Impact Assessments should be published alongside the policy when approved.

6.0 Format

- 6.1 Policies should be in a standard format which meets disability access standards, in accordance with the template at Appendix 3. Drafts should clearly state version number.
- 6.2 All policies should be in Source Sans Pro font with a preferred font size 12. Type should be justified on the left. All sentences should be in lower case. Policies should be printed in a black font on a plain background.
- 6.3 Policies should clearly state the following:
 - Date of approval
 - Date for review
- 6.4 Consideration should be given to the expected audience for the policy and the level of understanding of technical terms. Policies should be written in plain English avoiding the use of jargon where possible and with acronyms set out in full.
- 6.5 Alternative formats will be made available upon request.
- 6.6 Electronic versions of policies should be in pdf files where possible or read only files to prevent alteration.

7.0 Approval process

- 7.1 New or updated policies will initially be discussed between the Parish Clerk and Responsible committee chair ahead of presentation to the responsible committee for initial scrutiny, review, and comment. The committee may decide one of the following:
 1. The committee require further work and review of the policy or requires a specific consultation exercise to be conducted
 2. The committee recommends the policy be presented to full council with minor changes, not requiring further review
 3. The committee recommends the policy in its final presented version
- 7.2 Policies, strategies and procedures presented for approval should include information on the impact assessment and implications of the policy to enable informed decisions to be made – using the template at Appendix 2.
- 7.3 Policies should receive final approval from the full council. Documents submitted for approval should have completed all necessary revisions and include the impact assessments. The responsible committee chair will propose the policy for approval by members. Full council can either approve the policy or ask the responsible committee to review the policy further.

8.0 Communication and dissemination

- 8.1 The intranet site will be the primary location for all policies, strategies, and procedures. Relevant policies, strategies and procedures will also be published on the council's public website.
- 8.2 The Parish Clerk will be responsible for disseminating the policy to staff and contractors and for publishing the documents as per 8.1.

9.0 Review

- 9.1 All policies, strategies or procedures should be reviewed every 3 years as a minimum, or sooner if there is a specific legislative or service requirement or change in guidance, law, or practice.
- 9.2 Reviews should take account of:
- the evaluation or audit of the current policy, strategy, or procedure
 - changes to organisational and national policy and context
 - the ongoing requirement for the policy, strategy, or procedure
- 9.3 The Parish Clerk is responsible for ensuring that review takes place at the appropriate time.

10.0 Implementation of the policy development framework

- 10.1 The Parish Clerk will be responsible for the implementation of this framework.
- 10.2 This framework will be reviewed 3 years from the date of approval.

Appendix 1 – Equalities Impact Assessment

- 1.0 The Equality Duty is a duty on public bodies and others carrying out public functions. It ensures public duties consider the needs of all individuals in their day to day work – in shaping policy, in delivering services and in relation to their own employees.
- 1.1 Schedule 19 of the Equality Act 2010 includes parish councils in the public bodies list.
- 1.2 The Equality Duty does not impose a legal requirement to conduct an Equality Impact Assessment, nor is there is any practical need to conduct one. Compliance with the Equality Duty involves consciously thinking about the three aims of the Equality Duty as part of the process of decision-making. That will entail understanding the potential effects of the organisation’s activities on different people, but there is no prescribed process for doing this. Keeping a simple record of how decisions were reached will help public bodies show how they considered the Equality Duty. The simple Equality Impact Assessment included in the impact assessment will be part of that record.
- 1.3 The Equality Duty is outlined in the Warfield Parish Council Equality and Diversity policy (September 2019)

Appendix 2 – Approvals cover sheet

This sheet will show appropriate details including the Impact Assessment

Name of Policy, Strategy or Procedure

Name of Responsible committee

Name of Lead officer and Responsible committee chair

Previous policy version (if applicable)

Impact Assessment		
	Requirement	Comment
Equalities	A simple equalities impact assessment has been carried out	<i>Any relevant comments</i>
Financial	Cost and resource implications are fully understood, and budgets identified	<i>include details of likely cost and source of any funding</i>
Parish Plan	Does the policy relate to the Parish Plan	<i>include details where relevant</i>
Risk	Any risks to the organisation are fully understood and agreed	<i>confirm that appropriate risk assessment and controls are in place</i>
Service Delivery	Implications for service delivery are fully understood and agreed.	<i>include details where relevant</i>
Staffing	Implications for staff are fully understood and agreed.	<i>confirm that this has been considered</i>
Sustainability	Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.	<i>confirm that impact and any action to minimize impact have been considered</i>
Consultation	Where applicable, there has been consultation with those affected by the policy, including those with responsibility for implementation.	<i>include information on who was consulted with and response to any significant issues raised</i>

Title

Sub-title if required

1.0 Introduction

1.1 Introduces the topic and includes reference and applicability of relevant legislation, definitions, and context. This section should also include detail of the purpose and objectives.

2.0 Scope

2.1 The target audience for the policy or procedure.

3.0 Roles and responsibilities

3.1 expectations of staff as a whole and any specific roles and responsibilities associated with specific posts

4.0 BODY OF POLICY OR PROCEDURE

5.0 Review

5.1 Arrangements for review, including review date or any triggers for review (e.g. expected legislation)

6.0 References

6.1 Supporting Information (may be included in main policy document, or in separate supporting documentation)

6.2 In addition to the policy there will be (if required)

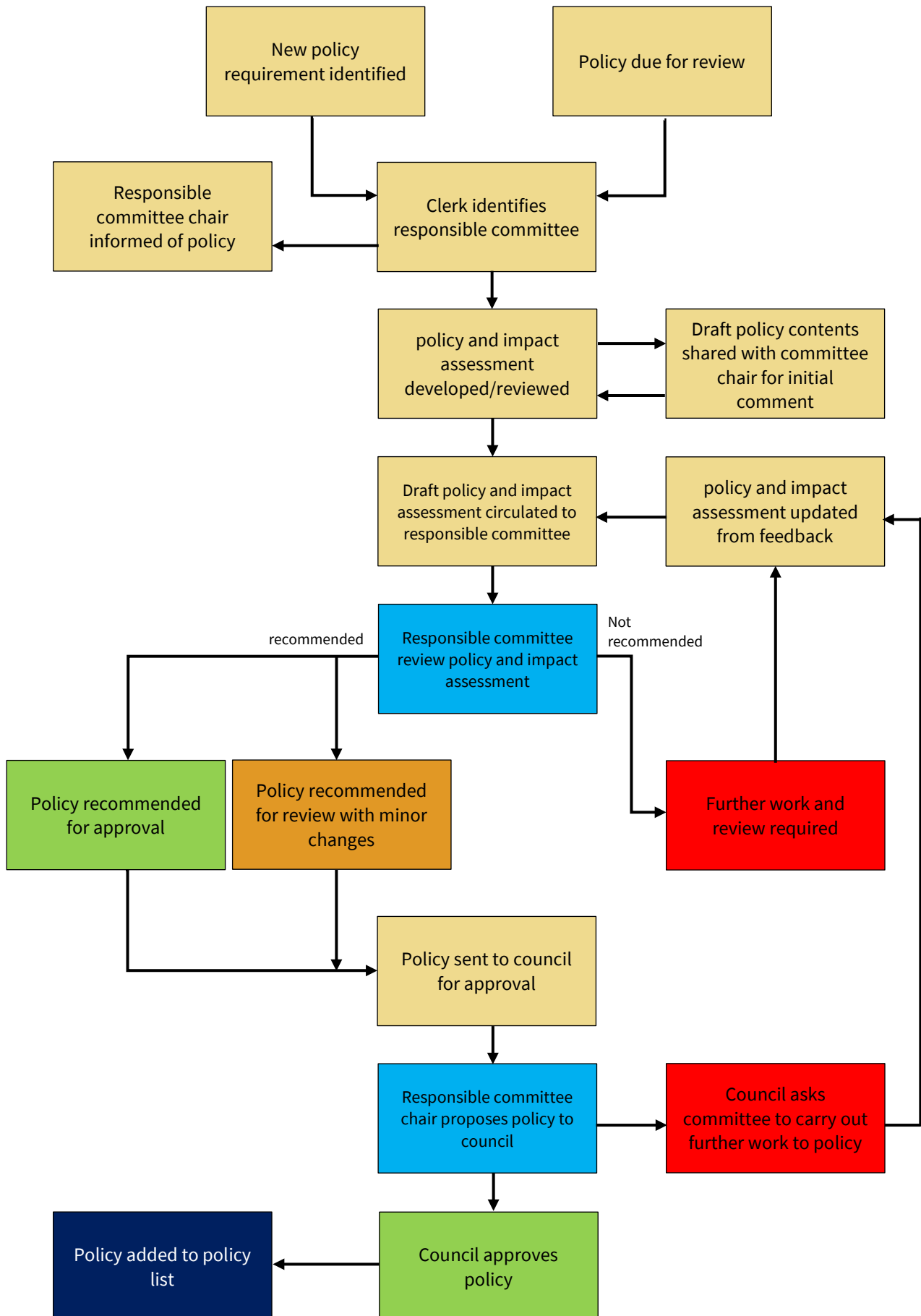
Implementation Plan

To include any training required and clear plan for communications with anyone expected to be aware of or implement the policy

Impact Assessment

Details of the implication of the policy including risk assessment, EQIA and other impacts as set out in the policy development framework

Appendix 4 – Policy process



PLATINUM JUBILEE CELEBRATIONS

1.0 Purpose

- 1.1 The Platinum Jubilee of HM The Queen will take place over an extended bank holiday weekend on Thursday 2 to Sunday 5 June 2022. This report outlines details in general circulation and makes a recommendation to delegate to a responsible committee.

2.0 Events planned

- 2.1 As part of the national plan, the long held tradition of beacon lighting will take place across the kingdom, overseas territories and capital cities of commonwealth nations. Beacon lighting is planned for Thursday 2 June at 9:1pm.
- 2.2 The council has participated in previous beacon lighting events, including the commemoration of the end of World War I in November 2018.
- 2.3 Other details of the events programme will follow, but it is anticipated that locally organised street parties may be included.

3.0 Responsible committee

- 3.1 It is recommended that responsibility for celebrations sit within the remit of the Amenities Committee.

4.0 Recommendation

Members note this report and authorise the Amenities Committee to oversee celebration activity.

PAYMENTS

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

8th July 2021

Electronic Payments		items	invoice total
EP	ABA (Construction) Ltd	Play Area Inspection	£120.00
EP	Brownlow Memorial Hall Trust	Quarter 2 Rent Payment	£3,875.00
EP	Business Technology Support	Office Printer Costs - Apr 21 to June 21	£139.90
EP	Circle Cleaning	General Cleaning	£627.00
EP	RCOH Ltd	Local Plan Examination Support	£330.00
EP	Silva Homes Ltd	Salary Contribution - Jealotts Hill Project	£8,800.00
EP	HMRC	PAYE & NICS contributions	£1,134.25
EP	Berkshire Pension Fund	pension contributions	£998.18
			£16,024.33
Direct debit			
	NEST pension	pension contributions	£184.60

4th August 2021

Electronic Payments		items	invoice total
EP	ABA (Construction) Ltd	Play Area Inspection	£150.00
EP	Bracknell Forest Council	Rental of Whitegrove Centre	£200.00
EP	Circle Cleaning	General Cleaning	£878.00
EP	Claire Connell	Internal Audit Services	£465.00
EP	Suds Window Cleaning	Window Cleaning	£168.00
EP	HMRC	NICS and PAYE	£1,112.60
EP	Berkshire Pension Fund	pension contributions	£998.18
EP			
EP			
			£3,971.78
Direct debit			
	NEST	pension contributions	£184.60
			£184.60

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
Parish Plan	Council	October 2021

3.0 Next meeting of the council

3.1 The date of the next council meeting is scheduled for Wednesday 6 October 2021, the Brownlow Hall and Whitegrove Community Centre are occupied that evening. Members are asked to consider moving the meeting to Thursday 7 October.