

NOTICE OF MEETING

Full Council

7.45pm on Wednesday 10 November 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 virtual meeting of Warfield Parish Council on Wednesday 10 November 2021 at 7.45pm.

The meeting will take place on Zoom.

Meeting ID: 845 3597 3047

Passcode: 529918

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 10 November 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)	0m
003.	Apologies for absence To approve apologies for absence.	
004.	Declarations of interest Members are required to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	0h
005.	Minutes of the previous meeting To approve the minutes of the council meeting of Wednesday 8 September and for the minutes to be signed by the presiding chairman.	0o
006.	Clerks Report The report contains actions taken on arising from the last meeting of the council and other items for information, including recurring reports.	й0
007.	Report from the Finance & General Purposes Committee a. To receive a report from the Finance & General Purposes Committee and note the financial report to the end of September 2021 b. For decision – Health, Safety & Welfare Policy c. For decision – Members Dispensation Procedure d. For information – Vacancy & Co-option Arrangements	к0
008.	Report from the Planning & Transport Committee To receive an update from the Planning & Transport Committee.	о0
009.	Staffing Committee To receive a report from the Staffing Committee.	ок
010.	Minutes of Committee meetings To note the minutes from committees.	оо
011.	Payments To note the payments approved since the last meeting.	рй
012.	Members reports To receive relevant updates from members.	

No.	Item	Page
013.	Future agenda items and date of the next meeting To note future agenda items and the date for the next meeting of the council.	pκ
014.	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 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

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 declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Parish Clerk in attendance that they are withdrawing as they have such an interest.

If the Disclosable Pecuniary Interest is not entered on the register of Members interests the member must ensure this is updated within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Parish Clerk should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

MINUTES OF THE COUNCIL MEETING

held on **Wednesday 8 September 2021** at **7.45pm** in the **Brownlow Hall**

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

Other attendees: Parish Clerk

001. Chairman's welcome

Cllr Dr Barnard welcomed members and the public to the meeting. Members observed a moments silence to remember the late Michael Sargeant a former borough and parish councillor in Warfield. The Chairman thanked all involved in supporting the local community through the pandemic.

002. Public Participation

No requests to participate were received.

003. Apologies for absence

Apologies for absence were received and noted for Cllrs Finch 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 of 7 July 2021 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Ms Dulieu. The minutes were **APPROVED** by attending members.

006. Matters arising from the last meeting

The Clerk advised members that the Neighbourhood Plan examiner had raised further questions but had agreed to delay these until after a visit to the area in early September.

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 July was circulated to members in advance of the meeting.

The Clerk explained the reasons for the reported debtors on the balance sheet and agreed to confirm the treatment with the Internal Auditor. An update was given on credit arising from the water account.

In answer to a question on income and expenditure for the allotments, the Clerk responded that the intention would be for the allotments to be cost neutral to the council in future. A review of the lessons learnt from the allotments would be taking place along with the development of a 'moving forward' plan.

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

Cllr Strudley introduced the report on flag flying to members, following discussion at the recent Finance & General Purposes meeting. Members were invited to make suggestions on other flags the council may choose to fly. Following discussions, Cllr Strudley proposed the council purchase and fly the Pride flag and NHS flag, subject to cost agreement, this was seconded by Cllr Mrs Gill. The motion was APPROVED on a vote of 7 to 3.

The Clerk would review costs and update the next meeting.

008. Planning & Transport Committee update

Cllr M Jones updated members on the recent meeting of the Planning & Transport Committee.

Members noted the objections of the council to the proposals of Redrow for 48 homes on the Warfield Garage site. An objection was also submitted regarding the proposed change of hours for deliveries to the Tesco Bracknell North store.

Members noted the report.

009. Minutes of Committee meetings

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

Finance & General Purposes 22 June and 27 July 2021

Planning & Transport 20 July and 10 August 2021

010. Review of Standing Order 31

The Clerk circulated a report on Standing Order 31. This standing order permitted the council and its committees to meet virtually and make use of delegated decision making.

Two options were presented to members. Option 1 to allow the standing order to expire. Option 2, to extend the standing order to 11:59pm on 12 May 2022 in case its use was required again.

The standing order had a sunset clause that expired at 11:59pm on 8 September 2021.

Cllr Strudley proposed option 2 that Standing Order 31 be extended to 11:59pm on 12 May 2022 and this was seconded by Cllr M Jones and **APPROVED** by members present.

011. Appointment to the Staffing Committee

An amendment to the scheme of delegation to remove the chairman as an ex-officio member of the staffing committee for the remainder of the year, along with the appointment of Cllrs Mrs Barnard, Ms Dulieu and Ms Thorin to the committee was

proposed by Cllr McCracken and seconded by Cllr Mrs Gill and **APPROVED** by members present.

012. Policy Development Framework

The Policy Development Framework was circulated to members ahead of the meeting and had been reviewed and considered by the Finance & general Purposes Committee.

Cllr Dr Barnard proposed adopting the Policy Development Framework, seconded by Cllr McCracken, and **APPROVED** by members present.

Members asked the Clerk to bring the Policy Development Framework for review in Autumn 2022.

013. Platinum Jubilee Celebrations

The Clerk circulated a short paper on options for the platinum jubilee celebrations in 2022. Cllr Mrs Barnard proposed that the Amenities Committee should be the responsible committee, seconded by Cllr Strudley and APPROVED by members present.

014. Payments

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

015. Clerks Update

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

Members agreed to authorise the Finance & General Purposes Committee to review and approved insurance arrangements for 2021-22.

016. Representative Reports

Cllr Mrs Gill thanked the local schools for their efforts during the pandemic.

Cllr Ms Dulieu asked about the allotment visit, this is to be arranged and if there was any updated on the Moss End SANG. The Clerk advised there was no update on the SANG or its proposed name.

Cllr McCracken had been in contact with the Public Protection Partnership over fly tipping and will continue to follow up on this.

Cllr Fitzwilliams mentioned that the bird recognition boards at Frost Folly were broken and that recent work on the verges along Watersplash Lane had been well done.

Cllr Mrs Collings advised members of an upcoming meeting to identify land for the planting of the 125 anniversary trees. Members were also advised that the Biodiversity Forum would be discussing the Green Infrastructure Strategy.

Cllr Ms K Jones advised of the damage to the community orchard at Larks Hill. The Clerk would bring this to the attention of the Parks & Countryside team.

Cllr M Jones asked about the diversion route for the closure of Forest Road at Newell Green. It was noted that this had to follow the approved road network.

Cllr Dr Barnard advised members that he had attended Armed Forces Day event in Sandhurst on behalf of the council. The chairman also advised members he would be looking to reach out to the Memorial Ground Trust and Warfield Fete Committee. Development work on the old Bentall's site and at Coopers Hill was continuing.

017. Date of the next meeting

The date of the next meeting is Thursday 7 October 2021

018. Closure of the meeting

The meeting closed at 9:17pm

CLERKS REPORT

1.0 Purpose

- 1.1 This report contains actions taken on arising from the last meeting of the council and other items for information, including recurring reports.

2.0 Actions taken from the last meeting

2.1 Flags

- 2.2.1 The Chairman of the Council has advised the Clerk that he will not be drawing his allowance for the year. He has suggested that he would like the sum used instead to purchase the Pride and NHS flags for the council.

2.2 Insurance

- 2.2.1 Council delegated responsibility to the Finance & General Purposes to consider the renewal of the council's insurance for 2021-22. Members considered the matter at their meeting of 28 September and reviewed the proposals of the council's broker. Members agreed to enter a long-term agreement (3 years) with Hiscox, a leading provider of insurance, after comparison of the policy terms and premium with Pen Underwriting (Axa). The premium for the year is £4,287.58 and the policy was renewed effective 1 October 2021.

3.0 Activity undertaken

- 3.1 Since the last meeting, the following activity has taken place:

- 3.1.1 The Clerk attended a Berkshire branch meeting of the Society of Local Council Clerks. A presentation on the new Shinfield Community Centre was made and useful information was gained that may prove useful for the proposed neighbourhood centre in Warfield. The Clerk will follow on from this.
- 3.1.2 The Clerk attended an onsite meeting at Cabbage Hill with Cllrs Mrs Collings and Mrs Wallen and BFC representatives. An area for the planting of the 125 anniversary trees has been identified on Cabbage Hill on the north-western perimeter of the SANG. The final details are to be developed. While on site, a separate area that could be used to plant trees to commemorate the platinum jubilee was identified, if the council decides this is a suitable form of commemoration. Discussions on the platinum jubilee will take place through the Amenities Committee.
- 3.1.3 The Clerk, with Cllr McCracken, attended the Parish, Parks and Public Realms meeting with the other towns and parishes and representatives of BFC. They also met with representatives of the Public Protection Partnership to discuss fly tipping in the parish.

- 3.1.4 The Clerk has had a meeting with our cleaning contractor to discuss cleaning arrangements and standards.
- 3.1.5 The Clerk participated in the annual general meeting of the Jealotts Hill Community Landshare with Cllr Fitzwilliams.
- 3.1.6 The Clerk has attended information and training sessions on Emergency Planning, Agendas and Minutes and an update on the Government's planning reforms.
- 3.1.7 The parish team supported events throughout Arts Week 2021.
- 3.1.8 Applications for grants from the parish council closed on 31 October and will be reviewed by Finance & General Purposes in November ahead of decision by council in January.

4.0 Recruitment

- 4.1 A recruitment panel made up of Cllr Strudley, Cllr Ms Dulieu and the Clerk interviewed candidates for the role of caretaker/maintenance person. While applications were limited, the calibre of the candidates interviewed was very high. The panel reflected on the skill sets each candidate could bring to the role. The panel were impressed with the ability to take ownership of problems and work them through and the focus on customer service and being a representative of the council.
- 4.2 The panel offered the role to Malcolm Field, a local resident, who has accepted and will begin work imminently. The panel agreed that the post would be titled Parish Caretaker, to best reflect responsibilities across the parish, not just focussed on the parish halls.

5.0 Arts Week 2021

- 5.1 Arts Week 2021 comprised of 40 events between Sunday 24 October and Sunday 31 October 2021. This was the first major event organised by the parish councils in Binfield, Warfield and Winkfield since the pandemic and went very well, with positive feedback received.
- 5.2 Events took place at venues across Binfield, Warfield and Winkfield and contained the usual mix of arts, crafts and musical events and activities. Concluding with students from Eton College singing at the final event. Events were scaled back for 2021 to ensure they could be held safely to minimise the risk of COVID. New events and activities also reflected environmental concerns. A natural arts workshop comprising of plastic free crafts for young people making sculptures, designs and decorations was staged along with making bird feeders and bug houses from natural or recycled materials, which is hosted by colleagues at Jealotts Hill Community Landshare. Refreshments at the Arts and Crafts Exhibition were served in recyclable cups and water made use of aluminium cans rather than plastic bottles.
- 5.3 Attendances for most events were high and a review will take place ahead of the development of the 2022 programme.

6.0 Events and activities planned or in preparation

3.1 The following events and activities are either planned or are in preparation.

Event	Dates	Notes
Christmas Tree lighting	3 December 2021 from 5.45pm	The lighting will take place at 6pm
125 Tree Planting	Nov/Dec 2021	Arrangements and dates to be finalised. Will be promoted in November/December Wren.
Celebration Thank you event	TBA likely April 2022	Arrangements and date to be finalised. Will avoid the Easter break.
HM Queen Platinum events	TBA although key events 2-5 June 2022	Options will be considered by the Amenities Committee.
Summer of Fun	TBA usually late July	Planning begins in new year.
Arts Week 2022	23 – 30 October 2022	Planning begins in new year.

7.0 Parish Plan update

7.1 The parish plan update is carried over from the cancelled October meeting and is attached to this report.

7.2 The Finance & General Purposes Committee reviewed its responsibilities its October meeting and the Amenities Committee will review its areas at its meeting in November.

8.0 Bracknell Forest (Electoral Changes) Order 2021 no. 887

8.1 The recommended changes to local government boundaries in Bracknell Forest have now come into effect. These means that new warding arrangements will be in place at borough and parish level.

8.2 The new electoral arrangements for the area of the parish of Warfield are:

Borough level	Parish level
Binfield North & Warfield West (3)	Garth North (1)
Whitegrove (2)	Warfield East (1)
Winkfield & Warfield East (3)	St Michaels (2)
	Warfield Park (1)
	Whitegrove (6)
	Quelm (2)

8.3 It is expected that a Community Governance Review will take place in early 2022, which may take effect from the May 2023. This is the opportunity to review the boundaries of the parish and the electoral arrangements at parish level.

9.0 Recommendation

To note the Clerks Report.

Parish Plan Update (October 2021)

Development

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Ensure residents are informed of and involved in BFC Planning consultations and developer consultations	Ongoing	Planning & Transport			ongoing
2	Deliver the Warfield Neighbourhood Plan	Oct 2020	Planning & Transport		Examiner requested an HRA accompany the plan. This was completed and submitted to the examiner in Feb 2021. The examiner is continuing to work through the plan. The examination process is outside the control of the council.	January 2022

The parish council made submissions to the draft Bracknell Forest Plan. An updated plan is expected in 2021 followed by further consultation.

The parish council continues to be vigilant over delivery of the Warfield SPD as evidenced by recent planning responses.

The parish council continues to oppose inappropriate speculative development as in the case of land to the east of Warfield Hall and land at Home Farm.

Environment

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Create an Environment Working Group to update the Warfield Environmental and Climate Change Action Plan	March 2020	Amenities		Working Group met and concluded a new plan was required. Plan expected to be ready by January 2022. Budget provision made for 2021-22 to allow work to be undertaken.	Jan 2021
2	Reduce litter by (a) taking part in the Great British Spring Clean each March, WPC should encourage couples/ families/ to do litter pick in Mar 21 (b) engage with local school through anti-litter events and activities	March 2020 Ongoing	Amenities		Litter picking opportunities promoting in latest communications and will be extended to community notice boards.	Ongoing

The parish council has approved an Environmental Policy to ensure it acts in an appropriate manner in the activities it undertakes.

Recycling at the Parish Office has resumed. Future recycling is being reviewed due to the quantities required. Looking at partnership options for the future with Binfield Parish Council & Winkfield Parish Council, maybe Bracknell Town Council.

Where a planning application is for the removal of a tree, the parish council now has a default response that a native species should be planted to replace it. Trees or hedges damaged or removed are queried with the appropriate planning authority.

The parish council continues to report incidence of fly-tipping and has encouraged self-reporting via the BFC website.

Parish Amenities

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Building work started on the new Community Hub at Priory Field	April 2023	Amenities		Borough officers are investigating potential issues affecting the transfer of the site that need to be resolved ahead of further work. This has been delayed as staff are redeployed to COVID-19 activity.	New date TBA
2	Connect water, build community facilities, plant hedges and establish a management association at Quelm Allotments	September 2020	Amenities		Final section of hedging to be planted winter 21-22 Review of project to take place Amenities Committee to review management structure which may include a management committee	March 2022
3	Jealotts Hill Community Landshare (a) To make significant progress towards establishing a new managing structure (b) Is financially stable	December 2019 March 2021	Finance & General Purposes		Silva Homes have now taken the lead on the project and the long-term management of the project. The council continue a working partnership with Silva Homes to get long term management plan in place	TBA

Other intentions remain active but are affected by COVID-19.

Community, Wellbeing and Safety

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Update and reissue local walking and cycle routes and guides	April 2020	Amenities		<p>Four walks are completed and uploaded to website. Limited printed copies will be produced. The design has been revised to make more user friendly and to reduce the number of versions required for physical or virtual use.</p> <p>A further three walks are awaiting review by members ahead of production.</p> <p>Cycle maps are produced by the borough and not available online yet. Would be a duplication for the parish to produce its own. Members agreed to review and produce own cycle maps if required.</p>	December 2021
2	Produce a local guide to welcome new residents to the parish	May 2020	Finance & General Purposes		Version will be circulated to F&GP for initial review in coming weeks.	Nov 2021
3	Finance outdoor gym equipment to Westmorland Park	March 2023 Mar 2022	Initially Finance & General Purposes	n/a	There is no budget allocated at this stage. Initial approach has been made to BFC about possible siting and if they would want WPC funded equipment. There are practical considerations such as responsibility for upkeep, insurance etc. that need to be resolved.	March 2023

Some events are restarting in 2021 and this will continue into 2022.

Grant payments continue and awards for 2021 were made.

Speedwatch activity has been suspended during lockdown including training and recruitment.

Accountability & Accessibility

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Improve communications with residents about the parish council	April 2020	Finance & General Purposes		CWG established a digital first approach. Digital Wren launched in May 2021. Annual parish meeting held virtually in April. CWG continues to progress other projects.	Completed
2	Raise the profile and accessibility of the parish council and councillors.	August 2020	Finance & General Purposes		Rebranded equipment purchase put on hold as not required during lockdown will be ordered. Councillor surgeries on hold due to social distancing, opportunity for outdoor streetwalking once social distancing measures relaxed. Budget in place and secure for purchase of equipment. Branding of play area at Memorial Ground recommended.	November 2021
3	Provide meaningful opportunities for public participation at parish council and committee meetings	August 2020	Finance & General Purposes		Public participation is a standard agenda item for Council, Planning and Amenities committees. Public participation would be difficult to introduce at F&GP committee due to the wide remit and would be more effectively directed at full council.	Completed
4	Establish a team of volunteers to support local events	July 2020	Finance & General Purposes		Work ongoing to scope how this will work and likely recruitment routes. Opportunities to develop this with other bodies a possibility resulting from lessons of COVID-19 activity	March 2022

					<p>We may need to look at some form remuneration.</p> <p>Need to check if any PPE may be required.</p> <p>The Clerk will be attending a volunteer recruitment training session in November 2021.</p> <p>Committee considering launch to coincide with Volunteers Week in June 2022</p>	
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FINANCIAL UPDATE TO THE END OF SEPTEMBER 2021**1.0 Purpose**

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

- Final instalment of precept received at end of the month
- Costs to date in line with budget forecasts
- Hire income increasing

3.0 Balance Sheet

3.1 The balance sheet shows the position to 30 September 2021. The precept instalment was paid at the end of the month, so there was no opportunity to transfer this out of Lloyds before the closure of the month. This will take place during October.

3.2 The debtor's position is reported in section 5 of this report. This continues to show an improvement in debt management.

3.3 The prepayment results from the renewal of the council insurance. The insurance period covers six months of the next financial year and is therefore treated in this manner. Following the renewal, the Clerk reviewed the allocation of insurance accounts across the council's amenities. This has resulted in minor changes to the budget which will be reflected in the October 2021 accounts.

3.3 The Finance Officer continues to work on updating the water account at Brownlow Hall to reflect the billing for 2021-22. This work will be completed for the October month end.

4.0 Financial Report

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

Code	Description	explanation
130 4380	Chairman's allowance	The chairman has asked the allowance to be used to purchase flags. This will be moved to the appropriate budget.
130 4900	Other costs	These costs relate to IT licences (Zoom), and this will be moved to the correct code.
150 4300	Neighbourhood plan costs	The EMR will balance this account at year end.
600 4015	Water & sewerage	Revised billing being issued.

600 4040	Contract cleaning	Costs are higher due to COVID test centre provision and the temporary loss of caretaker.
710 4250	Responsive maintenance	Costs related to removal of old equipment.

5.0 Debt update

5.1 The debt profile as of 30 September 2021 is:

Historic debt	Outstanding invoices
2018	£240
2019	£245
2020	£301
Total	£786
Current Debt (2021)	Outstanding invoices
More than 30 days	£0
Due by 31 October	£1,827
Total	£1,827
Less Accounts in credit	
Value of accounts in credit	£115
Invoiced in advance	£0
Reported debt position	£2,498

6.0 Recommendation

Members are asked to note the financial report.

Balance Sheet as at 30 September 2021

31st March 2021

31 March 2022

31st March 2021		31 March 2022	
Current Assets			
6,692	Debtors	2,498	
14,244	VAT Control Account	6,602	
2,463	Prepayments	2,144	
28,385	Lloyds Current Account	33,575	
80,707	Lloyds Instant Access Deposit	162,713	
403,752	Lloyds 32 Day Deposit	393,812	
250,502	CCLA Deposit	250,540	
50	Caretaker's Float	50	
100,067	Nationwide 35 Day Saver	215,251	
0	Creditors	394	
886,862			1,067,578
886,862	Total Assets		1,067,578
Current Liabilities			
11,469	Accruals	11,469	
11,469			11,469
875,393	Total Assets Less Current Liabilities		1,056,109
Represented By			
62,278	General Reserves		167,994
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			1,056,109

The above statement represents fairly the financial position of the authority as at 30 September 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

	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	221,808	221,808	0			100.0%
1090 Interest received	289	400	111			72.2%
Parish Council Income :- Income	<u>222,097</u>	<u>222,208</u>	<u>111</u>			<u>99.9%</u>
Net Income	<u>222,097</u>	<u>222,208</u>	<u>111</u>			
<u>110 Office costs</u>						
4000 Rent	11,750	23,500	11,750		11,750	50.0%
4010 Energy costs	377	1,400	1,023		1,023	27.0%
4025 Telephone & broadband	473	830	357		357	57.0%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	318	650	332		332	48.9%
4036 Office printing	275	800	525		525	34.4%
4040 Contract cleaning	192	768	576		576	25.0%
4042 Window cleaning	60	245	185		185	24.5%
4045 Cleaning materials	9	100	91		91	8.7%
4050 Waste collection	56	184	128		128	30.6%
4060 Insurance	2,141	2,480	339		339	86.3%
4135 Data Protection	0	300	300		300	0.0%
4250 Responsive maintenance	122	500	378		378	24.3%
4254 Inspections	0	250	250		250	0.0%
4900 Other costs	330	800	470		470	41.2%
4999 COVID-19 cost	228	0	(228)		(228)	0.0%
Office costs :- Indirect Expenditure	<u>16,331</u>	<u>32,827</u>	<u>16,496</u>	<u>0</u>	<u>16,496</u>	<u>49.7%</u>
Net Expenditure	<u>(16,331)</u>	<u>(32,827)</u>	<u>(16,496)</u>			
<u>120 Administration</u>						
4080 Audit fees	2,240	2,500	260		260	89.6%
4090 Memberships	0	2,000	2,000		2,000	0.0%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	288	0	(288)		(288)	0.0%
4115 IT software	111	250	139		139	44.4%
4120 Training	348	1,500	1,152		1,152	23.2%
4125 IT licences	836	1,800	964		964	46.5%
4130 RBS licences	0	1,449	1,449		1,449	0.0%
Administration :- Indirect Expenditure	<u>4,099</u>	<u>10,249</u>	<u>6,151</u>	<u>0</u>	<u>6,151</u>	<u>40.0%</u>
Net Expenditure	<u>(4,099)</u>	<u>(10,249)</u>	<u>(6,151)</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%
4900 Other costs	240	0	(240)		(240)	0.0%
Democratic Services :- Indirect Expenditure	378	300	(78)	0	(78)	125.9%
Net Expenditure	(378)	(300)	78			
<u>140 Wages & Salaries</u>						
4350 Salaries	35,919	72,620	36,701		36,701	49.5%
4355 Pension contributions	4,443	9,212	4,769		4,769	48.2%
4360 National Insurance cont.	2,727	5,082	2,355		2,355	53.7%
4365 Expenses	0	200	200		200	0.0%
4370 Payroll operating cost	75	150	75		75	50.0%
Wages & Salaries :- Indirect Expenditure	43,164	87,264	44,100	0	44,100	49.5%
Net Expenditure	(43,164)	(87,264)	(44,100)			
Council Administration :- Income	222,097	222,208	111			99.9%
Expenditure	63,971	130,640	66,669	0	66,669	49.0%
Movement to/(from) Gen Reserve	158,125					
<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	11,825	20,491	8,666	0	8,666	57.7%
Net Expenditure	(11,825)	(20,491)	(8,666)			
<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	0	7,840	7,840	0	7,840	0.0%
Net Expenditure	0	(7,840)	(7,840)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%
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>			
<hr/>						
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>					
<hr/>						
<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	685	2,450	1,765		1,765	28.0%
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>3,279</u>	<u>10,000</u>	<u>6,721</u>	<u>0</u>	<u>6,721</u>	<u>32.8%</u>
Net Income over Expenditure	<u>(3,479)</u>	<u>(9,500)</u>	<u>(6,021)</u>			
<hr/>						
Planned expenditure :- Income	(200)	500	700			(40.0%)
Expenditure	3,279	10,000	6,721	0	6,721	32.8%
Movement to/(from) Gen Reserve	<u>(3,479)</u>					
<hr/>						
<u>Amenities & Environment</u>						
<u>600 Brownlow Hall</u>						
1400 Hire - Regular	5,491	18,000	12,509			30.5%
1410 Hire - Casual	0	4,000	4,000			0.0%
1430 The Cottage rent	5,789	11,000	5,212			52.6%
1440 Sub Station rent	0	500	500			0.0%
Brownlow Hall :- Income	<u>11,280</u>	<u>33,500</u>	<u>22,220</u>			<u>33.7%</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Rent	11,625	16,500	4,875		4,875	70.5%
4010 Energy costs	2,358	7,000	4,642		4,642	33.7%
4015 Water & sewerage	(240)	1,200	1,440		1,440	(20.0%)
4025 Telephone & broadband	162	386	224		224	42.0%
4040 Contract cleaning	2,300	4,200	1,900		1,900	54.8%
4042 Window cleaning	180	744	564		564	24.2%
4045 Cleaning materials	120	500	380		380	24.0%
4050 Waste collection	698	1,200	502		502	58.1%
4060 Insurance	1,179	875	(304)		(304)	134.7%
4250 Responsive maintenance	838	3,500	2,662		2,662	23.9%
4252 Planned maintenance	359	1,500	1,141		1,141	23.9%
4254 Inspections	0	1,050	1,050		1,050	0.0%
4260 Equipment purchase	65	0	(65)		(65)	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	22,236	46,757	24,521	0	24,521	47.6%
Net Income over Expenditure	(10,956)	(13,257)	(2,301)			
610 Whitegrove Community Centre						
1400 Hire - Regular	10,363	21,000	10,638			49.3%
1410 Hire - Casual	250	0	(250)			0.0%
Whitegrove Community Centre :- Income	10,613	21,000	10,388			50.5%
4000 Rent	200	200	0		0	100.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	266	500	234		234	53.1%
4040 Contract cleaning	2,675	4,600	1,925		1,925	58.2%
4042 Window cleaning	180	744	564		564	24.2%
4045 Cleaning materials	156	500	344		344	31.2%
4050 Waste collection	709	1,200	491		491	59.1%
4060 Insurance	643	1,224	581		581	52.5%
4250 Responsive maintenance	461	1,850	1,389		1,389	24.9%
4252 Planned maintenance	359	714	355		355	50.3%
4254 Inspections	0	750	750		750	0.0%
4260 Equipment purchase	11	0	(11)		(11)	0.0%
4600 Building improvements	0	0	0	13,500	(13,500)	0.0%
4620 Music licences	0	437	437		437	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	<u>7,435</u>	<u>22,075</u>	<u>14,640</u>	<u>13,500</u>	<u>1,140</u>	<u>94.8%</u>
Net Income over Expenditure	<u>3,177</u>	<u>(1,075)</u>	<u>(4,252)</u>			
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	60	500	440		440	12.0%
4254 Inspections	400	1,226	826		826	32.6%
Memorial Ground Play Area :- Indirect Expenditure	<u>461</u>	<u>1,727</u>	<u>1,266</u>	<u>0</u>	<u>1,266</u>	<u>26.7%</u>
Net Expenditure	<u>(461)</u>	<u>(1,727)</u>	<u>(1,266)</u>			
<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>	
Net Expenditure	<u>(719)</u>	<u>0</u>	<u>719</u>			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,569	2,461	(108)			104.4%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	<u>2,581</u>	<u>2,461</u>	<u>(120)</u>			<u>104.9%</u>
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	680	460	(220)		(220)	147.8%
4060 Insurance	643	437	(206)		(206)	147.2%
4250 Responsive maintenance	0	100	100		100	0.0%
4805 Allotment - delivery costs	3,797	1,500	(2,297)		(2,297)	253.1%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	<u>5,180</u>	<u>3,197</u>	<u>(1,983)</u>	<u>0</u>	<u>(1,983)</u>	<u>162.0%</u>
Net Income over Expenditure	<u>(2,599)</u>	<u>(736)</u>	<u>1,863</u>			
<u>730 Frost Folly</u>						
4250 Responsive maintenance	165	500	335		335	33.0%
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>165</u>	<u>2,800</u>	<u>2,635</u>	<u>0</u>	<u>2,635</u>	<u>5.9%</u>
Net Expenditure	<u>(165)</u>	<u>(2,800)</u>	<u>(2,635)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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>
4570 Arts Week	889	3,250	2,361		2,361	27.4%
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>889</u>	<u>10,150</u>	<u>9,261</u>	<u>0</u>	<u>9,261</u>	<u>8.8%</u>
Net Income over Expenditure	<u>(889)</u>	<u>(9,650)</u>	<u>(8,761)</u>			
Amenities & Environment :- Income	24,473	57,461	32,988			42.6%
Expenditure	37,086	86,706	49,620	13,500	36,120	58.3%
Movement to/(from) Gen Reserve	<u>(12,613)</u>					
Grand Totals:- Income	246,370	280,169	33,799			87.9%
Expenditure	140,653	280,169	139,516	13,500	126,016	55.0%
Net Income over Expenditure	<u>105,716</u>	<u>0</u>	<u>(105,716)</u>			
Movement to/(from) Gen Reserve	<u>105,716</u>					

HEALTH, SAFETY & WELFARE POLICY**1.0 Purpose**

- 1.1 This paper accompanies the attached Health, Safety and Welfare Policy. This is a new policy replacing the existing Health & Safety Policy.
- 1.2 The policy has been reviewed by the Finance & General Purposes Committee and is recommended for approval by council.

2.0 Impact assessment

Policy: **Health, Safety & Welfare**

Name of Responsible committee: **Finance & General Purposes**

Name of Lead officer: **Jason Mawer, Parish Clerk**

Responsible committee chair: **Cllr Grant Strudley, Chair, Finance & General Purposes**

Previous policy version (if applicable) **N/A there is no carryover from last policy**

Impact Assessment		
	Requirement	Comment
Equalities	<i>A simple equalities impact assessment has been carried out</i>	There is no impact through this policy. Procedural arrangements will take these into account.
Financial	<i>Cost and resource implications are fully understood, and budgets identified</i>	Elements of the policy are already met from existing budgets. Any specific requirements will be identified and budgeted accordingly.
Parish Plan	<i>Does the policy relate to the Parish Plan</i>	Not applicable
Risk	<i>Any risks to the organisation are fully understood and agreed</i>	The policy sets out the arrangements the council will follow which will reduce the risk to individuals and the organisation.
Service Delivery	<i>Implications for service delivery are fully understood and agreed.</i>	The policy should ensure that service delivery is performed

		safely. There are no other implications.
Staffing	<i>Implications for staff are fully understood and agreed.</i>	Staff will be expected to assist with the delivery of the policy and to follow applicable aspects.
Environment & Sustainability	<i>Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.</i>	Not applicable
Consultation	<i>Where applicable, there has been consultation with those affected by the policy, including those with responsibility for implementation.</i>	The policy was developed by the Parish Clerk and reviewed by the Finance & General Purposes Committee.

3.0 Policy background

- 3.1 The existing Health & Safety Policy required updating to take account of staff welfare and to ensure it provide sufficient cover for activities and responsibilities, including the council's facilities. A section has been included to cover infection prevention and control, following the COVID-19 pandemic.
- 3.2 The policy covers the key statutory requirements of health and safety legislation. It also sets out the roles and responsibilities.

4.0 Recommendation

Members are recommended to APPROVE the policy as presented.

Health, Safety and Welfare Policy

1.0 Introduction

1.1 This Policy provides a business framework for the implementation and development of an effective health & safety management system for Warfield Parish Council that facilitates a high standard of employee care and wellbeing together with compliance to the Health & Safety at Work etc. Act 1974 and other legislation. It has an overriding purpose to reduce, as far as reasonably practicable, the risk of injuries, ill health, and other losses. This applies to the employees of the parish council, elected members, the public and other organisations that may be affected by our actions.

2.0 Purpose

- To promote a positive health, safety, and welfare culture throughout the organisation
- To provide adequate control of the health and safety risks arising from our work activities as far as reasonably practicable
- To consult with our employees on matters affecting their health and safety
- To promote clear channels of communication for health, safety, and welfare between all services
- To provide information, instruction, and supervision for employees
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances (COSHH)
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To initiate continuous improvement of Health and Safety through regular reviews and auditing both internally and externally
- To make Health and Safety integral to all business processes, planning and decisions

3.0 General statement

3.1 The health and safety of the council's employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and to provide them with the necessary information, instruction, and training to achieve this aim.

- 3.2 Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work-related hazards and assessment of the risks associated with them.
- 3.3 We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.
- 3.4 We also accept our responsibility for the health and safety of other persons who may be affected by our activities.
- 3.5 The allocation of duties for safety matters, the identity of competent persons appointed with specific responsibilities and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.
- 3.6 Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.
- 3.7 The objectives of this policy statement can only be achieved through the support and co-operation of employees and all other persons who use our premises, e.g., members of the public (hirers, customers, users), councillors, contractors, and visitors.
- 3.8 The contents of this policy statement are informed by statutory guidance and good practice issued by the Health & Safety Executive (HSE) or industry recognised bodies.
- 3.9 The Policy will be reviewed for its effectiveness on an annual basis with a formal review undertaken every three years.

4.0 Roles and Responsibilities

- 4.1 Full Council has the overall responsibility for the parish council's health, safety, and welfare policy, who review and consider this policy at the agreed intervals. The Finance & General Purposes committee will have general oversight of the Policy, make recommended amendments to full council, and consider the health, safety and welfare systems, processes, procedures, risk assessments or similar as required to ensure the council undertakes its responsibilities in accordance with the law.
- 4.2 The responsibility for ensuring the application of this policy is delegated to the Parish Clerk.
- 4.3 All employees are expected to:
- Co-operate with the Parish Clerk on all health, safety, and welfare matters
 - Actively consider their safety and the safety of others and help the council develop and maintain a good safety culture with a low level of risk. All employees are encouraged to make suggestions to improve health, safety, and welfare in their workplace
 - Correctly use work items, including personal protective equipment as instructed
 - Not misuse or interfere with anything provided in the interests of health and safety

- Read all relevant risk assessments and comply with the control measures
- Report all accidents, incidents, near misses and dangerous occurrences, whether there is injury/damage or not, and complete a form provided for the purpose
- Promptly report foreseeable hazards (or situations considered to be potentially hazardous)
- Report all property and equipment defects
- Use any machinery, equipment, substance, transport, or safety device provided in accordance with training and instructions, in compliance with regulations
- Inform the Parish Clerk of any work situation or shortcomings in protective arrangements which he/she considers represents a significant risk to health, safety or welfare, or a risk to other persons (i.e., contractors, visitors, customers, the public and members) and
- Take reasonable care of their own health and safety.

MANAGING HEALTH AND SAFETY

5.0 Accidents

Health and Safety at Work etc Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

5.1 Reporting and Recording Accidents

There is a legal duty placed upon the Council to report and record all accidents at work.

5.2 Details of all accidents involving employees or members of the public shall be recorded on an Accident Report Form and submitted to the Parish Clerk.

5.3 Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from the Parish Office.

5.4 The Parish Clerk will record all accidents/near misses in an Accident Book and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health due to an accident at work are to be recorded in the accident book.

5.5 The Parish Clerk will ensure that accidents and work-related causes of sickness absences are investigated and that the causes are analysed to assist in formulating preventative measures and will report to the Finance & General Purposes Committee.

5.6 The Parish Clerk is responsible, where required by law, for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

6.0 Employee Consultation

Health and Safety (Consultation with Employees) Regulations 1996 Safety Representatives and Safety Committees Regulations 1977

6.1 Consultation with employees will be undertaken at:

- Team Meetings; and
- One to one meetings with individual staff members

7.0 Fire & Evacuation Procedures

Dangerous Substances and Explosive Atmospheres Regulations 2002

Regulatory Reform (Fire Safety) Order 2015

7.1 UK fire regulations require a fire risk assessment for all workplaces. The Parish Clerk is responsible for ensuring a fire risk assessment is undertaken and implemented, including appropriate provision of fire exits, signs, alarms, and extinguishers.

7.2 Fire evacuation procedures are to be provided at each place of work / public building.

8.0 First Aid

The Health and Safety (First Aid) Regulations 1981

8.1 First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved, and minor injuries prevented from beginning major ones.

8.2 First aid equipment is readily accessible at each premises and is kept stocked, clean and ready for use. Defibrillators are installed at the Brownlow Hall and Whitegrove Community Centre.

8.3 As a small, low-risk workplace the council has not identified the need for an employee with specific first aid training. An employee will be specifically tasked with ensuring the stocking of first aid kits and a person appointed to take charge of first-aid arrangements such as calling the emergency service. These appointed person does not need specific first-aid training. For events, an appropriate assessment will be made and appropriate first aid arrangements will be made.

9.0 Contractors & Visitors

9.1 Fire & Evacuation Procedures

9.1.1 Fire action notices are positioned around all the council's premises to inform visitors of the action to be taken in an emergency.

9.2 Contractors

9.2.1 Contractors shall, always, comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and

of any other Acts Regulations or Orders pertaining to the health and safety of employees.

- 9.2.2 The contractor shall identify risks to the health and safety of employees and others and provide the Parish Clerk with Risk Assessments, method statements or other depending on the type of work being undertaken.
- 9.2.3 The contractor shall have regard to the council's health, safety, and welfare arrangements. Whilst on premises owned by the council the contractor shall ensure that their employees comply with the council's Health, Safety & Welfare Policy.

10.0 Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992

- 10.1 The Parish Clerk will be responsible for ensuring Personal Protective Equipment is provided, where required, for each task and to ensure that appropriate information, equipment, instruction, and training is issued.
- 10.2 Employees issued with equipment must ensure that it is compatible with the wearer, is in hygienic condition, is in effective working order and that the measures are satisfactory for the work being undertaken.

11.0 Risk Assessments

- 11.1 Risk assessments will be undertaken by the Parish Clerk for all activities carried out. Where technical expertise is required and/or there are serious/significant risks being assessed, the Parish Clerk will liaise with others or commission qualified experts to advise and undertake the assessment. Employees will also help to inform the assessments.
- 11.2 Action required to remove/control risks will be approved by the Parish Clerk.
- 11.3 The Parish Clerk will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.
- 11.4 Employees will be made aware and a copy of the service area risk assessment/s applicable to their area of work will be made available to them.
- 11.5 A risk-based approach will inform the frequency of inspections of the parish council's open space areas (including play areas) and the measures to be implemented to mitigate against the hazard /risk.
- 11.6 Risk Assessments will be updated as required and reviewed annually.

12.0 Training

- 12.1 Induction training
 - 12.1.1 Induction training will be provided for all employees by the Parish Clerk who will ensure that all new employees complete an Induction Checklist.

12.1.2 Where specific jobs require special training, the Parish Clerk will plan for this to be undertaken, which can be by a work colleague, attendance on a training course or similar.

12.2 Ongoing Training

12.2.1 Training will be identified, arranged, and monitored by the Parish Clerk who will also plan for refresher training to be completed on an annual basis or such approved frequency determined by a risk assessment.

12.2.2 Centralised training records are kept by the Parish Clerk, who is also responsible for ensuring that any changes to the council's health and safety procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

13.0 Workplaces (Health, Safety & Welfare)

13.1 The Parish Clerk is responsible for ensuring that a periodic review is undertaken to check working conditions and ensure safe working practices are being followed.

13.2 All Employees have a duty to familiarise themselves with the risk assessments relevant to their work and adopt the procedures and working practices contained within them.

RISKS TO HEALTH AND SAFETY

14.0 Asbestos

The Control of Asbestos Regulations 2012

14.1 Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos or encounter it during repair and maintenance work, they are at risk. Working with asbestos should be avoided if possible but, if not, it must be done safely.

14.2 Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings.

14.3 The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos
- Presume materials contain asbestos unless there is strong evidence that they do not
- Make and keep an up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials

- Prepare a plan setting out how the risks from the materials are to be managed
- Take the necessary steps to put the plan into action
- Review and monitor the plan periodically and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

14.4 The Parish Clerk is responsible for ensuring that any asbestos records are issued to employees/contractors who carry out any type of maintenance, repair, or refurbishment work.

15.0 Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992

15.1 Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

15.2 The Parish Clerk will ensure that all relevant employees:

- are given the necessary training
- complete a display screen risk assessment
- implement any necessary control measures to eliminate or reduce the identified risks

15.3 Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from the parish council.

16.0 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

16.1 COSHH

16.1.1 COSHH safety notices and Guidance Procedures are to be displayed on the applicable storage cupboards.

16.1.2 The Parish Clerk is responsible for identifying substances which need a COSHH assessment. Employees who use hazardous substances will be responsible for undertaking the COSHH assessments.

16.1.3 Employees are responsible for notifying the Parish Clerk of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments including appropriate control measures can be identified and implemented.

16.1.4 The Parish Clerk will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest.

16.1.5 Safety Data Sheets from suppliers are to be maintained at the appropriate locations.

16.2 Spill Control

16.2.1 The Parish Clerk is responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained.

17.0 Working at Heights

Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Construction (Design & Management) Regulations 2015

17.1 A fall from height has sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling. Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its Schedules, is the only acceptable solution.

18.0 Lone Working

18.1 A Lone Working Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks has been produced by the parish council and is available from the Parish Clerk.

19.0 Machinery

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

19.1 All work equipment must be suitable for its purpose and used only for that purpose, be maintained adequately and, where appropriate, be restricted only to individuals given the task of using it.

19.2 the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

19.3 The Parish Clerk is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment and that measures are taken to protect against potential hazards.

- 19.4 Staff are advised to report any faults immediately to the Parish Clerk.
- 19.5 The use of the Council's equipment is restricted to only the trained operatives and staff.

20.0 Maintenance & Building Work

Construction (Design & Management) Regulations 2015

Construction (Design and Management) Regulations 1994

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998 Confined Spaces Regulations 1997

- 20.1 All contractors should be qualified and competent for the work to be carried out. The contractor shall provide the Parish Clerk with a risk assessment/s, method statements or other depending on the type of work being undertaken.
- 20.2 The contractor shall have regard to the council's safety policy. Whilst on premises owned by the council the contractor shall ensure that his employees comply with the council's health, safety, and wellbeing policy.

21.0 Manual Handling

Manual Handling Operations Regulations 1992

Management of Health and Safety at Work Regulations 1999

- 21.1 A manual handling procedure designed to raise awareness of the risks, to identify responsibilities, and to give guidance on how to manage such risks has been produced by the parish council. A copy is available from the Parish Office.

22.0 Noise at Work

The Control of Noise at Work Regulations 2005 Noise at Work Regulations 1989

- 22.1 High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends, and colleagues.
- 22.2 A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.
- 22.3 As a rough guide, an assessment of daily personal exposure will usually be needed wherever people must shout or have difficulty being heard clearly by someone about two metres away or they find it difficult to talk to each other.
- 22.4 Whenever it is decided that a more detailed assessment is needed the Parish Clerk will complete the assessment.

22.5 Hearing tests will be provided for the Handyman/Caretaker because of the use of machinery such as strimmer's, chainsaws etc.

23.0 Plant, Mechanical and Electrical Equipment

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Supply of Machinery (Safety) (Amendment) Regulations 2011

Water Supply (Water Fittings) Regulations 1999

23.1 Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders, and pressure washers. Important points include selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

23.2 Warfield Parish Council is committed to ensuring that all equipment is suitable for its intended use. Employees will be consulted in connection with the use of new machinery and equipment.

23.4 The Parish Clerk will:

- Be responsible for ensuring effective maintenance procedures are drawn up
- Be responsible for ensuring that all identified maintenance is implemented
- Will check that new plant and equipment meets health and safety standards before it is purchased
- Maintain a register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:
 - Description of Equipment Location
 - Restricted Users
 - Inspection Maintenance Regime Service Engineers
- Arrange for periodic inspections of portable items
- Ensure all persons are adequately trained in using electrical equipment; and
- Ensure the use of residual current devices especially if equipment is used outside

23.5 The Handyman/Caretaker and appointed competent inspectors will be responsible for identifying all parks equipment/plant needing maintenance. Any problems found with parks plant/equipment should be reported to the Parish Clerk.

23.6 Electrical Equipment

Electricity at Work Regulations 1989

23.6.1 Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and

permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds, or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

23.6.2 User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable, or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

23.6.3 Any items that have not been registered in the inventory and checked (PAT tested) must not be connected to the council's electricity supply, except for equipment used at private hire events.

23.6.4 Any faults should be reported immediately to the Parish Clerk, or the Handyperson / Caretaker and the equipment taken out of use immediately.

23.7 Gas Safety

23.7.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

23.7.2 Gas pipework, appliances and flues are regularly maintained, and annual testing of boilers will take place.

23.7.3 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

23.7.4 Any faults should be reported immediately to the Parish Clerk, or the Handyperson / Caretaker and the equipment taken out of use immediately.

23.8 Water fittings

23.8.1 All plumbing systems, water fittings and equipment supplied or to be supplied from the public water supply must conform to the Water Supply (Water fittings) Regulations 1999. Systems should be designed, installed, and maintained to regulations and materials must conform to a suitable standard. This applies only to systems and fittings installed after the regulations came into effect.

23.8.2 The parish council will use competent persons to carry out required works, including repairs, upgrades, or new installations.

24.0 Play Equipment

24.1 The Parish Clerk is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually.

24.2 These detailed inspections should be supplemented with more frequent inspections by the Council's own staff and qualified inspectors. A visual inspection is carried out on a

weekly basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling, etc. All inspections should be formally recorded.

- 24.3 Any equipment found to be unsafe should be immobilised and taken out of use. In some cases, it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Parish Clerk is responsible for ensuring that repairs are carried out by a competent person.

25.0 Radiation

Ionising Radiation Regulations 2017

Management of Health and Safety at Work Regulations 1999

- 25.1 Various kinds of radiation, both ionising and non-ionising, may affect us.

25.1.1 Non-ionising radiation:

- UV radiation (e.g., from the sun) can damage the skin and lead to skin cancer; and
- Lasers can cause burns and damage the eye.

25.1.2 Ionising radiation:

- Naturally occurring radon gas from the ground; and
- Radiography or thickness measuring gauges.

- 25.2 Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

- 25.3 The Parish Clerk will be responsible for ensuring that jobs at risk of the effects of radiation are risk assessed and all actions identified in the assessments are implemented.

26.0 Stress at Work

Management of Health and Safety at Work Regulations 1999

- 26.1 There is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.
- 26.2 Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.
- 26.3 In order to reduce stress in the organisation, the Parish Clerk and staff should keep in regular contact providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.
- 26.4 The parish council has an approved Absence Policy, which is designed to reduce sickness absence by addressing the causes. The Parish Clerk will discuss with an employee the

reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

27.0 Trip & other Dangerous Hazards

Workplace (Health, Safety and Welfare) Regulations 1992

27.1 The council must protect its employees' health from injury or long-term illness, providing for their safety and for their welfare by providing for personal comfort at work. This is achieved by providing:

- Adequate ventilation.
- A reasonable temperature.
- Suitable lighting and seating (for seated work).
- Safe, clean premises.
- Sufficient toilets and washing facilities.
- Suitably maintaining equipment and machinery.

Among other measures

27.1 The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It is a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

27.2 The Caretaker and office staff are responsible for regular visual checks of council premises to ensure there are no trip hazards, sharp objects, or obstructions.

27.3 Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture, or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise, it should be immediately reported to the Parish Clerk.

28.0 Vehicles

Workplace (Health, Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998 Construction (Design & Management) Regulations 2015

28.1 Being struck or run over by moving vehicles, items falling from vehicles, or vehicles overturning are the most common causes of accidents involving vehicles in the workplace.

28.2 All staff should ensure they are aware of any vehicle movements if working in an environment where vehicles are or may be present.

29.0 Infection prevention and control

29.1 The council will follow national guidance published by Public Health England when responding to infection control issues. Staff, members, contractors, and users of our facilities will be encouraged to follow good hygiene practice. This may include:

- Handwashing or the use of approved sanitisers
- Covering mouth and nose when coughing or sneezing
- Covering cuts and abrasions with a suitable waterproof dressing

- 29.2 The council will provide personal protective equipment including facemasks, gloves and goggles as appropriate.
- 29.3 Additional appropriate cleaning will be commissioned if an incident occurs in a facility or national guidance recommends such action.
- 29.4 Spills of blood, vomit or faeces should be cleaned immediately using the appropriate PPE equipment and the spills kits provided. Waste should be disposed of appropriately.
- 29.5 The council will close facilities at short notice if an incident requires such an action and it will not reopen until authorised by the Parish Clerk.
- 29.6 In the event of a pandemic or epidemic, the council will follow the advice and recommendations of Public Health England.

30.0 Duty of Care to users

The Occupiers Liability Act 1984

- 30.1 The council owes a duty of care to users, included trespassers or persons exercising a private right of way over property. This applies if the council is aware of a danger or has reasonable grounds to believe it exists and is required to take action to provide protection in the vicinity of the danger.

31.0 Safeguarding children

The Children Act 1989

- 31.1 The purpose of this act is to promote and safeguard the welfare of children. This applies primarily to organisers of care provision for children which last for more than two hours.
- 31.2 The council has a responsibility to ensure the premises are safe for use, in conjunction with the provision organiser.

MEMBERS DISPENSATION PROCEDURE**1.0 Purpose**

- 1.1 This report contains the Members Dispensation Procedure. It sets out the process by which a member may be grant dispensation to participate in discussions or vote on matters where they may have a declared interest.
- 1.2 The policy has been reviewed by the Finance & General Purposes Committee and is recommended for approval by council.

2.0 Procedural note

- 2.1 Procedures are operational documents which are the responsibility of the Parish Clerk. Under section 3.4 of the Policy Development Framework there is provision for the Clerk to seek oversight from an appropriate committee. Due to the nature of this document, council would need to approve it for the Clerk to undertake the elements detailed within.
- 2.2 This procedure contains legal elements that cannot be altered; however, members may wish to provide feedback to the Clerk on the elements that may be varied by the council.

3.0 Impact Assessment

Procedure: **Members Dispensation Procedure**

Name of Responsible committee: **Finance & General Purposes**

Name of Lead officer: **Jason Mawer, Parish Clerk**

Responsible committee chair: **Cllr Grant Strudley, Chair, Finance & General Purposes**

Previous policy version (if applicable) **N/A**

Impact Assessment		
	Requirement	Comment
Equalities	<i>A simple equalities impact assessment has been carried out</i>	There is no impact through this procedure.
Financial	<i>Cost and resource implications are fully understood, and budgets identified</i>	There is no impact through this procedure.
Parish Plan	<i>Does the policy relate to the Parish Plan</i>	Not applicable.

Risk	<i>Any risks to the organisation are fully understood and agreed</i>	Members may be prosecuted for failing to declare interests correctly or to participate in discussions relating to their interest.
Service Delivery	<i>Implications for service delivery are fully understood and agreed.</i>	Following this procedure will ensure a smooth and quick process is followed.
Staffing	<i>Implications for staff are fully understood and agreed.</i>	There is no impact through this procedure.
Environment & Sustainability	<i>Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.</i>	There is no impact through this procedure.
Consultation	<i>Where applicable, there has been consultation with those affected by the policy, including those with responsibility for implementation.</i>	The procedure was developed by the Parish Clerk and reviewed by the Finance & General Purposes Committee.

4.0 Procedure background

- 4.1 The council is authorised to grant dispensations to members to enable them to take part in council business, The procedure sets out the arrangements whereby members can request a dispensation to participate in all, or part of a meeting, where they have an interest.
- 4.2 The procedure explains:
- (a) the purpose and effect of dispensations
 - (b) the procedure for requesting dispensations
 - (c) the criteria which are applied in determining dispensation requests
 - (d) the terms of dispensations
- 4.3 The council can delegate to the Clerk the authority to grant dispensations. This allows dispensations to be granted quickly, consistently and at any meeting of the council and its committees.
- 4.4 The procedure explains the process by which members may apply for a dispensation and the criteria to be applied when considering a request.
- 4.5 Dispensations may be granted for one meeting, a series of meetings (e.g. budget discussions) or for a councillor's term of office (e.g. where the member serves on another authority).

5.0 Recommendation

Members are recommended to APPROVE the procedure as presented.

Members Dispensation Procedure

1.0 Introduction

- 1.1 The Parish Council is responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because the council is a “relevant authority” under section 27(6) (d) of the Act.
- 1.2 This procedure explains:
 - (a) the purpose and effect of dispensations
 - (b) the procedure for requesting dispensations
 - (c) the criteria which are applied in determining dispensation requests
 - (d) the terms of dispensations
- 1.3 This procedure covers Disclosable Pecuniary Interests, non-disclosable pecuniary interests, and non-pecuniary interests.

2.0 Purpose and effect of Dispensations

- 2.1 In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.
- 2.2 Section 31(4) of the Localism Act states that dispensations may allow the Councillor:
 - (a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
 - (b) to participate in any vote, or further vote, taken on the matter at the meeting(s).
- 2.3 If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.

Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.

3.0 Process for making requests

- 3.1 Any Councillor who wishes to apply for a dispensation should apply in writing to the proper officer of the parish council (The Parish Clerk) as soon as possible before the meeting when the dispensation is required. Applications may also be made at a full council meeting. There will be a standing item on the agenda to deal with dispensation

requests where the nature of an interest has only become apparent to a councillor at the meeting itself.

- 3.2 The amended wording for the standing agenda item on declaration of interests and dispensations will be as follows:

Declarations of interest and dispensations

3.21 To receive declarations of interest from councillors on items on the agenda

3.22 To receive written requests for dispensations for disclosable pecuniary interests (if any)

3.23 To grant any requests for dispensation as appropriate

3.3 A request for dispensation must be made on an individual basis.

4.0 Consideration

4.1 The Parish Council can delegate to the Parish Clerk the authority to grant dispensations. If the parish council decides to delegate this role to the Parish Clerk, then it will need to make a formal resolution to this effect, on the lines of: "RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2). "

4.2 The Parish Clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter (as per para. 2 above) if they consider that:

(a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (i.e. the meeting would be inquorate); or

(b) the authority considers that the dispensation is in the interests of persons living in the authority's area; or

(c) it is otherwise appropriate to grant a dispensation.

4.3 The parish council have extended the provisions of the above paragraph to apply in the same way in the case of a "non-disclosable pecuniary interest" or a "non-pecuniary interest", as defined in the Code of Conduct.

4.4 The terms of any dispensation shall be in accordance with section 6.

4.5 The Parish Clerk should formally notify the Councillor of their decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision.

5.0 Criteria for Determination of Requests

5.1 In reaching a decision on a request for a dispensation the Parish Clerk will consider:

(a) the nature of the Councillor's prejudicial interest

- (b) the need to maintain public confidence in the conduct of the Council's business
- (c) the possible outcome of the proposed vote
- (d) the need for efficient and effective conduct of the Council's business
- (e) any other relevant circumstances.

6.0 Terms of Dispensations

6.1 Dispensations may be granted:

- (a) for one meeting; or
- (b) for a period not exceeding 4 years (up to the end of the councillor's term of office).
This may include a series of meetings.

7.0 Disclosure of Decision

7.1 Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

7.2 A copy of the dispensation will be kept with the Register of Councillors' Interests.

8.0 Review of Procedure

8.1 These arrangements will be reviewed at the beginning of each term of the council.

MEMBER VACANCY AND CO-OPTION PROCEDURE**1.0 Purpose**

- 1.1 This paper accompanies the draft Member Vacancy and Co-option Arrangements.
- 1.2 This procedural document was drawn up at the request of the Finance & General Purposes Committee following co-option earlier in the year. The procedure has been reviewed and accepted by the committee.

2.0 Procedural note

- 2.1 Procedures are operational documents which are the responsibility of the Parish Clerk. Under section 3.4 of the Policy Development Framework there is provision for the Clerk to seek oversight from an appropriate committee.
- 2.2 This procedure contains legal elements that cannot be altered; however, members may wish to provide feedback to the Clerk on the elements that may be varied by the council.
- 2.3 This version has been considered and approved by the Finance & General Purposes Committee and is circulated for noting by council.

3.0 Impact assessment

Procedure: **Member Vacancy and Co-option Arrangements**

Name of Responsible committee: **Finance & General Purposes**

Name of Lead officer: **Jason Mawer, Parish Clerk**

Responsible committee chair: **Cllr Grant Strudley, Chair, Finance & General Purposes**

Previous policy version (if applicable) **N/A**

Impact Assessment		
	Requirement	Comment
Equalities	<i>A simple equalities impact assessment has been carried out</i>	There is no impact through this procedure.
Financial	<i>Cost and resource implications are fully understood, and budgets identified</i>	There is no impact through this procedure.
Parish Plan	<i>Does the policy relate to the Parish Plan</i>	Not applicable.

Risk	<i>Any risks to the organisation are fully understood and agreed</i>	Failure to follow the legislative elements of the procedure may lead to decisions taken being declared unlawful.
Service Delivery	<i>Implications for service delivery are fully understood and agreed.</i>	Following this procedure will ensure a smooth and quick process is followed.
Staffing	<i>Implications for staff are fully understood and agreed.</i>	There is no impact through this procedure.
Environment & Sustainability	<i>Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.</i>	There is no impact through this procedure.
Consultation	<i>Where applicable, there has been consultation with those affected by the policy, including those with responsibility for implementation.</i>	The procedure was developed by the Parish Clerk and Cllr Mrs Barnard and reviewed by the Finance & General Purposes Committee.

4.0 Procedure background

- 3.1 This procedure sets out the arrangements the council will follow to fill a vacancy occurring should a member leave the council. In addition, the document clarifies how a vacancy can occur and the different steps that are taken if vacancies exist following ordinary elections or the council is inquorate.
- 3.2 The initial stages of notifying and promoting a vacancy are prescribed in statute. The law says the council should fill any vacancy as speedily as possible once, taking account of the prescribed timescales. The vacancy can only be filled at a full council meeting, so timings would be worked around the meeting programme. Sufficient time would be allowed to promote the vacancy. The exact timings would be calculated for each vacancy.
- 3.3 All candidates coming forward must be confirmed as being eligible to stand and the Clerk will carry out appropriate checks where possible. A candidate who provides false information could be struck out by the courts.
- 3.4 Members appreciate the opportunity to meet with candidates and provision has been made for this ahead of the co-option meeting. This session would be informal, allowing members to discuss details with candidates.
- 3.5 The procedure also clarifies the steps to be followed at the co-option council meeting. Good practice is that co-option should take place in open session, although members can decide to hold discussion in private session, before any vote.

3.6 The procedure provides information on how the council would fill vacancies should the council be without a quorum or following an ordinary election. As the timings or legal framework is different, filling vacancies in these circumstances may not follow the process set out.

4.0 Recommendation

Members are asked to review and note the procedure.

Member Vacancy and Co-option arrangements

1.0 Introduction

- 1.1 The document covers the procedural arrangements the council will follow in the event of a vacancy occurring and the method of filling the vacancy.
- 1.2 The arrangements contain elements that are laid down in statute and these are identified and cannot be altered by the council.
- 1.3 This document also covers the arrangements for any vacancy that remains following an ordinary election.

2.0 Notification of a vacancy

- 2.1 A casual vacancy is deemed to have occurred¹:
 - a. when a local councillor fails to make their declaration of acceptance of office within the proper time; or
 - b. when their notice of resignation is received in accordance with the statutory requirements; or
 - c. on the day of their death; or
 - d. in the case of disqualification by conviction or an order under part VIII of the Local Government Act 1972 on the day when either the time for appeal or application for relief expires, or such appeal or application is dismissed or abandoned; or
 - e. in the case of an election being declared void, upon the date of the report or certificate of the election court; or
 - f. where a person ceases to be qualified or becomes disqualified for any reason other than conviction or order, or is persistently absent from meetings, upon the date when their office is declared vacant by the High Court or the local council, as the case may be.²
- 2.2 The date may be important; for example, the quorum may be different before and after it.
- 2.3 A vacancy that arises from failure to accept office, resignation, or death (a to c above) should be declared as soon as possible and must be publicly notified immediately after³. For clarity, depending on when this occurs the public notice will be issued by close of business on the next working day.

¹ Arnold-Baker on Local Council Administration 12th Edition 2020 s.6.11

² Local Government Act 1972 (LGA), s 87 (1)

³ LGA 1972, s 87 (2)(a)

- 2.4 In the case of non-acceptance of office, the vacancy occurs if the declaration has not been made at or before the first meeting after they are elected.⁴
- 2.5 A resignation must be made in writing to the chairman of the council. The resignation takes effect from delivery to the chairman.
- 2.6 Where a vacancy occurs due to reasons d to f, an interval of days must elapse. This is because the vacancy needs to be declared ‘...by an authority competent to make such a declaration’ However, it is likely the council may have to make the declaration itself, particularly if the vacancy occurs due to the member being persistently absent from meetings.
- 2.7 Persistent absence occurs if the member ‘fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period.’⁵ There is a further description of the meetings that apply in the act.
- 2.8 The Clerk will provide advice to the council if any of the above occur. While the Clerk is responsible for maintaining records of attendance, it is not the role of the Clerk to advise members that the six-month period is operating or due to expire. Where the council approve an absence, the Clerk will inform the member and remind them when the expiry of this absence period is approaching.
- 2.9 The council is required to give public notice of every casual vacancy.⁶ Timings relating to filling the vacancy begin with the date of notification.
- 2.10 The notice of vacancy will be displayed for fourteen days during which ten electors of the parish can demand an election takes place. These demands are made to Bracknell Forest Council. If called the by-election is then organised by Bracknell Forest Council, who are then responsible for the process.
- 2.11 If an election is not called then the parish council will fill the seat by co-option.

3.0 The Co-option process

- 3.1 After the notice of vacancy expires, the Clerk will contact Bracknell Forest Council to establish if a poll will be held, or that the council can fill the seat by co-option.
- 3.2 The council should fill the vacancy by co-option as soon as practicable. If this occurs within six months of ordinary elections to the council taking place, council can decide not to proceed with the co-option process and leave the seat vacant.⁷
- 3.3 During the notice of vacancy period, the Clerk will develop an actual timetable for co-option based upon the co-option process set out in this procedure and this will be

⁴ Council may resolve at that meeting that the declaration may be made at or before a later meeting. LGA 1972, s 83 (4)

⁵ LGA 1972, s85 (1)

⁶ LGA 1972, s87 (2)

⁷ Local Elections (Parishes and Communities)(England and Wales) Rules 2006, SI 2006/3305, r5(5)

circulated to all members for noting. The process will begin as soon as practicable after it is established that no poll is taking place. An example timetable is shown in appendix 1

3.4 Elements for the process

The following steps will be followed regardless of the number of vacancies.

3.4.1 Notice of Co-option

A Notice of Co-option will be published by the Clerk. This will tell electors that the council will proceed to fill the vacancy by co-option, information on the process and the closing date for applications and the decision date.

3.4.2 Application

Any elector in the parish interested in applying to be a candidate will be asked to apply in writing and confirm their eligibility. The Clerk will confirm their eligibility and then invite them to participate in the remaining stages of the process. Any qualifying candidate must be considered by the council. The eligibility criteria are shown in appendix 2.

3.4.3 Personal statement

If eligible, the candidate will be asked to submit a written statement, stating why they are applying to be a councillor and the skills and experiences they feel they will bring to the role.

3.4.4 Meeting members

After the closing date, the Clerk will invite all the eligible candidate to an informal meeting with members to introduce themselves and talk about their application. This is not a meeting of the council and is not open to the public. No agenda or minutes will be published, or decisions taken.

3.4.5 Appointment meeting

The appointment will take place at a full council meeting. Candidates are invited to attend and will be permitted two minutes to speak to the council. The council will then proceed to co-opt a new member(s).

3.5 Procedure for appointment

3.5.1 Any person qualified must be considered for co-option unless they withdraw prior to the vote.

3.5.2 If there is more than one applicant the council will employ a process. The Clerk will report the names of the candidates to the council. The council will consider the candidates for co-option to fill the vacancy at a full parish council meeting. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken. However, where the council is discussing the merits of candidates and inevitably their personal

attributes, this could be prejudicial, and the council should resolve to exclude the members of the press and public.

- 3.5.3 All candidates are considered for co-option by a show of hands unless the council's adopted standing orders allow for a secret ballot to be called.
- 3.5.4 If there are more candidates than vacancies, the candidate with the least number of votes should be taken off the list of candidates, and if there are still more candidates than vacancies, the vote is taken again. This procedure should be repeated until the number of candidates equals the number of vacancies, and each candidate has a majority vote.
- 3.5.5 A successful candidate must receive an absolute majority of those councillors present and voting. As per standing orders, this may include the use of the chair's casting vote in the event of a tied result (see 3.5.7). Even if there are only two candidates for four positions there is no "co-opted uncontested" provision within the law, therefore a vote must take place.
- 3.5.6 Even if there are fewer candidates than vacancies, each candidate must receive an absolute majority, no majority, no co-option. There is no "co-opted uncontested" provision within the law.
- 3.5.7 The successful candidate must receive an absolute majority vote of those members present at the Parish council meeting. If a member is not at the meeting the legislation does not provide for a proxy or postal vote.
- 3.5.8 Each councillor present must vote; no councillor may abstain.
- 3.5.9 The Chairman may only use his casting vote if two successive voting rounds result in a stalemate.

3.6 Following the vote

- 3.6.1 Successfully co-opted applicants will become councillors with immediate effect once they have signed the Declaration of Acceptance of Office and be able to participate in the meeting. Their term of office runs until the next ordinary elections for the parish council. Those co-opted must sign a declaration of acceptance of office before they join any meeting of the council as a member. Failure to sign ahead of the next full meeting will result a new vacancy being declared as per 2.1a.
- 3.6.2 The Clerk will notify Electoral Services at Bracknell Forest Council of the new member appointment and request the new member completes a Registration of Interests form within 28 days of being co-opted.

4.0 Vacancies following an ordinary election

- 4.1 If, following an ordinary election there are insufficient persons nominated to fill all the available seats, provided there is a quorum (i.e. one third of the whole numbers of

members) the parish has 35 days from the date of the election to co-opt persons to fill those vacancies without the necessity of advertising for a potential by-election⁸. If, following the election, there insufficient councillors elected to form a quorum, the parish must advise the Bracknell Forest Council who can either appoint persons to be parish councillors or order another election⁹.

5.0 Filling vacancies if the council is without a quorum

5.1 If the number of casual vacancies leaves the parish council without a quorum, Bracknell Forest Council will order an election to be held and, in the meantime, may by order appoint people to fill all or any of the vacancies until other councillors are elected and take up office.

6.0 Support on this procedure

6.1 Any questions about the procedure for co-option, eligibility to serve or the roles and responsibilities of a parish councillor should be directed to the Parish Clerk.

Appendix 1

Example timetable

	The vacancy is notified the process begins on the next working day.
Day 0	Public notice issued by the Clerk, displayed locally, and advised to Bracknell Forest Council (BFC).
Days 1-14	Period during which an election may be requested. The Clerk will prepare a draft timetable for co-option if required.
Day 15	Confirmation from BFC that co-option can proceed, or that an election will be held (an election ends this process) The Clerk issues Notice of Co-option. The period will be no less than three weeks and will be subject to the meeting when co-option takes place.
Day 16 – 36 (min)	Period during which candidates come forward. Clerk will establish eligibility of candidates. Candidates will be asked to prepare personal statements.
7 days before co-option meeting	Informal meeting of candidates and councillors
	Council meeting to decide co-option

⁸ Representation of the People Act (RPA)1983, s36

⁹ RPA 1983, s39(4)

Appendix 2

1.0 Eligibility

1.1 A person co-opted to fill a casual vacancy on a Parish council must fulfil the same criteria as a person being formally nominated for a candidate at an election¹⁰. Namely:

- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (straight line) of the parish.

1.2 There are certain disqualifications for election¹¹, of which the main are:

- holding a paid office of the borough or parish council.
- bankruptcy.
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

¹⁰ LGA 1972, s79

¹¹ LGA 1972, s80

PLANNING & TRANSPORT COMMITTEE**1.0 Purpose**

1.2 This report contains the planning responses made at the most recent Planning & Transport Committee meeting of 2 November 2021. Responses from other meetings can be found in the committee minutes included in this meeting bundle.

2.0 Planning responses submitted

2.1 Planning & tree applications (BFC lists 32/21, 33/21 and 34/21)**Planning List BFC 41/21**

21/00872/LDC Brockhill Stables, Bracknell Road, Warfield, Bracknell, Berkshire RG42 6JU

Certificate of Existing Lawfulness for breach of Equestrian Occupancy Condition (4) of planning permission 604676.

Observation

Leave to Planning Officer

21/00873/LDC Brockhill Stables, Bracknell Road, Warfield, Bracknell, Berkshire RG42 6JU

Certificate of Existing Lawfulness for breach of Equestrian Occupancy Condition (1) of planning permission 619338.

Observation

Leave to Planning Officer

21/00248/TR5 21 Old Lands Hill, Bracknell, Berkshire RG12 2QX

TPO 372 – Application to remove 12 trees.

No comment required – five-day application

Planning List BFC 42/21

21/00959/FUL 33 to 35 The Larches, Warfield Park, Bracknell, Berkshire RG42 3RR

Erection of 4 single detached garages.

Considered no objection

21/00960/FUL Pine Lodge Stables, Bishops Lane, Warfield, Bracknell, Berkshire

Proposed change of use of ground floor from storage space to C3 (residential unit), installation of 5x roof lights at first floor level and alterations to layout of first floor residential accommodation to provide a 4-bedroom dwelling.

Observation

The proposed accommodation should be ancillary to the main house.

21/ 00882/FUL West End Stables, West End Lane, Warfield, Bracknell, Berkshire RG42 5RH

Change of use of part of Building 1 to café.

Observation

Members were concerned about parking on site and possible overspill into West End Lane. Members ask that checks be performed against the BFC parking standards. Members asked that no signage be permitted on West End Lane or at its junction with Forest Road.

21/00888/FUL 2 Sage Walk, Warfield, Bracknell, Berkshire RG42 3SE

Erection of single storey rear extension with rooflights and conversion of garage to habitable room.

Considered no objection

Planning List BFC 43/21

21/00905/FUL 16 Somerset Grove, Warfield, Bracknell, Berkshire, RG42 3TN

Erection of single storey rear extension forming conservatory following demolition of existing.

Considered no objection

21/00925/FUL The New Leathern Bottle, Maidenhead Road, Warfield, Bracknell, Berkshire RG42 6ET

Change of use from a Public House into a single 4-bedroom dwelling house with external alterations.

Matter deferred to the next committee meeting

21/00926/LB The New Leathern Bottle, Maidenhead Road, Warfield, Bracknell, Berkshire RG42 6ET

Application for Listed Building Consent for change of use into dwelling house with associated internal and external alterations.

Matter deferred to the next committee meeting

21/00256/TRTPO 14 Somerset Grove, Warfield, Warfield, Bracknell, Berkshire RG42 3TN

TPO 389 – Application to prune trees.

Observation

The works appear to have been completed prior to the application being processed.

3.0 Recommendation

Members are asked to review and note the report.

STAFFING COMMITTEE

1.0 Purpose

- 1.1 This report contains a summary of the decisions taken at the Staffing Committee meeting of 21 October 2021.
- 1.2 This report contains no confidential material.

2.0 Summary of decisions

- 2.1 Members agreed the appraisal objectives for 2021-22. These are shown on the following page.
- 2.2 Members agreed the composition of the panel to carry out the Clerks appraisal and the date of the meeting.
- 2.3 Members agreed that a benchmarking exercise should be conducted by the Clerk into the rates of pay, pensions and terms and conditions for the staffing team. This would report and make recommendations for input into the budget process.
- 2.4 Members agreed to carry out a job evaluation for the Clerks role. The panel and review date were agreed.
- 2.5 Members noted the delay in concluding the 2021-22 national pay award for local government employees and that the council had made budget provision for the pay award.
- 2.6 Members noted that at the time of meeting the recruitment of a new caretaker/maintenance person had not been concluded.

3.0 Recommendation

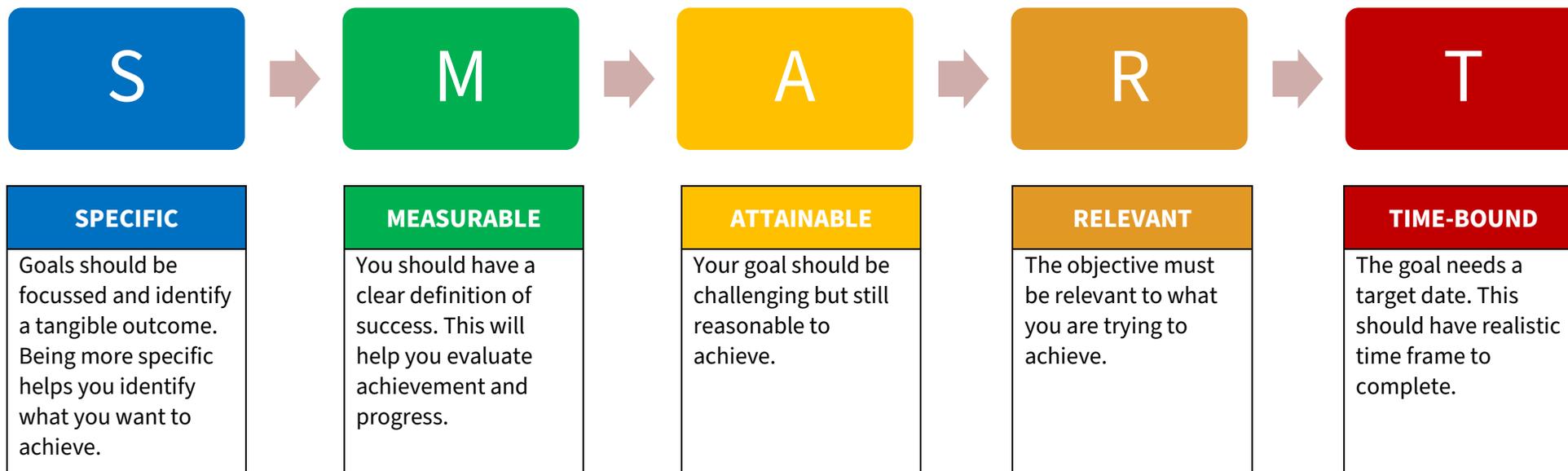
Members are asked to note the report.

Objective Setting 2021-22

This document covers the objectives to be used for objective settings for appraisals and is drawn up from the from the councils stated goals in the Parish Plan 2019-23 and from other identified 'needs' of the parish council.

This is an overarching document, with objectives from the list selected with staff members during the appraisal process.

All objectives must be SMART



Parish Plan Goals (given new reference numbers for ease)

No.	Specific Goals	Parish Plan reference	Committee
PG1	Ensure residents are informed of and involved in BFC Planning consultations	Development goal 1	P&T
PG2	Deliver the Warfield Neighbourhood Plan	Development goal 2	P&T
PG3	Create an Environment Working Group to update the Warfield Environmental and climate Change Action Plan	Environment goal 1	Amen
PG4	Reduce litter by (a) taking part in the Great British Spring Clean each March and 9b) engage with local schools through anti-litter events and activities	Environment goal 2	Amen
PG5	Building work started on the new Community hub at Priory Field	Parish Amenities goal 1	Amen
PG6	Connect water, build community facilities, plant hedges and establish a management association at Quelm Allotments	Parish Amenities goal 2	Amen
PG7	Jealotts Hill Community Landshare (JHCL) (a) to make significant progress towards establishing a new managing structure and (b) is financially stable	Parish Amenities goal 3	F&GP
PG8	Update and reissue local walking and cycle routes and guides	Community, wellbeing and safety goal 1	Amen
PG9	Produce a local guide to welcome new residents to the parish	Community, wellbeing and safety goal 2	F&GP
PG10	Finance outdoor gym equipment to Westmorland Park	Community, wellbeing and safety goal 3	F&GP
PG11	Improve communications with residents about the parish council	Accountability and accessibility goal 1	F&GP
PG12	Raise the profile and accessibility of the parish council and councillors	Accountability and accessibility goal 2	Council
PG13	Provide meaningful opportunities for public participation at parish council and committee meetings	Accountability and accessibility goal 3	Council
PG14	Establish a team of volunteers to support local events	Accountability and accessibility goal 4	Amen

Other identified requirements

Proposed objectives 2021-22

As a result of the starting point in the year a limited number of objectives are identified for completion by April 2022.

No.	Objective (specific)	Measure of success	relevance	Timescale
1.	Redesign the front page of the website	The front page will be clearer and more appealing	This objective will partially meet the requirements of PG11	April 2022
2.	Work with the Borough to develop an emergency plan	An emergency plan will be developed	COVID-19 has identified the need for clear planning and identified responsibilities in the event of an emergency of any nature	April 2022
3.	Prepare contingency plan for any delay to delivery of the new Neighbourhood Centre	A plan with options will be prepared and considered	This objective will partially meet the requirements of PG5	February 2022
4.	Develop a full programme of events for 2022	A range of events through 2022 will be planned	This objective will partially meet the requirements of PG12	January 2022
5.	Develop a feasibility plan for recruitment and retention of volunteers	An approved plan will be developed with appropriate budget.	This objective will partially meet the requirements of PG14	January 2022
6.	Launch a Sharepoint facility for the council	A Share Point facility containing policies and other council documents will be operational.	This will improve information for members	March 2022
7.	Complete the Environmental Plan and prepare draft objectives for 2022-23	The Environmental Plans will be completed and objectives prepared.	This objective will partially meet the requirements of PG3	April 2022
8.	Work with members to develop and deliver opportunities to meet residents and discuss issues	Reintroduce surgeries with opportunities to conduct meetings with the public in local neighbourhoods .	This objective will partially meet the requirements of PG11 and PG12	February 2022
9.	Providing meaningful information to deliver a positive outcome from the NP referendum	A legally compliant programme to promote the Neighbourhood Plan ahead of referendum is developed (and implemented)	This objective will partially meet the requirements of PG2	December 2021

MINUTES OF COMMITTEE MEETINGS

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

Finance & General Purposes	24 August 2021 and 29 September 2021
Planning & Transport	31 August 2021, 21 September 2021 and 12 October 2021

MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 24 August 2021** at **7.45pm**

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

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard, Finch and McCracken

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 27 July 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

Following conversations with members the Clerk would include the potential asset transfer proposals into the medium-term financial plan. This raised the question of which committee would be responsible for asset transfers. The Clerk expressed the view that the nature of the assets would fall within the remit if the Amenities Committee, but with oversight of Finance & General Purposes. The Clerk would draft terms to cover the eventuality.

The Clerk circulated a paper on flag flying. It was suggested the paper and other examples of appropriate flag flying should be included on the next council agenda.

005. Financial Report

The Clerk circulated the financial report to the end of July 2021 to members.

The Clerk provided an update on the debt figures and on general lettings.

The report was noted.

006. Insurance 2021-22

The matter was deferred as the proposals for 2021-22 had not been received in time for the meeting.

007. Amendments to the Staffing Committee arrangements

The Clerk circulated to members a draft of the revision to the terms of reference until the annual meeting in May 2022.

Cllr Ms Dulieu proposed the following amendment to the scheme of delegation be recommended to full council:

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.

The proposal was seconded by Cllr Mrs Gill and **APPROVED** by members present.

008. Communications Working Group

The committee considered the appointment of a new chair of the Communications Working Group.

It was proposed by Cllr Mrs Gill that Cllr Mrs Wallen should be appointed. This was seconded by Cllr Ms Dulieu and **APPROVED** by members present.

009. Grant applications 2022-23

The Clerk circulated to members the arrangement for grant applications ahead of the meeting.

Members noted that the arrangements were unchanged from last year. The paper included the process and timescale for applicants and the review process that would follow.

Members noted the report.

010. Responsible Financial Officers Report

The Clerk would follow up on the missing payment report in the council minutes.

The advertisement of the Handyperson/caretaker role would be live from 25 August 2021

011. 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 28 September at 7.45pm.

012. Closure of the meeting

The meeting closed at 8.17pm.

MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 29 September 2021** at **7.45pm**

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

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard and Mrs Gill

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 24 August 2021 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 Chairman of the Council has advised the Clerk that he will not be drawing his allowance for the year. He has suggested that he would like the sum used instead to purchase the Pride and NHS flags for the council.

005. Financial Report

The Clerk circulated the financial report to the end of August 2021 to members.

The Clerk answered questions from members on items in the accounts.

Members noted that the Internal Auditor had confirmed that the processing of payments on account in the sales ledger was correct. The Clerk was asked to check the Financial Regulations covered this matter.

The Clerk advised members that the council's utilities were provided by the 'big six' providers and that the water provision was with Castle Water.

The Clerk was asked to check that the cottage rent was correctly accounted for.

Members noted and approved of the revised layout of debt reporting. The Clerk was asked if any further write-offs were required. The Clerk advised that he would bring a report to the January meeting.

The report was noted.

006. Insurance 2021-22

Members noted the report and recommendation of the Clerk that the council should enter into a three-year agreement with Hiscox Insurance.

Cllr Strudley proposed the council entered into a three-year agreement with Hiscox Insurance to provide the councils insurance and that the premium of £4,337.58 be paid, this was seconded by Cllr McCracken and **APPROVED** by members present.

007. Health, Safety and Welfare Policy

The Clerk circulated to members a draft of the Health, Safety and Welfare Policy to members ahead of the meeting. The Chairman had reviewed the policy during development and made suggestions to the Clerk which were incorporated.

There were no additional comments from members.

Cllr Strudley proposed that the committee recommend the Health, Safety and Welfare Policy to full council. This was seconded by Cllr McCracken and **APPROVED** by members present.

008. Responsible Financial Officers Report

The Clerk updated members on the recruitment of the Caretaker/Handyperson. It was agreed to extend the deadline by a fortnight, although a review application received would take place first.

The Clerk was asked to bring an update on the parish plan to the next meeting.

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 19 October at 7.45pm.

010. Closure of the meeting

The meeting closed at 8.33pm.

MINUTES OF THE ADVISORY PLANNING & TRANSPORT COMMITTEE

held **virtually** on **Tuesday 31 August 2021**

Members present: Cllrs Ms Dulieu, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk

Cllr Ms Dulieu acted as chair in the absence of Cllr M Jones

001. Apologies for absence

Cllr Fitzwilliams and M Jones

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meetings

The minutes of 10 August 2021 were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin.

004. Matters arising

The Clerk was continuing to investigate the responsible party for the flooding at the junction of Wellers Lane and Westhatch Lane.

Members discussed the non-response to the Lily Hill Park proposals. This would be reviewed by the Clerk.

005. Correspondence and items for information

BFC confirmed TPO 1352 on land at the front of 55 Walsh Avenue, Warfield from 27 August 2021.

The Clerk provided members with an update on the Warfield Neighbourhood Plan. The Examiner had asked a series of questions, but it was agreed that the council would not answer these until after the examination visit in early September.

The Clerk reminded members that the approval of application **21/00739/PAD** Land south of Forest Road and east of Crozier Lane, Newell Green was for agricultural maintenance, so if it was observed for any other use a report would be made to Planning Enforcement.

The Clerk had reviewed the revised application **20/00802/OUT** Home Farm, Forest Road, Warfield, and the only amendment was the addition of a convenience store. The Clerk would write to the planners to confirm their existing comments and object to the convenience store based on the additional traffic this would generate.

006. Public participation

There were no requests for participation by the public.

007. Planning & tree applications (BFC lists 32/21, 33/21 and 34/21)

Planning List BFC 32/21

21/00653/FUL 54a Wellingtonias, Warfield Park, Bracknell, Berkshire RG42 3RL

Erection of a detached single garage and car port.

Considered no objection

21/00683/FUL 95 Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TJ

Erection of car port.

Observation made

Tree Officer recommended to establish root protection area.

21/00190/TRTPO 7 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 2 trees.

Observation made

Leave to Tree Officer

Planning List BFC 33/21

21/00746/FUL Tesco Stores Ltd 17 County Lane, Warfield, Bracknell RG42 3JP

Section 73 application to vary condition 3 (restriction on delivery times between 0300 to 2400 hours) of planning permission 11/00248/FUL to allow deliveries to Tesco store between the hours of 0300 to 2400 hours.

Recommended refusal

The existing condition should be retained as it is in place for the protection and wellbeing of neighbouring properties.

Planning List BFC 34/21

21/00199/TRTPO 8 Anthony Wall, Warfield, Bracknell, RG42 3UL

TPO 393 – Application to prune 2 trees.

Recommended refusal

The works appear excessive

21/00200/TRTPO 8 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 1 tree.

Observation made

Leave to Tree Officer

008. Planning determinations

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

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

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

Approval by Delegated Decision

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

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

Refusal by Delegated Decision

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

Proposed erection of rear conservatory.

Approval by Delegated Decision

19/00327/FUL Land at southwest of Abbey Place, Abbey Place, Warfield, Bracknell, Berkshire

Erection of 9 dwellings with associated access, parking, and landscaping.

Approved & Legal Agreement signed by Delegated Decision

21/00069/TRTPO Nuptown Piggeries, Hawthorn Lane, Warfield, Bracknell

TPO 657a and TPO 1330 – Application to prune 7 trees and fell 1 tree.

Part Approval, Part Refusal by Delegated Decision

21/00520/FUL 9 Shropshire Gardens, Warfield, Bracknell, Berkshire RG42 3XP

Proposed part two storey, part single storey rear extension, single storey front extension and addition of canopy to front elevation.

Approval by Delegated Decision

21/0000521/A Land south of Forest Road and east of Crozier Lane, Newell Green, Warfield, Bracknell, Berkshire

Display of 1x non-illuminated stack sign.

Grant with Extra Conditions (adverts) by Delegated Decision

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.

Approval by Delegated Decision

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.

Not Required by Delegated Decision

21/00768/FUL The Three Legged Cross, Forest Road, Newell Green, Warfield, Bracknell, Berkshire

Erection of 2 outbuildings (retrospective).

Unconditional Approval by Delegated Decision

21/00352/FUL Nuptown Piggeries Hawthorn Lane, Warfield, Bracknell, Berkshire

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

Approval by Committee Decision

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

TPO 424 – Application to prune 2 trees.

Approval by Delegated Decision

21/00181/TRTPO Quelm Lane, Newport Drive, Warfield, Bracknell, Berkshire

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

Approval by Delegated Decision

009. Planning appeals

None 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

There were no representative reports made.

012. Date of next meeting

The date for the next meeting is on Tuesday 21 September 2021.

013. Closure of the meeting

There being no further business the meeting closed at 8:26pm.

MEETING OF THE PLANNING & TRANSPORT COMMITTEE

held on **Tuesday 21 September 2021** in the **Brownlow Hall**

Members present: Cllrs M Jones (chair), Ms Dulieu, Fitzwilliams, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk

001. Apologies for absence

No apologies for absence were due.

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meetings

The minutes of 31 August 2021 were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin.

004. Matters arising

The Clerk has escalated the non-response to the flooding issue on the Wellers Lane/Westhatch Lane junction to the borough councillors for Binfield with Warfield, asking them to follow this up on behalf of the council.

The case officer for application 20/00802/OUT Home Farm, Forest Road, Warfield has been e-mailed regarding the revised application. The Clerk confirmed that the original comments of the committee, submitted on 30 November 2020 are unaltered, but added comments relating to the proposed convenience store.

005. Correspondence and items for information

The Clerk advised members that TPO1361 on land adjacent to Lambrook School etc. This replaced draft TPO 1344 that had expired.

The Clerk advised members that application 21/00739/PAD for the land south of Forest Road and east of Crozier Lane (around Warfield Garage) had been decided as not required by BFC. However, the decision notice stated that BFC were not convinced the

works proposed fell within permitted develop as the land could not be demonstrated to be for agricultural use. Therefore, the applicant was advised they would need to apply for appropriate planning permission or risk enforcement action.

006. Public participation

There were no requests for participation by the public.

007. Planning & tree applications (BFC lists 32/21, 33/21 and 34/21)

Planning List BFC 35/21

21/00840/PAH 10 Cressida Chase, Warfield, Bracknell, Berkshire RG42 3UD

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

Considered no objection

Planning List BFC 36/21

21/00769/FUL 4 Toogood Place, Warfield, Bracknell RG42 6AF

Erection of single storey rear extension.

Considered no objection

21/00784/FUL Feathers and Fur Falconry Centre, 1 Moss End Garden Centre, Maidenhead Road, Warfield, Bracknell, Berkshire RG42 6EJ

Use of site for falconry centre, via timber aviaries, plus ancillary shop, outdoor learning centre, classroom, work-shed.

Considered no objection

21/00785/PAD Windmill Farm, Malt Hill, Warfield, Bracknell, Berkshire

Prior approval application for erection of hay barn to be used for the storage of farm machinery, tools, and feed stuffs.

Observation made

The council expressed disappointment that the applicant has brought forward proposals for a new agricultural storage building, while having both active and approved applications to convert existing agricultural storage buildings to residential use.

21/00802/FUL Brockhill Stables, Bracknell Road, Warfield, Bracknell, Berkshire RG42 6JU

Section 73 application to vary conditions 7 (hard and soft landscaping), 8 (means of enclosure), 13 (vehicle parking), 14 (cycle parking) and 15 (SUDs) pursuant to planning permission 20/00408/FUL (erection of 1x dwelling).

Considered no objection

21/00207/TRTPO Land at Lyon Oaks, Warfield, Bracknell, Berkshire RG42 2PX

TPO 89 – Application to prune 11 trees.

Observation made

Leave to Tree Officer. If considered for approval, the council would prefer reductions to be made to the lower extent proposed than the maximum extent.

Planning List BFC 37/21

21/00789/FUL 3 Broadrick Heath, Warfield, Bracknell, Berkshire, RG42 3SB

Proposed erection of a single storey extension following demolition of existing conservatory and part garage conversion.

Considered no objection

21/00808/FUL Derryquin 8a Priory Lane, Warfield, Bracknell, Berkshire RG42 2JU

Erection of 2 detached dwellings (1x 3 bed and 1x 4 bed) following demolition of existing dwelling with associated parking.

Recommend refusal

Council consider that the proposed development indicated on plot 2 is detrimental to the appearance and character of the local environment, contrary to Saved policy EN20 in its design and materials.

The site is located within character area J: Warfield Road, Priory Lane, and Gough's Lane character area.

The council is concerned that the garage space indicated on plot 2 does not confirm with BFC local standards.

21/00211/TRTPO Ashberry 90 Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TJ

TPO 393 – Application to prune 1 tree.

Considered no objection

008. Planning determinations

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

21/00360/FUL 2 Hebbecastle Down, Warfield, Bracknell, Berkshire RG42 2QD

Erection of two storey side, first floor side, single storey rear/side and single storey front extensions.

Approval by Delegated Decision

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.

Approval by Delegated Decision

21/00403/FUL Mi Polola 2 Westmorland Drive, Warfield, Bracknell, Berkshire

Single storey rear extension following demolition of existing conservatory.

Approval by Delegated Decision

19/00256/LB South Lodge, Warfield House, Bracknell Road, Warfield, Bracknell, Berkshire

Application for Listed Building Consent for alterations to external appearance of dwelling and installation of new roof with 5x rooflights following demolition of existing porch and balcony, and demolition of detached garage.

Approval by Delegated Decision

21/00140/TRTPO Field Park and Berrycroft, Bracknell, Berkshire RG12 2DZ

TPO 372 - Application to prune 4 trees.

Approval by Delegated Decision

21/00665/FUL 1 Newell Green Cottages, Newell Green, Warfield, Bracknell, Berkshire

Section 73 application to amend conditions 2 (approved plans) and 3 (materials) of planning permission 20/00020/FUL for the erection of dwelling associated landscaping and access works following demolition of existing garage and outbuildings. For clarification, this application seeks to amend the design of the proposal.

Approval by Delegated Decision

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

TPO 393 – Application to prune 1 tree.

Approval by Delegated Decision

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

TPO 389 – Application to prune 2 trees.

Part Approval, Part Refusal by Delegated Decision

009. Planning appeals

None 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 that the hedgerows along Watersplash Lane had been tidied.

Cllr Ms Thorin asked for an update on CCTV enforcement cameras and about the parking on pavements consultation. The Clerk advised that there were no updates to report.

012. Date of next meeting

The date for the next meeting is on Tuesday 12 October 2021.

013. Closure of the meeting

There being no further business the meeting closed at 8:47pm.

MEETING OF THE PLANNING & TRANSPORT COMMITTEE

held on **Tuesday 12 October 2021** in the **Brownlow Hall**

Members present: Cllrs Ms Dulieu, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk

001. Apologies for absence

Apologies were received from Cllrs M Jones and Fitzwilliams

002. Declarations of Interest

Cllr Ms Dulieu declared an interest in application 21/00846/FUL (as a neighbouring site). The Clerk granted a dispensation for Cllr Ms Dulieu to remain in the meeting as non-participation would have resulted in the meeting becoming inquorate. Cllr Ms Dulieu was permitted to make representations but not to participate in a vote.

003. Minutes of the previous meetings

The minutes of 31 August 2021 were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin.

004. Matters arising

The Clerk advised members that he continued to chase Bracknell Forest Council for a response to the flooded verges at the junction of Wellers Lane and Westhatch Lane.

The Clerk, with Cllr McCracken, was meeting with the Public Protection Partnership to discuss covert CCTV siting to deter fly tipping.

005. Correspondence and items for information

Members noted correspondence supporting application 21/00846/FUL.

Members noted the street naming arrangements for Berkeley's phase 9.

The Clerk advised members that application 21/00137/OUT Grove Gardens had now been verified. The council's comments previously submitted remained valid and appropriate.

The Clerk advised members that an offer of membership to the Town & Country Planning Association had been received. Members agreed to join for a year to review the material and support available.

006. Public participation

There were no requests for participation by the public.

007. Planning & tree applications (BFC lists 32/21, 33/21 and 34/21)

Planning List BFC 38/21

21/00831/FUL 25 Innings Lane, Warfield, Bracknell, Berkshire RG42 3TR

Erection of single storey rear/side extension plus alterations to fenestration.

Considered no objection

Planning List BFC 39/21

21/00846/FUL Land adjacent to The Elms, Warfield Park, Bracknell

Change of use of land for the siting of 2x mobile homes (according with the definition of a caravan), erection of detached garages, together with access, parking, and landscaping.

Recommended refusal

The proposed change of use of land for the siting of 2 mobile homes, with associated operational development, would adversely affect the rural character and appearance of the site which lies in the countryside. The proposal would therefore be contrary to Saved Policies EN8, EN20 and H5 of the Bracknell Forest Borough Local Plan, Policies CS1, CS7 and CS9 of the Core Strategy Development Plan Document and the National Planning Policy Framework.

The council notes that the Planning Inspector in a previous planning appeal for this site APP/R0335/W/19/3226828 of October 2019 recognised the value of this site as a local wildlife site and that the harm of developing this site 'outweighs the benefits' of development 'when assessed against the NPPF as a whole.'

21/00223/TRTPO Land to the rear of 102 Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX

TPO 391 – Application to fell 3 trees.

Observations made

Leave Tree Officer. Members considered this application and considered that the works may be excessive but recognise the evidence may indict an issue that requires resolution.

Planning List BFC 40/21

21/00229/TRTPO Land to the rear of 8 Cambridgeshire Place, 'Big Wood', Warfield, Bracknell, Berkshire, RG42 3XW

TPO 1222 – Application to prune 1 tree

Considered no objection

21/00238/TRTPO 15 Crayford Mead, Warfield, Bracknell, Berkshire RG42 6EF

TPO 569 – Application to prune 1 tree.

Recommended refusal

This is excessive pruning as 2m clearance is not required. As part of the new development area, this tree was included in plans for the area.

21/00239/TRTPO Land on the north side directly east of Osborne Lane, Warfield Street, Warfield, Bracknell, Berkshire RG42 6AQ

TPO 1250 – Application to prune 1 tree.

Considered no objection

21/00240/TR5 Land on the north side directly east of Osborne Lane, Warfield Street, Warfield, Bracknell, Berkshire RG42 6AQ

TPO 1250 – Application to prune 1 tree.

Not considered

008. Planning determinations

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

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.

Approval by Delegated Decision

19/01068/FUL Land at Goose Corner, Forest Road, Hayley Green, Warfield, Bracknell, Berkshire

Erection of 1x detached dwelling, access improvements and associated works/landscaping.

Refusal by Delegated Decision

21/00154/TRTPO Piggy Wood (Land rear of 39 Hebbecastle Down), Newport Drive, Warfield, Bracknell, Berkshire

TPO 89 – Application to prune 2 trees.

Part Approval, Part Refusal by Delegated Decision

21/00785/PAD Windmill Farm, Malt Hill, Warfield, Bracknell, Berkshire

Prior approval application for erection of hay barn to be used for the storage of farm machinery, tools, and feed stuffs.

Not Required

20/00875/FUL Land at Green Acres, Warfield Road, Warfield, Bracknell, Berkshire

Erection of 2x detached dwellings following demolition of existing outbuildings.

Refusal by Delegated Decision

21/00333/FUL Moss End Farm, Bowyers Lane, Warfield, Bracknell, Berkshire

Proposed installation of new 2.4m high brick wall to boundary along Maidenhead Road, installation of swimming pool with retractable cover and associated paving, new conservatory to side elevation, BBQ covered area in the garden and covered walkway to link conservatory to pool structure. Conversion of existing stables to a two-bedroom annexe.

Refusal by Delegated Decision

009. Planning appeals

None to report

010. Ongoing issues

a. CIL and S106 contributions

Members noted the expected CIL payment.

b. Current and potential enforcement cases

The Clerk reported that an application for the temporary mast at Scotland House had been received by BFC but was yet to be validated.

011. Representative reports

Cllr Ms Wallen mentioned that the Quelm stone on Larks Hill had been placed upside down. The Clerk would report to Parks & Countryside.

Cllr Ms Dulieu reported a highway incursion outside Nuptown Piggeries. The Clerk would report to Planning Enforcement and Highways.

012. Date of next meeting

The date for the next meeting is on Tuesday 2 November 2021.

013. Closure of the meeting

There being no further business the meeting closed at 8:46pm.

PAYMENTS

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

16th September 2021

Electronic Payments		items	invoice total
EP	ABA (Construction) Ltd	Play Area Inspections	£120.00
EP	Amazon	stationery and charger	£29.19
EP	Bracknell Pest Control	Pest Control	£72.00
EP	Brownlow Memorial Hall Trust	Quarter 3 Rent Payment 2021/2022	£3,875.00
EP	Circle Cleaning	General Cleaning	£972.00
EP	CS Storage	Allotment Lockers	£3,324.48
EP	Lyreco	cleaning materials	£182.74
EP	PHS Group	Washroom Annual Duty of Care	£144.00
EP	PKF Littlejohn	External audit year end 31 March 2021	£1,560.00
EP	Tesco Stores Ltd	Quarter 3 Rent Payment 2021/2022	£7,050.00
EP	Winkfield Parish Council	Frost Folly/Play area cleaning and bins	£202.50
EP	HMRC	PAYE & NICS contributions	£1,109.57
EP	Berkshire Pension Fund	Pension contributions	£998.18
			£19,639.66
Direct debit			
	NEST Pension	Pension contributions	£184.60
			£184.60

21st October 2021

Electronic Payments		items	invoice total
EP	ABA (Construction) Ltd	Play Area Inspection	£150.00
EP	Bracknell Pest Control	Pest Control	£72.00
EP	Business Technology Support	Office Printer Costs - 30/6/2021-29/9/2021	£139.66
EP	Circle Cleaning	General Cleaning/Floor Polishing	£1,440.00
EP	CS Storage	Allotment Locker Installation	£591.60
EP	Parish Online	Parish Online Subscription	£405.00
EP	PRS Interior Solutions	Repairs to fencing and shed at Whitegrove	£769.00
EP	Rialtas Business Solutions	Annual Software Support	£1,150.80
EP	Suds Window Cleaning	Window Cleaning	£168.00
EP	Wokingham Borough Council	Wren Printing	£258.75
EP	HMRC	NICS and PAYE	£1,109.77
EP	Berkshire Pension Fund	pension contributions	£998.18
			£7,252.76
Direct debit			
EP	NEST Pension	pension contributions	£184.60

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	various	January 2022
Various IT policies	Finance & General Purposes	December 2021
Budget and Precept consideration	Finance & General Purposes	January 2022

3.0 Next meeting of the council

3.1 The date of the next council meeting is scheduled for Wednesday 8 December 2021. Venue to be advised.