

NOTICE OF MEETING

Extra-ordinary Full Council

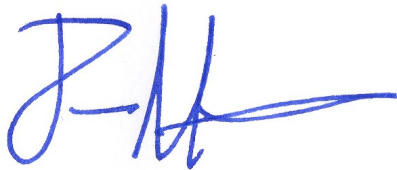
7.35pm on Tuesday 24 March 2020 at the Whitegrove Community Centre

To Councillors

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

You are summoned to attend an extra-ordinary meeting of Warfield Parish Council on Wednesday 24 March 2020 at 7.35pm.

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

AGENDA

Extra-ordinary meeting of Warfield Parish Council

7.35pm on Tuesday 24 March 2020 at the Whitegrove Community Centre

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.	Apologies for absence	
002.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting	
003.	Minutes of the previous meeting To approve the minutes of the council meeting of Wednesday 29 January 2020 and for the minutes to be signed by the presiding chairman	4
004.	Matters arising from the previous meeting	
005.	Council operations during Coronavirus outbreak To consider and approve the arrangements for operating the council during the coronavirus outbreak	8
006.	Regular Payment Schedule To approve the list of regular payments	15
007.	Payments To approve accounts for payment tabled at the meeting.	17
007.	Date of the next meeting The next meeting of the council will be advised.	18
008.	Closure of the meeting	

DECLARATIONS OF INTEREST

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

MINUTES OF THE COUNCIL MEETING

held on **Wednesday 11 March 2020** at **7.45pm** at **Warfield Parish Office**

Members present: Cllrs Ms Dulieu (Chair), Dr Barnard, Mrs Barnard, Chambers, Mrs Collings, Fitzwilliams, Mrs Gill, Ms K Jones, M Jones, Strudley and Mrs Wallen

Other attendees: Parish Clerk and a member of the public

001. Public Participation

Rebecca Murphy arranged for a summary of the recent CPRE meeting in Warfield, against building on the Green Belt to be provided to members. The Clerk would circulate following the meeting.

002. Apologies for absence

Apologies for absence were received from Ms C Thorin.

003. Declarations of interest

Declarations of interest were received from:

Cllr Dr Barnard – borough councillor for Warfield Harvest Ride

004. Minutes of the previous meeting

The minutes of the meeting of 29 January 2020 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Mrs Collings. The minutes were APPROVED by members present.

Cllr Dr Barnard joined the meeting

005. Matters arising from the last meeting

The Clerk advised members that the co-option vacancy would be re-advertised.

006. Finance & General Purposes Committee

Members were advised that the Finance & General Purposes Committee meeting of 24 February had been cancelled.

Members asked questions regarding the financial report. A question was asked about the possible costs of Coronavirus. The Clerk advised that at this stage the financial risk was not known, but would be kept under review. The Clerk told members that advice from Public Health England was that in the event of a building being contaminated a period of 72 hours should pass before the building is deep cleaned.

Members noted the Finance Report to the end of January 2020.

007. Planning & Transport Committee

Members received an update from the Planning & Transport Committee meeting of 19 February and 5 March.

At the meeting of 19 February, members recommended refusal of application 20/00020/FUL 1 Newell Green Cottages and application 20/00052/FUL Church of St Michael and All Angels, land north of church car park.

The meeting of 5 March mainly covered tree applications.

008. Amenities Committee

Members received an update from the Amenities Committee meeting of 3 March which covered work on the allotments and on the water connection.

009. Minutes from Committees

The minutes of the Finance & General Purposes Committee meeting of 14 January 2020, the Planning & Transport Committee meeting of 23 January and 19 February 2020 and the Amenities Committee of 21 January 2020 were noted by members.

010. Suspension of Financial Regulation 11.7

Cllr Mrs Wallen declared an interest in this matter as an allotment plot holder.

Members were asked to consider suspending Financial Regulation 11.7 to permit the purchase and installation of the storage building at the allotment site. A paper was circulated in advance and included the required risk assessment.

Cllr Strudley proposed that the financial regulation be temporarily suspended and this was seconded by Cllr Dr Barnard. As required by the regulations a named vote was taken.

Cllrs Dr Barnard, Mrs Barnard, Chambers, Mrs Collings, Ms Dulieu, Fitzwilliams, Mrs Gill, Ms Jones and Strudley voted in favour. Cllr M Jones voted against. The resolution was passed.

011. Annual Governance preparations

The Clerk circulated to members ahead of the meeting the Risk Register and Asset Register for 2019/20. Members asked the Clerk to ensure that access to bank accounts were included on the risk register.

It was proposed by Cllr Dr Barnard to approve the Risk Register and Asset Register and seconded by Cllr M Jones. Members present **APPROVED** the documents.

012. Local Government Boundary Review (Bracknell Forest Council)

The Clerk circulated to members ahead of the meeting the draft response to the Local Government Boundary Review. Members were advised that further consultation would take when the draft proposals of the commission were published. Some minor amendments were suggested and accepted.

Cllr Strudley proposed that the response be submitted to the Local Government Boundary Commission for England and this was seconded by Cllr Fitzwilliams and **APPROVED** by members present.

013. Working Group reports

Warfield 125

Members received an update on the plans and activities for the Warfield 125th anniversary events. The Clerk confirmed that additional funding was available in the 2020 budget.

Annual Meeting Working Group

The working group is due to meeting in the following weeks.

Climate Change Working Group

Members noted that Cllrs Dr Barnard, Mrs Collings and Ms Thorin had been appointed to the working group.

014. Payments

On the proposal of Cllr Dr Barnard, seconded by Cllr Mrs Wallen and **APPROVED** by members, the following payments were authorised:

Cheque Payments			invoice total
4774	ABA (Construction) Ltd	play area inspections	£270.84
4775	Benville & Marsh	Electrical inspections and repairs	£6,864.00
4776	Bracknell Forest Council	loan repayment	£8,191.48
4777	Bracknell Pest Control	pest control work	£72.00
4778	Bracknell Town Council	pathways for allotment site	£4,034.40
4779	Circle Cleaning Services	contract cleaning	£1,648.00
4780	Index Security Systems	intruder alarm support	£36.00
4781	In 2 Sport	sports club provision	£288.00
4782	Rialtas Business Solutions	allotment software licence	£145.20
4783	Servio Ltd	repairs and service contract	£1,454.17
4784	Suds Window Cleaning	window cleaning	£168.00
4785	Unipar Services LLP	repair to Sentinel unit	£116.40
4786	HMRC	paye & NICS	£2,240.28
4787	Berkshire Pension Fund	Pension contributions	£1,677.98
			£27,206.75
Direct debit			
DD	Nest	pension contributions	£71.88
			£71.88

015. Representative Reports

Cllr Dr Barnard advised members that BFC was receiving regular updates on Coronavirus and they were following Public Health England guidelines.

The local plan responses had been published.

Work was continuing on Princess Square and the stripping out of the old Bentalls site.

Ward members were working with BFC officers to explore the pedestrian crossing options across Harvest Ride at Julius Hill.

Cllr Mrs Wallen said that an additional member was needed for the Planning Committee. No members came forward.

Cllr Mrs Gill asked about usage of the Sentinel speed camera. It was explained that it was currently in use in other parts of the northern parishes, but that Warfield had use for a 4 months of the year.

Cllr M Jones asked about the bins at the Memorial Ground. The Clerk advised that the caretaker was monitoring them and emptying as required.

Cllr Fitzwilliams updated members on Jealotts Hill and that the partners would be recommending the setting up of a Community Interest Company. Details were being worked out and would be brought forward to council in May, in conjunction with Bracknell Town Council.

Cllr Mrs Collings advised members of the meeting of the BFC Nature Partnership.

Cllr Ms Dulieu reminded members of the Village Fete on 9 May.

It was agreed by members that the council litterpick would be organised at a later date.

016. Report from the Parish Clerk

The report of the Clerk was circulated to members and was noted.

017. Date of the next meeting

The date of the next meeting is Wednesday 8 April 2020.

020. Closure of the meeting

The meeting was closed at 9.31pm

OPERATIONS OF THE COUNCIL DURING THE CORONAVIRUS OUTBREAK

1.0 Purpose of this report

- 1.1 This report contains information on the operation of the council during the Coronavirus outbreak and includes recommendations to ensure the business of the council can continue, but also respond to any changing need of the council during the outbreak.
- 1.2 To avoid confusion, the word Coronavirus is used throughout this report, as this is the term for the virus in everyday use. For the purposes of this report Coronavirus means the Covid-19 virus.

2.0 Background

- 2.1 As there is no immunity to this novel virus, it is estimated that up to 80% of the UK population will become infected at some point during the course of the outbreak which is expected to last at least 4 months in the UK. According to the Governments action plan up to 20% of the Council's staff/Councillors may be infected during the peak of the outbreak.
- 2.2 The Government and Public Health England have been producing a range of advice and guidance through the early phases of the outbreak.
- 2.3 The Government issued new more stringent isolation guidance on Monday 16th March <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
 - 1. *Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;*
 - 2. *Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible;*
 - 3. *Work from home, where possible. Your employer should support you to do this.*
 - 4. *Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs*
 - 5. *Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.*
 - 6. *Use telephone or online services to contact your GP or other essential services.*

Everyone should be trying to follow these measures as much as is pragmatic.

For those who are over 70, have an underlying health condition or are pregnant, we strongly advise you to follow the above measures as much as you can, and to significantly limit your face-to-face interaction with friends and family if possible.

- 2.4 The Local Government Secretary Rt Hon Robert Jenrick MP also announced support for local councils including the following:
- Councils will be able to use their discretion on deadlines for Freedom of Information requests
 - The deadline for local government financial audits will be extended to 30 September 2020
 - It will consider bringing forward legislation to remove the requirement for annual council meetings to take place in person
 - It will consider bringing forward legislation to allow council committee meetings to be held virtually for a temporary period

It is unclear at this stage if these proposals will apply to town and parish councils.

- 2.5 NALC (National Association of Local Councils) are engaging with MHCLG (Ministry of Housing, Communities and Local Government) and SAAA (Smaller Authorities Audit Appointments) to:

- Remove the requirement for an annual parish meeting and annual council meeting within the statutory deadlines
- Change the date for audit deadlines due to concerns about holding meetings within statutory deadlines.

- 2.6 The virus is now spreading quickly in the community and the Government has introduced self-isolation measures to protect (shield) the over 70's and other At Risk groups from becoming infected, whilst controlling the rate of infection in low risk groups, who will have mild symptoms but on recovery be available for work and no further danger to infecting the At Risk groups.

- 2.7 The council therefore needs a plan to ensure it can keep its staff and elected members safe, whilst maintaining its duties and responding to the needs of the community as the outbreak continues.

3.0 Timescales

- 3.1 At this stage we do not know how long the outbreak will continue for. For the purposes of initial planning and proposals in this paper, an assumption is that we are facing restrictions for at least three months, so with time to get things up and running again we are working to a date of 30 June. If the outbreak eases, restrictions may be lifted earlier, or we may see restrictions continue for a longer period, but for now we are planning on the basis of 30 June.

4.0 Supporting our communities

- 4.1 A community response is in its early stages of development. The parish council has been asked to encourage members of the public who wish to volunteer in any way to contact the scheme being developed by Healthwatch Bracknell Forest, Bracknell Forest Council and Involve. Discussions on how this scheme will operate and how those needing support can contact it are being worked out as this paper is being pulled together. The

parish council will do everything it can to help and support the scheme and to promote it when details are established.

- 4.2 The parish staff team are working from home but have continued access to the councils website and social media feeds to distribute information. Special editions of the Wren will be produced through the outbreak, with the first issue published on Wednesday 25 March. This Wren will not be distributed to all homes, it will be made available through the website and social media
- 4.3 It is likely that large number of people in Warfield will be impacted by this pandemic to some degree. Community resilience and cohesion, including looking after those in self-isolation particularly the elderly, will be an important focus for the council moving forward, but we also need to look after ourselves.
- 4.4 With the potential impact on Council staff, Members, contractors and suppliers, effective continuity planning will therefore be key to maintaining Council services and corporate decision-making capabilities in order for the Council to continue to assist/lead the community as part of any resilience response.

5.0 Annual Parish Meeting

- 5.1 The Annual Parish Meeting on Wednesday 29 April has been postponed. The Local Government Act 1972 Sch 2, para 14(1) and (3) says that this must take place between 1 March and 1 June. There is no effective method for enforcing these rules.
- 5.2 As things stand there have been no changes to legislation or government guidance to amend these statutory duties. The law does not provide for a particular scenario (eg holding the parish meeting outside the statutory timeframe if the government advises against meetings being held) therefore we would need to be guided by government over what should happen. The sector is engaging with government on this and other issues. Any decree issued by the government is likely to supersede the 1972 Act either implicitly or through regulation issued by MHCLG.
- 5.3 As soon as clear direction is provided the meeting will either be cancelled for this year. It is unlikely the Government will seek to reschedule these meetings on the basis of their decision to postpone elections for a year, rather than move to the Autumn.
- 5.4 The Warfield Award and Chairmans Award are usually made and presented at the parish meeting. It is recommended the awards are still made in 2020, but that the presentation is deferred to later in the year at an appropriate event.

6.0 Annual Council Meeting

- 6.1 The annual meeting of the council must by law, be held during the month of May. The meeting is scheduled for Wednesday 13 May. Talks are taking place with MHCLG to remove the statutory date provision, so that this meeting can be rescheduled when restrictions start to be listed.

6.2 As most council business works from one annual meeting to another, the appointment of the chairman, roles on committees, standing orders etc. continue in place until the annual meeting is held.

6.3 On this basis the annual meeting of the council will be postponed to a date to be advised. We await Government confirmation that this can be beyond May.

7.0 Committee meetings

7.1 All committee meetings will be cancelled with effect from this council meeting until further notice.

7.2 The Planning & Transport Committee will continue to review and comment on planning matters, but will not meet. Comments will be submitted by members to the Clerk, who in consultation with the chair of the committee, will submit a response on behalf of the parish. No meetings with developers or other parties, will take place during the timescales indicated in section 3.

7.3 The Clerk will keep other committees updated with regular reports including financial reports, amenities reports etc. Members will be invited to comment and the Clerk will respond.

8.0 Working Groups

8.1 Members should decide on a case by case basis if they can continue the work of working groups without physically meetings. Although it should be remembered that working groups cannot make decisions, only recommendations to either council or delegated committee.

9.0 Payments

9.1 A list of regular payments will be presented to the meeting of the for authorisation, to allow for the function of regular council activity. This list is extensive than usual to allow payments to be made without prior approval at a council meeting. This is permitted under financial regulation 5.7 and is subject to reporting at the next appropriate meeting.

Reg 5.7 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes Committee.

9.2 Following discussions with the Internal Auditor it is confirmed that in exceptional circumstances financial regulation 6.6 allows payments to be made between meetings.

Reg 6.6 *Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance & General Purposes Committee at the next convenient meeting.*

9.3 Members are asked to authorise the payments of the grants approved as part of the annual budget in May 2020.

10.0 Delegated authority

10.1 The current scheme of delegation should be sufficient for the council to continue its day-to-day business through the Clerk, along with authority of the chairman of the council or committee chair where required.

10.2 It is recommended for clarity that the following delegation resolution be adopted ‘to extend the delegation of council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Coronavirus (Covid-19 virus). Such delegation to enable the council to fulfil its duties and responsibilities to its residents.’

10.3 This is a far-reaching delegation, but should the council be called upon to support the efforts in dealing with Coronavirus, or for any other matter during the outbreak, the Clerk can act on behalf of the council immediately and without additional authorisation to allocate resources or funding.

10.4 This delegation is time-limited to the end of the declared outbreak, or the resumption of regular council meetings, whichever is the sooner.

11.0 Statutory Returns

11.1 The Council is required to have authorised and submitted its Annual Governance and Accountability Return by 30 June. Sector bodies are seeking to have this extended through to 30 September on the basis that councils will not be meeting to authorise such a document. We are awaiting confirmation that this change of date will be applied.

11.2 The Clerk is working with the Internal Auditor to complete internal audit virtually.

12.0 Councillor Surgeries

12.1 Councillor surgery sessions will be suspended until further notice. Information on contacting both Parish and Borough Councillors will be added to the Parish Office window.

13.0 Events and Activities

13.1 The following events have been cancelled by the council:

Vegetable Take & Grow

Winkfield & Warfield Family Cycle Ride

13.2 The following events have been postponed by the council:

Events associated with 125th anniversary

13.3 The following events remain under review:

Summer of Fun

Binfield, Warfield and Winkfield Arts Week

13.4 The Village Fete has been cancelled. The equipment hired by the council is in the process of being cancelled. At the time of writing the cancellation costs are being explored.

14.0 Amenities - Hall usage and bookings

14.1 The operation of the halls is a discretionary function of the council. We will continue to be guided by Public Health England and Government advice. We have a duty to ensure the health and safety of users, but also to ensure that public service functions continue.

14.2 Brownlow Hall and Whitegrove Community Centre are closed to users from Monday 23 March until the end of June, unless the government relax restrictions before that time.

14.3 The Whitegrove Community Centre will remain available for the pre-school should they be required to open.

14.4 The Clerk is liaising with the councils insurers to ensure we meet the terms of the policy. Some small and controlled usage will be allowed to proceed as this will ensure the council meets its insurance occupancy requirements (that the building is occupied at least every 45 days).

14.5 Council facilities will be available if required for civil emergencies.

14.6 The Caretaker will continue to inspect the buildings on a regular basis and use the shutdown as an opportunity to carry out minor repair works. Contract Cleaning will continue for now, but will focus on deep-cleaning. These arrangements will continue under review.

14.7 The cost of the shutdown has not yet been calculated, but members should expect a loss of hall income of at least one quarter, although this will be offset through savings on costs.

15.0 Staffing arrangements

15.1 All office staff are now working from home, although they will visit the office on a rota basis to check for post, telephone calls and to perform other work requirements. It is recommended that staff are paid a tax-free homeworking allowance to recognise the additional costs they incur, The tax-free rate is £4 per week rising to £6 per week from April 2020. The cost to the council during the initial outbreak period would be £240.

- 15.2 Staff have been reminded to follow the advice of the government if they fall ill or if a member of their household fall ill. Staff who are ill will be signed off for the period of illness, those isolating because a member of their household falls ill will be expected to continue working. With the closure of schools, staff are permitted to work flexibly.
- 15.3 Staff will continue on their existing salaries as the nationally agreed rates for 2020/21 have not been agreed. If agreement is reached during the closure period the Clerk will liaise with the Chairman of the Council and Chair of Finance to explore how this can be implemented.
- 15.4 Staff are in contact on a daily basis by conference call.
- 15.5 The caretaker is continuing to inspect the parish facilities and performing their other duties.

16.0 Co-option

- 16.1 The co-option process has been suspended until the usual meeting cycle is resumed.

17.0 leave of Absence

- 17.1 Cllrs Mrs Gill has requested a three month leave of absence for personal reasons.

18.0 Recommendations

- 18.1 Members are asked to note the report.
- 18.2 That all published council meetings are cancelled to May 2020 and meetings are suspended thereafter.
- 18.3 Members resolve ‘to extend the delegation of council decisions to the Clerk during any period of restricted activity declared by the Government in respect of the Coronavirus (Covid-19 virus). Such delegation to enable the council to fulfil its duties and responsibilities to its residents.’
- 18.4 Members resolve to pay a home working allowance to staff at the rates outlined in this paper.
- 18.5 Members authorise the payment of approved grants in May 2020.
- 18.6 Members are asked to approve the leave of absence for Cllr Mrs Gill

REGULAR PAYMENT SCHEDULE

1.0 Purpose of this report

- 1.1 This report contains the regular payment schedule that is permitted under Financial Regulations.

2.0 Basis of the payment schedule

- 2.1 Financial Regulation 5.7

For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance & General Purposes Committee.

3.0 Regular Payment Schedule

- 3.1 The regular payment schedule is attached. The schedule shows the beneficiary, the payment reason and the amount. In most cases the amounts are variable so are listed as such. Salary details are not disclosed.
- 3.2 With immediate effect the council authorises the following payments when presented:

Salaries and associated costs		
Beneficiary	Reason	Amount
Jason Mawer	Salary and expenses (monthly)	Undisclosed
Sonal Shukla	Salary and expenses (monthly)	Undisclosed
Jo Johnson	Salary and expenses (monthly)	Undisclosed
Daniel Bishop	Salary and expenses (monthly)	Undisclosed
HMRC	PAYE & NICS contributions (monthly)	variable
Berkshire Pension Fund	Pension contributions (monthly)	Variable
NEST	Pension contributions (monthly)	Variable
Contractors		
Bracknell Town Council	Maintenance and planned works (as required)	variable
ABA Construction Ltd	Play area safety inspections (monthly)	variable
Servio Ltd	Emergency maintenance costs (as required)	variable
Benville & Marsh	Emergency maintenance costs (as required)	variable
Suez Ltd	Waste collection (monthly)	Variable
Shorts Groups Ltd	Waste collection (monthly)	variable

Circle Cleaning	Contract cleaning (monthly)	variable
BTS	Copier costs and IT support	variable
Utilities		
British Gas Business	Energy costs (monthly)	Variable
Total Gas & Power	Energy costs (quarterly)	variable
Mainstream Digital	Telephone and broadband charges (monthly)	variable
Castle Water	Water charges (monthly)	Variable
Others		
Bracknell Forest Council	Costs associated with facilities including rent (as required)	variable
Warfield Memorial Ground Trust	Memorial Ground play area rent (annual)	£1
Brownlow Memorial Hall Trust	Brownlow Hall rent (quarterly)	£3,875
Tesco Stores Ltd	Office rent and service charges (quarterly)	variable
In 2 Sport	Sports club provision (if operating)	variable
Silva Homes Ltd	Salary contribution (annual)	£8,600
Peter Johnson Entertainments	Costs associated with Village Fete (annual)	variable

4.0 Recommendation

Members are asked to approve the regular payment schedule.

PAYMENTS

Payments will be tabled at the meeting for authorisation.

DATE OF THE NEXT MEETING

The date of the next meeting will be advised.