

NOTICE OF MEETING

Full Council

7.45pm on Wednesday 4 September 2019 at Parish Council Office

To Councillors

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

You are summoned to attend a meeting of Warfield Parish Council on Wednesday 4 September 2019 at 7.45pm.

Members are asked to attend at 7.30pm to meet Kevin Gibbs, Delivery Director at BFC who would like to introduce himself as part of a programme of meeting the towns and parishes.

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



Jason Mawer

Clerk to the Council

AGENDA

Meeting of Warfield Parish Council

7.45pm on Wednesday 4 September 2019 at Parish Council Office

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.	Public participation A period of up to 10 minutes is set aside for members of the public to make a statement or ask questions of the council	4
002.	Apologies for absence	
003.	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	
004.	Minutes of the previous meeting To approve the minutes of the council meeting of Wednesday 24 July 2019 and for the minutes to be signed by the presiding chairman	6
005.	Matters arising from the previous meeting	
007.	Finance & General Purposes Committee 1. To receive an update from the Finance & General Purposes Committee of 27 August 2. To receive and note the Financial Report to end of July 2019	9
008.	Planning & Transport Committee 1. To receive an update from the Planning & Transport Committee of 8 August and 29 August 2019	
009.	Minutes from committees To note the minutes of: 1. Finance & General Purposes committee of 23 July 2019 2. Planning & Transport committee of 18 July and 8 August 2019	12 14
010.	Council Insurance Renewal To consider and approve the renewal of the council insurance for 2019/20 with AXA Inspire	23
011.	Jealotts Hill Community Landshare To consider the recommendations of the Finance & General Purposes Committee	25

No.	Item	Page
012.	Policies for approval To consider and approve: 1. Equality & Diversity Policy 2. Grant Awarding Policy	30
013.	Warfield 125 To consider suggestions for events/activities to make the 125 th anniversary of the parish council	36
014.	Payments To approve accounts for payment tabled at the meeting	37
015.	Representative reports To receive updates from members on matters arising	
016.	Report from the Parish Clerk to note the report from the Parish Clerk and receive any updates	
017.	Date of the next meeting The next meeting of the council will be held on Wednesday 9 October 2019	38
018.	Closure of the meeting	

PUBLIC PARTICIPATION

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

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

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.

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

MINUTES OF THE COUNCIL MEETING

held on **Wednesday 24 July 2019** at **7.45pm** at the **Warfield Parish Council Office**

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

Other attendees: Parish Clerk and three members of the public

001. Public Participation

No public participation was requested.

002. Apologies for absence

Apologies for absence were received from Cllr Wilson.

003. Declarations of interest

Cllr Dr Barnard declared an interest as Borough Councillor for Warfield Harvest Ride. Cllr Mrs Wallen declared an interest as a member of the Jealotts Hill Community Landshare.

004. Minutes of the previous meeting

The minutes of the meeting of 12 June 2019 were circulated to members ahead of the meeting. Cllr Dr Barnard proposed the minutes be approved, and this was seconded by Cllr Strudley. The minutes were APPROVED by members present.

The minutes of the extra-ordinary meeting of 27 June 2019 were circulated to members in advance. The Clerk was asked to double check the attendees list. Cllr Dr Barnard proposed the minutes be approved, and this was seconded by Cllr M Jones. The minutes were APPROVED by members present.

005. Matters arising from the last meeting

There were no matters arising.

006. Vacancy

The Clerk confirmed that no poll had been called following the resignation from the council of Diane Guerard and therefore the council would proceed to fill the vacancy by co-option. In view of the summer break, the Clerk proposed that the co-option should take place at the October meeting, to allow time for candidates to come forward.

Information on the co-option and role of a councillor would be posted on the council website.

007. Finance & General Purposes Committee

Members received a brief update from the meeting of the Finance & General Purposes Committee meeting of 25 June.

Members noted the Finance Report to the end of June 2019

008. Planning & Transport Committee

Members received an update from the Planning & Transport Committee meetings of 27 June and 18 July.

Members were advised that the committee had recommended refusal for applications for land north of Herschel Grange, Nuptown Piggeries and 4 Westwates Close at the meeting of 27 June and for Cruchfield Manor and Derryquin, Priory Lane.

Members noted that Bracknell Forest Council had refused proposals for land at Fairclough Farm Cottages and at Groom Lodge at Scotlands Farm.

009. Minutes from Committees

The minutes of the Finance & General Purposes Committee meeting of 25 June 2019 and the Planning & Transport Committee meeting of 27 June 2019 were noted by members.

010. Committee membership

Finance & General Purposes Committee

Cllr Mrs Barnard was proposed by Cllr Strudley and seconded by Cllr Ms Thorin to join the Finance & General Purposes Committee

Cllr Mrs Wallen was proposed by Cllr Mrs Collings and seconded by Cllr Strudley to join the Finance & General Purposes Committee

Members APPROVED the appointment of Cllrs Mrs Barnard and Mrs Wallen to the committee.

Amenities Committee

Cllr Ms Thorin was proposed by Cllr Strudley and seconded by Cllr Dr Barnard to join the Amenities Committee.

Members APPROVED the appointment of Cllr Ms Thorin to the committee.

011. Parish Plan Working Group

An update on the work of the working group was given and a further meeting was taking place on 20 August. Members were invited to make any comments ahead of the meeting.

012. Neighbourhood Plan

The Clerk provided an update to members on the draft response to the Neighbourhood Plan.

014. Reports from representative bodies

Jealotts Hill Community Landshare

There was nothing to report.

Bracknell Forest Parish & Town Liaison

Members were updated on the topics raised at the liaison meeting. It was hoped that the commemorative poppies would continue to be sited around the borough. The transfer of land assets to the parishes was progressing slowly. The Urban Tree Initiative funding scheme was outlined to the meeting, unfortunately the council would not be eligible to participate as we don't own any appropriate land. The towns and parishes had requested direct dial numbers for BFC officers.

015. Payments

The following payments were APPROVED by the meeting.

Cheque Payments

4679	Bracknell Forest Council	Whitegrove CC rent	invoice total
4680	Vision ICT	website services	£200.00
4681	HMRC	PAYE & NICS	£126.00
4682	Berkshire Pension Fund	pension contributions	£1,120.14
			£838.99
			£2,285.13
Inter-account transfer			
4683	CCLA	Inter account transfer	£40,000.00
			£40,000.00

016. Representatives report

Cllr Ms Thorin said that flytipping remained in Wellers Lane and that there was significant rubbish at Westmorland Park. The Clerk would speak to BFC about rubbish around the pond and young people swimming in it.

The issue of rubbish would be raised in future communications by the council.

Cllr Strudley advised members that he had attended the last surgery session. Cllr Strudley was pulling together a list of ideas for the 125th anniversary of the council and would circulate this to members.

Cllr M Jones told members that ne equipment had been obtained for the Plough & Harrow junction, but no date for installation had been set.

Cllr Dr Barnard told members that the meeting with allotment ploholders had been positive and actions agreed. BFC had at its last meeting passed a motion to produce a report in climate change progress, to include working with local schools.

Cllr Mrs Gill reported that recent changes to the arrangements for brown bins had not been communicated clearly to all.

Cllr Mrs Collings asked if the dates for councillor surgery dates could be circulated.

Cllr Ms Dulieu advised members that both the Family Cycle Ride and Summer of Fun event had been very successful.

017. Report from the Parish Clerk

The Clerk advised members that a crossing on Harvest Ride near to the Quelm roundabout was being installed from w/c 29 July 2019.

018. Date of the next meeting

The date of the next meeting is Wednesday 4 September at 7.45pm. Cllrs Mrs Barnard and Dr Barnard tendered their apologies.

019. Exclusion of the public and press

Cllr Strudley proposed the motion "*That under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media be excluded from the meeting due to the consideration of items of business of a confidential nature.*" The motion was seconded by Cllr M Jones and RESOLVED by members present.

Members of the public left the meeting.

Cllr Mrs Barnard left the meeting

020. Jealotts Hill Community Landshare

A paper was circulated to members providing information on the finances of the Jealotts Hill Landshare project. Members asked for information specific to the council and asked the Finance & General Purposes Committee to investigate further and make recommendations/comment.

021. Closure of the meeting

The meeting was closed at 10.08pm

FINANCIAL REPORT TO END OF JULY 2019**1.0 Purpose of this report**

1.1 This report contains the financial report to the end of July 2019. It contains the usual financial data, with the appropriate commentary where budget lines show a variance of 15% or more.

2.0 Balances

2.1 As at 31 July, the councils reconciled bank account balances were as follow:

	Balance as per bank statement	Balance less unrepresented payments	
Lloyds Current Account	25,405.38	19,232.85	
Lloyds Deposit Account (instant access)	247,481.26	247,481.26	
Lloyds 32-day Deposit Account	232,345.62	232,345.62	
CCLA Public Sector Fund	40,000.00	40,000.00	
Caretakers Float	50.00	50.00	*
Total	545,282.26	539,109.73	

*not reconciled at last period end

2.2 Bank Account Transfers in the period

Date	From	To	Value
8 July 2019	Lloyds Deposit	Lloyds Current	£20,000
25 July 2019	Lloyds Deposit	Lloyds Current	£40,000
30 July 2019	Lloyds Current	CCLA	£40,000
30 July 2019	Lloyds Deposit	Lloyds Current	£100,000
30 July 2019	Lloyds Current	Lloyds 32 day	£100,000

2.3 The councils balance sheet as at 31 July 2019 was as follows:

Balance Sheet as at 31 July 2019

Current Assets	£	£	£
Debtors	7,762		
VAT Control Account	4,015		
Prepayments	0		
Lloyds Current	19,233		
Lloyds Deposit	247,481		
Lloyds 32-day Deposit	232,346		
CCLA Public Sector Fund	40,000		
Caretakers float	50		
	<u>550,887</u>		
Total Assets			550,887
Current Liabilities			
Accruals ²	<u>5,469</u>		
		5,469	
Total Assets less Current Liabilities			545,418
Represented by			£
General Reserves			284,372
Reserves – CIL			155,737
Reserves – Elections			5,000
Reserves – Neighbourhood Plan			5,000
Reserves – Parish Facilities			25,000
Reserves – Whitegrove CC			2,000
Reserves – Brownlow Hall			44,475
Reserves – Frost Folly upkeep			23,834
			<u>545,418</u>

² accruals are made up of £5,400 for office service charges not charged.

3.0 Financial Report

3.1 The financial report showing the income and expenditure to 31 July 2019 is attached.

3.2 There are no significant variations (+15%) to report

4.0 Income v Expenditure

4.1 Table 1 show the budgeted income and expenditure for 2019/20 and the accrued expenditure from 2018/19, which shows a shortfall of £51,841. Table 2 shows how that shortfall is made up.

Table 1	£	£
Agreed Expenditure 19/20	301,791	
Accrued expenditure CF from 18/19	17,500	
Total expenditure (as shown on report)		319,291
Budgeted Income		<u>267,450</u>
Difference		51,841

Table 2	£	£
Contribution from CIL	20,000	
Net transfer from reserves	14,341	
Accrued expenditure from 18/19	17,500	
total		<u>51,841</u>

The figures quoted for the budget and shortfall are detailed in item 610 from the Council meeting of 30 January 2019.

5.0 Recommendation

5.1 Members are asked to note the content of this report. Members are reminded that advance site of questions to the Clerk relating to this report will allow for answers to be given at the meeting.

MINUTES FROM COMMITTEE MEETINGS

FINANCE & GENERAL PURPOSES COMMITTEE

held on **Tuesday 23 July 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams and Strudley

In attendance: The Parish Clerk

In the absence of Cllr Wilson, Cllr Ms Dulieu took the chair.

001. Apologies for absence

Apologies for absence were received from Cllr Wilson

002. Declarations of interest

No declarations of interests were made or requested.

003. Minutes of the previous meeting

The minutes of the meeting of 25 June 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Strudley and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

The Clerk apologised to members that he had not yet been able to show the makeup of the balance to cover the budget shortfall, but this would be included in future reports.

005. Financial Report

The Clerk circulated to members ahead of the meeting the Financial Report to the end of June 2019.

The Clerk was asked to look the levels of bank balances and to make the necessary adjustments to spread funds based upon need. The Clerk agreed to action this.

The Clerk was asked about Brexit preparedness. The Clerk reported that no information had been received specifically to the town and parish sector, but this was continuing to be monitored. The Clerk would prepare a report for a future meeting.

006. Report from the Responsible Financial Officer

The Clerk reported to members that income from the halls during the summer term was usually lower than other periods of the year, but that block bookings were taking place over the summer holiday period.

007. Payments

Payments were tabled at the meeting. They were proposed by Cllr Strudley, seconded by Cllr Fitzwilliams and APPROVED for payment.

Cheque Payments

			invoice total
4663	ABA (Construction) Ltd	play area inspections	£114.24
4664	Bracknell Town Council	Allotment works and Frost Folly cutting	£2,839.20
4665	BTS Ltd	copier costs	£203.09
4666	Circle Cleaning Services	contract cleaning	£824.00
4667	Index Security Systems	alarm servicing	£109.20
4668	In 2 Sport	sports club provision	£576.00
4669	Vaughtons	replacement chairman's chain	£1,033.44
4670	Void		
4671	Leigh Horsfield	Wren deliveries	£37.40
4672	Francesca Manning	Wren deliveries	£49.21
4673	Bryn McGlashan	Wren deliveries	£54.01
4674	Simon Mellor	Wren deliveries	£42.25
4675	Stephen Richards	Wren deliveries	£82.01
4676	Adrian Smith	Wren deliveries	£172.62
4677	HMRC	PAYE & NICS	£1,211.14
4678	Berkshire Pension Fund	pension contributions	£838.99
			<hr/>
			£8,186.80

011. Date of the next meeting

The date of the next meeting is on Tuesday 27 August 2019.

012. Closure of the meeting

There being no further business the meeting closed at 8.24pm.

PLANNING & TRANSPORT COMMITTEE

held on **Thursday 18 July 2019** at **7.45pm** in the **Warfield Parish Council office**

Present: Councillors M Jones (chair), Ms Dulieu, Ms Thorin and Mrs Wallen

In attendance: The Parish Clerk

001. Apologies for absence

Apologies for absence were received from Cllr Fitzwilliams.

002. Declarations of interest

Cllr Thorin declared an interest in relation to applications 19/00569/FUL and 19/00522/FUL

003. Minutes of the previous meeting held on 27 June 2019

The minutes of the meeting held on Tuesday 27 June 2019 were circulated to members ahead of the meeting. Subject to minor amendment, the minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Mrs Wallen and **APPROVED** by members present.

The chairman signed the minutes.

004. Matters arising

There were no matters arising from the previous meeting.

005. Correspondence and items for information

Members were advised that BFC had issued a formal notice for the creation of TPO 1318 at land to north of Forest Road, east of Hayley Green, south east of Bracknell Road, west of Cricketers Lane and at / adjacent to the Cricketers PH, Badgers Drift, Brockgate, Brockfield, Cricketers Lane, Meadowbrook Montessori Pre-school, Bracknell Road, Warfield, Bracknell.

Members noted the email from David Bibby regarding speed limits. The clerk will forward this to the ward councillors for the area.

007. Public participation

No members of the public were present.

008. Planning & tree applications (BFC lists 26/19, 27/19 and 28/19)

Planning List BFC 26/19

19/00556/FUL Badgers Mead, Maidenhead Road, Warfield, Bracknell, Berkshire RG42 6HE

Erection of part single, part two storey side extension with first floor balcony forming link to detached garage, and installation of dormer to garage following removal of existing stepped access.

Considered no objection

19/00573/FUL Cruchfield Manor Ascot Road, Warfield, Bracknell, Berkshire RG42 6HB

Conversion of coach house and part of the existing stable block into residential accommodation.

Recommended refusal

The application is considered to be overdevelopment in the green belt.

19/00569/FUL Inglenook, Forest Road, Hayley Green, Warfield, Bracknell, Berkshire RG42 6DB

Erection of single storey rear extension and part single, part two storey side/front extension following demolition of existing double garage.

Recommended refusal

The frontage will be changed through construction in front of the current buildline.

There would impact on the street scene and is considered over development.

19/00574/LB Cruchfield Manor Ascot Road, Warfield, Bracknell, Berkshire RG42 6HB

Listed building consent for the conversion of coach house and part of the existing stable block into residential accommodation.

No comment made on a listed building consent

Planning List BFC 27/19

19/00522/FUL 1 Goose Corner Forest Road, Hayley Green, Warfield, Bracknell, Berkshire RG42 6BY

Erection of two storey side extension, single storey rear extension, and alterations to fenestration including addition of rooflights.

Considered no objection

19/00602/PAH 10 Yarrow Hill, Warfield, Bracknell, Berkshire RG42 5AJ

Prior approval notification for the erection of a single storey rear extension.

Considered no objection

19/00115/TRTPO Lime Tree Cottage Warfield House, Bracknell Road, Warfield, Bracknell, Berkshire RG42 6BJ

TPO – 61 – Application to prune 2 trees.

Observations

Leave to tree officer.

Planning List BFC 28/19

19/00116/TRTPO Ashberry 90 Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TJ

TPO 393 – Application to prune 1 tree

Recommended refusal

There is no justification for the excessive pruning that is proposed.

19/00594/FUL Derryquin 8a Priory Lane, Warfield, Bracknell, Berkshire RG42 2JU

Erection of 2x dwellings following demolition of existing dwelling and garage, and change of use of open space land to residential garden.

Recommended refusal

Members object to the loss of amenity land/open space to private garden.

Concerns about additional traffic on a narrow lane and extra pressure on the Thames Basin SPA.

009. Planning determinations of Bracknell Forest Council

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

18/00918/FUL Land to the south and west of 2 Fairclough Farm Cottages, Watersplash Lane, Warfield, Bracknell, Berkshire

Erection of 5x detached dwellings (2x 4 bedroom and 3x 5 bedroom) including associated works.

Refusal

18/00157/FUL Land south of Fairclough Farm, Newell Green, Warfield, Bracknell, Berkshire

Section 73 application for the variation of condition 02 (approved plans) of planning permission 16/01253/FUL for the erection of 52 dwellings with associated parking, landscaping and open space and vehicular access onto Newell Green. (Note for clarification: this application seeks minor material amendments to the site layout and to house types. It's also provides details to satisfy conditions relating to external materials, finished floor levels, archaeology, working methods, water efficiency and tree protection during construction).

Approved & Legal Agreement signed by Delegated Decision

19/00361/FUL 53 Top Common, Warfield, Bracknell, Berkshire RG42 3SH

Erection of first floor side and rear extension over existing garage and enlargement of front porch roof, plus alterations to fenestration.

Approval by Delegated Decision

19/00420/PAF *Grooms Lodge Scotlands Farm, Forest Road, Newell Green, Warfield, Bracknell*

Notification of change of use from agricultural building to office use.

Prior App COU A1/A2 to A3 Refused by Delegated Decision

19/01047/FUL *Land east of Avery Lane and north of Watersplash Lane, Warfield, Bracknell*

Section 73 application for the variation of conditions 02 (approved plans), 20 (site management), 22 (biodiversity), 24 (landscaping), 25 (boundary treatments), 26 (archaeology), 28 (working method statement), 29 (sustainability statement) and 30 (energy demand assessment) of planning permission 16/01195/FUL for the erection of 116 dwellings with associated works served by vehicular access from north-south link road and pedestrian/cycle links to Watersplash Lane. (Note for clarification: this application seeks minor material amendments to the site layout, to house types and to the design of the flat blocks. It's also provides details to satisfy a number of conditions).

Approval & Legal Agreement signed by Delegated Decision

010. Planning Appeals

Members noted that the appeal for Trussell Cottage, Church Lane, Warfield (18/01177/FUL) was allowed.

Members noted that the appeal for Scotlands House for the erection of 12 houses would now be dealt with by means of an informal hearing.

011. Ongoing issues

a. CIL and S106 contributions

There were no updates reported.

b. Current and potential enforcement cases

There were no updates reported.

012. Representative reports

Cllr Ms Dulieu reminded members that ideas were sought for the street naming bank.

Cllr Mrs Wallen asked about Tesco lorries parking on County Lane. The clerk advised that this had been looked into recently and there was no restrictions placed in planning consent. The clerk advised that any concerns about parking would need photographic evidence over a period of time to demonstrate an ongoing problem.

Cllr Ms Thorin told the meeting that Frost Folly park was looking good at the moment and asked if green flag status could be obtained? The meeting was advised that this was unlikely as the site and activities did not meet the criteria.

Cllr M Jones told members that Watersplash Lane was now closed to development traffic. There was no news yet on repairs and replacement on the Plough & Harrow

traffic lights. The clerk was asked to investigate when Larks Hill would be re-instated following recent works.

The clerk updated members on the examination stage of the Neighbourhood Plan.

013. Date of next meeting

The date for the next meeting was scheduled for 7.45pm on Thursday 08 August 2019

014. Closure of the meeting

There being no further business the meeting closed at 8.48 pm.

MINUTES OF THE MEETING

held on **Thursday 8 August 2019** at **7.45pm** in the **Whitegrove Community Centre**

Present: Councillors M Jones (chair), Ms Dulieu and Ms Thorin

In attendance: The Parish Clerk, One local resident

The start of the meeting was delayed to allow a quorum of members to be established. The meeting began at 7.55pm.

001. Apologies for absence

Apologies for absence were received from Cllr Fitzwilliams and Cllr Mrs Wallen.

002. Declarations of interest

No declarations of interest were received or dispensations requested.

003. Minutes of the previous meeting held on 18 July 2019

The minutes of the meeting held on Thursday 18 July 2019 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin and **APPROVED** by members present.

The chairman signed the minutes.

004. Matters arising

There were no matters arising from the previous meeting.

005. Correspondence and items for information

The Clerk advised members that BFC had been contacted regarding the condition of Larks Hill following the recent construction works. BFC confirmed that the land should have been reinstated following the works and they would follow this up.

007. Public participation

There were no requests from members of the public to speak.

008. Planning & tree applications (BFC lists 29/19, 30/19 and 31/19)

Planning List BFC 29/19

19/00616/PAA The Barns Scotlands Farm, Forest Road, Newell Green, Warfield, Bracknell, Berkshire RG42 6AJ

Application for prior approval change of use of existing agricultural buildings to use as 5x residential dwellings (C3).

Recommended refusal

Lack of detail as requested for previous application into transport, noise and pollution

19/00131/TRTPO 1 Lyon Oaks, Warfield, Bracknell, Berkshire RG42 2PT

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

Observation made

Tree pruning appears excessive, but leave to Tree Officer. A replacement tree should be planted as per a Tree Officer spec.

Planning List BFC 30/19

19/00517/FUL Land north of Church Lane car park, Church Lane, Warfield, Bracknell, Berkshire

Installation of secure storage shipping container.

Recommended refusal

Unightly and out of keeping in a conservation area. Visible from surrounding area.

The proposals do not indicate any duration for siting the container.

19/00630/FUL 1 Sage Walk, Warfield, Bracknell, Berkshire RG42 3SE

Conversion of existing conservatory roof material to tile and alterations to fenestration.

Considered no objection

19/00632/OUT Land adjacent to Newell Hall, Warfield Street, Warfield, Bracknell, Berkshire

Outline application for the erection of a 45 bedroom care home (details of access, layout and scale submitted).

Recommended refusal

1. Contrary to policy CS2 as the land had not been previously developed, is outside of existing settlement boundaries and has limited public transport links.
2. Does not meet policy CS1 as the development is close located near to local amenities including medical facilities and shops
3. the development would adversely affect the character, appearance and function of the land contrary to Policy CS9 AS The proposed development would result in the loss of a landscape buffer between residential areas and would have an urbanising impact to the detriment of the character and appearance of the area
4. There is no evidence this development meets the housing needs of the community (policy CS16)
5. There are no mitigations against transport impacts (policy CS24)

19/00633/FUL 43 Westcotts Green, Warfield, Bracknell, Berkshire RG42 3SG

Conversion of loft into habitable accommodation with rear facing dormer.

Recommended refusal

Insufficient parking indicated for a 4 bedroom house

Potential impact on the street scene

Planning List BFC 31/19

19/00665/FUL Greenways, Osborne Lane, Warfield RG42 6ED

Erection of front and rear extensions including alterations to the existing property

Recommended refusal

Overdevelopment of the site due to size and mass

19/00144/TRTPO Wayne Bridge House, Malt Hill, Warfield RG42 6BL

TPO 541 – application to prune 8 trees and fell 1 tree

Observation made

Leave to tree officer

19/00655/FUL 45 The Larches, Warfield Park

Erection of a single storey detached double garage

Considered no objection

009. Planning determinations of Bracknell Forest Council

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

18/00307/T Land east of Avery Lane and north of Watersplash Lane, Warfield,
Temporary use of plots 109-112 for sales and marketing purposes, including a sales office and three show homes and associated parking, for a period of up to 3 years.

Approval by Delegated Decision

19/00097/TRTPO 8 Oxfordshire Place, Warfield, Bracknell, Berkshire, RG42 3QA
TPO – 424 – Application to prune 1 tree

Part Approval, part Refusal

18/00479/FUL 23a Wellingtonias, Warfield Park, Bracknell, Berkshire RG42 3RL
Formation of new driveway, raising of patio with stepped access and alterations to fenestration.

Approval by Delegated Decision

19/00485/FUL 92 Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX
Erection of two storey rear extension.

Approval by Delegated Decision

19/00536/FUL Land north of The Hermitage Caravan Park, Herschel Grange, Warfield, Bracknell, Berkshire
Extension of existing caravan park to provide for the siting of 7x additional mobile homes with associated vehicular access and parking.

Refusal

19/00602/PAH 10 Yarrow Hill, Warfield, Bracknell, Berkshire RG42 5AJ
Prior approval notification for the erection of a single storey rear extension.

Prior Approval HH is granted

19/00511/PAA Nuptown Piggeries, Hawthorn Lane, Warfield
Prior approval application for the conversion of a two agricultural buildings to 5 residential units in C3 use.

Withdrawn

19/00518/FUL Whitewoods Farm, Garsons Lane, Warfield
Erection of single storey rear extension and conversion of existing carport into habitable accommodation.

Approval by Delegated Decision

011. Ongoing issues

a. CIL and S106 contributions

The Clerk reported that a revised CIL demand had been issued for 19/00157/FUL *Land south of Fairclough Farm* because of a change to car ports on the site. The revised demand sum is £510,119.42

b. Current and potential enforcement cases

There were no updates reported.

012. Representative reports

Cllr Ms Thorin asked about flytipping. The Clerk confirmed that discussions had now taken place with BFC and the Public Protection Partnership regarding using enforcement cameras in high risk areas.

Cllr Ms Dulieu advised that a container had been installed on land adjacent to the Old Coach House, Warfield Park. The Clerk would advise the Enforcement team.

Cllr M Jones advised members that work had been taking place on the Plough & Harrow traffic lights. Cllr Jones had contacted the Environment Agency regarding the overgrown nature of the Cut between the Spice Lounge and The Splash.

013. Date of next meeting

The date for the next meeting was scheduled for 7.45pm on Thursday 29 August 2019

014. Closure of the meeting

There being no further business the meeting closed at 8.38 pm.

COUNCIL INSURANCE RENEWAL

1.0 Purpose of this report

- 1.1 This paper provides information to members on the council's insurance renewal for 2019/20.

2.0 Background

- 2.1 In September 2018, the council entered into a three year agreement with AXA Inspire to provide insurance from 1 October 2018, providing the council with assurance over its insurance covers and premiums through to 30 September 2021.
- 2.2 The insurance is arranged through Came & Company, a specialist broker the council has used for many years who provide support to the council through brokerage as well as claims management.
- 2.3 The Clerk has carried out a full review of the cover last year with Andrew Cotter, Regional Director of Came & company as part of the fair presentation of risk as required under the Insurance Act 2015. This forms the basis of the cover and levels of cover required by the council. These covers and levels have been index-linked increased for 2019/20 and checked by the Clerk to ensure they remain relevant and appropriate.

3.0 Other covers

- 3.1 Members should note that in addition to the principal insurance cover shown here for renewal, the council also has covers that are payable to the landlord of the Parish Office and the Whitegrove Community Centre. These covers have been paid for the forthcoming year.

4.0 Changes to our schedule for 2019/20

- 4.1 For 2019 the following have been added to the councils schedule:
- Whitegrove Community Centre pre-school play area and shed
- Other assets will be updated, but fall within existing cover limits

5.0 Changes to the Council Combined Policy

- 5.1 The AXA Inspire policy is the best policy in the market for local councils and continues to develop and evolve each year. There are many unique elements to this policy that reflect the work of councils and as such elements that are not required are removed as not relevant.
- 5.2 The changes to the schedule for 2019/20 have been checked by the Clerk with our broker. They provide either addition cover or clarification of the cover, or adjustments to the level of cover provided. Reductions in cover limits, such as data protection cover, more

reasonably reflect the lower cover requirements of the sector, rather than a diminishing of cover provided.

6.0 2019 renewal

- 6.1 The 2019 renewal premium is £3,623.67 which with fees and Insurance Premium Tax totals £4,108.51 . As a contractual arrangement exists, members are confirming the terms of the policy rather than the policy arrangement.
- 6.2 The Finance & General Purposes Committee considered the policy at their meeting of 27 August and recommend the arrangements to council.
- 6.3 Copies of the insurance documentation are available to members on request to the Clerk.

7.0 Recommendation

Members are asked to accept the terms of the policy and authorise payment of the premium. Payment will be made at the Finance & General Purposes Committee meeting on 24 September.

JEALOTTS HILL COMMUNITY LANDSHARE

1.0 Purpose of this report

1.1 This report contains an appraisal of the maximum resource requirements the parish council could provide if it takes on additional responsibilities in the running of the Jealotts Hill Community Landshare project. The report includes recommendations from the Finance & General Purposes Committee.

2.0 Introduction

2.1 At the July meeting of the council, members asked the Clerk to prepare a report outlining the possible implications of the council taking on additional responsibilities to the running and resourcing of the Jealotts Hill Community Landshare project. The report was presented to the August meeting of the finance & General Purposes Committee, who considered it and agreed a series of recommendations to council.

2.2 This report outlines the maximum resource requirement (or worst case scenario) position. There are a series of mitigations that could reduce the position outlined, but for the purposes of this paper, they have been identified, but not taken into account.

2.3 This report contains data supplied by Silva Homes. As the lead partner they have responsibility for the lease, staff management and financial management. For the purposes of this report it is assumed that all existing services and contracts associated with the site continue and the goodwill of Syngenta is maintained in providing the site and utility provision.

2.4 This paper does not go into details of individual staffing terms or contracts. It is an overview of the cost of operating the staffing and administration of the project as a whole.

3.0 Lease

3.1 The lease to the site is between Syngenta (as site owner) and Silva Homes as the leaseholder. The requirements on the leaseholder are to maintain the site, keep it secure and operational.

3.2 With Silva Homes withdrawing from the project a new leaseholder will be required from the existing partners. Bracknell Town Council (BTC) have indicated that they would have issues taking on a lease outside of their council area, therefore WPC would be the only realistic leaseholder.

- 3.3 There are no direct financial implications or charges associated with the lease, other than maintaining the site for the purpose of the Landshare.
- 3.4 A financial cost could be expected in terms of transferring the lease into the name of WPC, but as an existing lease document, this would not be substantial.
- 3.5 The council has a general provision for legal fees in the current budget of £2,000.

4.0 Staff and Financial Management

- 4.1 Silva Homes have provided an estimate of the staff time that they currently allocate to the project for administration and financial management.
- 4.2 Silva estimate that it takes approximately 1 day per month to provide financial management and payroll services to the project.
- 4.3 Silva estimate that it takes approximately 2 days per month to provide admin and staff support to the site. Admin support is around the preparation and minuting of steering group meetings and takes up around 75% of that time with staff management taking up the remaining 25%
- 4.4 WPC would therefore need to provide additional resource to cover these elements.
- 4.5 By April 2020, the council will have taken on a part time finance officer who would have capacity to take on the 7.4 hours of finance and payroll work per month. The councils existing financial software package could be used to run the accounts of the project in a standalone capacity, at a small additional cost of less than £200 per annum. An initial start of cost of £100 would be charged to set-up and configure the accounts package.
- 4.6 The council currently delivers its own payroll services, but by taking on new staff under different terms and conditions and pension provision it would be advised to explore outsourcing this function. No cost estimate has been made.
- 4.7 Staff time could be absorbed by the Clerk at around 3.7 hours per month. Admin time could be adsorbed within the team, although there is potential to reduce through potentially sharing this function between the partners. It should be noted that the Clerk already contributes around 3 hours of time per month already, so the actual additional time would be less.

5.0 Staffing costs

- 5.1 The total staffing costs and the contributions for 2019/20 are shown in the table below.

Salary costs	£	£ Notes
Project Management	56,287	1 F/T 1 P/T
Support Staff	16,697	3 P/T funded by BFC
Total	72,984	
Salary contributions		
Silva Homes	13,323	
Bracknell Town Council	8,500	
Warfield Parish Council	8,424	
Bracknell Forest Council	20,701	
Grants received	9,947	
	60,895	
Use of reserves and other income	12,089	
		£72,984

- 5.2 For the purposes of this exercise, it is assumed that WPC absorbed the Silva Homes contribution into its funding making a contribution of £21,747 if all other funding remains in place. This is a fair assumption based upon previous grant funding applications and the level of reserves held. If BFC decided to cease their support package total staff costs would reduce by £16,697, but the project would also lose the running cost funding. Therefore potentially a further £4,004 could be required, subject to reserves.
- 5.3 The above figures make no assumption for increases in salaries or on costs for 2020 or for additional contributions from BTC or other sources. It is also assumed that Little Muddy Boots would continue.
- 5.4 No assumption has been made for the cost of transferring staff to WPC. We would like to Silva Homes to help meet this cost.

6.0 Redundancy costs

- 6.1 Silva Homes have calculated the redundancy costs for the project as a whole (project management and support) of £19,378.46, the largest proportion of this covers the project management staff.

7.0 Resourcing Implications

- 7.1 The overall resourcing requirement that council could be required to meet would be:

	Per month	Annual
WPC Staff time	3 days (22.2 hours)	36 days (266.4 hours)
Management costs (IT)	-	£300

7.2 In terms of direct funding the WPC contribution could be between £21,747 and £25,751 (£21,747 + £4,004) of which up to £17,236 is new funding. This could be met through precept or reallocating existing reserves. WPC staff time could be met from existing resources.

8.0 Mitigations

8.1 The following mitigating factors also need to be taken into account when considering the overall cost and contribution.

8.2 The remaining partners could consider setting up a new structure for the project under either a charity or Community Interest Company umbrella. This would provide the project with additional external sources of funding that could be obtained. Any new structure could be in place for April 2020, or at some point during 2020/21 which could reduce the level of funding WPC is required to make.

8.3 Contributions to the project could be made monthly, which allows a reduction in the level to be made if additional funding was received.

8.4 Additional income streams to the project could be achieved through letting and use of the site.

8.5 Other partners could increase their contributions to the project or a project sponsor could be sought.

8.6 The project has its own allocated reserves for salary costs that would further reduce the total contribution that could be made.

8.7 WPC has a nationally recognised community project within its parish boundary that provides employment and benefit to the local community in Warfield and beyond.

9.0 Decisions for the council

9.1 As things stand without new arrangements being in place by 1 April 2020, the project would have to close its doors. With the project having matured, it is an appropriate time for the structure and future funding of the project to be reviewed and new structures put in place to take the project forward. This takes time to achieve properly and the remaining partners would need to ensure that a future model is fit for purpose.

9.2 With Silva Homes announcing their departure there is uncertainty and this could have negative impacts on the project as other funding may be withdrawn. Putting in place a clear plan for the future of the project is required, but to allow this to happen may

require the remaining partners to guarantee the project until new structures and funding are put in place. WPC may decide that it should provide that guarantee in terms of financial and admin support as well as taking on responsibility for the staffing and the lease of the project. A decision on whether the council will provide this guarantee is required sooner rather than later.

10.0 Recommendation of the Finance & General Purposes Committee

10.1 As council requested, the Finance & General Purposes Committee considered the matter at its August meeting. The committee agreed that the council should continue to support the project and be prepared to act as a 'backstop' to ensure the project can continue, in specific circumstances.

10.2 The recommendation of the committee is that the council

1. In principle, guarantee funding and support for the project for 2020/21 subject to;
2. Discussion and agreement between the remaining partners as to the future structure of the project, and;
3. Sufficient progress on the project structure is made by 31 December 2019.

10.3 The preference of the committee is that a new structure be in place by 31 March 2020, so staff and lease arrangements can be transferred to the new organisation structure by that date. If a new structure is agreed, but cannot be implemented by that date the recommendation is that the council would agree to take on the staff management and lease on a temporary basis to conclude by 31 March 2021.

10.4 The committee were clear that the support is offered in principle, as it is important that a suitable structure for the project is required to ensure its future viability. It felt that setting a deadline of 31 December 2019 to see sufficient, real progress in this work was vital to ensure it happened, but also to protect the interests of the council should the project be required to close down by the 31 March 2020.

10.5 Provision would be made in the budget for a financial contribution to the cover costs associated with the project.

11.0 Recommendation

Members are asked to approve the recommendation of the committee that:

1. In principle, guarantee funding and support for the project for 2020/21 subject to;
2. Discussion and agreement between the remaining partners as to the future structure of the project, and;
3. Sufficient progress on the project structure is made by 31 December 2019.

And that the Clerk communicates this proposal to the partners of the project.

POLICIES FOR APPROVAL

Equality & Diversity Policy & Grant Awarding Policy

1.0 Purpose of this report

- 1.1 This report contains the draft Equality and Diversity Policy and Grant Awarding Policy for approval by council.

2.0 Equality & Diversity Policy (appendix 1)

- 2.1 The policy sets out the councils commitment to provide and promoting equal opportunities, the elimination of discrimination and to promote diversity.
- 2.2 The policy sets out the requirements set by the Equality Act 2010 on public bodies and is intended to help the council ensure its policies, procedures and actions meet these requirements.
- 2.3 The policy has been reviewed by the Finance & General Purposes Committee and is recommended for approval.

3.0 Grant Awarding Policy (appendix 2)

- 3.1 The policy presented is an updated version of the previous document (approved September 2017) with minor amendments, mainly to the language and ordering of paragraphs.
- 3.2 A further change is the removal of the requirement on applicants to provide constitutional documents annually, but instead provide them on a three year cycle, unless they have made a change or they are a new applicant.
- 3.2 The policy continues to contain provision for the council to exercise its legal power to provide financial support or assistance at any time, outside of the policy timescales if required.
- 3.3 The policy has been reviewed by the Finance & General Purposes Committee and is recommended for approval.

4.0 Recommendation

Members are recommended to approve

- 1. Equality & Diversity Policy
- 2. Grant Awarding Policy

Equality & Diversity Policy

1.0 Introduction

- 1.1 Warfield Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.
- 1.2 Warfield Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
- 1.3 An up-to-date copy of this Policy shall be maintained on the parish council's website.

2.0 Purpose

- 2.1 Warfield Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3.0 Scope

- 3.1 This policy applies to all employees, volunteers, contractors and councillors of Warfield Parish Council.
- 3.2 All employees and Councillors have a duty to uphold equal opportunities principles. Any breach by them of this policy will be dealt with through the code of conduct or Disciplinary process.

4.0 Equality Act 2010

- 4.1 The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
- 4.2 The Equality Act 2010 places a Public Sector Duty on Warfield Parish Council to work to:
 - a. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
 - b. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
 - c. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

4.3 No individual, group or organisation will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)

- Age
- Disability
- Gender
- Marital status and civil partnerships
- Pregnancy and maternity
- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

5.0 Equality Commitments

5.1 Warfield Parish Council supports the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.

5.2 Warfield Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.

5.3 Warfield Parish Council is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious environment in which all persons are treated with respect and valued
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling its legal obligations under the Equality Act 2010

6.0 Policy Review

6.1 Warfield Parish Council will review this policy as is necessary and appropriate, or at a maximum of three years after adoption.

Grant Awarding Policy

1.0 Introduction to Policy

1.1 A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish of Warfield in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the councils opinion, the grant will benefit any part of its area or any of its inhabitants.

1.3 Grant applications will be awarded for payment during the following financial year.

2.0 Grant Application Process

2.1 The grant application process will run through September and October each year. The closing date for applications will be 31 October. Applications and details of the process will be available from council's offices and the website.

2.2 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.3 In addition to the application form, organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose¹
- full details of the project or activity which the grant is for,
- explain how the grant will be of benefit to the local community within the Parish,
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

¹ this will be requested for all new applicants or every third year for previous applicants

- 2.3 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Finance & General Purposes Committee.
- 2.4 The Finance & General Purposes Committee will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council as part of the budget process. Council will make the final decision on which grants to award at the time of its budget setting meeting. All applicants will be contacted following the Council's decision.
- 2.5 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual fund availability.
- 2.6 All grant awards made under this policy will be made in one payment, usually in May of the awarding year.

3.0 Conditions of Funding

- 3.1 The applicant organisation must be either a not-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 3.2 Grants will not be made to individuals.
- 3.3 Grants will not be made retrospectively.
- 3.4 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.5 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 3.6 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £2,000 a report should be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report should be deposited with the Parish Clerk. Applicants will be made aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.
- 3.7 A public acknowledgement of any grant awarded should be made by the recipient.
- 3.8 Only one application for a grant will be considered from each applicant organisation in any one financial year.
- 3.9 An ongoing commitment to award a grant in future years will not be made. A fresh application will be required each year.

- 3.10 Each application will be assessed on its own merits.
- 3.11 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 3.12 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.
- 3.13 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 3.14 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

WARFIELD 125

1.0 Purpose of this report

- 1.1 A paper on ideas and proposals for events and activities to mark the 125th anniversary of the council will be circulated separately.

PAYMENTS

1.0 Accounts for payment

Accounts for payment will be tabled at the meeting.

DATE OF THE NEXT MEETING

The next meeting of the council will be on Wednesday 9 October 2019 at 7.45pm