

# NOTICE OF MEETING

Full Council

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7.45pm on Wednesday 29 January 2020 at the Warfield Parish Office

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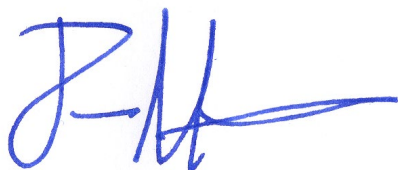
To Councillors

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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 a meeting of Warfield Parish Council on Wednesday 29 January 2020 at 7.45pm.**

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

## Meeting of Warfield Parish Council

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7.45pm on Wednesday 29 January 2020 at the Warfield Parish 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.

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009.	<b>Amenities Committee</b> 1. To receive an update from the Amenities Committee of 11 December 2019 and 21 January 2020	
010.	<b>Minutes from committees</b> To note the minutes of: 1. Finance & General Purposes committee of 26 November and 17 December 2019.	16

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<b>No.</b>	<b>Item</b>	<b>Page</b>
	2. Planning & Transport committee of 21 November, 12 December 2019 and 3 January 2020	
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016.	<b>Payments</b>	56
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017.	<b>Representative reports</b>	
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	to note the report from the Parish Clerk and receive any updates	
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	The next meeting of the council will be held Wednesday 11 March 2020	
020.	<b>Closure of the meeting</b>	

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### **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.

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](http://www.warfieldparishcouncil.gov.uk)

### **DECLARATIONS OF INTEREST**

Members are asked to ensure they make adequate representation of declarations of interest. Members should review the grant applications for consideration and ensure they correctly declare any involvement they have with organisations on the list.

Members are advised that despite all living within the parish, the setting of the precept is permitted under interests and therefore no declaration as a resident is required in this instance.

**MINUTES OF THE COUNCIL MEETING**

held on **Wednesday 4 December 2019** at **7.45pm** at **Warfield CofE School, Sopwith Road, Warfield**

**Members present:** Cllrs Ms Dulieu (Chair), Chambers, Mrs Collings, Fitzwilliams, Mrs Gill, Strudley, Mrs Wallen and Wilson

**Other attendees:** Parish Clerk and 52 members of the public

**001. Public Participation**

Ahead of the public participation session, the chair informed members of the public that the council would be considering its response to the Bracknell Forest Local Plan during the meeting.

A session of public participation took place.

Four members of the public made statements with regards to the draft Bracknell Forest Local Plan, specifically with regards to the Jealotts Hill element of the plan and its proposal for 4,000 homes to be built on green belt land.

Concerns were expressed about the loss of green belt and farmland, the effects on local communities, increased traffic on local roads and the lack of evidence of the requirement for the additional housing.

**002. Apologies for absence**

Apologies for absence were received from Cllrs Dr Barnard, Mrs Barnard, Ms K Jones and M Jones.

**003. Declarations of interest**

No declarations of interest were received or requested.

**004. Minutes of the previous meeting**

The minutes of the meeting of 13 November 2019 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Wilson. The minutes were APPROVED by members present.

**005. Matters arising from the last meeting**

Members were advised that a public meeting regarding a new crossing for Whitegrove was taking place at the Whitegrove Community Centre on Thursday 5 December.

#### **006. Draft Bracknell Forest Local Plan**

Members were circulated in advance, the final version of the response to the draft Bracknell Forest local plan that had been prepared by members during the consultation period. Subject to some minor text corrections, it was proposed by Cllr Strudley, seconded by Cllr Mrs Wallen and APPROVED by all members present, that the response be submitted to Bracknell Forest Council.

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

Members received an update from the Finance & General Purposes Committee meeting of 26 November. Matters discussed and considered the grant applications received and resourcing of the parish plan.

Members noted the Finance Report to the end of October 2019.

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

Members received an update from the Planning & Transport Committee meeting of 21 November 2019.

The meeting recommended refusal of 19/00904/FUL Priory Cottage, 19/00908/FUL land to the north and west of 2 Fairclough Farm Cottages and 19/00930/FUL Nuptown Piggeries.

#### **009. Minutes from Committees**

The minutes of the Finance & General Purposes Committee meeting of 22 October 2019 and the Planning & Transport Committee meeting of 29 October 2019 were noted by members.

#### **010. Warfield 125**

A paper was circulated to members ahead of the meeting, the top five events identified to mark the 125<sup>th</sup> anniversary of the council. They were tree planting, installing seating bench, a community picnic, a community volunteers thank you event and a detective trail.

Cllrs Mrs Wallen, Wilson, Fitzwilliams, Ms Thorin and Chambers agreed to meet to discuss how the events could be organised.

It was proposed by Cllr Mrs Gill, seconded by Cllr Mrs Collings and APPROVED by members present to proceed with the five anniversary events identified.

#### **011. Payments**

No accounts for payment were tabled at the meeting.

## **012. Representatives report**

Cllr Mrs Collings asked if litter picking equipment and bags could be provided to a couple of residents who regularly litter picked in the parish. The Clerk would arrange this.

Cllr Wilson asked about the steps at the rear of the Brownlow Hall. The Clerk was investigating would action could be taken to resolve the issue.

Cllr Mrs Wallen asked about the hedge planting at the allotment site and the leaking gutter at Whitegrove Community Centre. The Clerk advised the whips were on order and he was awaiting a delivery date. The guttering had been report to BFC who have responsibility for the exterior of the building.

Cllr Strudley commented on dog mess at Frost Folly.

Cllr Fitzwillams commented that that Christmas tree lighting has been a very good event.

Cllr Ms Dulieu thanks members and participants who attended the Christmas tree lighting event.

## **013. Report from the Parish Clerk**

The report of the Clerk was circulated to members and was noted. The Clerk advised members that he had raised the subject of asset transfers with the borough and that discussions were continuing.

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

The date of the next meeting is Wednesday 29 January 2020.

## **017. Closure of the meeting**

The meeting was closed at 9.11pm



**RESIGNATION OF COUNCILLOR**

The Chairman received the resignation of Ian Wilson as councillor for the Whitegrove ward on 20 January 2020. The resignation took place in immediate effect and a vacancy now exists. The arrangements for filling the vacancy are outlined under item 14 of the agenda.

**FINANCIAL REPORT TO END OF DECEMBER 2019**

**1.0 Purpose of this report**

1.1 This report contains the financial report to the end of December 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 December, the councils reconciled bank account balances were as follow:

	Balance as per bank statement	Balance less unrepresented payments	
Lloyds Current Account	15,097.20	14,737.27	
Lloyds Deposit Account (instant access)	112,520.67	112,520.67	
Lloyds 32-day Deposit Account	403,313.82	403,313.82	
CCLA Public Sector Fund	100,098.28	100,098.28	
Caretakers Float	50.00	50.00	*
<b>Total</b>	<b>631,079.97</b>	<b>630,720.04</b>	

\*not reconciled at last period end

2.2 Bank Account Transfers in the period

Date	From	To	Value
No transfers			

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

**Balance Sheet as at 31 December 2019**

<b>Current Assets</b>	<b>£</b>	<b>£</b>	<b>£</b>
Debtors	11,639		
VAT Control Account	10,272		
Prepayments	2,054		
Lloyds Current	14,737		
Lloyds Deposit	112,521		
Lloyds 32-day Deposit	403,314		
CCLA Public Sector Fund	100,098		
Caretakers float	50		

**654,685**

<b>Total Assets</b>		<b>654,685</b>
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**Current Liabilities**

Creditors	1,216
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Accruals <sup>2</sup>	5,469
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**6,685**

<b>Total Assets less Current Liabilities</b>		<b>648,000</b>
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**Represented by**

**£**

General Reserves	107,267
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Reserves – CIL	435,424
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Reserves – Elections	5,000
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Reserves – Neighbourhood Plan	5,000
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Reserves – Parish Facilities	25,000
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Reserves – Whitegrove CC	2,000
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Reserves – Brownlow Hall	44,475
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Reserves – Frost Folly upkeep	23,834
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**648,000**

<sup>2</sup> 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 October 2019 is attached.

3.2 significant variations (+15%) to report.

3.2.1 (4015) Water – As previously mentioned, our water bill is based upon an estimated usage and will be adjusted when the meter is read

3.2.2 (4216) Speed awareness – cost met to recalibrate speed camera for all parishes. Another parish will cover in 2020.

### **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.

<b>Table 1</b>	<b>£</b>	<b>£</b>
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		<b>51,841</b>

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

## Detailed Income &amp; Expenditure by Account 31/12/2019

Month No : 9

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b><u>Expenditure Detail</u></b>						
4000 Rent	14,889	25,976	11,088		11,088	57.3 %
4010 Heat & Light	2,577	10,423	7,846		7,846	24.7 %
4015 Water	2,279	1,437	-842		-842	158.6 %
4025 Telephone & Broadband	1,523	1,364	-159		-159	111.7 %
4030 Postage	105	209	104		104	50.3 %
4035 Stationery	417	730	313		313	57.1 %
4036 Office printing	290	782	492		492	37.1 %
4040 Contract Cleaning	5,458	12,264	6,807		6,807	44.5 %
4045 Cleaning Materials	598	915	317		317	65.4 %
4050 Waste management	2,436	2,214	-222		-222	110.0 %
4060 Insurance	4,658	4,578	-80		-80	101.7 %
4080 Audit Fees	583	1,888	1,306		1,306	30.9 %
4085 Legal Fees	0	2,000	2,000		2,000	0.0 %
4090 Memberships	55	2,260	2,205		2,205	2.4 %
4095 The Wren	2,630	3,705	1,075		1,075	71.0 %
4100 Other Resident Communications	1,615	2,700	1,085		1,085	59.8 %
4105 Website	2,250	3,500	1,250		1,250	64.3 %
4110 IT Hardware	30	750	720		720	4.0 %
4115 IT Software	505	500	-5		-5	101.0 %
4120 Training	265	2,000	1,735		1,735	13.2 %
4125 IT licences	1,053	1,340	287		287	78.6 %
4130 RBS licences	530	1,285	755		755	41.2 %
4135 Data Protection	456	535	79		79	85.2 %
4200 Jealotts Hill Comm Lshare	8,424	8,424	0		0	100.0 %
4205 Frost Folly	468	2,500	2,032		2,032	18.7 %
4210 BFC Loan Repayment	0	8,191	8,191		8,191	0.0 %
4215 Planning & Development Issues	15	200	185		185	7.5 %
4216 Speed awareness	246	150	-96		-96	164.0 %
4217 Environmental control	0	1,500	1,500		1,500	0.0 %
4225 Youth Provision	1,620	2,570	950		950	63.0 %
4230 Green Waste Sack Purchases	500	800	300		300	62.5 %
4250 Repairs & Maintenance	3,688	11,200	7,512		7,512	32.9 %
4260 Equipment purchase	2,767	3,100	333		333	89.3 %
4300 Neighbourhood Plan	2,350	2,350	0		0	100.0 %
4320 Rights of Way Management	0	2,200	2,200		2,200	0.0 %
4325 Lily Hill Park	0	5,300	5,300		5,300	0.0 %
4330 Disabled Go	0	150	150		150	0.0 %
4350 Salaries	43,433	68,590	25,157		25,157	63.3 %
4355 Pensions	5,379	8,700	3,321		3,321	61.8 %
4360 PAYE & NI	3,574	4,800	1,227		1,227	74.4 %

Continued on Page 2

## Detailed Income &amp; Expenditure by Account 31/12/2019

Month No : 9

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4365 Expenses	158	250	92		92	63.1 %
4380 Chairman's Allowance	300	300	0		0	100.0 %
4381 Election costs	4,142	12,500	8,358		8,358	33.1 %
4385 Replacement chain of office	861	1,500	639		639	57.4 %
4390 Flag & flagpole	108	0	-108		-108	0.0 %
4400 Section 137	11,635	11,640	5		5	100.0 %
4405 Memorial Ground	7,500	7,500	0		0	100.0 %
4410 St Michaels PCC (graveyard)	1,000	1,000	0		0	100.0 %
4415 Keep Mobile	500	500	0		0	100.0 %
4420 South Hill Park	1,000	1,000	0		0	100.0 %
4560 NP Cycle Ride	0	200	200		200	0.0 %
4565 Vegetable Take & Grow	117	200	83		83	58.3 %
4570 Arts Week	3,547	3,500	-47		-47	101.4 %
4575 Annual Gardening Competition	20	150	130		130	13.3 %
4580 Summer of Fun Event	3,882	4,000	118		118	97.1 %
4585 Christmas decorations	407	1,000	593		593	40.7 %
4590 Warfield 125	0	1,950	1,950		1,950	0.0 %
4600 Building Improvements	79	14,500	14,421	13,500	921	93.6 %
4620 Licences	911	1,600	689		689	56.9 %
4650 Trees & Hedges	315	2,600	2,285		2,285	12.1 %
4655 Hanging Baskets	315	312	-3		-3	101.0 %
4670 Caretaker Payroll	7,954	10,968	3,014		3,014	72.5 %
4685 Cottage Maintenance	250	500	250		250	50.0 %
4690 Cottage management fee	0	600	600		600	0.0 %
4700 Inspections	1,757	6,291	4,535		4,535	27.9 %
4805 Allotment - delivery costs	8,633	20,900	12,267		12,267	41.3 %
4810 Allotment - management costs	1,151	1,100	-51		-51	104.6 %
4900 Other Costs	738	1,000	262		262	73.8 %
<b>Total OverHead</b>	<b>174,945</b>	<b>321,641</b>	<b>146,696</b>	<b>13,500</b>	<b>133,196</b>	<b>58.6 %</b>
<b><u>Income Detail</u></b>						
1076 Precept	195,000	195,000	0			100.0 %
1090 Interest Received	1,497	1,304	193			114.8 %
1120 Green Sack Sales	310	800	-490			38.8 %
1400 Hire - Regular Users	28,652	45,500	-16,848			63.0 %
1410 Hire - Casual Users	3,977	13,500	-9,523			29.5 %
1420 Allotment rent	0	246	-246			0.0 %
1430 The Cottage	4,278	10,600	-6,323			40.4 %
1440 Sub Station Rent	0	500	-500			0.0 %
<b>Total Income</b>	<b>233,713</b>	<b>267,450</b>	<b>-33,737</b>			<b>87.4 %</b>

## Detailed Income &amp; Expenditure by Account 31/12/2019

Month No : 9

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Total Expenditure</b>	<b>174,945</b>	<b>321,641</b>	<b>146,696</b>	<b>13,500</b>	<b>133,196</b>	<b>58.6 %</b>
<b>Total Income</b>	<b>233,713</b>	<b>267,450</b>	<b>-33,737</b>			<b>87.4 %</b>
<b>Net Expenditure over Income</b>	<b>-58,768</b>	<b>54,191</b>	<b>112,959</b>			

**MINUTES FROM COMMITTEE MEETINGS  
FINANCE & GENERAL PURPOSES COMMITTEE**

**MINUTES OF THE MEETING**

held on **Tuesday 26 November 2019** at **7.45pm** in the **Warfield Parish Council Office**

**Present:** Councillors Wilson (Chair), Mrs Barnard, Ms Dulieu, Fitzwilliams, Strudley and Mrs Wallen

**In attendance:** The Parish Clerk

**001. Apologies for absence**

There were no apologies for absence due.

**002. Declarations of interest**

Members declared interests in organisations that they involved with regard to grant applications. As the committee was only making recommendations on grant awards, members were permitted to partake in the general discussion

Cllr Ms Dulieu declared an interest as a member of the Warfield Park Community Association and the Warfield Village Fete committee.

Cllrs Mrs Wallen declared an interest as a member of Warfield Environment Group and a participant in Warfield Grow & Share.

Cllr Strudley declared a personal interest through a family member in Homestart.

Cllr Wilson declared an interest as a member of the Warfield Church parochial church council.

Cllr Mrs Barnard declared an interest as a member of the Warfield Church parochial church council.

**003. Minutes of the previous meeting**

The minutes of the meeting of 22 October 2019 were circulated to members in advance of the meeting. The minutes would be corrected to remove the payment of cheque 4713 to Parish Online as the cheque contained an error. Members also noted that future office accommodation and Silva Homes continued participation with JHCL would be added. 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

It was agreed that JHCL would be added to a future meeting agenda once the partners met early in the new year.

#### 005. Financial Report

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

Members agreed that they would review the balances of both the Lloyds 32 day deposit account and the CCLA account in March ahead of year end.

The financial report was noted.

#### 006. Grant Applications 2020

The committee considered the grant applications received for 2020 and made the following recommendations:

<b>Awards made under statutory powers</b>		
<b>Applicant</b>	<b>Proposed award</b>	<b>Power and Duties under statutory provision</b>
Keep Mobile – County Tours	£1,485.00	Power to spend money on community transport schemes - Local Government and Rating Act 1997 s. 27 (1)(a)
South Hill Park Trust	£1,250.00	Provision of entertainment and support of the arts – Local Government Act 1972 s. 145 (1)(d)
Warfield Memorial Ground	£9,000.00	Power to provide playing fields – Local Government (Miscellaneous Provisions) Act 1976 s.19 (3)(a)
<b>Total</b>	<b>£11,735</b>	

<b>Awards made under section 137 Local Government Act 1972</b>		
<b>Applicant</b>	<b>Proposed award</b>	
Bracknell and District Citizens Advice	£1,500.00	
South East Berks Gang Show	£250.00	
Warfield Produce Show	£150.00	
Pilgrim Hearts Trust	£1,000.00	

Youthline Ltd	£1,750.00	
Warfield Village Fete	£2,000.00	
1 <sup>st</sup> Warfield Scout Group	£1,000.00	
Bracknell & District Parkinson's Branch	£500.00	
<i>continued</i>		
Home-Start Bracknell Forest	£1,000.00	
Berkshire Multiple Sclerosis Therapy Centre	£350.00	
Warfield Environment Group	£250.00	
Bracknell North Guides Association	£840.00	
Warfield Park Community Association	£1,500.00	
St Paul's Child Contact Centre	£250.00	
Whitegrove Primary School	£580.00	
Career Springboard Bracknell	£200.00	
Warfield Grow & Share	£200.00	
Warfield PCC	£1,000.00	
<b>Total</b>	<b>£14,320.00</b>	

Members noted the Clerks updated advice on the grant application received from the church.

The Clerk proposed that the grant award for the Village Fete be dropped in favour of this item being included within budgeted expenditure. Members noted the benefits to the parish of this and the matter would be discussed with the Village Fete committee.

Cllr Ms Dulieu would arrange to meet with the Warfield Memorial Ground Trustees ahead of the January council meeting.

Members recommended the proposed awards for consideration by Council at the January meeting.

#### **007. Parish Plan Budget and Resource considerations**

A report was circulated to members ahead of the meeting identify goals within the Parish Plan that fell within the remit of the committee.

**JHCA** - Members proposed that in addition to a salary contribution, the council should allocate £5,000 to provide general support on the start-of the new project structure.

**Walking & Cycling** – members to look further at an app and design of a leaflet to promote walking and cycling in the parish.

**Local guide for new residents** – members discussed options and recognised the potential cost and resource required to keep a local guide up to date. Members decided

to explore an option of providing all members with a welcome postcard directing residents to the parish office and website, with the new guide in a simple format available from the website or so it could be printed off easily in the office.

The Wren – members agreed with the proposal of the Clerk that alternative Wren formats could be consulted upon at the Village Fete ahead of a potential relaunch in late 2020/early 2011. Members agreed that a small development budget of £500 should be made for 2020/21.

**Other items** – Members discussed purchasing a gazebo style branded tent and external display boards for use at events. The Clerk would bring forward proposals in the budget.

### 008. Report from the Responsible Financial Officer

The Parish Plan was being distributed to all properties in the parish. Production of the plan took place in-house at no additional cost. Printing costs for 5,000 copies was £524.32 and the delivery costs to each property was £469.00. Delivery was made with the Wren, with a premium paid for the additional item.

The Clerk advised that Initial work has begun on bringing a paper to the committee on parish council accommodation in the short to medium term. The work is a significant undertaking as it involves bringing together the various elements and impacts of relocating, all or some of the parish council functions currently undertaken at the Parish Office.

It is anticipated that the paper will be brought initially to committee at either the February or March 2020 meeting. A provision will be made in the draft budget for 2020/21 for small scale works to the Parish Office if required.

### 009. Payments

Payments were tabled at the meeting and were approved for payment.

#### Cheque Payments

Cheque Payments			invoice total
4731	ABA (Construction) Ltd	Play area inspections	£142.80
4732	Ascot Fire Protection	fire alarm service and inspections	£231.60
4733	Bracknell Pest Control	Pest control inspections	£72.00
4734	Circle Cleaning Services	contract cleaning	£824.00
4735	In2Sport	Sports club provision	£288.00
4736	PPL PRS Ltd	music licence - Brownlow Hall	£558.70
4737	Unipar Ltd	calibration of Speedwatch camera	£295.20
4738	Daniel Bishop	mileage	£148.00
4739		Wren and parish plan deliveries	£114.24
4740		Wren and parish plan deliveries	£75.11
4741		Wren and parish plan deliveries	£82.51
4742		Wren and parish plan deliveries	£79.75
4743		Wren and parish plan deliveries	£156.31

4744		Wren and parish plan deliveries	£319.02
4745	HMRC	PAYE & NICS	£1,313.14
4746	Berkshire Pension Fund	pension contributions	£838.99
			£5,539.37

**010. Date of the next meeting**

The date of the next meeting is on Tuesday 17 December 2019.

**011. Closure of the meeting**

There being no further business the meeting closed at 9.54pm

**FINANCE & GENERAL PURPOSES COMMITTEE  
MINUTES OF THE MEETING**

held on **Tuesday 17 December 2019** at **7.45pm** in the **Warfield Parish Council Office**

**Present:** Councillors Ms Dulieu, Fitzwilliams and Strudley

**In attendance:** The Parish Clerk, Cllr Chambers (observing)

*In the absence of Cllr Wilson, Cllr Strudley took the chair*

**001. Apologies for absence**

Apologies for absence were received from Cllrs Mrs Barnard, Mrs Wallen and Wilson

**002. Declarations of interest**

No declarations of interest were received or requested.

**003. Minutes of the previous meeting**

The minutes of the meeting of 26 November 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

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

There were no matters arising

**005. Financial Report**

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

Members queried the rent and salaries figures and the Clerk explained that these were on track despite showing underspend at present. The Clerk explained that Casual bookings were lower than expected this year.

The financial report was noted.

## 006. Draft Budget 2020/21

The committee considered the first draft of the 2020/21 budget and precept options. Members discussed the various elements that made up the budget proposal and asked the Clerk to continue to review the figures for expenditure as well as the income projections.

The Clerk would bring the budget document back to the next meeting for review and would also circulate this to all members for input ahead of council making a final decision on 29 January.

Members noted the report.

## 007. Parish Plan Update

The Clerk circulated a paper to members containing an update on the Parish Plan objectives for the committee. Members agreed to review the plan and the objectives at the next meeting.

## 008. Report from the Responsible Financial Officer

The Clerk requested that the date of the February meeting be changed to allow for attendance at a conference. Members agreed and the meeting date was brought forward to Monday 24 February.

## 009. Payments

Payments were tabled at the meeting and were approved for payment.

### Cheque Payments

			invoice total
4747	Ascot Fire Protection	fire extinguisher services	£276.00
4748	Binfield Electrical (Services) Ltd	Christmas tree light installation and removal	£488.40
4749	Bracknell Town Council	allotment works	£187.20
4750	Circle Cleaning Services	contract cleaning	£824.00
4751	Index Security Systems	security alarm servicing	£109.20
4752	In 2 Sport	sports club provision	£288.00
4753	Rialtas Business Solutions	booking software annual support	£348.00
4754	Servio Ltd	Replacement water heater - Whitegrove	£719.28
4755	Suds Window Cleaning	window cleaning	£168.00
4756	Winkfield Parish Council	Arts Week contribution	£2,567.04
4757	Wokingham Borough Council	Wren printing costs	£250.73
			<hr/>
			£6,225.85

**010. Date of the next meeting**

The date of the next meeting is on Tuesday 14 January 2020.

**011. Closure of the meeting**

There being no further business the meeting closed at 9.59pm

Apologies were noted for Ms Dulieu at the next meeting.

**PLANNING & TRANSPORT COMMITTEE**

**MINUTES OF THE MEETING**

held on **Tuesday 21 November 2019** at **7.45 pm** in the **Warfield Parish Council Office**

**Present:** Councillors Ms Dulieu, Ms Thorin and Mrs Wallen

**In attendance:** The Parish Clerk

*In the absence of Cllr M Jones, Cllr Dulieu took the chair*

**001. Apologies for absence**

Apologies for absence were received from Cllrs Fitzwilliams and M Jones.

**002. Declarations of interest**

Declarations of interest were received from Cllr Mrs Wallen (app. 19/00216/TPO) and Cllr Ms Dulieu (The Elms). The Clerk granted dispensations to both members to allow the business of the meeting to be transacted (withdrawal would leave the meeting inquorate)

**003. Minutes of the previous meeting held on 29 October 2019**

The minutes of the meeting held on Thursday 29 October 2019 were circulated to members ahead of the meeting. Subject to minor amendment, The minutes were proposed by Cllr Mrs Wallen, seconded by Cllr Ms Thorin and **APPROVED** by members present.

The chairman signed the minutes.

**004. Matters arising**

Members noted at the meeting of 29 October, that the new house on part of the site known as plot 3 Brooklyn was now know as 1 Brooklyn Lodges.

Members noted the appeal for Knibbs Knook had been dismissed.

## 005. Correspondence and items for information

Correspondence was received from BFC regarding the confirmation of TPO 1317 – land at and directly East of 21C and 27-45 The Elms, Warfield Park. The order being made on 19 November 2019.

Correspondence was received from the householders of Old Oak House, Malt Hill raising objections to application 19/00841/FUL for change of use of land from agricultural use to SANG on land north of Church Lane and West of Malt Hill.

Correspondence was received from the household of Ford Cottage, The Splash questioning the councils response to application 18/00973/FUL. The Clerk was asked to reply to the letter.

A copy of correspondence sent to BFC was received from the Trustees of the Warfield Memorial Ground objecting to application 19/00888/FUL.

Copies of Objection e-mails sent to BFC were received from the householder at Whitelocks Cottages, Nuptown Lane re: application 19/00930/FUL and from another interested party.

## 006. Public participation

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

## 007. Planning & tree applications (BFC lists 44/19, 45/19 and 46/19)

### Planning List BFC 44/19

**19/00904/FUL** Priory Cottage Old Priory Lane, Warfield, Bracknell, Berkshire RG42 6AN

*Erection of fence to front of property.*

### Recommended refusal

Members considered the proposal was detrimental to the street scene and remove a mature, mixed species hedge.

**19/00908/FUL** Land to north and west of 2 Fairclough Farm Cottages, Watersplash Lane, Warfield, Bracknell, Berkshire

*Erection of 7x detached dwellings, consisting of 4x 3 bedroom and 3x 4 bedroom dwellings.*

### Recommended refusal

The proposals lacked visitor parking

**19/00921/FUL** Lamorna Warfield Street, Warfield, Bracknell, Berkshire RG42 6AR

*Erection of single storey side and rear extension with rooflights.*

### Considered no objection

**19/00934/FUL** Buckle Lane Farm, Buckle Lane, Warfield, Bracknell, Berkshire RG42 5SA

*Change of use of existing paddock to outdoor riding area (sui generis).*

### **Application withdrawn**

**19/00925/A** Tesco Stores Ltd 17 County Lane, Warfield, Bracknell, Berkshire RG42 3JP

*Display of 1x internally illuminated LCD screen and 3x flag pole signs.*

### **Considered no objection**

**19/00222/TRTPO** Wayne Bridge House, Malt Hill, Warfield, Bracknell, Berkshire RG42 6BL

*TPO 541 – Application to fell 5 trees and prune 1 tree*

### **Observations made**

Members requested a replacement tree be planted

**19/00223/TRTPO** 7 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QU

*TPO – 424 – Application to prune 3 trees*

### **Considered no objection**

### **Planning List BFC 45/19**

**19/00930/FUL** Nuptown Piggeries Hawthorn Lane, Warfield, Bracknell, Berkshire RG42 6HU

*Full planning application for the erection of 3x detached dwellinghouses including driveways and garages and landscaping following removal 7 existing buildings and hardstanding at the site.*

### **Recommended refusal**

Members considered the application to be over development in the green belt, added to additional traffic generated on a rural road

**19/00945/FUL** Land at Cruchfield Manor, Ascot Road, Watersplash Lane, Warfield, Bracknell, Berkshire

*Erection of single storey extension to existing stables forming washdown room and double garage, and alterations to existing stables building following demolition of existing mobile home.*

### **Considered no objection**

**19/00946/LB** Land at Cruchfield Manor, Ascot Road, Watersplash Lane, Warfield, Bracknell, Berkshire



*Listed Building consent for refurbishment works and enclosure of existing stables and erection of detached washdown room and garage, following demolition of mobile home.*

**No comments made**

**19/00216/TRTPO** 37 Northumberland Close, Warfield, Bracknell, Berkshire RG42 3XD

*TPO 232 – Application to prune 1 tree.*

**Considered no objection**

**19/00932/FUL** Duncans Cottage Forest Road, West End, Warfield, Bracknell, Berkshire RG42 5RS

*Erection of single storey rear extension.*

**Considered no objection**

**19/00226/TRTPO** Whitegrove Copse Harvest Ride, Warfield, Bracknell, Berkshire

*TPO 186 - Application to prune 2 trees*

**Considered no objection**

**19/00228/TRTPO** Whitegrove Copse Harvest Ride, Warfield, Bracknell, Berkshire

*TPO 186 - Application to prune 3 trees*

**Considered no objection**

**Planning List BFC 46/19**

**19/00960/FUL** 9 Toogood Place, Warfield, Bracknell, Berkshire RG42 6AF

*Erection of single storey rear extension with roof lantern following demolition of existing conservatory.*

**Considered no objection**

**19/00964/FUL** 14 Burnt House Gardens, Warfield, Bracknell, Berkshire RG42 3XY

*Erection of single storey rear extension with rooflight following demolition of existing conservatory.*

**Considered no objection**

**19/00967/FUL** 1-25 Mitre Place, Marbull Way, Warfield, Bracknell, Berkshire

*Alterations to fenestration.*

**Considered no objection**

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

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

**19/00573/FUL** Cruchfield Manor Ascot Road, Warfield, Bracknell, Berkshire

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

**Approval by Delegated Decision**

**19/00574/LB** Cruchfield Manor Ascot Road, Warfield, Bracknell, Berkshire

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

**Approval by Delegated Decision**

**19/00782/FUL** Malt Hill Farm, Malt Hill, Warfield, Bracknell, Berkshire

*Erection of two storey side extension and part single, part two storey rear extension with first floor balcony, side facing rooflight and dormer following demolition of existing conservatories.*

**Approval by Delegated Decision**

**19/00839/FUL** 41 Sorrel Drive, Warfield, Bracknell, Berkshire RG42 5AB

*Conversion of loft into habitable accommodation and installation of rooflights.*

**Approval by Delegated Decision**

The report was noted.

Members also noted that the application at Derryquin, Priory Lane had been approved.

**009. Planning appeals**

Members were advised that the appeals for Scotland House, Forest Road, Newell Green (12 dwellings, access road, car parking and amenity space) and Land adjacent to the Elms, Warfield Park (change of use for the siting of 3 mobile homes and garages, with access and parking) were **DISMISSED**.

**010. Ongoing issues**

a. CIL and S106 contributions

There were no updates reported.

b. Current and potential enforcement cases

There were no updates reported.

**011. Representative reports**

Cllr Ms Wallen advised that she had reported a new picket fence on Westmorland Drive to BFC as inappropriate development.

Cllr Ms Thorin advised of a flytipping incident on Penfurzen Lane.

Cllr Ms Dulieu asked the Clerk to obtain an update from BFC on conditions at the Hermitage.

The Clerk was writing to BFC about inappropriate parking on the verges around the car park at Cabbage Hill.

**012. Date of next meeting**

The date for the next meeting is Thursday 21 November at 7.45pm.

**013. Closure of the meeting**

There being no further business the meeting closed at 8.29pm.

**PLANNING & TRANSPORT COMMITTEE**

**MINUTES OF THE MEETING**

held on **Thursday 12 December 2019** at **7.45 pm** in the **Warfield Parish Council Office**

**Present:** Councillors Ms Dulieu, Fitzwilliams and Mrs Wallen

**In attendance:** The Parish Clerk, Cllr Chambers

*In the absence of Cllr M Jones, Cllr Dulieu took the chair*

**001. Apologies for absence**

Apologies for absence were received from Cllrs M Jones and Ms Thorin.

**002. Declarations of interest**

There were no declarations of interest made.

**003. Minutes of the previous meeting held on 21 November 2019**

The minutes of the meeting held on Thursday 21 November 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**

The Clerk advised that an update on the Hermitage had been sought.

**005. Correspondence and items for information**

The Clerk advised members of the following correspondence:

GigaClear – they are delivering rural broadband and will be writing to around 300 households in Warfield updating them on proposals and inviting them to a meeting at Carnation Hall on 17 January 2020.

SSEN – Scottish & Sothern Electricity Networks have advised the council they are aware of interruptions to the local power supplies recently and will be carrying out works in the coming year to improve the local circuit.

Transport Strategy – A consultation on the Transport Strategy for the South-East has recently been published.

Bracknell Forest Council – locally listed buildings have now been added to the pages of Bracknell Forest Council.

The Clerk provided an updated from the recent Planning Liaison meeting between the borough and the towns and parishes. The local plan consultation has now closed and over 550 responses had been received. These would be considered and a report published in February or March. CIL regulations had been updated in September and removed pooling requirements. CIL charging rates would be reviewed alongside the local plan. BFC reminded all about the requirement for advertising consent for banners. The towns and parishes will have further discussions with BFC over these. Members were advised that the Ministry of Housing, Communities & Local Government had recently published a National Design Guide which covered planning practice guidance for beautiful, enduring and successful places.

The Clerk had responded to a query regarding the councils response to IvyDene, agreed at a previous meeting.

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

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

#### **007. Planning & tree applications (BFC lists 47/19, 48/19 and 49/19)**

##### **Planning List BFC 47/19**

**19/00962/FUL** 15 Saxon Drive, Warfield, Bracknell, Berkshire RG42 7UX

*Erection of single storey rear extension including part conversion of garage into habitable accommodation.*

##### **Considered no objection**

**19/00971/OUT** Woodlawns Forest Road, Hayley Green Warfield, Bracknell, Berkshire RG42 6DB

*Outline application for the erection of 10 dwellings accessed off Forest Road, following demolition of existing dwelling. Details of location and footprints of houses, and tree removal, submitted for approval, all other details reserved for future consideration.*

##### **Recommended refusal**

The site is outside the defined settlement boundary.

The site is covered by TPO 142

BFC documentation suggests the site contains mineral deposits

The site has a high ecological value.

Further survey works of bats and reptiles are required.

There is potential for flooding and drainage issues on the site from the surrounding waterways.

The proposal is inconsistent with policy WNP1 of the emerging Warfield Neighbourhood Plan.

### **Planning List BFC 48/19**

**19/00983/FUL** Buckle Lane Farm, Buckle Lane, Warfield, Bracknell, Berkshire RG42 5SA

*Change of use of existing grazing paddock and construction of an outdoor riding arena.*

### **Considered no objection**

**19/00242/TRTPO** Warfield House Bracknell Road, Warfield, Bracknell, Berkshire RG42 6BJ

*TPO 61 – Application to fell 4 trees and prune 3 trees.*

### **Observations**

Leave to Tree Officer

Replacement native species should be planted

**19/01006/FUL** 8 Benedict Green, Warfield, Bracknell, Berkshire RG42 3DW

*Erection of first floor side extension.*

### **Considered no objection**

**19/00243/TRTPO** Badgers Drift Cricketers Lane, Warfield, Bracknell, Berkshire RG42 6JT

*TPO 1318 – Application to fell 1 tree.*

### **Observations**

Leave to Tree Officer

Replacement native species should be planted

### **Planning List BFC 49/19**

**19/01013/FUL** 6 Totale Rise, Warfield, Bracknell, Berkshire RG42 2PW

*Erection of single storey front extension with rooflights and alterations to fenestration.*

### **Considered no objection**

**19/00246/TRTPO** 30 Bartholomew Place, Warfield, Bracknell, Berkshire RG42 3DQ

*TP 373 – Application to prune 1 tree.*

**Recommended refusal**

Excessive pruning of the tree proposed

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

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

**19/00923/FUL** Land north of Westhatch Lane, Warfield, Bracknell, Berkshire

Change of use of agricultural land to publicly accessible open space to be laid out and managed as Suitable Alternative Natural Greenspace (SANG).

**Approved and Legal Agreement signed by Delegated Decision**

**19/00875/FUL** 5 Big Barn Grove, Warfield, Bracknell, Berkshire RG42 3SD

*Erection of two storey side extension, alterations to fenestration and installation of rooflights following demolition of existing garage.*

**Approval by Delegated Decision**

**19/00934/FUL** Buckle Lane Farm Buckle Lane, Warfield, Bracknell, Berkshire

*Change of use of existing paddock to outdoor riding area (sui generis).*

**Withdrawn**

**19/00470/FUL** 4 Westwates Close, Bracknell, Berkshire RG12 2ED

*Erection of single storey garden office with rooflights.*

**Approval by Delegated Decision**

**19/00205/TRTPO** Land to the rear of 18b and 18c The Elms, Warfield Park, Bracknell, Berkshire RG42 3RP

*TPO 142 – Application to fell 3 trees.*

**Approval by Delegated Decision**

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

*Outline application for the erection of a 45x bedroom care home (details of access submitted).*

**Refusal by Delegated Decision**

**009. Planning appeals**

Members were advised that the appeals for Grooms Farm, Scotland House, Forest Road, Newell Green and Land south and west of 2 Fairclough Farm Cottages, Watersplash Lane were **DISMISSED**.

**010. Ongoing issues**

a. CIL and S106 contributions

There were no updates reported.

b. Current and potential enforcement cases

There were no updates reported.

**011. Representative reports**

Cllr Ms Wallen asked about BFCs SANG strategy. The Clerk would ask BFC if they could come along and talk to the committee about the current strategy.

**012. Date of next meeting**

The date for the next meeting was rearranged for 11am on Friday 3 January 2020.

**013. Closure of the meeting**

There being no further business the meeting closed at 8.55pm.

**PLANNING & TRANSPORT COMMITTEE**

**MINUTES OF THE MEETING**

held on **Friday 3 January 2020** at **11.00am** in the **Warfield Parish Council Office**

**Present:** Councillors Ms Dulieu, Fitzwilliams, Ms Thorin and Mrs Wallen

**In attendance:** The Parish Clerk,

*In the absence of Cllr M Jones, Cllr Dulieu took the chair*

**001. Apologies for absence**

Apologies for absence were received from Cllrs M Jones.

**002. Declarations of interest**

There were no declarations of interest made.

**003. Minutes of the previous meeting held on 12 December 2019**

The minutes of the meeting held on Thursday 12 December 2019 were circulated to members ahead of the meeting. Subject to minor amendment, The minutes were proposed by Cllr Fitzwilliams, seconded by Cllr Mrs Wallen and **APPROVED** by members present.

The chairman signed the minutes.

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

The Clerk clarified that the correspondence relating to IvyDene, concerned the councils response to application 18/00973/FUL which had been considered no objection. A neighbour had written to the council querying the decision reached and an explanation had been provided in response.

The Clerk would follow up on the Hermitage and SANG queries raised.

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

There was no correspondence or items for information,

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

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

#### **007. Responses to tree applications**

At the last meeting of the committee it was proposed that the council should be requesting replacement native trees be planted, where applications to remove trees are made. The proposal was brought forward to the meeting for consideration. It was proposed by Cllr Ms Dulieu that the council should recommend replacement native tree species be planted where a planning application was made to remove an existing tree. The proposal was seconded by Cllr Mrs Wallen and APPROVED by the meeting.

The Clerk reminded members that they could decide not to make the recommendation against an application if they decided it was not appropriate in the circumstances.

#### **008. Planning & tree applications (BFC lists 50/19 and 51/19)**

##### **Planning List BFC 50/19**

**19/01016/FUL** 15 Roundshead Drive, Warfield, Bracknell, Berkshire RG42 3RZ

*Erection of first floor extension to side of property.*

##### **Considered no objection**

##### **Planning List BFC 51/19**

**19/01028/FUL** Wayne Bridge House, Malt Hill, Warfield, Bracknell, Berkshire RG42 6BL

*Erection of single storey shed.*

##### **Observation made**

Members noted the proximity of the shed to a listed Oak tree,

**19/01044/FUL** 44 The Larches, Warfield Park, Bracknell, Berkshire RG42 3RR

*Erection of single 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:

**19/00921/FUL** Lamorna Warfield Street, Warfield, Bracknell, Berkshire

Erection of single storey side and rear extension with rooflights.

#### Approved by Delegated Decision

**19/00925/A** Tesco Stores Ltd, 17 County Lane, Warfield, Bracknell, Berkshire

*Display of 1x internally illuminated LCD screen and 3x flag pole signs.*

#### Grant with Extra Conditions (Adverts) by Delegated Decision

**19/00932/FUL** Duncans Cottage Forest Road, Warfield, Bracknell, Berkshire

*Erection of single storey rear and side extension.*

#### Approval by Delegated Decision

**19/00223/TRTPO** 7 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

*TPO 424 – Application to prune 3 trees.*

#### Approval by Delegated Decision

Members also noted that at the BFC Planning meeting of 16 December application 19/00497/FUL Land North of Herschel Grange for the erection of 33 dwellings was approved.

### 010. Planning appeals

Members noted that the appeal for Home Farm (19/00075/OUT) for 197 dwellings would be heard by the Planning Inspectorate from 24 March 2020.

The Clerk would contact the Inspectorate to request the opportunity to participate.

### 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 Mrs Wallen noted that a local petition had been launched against the local plan allocation at Jealotts Hill.

Cllr Ms Thorin advised that more flytipping had occurred in Wellers Lane and would send through details .

Cllr Fitzwilliams queried why 20m or so of hedgerow had been removed from Church Lane. Cllr Fitzwillims asked that resourcing for planning be considered at a future meeting.

A request was made for an update from the recent BFC Councillor meeting regarding a crossing for Whitegrove School.

**013. Date of next meeting**

The date for the next meeting is Thursday 23 January 2020 at 7.45pm.

**014. Closure of the meeting**

There being no further business the meeting closed at 11.55am.

**AMENITIES COMMITTEE  
MINUTES OF THE MEETING**

held on **Wednesday 11 December 2019** at **8.00pm** in the **Warfield Parish Council Office**

**Members present:** Cllrs Dr Barnard, Mrs Collings, Ms Dulieu, Mrs Gill, Ms Jones and Ms Thorin

**Other attendees:** Parish Clerk

The meeting was proceeded by a public session with allotment holders.

**001. Apologies for absence**

There were no apologies for absence.

**002. Declarations of Interest**

Cllr Dr Barnard declared an interest as the ward councillor for Warfield Harvest Ride on Bracknell Forest Council.

Cllr Mrs Collings declared an interest as a member of the Warfield Environment Group.

**003. Minutes of the previous meeting**

The minutes of the meeting of 5 September 2019 were circulated to members ahead of the meeting. Cllr Ms Dulieu proposed the minutes and this was seconded by Cllr Dr Barnard. The minutes were APPROVED by members present.

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

The Clerk advised members that the steps at the Brownlow Hall had been checked and options were being explored to rectify the difference in the tread.

**005. User Update**

The Clerk circulated a paper to members ahead of the meeting providing a user update. Members noted the new groups using the Brownlow Hall in place of the nursery.

Members noted the report.

**006. Maintenance & Caretaking report**

The Clerk circulated a paper to members on the maintenance and caretaking of the councils amenities. Members noted that the bulbs in the reception area of the Whitegrove Community Centre would be changed to LEDs as part of the current budget.

At the public session ahead of the meeting it was agreed that plotholders would submit their own proposals for the building on the allotment site and this would be brought to the next meeting of the committee.

Members noted that other works on the site would be continuing.

Members noted the maintenance and caretaking report.

#### **007. Parish Plan Budget Considerations**

Members reviewed the parish plan elements that were applicable to the committee.

Actions on creating a working group to review the climate change action plan would be carried forward.

Warfield Environment Group would be conducting a litterpick on 21 March, the committee agreed to look to organise its own, or work with others to carry out other events in March/April.

Work on planning for the community hub would restart in 2020 and energy efficiency and green credentials would be important elements in the design. Members discussed investing in the energy efficiency of Whitegrove Community Centre if a lease extension or asset transfer took place.

#### **008. Other budget items**

The Clerk was asked to include provision in the draft budget for climate change activity and environmental activity.

Members noted the proposal in the draft budget to replace the height barrier at Frost Folly.

#### **009. Environmental Policy and Climate Change Action Plan**

Members reviewed the draft Environmental Policy. It was agreed that a policy enshrine environmental factors in council decision making and would help the committee in the development and review of the Climate Change Action Plan. The Clerk was asked to review the policy and bring it back to the next committee meeting for agreement. Members agreed that a working group would then be set up to review the action plan. Proposals for the working group would be brought to the next meeting.

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

The next meeting is planned for 7 January 2020, but it was agreed to reschedule the date to allow for the building plans to be brought forward. A date would therefore be advised.

#### **010. Closure of the meeting**

The meeting was closed at 9.40pm

## **BUDGET PROPOSAL AND PRECEPT 2020/21**

### **1.0 Purpose of this report**

1.1 This report contains the draft budget and precept proposal for 2020/21.

### **2.0 Introduction and process**

2.1 The council is required to set a lawful budget each year and has the power to issue a precept for each financial year to its principal council, Bracknell Forest, to be collected on its behalf. The council is required to approve the budget and precept for 2020/21.

2.2 A precept is an order to a billing authority to pay a parish council a named sum, payable in accordance with a schedule of instalments. In this case, half by 1 May 2020 and half by 1 October 2020. The precept order is sent to Bracknell Forest Council following the approval of the council.

2.3 The final budget and precept order should be approved by council at its meeting of 29 January 2020.

2.4 The budget has received input from the Amenities Committee and has been reviewed and considered by the Finance & General Purposes Committee at its last two meetings. The Finance & General Purposes Committee also reviewed the grant applications received and these recommendations are included in this paper.

### **3.0 Precept - Means of calculation**

3.1 The council sets a precept level and then performs a calculation to work out the amount that would apply to a Council Tax band D property. In 2019/20 the precept total was £195,000. The council uses the Council Tax base, supplied by Bracknell Forest Council, to calculate the band D rate. For 2019/20 the council tax base was 4,838 leading to a band D rate of £40.31.

3.2 The council tax base for 2020/21 has been advised as 5,051, an increase of 213 units.

### **4.0 Restrictions on precept setting**

4.1 The Government has announced that referendum principles (capping) will not be applied to increases in precepts in 2020/21. The Government expects parish councils to 'exercise restraint' in on changes to precept increases.

4.2 The council has to ensure its section 137 spending (this is discretionary spending by the council where it does not have a statutory power to incur expenditure) is within a level set by the Government. The figure is a spend per elector. The limit is £8.32 per elector of 2020/21 which equates to £70,170.88. The councils proposed spend is within this figure.

## 5.0 Discretionary Grants

5.1 The Finance & General Purposes Committee has made the following recommendations on grants for awarding in 2020/21. The

<b>Awards made under statutory powers</b>		
<b>Applicant</b>	<b>Proposed award</b>	<b>Power and Duties under statutory provision</b>
Keep Mobile – County Tours	£1,485.00	Power to spend money on community transport schemes - Local Government and Rating Act 1997 s. 27 (1)(a)
South Hill Park Trust	£1,250.00	Provision of entertainment and support of the arts – Local Government Act 1972 s. 145 (1)(d)
Warfield Memorial Ground	£9,000.00	Power to provide playing fields – Local Government (Miscellaneous Provisions) Act 1976 s.19 (3)(a)
<b>Total</b>	<b>£11,735</b>	

<b>Awards made under section 137 Local Government Act 1972</b>		
<b>Applicant</b>	<b>Proposed award</b>	
Bracknell and District Citizens Advice	£1,500.00	
South East Berks Gang Show	£250.00	
Warfield Produce Show	£150.00	
Pilgrim Hearts Trust	£1,000.00	
Youthline Ltd	£1,750.00	
Warfield Village Fete	£2,000.00	
1 <sup>st</sup> Warfield Scout Group	£1,000.00	
Bracknell & District Parkinson’s Branch	£500.00	
Home-Start Bracknell Forest	£1,000.00	
Berkshire Multiple Sclerosis Therapy Centre	£350.00	
Warfield Environment Group	£250.00	
Bracknell North Guides Association	£840.00	
Warfield Park Community Association	£1,500.00	
St Paul’s Child Contact Centre	£250.00	

Whitegrove Primary School	£580.00	
Career Springboard Bracknell	£200.00	
Warfield Grow & Share	£200.00	
Warfield PCC	£1,000.00	
<b>Total</b>	<b>£14,320.00</b>	

## 6.0 Non-precept Income

6.1 The council earns other income from not precept sources. This income comes from rents and hire charges, interest and sales. The council also receives income from the Community Infrastructure Levy (CIL). Likely CIL receipts have not yet been calculated, but will feature in the next version of the budget.

### 6.2 Rents and hire charges

6.2.1 The Amenities Committee will be considering the proposed hire rates from April 2020 at their meeting in January. These rates will be used to produce the final figures for the budget. In this version of the draft budget assumptions have been made based upon the likely outcomes for 2019/20.

Location (hire type)	Budget assumption
Brownlow Hall (regulars)	£22,500
Whitegrove Community Centre (regulars)	£23,000
Brownlow Hall (casuals)	£9,000
Whitegrove Community Centre (casuals)	£1,000
<b>Total</b>	<b>£55,500</b>

6.2.2 The council also receives rental income for the cottage at Brownlow Hall and the sub-station at Brownlow Hall. The sub-station is a flat rate, not indexed, the rent for the cottage is proposed to increase by 1.9%. The allotment rates have been previously agreed, The 2020/21 rates are shown below.

Location	Budget assumption
Brownlow Hall Cottage	£10,800
Brownlow sub-station	£500
Quelm allotment rent	£1,169
<b>Total</b>	<b>£12,469</b>

### 6.3 *Interest*

6.3.1 An assumption of interest received has been made of £3,000 for 2020/21. This figure will be reviewed once a CIL figure for 2020/21 is calculated.

### 6.4 *Sales*

6.4.1 An assumption that income of £500 will be received from waste sack sales.

### 6.5 *Total Income*

	<b>Budget assumption</b>
Hire fees	£55,500
Other rents	£12,469
Interest and other items	£3,500
<b>Total</b>	<b>£71,469</b>

## 7.0 **Allocated Reserves**

7.1 The allocated reserves to carry over at year end are forecast as:

<b>Reserve</b>	<b>Forecast</b>
Elections	£2,500
Parish Facilities	£25,000
Brownlow maintenance	£44,475
Whitegrove maintenance	£3,000
Frost Folly maintenance	£47,668
CIL	430,060
<b>Total</b>	<b>£552,703</b>

7.2 The council expects to receive £23,834 for Frost Folly maintenance shortly and this is included in the above figures.

7.3 The parish facilities reserve will be used for professional fees in helping the council with planning for the operation of the new community hub and for communicating this to residents.

7.4 Due to the underspend on elections in May 2019 a small proportion has been held back to cover future election costs.

7.5 The CIL figure shown is the forecast balance at year end 2019/20.

## 8.0 Draft Budget

8.1 A summary of the draft budget is shown in appendix 1. A full breakdown is shown in appendix 2. The draft budget is shown in appendix 1 and is accompanied by a set of supporting notes. It has been updated since the last committee meeting.

8.2 The main points to note as changes are:

Line 6 – casual hires at Brownlow – the figure reflects likely outcomes based upon performance over the last three years

Line 10 - allotment rent – reflects the likely income from full occupancy in 2020, after discounts applied

Line 18 & 19 – heat and light – reflects higher costs in 2019, but averaged over 5 years charges to account for variations in weather

Line 98 – building improvements – this line covered changes to the make the office more accessible. This would be met by CIL do has been removed at this stage until costs and the council makes a decision.

## 9.0 Use of existing financial resources

9.1 It is proposed that £3,000 of CIL be used to meet the requirements of elements of the parish plan (as benefits to the community) and that £1,600 be used from general reserves (from 2019/20 underspend)

## 9.0 Draft budget and precept outcomes

9.1 Summary

Budgeted expenditure	£288,739	
Non precept income	-£71,469	
<b>Sub total</b>		<b>£217,270</b>
Use of CIL and reserves	-£4,600	
<b>Precept requirement</b>		<b>£212,670</b>

	2019/20	2020/21
Precept requirement	£195,000	<b>£212,670</b>
Council tax base	4,838	<b>5,051</b>
<b>Band D precept</b>	£40.31	<b>£42.10</b>
<b>Band D percentage change</b>		<b>+4.4%</b>



## **10.0 Recommendation**

Members are asked to approve the draft budget for 2020/21 which include the grant allocations.

Members are asked to approve the precept requirement of £212,670 and that the Clerk communicate this to Bracknell Forest Council.

## Appendix 1

### Budget summary table

		<b>2019/20</b>	<b>2020/21</b>
CA	Council administration	-£2,104	-£3,500
FA	Facilities	-70,346	-67,969
	<b>Total income</b>	<b>-£72,450</b>	<b>£71,469</b>
CA	Council administration	£12,558	£13,054
BP	BFC partnership work	£7650	£7684
PC	Parish commitments	£19,185	£24,361
DS	Democratic services	£18,300	£300
PE	Parish Expenditure	£7,055	£9,800
FA	Facilities	£103,576	£79,360
GR	Grants	£21,630	£26,085
NP	Neighbourhood plan	£0	£1,000
OC	Office costs	£18,998	£31,836
EV	Events	£10,500	£9,800
SA	Salaries	£82,340	£85,459
	<b>Total expenditure</b>	<b>£301,792</b>	<b>£288,739</b>

line	summary	cost centre	cost centre description	code	description	19/20 budget	20/21 budget	change
1	CA	100	Parish Council Income	1076	Precept			
2	CA	100	Parish Council Income	1090	Interest Received	-£1,304	-£3,000	-£1,696
3	CA	100	Parish Council Income	1120	Green Sack Sales	-£800	-£500	£300
4	FA	600	Brownlow Hall	1400	Hire - Regular Users	-£23,000	-£22,500	£500
5	FA	610	Whitegrove CC	1400	Hire - Regular Users	-£22,500	-£23,000	-£500
6	FA	600	Brownlow Hall	1410	Hire - Casual Users	-£11,500	-£9,000	£2,500
7	FA	610	Whitegrove CC	1410	Hire - Casual Users	-£2,000	-£1,000	£1,000
8	FA	600	Brownlow Hall	1430	The Cottage	-£10,600	-£10,800	-£200
9	FA	600	Brownlow Hall	1440	Sub Station Rent	-£500	-£500	£0
10	FA	720	Quelm Allotments	1450	Allotment rent	-£246	-£1,169	-£923
					<b>Income total</b>	<b>-£72,450</b>	<b>-£71,469</b>	
11	OC	110	Office	4000	Rent	£10,275	£23,500	£13,225
12	FA	600	Brownlow Hall	4000	Rent	£15,500	£16,500	£1,000
13	FA	610	Whitegrove CC	4000	Rent	£200	£200	£0
14	FA	700	Memorial Ground Play Area	4000	Rent	£1	£1	£0
15	OC	110	Office	4005	Rates	£0	£0	£0
16	FA	600	Brownlow Hall	4005	Rates	£0	£0	£0
17	FA	610	Whitegrove CC	4005	Rates	£0	£0	£0
18	OC	110	Office	4010	Heat & Light	£800	£1,000	£200
19	FA	600	Brownlow Hall	4010	Heat & Light	£6,353	£7,000	£647
20	FA	610	Whitegrove CC	4010	Heat & Light	£3,270	£3,000	-£270
21	FA	600	Brownlow Hall	4015	Water	£971	£1,000	£29
22	FA	610	Whitegrove CC	4015	Water	£0	£0	£0
23	FA	720	Quelm Allotments	4015	Water	£466	£466	£0
24	OC	110	Office	4025	Telephone	£512	£522	£10
25	FA	600	Brownlow Hall	4025	Telephone	£372	£379	£7
26	FA	610	Whitegrove CC	4025	Telephone	£480	£489	£9
27	OC	110	Office	4030	Postage	£209	£213	£4
28	OC	110	Office	4035	Stationery	£730	£750	£20
29	OC	110	Office	4036	Office printer	£782	£850	£68
30	OC	110	Office	4040	Cleaning Contract	£1,110	£1,121	£11
31	FA	600	Brownlow Hall	4040	Cleaning Contract	£5,332	£4,800	-£532
32	FA	610	Whitegrove CC	4040	Cleaning Contract	£5,832	£5,000	-£832
33	OC	110	Office	4045	Cleaning Materials	£55	£60	£5
34	FA	600	Brownlow Hall	4045	Cleaning Materials	£440	£460	£20
35	FA	610	Whitegrove CC	4045	Cleaning Materials	£420	£460	£40
36	OC	110	Office	4050	Waste management	£210	£220	£10
37	FA	600	Brownlow Hall	4050	Waste management	£1,002	£1,100	£98
38	FA	610	Whitegrove CC	4050	Waste management	£1,002	£1,100	£98
39	OC	110	Office	4060	Insurance	£1,793	£1,850	£57
40	FA	600	Brownlow Hall	4060	Insurance	£996	£1,005	£9
41	FA	610	Whitegrove CC	4060	Insurance	£1,192	£1,200	£8
42	FA	720	Quelm Allotments	4060	Insurance	£598	£610	£12
43	CA	120	Administration	4080	Audit Fees	£1,888	£2,000	£112
44	CA	120	Administration	4085	Legal Fees	£2,000	£2,000	£0
45	CA	120	Administration	4090	Memberships	£2,260	£2,500	£240
46	PE	135	Parish Expenditure	4095	The Wren	£3,705	£3,900	£195
47	PE	135	Parish Expenditure	4100	Other Resident Communications	£700	£1,000	£300
48	CA	120	Administration	4105	Website	£500	£500	£0
49	CA	120	Administration	4110	IT Hardware	£500	£1,200	£700
50	CA	120	Administration	4115	IT Software	£250	£0	-£250
51	CA	120	Administration	4120	Training	£2,000	£1,500	-£500
52	CA	120	Administration	4125	IT licences	£1,340	£1,500	£160
53	CA	120	Administration	4130	RBS licences	£1,285	£1,309	£24
54	CA	120	Administration	4135	Data Protection	£535	£545	£10
55	PC	130	Parish Commitments	4200	Jealotts Hill Comm Lshare	£8,424	£8,600	£176
56	PC		Parish Commitments	4201	JHCL restructure costs	£0	£5,000	£5,000
57	FA	730	Frost Folly	4205	Frost Folly	£2,500	£2,548	£48
58	PC	130	Parish Commitments	4210	BFC Loan Repayment	£8,191	£8,191	£0
59	PE	135	Parish Expenditure	4215	Planning & Development Issues	£200	£200	£0
60	PE	135	Parish Expenditure	4216	Traffic management	£150	£200	£50
61	PE	135	Parish Expenditure	4217	Waste control	£1,500	£0	-£1,500
62	PE	135	Parish Expenditure	4220	Climate Change	£0	£1,000	£1,000
63	PC	130	Parish Commitments	4225	Youth Provision	£2,570	£2,570	£0
64	PE	135	Parish Expenditure	4230	Green Waste Sack Purchases	£800	£500	-£300
65	OC	110	Office	4250	Repairs & Maintenance	£500	£500	£0

66	FA	600	Brownlow Hall	4250 Repairs & Maintenance	£6,000	£5,000	£-1,000
67	FA	610	Whitegrove CC	4250 Repairs & Maintenance	£2,500	£2,500	£0
68	FA	700	Memorial Ground Play Area	4250 Repairs & Maintenance	£2,200	£2,000	£-200
69	FA	710	Brownlow Hall Play Area	4250 Repairs & Maintenance	£0	£0	£0
70	FA	720	Quelm Allotments	4250 Repairs & Maintenance	£0	£500	£500
71	FA	730	Frost Folly	4250 Repairs & Maintenance	£0	£2,000	£2,000
72	FA	600	Brownlow Hall	4260 Facilities Equipment	£2,800	£500	£-2,300
73	FA	610	Whitegrove CC	4260 Facilities Equipment	£300	£500	£200
74	NP	140	Neighbourhood Plan	4300 Neighbourhood Plan	£0	£1,000	£1,000
75	BP	150	BFC Partnership	4320 Rights of Way Management	£2,200	£2,244	£44
76	BP	150	BFC Partnership	4325 Lily Hill Park	£5,300	£5,440	£140
77	BP	150	BFC Partnership	4330 Disabled Go	£150	£0	£-150
78	SA	160	Wages & Salaries	4350 Salaries	£68,590	£71,196	£2,606
79	SA	160	Wages & Salaries	4355 Pensions	£8,700	£9,031	£331
80	SA	160	Wages & Salaries	4360 PAYE & NI	£4,800	£4,982	£182
81	SA	160	Wages & Salaries	4365 Expenses	£250	£250	£0
82	DS	170	Democratic Services	4380 Chairman's Allowance	£300	£300	£0
83	DS	170	Democratic Services	4381 Elections	£16,500	£0	£-16,500
84	DS	170	Democratic Services	4385 Replacement chain of office	£1,500	£0	£-1,500
85	OC	110	Office	4390 Flag & flagpole	£0	£0	£0
86	GR	180	Grants	4400 Section 137	£11,630	£14,350	£2,720
87	GR	180	Grants	4405 Memorial Ground	£7,500	£9,000	£1,500
88	GR	180	Grants	4410 St Michaels PCC (graveyard)	£1,000	£0	£-1,000
89	GR	180	Grants	4415 Keep Mobile	£500	£1,485	£985
90	GR	180	Grants	4420 South Hill Park	£1,000	£1,250	£250
91	EV	190	Events	4560 NP Cycle Ride	£200	£250	£50
92	EV	190	Events	4565 Vegetable Take & Grow	£200	£200	£0
93	EV	190	Events	4570 NP Arts Week	£3,000	£3,250	£250
94	EV	190	Events	4575 Annual Gardening Competition	£150	£0	£-150
95	EV	190	Events	4580 Summer of Fun Event	£4,000	£4,000	£0
96	EV	190	Events	4585 Christmas decorations	£1,000	£1,100	£100
97	EV	190	Events	4590 Warfield 125	£1,950	£1,000	£-950
98	OC	110	Office	4600 Building Improvements	£0	£0	£0
99	FA	600	Brownlow Hall	4600 Building Improvements	£0	£0	£0
100	FA	610	Whitegrove CC	4600 building Improvements	£0	£0	£0
101	OC	110	Office	4620 Licences	£0	£0	£0
102	FA	600	Brownlow Hall	4620 Licences	£1,180	£1,202	£22
103	FA	610	Whitegrove CC	4620 Licences	£420	£428	£8
104	FA	600	Brownlow Hall	4650 Trees & Hedges	£1,100	£1,100	£0
105	FA	610	Whitegrove CC	4650 Trees & Hedges	£500	£300	£-200
106	FA	730	Frost Folly	4650 Trees & Hedges	£1,000	£300	£-700
107	FA	600	Brownlow Hall	4655 Hanging Baskets	£312	£320	£8
108	FA	600	Brownlow Hall	4670 Caretaker Payroll	£5,484	£5,692	£208
109	FA	610	Whitegrove CC	4670 Caretaker Payroll	£5,484	£5,692	£208
110	FA	600	Brownlow Hall	4685 Cottage Maintenance	£500	£0	£-500
111	FA	600	Brownlow Hall	4690 Cottage management fee	£600	£0	£-600
112	OC	110	Office	4700 Inspections	£1,022	£250	£-772
113	FA	600	Brownlow Hall	4700 Inspections	£1,861	£850	£-1,011
114	FA	610	Whitegrove CC	4700 Inspections	£2,026	£750	£-1,276
115	FA	700	Memorial Ground Play Area	4700 Inspections	£1,180	£1,202	£22
116	FA	710	Brownlow Hall Play Area	4700 Inspections	£202	£206	£4
117	FA	720	Quelm Allotments	4700 Inspections	£0	£0	£0
118	FA	730	Frost Folly	4700 Inspections	£0	£0	£0
119	FA	800	Project & Developments	4805 Allotment - delivery costs	£20,000	£1,000	£-19,000
120	FA	720	Quelm Allotments	4810 Allotment - management costs	£1,000	£0	£-1,000
121	OC	110	Office	4900 Other Costs	£1,000	£1,000	£0
122	PE	135	Parish Expenditure	Parish Plan delivery	£0	£3,000	£3,000
<b>Expenditure total</b>					<b>£301,792</b>	<b>£288,739</b>	
<b>Income total</b>					<b>-£72,450</b>	<b>-£71,469</b>	
<b>Expenditure total</b>					<b>£301,792</b>	<b>£288,739</b>	
shortfall					<b>£229,342</b>	<b>£217,270</b>	

## **ENVIRONMENTAL POLICY**

### **1.0 Purpose of this Report**

- 1.1 This report contains the draft Environment Policy. The policy has been reviewed by the Amenities Committee and is recommended for approval.

### **2.0 Background**

- 2.1 The Amenities Committee agreed that an Environmental Policy should be developed to provide clarity to the council as to how it should act or responded to environmental factors.
- 2.2 The policy has been brought forward as members agreed that developing the policy was an important first step for the council in enshrining environmental factors into the work of the council and to ensure proposals were consistent with its objectives.

### **3.0 The policy**

- 3.1 The policy is based upon an existing policy of another parish council. It sets out the legislation that can be applied and used by the council to deliver the policy.
- 3.2 The policy sets out how the council should act in relation to its own activities as well as how it should respond to planning applications and working with partners.
- 3.2 The policy is proposed to be reviewed at the end of the first year to ensure it remains relevant and so it can be updated to take account of changes in legislation, international, national and local developments in environmental matters.
- 3.3 The Clerk will instigate processes to ensure the policy is applied and reported upon to members.

### **4.0 Recommendation**

Members are recommended to approve the Environmental Policy

# Environmental Policy

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## 1.0 Introduction

1.1 Warfield Parish Council is committed to the creation of a sustainable community, balancing and integrating social, economic and environmental components. Developing a more sustainable community will benefit present-day residents and businesses, as well as future generations.

## 2.0 Legal Requirements

2.1 The main pieces of relevant legislation are:

**The Water Act 2003.** This Act places a duty on all public bodies to take into account, where relevant, the desirability of conserving water supplied or to be supplied to premises.

**The Natural Environment and Rural Communities Act 2006.** From 1 October 2006, every public authority must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

**Climate Change and Sustainable Energy Act 2006.** This Act gives specific powers to town and parish councils to tackle climate change. The Act places an obligation on town and parish councils to improve their energy efficiency.

**Clean Neighbourhoods and Environment Act 2005.** This Act extends the statutory offence of dropping litter and enables town and parish councils to authorise officers to serve fixed penalty notices for the litter offence under section 88 of the 1990 Environmental Protection Act; gives town and parish councils the power to issue fixed penalty notices for graffiti and fly-posting offences; and allows town and parish councils to create offences relating to the control of dogs and replaces the Dogs (Fouling of Land) Act 1996.

**Duty of Care (Waste).** The Duty of Care covers any business that produces or disposes of waste and requires the business to ensure that any waste produced is handled safely and in accordance with the law.

## 3.0 Policy Coverage

3.1 This policy applies to all the land and properties that Warfield Parish Council owns and land/properties that the council manages or is responsible for.

3.2 This policy will be applied to activities undertaken by the council on both a statutory or discretionary basis.

## **4.0 Policy Objectives**

4.1 Warfield Parish Council recognises that its activities will have some negative impacts on the environment. The aim of this policy is to establish broad objectives to enable the development of activities that will minimise negative effects on the general environment and also work towards enhancing and protecting Warfield's immediate environs.

4.2 The council will aim to improve its environmental performance and influence improvement in Warfield in the following ways:

- Use energy, natural resources and non-renewable resources efficiently and strive to minimise waste and pollution.
- Inform Warfield's residents of the council's environmental activities and respond and react to feedback.
- Support individual behaviour change in Warfield's residents, leading by example and supporting environmentally friendly activities.
- Support local organisations in the adoption of low-impact practices.
- Manage its land using environmentally-friendly practices that will promote and increase biodiversity and protect habitats.

## **5.0 Specific Environmental Actions**

5.1 Warfield Parish Council is committed to action in the following, specific areas:

### **5.2 Biodiversity and Green Spaces**

The council will, wherever possible, consider the conservation and promotion of local biodiversity in all its activities, but particularly with regard to land management.

The council will seek to manage its open spaces in a manner that promotes and protects biodiversity. This includes the management of invasive plants on its land and using planting schemes that exclude species known to be invasive in the south east of England.

The council will seek to protect and, where possible, enhance the quality of Warfield's natural environment and open spaces, and to make open space accessible wherever possible. The Council will support the implementation of the BFC Biodiversity Action Plan.

The council will promote the work of Bracknell Forest Council in the control of invasive species, environmentally sensitive land management and biodiversity conservation.

### **5.3 Climate Change and Energy Conservation**

The council will monitor its energy use and improve upon energy efficiency within its buildings by adopting energy-saving measures, e.g. purchasing electrical equipment with good energy ratings. The council will increase awareness of energy efficiency amongst employees and encourage energy-conserving behaviour.

The council will investigate the feasibility of sustainable supplies of energy to power to its premises as these schemes develop.

#### **5.4 Development**

The council's Planning & Transport Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications in Warfield.

The council will look to achieve the highest possible environmental standards when developing or redeveloping any of its own buildings.

The council will also press for the use of planning obligations (section 106 agreements) to promote sustainable development and mitigate environmental impacts resulting from developments.

#### **5.5 Promotion, Partnerships and Raising Awareness**

The council will promote awareness of, and information on, environmental issues within the community. It will act as a voice for local environmental concerns to those agencies given statutory powers to tackle problems.

The council will continue to engage in partnership working with the local community, organisations and other tiers of local government in partnerships on conservation projects. The council will also support other groups involved in environmental work in the parish.

#### **5.6 Sustainable Procurement**

Council procurement will be continually assessed for sustainability implications, with the intention of purchasing renewable/recycled, environmentally low-impact and recyclable materials, so long as the requirements for value for money and quality are met. The council will purchase from companies that have environmental management systems in place if possible.

The council will reduce the use, by the council or its contractors, of environmentally damaging products where an alternative product or method is available.

#### **5.7 Transport**

The council will continue to encourage sustainable transport systems, promoting public transport and non-polluting modes of transport within the town, such as cycling and walking. As traffic congestion can significantly reduce air quality, which directly impacts upon human health, the council will also press other tiers of government for the alleviation of traffic congestion within Warfield.

The council will seek to minimise the environmental impact of any vehicles it may procure.

#### **5.8 Urban Environment**

Warfield Parish Council will work both directly, and with partners, to ensure that specific highways works that contribute to the improvement of the town environment are



progressed. These include issues around hedge-trimming, graffiti removal and clearing fly-posted signs and litter.

The council will address and control instances of noise pollution that fall within its remit.

## **5.9 Waste**

The council will minimise its waste production wherever possible, by reducing, repairing and reusing resources, and by recycling the waste its activities produce, where facilities exist.

Rubbish will be disposed of safely, following the correct procedures, and only licensed contractors will be used to deal with hazardous wastes.

The council will incorporate the possibility of pollution in its risk assessments and will use this system to minimise the risks and implement mitigation strategies.

## **5.10 Water**

Water will be used efficiently for council activities and on council premises.

Where the council has open spaces planting schemes and technology that minimise the need for watering will be used, e.g. planting drought-resistant species and using mulches and water gel crystals.

The council will implement water-saving measures on its allotments, for example, encouraging tenants to reduce their water usage.

The council's Planning & Transport Committee will consider issues of water use, water run-off and water pollution when making recommendations on planning applications. The council will support the use of Sustainable Urban Drainage Systems (SUDS) in new developments and redevelopments to reduce flooding risks, manage storm-water, minimise diffuse pollution from surface water runoff and help maintain groundwater levels.

## **LOCAL GOVERNMENT BOUNDARY REVIEW (BRACKNELL FOREST)**

### **1.0 Purpose**

- 1.1 This paper contains information on the upcoming Local Government Boundary Review for the Bracknell Forest area.

### **2.0 Background**

- 2.1 The Local Government Boundary Commission for England (LGBCE) is carrying out an electoral review of Bracknell Forest Council which is looking at the boundaries of all wards represented by Bracknell Forest's councillors. The ward boundaries of every Council in the country are reviewed from time to time to ensure they are in the right places and there is roughly the same number of electors in each ward. Bracknell Forest was last reviewed in 2002 and the Commission feels this is the right time to review Bracknell Forest. The new boundaries will come into force at the local elections in May 2023.
- 2.2 The review aims to ensure that each councillor represents roughly the same number of voters so the value of everyone's vote at local elections is as equal as possible. The review will consider:
- the number of councillors elected to the Council
  - the number and names of wards
  - the ward boundaries
  - the number of councillors per ward
- 2.3 As part of the review the Commission will take into account local community ties to help it build wards that make sense to local people.
- 2.4 A briefing on the process will take place on 5 February 2020 at 6pm and any member wishing to attend, should advise the Clerk so a place can be reserved.

### **3.0 Impact on Warfield**

- 3.1 Residents of Warfield are currently served by 8 borough councillors representing three separate wards. There is an opportunity through the review to design wards that better represent Warfield as a whole.
- 3.2 The commission welcome submissions from the public and other organisations, particularly parish councils.
- 3.3 Submissions should be submitted by 16 March 2020.

### **4.0 Legal factors**

- 4.1 The three legal factors the commission uses to draw up new boundaries are:
1. New wards should leave each councillor representing roughly the **same number of voters** as other councillors elsewhere in the authority.
  2. New wards should, as far as possible, reflect **community interests and identities**, and boundaries should be identifiable. Consider transport links,

community groups and facilities, natural or physical boundaries, parishes and shared interests.

3. New wards should promote **effective and convenient local government**. Consider the number of councillors for, the geographic size of, and the links between parts of the wards.

#### **4.0 Proposals**

- 4.1 The closing date for submissions is 16 March 2020. The Clerk will draw up a series of proposals for consideration at the next council meeting.

#### **5.0 Review of the Parish Council**

- 5.1 The wards of the parish council also require review as the new development in Warfield is centred on St Michaels ward, which is represented by one member. This is not within the scope of the LGBCE but is something the parish council can request as part of a community governance review. Any such request would be considered at the end of the LGBCE review, but could be completed and implemented ahead of the local elections in 2023.

#### **6.0 Recommendations**

The Clerk bring forward options for the local government boundary review.

The Clerk formally request a community governance review on Warfield.

## **COUNCIL ADMINSTRATIVE ITEMS**

### **1.0 Purpose**

1.1 This paper contains administrative items and actions for the council to consider or note.

### **2.0 Annual Parish Meeting working group**

2.1 Council has previously indicated that it wished to set-up a working group to be responsible for organising the content of the annual parish meeting (assembly).

2.2 The working groups terms of reference would be:

- To develop the content and agenda for the annual parish meeting
- To prepare an annual review of the council (2019/20)
- To make recommendations on any public speakers
- To make recommendations on the parish awards
- And/or any other action the parish council feel appropriate in the context of the annual parish meeting

2.3 The working group will report to full council and should consist of between 3 and 5 members. The annual parish meeting is not a meeting of the council, but the chairman of the parish council is required to convene such a meeting and should chair it wherever possible. It is therefore recommended the chairman of the parish council be one of the working group members.

2.4 The working group should make recommendations no later than the council meeting of 8 April 2020 after which it will cease to operate.

2.5 The operation of a working group are set out in the Scheme of Delegation (May 2019).

### **3.0 Delegated powers to the Amenities Committee**

3.1 Council is asked to delegate authority to the Amenities Committee to set up a working group to review the Climate Change Action Plan, appoint their own chair and for the working group to report to the committee.

### **4.0 Whitegrove ward vacancy**

4.1 Following the resignation of Cllr Ian Wilson a notice of vacancy has been published by the Clerk, this informed electors of the vacancy and gives them the opportunity to call for a poll (by-election). The closing date for this is Monday 10 February.

4.2 If 10 or more electors call for a poll, a by-election will be called by the Elections team at Bracknell Forest Council. The timetable and organisation will be conducted by the

Election team, although the parish council will be required to pay for the election and associated costs.

- 4.3 If a poll is not called, the co-option process would begin. A notice of co-option would be published in the days following 10 February, with the intention of co-option taking place at the council meeting of 11 March 2020.

## **5.0 Vacancy to the Finance & General Purposes Committee**

- 5.1 The resignation of Ian Wilson has created a vacancy on the Finance & General Purposes Committee. The vacancy should be filled at the earliest opportunity by the council.
- 5.2 There now exists a vacancy for chairman of the committee and this will be the first order of business at the next committee meeting.

## **6.0 Councillor surgeries**

- 6.1 Members are asked to consider if the timing and frequency of the joint councillor surgeries are appropriate or if alternatives should be considered. Members are asked to submit suggestions to the Clerk ahead of the next council meeting.

## **7.0 Draft meeting dates for 2020/21**

- 7.1 The draft meeting calendar for 2020/21 is attached. Final approval of the meeting calendar will be made at the May meeting of the council. The dates are circulated now to enable arrangements for the next municipal year's meetings to be put in place and assist members plan their diaries for the year ahead.
- 7.2 The timetable has been designed, as far as possible, to ensure that the schedule provides for meetings when decisions are required so that all matters are dealt with on a timely basis. Adjustments could be made to the timetable but adjusting one meeting date is likely to have an impact on a number of others given the interrelationship between meetings and the limited number of dates available throughout the year.
- 7.3 The timetable has been drawn up having regard to the usual limitations:
- Avoiding meetings during the school holidays as far as possible.
  - Leaving a gap between meetings of the Finance & General Purposes Committee and Council to allow time for reports (and any recommendations) to be published with the agenda
  - Avoiding meetings on Fridays.
  - Scheduling each committee's meetings on the same day of the week throughout the year, as far as possible.
  - Avoiding meetings during Arts Week.
  - Following the three week schedule for planning matters.
  - Avoiding clashes with BFC meetings wherever possible.

## **8.0 Recommendations**

- 8.1 Members approve the terms of reference for the Annual Parish Meeting working group and appoint 3-5 members to the working group.
- 8.2 Council delegate the authority to create a working group to the Amenities Committee and for the working group to report to the committee.
- 8.3 Members note the arrangements for filling the vacancy for the Whitegrove ward
- 8.4 Members nominate a member to fill the vacancy on the Finance & General Purposes Committee.
- 8.5 Members note the draft meeting dates for 2020/21.

## Warfield Parish Council

### Schedule of meetings 2020/21 – draft

	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021
Council	<b>13</b>	10	8		2	7	4	9	27		10, 31		<b>12</b>
Planning & Transport	28	18	9, 30	20	10	1, 22	12	3, 23	14	4, 25	18	8, 29	20
Finance & General Purposes	21	30	28	25	22	20	24	22	12	23	23	20	
Amenities		2			8		10		19		16		4
Annual Parish Meeting												28	
Northern Parishes													
Parish & Town Liaison (BFC)			1					2		3			

**PAYMENTS**

**1.0 Accounts for payment**

Accounts for payment will be tabled at the meeting.



## **CLERKS REPORT**

### **1.0 Purpose**

- 1.1 This report contains the report of the Clerk on activity undertaken by parish staff along with other information.

### **2.0 Activity**

- 2.1 Since the last meeting of the council the following activity has been undertaken.

Attended Town & Parish Liaison Meeting with representatives of Bracknell Forest Council and the other towns and parishes.

Attended an SLCC event for Clerks where speakers included Friends of the Earth Reading and Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust on Climate Change.

Attended BFC Planning Liaison meeting.

Attended a Jeallots Hill Community Landshare meeting

Attended a Food Waste collection briefing by BFC

Attended a meeting with the Brownlow Memorial Hall Trustees to discuss the upcoming rent review.

Met with representatives of the Allotment ploholders to take their input on the communal storage building.

A meeting took place to review Arts Week 2019.

The Christmas Tree was lit on Friday 29 November.

The Warfield Parish Plan was distributed to all homes with the Wren.

Have had series of meetings with colleagues laying out the groundwork for Arts Week 2020.

### **3.0 Notes for members**

- 3.1 The Finance & General Purposes meeting due on 25 February has, with agreement of members, been brought forward one day to Monday 24 February to allow the Clerk to attend conference. The Clerk will be out of the office from 25 February for the remainder of the week.

### **4.0 Recommendation**

Members are asked to note the contents of this report.

**DATE OF THE NEXT MEETING**

The next meeting of the council will be on Wednesday 11 March 2020 at 7.45pm