

NOTICE OF MEETING

Full Council

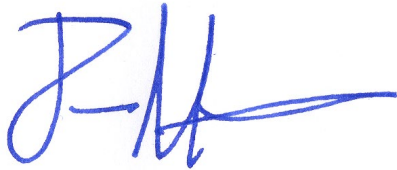
7.45pm on Wednesday 11 March 2020 at the Warfield Parish Office

To Councillors

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

You are summoned to attend a meeting of Warfield Parish Council on Wednesday 11 March 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

7.45pm on Wednesday 11 March 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.

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	5
004.	Minutes of the previous meeting To approve the minutes of the council meeting of Wednesday 29 January 2020 and for the minutes to be signed by the presiding chairman	6
005.	Matters arising from the previous meeting	
006.	Finance & General Purposes Committee 1. To receive and note the Financial Report to end of January 2020	11
007.	Planning & Transport Committee 1. To receive an update from the Planning & Transport Committee of 19 February and 5 March 2020.	
008.	Amenities Committee 1. To receive an update from the Amenities Committee of 3 March 2020	
009.	Minutes from committees To note the minutes of: 1. Finance & General Purposes committee of 14 January 2020 2. Planning & Transport committee of 23 January and 19 February 2020 3. Amenities committee of 21 January 2020	17
010.	Suspension of Financial Regulation 11.7 To consider suspending Financial Regulation 11.7 to permit the purchase and construction of the communal storage building at the allotment site	29

No.	Item	Page
11.	Annual Governance preparations To note the paper on the annual governance review and agree the Risk Register and Asset Register	32
12.	Local Government Boundary Review (Bracknell Forest Council) To consider the final response to the Local Government Boundary Review	42
13.	Working Group reports 1. To receive a report on Warfield 125 2. To receive a report on the Annual Meeting working group 3. To note the membership of the Climate Change Working Group	43
14.	Payments To approve accounts for payment tabled at the meeting	44
15.	Representative reports To receive updates from members on matters arising	
16.	Report from the Parish Clerk to note the report from the Parish Clerk and receive any updates	45
17.	Date of the next meeting The next meeting of the council will be held Wednesday 8 April 2020	46
18.	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

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.

MINUTES OF THE COUNCIL MEETING

held on **Wednesday 29 January 2019** at **7.45pm** at **Warfield Parish Office**

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

Other attendees: Parish Clerk

Ahead of the moment, the council observed a moments silence for the recent Holocaust Memorial Day.

001. Public Participation

No members of the public wished to speak or submitted messages for the council.

002. Apologies for absence

Apologies for absence were received from Ms K Jones.

003. Declarations of interest

Declarations of interest were received from:

Cllr Dr Barnard – borough councillor for Warfield Harvest Ride and member of the Executive

Cllr Mrs Collings – member of Warfield Environment Group

Cllr Ms Dulieu – member of the Warfield Village Fete organising committee and Warfield Park Community Association

Cllr Mrs Wallen – member of Warfield Environment Group and Warfield Grow and Share

All members were permitted to take part in discussions on the budget and precept.

004. Minutes of the previous meeting

The minutes of the meeting of 4 December 2019 were circulated to members ahead of the meeting. Cllr Fitzwilliams proposed the minutes be approved, and this was seconded by Cllr Chambers. The minutes were APPROVED by members present.

005. Matters arising from the last meeting

The Clerk advised members that the council response to the draft local plan had been submitted following the last meeting of the council.

006. Vacancy on the Council

Members were advised of the resignation of Ian Wilson from the council. Members passed a vote of thanks to Ian for his service to the council.

The Clerk advised members that notification had been received that disbanded the group of councillors created following the May elections.

007. Finance & General Purposes Committee

Members received an update from the Finance & General Purposes Committee meeting of 17 December and 14 January. The primary matter for discussion at both meetings was the draft budget and precept setting.

Members noted the Finance Report to the end of December 2019. Members noted that the CIL figure had been corrected from that previously reported.

008. Planning & Transport Committee

Members received an update from the Planning & Transport Committee meeting of 12 December, 3 January and 23 January.

At the meeting of 12 December, members noted the refusal by BFC of 19/00632/OUT for a care home on land adjacent to Newell Hall.

At the meeting of 23 January members made observations regarding 19/01068/FUL Land at Goose Corner, recommended refusal of 19/01109/FUL Land adjacent to Knibbs Knook and refusal of 19/01121/A Land east of Avery Lane and north of Watersplash Lane.

Members noted that the appeal for Home Farm (19/00075/OUT) had been dismissed without a hearing.

Members noted that the approval of 19/00497/FUL land north of Herschel Grange had been approved by BFC as the previous refusal reasons had been addressed in the application.

009. Amenities Committee

Members received an update from the Amenities Committee meeting of 11 December and 21 January. Members discussed the proposals for the communal storage building and agreed a schedule of works. Members discussed the Environmental Policy and the setting up of the Climate Change Working Group.

010. Minutes from Committees

The minutes of the Finance & General Purposes Committee meeting of 26 November and 17 December 2019, the Planning & Transport Committee meeting of 21 November, 12 December 2019 and 3 January 2020 and the Amenities Committee of 11 December 2019 were noted by members.

011. Budget proposal and Precept 2020/21

A paper was circulated to members ahead of the meeting containing the draft budget and precept proposal. Matters brought to the attention of members included the likely impact on hall income, the council tax base position for 2020/21 and the grants considered by the Finance & General Purposes Committee.

The Clerk was asked to ensure that CIL is properly identified as being allocated for the new community hub.

On the proposal of Cllr Strudley, seconded by Cllr Mrs Barnard members **APPROVED** the awarding of grants awarded under statutory powers to the value of £11,735, discretionary grants awarded under s.137 powers of £14,320 and the draft budget.

On the proposal of Cllr Strudley, seconded by Cllrs Mrs Barnard, members **APPROVED** the precept of £212,670 for 2020/21

012. Environmental Policy

The draft Environmental Policy was circulated to members ahead of the meeting. The policy was recommended for approval by the Amenities Committee. It was noted the policy would be reviewed once the Climate Change Action Plan was reviewed.

On the proposal of Cllr Dr Barnard, seconded by Cllr Strudley, members **APPROVED** the Environmental Policy.

013. Warfield 125

Members received an update on proposals for Warfield 125th anniversary events. The proposals are for:

Tree planting – plans are being developed although sites are to be finalised.

Rustic bench – plans are being developed for a carved bench to be located in the parish

Picnic – a community picnic with entertainment is being considered

Thank you event – a thank you event for community volunteers is being arranged

Warfield Detectives – an app based finding activity is planned.

014. Local Government Boundary Review (Bracknell Forest Council)

Members were updated on the local government boundary review for Bracknell Forest Council. The proposal would see ward members reduced to 40 with new ward boundaries. The parish council was asked to make comments and ideas for how change could be implemented.

Members asked the Clerk to draw up initial proposals for consideration and to circulate these to members by 7 February for comment, ahead of a final paper to be considered at the next meeting.

015. Council Administrative Items

Members considered a range of administrative matters.

Members agreed the terms of reference for the Annual Parish Meeting working group, but added in planning for the councils stall at the village fete. Cllrs Dr Barnard, Chambers, Mrs Collings, Ms Dulieu and Strudley.

It was proposed by Cllr Strudley, seconded by Cllr Chambers and **APPROVED** by members present to delegate authority to create a working group to the Amenities Committee and for the working group to report to the committee.

Members noted the arrangements for filling the vacancy for the Whitegrove ward

It was proposed by Cllr Strudley, seconded by Cllr Mrs Collings and **APPROVED** by members present to appoint Cllr Chambers to the Finance & General Purposes Committee.

Members noted the draft meeting dates for 2020/21.

Members agreed to review surgery arrangements for 2020/21

016. Payments

The following payments were proposed by Cllr Ms Barnard, seconded by Cllr Fitzwilliams and **APPROVED** by members present.

Cheque Payments			invoice total
4770	Bracknell Pest Control	Pest control inspections	£72.00
4771	Brownlow Memorial Hall Trust	Brownlow Hall rent	£3,875.00
4772	PPL PRS Ltd	Whitegrove music licence	£250.25
4773	Servio Ltd	Boiler call-out - Whitegrove	£150.00
			<hr/>
			£4,347.25

017. Representatives report

Cllr Dr Barnard asked members to report any cases of subsidence around the old brickwork sites to him so these could be followed up. Work had commenced on improvements to Princess Square and construction of the Deck.

Cllr M Jones asked the Clerk to follow up on the bins at the Memorial Ground.

Cllr Mrs Collings attended the recent Binfield less plastic talk.

Cllr Strudley said that the state of the bins at Westmorland Park had been reported to BFC. Equipment at Westmorland Park should be reviewed to take account of a wider age group.

Cllr Ms Dulieu attended the wassail at Jealotts Hill Community Landshare. The event was good despite the weather. Thanks were passed to Warfield Environment Group for allowing experience of tree pruning.

018. Report from the Parish Clerk

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

019. Date of the next meeting

The date of the next meeting is Wednesday 11 March 2020.

020. Closure of the meeting

The meeting was closed at 9.44pm

FINANCIAL REPORT TO END OF JANUARY 2020**1.0 Purpose of this report**

1.1 This report contains the financial report to the end of January 2020. 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 January, the councils reconciled bank account balances were as follow:

	Balance as per bank statement	Balance less unpresented payments	
Lloyds Current Account	31,709.27	26,702.02	
Lloyds Deposit Account (instant access)	77,525.23	77,525.23	
Lloyds 32-day Deposit Account	403,678.58	403,678.58	
CCLA Public Sector Fund	100,161.26	100,161.26	
Caretakers Float	50.00	50.00	*
Total	613,124.34	608,177.09	

*not reconciled at last period end

2.2 Bank Account Transfers in the period

Date	From	To	Value
2 January 2020	Lloyds Deposit	Lloyds Current	20,000.00
31 January 2020	Lloyds Deposit	Lloyds Current	15,000.00

2.3 The councils balance sheet as at 31 January 2020 was as follows:

Balance Sheet as at 31 January 2020

Current Assets	£	£	£
Debtors	10,999		
VAT Control Account	11,658		
Prepayments	2,054		
Lloyds Current	26,702		
Lloyds Deposit	77,525		
Lloyds 32-day Deposit	403,679		
CCLA Public Sector Fund	100,161		
Caretakers float	50		

	<u>632,828</u>	
Total Assets		632,828
Current Liabilities		
Creditors	3,396	
Accruals ²	<u>5,469</u>	
		8,865
Total Assets less Current Liabilities		623,963
Represented by		£
General Reserves		83,231
Reserves – CIL		435,424
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		<u>23,834</u>
		623,963

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 January 2020 is attached.
- 3.2 Our accounting package was upgraded at the beginning of February and this created some differences in the budget figures for some items from those previously reported. The report is being updated through February to correct these.
- 3.3 significant variations (+15%) to report.
- 3.3.1 (4015) Water – As previously mentioned, our water bill is based upon an estimated usage and will be adjusted when the meter is read.
- 3.3.2 (4050) Waste Management – waste management costs have increased as previously reported. There is a miscode that should show in inspections that will be corrected in February
- 3.3.3 (4216) Speed awareness – cost met to recalibrate speed camera for all parishes. Another parish will cover in 2020.

3.4 Bracknell Forest Council have been chased regarding the energy bill for Whitegrove and for the loan repayment invoice. Members will be asked to authorise a cheque for the loan repayment so this is completed in the current financial year. The lettings agency has been contacted for the rent payments for the cottage.

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	£	£
Transfer 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.

Detailed Income & Expenditure by Account 31/01/2020

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>						
1076 Precept	195,000	195,000	0			100.0%
1090 Interest Received	1,929	1,304	(625)			147.9%
1120 Green Sack Sales	310	800	490			38.8%
1400 Hire - Regular Users	31,456	45,500	14,044			69.1%
1410 Hire - Casual Users	4,516	13,500	8,984			33.4%
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%
Total Income	237,488	267,450	29,962			88.8%

Expenditure Detail

Total Direct	0	0	0	0		0.0%
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Expenditure Detail

4000 Rent	18,764	25,976	7,213		7,213	72.2%
4010 Heat & Light	3,003	13,423	10,420		10,420	22.4%
4015 Water	2,476	1,437	(1,039)		(1,039)	172.3%
4025 Telephone & Broadband	1,527	1,364	(163)		(163)	112.0%
4030 Postage	105	209	104		104	50.3%
4035 Stationery	602	730	128		128	82.5%
4036 Office printing	470	782	312		312	60.1%
4040 Contract Cleaning	6,752	12,264	5,512		5,512	55.1%
4045 Cleaning Materials	701	915	214		214	76.6%
4050 Waste management	3,209	2,214	(995)		(995)	144.9%
4060 Insurance	4,658	4,579	(79)		(79)	101.7%
4080 Audit Fees	1,183	1,888	706		706	62.6%
4085 Legal Fees	0	2,000	2,000		2,000	0.0%
4090 Memberships	336	2,260	1,924		1,924	14.9%
4095 The Wren	2,630	3,705	1,075		1,075	71.0%
4100 Other Resident Communications	1,781	1,700	(81)		(81)	104.8%
4105 Website	2,250	3,500	1,250		1,250	64.3%
4110 IT Hardware	1,499	1,500	1		1	99.9%
4115 IT Software	505	500	(5)		(5)	101.0%
4120 Training	652	2,000	1,348		1,348	32.6%
4125 IT licences	1,097	1,340	243		243	81.9%
4130 RBS licences	1,191	1,285	94		94	92.7%
4135 Data Protection	524	535	11		11	98.0%
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%

Detailed Income & Expenditure by Account 31/01/2020

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4215 Planning & Development Issues	21	200	179		179	10.5%
4216 Speed awareness	246	150	(96)		(96)	164.0%
4217 Environmental control	0	1,500	1,500		1,500	0.0%
4225 Youth Provision	1,800	2,570	770		770	70.0%
4230 Green Waste Sack Purchases	500	800	300		300	62.5%
4250 Repairs & Maintenance	5,212	11,200	5,988		5,988	46.5%
4260 Equipment purchase	2,767	3,100	333		333	89.3%
4300 Neighbourhood Plan	2,900	2,350	(550)		(550)	123.4%
4320 Rights of Way Management	2,180	2,200	20		20	99.1%
4325 Lily Hill Park	5,310	5,300	(10)		(10)	100.2%
4330 Disabled Go	0	150	150		150	0.0%
4350 Salaries	48,288	68,590	20,302		20,302	70.4%
4355 Pensions	6,004	8,700	2,697		2,697	69.0%
4360 PAYE & NI	3,970	4,800	830		830	82.7%
4365 Expenses	160	250	90		90	64.0%
4380 Chairman's Allowance	300	300	0		0	100.0%
4381 Election costs	4,142	12,750	8,608		8,608	32.5%
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%
4600 Building Improvements	79	16,000	15,921	13,500	2,421	84.9%
4620 Licences	1,248	1,600	352		352	78.0%
4650 Trees & Hedges	315	1,600	1,285		1,285	19.7%
4655 Hanging Baskets	315	312	(3)		(3)	101.0%
4670 Caretaker Payroll	8,801	10,968	2,167		2,167	80.2%
4685 Cottage Maintenance	250	500	250		250	50.0%
4690 Cottage management fee	0	600	600		600	0.0%
4700 Inspections	2,042	6,291	4,249		4,249	32.5%
4805 Allotment - delivery costs	8,633	25,900	17,267		17,267	33.3%
4810 Allotment - management costs	1,151	1,100	(51)		(51)	104.6%
4900 Other Costs	739	1,000	261		261	73.9%

Detailed Income & Expenditure by Account 31/01/2020

Month No: 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Total Overhead	202,756	328,192	125,436	13,500	111,936	65.9%
Total Income	237,488	267,450	29,962			88.8%
Total Expenditure	202,756	328,192	125,436	13,500	111,936	65.9%
Net Income over Expenditure	34,732	(60,742)	(95,474)			
Movement to/(from) Gen Reserve	34,732					

MINUTES FROM COMMITTEE MEETINGS
FINANCE & GENERAL PURPOSES COMMITTEE
MINUTES OF THE MEETING

held on **Tuesday 14 January 2020** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Mrs Barnard, Fitzwilliams, Strudley and Mrs Wallen

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 Ms Dulieu 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 17 December 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Fitzwilliams and seconded by Cllr Strudley and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

The Clerk advised members that a grant application had been received from Berkshire Vision, after the application process had closed. Members decided not to consider the application, but asked the Clerk to advise the applicant that a future application would be considered for 2021/22.

005. Financial Report

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

Members asked the Clerk to add an explanation of the allocated reserves and their use for specific purposes.

The financial report was noted.

006. Draft Budget 2020/21

Members reviewed the draft budget and precept proposals for 2020/21.

Members agreed to recommend the draft budget for 2020/21 to council and the precept requirement of £212,670.

Members noted the report.

007. Parish Plan Update

Members discussed the Parish Plan and agreed that at the next meeting they would discuss communications and volunteers. The Clerk would bring forward information and examples of the current communications and would speak to Winkfield Parish Council about their volunteer arrangements.

008. Finance Officer

Members reviewed the job description for the Finance Officer post and made suggestions for changes. The application process would be overseen by the Staffing Committee.

009. Report from the Responsible Financial Officer

The Responsible Financial Officer had no other matters to report.

010. Payments

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

Cheque Payments

		invoice total	
4758	ABA (Construction) Ltd	play area inspections	£270.84
4759	Ascot Fire Protection	fire protection repairs	£181.50
4760	BTS Ltd	Printer costs, IT equipment and install	£1,944.01
4761	Circle Cleaning Services	contract cleaning	£824.00
4762	In 2 Sport	sports club provision	£216.00
4763	PHS Group	sanitary disposal annual service	£564.92
4764	PKF Littlejohn	annual audit	£720.00
4765	Oneill Homer	Neighbourhood plan examination support	£660.00
4766	Servio Ltd	water heater repair	£235.21
4767	HMRC	PAYE & NICS	£1,120.14
4768	Berkshire Pension Fund	pension contributions	£838.99
4769	Rialtas	annual support - Omega financial package	£793.20
			£8,368.81

Direct debit

Bracknell Forest Council	Public rights of way contribution 2019/20	£2,180.00
Bracknell Forest Council	Lily Hill Park contribution 2019/20	£5,310.00
		£7,490.00

010. Date of the next meeting

The date of the next meeting is on Monday 24 February 2020.

011. Closure of the meeting

There being no further business the meeting closed at 9.04pm

PLANNING & TRANSPORT COMMITTEE

MINUTES OF THE MEETING

held on **Thursday 23 January 2020** at **7.45pm** in the **Warfield Parish Council Office**

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

Other attendees: Parish Clerk

001. Apologies for absence

Apologies for absence were received from Cllr Ms Thorin.

002. Declarations of Interest

No declarations of interest were received.

003. Minutes of the previous meeting held on 3 January 2020

The minutes of the previous meeting held on 3 January 2020 were circulated to members ahead of the meeting. 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 updated members on the ward councillors meeting on the proposed additional pedestrian crossing on Harvest Ride. Ward councillors were exploring options with borough officers.

The Clerk was still discussing arrangements with Planning Officers to attend a meeting to discuss planning in Warfield and SANG strategies.

005. Correspondence and items for information

The council was copied in to correspondence to BFC objecting to application 19/01068/FUL, Land at Goose Corner from nine local residents and to objections relating to 19/01109/FUL, Land adjacent to Knibbs Knook from two local residents.

006. Public participation

Mr & Mrs Grainger, the owners of the land at Goose Corner spoke in favour of their application 19/01068/FUL, Land at Goose Corner.

007. Planning & tree applications (BFC lists 02/20 and 03/20)

Planning List BFC 02/20

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

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

Observations made

Members emphasised the need to ensure the protection of the woodland during construction and that there should be no increase in size of the development or encroachment into the woodland. Members expressed concern about the effect on wildlife of the mirrored walls.

19/01082/FUL 19 Field Park, Bracknell, Berkshire RG12 2DZ

Part conversion of garage to habitable accommodation and alterations to fenestration.

Considered no objection

19/01109/FUL Land adjacent to Knibbs Knook, Maize Lane, Warfield, Bracknell, Berkshire

Erection of 2x dwellings (2x detached 4 bed units) including associated works.

Recommended refusal

Members recommended refusal on the grounds of the proximity to the listed building (Knibbs Knook) is contrary to the saved policy EN20. Access to the site is near the Root Protection Area of the Walnut tree, protected under TPO 1173. The plan is contrary to policy 1 and 4 of Warfield Neighbourhood Plan.

Planning List BFC 03/20

19/01091/FUL Land east of Avery Lane and north of Watersplash Lane, Warfield, Bracknell, Berkshire

Section 73 application to vary condition 01 (approved plans) of planning permission 18/01047/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 house types/plot sizes affecting 44 plots and the reconfiguration of visitor car parking with an increase from 13 to 14 spaces. There are no proposed changes to affordable dwellings or the road layout).

Observations made

Members felt the revised layout regiments the site and takes away the character of the development to the detriment of the original plan.

19/01121/A Land east of Avery Lane and north of Watersplash Lane, Warfield, Bracknell, Berkshire

Application to display 1x non illuminated banner sign and 2x flag poles.

Recommended refusal

Members felt the proposal was out of character and would be detrimental to the character of the area of Avery Lane. The height is dominant and out of keeping.

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:

19/00216/TRTPO 37 Northumberland Close, Warfield, Bracknell, Berkshire RG42 3XD
TPO 232 – Application to prune 1 tree.

Approved by Delegated Decision

19/00222/TRTPO Wayne Bridge House, Malt Hill, Warfield, Bracknell, Berkshire
TPO 541 – Application to fell 5 trees and prune 1 tree.

Part Approval, Part Refusal by Delegated Decision

19/00226/TRTPO Whitegrove Copse Harvest Ride, Warfield, Bracknell, Berkshire
TPO 186 – Application to prune 2 trees.

Approval by Delegated Decision

19/00228/TRTPO Whitegrove Copse Harvest Ride, Warfield, Bracknell, Berkshire
TPO 186 – Application to prune 3 trees

Approval by Delegated Decision

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.

Approval by Delegated Decision

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.

Approval by Delegated Decision

19/00967/FUL 1-25 Mitre Place, Marbull Way, Warfield, Bracknell, Berkshire
Alterations to fenestration.

Approval by Delegated Decision

19/00983/FUL Buckle Lane Farm, Buckle Lane, Warfield, Bracknell, Berkshire
Construction of outdoor riding arena.

Approval by Delegated Decision

19/00243/TRTPO Badgers Drift Cricketers Lane, Warfield, Bracknell, Berkshire

TPO 1318 – Application to fell 1 tree

Approval by Delegated Decision

010. Planning appeals

Members noted that the appeal for Home Farm (19/00075/OUT) for 197 dwellings had been withdrawn.

011. Ongoing issues

a. CIL and S106 contributions

There were no updates reported.

b. Current and potential enforcement cases

The Clerk circulated a report to members showing current enforcement cases. The Clerk advised members that a request to investigate work taking place on land adjacent to Temple Park Roundabout had been submitted.

012. Representative reports

Cllr Mrs Wallen reported that the fence in Westmorland Drive had been removed and a hedge planted in its place. There appears to be a drainage issue on land at Osborne Lane, although further evidence is required.

012. Date of next meeting

The date for the next meeting is Thursday 13 February 2020 at 7.45pm.

013. Closure of the meeting

There being no further business the meeting closed at 8.58pm.

PLANNING & TRANSPORT COMMITTEE

MINUTES OF THE MEETING

held on **Wednesday 19 February 2020** at **7.45pm** in the **Warfield Parish Council Office**

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

Other attendees: Parish Clerk and 1 member of the public

001. Apologies for absence

Apologies for absence were received from Cllr Fitzwilliams.

002. Declarations of Interest

Cllr M Jones declared an interest on agenda item 007 in relation to applications 20/00020/FUL (neighbouring property) and 20/00057/FUL (nearby property). The Clerk was satisfied that there was no conflict of interest with regard to application 20/00057/FUL so a full dispensation was granted for that application.

003. Minutes of the previous meeting held on 23 January 2020

The minutes of the previous meeting held on 23 January 2020 were circulated to members ahead of the meeting. 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 updated members on the committee meeting representatives of the BFC Planning Team. Hilary Copplestone indicated she would be happy to update the committee, but advised that she was awaiting updates from developers so asked to come along once there was an update to report. The Clerk was contacting Simon Cridland about a discussion regarding SANG sites.

005. Correspondence and items for information

The council was copied in to correspondence to BFC objecting to application 20/00020/FUL, 1 Newell Green Cottages from three local residents.

Correspondence was received from BFC relating to the appeal hearing for 19/00632/OUT for land adjacent to Newell Hall.

006. Public participation

There were no requests to speak to the committee during public participation.

007. Planning & tree applications (BFC lists 04/20, 05/20 and 06/20)

Planning List BFC 04/20

20/00040/FUL 34 Huson Road, Warfield, Bracknell, Berkshire RG42 2QX

Erection of single storey extension to existing outbuilding forming conservatory.

Considered no objection

Planning List BFC 05/20

Cllr M Jones withdrew from the meeting, Cllr Ms Dulieu took the chair

20/00020/FUL 1 Newell Green Cottages, Newell Green, Warfield, Bracknell, Berkshire

Erection of dwelling with associated landscaping and access works following demolition of existing garage and outbuildings.

Recommended refusal

The proposal goes against BFC policy SA9. The proposal is contrary to the policy WNP3 (points ii and iii) of the emerging Warfield Neighbourhood Plan which says:

ii. the significance of larger buildings set in large plots in establishing the settlement character whereby proposals for plot subdivision will not normally be appropriate;

iii. development along Newell Green, Forest Road and Osborne Lane should seek to maintain the existing plot ratio and be in the form of semi-detached or small terraces and 2 storeys in height.

The proposal is considered to be overdevelopment of the area and will lead to further traffic accessing the already busy Newell Green. The loss of trees (providing screening) are not replaced in the proposals.

Cllr M Jones returned to the meeting

20/00012/TRTPO 5 Herschel Grange, Warfield, Bracknell, Berkshire RG42 6AT

TPO 382 – Application to prune 1 tree.

Recommended refusal

The proposal is excessive by its nature.

20/00057/FUL Land at The Barn, Watersplash Lane, Warfield, Bracknell, Berkshire

Erection of single two storey dwelling with associated parking and landscaping following demolition of existing quintuple garage.

Considered no objection

Planning List BFC 06/20

20/00026/FUL 6 Field Park, Bracknell, Berkshire

Conversion of double garage to habitable accommodation and alterations to fenestration (retrospective).

Recommended refusal

There will be insufficient parking for the size of the house.

Cllr Mrs Wallen identified an interest in the following application as the Warfield Environment Group had been approached regarding elements of the application so withdrew from discussion.

20/00052/FUL Church of St Michael and All Angels, land north of church car park, Church Lane, Warfield, Bracknell, Berkshire

Installation of secure shipping container.

Recommended refusal

The committee do not believe that the conditions applied as part of the permission granted for application 19/00517/FUL should be lifted. This is because the location is sensitive as it is visible from surrounding areas, particularly from the Frost Folly SANG and from footpaths north of the site. This is also out of keeping in the Green Belt.

Cllr Mrs Wallen returned to the meeting

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:

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

Erection of first floor side extension.

Approved by Delegated Decision

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

Erection of single storey front extension with rooflights and alterations to fenestration and repositioning of garden wall.

Approval by Delegated Decision

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

TPO 373 – Application to prune 1 tree.

Refusal by Delegated Decision

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

Erection of first floor extension to side of property.

Approval by Delegated Decision

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

Erection of single garage.

Approval by Delegated Decision

009. Planning appeals

Members noted that the appeal for Land adjacent to Newell Hall (19/00632/OUT) will be heard at a local inquiry.

Members noted the Hermitage appeal date.

010. Recurring reports

a. CIL and S106 contributions

The Clerk provided members with an update on all CIL receipts to date. No CIL demands had been issued since the last meeting.

b. Current and potential enforcement cases

The Clerk circulated a report to members showing current enforcement cases. It was noted that the Enforcement team believed that the hedge on Church Lane was undergoing management and was not being removed.

011. Representative reports

Cllr Ms Dulieu requested a meeting with BFC regarding the use of Bracknell Forest SANG for RBWM planning applications.

Members agreed that an additional member of the committee to fill the vacancy was needed,

012. Date of next meeting

The date for the next meeting is Thursday 5 March 2020 at 7.45pm.

013. Closure of the meeting

There being no further business the meeting closed at 8.31pm.

**AMENITIES COMMITTEE
MINUTES OF THE MEETING**

held on **Tuesday 21 January 2020** at **7.45pm** in the **Warfield Parish Council Office**

Members present: Cllrs Dr Barnard, Mrs Collings, Ms Dulieu and Ms K Jones

Other attendees: Parish Clerk

001. Apologies for absence

Apologies for absence were received from Cllr Mrs Gill and Ms Thorin.

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 11 December 2019 were circulated to members ahead of the meeting. Cllr Ms Dulieu proposed the minutes and this was seconded by Cllr Ms K Jones. 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 in the Spring.

005. User Update

The Clerk circulated a paper to members ahead of the meeting providing a user update. The Clerk explained to members that casual hirings were down for a number of reasons, mainly relating to council being unable to meet hirer expectations in terms of the size of accommodation and the lack of extras such as bar facilities.

Cllr Dr Barnard thanked the caretaker for his support during the recent public meeting at Whitegrove Community Centre.

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 the maintenance and caretaking report.

007. Allotment update and storage

A paper was circulated to members ahead of the meeting containing details of the storage unit that allotment plotholders would like to see installed. The Clerk thanked Rita and Chris Pounce for their work pulling this together.

Members discussed the package proposed and decided that did not want to install velux windows to the building from a security perspective, but asked the Clerk to see if an alternative was available. Members decided the budget would not stretch to installation of the pergola area or for the installation of lockers at this time, although other options of the lockers would be explored later. Members agreed that solar panel LED lighting would be installed.

Members agreed to proceed with the specified building, base, heavy duty shingle roof and security bars for the windows. The Clerk would proceed on this basis and liaise with the planners to ensure compliance with planning conditions. Members agreed that a budget of no more than £13,984 for the construction.

Members noted that plotholders had requested that a composting toilet not be installed. They asked if the council would consider a mains installation instead. Members decided not to proceed with either option at this time.

Members asked that water harvesting take place from the roof of the storage unit.

008. Rates and Charges 2020/21

The Clerk circulated to members the proposed rates and charges for 2020/21. The Clerk proposed that the rent due for the allotments for 2019/20 not be collected because of delays in completing the site and that it would not be economic to collect.

It was proposed by Cllr Mrs Collings and seconded by Cllr Ms K Jones and AGREED by members present to approve the rates and charges for 2020/21 and to not collect the allotment rent for 2019.

009. Environmental Policy and Climate Change Action Plan

The Clerk circulated to members a revised Environmental Policy and proposals for a Climate Change Action Plan working group.

Members reviewed the policy and made some minor amendments and agreed to recommend the policy to council for adoption.

Members noted the proposal for the Climate Change Action Plan working group. The Clerk advised that full council would need to delegate authority to the committee and it was agreed to request this at the next council meeting.

010. Events

Members discussed the events the council was proposing for 2020 including a litter pick and the Take & Grow event.

Members agreed to participate in the Great British Spring Clean which runs between 20 March and 13 April, on a date to be agreed. The Clerk would promote the litter picking equipment the council had for individuals or groups to use as required.

The Take & Grow event would take place on Sunday 3 May and members would be required to assist at the event.

Cllr Mrs Collings advised members of the Bracknell Forest Biodiversity of gardens launch that would be launched on 5 April. The council would promote the event.

It was agreed not to run the best front garden competition in 2020.

011. Date of the next meeting

The next meeting is Tuesday 3 March 2020.

SUSPENSION OF FINANCIAL REGULATION 11.7 – ALLOTMENT COMMUNAL STORAGE BUILDING

1.0 Purpose of this report

- 1.1 This report concerns the temporary suspension of Financial Regulation 11.7 to allow the council to proceed with the order for the communal storage building at the Quelm Lane Allotment site.

2.0 Introduction

- 2.1 Financial Regulation 18.2. says ‘The council may, by resolution with a named vote, of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.’ The paper outlines the reasons for the suspension, an assessment of the risks and the time frame for the suspension.

3.0 Reasoning

- 3.1 Financial Regulation 11.7 reads ‘When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (11.1) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.’
- 3.2 The suspension of this regulation is recommended to allow the council to proceed with placing an order with Keep Interlock to purchase and construct the communal storage building at the new allotment site. The parish council identified Keep early on as a supplier of suitable buildings, as well as their construction service and the building identified cannot be procured elsewhere.
- 3.3 To allow the council to proceed with the placing of the order required the suspension of Financial Regulation 11.7. The Clerk has liaised with the Internal Auditor previously, who has confirmed that this is the correct course of action to ensure compliance with the regulations. This is the action taken by other councils in similar situations.

4.0 Risk assessment

- 4.1 The risk assessment on the following page has been prepared.

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
1	The council proceeds with approval of the works without suspending financial regulations	The council would be in breach of Financial Regulations and this would be noted in the audit report.	4	2	6	A reported breach could have a negative impact on the reputation of the council.
2	The council temporarily suspends financial regulations for the consideration of the item	The council is seen to be circumnavigating its own rules	1	2	2	The council is permitted to do this under its own rules
3	The council decides not to proceed with the works	Planning consent has been granted and the provision of individual sheds installed by ploholders is not permitted under the terms of transfer	3	3	9	There is no permitted alternative storage solution for the site.
4	The council appoints Keop to complete the works	The works will be completed and be compliant with the requirements of the planning consent	1	1	1	The council will have ensured compliance with planning obligations.
5	The council seeks additional contractors to quote for the works	This would delay completion of the project and potentially add further cost	2	2`	4	This would delay the start of works and potentially lead to a delay in agreeing the works.

5.0 Timeframe

5.1 The suspension would be temporary and only apply for the consideration of the communal storage building works. These works have been agreed by the Amenities Committee as this falls within their remit and budget.

6.0 Recommendation

It is recommended that members approve the resolution:

‘That the council being duly notified approves the temporary suspension of financial regulation 11.7 for the purchase and construction of the communal storage building at the Quelm Allotment site.’

The resolution should be considered on a named vote basis of members present.

ANNUAL GOVERNANCE PREPARATIONS

1.0 Purpose of this Report

- 1.1 This report contains the risk register and asset list for 2019/2020. The council is required to demonstrate that it has carried out an assessment of the risks facing it and took appropriate steps to manage those risks.

2.0 Risk assessment

- 2.1 The risk assessment is contained in appendix 1 and follows the same format as in previous years. The assessment has been produced in accordance with the guidance issued to the council by the Joint Panel on Accountability and Governance in their practitioners guide.
- 2.2 The document breaks risk down into 5 areas, Financial, Property, Legal, IT and Reputational. A risk assessment matrix is also included.
- 2.3 There are no significant changes to the document or risk in 2019/20.
- 2.4 Approving the risk register will allow the council to confirm assertion 5 on the Annual Governance & Accountability Return.

3.0 Asset List

- 3.1 The asset list in appendix 2 has been updated to show the asset position of the council.
- 3.2 In line with the practitioners guide, assets are shown at acquisition cost and are not depreciated. The exception is some older equipment that was depreciated before the current recording regime was introduced.

4.0 Future

- 3.1 A revised format for the 2020/21 risk register is being developed by the Clerk and will be presented in May 2020. The asset list will undergo a full review in 2020.

5.0 Recommendation

- 4.1 Members are asked to approve the risk register and asset list.

Appendix 1

Warfield Parish Council

Risk Register

January 2020

Categories of risk

1. Financial - loss of money, fraud, theft, embezzlement
2. Property – damage to property
3. Legal – breaking the law or being sued
4. IT – failure of IT systems or misuse
5. Reputational – actions taken could harm the councils public reputation

Risk assessment matrix

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)

Impact

1. Financial

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
1	Adequacy of Precept	The council has insufficient income for the forthcoming year	1	2	2	
2	Loss of cash through theft or dishonesty (fidelity guarantee)	The councils loses income.	1	2	2	Fidelity Guarantee up to £300,000 with Axa through Came and Company.
3	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss) or withdrawal from Brownlow Hall or Whitegrove hiring	Loss of income affecting budgetary provision. Additional time spent rectifying any loss. Unable to access office and financial records.	1	2	2	The council maintains a general reserve. Insurance cover for business interruption in the event of loss of one or both revenue generating facilities. Regular monitoring and negotiation with hirers and if necessary remarketing. Regular monitoring and negotiation with hirers and if necessary remarketing.

	agreements by substantial hirers					
4	The council does not identify its risks	Financial, criminal or reputational loss.	1	2	2	Annual review of risk and the adequacy of cover undertaken annually by Finance Committee. Fire drill procedures were introduced in 2006 and regular users are reminded of the need to conduct these.
5	The council is not insured adequately	Financial, criminal or reputational loss.	1	3	3	Review of management arrangements regarding insurance cover Finance Committee review annually prior to policy renewal. Clerk meets with broker to confirm adequate cover. Axa is one of the leading insurance companies and the policy is arranged through Came and Company a specialist provider of local council insurance.
6	Failure to correctly award contract for services or the purchase of capital equipment.	The council does not award contracts correctly resulting in financial or reputational loss to the council.	2	2	4	Standing Orders reviewed and updated in May 2019 meeting. Financial Regulations reviewed and updated April 2019.
7	The council does not act legally and exceeds its powers.	The council risks financial and reputational loss.	1	3	3	Review of minutes to ensure legal powers in place, recorded and correctly applied. Expenditure of Section 137 is regularly monitored and reported separately.
8	Activity does not match information reported.	The council does not know of activity undertaken and risks financial loss.	1	2	2	Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc including petty cash transactions undertaken by Internal Auditor
9	The council does not have systems to prevent and detect fraud and corruption	Financial loss to the council.	1	2	2	Review and testing of arrangements to prevent and detect fraud and corruption Undertaken by Finance Committee and Internal Auditor
10	Failure to make disclosures	The council does not make the necessary disclosures.	2	2	4	Undertaken by Internal Auditor
11	Failure of specific internal controls and reporting of findings to management	The council is unaware of failures in its systems.	2	2	4	Undertaken by Internal Auditor, reported to Finance committee and then full Council.
12	Unrestricted access to banking arrangements, including borrowing or lending	Access to bank accounts may be compromised and theft or fraud may occur.	2	2	4	Password protection for internet and telephone banking and all cheques / payments authorised by 2 Councillors.

13	Contracts are not reviewed annually.	The council does not achieve value for money or works are not carried out correctly.	1	1	1	Not applicable. Play equipment inspection is not considered a relevant contract in this context.
14	The council does not review project performance against targets.	Projects or activities overrun, face increased costs or risk non-completion.	1	2	2	The Finance & General Purposes Committee reviews project performance when required.
15	Failure to adhere to codes of practice for procurement and investment	Financial loss to the council.	1	2	2	Covered by Standing Orders and Financial Regulations.
16	Failure to detect and deter fraud and/or corruption	Financial loss to the council.	2	2	4	Checks are performed through the year by members of Finance Committee. The process was reviewed in April 2018. The process kept under review to take account of changes of practice / advice. Checks by Internal Auditor.
17	Failure to regularly reconcile bank accounts.	The council is unaware of its financial position.	2	2	4	Bank reconciliations are reported to the Finance Committee to ensure reconciliation has been completed. Annual review by Internal Auditor.
18	The council does not scrutinise income or expenditure.	Financial loss to the council.	1	2	2	Regular scrutiny of financial records and proper arrangements for the approval of expenditure. Parish Council meets regularly to approve expenditure. Finance Committee meets monthly and checks income and expenditure.
19	The council does not act legally and exceeds its powers.	The council risks financial and reputational loss.	2	2	4	Recording in the minutes the precise powers under which expenditure is being approved. S 137 expenditure is shown on budget sheet presented to Council monthly.
20	Salaries and contributions are not paid correctly.	The councils risks reputational and financial loss	1	2	2	Salaries of staff are paid in accordance with nationally agreed spinal scales. Payroll is signed off monthly by members. Pension calculations checked annually. All items checked by Internal Auditor.
21	The council fails to review contracts of employment for all staff and does not take account of any changes in relevant legislation.	The council risks financial and reputational loss.	1	2	2	All staff contracts to reviewed annually by the Clerk and the chair or nominated member of the Finance & General Purposes Committee.

22	Council does not claim back appropriate VAT	The council risks financial loss.	1	2	2	Financial regulations set out requirements. Internal Auditor checks records.
23	The council fails to make required submissions to HMRC.	The council risks being fined.	1	2	2	HMRC records are primarily submitted through Full payment submission (FPS) with monthly payroll.
24	The council does not monitor its budgets adequately.	The council is unaware of its income or expenditure against targets set.	1	2	2	Regular budget monitoring statements undertaken by Finance and General Purposes Committee and Council at monthly meeting.
25	The council does not monitor grants or loans correctly.	Financial loss to the council.	1	2	2	All grants and loans discussed and approved by Parish Council.
26	Minutes of meetings are not properly kept	The council risks reputational damage.	1	2	2	Minutes properly numbered and paginated with a master copy kept in safekeeping

2. Property

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
27	The loss of physical assets owned by the council – buildings	The loss or damage to buildings or assets will affect the councils ability to carry out its business	1	3	3	Office leased from Tesco, who provide building insurance. Brownlow Memorial Hall is Leased from Diocesan Trustees. Lease expires April 2025. Insured with AXA through Came and Company who have noted the position of the Landlord with regard to the buildings insurance. Whitegrove Community Centre is Leased from Bracknell Forest Council. Lease expires in 2024, Bracknell Forest Council insures the building.
28	Physical assets owned by the council – furniture and other assets may be damaged or stolen.	There would be a short term impact, which could affect delivery of service	2	1	2	All other equipment and furniture insured by Parish Council is with AXA. All equipment and furniture could be replaced with 7 days. Short term support could be available from other local town and parishes
29	Loss of assets	The council loses assets incurring a financial loss	2	2	4	An up to date register of assets is maintained by Clerk in line with Governance Standards.
30	Damage to physical assets	Assets may be useable or unsafe and cannot be accessed. Financial loss. There would be a short term impact, which could affect delivery of service	2	2	4	All other equipment and furniture insured by Parish Council is with AXA. All equipment and furniture could be replaced with 7 days. Short term support could be available from other local town and parishes. The Memorial Ground play equipment is inspected weekly by ARD Playgrounds and any maintenance/repair

						<p>undertaken as soon as possible. Damaged equipment will be fenced off where required.</p> <p>Brownlow Hall play equipment is inspected monthly by professionals, and will be inspected weekly by the Clerk / Caretaker weekly from April 2016 as per insurance policy. Caretakers advise the Clerk of any maintenance issues at facilities and repairs are undertaken as soon as possible. Revised emergency repair limits applied from May 2018. Portable electrical equipment, fire-fighting equipment and fire alarm serviced annually at Brownlow Hall, Whitegrove CC and the Parish Office.</p> <p>Frost Folly inspected regularly and any untoward matters reported to the Clerk for action.</p> <p>The allotment site is inspected regularly.</p>
31	Failure of security for vulnerable buildings, amenities or equipment.	Buildings, amenities or equipment may be damaged or stolen preventing use or access.	2	2	4	<p>Frost Folly keys held by the Clerk, the Caretaker and a local resident who has offered to help. Brownlow Memorial Hall & Whitegrove Community Centre have intruder alarms. Regular users are given a key and security code for entry. Caretaker unlocks/locks for casual hirers. Allotment secured by combination padlock.</p> <p>Memorial Ground play equipment not considered to be a risk and is insured against damage.</p> <p>Office security covered by Tesco Stores Ltd. Keys held by staff and nominated councillors.</p> <p>The allotment site is protected by a combination padlocked gate, fence and height barrier.</p>
32	Failure to maintain vulnerable buildings, amenities or equipment.	Buildings, amenities or equipment may breakdown or be unsafe to use or access.	1	2	2	<p>Memorial Ground play equipment covered by weekly inspections, followed by repair/maintenance as required as soon as possible. Brownlow Hall play equipment covered by monthly inspections (weekly from April 2016), followed by repair/maintenance as required as soon as possible. Plus Three staff undertake a visual inspection which is recorded daily. Frost Folly inspected visually when refuse bins emptied weekly. Caretaker notes repairs/maintenance and reports to Clerk daily and Facilities Committee receives a condition report at each meeting.</p>

33	Failure to identify work undertaken by contractors or suppliers.	The council does not know of work undertaken by contractors or suppliers or its outcome.	1	2	2	ARD provides a weekly inspection report of Memorial Ground play equipment and a monthly report in respect of the Brownlow Hall play equipment. Other reports are produced whenever the Council has a live “project”
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3. Legal

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
34	The risk of damage to third party or individuals as a consequence of the council providing services or amenities to the public (public liability)	An insurance claim may be made against the council	2	2	4	All amenities and public open spaces, managed by the Parish Council are insured with AXA through Came and Company for public liability up to a maximum of £10 million. Risk assessments are carried out on an annual basis.
35	Legal liability as a consequence of asset ownership (public liability)	The council has to fight to a legal case that may lead to financial or reputation loss.	2	1	2	Current policies give legal liability cover.
36	Failure of professional services employed by the council	The council may use unqualified or insufficiently qualified professionals leading to loss.	1	2	2	The council will use properly accredited professionals who have partnered other towns and parishes or appear on approved contractor lists from SLCC or NALC.

4. IT

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
37	Business continuity	Loss of Parish Office would restrict access to documentation	2	2	4	All files are electronically stored and accessible in the cloud.
38	The council risks losing files and data	The council is unable to carry out its business and regulatory requirements.	2	2	4	Backup of digital files and financial data are made to the cloud.
39	Unrestricted access to council data	Council data is accessible to non-council staff	1	2	2	Passwords are in place to access computers, datafiles, finance and booking systems.
40	Accessing Electoral Roll data	An offence may occur if data is not used correctly	1	3	3	The data is password protected and can only be accessed with the authority of the Clerk.

5. Reputational

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
41	Ad hoc provision of amenities/facilities for events to local community groups	Reputational damage to the council if associated with a dangerous, illegal or immoral activity	1	2	2	Facilities are booked through the Bookings Administrator as with all other bookings. Checks on activities to be undertaken are made at the time of booking.
42	The council does not respond to enquiries from the public	The council risks reputational damage.	2	2	4	Oral enquiries dealt with at the time and only recorded if considered important. E-mail and other mail is filed.
43	The council fails to handle documents correctly.	The council risks reputational damage.	1	2	2	Documented procedures for document receipt, circulation, response, handling and filing are not considered necessary for small Parish Council
44	Members receive gifts and hospitality	The council risks reputational damage.	1	3	3	Recording and monitoring members' interests, gifts and hospitality received undertaken by the Clerk
45	Members do not behave to the standards expected	The council risks reputational damage.	1	3	3	Revised code of conduct for Members adopted 31/07/13 with additional amendment 30/04/14.
46	Loss of Clerk or other staff	The council risks reputational damage.	2	3	6	The council is insured for loss of key personnel for up to 26 weeks. A locum clerk may be available through contact with SLCC or BALC. Cleaning contractor can cover work of caretaker at short notice.

Appendix 2

Warfield Parish Council

Asset Register

31 March 2019

1. Equipment

Asset no.	Asset	location	Date of acquisition	Cost at acquisition	Status	Expected life	Recorded value	Notes
	Office fitout	Parish Office	Jun 03	£29,061	Current	20 years	£599	
	Meeting room furniture	Parish Office	Mar 04	£4,603	Current	20 years	£500	
	1 PC	Parish Office	Nov 14	£340	Current	3 years	£340	Value added in as reused.
	1 Laptop	Parish Office	May 15	£300	Current	5 years	£300	
	Colour copier	Parish Office	Nov 16	£1,900	Current	5 years	£1,900	
	Printer	Parish Office	Nov 14	£240	Current	5 years	£1	
	NAS drive	Parish Office	Dec 16	£399	Current	5 years	£399	
	Projection system	Whitegrove CC	Mar 16	£1,845	Current	5 years	£1,845	
	Salt spreader	Brownlow Hall	Feb 16	£150	Current	5 years	£150	
	3 PC's and software	Parish Council	April 17	2,080	Current	5 years	£2,080	
	Fire-proof safe	Parish office	April 17	£493	Current	20 years	£493	
	Defibrillator	Brownlow Hall	April 18	£1,037	Current	5 years	£1,037	
	Defibrillator	Whitegrove CC	April 18	£1,037	Current	5 years	£1,037	
	Refrigerator	Brownlow Hall	Feb 19	£465	Current	5 years	£465	
	Refrigerator	Whitegrove CC	Jul 18	£321	Current	5 years	£321	
	Sentinel speed camera	Parish Office	Oct 18	£1,301	Current	5 years	£1,301	1/3 share of equipment
	PC	Parish Office	Dec 19	£800	Current	5 years	£800	
	Total of part 1						£13,548	

Values in recorded items were depreciated under previous audit regime. For consistency the depreciated value has been retained and shown in the recorded value column and has been reported at the recorded value since 2014.

2. Community Assets

Asset no.	Asset	location	Date of acquisition	Cost at acquisition	Status	Expected life	Recorded value	Notes
	Frost Folly Car Park	Wellers Lane, Warfield		£1	Current	n/a	£1	
	Brownlow Hall	Newell Green	Aug 07		Current	n/a	£880,000	Lease to May 2025
	Play area	Memorial Ground	May 03	£18,670				Added in May 07 figures
	Play area	Memorial Ground	May 07	£25,070	Current	15 years	£1	
	Play equipment	Brownlow Hall	Apr 16	£700	Current	10 years	£700	
	Storage shed	Brownlow Hall	Jun 16	£500	Current	7 years	£500	
	Interpretive Panel	Lawrence Hill	Sep-11	£775	Current		£1	
	Noticeboard	Quelm Park	Mar-12	£916	Current	20 years	£386	
	Noticeboard	Hayley Green	Sep-12	£916	Current	20 years	£916	
	Noticeboard	Church Lane	Jan-14	£994	Current	20 years	£994	
	Noticeboard	Warfield Street	Dec-14	£996	Current	20 years	£966	
	Noticeboard	Frost Folly	Apr 18	£1	Current	20 years	£1	
	Play area and equipment	Whitegrove CC	Mar 19	£6,408	Current	20 years	£6,408	
	Allotment site	Qulem Lane	Aug 18	£1	Current	n/a	£1	
	Total of part 2						£890,875	

Total of parts 1 + 2	£904,423
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Values in recorded items were depreciated under previous audit regime. For consistency the depreciated value has been retained and shown in the recorded value column and has been reported at the recorded value since 2014.

LOCAL GOVERNMENT BOUNDARY REVIEW (BRACKNELL FOREST)

This report will follow separately.

CLIMATE CHANGE WORKING GROUP

At the Amenities Committee meeting of 3 March 2020, Cllrs Dr Barnard, Mrs Collings and Ms Thorin were appointed to the Climate Change Working Group.

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 briefing on the Bracknell Forest Boundary Review

Had meetings with partners relating to the restructure of the management of Jealotts Hill Community Landshare project.

Had meetings regarding Arts Week 2020

Attended the SLCC Practitioners Conference. See section 4.

Attended the Parish Publics and Public Realms meeting.

Made preparations to protect visitors to the halls and Parish Office from spreading Coronavirus.

3.0 Notes for members

- 3.1 Electrical systems testing (5 year review) has been completed at Brownlow Hall, Whitegrove Community Centre and the Parish Office. All electrical systems are satisfactory.

4.0 Practitioners Conference

- 4.1 The recent SLCC Practitioners Conference for Clerks was attended, with nearly 200 Clerks from England and Wales in attendance. Plenary sessions were held on How a circular economy can resource communities, Dementia friendly communities and the work of SSAFA, the armed forces charity. Breakout sessions attended included Setting up a CIC, updates on the Code of Conduct changes and a new taskforce toolkit for councils, helping councils reduce energy bills and carbon emissions, GDPR as well as other personal development sessions. Information from these sessions will be shared with appropriate committees.

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 8 April 2020 at 7.45pm