

# **WARFIELD PARISH COUNCIL**

## **MINUTES OF THE COUNCIL MEETING**

held **virtually** on **Wednesday 7 July 2021** at **7.45pm**

**Members present:** Cllrs Dr Barnard, Mrs Barnard, Mrs Collings, Ms Dulieu, Finch, Fitzwilliams, Mrs Gill, Strudley and Mrs Wallen

**Other attendees:** Parish Clerk and 1 member of the public

### **001. Chairman's welcome**

Cllr Dr Barnard welcomed members and the public to the meeting.

### **002. Public Participation**

No requests to participate were received.

### **003. Apologies for absence**

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

### **004. Declarations of interest**

Declarations of interest were received from:

Cllr Dr Barnard – Ward councillor, Bracknell Forest Council and Executive member for Children and young people.

### **005. Minutes of the previous meeting**

The minutes of the meeting 9 June 2021 and 23 June 2021 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Finch. The minutes were APPROVED by attending members.

### **006. Matters arising from the last meeting**

The Clerk advised that the Annual Governance & Accountability Return had been submitted to the external auditor.

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

Cllr Strudley updated members on the most recent meeting of the Finance & General Purposes Committee meeting. The financial report to the end of May was circulated to members in advance of the meeting.

The Clerk was asked about the spread of balances across accounts and in response advised that adjustments were taking place to align these with previously agreed levels.

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

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

Cllr Ms Dulieu updated members on the recent meeting of the Planning & Transport Committee.

Members noted the report.

### **009. Minutes of Committee meetings**

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

Finance & General Purposes 25 May 2021

Planning & Transport 8 June 2021 and 29 June 2021

**010. Neighbourhood Plan**

A report on the Warfield Neighbourhood Plan was circulated to members ahead of the meeting on potential timescales for reviewing the Warfield Neighbourhood Plan, if adopted.

Members noted the report.

**011. Review of Standing Order 31**

Members reviewed the arrangements set out in Standing Order 31 to permit virtual meetings with delegated decision making. Standing Order 31 contained a sunset clause that expired at 11:59pm on 7 July 2021.

Members were presented with two options, to allow the standing order to expire or to extend provision until 8 September 2021 (the next council meeting).

Option 2 – to extend the temporary standing order 31 to run until 11:59pm on 8 September 2021 was proposed by Cllr Dr Barnard, seconded by Cllr Ms Dulieu and APPROVED by members present by a 7-2 vote in favour.

In view of the changing COVID situation locally it was agreed the Clerk would canvas members at the end of August about returning to face-to-face meetings from September.

**012. Appointment of the Internal Auditor**

Members agreed with the proposal to reappoint Claire Connell as Internal Auditor for 2021-22.

**013. Payments**

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

| <b>Electronic Payments</b> |                        | items                           | invoice total |
|----------------------------|------------------------|---------------------------------|---------------|
| EP                         | ABA (Construction) Ltd | Play Area Inspection            | £90.00        |
| EP                         | Bracknell Pest Control | Pest Control Inspections        | £72.00        |
| EP                         | Alan Harland           | Year end accounts work          | £475.00       |
| EP                         | RCOH Ltd               | Local Plan Consultation Support | £5,940.00     |
| EP                         | Suds Window Cleaning   | Window Cleaning                 | £168.00       |
|                            |                        |                                 | £6,745.00     |

**014. Clerks Update**

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

**015. Representative Reports**

Cllr Fitzwilliams asked about CIL pooling and the councils office accommodation. The Clerk advised that BFC had been approached over this matter of pooling and that office accommodation remained on the Finance & General Purposes Committee radar.

Cllr Strudley asked about the appointment of a new chair for the Communication Working Group. The Clerk confirmed that this would be discussed at a future Finance & General Purposes Committee.

**016. Date of the next meeting**

The date of the next meeting is Wednesday 8 September 2021

**017. Closure of the meeting**

The meeting closed at 9:01pm