

WARFIELD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING

held on **Wednesday 3 April 2019** at **7.45pm** at the **Warfield Parish Council Office**

Members present: Cllrs Ms Dulieu (chair), Mrs Barnard, Dr Barnard, Fitzwilliams, Mrs Gill, Ms Gierth, Harrison, Jones, Strudley, Towle and Wilson

Other attendees: Parish Clerk and two members of the public

656. Apologies for absence

Apologies for absence were received from Cllr Ms Thorin.

657. Declarations of interest

Declarations of interest were received from Cllr Dr Barnard as a member of Bracknell Forest Council and Bracknell Town Council.

658. Minutes of the previous meeting

The minutes of the meeting of Wednesday 6 March 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Dr Barnard and seconded by Cllr Ms Barnard and the minutes were **APPROVED** by members present.

The Chairman signed the minutes as a true and accurate record of the meeting.

659. Matters arising from the previous meeting

The Clerk confirmed to members that documents relating to the closure of the Co-operative bank account and Nat West bank accounts had been forwarded to the banks in question. The Co-operative account had been successfully closed, with the Nat West closure proceeding.

660. Finance & General Purposes Committee

Cllr Wilson provided members with an update from the committee meeting of 26 March. Members reviewed the draft Disciplinary and Grievance policies and reviewed the financial report to the end of February. Members considered the proposals for the rent review of the parish office in a closed session due to the contractual nature of the business.

The minutes of the committee meeting of 26 February 2019 were circulated to members ahead of the meeting and were noted.

The financial report to the end of February 2019 was circulated to members ahead of the meeting and was noted.

661. Planning & Transport Committee

Cllr M Jones provided members with an update from the committee meeting of 14 March 2019. Members discussed a street trading licence application for the Larks Hill car park and felt the application was inappropriate and out of keeping with the area. Members recommended refusal for two planning applications 19/00118/FUL 29 *Norfolk Chase* and 19/00197/FUL 2 *Kent Folly*.

The minutes of the committee meeting held on Thursday 14 March were circulated to members ahead of the meeting and were noted.

662. Environment Committee

Cllr Ms Gierth provided members with an update from the committee meeting of 19 March 2019. Members had discussed the remain works required on site and noted that plot holders were now on site. Members discussed the Vegetable take & Grow event on 28 April and that volunteers were still needed. A revision would be made to the Gardening competition for 2019 with a focus on sustainability.

The minutes of the committee meetings held on 21 February and 19 March were circulated to members ahead of the meeting and were noted.

663. Facilities Committee

Cllr Dr Barnard provided members with an update from the extra-ordinary committee meeting of 6 March 2019. Members had considered the three proposals and quotations for the canopy at Whitegrove Community Centre and approved Clovis Canopies as the contractor. Final installation was subject to planning advice.

The minutes of the extra-ordinary committee meeting of 6 March 2019 were circulated to members ahead of the meeting and were noted.

664. End of year arrangements

The Clerk advised members of the accruals for the year end accounts for projects that were underway, but not yet completed. The proposed accruals were:

Building Improvements – office reorganisation	£2,500
New council website	£3,000
Building improvements – canopy at Whitegrove	£14,000

Allotment delivery costs – height barrier and pathways	£5,000
Heat and light – Whitegrove	£3,000
	£27,500

On the proposal of Cllr Strudley, seconded by Cllr Fitzwilliams the proposed accruals were **APPROVED** by members present.

665. Policies

The draft Disciplinary and Grievance policies were circulated to members ahead of the meeting with a recommendation from the Finance & General Purposes Committee for approval.

The Clerk advised members that the policies were based upon nationally recognised standards and had been adapted from policies produced for the parish council sector.

On the proposal of Cllr Strudley, seconded by Cllr Dr Barnard the Disciplinary Policy and Grievance Policy were **APPROVED** by members present.

666. Standing reports

Jealotts Hill Landshare

Cllr Fitzwilliams advised members that the project had been successful with a bid for revenue funding from Awards for All England.

Sports Club

The Clerk reported that the sports club numbers were holding up on Wednesday evenings.

667. Accounts for payment

Cllrs Fitzwilliams and Harrison had reviewed the accounts for payment and these were **APPROVED** by members present.

Cheque Payments			invoice total
4606	ABA (Construction) Ltd	play area inspections	£129.12
4607	Bracknell Town Council	play area improvements - Whitegrove	£8,289.60
4608	BTS Ltd	officer printer costs	£182.42
4609	In 2 Sport	Sports club provision	£288.00
4610	Ringway Infrastructure Services	vehicle access construction - allotments	£19,031.20
4611	Wokingham Borough Council	wren printing costs	£720.12

4612	Daniel Bishop	caretakers float reimbursement	£79.22
4613	Gemma Maxwell	deposit reimbursement	£100.00
4614	Vision ICT	website design work	£1,200.00
			£30,019.68
Direct Debits / Standing Orders			
	British Gas	electricity - office and Brownlow	£666.84
	Mainstream Digital	telephone and broadband	£383.40
			£1,050.24

668. Representatives reports

Cllr Dr Barnard provided an update from Bracknell Forest Council. Town centre store openings were continuing and the market was now open three days per week. It was reported that SEGRO (Slough Estates) were expanding their provision within Bracknell. Bracknell Forest had recently been inspected by OFSTED and were seen as the fastest improving local authority in the South East.

Cllr Ms Gierth asked about tree works taking place in Big Wood.

Cllr Ms Dulieu reminded members about the Winkfield & Warfield Cycle Ride on 23 June and that she had participated in littler picks with the Warfield Environment Group and with local councillors.

669. Clerks report

The Clerks report was tabled at the meeting. The Clerk updated members on cyber-crime, internal audit and the community hub. An application for resources for the High Street Clean-up programme had been made.

Members were advised that 211 meetings had taken place during the 202 weeks of this municipal term, with three meetings to go ahead of the election.

670. Date of the next meeting

The date of the next meeting will be on Wednesday 15 May 2019, which will be the annual meeting of the council.

The chairman thanked Cllrs Mrs Barnard, Ms Gierth, Harrison and Towle for their contributions during their terms of office with the council.

671. Exclusion of the public and press

On the proposal of Cllr Strudley, seconded by Cllr Dr Barnard the motion “*That under the Public Bodies (Admission to Meetings) Act 1960 the public and*

representatives of the press and broadcast media be excluded from the meeting due to the consideration of items of business of a contractual and commercially sensitive nature.” was **APPROVED** by members present.

Members of the public left the meeting.

672. Rent review

Members discussed the proposals for the parish office rent review due from July 2019 and noted that the review from 2016 had not been concluded. A paper was circulated to members by the Clerk outlining options for the council.

The proposal was that the rent review for the period 2016-19 should be set at £23,250 pa with that figure carried forward as the rent for the period 2019-2022. The Clerk advised members that he had undertaken discussions with the landlord’s representative to see if a lower rental could be secured for the period 2016-19 and that an agreement may be possible.

On the proposal of Cllr Dr Barnard, seconded by Cllr M Jones and **APPROVED** by members present, the Clerk was instructed to proceed with discussions with Tesco to achieve a rent review for the period 2016-19 at a level similar to that already paid by the council for that period and to agree the terms of the rent review from July 2019 at the rate proposed.

Members recommended that the future council should explore options for using other space ahead of delivery of the new community hub.

673. Closure of the meeting

The meeting closed at 9.23pm