

## **WARFIELD PARISH COUNCIL**

### **MINUTES OF THE ANNUAL COUNCIL MEETING**

held on **Wednesday 15 May 2019** at **7.45pm** at the **Warfield Parish Council Office**

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

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

*As the immediate past chairman, Cllr Ms Dulieu took the chair for the first item.*

#### **001. Election of Chairman**

Nominations for the position of chairman were called for. Two nominations were received, for Cllr Ms Dulieu and Cllr Wilson.

In accordance with Standing Orders a vote was taken. Cllr Ms Dulieu received seven votes, Cllr Wilson one vote. Cllr Ms Dulieu was therefore elected as chairman for the forthcoming year.

Cllr Ms Dulieu signed the declaration of acceptance of office.

#### **002. Election of Vice-chairman**

Nominations for the position of vice-chairman were called for, One nomination was received for Cllr Ms Thorin.

Cllr Ms Thorin was duly elected as vice-chairman.

#### **003. Declarations of acceptance of office**

The Clerk confirmed that all members had signed their declaration of acceptance of office ahead of the annual meeting.

#### **004. Apologies for absence**

Apologies for absence were received from Cllr Wilson,

#### **005. Declarations of interest**

Cllr Dr Barnard declared an interest as Borough Councillor for Warfield Harvest Ride.

Cllr Ms Dulieu declared interests in Warfield Village Fete and Warfield Park Community Association.

Cllr Mrs Wallen declared interests in Warfield Environment Group, Warfield Grow & Share and as group participant representative at Jealotts Hill Community Landshare.

Cllr Mrs Collings declared an interest in Warfield Environment Group.

**006. Minutes of the previous meeting**

The minutes of the meeting of 3 April 2019 were circulated to members ahead of the meeting. Cllr Mrs Gill proposed the minutes be approved, and this was seconded by Cllr M Jones. The minutes were APPROVED by members present.

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

The Clerk confirmed the closure of the Nat West bank accounts and the transfer of funds to Lloyds bank.

Discussions over the rent for the Parish Office had taken place and terms would be brought to the next meeting.

**008. Notifications**

The Clerk advised members that a request to operate as a political group had been received from nine councillors. Arrangements had been put in place for the allocation of committee seats to ensure balance and these would be considered by members under item 12.

**009. Adoption of council documents**

The Clerk circulated to members ahead of the meeting draft versions of the Standing Orders, Financial Regulations, Code of Conduct and Scheme of Delegation.

*Standing Orders*

The updated standing orders were considered by members. Subject to minor amendment, Cllr Dr Barnard proposed adoption of the standing orders and this was seconded by Cllr Fitzwilliams. Members agreed and the standing orders were ADOPTED.

*Financial Regulations*

The updated financial regulations were considered by members. Cllr Dr Barnard proposed adoption of the financial regulations and this was seconded by Cllr Strudley. Members agreed and the financial regulation were ADOPTED.

*Code of Conduct*

The Clerk advised members that a revised code of conduct was likely to be produced later in the year, based upon the outcomes from the report of the committee into Standards in Public Life. The code for consideration was therefore the version previously adopted by the council. Cllr Dr Barnard proposed re-adoption of the code of conduct and this was seconded by Cllr Ms Gill. Members agreed and the code of conduct was ADOPTED.

### *Scheme of Delegation*

The updated scheme of delegation was considered by members and included terms of reference for the Amenities Committee and working groups of the council. Subject to minor amendment the scheme of delegation was proposed for adoption by Cllr Strudley, seconded by Cllr M Jones. Members agreed and the scheme of delegation was ADOPTED.

The updated documents would be made available on the council website.

#### **010. Appointment of the Internal Auditor**

The appointment of Claire Connell as the internal auditor was proposed by Cllr Fitzwilliams and seconded by Cllr Dr Barnard. Members agreed and Claire Connell was APPOINTED internal auditor for the forthcoming year.

#### **011. Memberships and subscriptions**

The Clerk advised members of the memberships and subscriptions held by the council and the report was noted by members.

#### **012. Allocation of seats on committees and working groups**

The Clerk recommended to members the allocation of seats on committees and working groups to ensure political balance.

Members noted the allocation of seats by percentage and that the Clerk makes the necessary adjustments through the year as seats change and reports these to council as required.

It was proposed by Cllr Strudley the the council appoint six members to the Planning & Transport Committee, this was seconded by Cllr Fitzwilliams and APPROVED by members present.

It was proposed by Cllr Fitzwilliams that the council appoint five members to the Amenities Committee and Finance & General Purposes Committee at this time on the basis of four seats and one seat, with the additional seat filled following co-option, this was seconded by Cllr Dr Barnard and APPROVED by members present.

It was proposed by Cllr Jones that the council appoint five members to the working groups on the basis of four seats and one seat, this was seconded by Cllr Dr Barnard and APPROVED by members present.

**013. Appointment of members to Council committees and working groups**

Members considered nominations to the Finance & General Purposes

1.	Cllr Ms Dulieu	Proposed by Cllr Dr Barnard  Seconded by Cllr Ms Thorin	ELECTED
2.	Cllr Fitzwilliams		ELECTED
3.	Cllr Strudley		ELECTED
4.	Cllr Wilson		ELECTED
5.			
6.			

*Two seats remained vacant for consideration at the July 2019 meeting.*

Members considered nominations to the Planning & Transport Committee

1.	Cllr Ms Dulieu	Proposed by Cllr Dr Barnard  Seconded by Cllr Ms K Jones	ELECTED
2.	Cllr Fitzwilliams		ELECTED
3.	Cllr M Jones		ELECTED
4.	Cllr Ms Thorin		ELECTED
5.	Cllr Mrs Wallen	Proposed by Cllr Mrs Collings seconded by Cllr Strudley	ELECTED
6.			

*One seat remained vacant for consideration at the July 2019 meeting.*

Members considered nominations to the Amenities Committee

1.	Cllr Dr Barnard	Proposed by Cllr Strudley  Seconded by Cllr Fitzwilliams	ELECTED
2.	Cllr Ms Dulieu		ELECTED
3.	Cllr Mrs Gill		ELECTED
4.	Cllr Ms K Jones		ELECTED
5.	Cllr Mrs Collings	Proposed by Cllr Mrs Wallen seconded by Cllr M Jones	ELECTED
6.			

*One seat remained vacant for consideration at the July 2019 meeting.*

Members considered nominations to the Community Facility Working Group

1.	Cllr Dr Barnard	Proposed by Cllr Strudley Seconded by Cllr Mrs Gill	ELECTED
2.	Cllr Ms Dulieu		ELECTED
3.	Cllr Ms K Jones		ELECTED
4.	Cllr M Jones		ELECTED
5.			

*One seat remained vacant for consideration at a future meeting.*

Members considered nominations to the Parish Plan Working Group

1.	Cllr Fitzwilliams	Pr. Cllr Strudley S. Cllr Mrs Gill	ELECTED
2.	Cllr Ms Guerard	Pr. Cllr Dr Barnard S. Cllr Mrs Wallen	ELECTED
3.	Cllr Mrs Collings	Pr. Cllr Mrs Wallen S. Cllr Mrs Gill	ELECTED
4.	Cllr Strudley	Pr. Cllr Dr Barnard S. Cllr Mrs Gill	ELECTED
5.			

*One seat remained vacant for consideration at a future meeting.*

#### **014. Appointment of representatives to other bodies**

The following representatives were appointed:

Binfield, Warfield & Winkfield Arts Week – Cllr Mrs Wallen

Bracknell Forest Nature Partnership – Cllr Mrs Collings

Bracknell Forest Parks & Public Realms – Cllr Strudley

Bracknell Forest Town & Parish Liaison – Cllr Ms Dulieu (as chair) and Cllr Ms Thorin

Jealotts Hill Community Landshare – Cllr Fitzwilliams

Lily Hill Park – Cllr M Jones

Northern Parishes Liaison Group – Cllr Ms Dulieu (as chair) and Cllr Mrs Wallen

Warfield Park Community Association – Cllr Ms Dulieu

Warfield Memorial Ground – Cllr Ms Dulieu (as chair)

Bracknell Forest Code of Conduct Panel – Cllr Strudley

#### **015. General Power of Competence**

The Clerk advised members that the council was not eligible to adopt the general power of competence.

#### **016. Meeting Schedule 2019/20**

The proposed meeting schedule for municipal year 2019/20 were proposed by Cllr Dr Barnard, seconded by Cllr M Jones and APPROVED by members present.

#### **017. Minutes from committees**

The minutes of the Finance & General Purposes Committee meeting of 16 April 2019 and of the Planning & Transport Committee meetings of 1 April and 25 April 2019 were noted by members.

#### **018. Co-option arrangement**

The Clerk circulated to members ahead of the meeting arrangements for the co-option of a councillor to fill the vacant Whitegrove seat.

Members noted the arrangements.

#### **019. Payments**

##### *Regular payment authority*

A list of regular payments for 2019/20 was drawn up by the Clerk for the council to consider. Cllr Dr Barnard proposed that the list be adopted and this was seconded by Cllr Mrs Gill. The list was APPROVED by members present.

##### *Direct Debits*

The Financial Regulations (6.7) requires the council to approve the use of direct debits for payments. It was proposed by Cllr Fitzwilliams, seconded by Cllr M Jones and APPROVED by members present to permit the use of direct debit for payments.

##### *Standing Orders*

The Financial Regulation (6.8) requires the council to approve the use of bankers standing orders for payments. It was proposed by Cllr Dr Barnard, seconded by Cllr Mrs Gill and APPROVED by members present to permit the use of bankers standing orders for payments.

##### *Payments tabled*

The following payments were tabled at the meeting for approval. Approval was proposed by Cllr Dr Barnard, seconded by Cllr Strudley and AGREED by members present.

<b>Cheque Payments</b>			invoice total
4622	ABA (Construction) Ltd	play area inspections	£135.42
4623	Silva Homes	JHCL salary contribution	£8,424.00
4624	Circle Cleaning Services	contract cleaning	£792.00
4625	Alan J Harland	professional services - finance	£350.00
4626	Peter Johnson Entertainment Ltd	fete entertainment	£2,412.00
4627	Bracknell & District Citizens Advice	Grant award 2019/20	£1,000.00
4628	Bracknell North Guides	Grant award 2019/20	£840.00
4629	Cruse Bereavement Care	Grant award 2019/20	£150.00
4630	Home Start Bracknell	Grant award 2019/20	£1,000.00
4631	Keep Mobile	Grant award 2019/20	£500.00
4632	Pilgrims Trust	Grant award 2019/20	£250.00
4633	Thames Valley Air Ambulance	Grant award 2019/20	£500.00
4634	Warfield Memorial Ground	Grant award 2019/20 + rent	£7,501.00
4635	Warfield Park Community Association	Grant award 2019/20	£1,500.00
4636	Warfield Produce Show	Grant award 2019/20	£150.00
4637	Youthline	Grant award 2019/20	£1,250.00
4638	Sout East Berkshire Gang Show	Grant award 2019/20	£150.00
4639	Warfield Environment Group	Grant award 2019/20	£164.00
4640	Warfield PCC	Grant award 2019/20	£1,000.00
4641	St Pauls Child Contact Centre	Grant award 2019/20	£150.00
4642	Friends of Jealotts Hill Landshare	Grant award 2019/20	£145.92
4643	1st Warfield Scout Group	Grant award 2019/20	£1,000.00
4644	South Hill Park Art Centre	Grant award 2019/20	£1,000.00
4645	Whitegrove Primary School	Grant award 2019/20	£500.00
4646	Relate	Grant award 2019/20	£500.00
4647	Warfield Grow and Share	Grant award 2019/20	£200.00
4648	Bracknell Executive Job Club	Grant award 2019/20	£150.00
4649	HMRC	PAYE & NICS	£1,120.14
4650	Berkshire Pension Fund	Pension contributions	£835.83
			£33,670.31
<b>Direct Debits / Standing Orders</b>			
	British Gas Business	Brownlow electric	£119.17
	British Gas Business	Office electric	£129.95
	NEST	pension contributions	£80.86

**020. Report of the Parish Clerk**

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

**021. Date of the next meeting**

The date of the next meeting will be Wednesday 12 June 2019 at 7.45pm.

**022. Closure of the meeting**

The meeting was closed at 10.00pm