

**WARFIELD PARISH COUNCIL**  
**MINUTES OF THE COUNCIL MEETING**

held on **Wednesday 12 June 2019** at **7.45pm** at the **Warfield Parish Council Office**

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

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

**001. Apologies for absence**

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

**002. Declarations of interest**

Cllr Dr Barnard declared an interest as Borough Councillor for Warfield Harvest Ride. He also declared a personal interest relating to the co-option. Cllr Dr Barnard was permitted to participate in the discussion phase of the co-option but would withdraw from the decision phase.

**003. Minutes of the previous meeting**

The minutes of the meeting of 15 May 2019 were circulated to members ahead of the meeting. Cllr Dr Barnard proposed the minutes be approved, and this was seconded by Cllr Strudley. The minutes were APPROVED by members present.

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

There were no matters arising.

**005. Co-option**

Members welcomed four candidates for co-option

Robert Miller, Jack Coutts, Emma Barnard and Iain McCracken

Each candidate delivered a personal statement and participated in a question and answer session with members.

The Chairman thanked the candidates for attending the meeting and advised that a decision would be taken later in the meeting.

**006. Internal Audit report**

The final report of the Internal Auditor for the year ending 31 March 2019 was circulated to members ahead of the meeting. The report contained no outstanding matters or recommendations and was noted by members.

**007. Annual Governance & Accountability Return 1**

A copy of the governance element of the Annual Governance & Accountability Return (AGAR) was circulated to members ahead of the meeting along with evidence of the actions the council had taken for each assertion.

It was proposed by Cllr Dr Barnard that the AGAR should be approved, and this was seconded by Cllr Wilson and APPROVED by members present.

The Chairman and Clerk signed the AGAR statements.

**008. Annual Governance & Accountability Return 2**

A copy of the financial element of the Annual Governance & Accountability Return (AGAR) was circulated to members ahead of the meeting along with supporting evidence.

A question was asked regarding the loan repayment element of the return and the Clerk was unable to provide an immediate answer. The Clerk advised members that the return had been agreed with the accountant and internal auditor. In the circumstances that council did not agree the return at the meeting, an extra-ordinary meeting would be required as the return had to be signed off by council by 30 June.

As council did not sign off the return an extra-ordinary meeting would be arranged and the date circulated to members.

**009. Community Infrastructure Levy report**

The Community Infrastructure Levy report to 31 March 2019 was circulated to members ahead of the meeting.

Cllr Dr Barnard proposed that the report be approved, the motion was seconded by Cllr Fitzwilliams and APPROVED by members present.

The Chairman and Clerk signed the Community Infrastructure Levy report for 2018/19.

**010. Planning & Transport Committee**

Members received an update from the Planning & Transport Committee meetings of 16 May and 4 June.

**011. Amenities Committee**

Members received an update from the Amenities Committee meeting of 11 June.

Cllr Dr Barnard provided an update to members on hall usage, allotments and other matters raised at the meeting.

**012. Minutes from Committees**

The minutes of the Planning & Transport Committee meeting of 16 May were noted by members

**013. Neighbourhood Plan update**

The Clerk updated members on the Warfield Neighbourhood Plan. The plan was now at the examination stage and the Independent Examiner had asked a number of questions of both the parish council and Bracknell Forest Council.

The council's consultants were looking at a response and a meeting with borough officers was being arranged.

**014. Reports from representative bodies**

**Jealotts Hill Community Landshare**

There was nothing to report.

**Lily Hill Park**

The Lily Hill Park group had met recently and an update given. It was noted that over 2,500 volunteer hours were recorded through 2018.

**Northern Parishes Liaison**

Members and officers from Binfield, Warfield & Winkfield parish councils had recently met. The meeting discussed working together more in the future, particularly where all three parishes were affected/involved. It was noted that Thames Valley Police would be invited to future meeting to provide an update for the northern parish area.

**015. Public Participation**

A paper on public participation at meetings was circulated by the Clerk ahead of the meeting. Members noted the paper and the recommendations made.

Cllr Dr Barnard proposed the motion that public participation should be a part of future council meetings, this was seconded by Cllr Strudley and APPROVED by members present.

Discussion took place on public participation at committee meetings. Participation was already a part of Planning & Transport committee meetings and could be included at Amenities committee. The Clerk recommended that because of the wide remit of the Finance & General Purposes committee, further discussion should take place before

extending participation to it. This was agreed and would be discussed at a future committee meeting.

#### 016. Office rent review

Members considered the report of the Clerk on the outcome of discussions with Tesco Stores Ltd and their representatives regarding the rent reviews for 2016 and 2019 as previously discussed by Council.

The revised proposal was that the rent for the period from July 2016 would be at the level paid of £9,250 per annum and that the rent should be £23,250 per annum from July 2019. As a result, no rent was outstanding for the period from July 2016.

This position the council outlined at its April 2019 meeting was achieved. The council may in future decide to review office accommodation options ahead of delivery of the new community hub.

It was proposed by Cllr Dr Barnard that members are approve the rent review settlement for 2016 and 2019 and sign the settlement documents. The proposal was seconded Cllr Fitzwilliams and APPROVED by members present.

#### 017. Payments

The following payments were APPROVED by the meeting.

##### Cheque Payments

4651	HMRC	PAYE & NICS	invoice total
			£1,120.14
4652	Berkshire Pension Fund	pension contributions	£838.99
			£1,959.13

##### Direct Debits / Standing Orders

NEST	pension contributions	£80.86
		£80.86

#### 018. Representatives report

Cllr Strudley expressed concerns about the council visibility and access at the Village Fete.

Cllr Mrs Collings asked if there was any progress with events to mark the council 125<sup>th</sup> anniversary and about ASB at Westmorland Park. The Rangers and Thames Valley Police were aware of the incidents and responding.

Cllr Fitzwilliams advised members that a second access to the Frost Folly SANG 2 area on Church Lane had been discussed at the Local Access Forum.

Cllr Ms Dulieu had presented prizes to winners at the recent Vegetable Take & Grow event. Marshals were still required for the upcoming Winkfield & Warfield cycle ride.

**019. Report from the Parish Clerk**

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

**020. Date of the next meeting**

The date of the next meeting is Wednesday 10 July at 7.45pm

**021. Exclusion of the public and press**

Cllr Strudley proposed 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 confidential nature.”* The motion was seconded by Cllr Dr Barnard and RESOLVED by members present.

Members of the public left the meeting.

**022. Jealotts Hill Community Landshare**

The Clerk advised members that Silva Homes had informed the partners of the Jealotts Hill Community Landshare that they would be ceasing financial support to the project from 1 April 2020.

**023. Co-option**

Members discussed the candidates for co-option and a vote was taken. Cllr Dr Barnard did not participate in the vote.

On the second round of voting, Emma Barnard received a majority of votes cast and was elected onto the council.

**024. Closure of the meeting**

The meeting was closed at 10.52pm