



MINUTES OF THE MEETING OF WARFIELD PARISH COUNCIL

Held on **Wednesday, 26 August 2015** at **7.45 pm** in the Parish Office

Present: Councillors Ms Healy (Chair), Faerber, Fitzwilliams, Dr Haffegée, Harrison, Jones, Ms Thorin and Towle.

046. Apologies for absence

Apologies were received from Councillors Mrs Barnard, Dr Barnard, Ms Faerber, Kilmartin and Lee

047. Declarations of interest and dispensations

Cllrs Dr Haffegée and Towle declared non-pecuniary interests as members of the Warfield Environment Group. The Clerk advised that he had been made aware of the interest ahead of the meeting and was satisfied that there was no conflict of interest with the matters on the agenda.

048. Minutes of the meeting of 22 July 2015

The minutes, previously circulated to members, were considered and it was proposed by Cllr Fitzwilliams and seconded by Cllr Jones and RESOLVED to approve and adopt the minutes of the meeting of 22 July 2015.

049. Matters arising from the last meeting

Westmorland Bins – The Clerk has spoken with the Rangers re: bin provision at Westmorland Park.

Assets of Community Value – The Clerk had no update on the status of applications at this stage.

050. Finance & General Purposes Committee

a. Update from the Finance & General Purposes Committee

Cllr Harrison advised members that the committee had reviewed the Grant Application Process for 2016 and had decided to be more strict with the closing date which is 31 October 2015. Applicants are reminded of this throughout the process.

b. Minutes of the Finance & General Purposes Committee

The minutes of the Finance & General Purposes Committee of 13 July 2015 had been previously circulated and were noted by members.

c. Financial Report to end July 2015

The financial statement and report had been previously circulated and was noted by members.

d. Accounts for payment

The following accounts for payment were authorised at the meeting:

Cheque Payments

HMRC	PAYE & NICs – August 2015	£360.46
Berkshire Pension Fund	Pension contributions	£824.40
ABA Construction Ltd	Play area repairs	£665.10
Benville & marsh Ltd	Electrical repair – Brownlow	£138.00
Bowak Ltd	Cleaning materials	£98.04
Bracknell Forest Council	Whitegrove electricity & office waste	£1,747.48
Bracknell Pest Control	Brownlow pest control	£36.00
Brady Corporation Ltd	Whitegrove equipment	£44.70
J Beckett & Sons Ltd	Whitegrove redecoration	£6,687.55

e. Financial Regulations and Updates to Standing Orders

Cllr Harrison advised members that the committee had completed the review of Financial Regulations and these had been circulated to members ahead of the meeting. A discussion took place concerning a couple of points that could not be resolved, therefore the Financial Regulations were referred back to the Finance & General Purposes Committee for further review.

Cllr Harrison advised members that a couple of changes were required to standing orders. These reflected the dispensation arrangements made by Council at the May meeting, allowing the Clerk to grant dispensations. Other changes corrected grammatical errors. The standing order changes were approved and the Clerk would make available a revised electronic copy for any member on request.

f. Terms of Reference

The terms of reference for the Finance & General Purposes Committee had been circulated to members ahead of the meeting and these were considered and approved by members present.

g. Internal Auditor

Members endorsed the recommendation and RESOLVED that Claire Connell be reappointed as Internal Auditor.

051. Planning & Transport Committee

a. Matters arising from the Planning Committee meeting

Cllr Fitzwilliams raised a matter from the meeting of 6th July. The Clerk advised that he had looked into the matter and the minute correctly reflected the wording of submitted on a planning response, which incorrectly used a double negative. This had subsequently been corrected and accepted by Bracknell Forest Council. As the minutes of the meeting had previously been approved, the Clerk had advised the Deputy Clerk to note the matter in the minutes of the upcoming planning meeting.

Cllr Ms Healy advised members that the committee had met with representatives of Berkley Homes to look at the application for the senior living accommodation.

Cllr Ms Healy advised members that at the recent committee meeting observations were submitted on 15/00608/3 Street Record Hoffman Close regarding parking places. It was also reported that there had been correspondence from a local resident regarding dangerous parking of delivery vehicles at Tesco North Bracknell and notification of appeal decision for planning application 14/00901/FUL (82 Hamlet Street, Warfield – replace existing 1m high fence to front of property with a 1.6m high fence) had been dismissed.

b. Minutes of the Planning & Transport Committee

The minutes of the Planning & transport Committee of 6th and 27 July 2015 had been previously circulated and were noted by members.

c. Membership of the Planning & Transport Committee

Cllrs Lee and Kilmartin, having stood down from the Planning & Transport Committee left at least one vacancy that required filling. Cllr Ms Thorin consented to be considered for the role, which was proposed by Cllr Dr Haffegge and seconded by Cllr Fitzwilliams. It was RESOLVED that Cllr Ms Thorin be appointed to the Planning & Transport Committee.

052. Updates from Management Committees

a. To consider the draft terms of reference for the Facilities Committee and approve its formation from 1 September 2015

Following members approval to create a Facilities committee, a draft of the terms of reference for the committee was circulated. This was approved by members. It was agreed that those councillors who were members of the both the Brownlow Hall Management Committee (BHMC) and the Whitegrove Community Centre Management Committee (WCCMC) should be members for the remainder of the municipal year. A decision on the chairman of the committee was deferred to the September meeting.

The Clerk advised that the BHMC and WCCMC would be formally disbanded at a later date.

- b. to consider the draft terms of reference for the Environment Committee and approve its formation from 1 September 2015*

Following members approval to create a Environment committee, a draft of the terms of reference for the committee was circulated. This was approved by members. The membership of the committee had been previously agreed by members. It was proposed by Cllr Fitzwilliams and seconded by Cllr Jones that Cllr Dr Haffegee be appointed chairman of the committee. This was agreed by all members present.

053. Standing Reports

- a. to receive an update on Jealotts Hills Community Landshare*

Cllr Fitzwilliams advised members that the recent Celebration event had been a great success and the site had hosted the Lord Lieutenant of Berkshire as its special guest. It was confirmed that the project had been granted the Queens Award for Voluntary Service that would be presented at a special event in October.

- b. to receive an update on the Neighbourhood Plan Steering Group*

Cllr Ms Healy advised members that the group were working through the additional comments made during the recent survey questionnaire exercise so these could be added to the final report from IDA. The group were continuing to review settlement areas and had decided to combine Quelm with Lawrence Hill. Settlement maps are being prepared and the land owners meeting was still to be organised.

Cllr Ms Healy advised members that the Clerk would circulate the report from Neil Homer of rCOH. The group had welcomed the report as it gave the group points to consider further and indicated the plan was on the right track. Clarification was being sought from BFC on some of the points raised to ensure policies and strategies are met.

- c. to receive a report on youth provision*

There was nothing to report this month.

054. Additional Reports

- a. to receive additional reports*

Cllr Ms Healy thanked members who attended the vision event on 22 August. The Clerk would circulate a document ahead at the next meeting.

Members were advised that surgery cover was required and the Clerk would circulate dates and nominees.

Members were updated on the Community Hub meeting with representatives of Bracknell Forest Council. It was agreed that visits would be arranged to other local community centres. A further meeting would take place in September.

055. Representative Reports

Cllr Ms Healy advised members that the Summer of Fun event had been severely affected by the bad weather, but families still attended. Cllr Ms Healy updated members on allotments and advised that a meeting with BFC would take place ahead of the next planning meeting.

The Clerk reminded members of Code of Conduct training on 30 September.

056. To confirm the date of the next meeting

The next meeting of the council was confirmed as Wednesday 23 September 2015.

057. Closure of the meeting

There being no further business the meeting closed at 9.17pm.