



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

Held on **Wednesday, 21 October 2015** at **7.45 pm** in the Parish Office

Present: Councillors Ms Healy (Chair), Dr Barnard, Mrs Barnard, Fitzwilliams, Dr Haffegge, Harrison, Jones and Ms Thorin.

### **072. Apologies for absence**

Apologies were received from Councillors Faerber and Towle.

### **073. Declarations of interest and dispensations**

Cllr Dr Barnard declared interests as a borough and town councillor.

### **074. Minutes of the meeting of 23 September 2015**

It was proposed by Cllr Harrison and seconded by Cllr Mrs Barnard and **RESOLVED** to approve and adopt the minutes of the meeting of 23 September 2015.

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

063e – For insurance purposes the roles and duties undertaken by councillors will be listed and the Finance & General Purposes Committee have been asked to consider this at a future meeting.

069 – Gareth Forster, the CAMRA Pub Protection Officer gave a brief presentation to members ahead of the meeting. The Clerk was asked to continue the application with the Borough Solicitor for the ACV at the Memorial Ground. The Clerk was also asked to check the lease agreement for Frost Folly as to its status. In addition the Clerk was asked to review the criteria for listing a building and to continue the ACV application for Brownlow Hall.

### **076. Finance & General Purposes Committee**

#### *a. Update from the Finance & General Purposes Committee*

Cllr Harrison advised members that matters arising from the meeting were covered as separate items on the agenda. Members were advised that a meeting had taken place with Ray Moss, the Chair of the Trustees of the Warfield Memorial Ground and that dialogue was continuing.

b. *Minutes of the Finance & General Purposes Committee*

The minutes of the Finance & General Purposes Committee of 8 October 2015 had been previously circulated and were noted by members.

c. *Financial Report to end September 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**

3640	ABA Construction Ltd	Play area inspections	£19.09
3641	Bracknell Pest Control	Inspections	£72.00
3642	In2Sport	Youth provision Sept / Oct	£1,008.00
3643	Mazars Ltd	External audit	£510.00
3644	Office Depot (UK) Ltd	stationery	£50.95
3645	Paragon Fire Protection	fire alarm servicing	£216.00
3646	Servio Ltd	gas safety check	£171.36
3647	Suds Window Cleaning	Whitegrove clean	£72.00
3648	C W Taylor	Neighbourhood plan expenses	£82.61
3649	Hugh Fitzwilliams	Arts week expenses	£5.90
3661	HMRC	PAYE & NICS	£683.26
3662	Berkshire Pension Fund	October contributions	£764.17
			<b>£3,655.34</b>

**Payroll**

Regular staffing costs	October payroll	<b>£4,022.68</b>
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e. *Resolutions proposed by the Committee*

Following the approval of the Financial Regulations a number of resolutions were either required or to be requested from council.

- i. 'that council approves the payment of the listed accounts to 31 March 2016 subject to the criteria laid out in Financial Regulations'

It was proposed by Cllr Harrison, seconded by Cllr Mrs Barnard and RESOLVED to approve the list printed below.

Payee	Nature of payment	frequency
Auton, Steve	salary	monthly
Berkshire Pension Fund	Pension contributions	monthly
BHMT	Brownlow rent	quarterly
Bracknell Forest Council	Business rates - office	monthly
Bracknell Forest Council	Business rates – BH	monthly
British Gas	Parish office electric	quarterly

British Gas	Brownlow electric	quarterly
Collings, Sheila	salary	monthly
Hawes, Trevor	Salary	monthly
HMRC	PAYE contributions	monthly
Kirk, Jacqueline	salary	monthly
Mainstream Digital	Telephony services	monthly
Mawer, Jason	salary	monthly
SITA	Waste collections	monthly
South-East Water	Water – Brownlow Hall	monthly
Stevens Cleaning Serv.	Office cleaning	monthly
Tesco Stores	Office rent	quarterly
Total Gas & Power	Brownlow gas	quarterly
Wise, Felicity	Salary	monthly

- ii. 'that council approves the payment of appropriate accounts by variable direct debit as laid out in

It was proposed by Cllr Harrison and seconded by Cllr Dr Barnard and RESOLVED to approve payment of accounts by variable direct debit for a period of up to two years before renewal.

- iii. 'that council approves the payment of appropriate accounts by bankers standing orders as laid out in Financial Regulations'

it was proposed by Cllr Harrison and seconded by Cllr Jones and RESOLVED to approve payments of accounts by bankers standing order for a period of up to two years before renewal.

- iv. 'that council approves the use of internet banking transfer for payment of appropriate accounts as laid out in Financial Regulations'

it was proposed by Cllr Harrison and seconded by Cllr Fitzwilliams and RESOLVED that payment by internet banking transfer for appropriate accounts could be made, subject to approval of the process by the Finance & General Purposes Committee.

- v. 'that council approves the application and use of a debit card by the Clerk, subject to the transactional limits set out in Financial Regulations'

It was proposed by Cllr Harrison and seconded by Cllr Ms Healy and RESOLVED to approve an application and use of a debit card by the Clerk, subject to the transactional limits set out in Financial Regulations.

## **077. Planning & Transport Committee**

### *a. Matters arising from Planning & Transport Committee meeting*

Cllr Ms Healy updated members on the planning application at the rear of 4 Hayley Green Cottages. Consideration had been delayed for 21 days as consultation with a neighbouring property continued.

The Berkley Homes proposals for the east/west greenway go beyond the masterplan requirement and were welcomed.

The Hermitage caravan park would be approved for 14 homes if parking provision is proven.

Millgate have lodged an appeal for proposals at Abbey Place.

Cllr Ms Healy advised members that a letter was sent to BFC regarding the felling of the Cedar of Lebanon tree. In addition a meeting was being arranged with Stephen Chown the new head of Parks and Countryside at BFC to discuss the issues affecting Warfield.

- b. to note the minutes of the Planning Committee held on 7 September and 28 September 2015*

The minutes of the Planning & Transport Committee meetings held on 7 September and 28 September 2015 were noted.

#### **078. Management Committees**

- a. to receive an update from the Environment Committee*

Cllr Dr Haffegge updated members on the recent meeting of the committee. The application to become a member of the National Society of Allotments had been accepted and the committee were looking to work with the society on the new allotment provision. The committee continue to be in communication with BFC over the planning agreements for the allotment sites. The committee had decided to participate in the 'Clean for the Queen' campaign taking place from 4-6 March 2016 and would be holding the 'Take and Grow' event on 23 April 2016. The committee has expressed a desire for the council to be more involved in the Warfield Produce Show and the Pumpkin Show. The committee is reviewing the annual gardening competition for 2016. Cllr Dr Haffegge reported that £33 has been donated to the Woodland Trust as a result of recycling contributions received at the Parish Office.

- b. to receive an update from the Facilities Committee*

Cllr Dr Barnard updated members on the recent meeting of the committee. The committee discussed a regular booking request for the Whitegrove CC on Saturday mornings and afternoons for 38 weeks a years from January 2016 and the proposed Sunday usage of the Brownlow Hall by Warfield Church. Both were agreed in principle with details to be finalised. The committee considered the three year financial plan for the councils facilities and agreed that a condition survey of the Brownlow Hall would be appropriate at this stage to allow the council to plan for any works required over the remainder of the lease. The committee requested council look at the costs and terms and conditions of employment for caretaking staff. Cllr Dr Barnard advised members that the committee were considering the future of the portable stage at the

Brownlow Hall as its usage has decreased significantly and there are no bookings for its use beyond December 2015.

#### **079. Standing Reports**

*a. to receive an update on Jealotts Hill Community Landshare*

The Clerk updated members on the latest from the landshare project and advised members that he had recently attended the presentation of the Queens Award for Voluntary Service to the project by the Lord Lieutenant of Berkshire. Cllr Ms Healy advised members that she had attended the Apple Fest at Jealotts Hill and this event had been well attended.

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

Cllr Ms Healy advised that the steering group had not yet met in October, so there was no update.

*c. to receive a report on youth provision*

There was nothing to report this month.

#### **080. Community Hub**

The Clerk asked members to give direction on any partner organisations they would like to invite to be part of the new Community Hub steering group. Members decided that at this time they did not wish to invite any partners to join them, but they were committed to individuals and organisations from across the parish participating in the consultation process.

#### **081. Representatives Reports**

Cllr Dr Barnard updated members that Bracknell Forest would be required to build 635 houses per year through to 2036, therefore it was important that potential development sites be identified in the neighbourhood plan.

Cllr Ms Healy updated members on the recent Code of Conduct Training with the Borough Solicitor. Cllr Ms Healy advised members that along with the Clerk, she had attended a meeting with the other town and parish councils and BFC to discuss CIL funding and projects and this was followed by a liaison meeting where an update on the new local plan was received.

#### **082. To confirm the date of the next meeting**

The Council will meet to discuss the Precept for 2016/17 on Wednesday 18 November 2015. The next meeting of the Council will be Wednesday 25 November 2015

**083. Closure of the meeting**

The meeting was closed at 9.52pm.