



MINUTES OF THE MEETING OF WARFIELD PARISH COUNCIL

Held on **Wednesday, 23 September 2015** at **7.45 pm** in the Parish Office

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

Councillor Dr Barnard sent apologies that he would join the meeting later.

058. Apologies for absence

Apologies were received from Councillors Mrs Barnard, Faerber and Lee

059. Declarations of interest and dispensations

There were no interests declared or dispensations requested. It was noted that Cllr Dr Barnard had previously declared interests as a borough and town councillor.

060. Minutes of the meeting of 26 August 2015

The minutes, previously circulated to members, were considered. It was noted that 050g – appointment of internal auditor had not been included in the minutes. The Clerk agreed to recirculate the minutes to address this and correct a couple of typographic errors. The minutes as corrected were proposed by Cllr Fitzwilliams and seconded by Cllr Harrison and it was RESOLVED to approve and adopt the minutes of the meeting of 26 August 2015.

061. Matters arising from the last meeting

The Clerk advised there was no update on the Westmorland Bins or applications for Assets of Community Value.

062. Leave of absence

Cllr Ms Healy advised members that Cllr Lee had applied for a six month leave of absence due to ill health. Members sent Cllr Lee their best wishes and it was proposed by Cllr Harrison and seconded by Cllr Fitzwilliams and RESOLVED by all members to grant a leave of absence for six months from the date of this meeting.

063. Finance & General Purposes Committee

a. Update from the Finance & General Purposes Committee

Cllr Harrison provided members with an update from the Finance & General Purposes Committee meeting held on 10 September. Cllr Dr Haffegge asked about the

noticeboard purchased for the Whitegrove Community Centre. Cllr Ms Healy responded that she had authorised the purchase with the Clerk. The Clerk apologised that there had been an oversight on communicating this with Cllr Dr Haffegge as the then chair of the Whitegrove CC Management Committee, but assured members that the new financial regulations had changed the process.

b. Minutes of the Finance & General Purposes Committee

The minutes of the Finance & General Purposes Committee of 10 September 2015 had been previously circulated and were noted by members.

c. Financial Report to end August 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

C I Harding (Agile Web Solutions)	e-mail hosting	£90.00
Apollo Blinds	Blinds for Whitegrove	£1,182.00
Bracknell Forest Council	Loan repayment and waste disposal	£2,067.01
Brownlow Memorial Hall Trust	Brownlow Hall quarterly rent	£3,875.00
Tesco Stores Ltd	Parish office quarterly rent	£2,775.00
HMRC	PAYE & NICS	£853.66
Berkshire Pension Fund	Pension contributions	£828.42
Came & Company	Insurance premium 2015/16	£3,568.87
		<u>£15,239.96</u>

Payroll

Regular staffing costs	September 2015 payroll	£4,031.93
		<u>£4,031.93</u>

It was noted that the redecoration of the Whitegrove CC had been completed, although some damage from use had been noted. The Clerk advised that supplies of the paint had been received and could be touched up. A panel would be fitted below the kitchen hatch to prevent further damage.

e. Financial Regulations

Cllr Harrison advised members that the Finance & General Purposes Committee had reviewed the financial regulations and made the changes outlined in the accompanying paper circulated ahead of the meeting. The committee recommended approval by members of the Financial Regulations and this was proposed by Cllr Harrison, seconded by Cllr Jones and RESOLVED to accept the new regulations.

Cllr Dr Barnard joined the meeting.

f. Insurance

The Clerk updated members on the questions they had asked regarding insurance. He advised members they were covered by the councils cover if they were involved in an incident whilst performing council duties. A list of roles and activities performed by councillors would be drawn up. Members were advised to check, where appropriate, with their motor insurers to ensure their vehicles were covered for council business.

Cllr Harrison advised members that the insurance policy for the council was now due or renewal and that the Finance & General Purposes Committee had reviewed the policy. The recommendation from the committee was to accept the renewal, which was the final year of a three year deal the council had entered into. The committee also recommended the council enter into a new three year deal from October 2016. It was proposed by Cllr Harrison, seconded by Cllr Fitzwilliams and RESOLVED by all members present to accept the renewal of the policy and to enter into a new three year agreement with Came & Company.

064. Planning & Transport Committee

a. Matters arising from the Planning Committee meeting of 7 September 2015

Cllr Ms Healy updated members on matters arising from the Planning & Transport Committee on 7 September 2015. There were issues following the recent approval at the Hermitage Caravan Site, where conditions were imposed on the 14 units approved. Work had commenced on land to the north of the site and Bracknell Forest Council had issued a stop notice. They are now investigating if this stop notice has been breached. It was also reported that BFC are trying to get the landowners in area 1 to work together. The masterplan for area 3 is being produced by Savills.

Cllr Dr Barnard advised members that BFC were now developing a local plan with proposals to meet the new land supply figures, based upon the now preferred 'Sedgefield' calculation.

b. Minutes of the Planning & Transport Committee

The minutes of the Planning & transport Committee of 17 August 2015 had been previously circulated and were noted by members. It was noted that the development of the storage barn at Windmill Farm resulted from a change of planning policy allowing this type of development.

Cllr Dr Barnard said that the CIL regulations need to be read carefully by everyone carrying out works and developments. An example was given of a homeowner who recently redeveloped their home without permission and is now liable to a full CIL charge.

It was noted the recent appeal decision ruled for the removal of the fencing at Hamlet Street.

065. Updates from Management Committees

a. to appoint a chairman of the Facilities Committee

Cllr Dr Haffegge proposed Cllr Dr Barnard to the position of chairman of the Facilities Committee, this was seconded by Cllr Harrison. There being no other candidates, it was RESOLVED that Cllr Dr Barnard be confirmed to this post.

b. to approve the proposed meeting dates for the Environment and Facilities Committees

The Clerk circulated ahead of the meeting the proposed dates for the Environment Committee and the Facilities Committee. Members agreed the following dates:

Environment Committee

Tuesday 29 September 2015
Tuesday 27 October 2015
Tuesday 24 November 2015
Tuesday 22 December 2015
Tuesday 26 January 2016
Tuesday 23 February 2016
Tuesday 29 March 2016
Tuesday 26 April 2016

Facilities Committee

Tuesday 13 October 2015
Tuesday 1 December 2015
Tuesday 2 February 2016
Tuesday 5 April 2016

066. Standing Reports

a. to receive an update on Jealotts Hill Community Landshare

The Clerk updated members on the latest news from the project and the financial position.

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

Cllr Ms Healy advised members that Neil Homer from the consultants rCOH had recently spent a day looking at the project. It was noted that the Steering Group were awaiting information for an Environmental Screening Assessment from BFC, but that the group may need to produce its assessment. The assessment will give the group the information its needs to identify potential development locations as without this information our final plan is vulnerable.

Members discussed the prospect of rCOH producing the assessment and it was likely to require five days of funding. Cllr Dr Barnard proposed and was seconded by Cllr Dr Haffegge and RESOLVED by members present to allocate the required funding for upto five days of work from the Neighbourhood Plan budget.

c. to receive a report on youth provision

There was nothing to report this month.

067. Community Hub

Members of the Community Hub working group along with the Clerk and Deputy Clerk visited the hub operated by Jennetts Park Community Association and the hub operated by The Parks Community Association on the old staff college site. There were a number of features which impressed the group and lessons that could be learnt from each of the sites in terms of what to do and not do. The working group will take these points forward.

068. Council Vision

Following the recent 'vision' session held by members, the Clerk presented a summary of the key points raised. Following a discussion by members, it was decided that the Clerk should divide the list to the most appropriate committee to allow them to provide more detail and draw up a list of projects in priority order. The list would also be used to develop the CIL infrastructure list for BFC.

The Clerk advised members that the Trustees of the Memorial Ground had asked to meet with the council. It was agreed to invite the Trustees to a meeting ahead of the next Finance & General Purposes Committee.

069. Representative Reports

Cllr Dr Haffegge advised members a recent report had advised the Warfield Environment Group (WEG) to make sure the parish council was aware of the value of WEG. Cllr Dr Haffegge confirmed that he was now qualified to handle newts. Cllr Dr Haffegge had recently met with the CAMRA Protection Officer who had offered to talk to the council about ACVs. It was agreed to invite him to address the next meeting of the council.

Cllr Dr Barnard updated members on the town centre redevelopment. 60% of the Lexicon was now let and work was to commence shortly on the new Cineworld. Separately, work on the 'pocket park' outside Time Square was due to begin shortly.

Cllr Ms Healy advised members that the next issue of the Wren would be delivered out to local residents next week. Cllr Ms Healy updated members on some recent meetings. The first was the Northern Parishes meeting where discussions took place on shared CIL projects, the 2016 Cycle Ride and potentially holding a spring event.

The second meeting regarding Allotments took place with Matt Lunn. The set up cost of the site was likely to be around £80k, with £25k allocated by Berkley Homes. There is no design in place and there are parking issues to overcome. The plan is for this site to be open by September 2016. A small allotment site may become available in area 3.

With this date so close, members asked who was submitting the planning application. Following discussion members suggested that the parish council should consider applying for the allotment site. Cllr Dr Barnard proposed delegating this option to the Environment Committee and it was seconded by Cllr Harrision, it was thereafter RESOLVED that the Environment Committee be delegated the funding required (from the allotment budget) to submit a planning application for the allotment site 1 if required.

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

070. To confirm the date of the next meeting

The next meeting of the council was confirmed as Wednesday 21 October 2015.

071. Closure of the meeting

There being no further business the meeting closed at 10.28pm.