



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

Held on **Wednesday, 23 March 2016** at **7.45 pm** in the Parish Office

Present: Councillors Ms Healy (Chair), Ms Faerber, Fitzwilliams, Dr Haffegge, Harrison, Jones, Ms Thorin and Towle. The Parish Clerk and Heather Gieth and Ian Wilson.

### **136. Apologies for absence**

Apologies were received from Cllrs Dr Barnard, Mrs Barnard and Faerber.

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

There were no declarations of interests made or requests for dispensations received.

### **138. Minutes of the meeting of 17 February 2016**

It was proposed by Cllr Ms Healy, seconded by Cllr Dr Haffegge and **RESOLVED** to approve and adopt the minutes of the meeting of 17 February 2016 previously circulated to members.

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

The advice the Clerk had issued to the Neighbourhood Plan Steering Group regarding personal interests was made available to members at the meeting.

Cllr Ms Healy advised members that John Lee had resigned as a parish councillor. Cllr Ms Healy expressed her thanks to John for his time on the council. The Clerk advised members of the likely timetable for the new vacancy created.

### **140. Quelm ward vacancy**

Cllr Ms Healy welcomed Heather Gieth and Ian Wilson to the meeting as candidates for the co-option. Each candidate was given the opportunity to make a personal statement and take questions from members present.

Heather Gieth made a statement to the council and answered questions raised.

Ian Wilson made a statement to the council and answered questions raised.

The candidates were advised that members would make a decision in part two of the meeting.

## 141. Finance & General Purposes Committee

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

Cllr Harrison provided members with an update from the meeting of 10 March 2016. The Clerk had presented the committee with an update on pension auto-enrolment.

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

The minutes of the Finance & General Purposes Committee of 10 March 2016 were not available for the meeting and would be submitted for noting at the next meeting.

### c. *Financial Report to end February 2016*

The financial 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**

3777	HMRC	PAYE & NICs - March 2016	£780.82
3778	Berkshire Pension Fund	Pension contributions - March 2016	£828.34
3779	Catherine Thorin	travel expenses	£66.60
3780	Vicki Painter	Neighbourhood Plan expenses	£111.00
3781	SLCC	Clerks CiLCA training registration	£250.00
3782	APSE	Deputy Clerk allotment training	£178.80
3783	Bracknell Forest Council	loan repayment	£2,047.87
3784	Office Depot (UK) Ltd	stationery	£74.52
3785	Servio Ltd	Landlord safety inspections	£168.00
3786	Tesco Stores Ltd	office rent	£2,775.00

#### **Payroll**

Regular staffing costs	March 2016 payroll	<u>£3,911.94</u>
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### e. *Regular Payment Authority*

A paper was circulated to members ahead of the meeting containing a list of regular payments to be made between 1 April 2016 and 31 March 2017 as per section 5.6 of the Financial Regulations of the council.

It was proposed by Cllr Fitzwilliams, seconded by Cllr Towle and RESOLVED to approve the payment authority list.

## 142. Risk Register and Interim Internal Audit

The risk register and interim internal audit report and paper by the Clerk were circulated to members ahead of the meeting for consideration. The Clerk advised members that the risk register had been updated to take account of updates to banking arrangements and insurances.

It was proposed by Cllr Harrison, seconded by Cllr Ms Healy and RESOLVED that the risk register be approved and signed by the chairman.

Members noted the internal audit report.

#### **143. End of year arrangements**

The Clerk provided members with changes to the end of year audit and the proposed timetable for completing, returning and publishing the Annual Return.

#### **144. Planning & Transport Committee**

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

Cllr Ms Healy advised members of the recent Planning & Transport Committee meeting. The Nuptown Piggeries plans had been recommended for refusal by the committee. Proposals for a curling rink at Hayley Green Farm had been recommended for refusal by Bracknell Forest Council and had progressed to appeal. The committee was awaiting an application for a dwelling to the rear of Sunnysides, Forest Road.

Cllr Ms Healy advised members that the tree removal at the Three Legged Cross junction had according to Bracknell Forest Council be carried out as per agreed plans and that landscaping and planting take place once works were completed. It was noted that a Land behind Hermitage Caravan Park had building works continuing despite the replanting notice and other restrictions.

##### *b. to note the minutes of the Planning & Transport Committee*

The minutes of the Planning & Transport Committee held on 22 February and 14 March 2016 were noted.

#### **145. Management Committees**

##### *a. to receive an update from Cllr Dr Haffegge on the Environment Committee meeting of 23 February 2016*

Cllr Dr Haffegge updated members on the provision of allotments. The ownership and land-use for the proposed site was being reviewed by Bracknell Forest Council to check all was in order. Bracknell Forest Council and Berkeley Homes continue to work on the pond. Members were updated on the recent 'Clean for the Queen' litter pick where 38 sacks of rubbish were collected. The committee was also looking at green space projects including identifying trees for succession planting.

##### *b. to note the minutes of the Environment Committee meeting of 23 February 2016*

The minutes of the Environment Committee meeting of 23 February 2016 were noted by members.

##### *c. to receive an update on the Facilities Committee of 1 March 2016*

Cllr Ms Healy provided members with an update from the Facilities Committee meeting of 1 March 2016. Members were updated on works to the Whitegrove Community Centre and the need to update the lighting in the Brownlow Hall following on from emergency lighting checks. Members were advised that a quote to replace the lighting in the building with LED bulbs had been obtained and the committee sought approval from council to proceed with installation.

- d. *to note the minutes of the Facilities Committee meeting of 1 March 2016*

The minutes of the Facilities Committee meeting of 1 March 2016 were noted.

- e. *To approve the Facilities Committees decision to spend £5,250 to replace the internal lighting at the Brownlow Hall*

It was proposed by Cllr Fitzwilliams and seconded by Cllr Jones and RESOLVED to approve the installation of replacement internal lighting at Brownlow Hall.

#### **146. Standing Reports**

- a. *to receive an update from the Community Facility Working Group*

Cllr Ms Healy advised members that the working group had met with BFC and representatives of Nexus and ATLAS to produce the feasibility study for the hub and the centre and to review the feasibility timetable.

- b. *to receive an update on Jealotts Hill Community Landshare*

Cllr Fitzwilliams advised members that the set up for the Green Gym was continuing and the new business plan for the project was in development.

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

Cllr Ms Healy updated members on the work the group. The character area studies were being updated and the call for sites from landowners had resulted in an interesting selection. These would now move forward for stage 2 assessment.

- d. *to receive a report on youth provision*

There was no update for this month.

#### **147. Representatives Reports**

Cllr Dr Haffegge updated members on the veteran tree survey and that TPOs had started to appear on trees identified.

Cllr Fitzwilliams and Cllr Ms Healy raised the matter of the upcoming parish assembly. It was agreed by members present that the following awards would be made:  
Chairman's Award – to Warfield Cricket Club for their youth development programme  
Warfield Award – to Carol Ellis for her work with the local Rainbows

It was also agreed that a special award should be presented to Warfield Church to mark their 1000 year anniversary.

The Clerk advised members that the Memorial Ground Trustees would welcome a liaison officer from the council to attend their meetings.

**148. To confirm the date of the next meeting**

The next meeting of the Council was confirmed as Wednesday 27 April 2016. Cllr Fitzwilliams apologised that he would not be able to attend the meeting.

**149. Closure of the Part one of the meeting**

The meeting was closed at 9.37pm.

## **Part Two**

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

It was proposed by Cllr Ms Healy, seconded by Cllr Dr Harrison and RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and media be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**151. Discussion and vote on candidates for co-option**

Following a vote Ian Wilson was duly co-opted to the vacant Quelm ward seat.

**152. Closure of the Part two of the meeting**

Part two of the meeting closed at 10.21 pm.