



# MINUTES OF THE ANNUAL MEETING OF WARFIELD PARISH COUNCIL

## Part One

Held on **Wednesday, 25 May 2016** at **7.45 pm** in the Parish Office

Present: Councillors Dr Barnard, Mrs Barnard, Fitzwilliams, Dr Haffegée, Harrison, Ms Healy, Ms Thorin, Towle and Wilson.

Also in attendance were the Mrs Collings, Ms Gierth and Mr Strudley

### **164. Election of Chairman of the Council**

Cllr Ms Healy opened the meeting and called for nominations for the role of Chairman for the municipal year 2016/17. Cllr Ms Healy was proposed for nomination by Cllr Dr Barnard and seconded by Cllr Dr Haffegée. There being no further nominations a vote was taken and it was RESOLVED to appoint Cllr Ms Healy as Chairman.

Cllr Ms Healy signed the declaration of office.

### **165. Election of Vice-chairman of the Council**

Cllr Fitzwilliams was proposed for nomination by Cllr Dr Barnard and seconded by Cllr Dr Haffegée. There being no further nominations a vote was taken and it was RESOLVED to appoint Cllr Fitzwilliams as Vice-chairman.

### **166. Apologies for absence**

Apologies were received from Cllrs Faerber and Jones.

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

Cllr Dr Barnard declared his interest as a Borough and Town Councillor.

### **168. Minutes of the meeting of 27 April 2016**

It was proposed by Cllr Ms Healy, seconded by Cllr Harrison and RESOLVED to approve and adopt the minutes of the meeting of 27 April 2016 previously circulated to members.

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

The Clerk advised members that the new bank account for CIL deposits had been opened and membership of BALC/NALC had been confirmed for the coming year.

#### **170. Quelm ward vacancy candidates**

The council received three applications for the vacant seat in the Quelm ward from Heather Gierth, Victor Ronés and Grant Strudley. Mr Ronés was unable to attend the meeting due to ill health.

Councillors received statements from both Ms Gierth and Mr Strudley and asked questions to the candidates.

Cllr Ms Healy thanked the two candidates present for attending and advised them that members would make a decision on co-option at a later part of the meeting.

#### **171. Annual meeting items**

##### *a. To appoint an Internal Auditor*

Members were asked to confirm the reappointment of Claire Connell as Internal Auditor. It was proposed by Cllr Dr Barnard and seconded by Cllr Fitzwilliams and RESOLVED to reappoint Claire Connell.

##### *b. Memberships and subscriptions*

Members noted the Clerks report into membership and subscriptions for 2016/17.

##### *c. Insurance*

Members noted the councils insurance arrangements made in September 2015. The Clerk advised members that Came and Company had reviewed the policy with the council to ensure it remained relevant and appropriate and that elements would and cover requirements would change to meet the future needs of the council.

#### **172. Council committees and Working Groups**

Members discussed the committee and working group set-up and agreed that the Staffing committee should become a sub-committee of the Finance & General Purposes committee.

The structure and membership of committees and working groups was proposed by Cllr Ms Healy, seconded by Cllr Dr Barnard and RESOLVED to be:

##### **Members of the Finance & General Purposes Committee**

Cllr Dr Barnard  
Cllr Mrs Barnard  
Cllr Fitzwilliams  
Cllr Harrison  
Cllr Ms Healy  
Cllr Jones  
Cllr Wilson

It was proposed by Cllr Fitzwilliams, seconded by Cllr Dr Barnard and RESOLVED to appoint Cllr Harrison as chair of the committee.

**Members of the Planning & Transport Committee**

Cllr Fitzwilliams  
Cllr Dr Haffegee  
Cllr Ms Healy  
Cllr Jones  
Cllr Ms Thorin

It was proposed by Cllr Dr Barnard, seconded by Cllr Dr Haffegee and RESOLVED to appoint Cllr Ms Healy as chair of the committee. Members agreed that the committee should look to appoint a vice-chair.

**Members of the Environment Committee**

Cllr Dr Barnard  
Cllr Faerber  
Cllr Fitzwilliams  
Cllr Dr Haffegee  
Cllr Ms Healy  
Cllr Ms Thorin  
Cllr Towle

It was proposed by Cllr Fitzwilliams, seconded by Cllr Dr Barnard and RESOLVED to appoint Cllr Dr Haffegee as chair of the committee.

**Members of the Facilities Committee**

Cllr Dr Barnard  
Cllr Dr Haffegee  
Cllr Harrison  
Cllr Ms Healy  
Cllr Jones  
Cllr Towle

It was proposed by Cllr Dr Haffegee, seconded by Cllr Harrison and RESOLVED to appoint Cllr Harrison as chair of the committee.

**Members of the Community Facility Working Group**

Cllr Dr Barnard  
Cllr Faerber  
Cllr Ms Faerber  
Cllr Ms Healy  
Cllr Jones  
Cllr Ms Thorin

**Members of the Neighbourhood Plan Steering Group**

Cllr Ms Healy  
Cllr Ms Thorin  
Cllr Wilson

### 173. Council Representation

Members discussed the roles the council is asked to nominate representatives for. It was proposed by Cllr Ms Healy, seconded by Cllr Fitzwilliams and RESOLVED to nominate the following members to roles:

**Binfield, Warfield & Winkfield Arts Week** – Cllr Fitzwilliams

**Bracknell Forest Biodiversity Forum** – Cllr Dr Haffegge

**Bracknell Forest Parks & Public Realms** – Cllr Fitzwilliams

**Bracknell Forest Town & Parish Liaison** – Cllr Ms Healy + one

**Jealotts Hill Community Landshare** – Cllr Fitzwilliams

**Lily Hill Park** – Cllr Ms Thorin

**Northern Parishes Liaison Group** – Cllr Ms Healy and Cllr Ms Thorin

**Warfield Park Community Association** – Cllr Ms Healy

**Warfield Memorial Ground** – Cllr Ms Healy

### 174. Dates and times of meetings and other activities

The meeting dates for municipal year 2016/17 had been circulated ahead of the meeting of the Clerk. The meeting dates proposed were confirmed by members.

The Clerk advised members that the Borough Councillors had requested that monthly councillor surgery revert to Saturday mornings only. Members agreed and asked the Clerk to extend the invitation to other ward councillors representing the parish of Warfield.

### 175. Finance & General Purposes Committee

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

Cllr Harrison provided members with an update from the meeting of 11 May 2016.

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

The minutes of the Finance & General Purposes Committee of 10 March and 11 May 2016 were noted.

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

The financial report had been previously circulated and was noted by members. The Clerk was asked to review the location of the CIL deposit and to show the allotments as a separate line in future.

#### d. *Accounts for payment*

The following accounts for payment were authorised at the meeting:

#### **Cheque Payments**

3851	ABA Construction Ltd	play area inspections	£19.20
3852	Alan Harland	Accountancy services	£290.00

3853	In2Sport	club provision	£432.00	
3854	Office Depot (UK) Ltd	stationery	£39.65	
3855	Paragon Fire Protection	Fire alarm servicing	£282.00	
3856	Stevens Cleaning Services	Office cleaning	£58.80	RPA
3857	Woodcraft Timber Buildings	Replacement shed - Brownlow	£837.00	
3863	HMRC	NICS and contributions	£962.76	RPA
3864	Berkshire Pension Fund	Pension contributions	£888.38	RPA
3858-3862		Salary costs May 2016	<u>£1,026.28</u>	RPA
			£4,836.07	
<b>Direct Debits / Standing Orders</b>				
		Salary costs May 2016	<u>£3,096.93</u>	RPA
			£3,096.93	

*Cllr Ms Healy advised members that item 177 would be considered ahead of item 176 at the request of the Clerk.*

#### **176. Council asset register**

The asset register previously circulated to members ahead of the meeting was noted.

#### **177. Statutory annual accounts and governance statements**

##### *a. To consider and approve the annual governance statements*

The annual governance statements were circulated to members ahead of the meeting. The Clerk was asked to read each statement and members affirmed their agreement to each statement.

It was proposed by Cllr Dr Barnard, seconded by Cllr Fitzwilliams and RESOLVED by the members present to approve the governance statements. The Chairman and Clerk signed the governance statements within the Annual Return.

##### *b. To consider and approve the accounting statements 2015/16*

The unaudited accounts and accounting statements were circulated to members ahead of the meeting. It was proposed by Cllr Dr Barnard, seconded by Cllr Fitzwilliams and RESOLVED by members present to approve the accounting statements within the Annual Return. The Chairman signed the accounting statements within the Annual Return.

#### **178. Planning & Transport Committee**

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

Cllr Ms Healy advised members of matters discussed at the recent Planning & Transport Committee meetings. Investigations were underway into reports of tree felling on Strawberry Hill along with the lorry movements through the parish.

The committee had considered proposals for applications at Whitegates and Garth Works and raised objections and thus recommended refusal for both schemes.

Bracknell Forest Council continues to look at the application proposing 82 additional mobile homes at Warfield Park.

The exhibition for Area 1, Aviary Lane to Newell Green will take place on Thursday 26 May. Parish councillors will meet with the developers on 9 June.

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

The minutes of the Planning & Transport Committee held on 26 April were noted.

**179. Management Committees**

*a. to receive an update on the Environment Committee meeting of 24 May 2016*

Cllr Dr Haffegge updated members on the most recent committee meeting. The committee are exploring setting up a local litter picker project, providing bags and equipment for volunteers.

Discussions regarding the allotments continue between BFC and Berkeley Homes with nothing yet finalised. A land transfer between BFC and WPC is likely. Work on the site is continuing with the attenuation pond now been filled in.

The committee is investigating repairs and horticultural maintenance at Frost Folly.

Cllr Dr Barnard advised members that borough councillors had recently met with Andrew Hunter at BFC to talk over the Berkeley Homes development and the situation regarding the allotment site.

*b. to note the minutes of the Environment Committee meeting of 26 April 2016*

The minutes of the Environment Committee meeting of 26 April 2016 were noted by members.

**180. Standing Reports**

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

Cllr Dr Barnard advised members that the draft feasibility plan had been reviewed. One issue that has arisen is that the Brownlow Hall is included as a community asset and is thus included within the calculations of the size of the new facility. Therefore no provision has been made should the venue cease to operate once our lease ends. There also appears to be little co-ordination on planning future assets with both the redevelopment of the Memorial Ground Pavilion and the new hub progressing independently.

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

Cllr Fitzwilliams advised members that the RHS were hosting an open day event at the Landshare on 18 June.

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

Cllr Ms Healy updated members on the work the group. There was a landowners meeting on 23 May when representatives from Hayley Green met with the group and our consultants. Following on from this meeting concept plans will be drawn up and discussed further with the landowners.

A discussion took place regarding approval of expenditure by the group. The Clerk was asked to look at the options available.

*d. to receive a report on youth provision*

There was no update for this month.

### **181. Representatives Reports**

Cllr Fitzwilliams advised members that Frost Folly had been litter picked and that the big barn in West End Lane was coming down. Cllr Fitzwilliams also expressed concern about the proposed temporary closure of part of Forest Road.

Cllr Dr Haffegge advised members that BFC no longer have a Climate Change Officer but have appointed a new Biodiversity Officer. Cllr Dr Haffegge also asked for some clarity on the use of the community facility and community hub as terms. The Clerk explained that the facility was part of the hub, but agreed this could be made clearer moving forward.

Cllr Dr Barnard advised members that the town centre regeneration was still on track for a May 2017 opening. The Coral Reef works had been agreed and approved with a reopening in 2017.

Cllr Ms Healy reminded members of the Village Fete taking place on Saturday 11 June and asked for members to help support the parish council tent. Cllr Ms Healy reminded members that volunteer marshals were still required for the Family Cycle Ride on 26 June and for the Summer of Fun event on Friday 29 July at the Memorial Ground. Members were advised that Lily Hill Park would be hosting a Family Fun Day on 17 July and that the sale of the Lily Hill House would have no impact on the operation of the park. A new carving had been recently installed in the car parking area.

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

The next meeting of the council was confirmed as Wednesday 22 June 2016.

### **183. Closure of the meeting**

Part one of the meeting was closed.

## **Part two**

### **184. Motion to exclude the public and the press**

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 during the 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” was proposed by Cllr Ms Healy, seconded by Cllr Barnard and RESOLVED by members present.

### **185. Discussion and vote on the candidates for co-option**

A discussion took place amongst members concerning the candidates who had come forward for co-option. At the conclusion of the discussion a vote by show of hands took place.

The vote resulted in Heather Gierth being co-opted to the council.

Members agreed that Grant Strudley was an equally suitable candidate and a suggestion was made to consider co-opting him to the Facilities Committee.

### **186. Closure of the meeting**

Part two of the meeting closed at 10:26pm