

MINUTES OF THE MEETING OF WARFIELD PARISH COUNCIL

Held on **Wednesday, 26 April 2017** at **7.45 pm** in the Parish Office

Present:

Councillors Ms Healy (Chair), Mrs Barnard, Fitzwilliams, Ms Gierth, Harrison, Strudley, Ms Thorin and Towle

In attendance:

Jason Mawer, Parish Clerk

Ahead of the meeting members paused for a moment to remember the victims and those affected by the attack on Parliament.

302. Apologies for absence

Apologies for absence were received from Cllrs Dr Barnard, Jones and Wilson.

303. Declarations of interest and dispensations

There were no declarations of interest made or dispensations requested.

304. Minutes of the meeting of 22 March 2017

The minutes of the meeting of 22 March 2017 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Gierth, seconded by Cllr Ms Thorin and APPROVED by members present.

305. Matters arising from the last meeting

The Clerk advised members that he had investigated the insurance figures reported in the accounts. At this stage, the accounts had not been adjusted to reflect the part prepayment of the account for 2017/18.

306. Finance & General Purposes Committee

- a. to receive an update from the Cllr Harrison on the Finance & General Purposes Committee*

Cllr Harrison updated members on the recent Finance & general Purposes Committee meeting. Members had noted the Clerks request to pay the outstanding British Gas account for the Brownlow Hall boiler and agreed that payment should be made.

- b. to note the minutes of the Finance & General Purposes Committee meeting of 6 April 2017.*

c.

The minutes of the meeting of 6 April 2017 were noted.

- d. to receive and note the financial report to end of March 2017*

The financial report to the end of March 2017 was circulated to members. The report was noted.

d. to approve the accounts for payment

The following accounts for payment were authorised at the meeting:

Cheque Payments

4110	ABA (Construction) Ltd	play area inspections	£19.20
4111	Bowak Ltd	Cleaning materials	£98.92
4112	Bracknell Forest Council	Waste sacks/Waste collection/DBS check	£423.34
4113	Bracknell Pest Control	Pest control inspections	£72.00
4114	British Gas Services (Commercial)	Brownlow Boiler - disputed invoice payment	£6,000.00
4115	Circle Cleaning	Hall cleaning	£760.00
4116	Office Depot	Stamps and stationery	£110.84
4117	Suds Window Cleaning	Window cleaning (all sites)	£168.00
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			£7,652.30

For information: the following payroll payments were made on 25/4/17

Cheques	April 2017 and Wren payroll	£1,881.44
Standing orders	April 2017 payroll	£3,109.80
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		£4,991.24

e. to note the content of the Asset Register

The Clerk had circulated to members the Asset Register for the council ahead of the meeting.

The contents of the Asset Register were noted.

f. to consider and approve the contents of the Risk Register and the recommendations

The Clerk circulated a copy of the Risker Register ahead of the meeting to members and the document had been considered by the Finance & General Purposes Committee. It was proposed by Cllr Harrison, seconded by Cllr Ms Healy and RESOLVED to approve the risk register

Based upon the recommendation of the Finance and General Purposes Committee, it was proposed by Cllr Harrison, seconded by Cllr Ms Healy and RESOLVED to authorise the Clerk to purchase a fire proof safe.

307. Internal Audit

The Clerk circulated a copy of the Interim Internal Audit report to members ahead of the meeting. The Clerk thanked Claire Connell for the advice and support she had given during the audit and the thanks were endorsed by all members present.

Members noted the Interim Internal Audit report and asked the Clerk to discuss with the Internal Auditor the areas that should be covered during their monthly checks.

308. Planning & Transport Committee

- a. To receive an update from Cllr Ms Healy from the Planning & Transport Committee*

Cllr Ms Healy provided members with an update from the recent Planning & Transport Committee meeting. It was noted that the planning application for land north of Newhurst Gardens had been refused by BFC on sustainability grounds. The council had received correspondence from The Forestry Commission that the Crown Prosecution Service had decided not to prosecute re the removal of trees at the Hermitage.

Members were advised of upcoming water works taking place in the parish, particularly on Warfield Street and Malt Hill. Forest road had now reopened between the Three Legged Cross and West End Lane.

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

The minutes of the Planning & Transport Committee meeting held on 13 March and 3 April 2017 were noted.

309. Updates from Committees

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

Cllr Ms Gierth provided members with an update from the last Environment Committee meeting. Members were advised that everyone on the Allotment waiting list had been sent a letter or e-mail asking them to confirm their details and if they were still interested in a plot. The Climate Change Action Plan had been updated and would be brought to council for approval.

The committee had also discussed upcoming events including the Vegetable Take & Grow, The Warfield & Winkfield Cycle Ride and the Gardening Competition and volunteers were still required as marshals for the cycle ride.

The Parish Office was now collecting biscuit wrappers for recycling.

- b. to note the minutes of the Environment Committee of 28 March 2017*

The minutes of the meeting of 28 March 2017 were noted.

310. Committees and Representations

The Clerk circulated to members the current make-up of the councils committees and working groups and representatives on other bodies ahead of the annual meeting in May.

311. Standing reports

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

A meeting of the working group was being arranged with the likely date of 10 May 2017.

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

The Clerk advised members of the upcoming Blossom event to take place at the Landshare on Sunday 30 April and of recent activity on the site.

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

Cllr Ms Healy advised members there was a final push to complete the draft.

- d. *to receive an update on youth provision*

The Wednesday night group was continuing and numbers were holding up.

312. Neighbourhood Plan

The draft Neighbourhood Plan was circulated to members ahead of the meeting for approval. It was noted that the consultation on the draft would be delayed due to the General Election.

Members discussed the content and it was proposed by Cllr Fitzwilliams, seconded by Cllr Strudley and RESOLVED by members present to adopt the draft neighbourhood plan subject to a review of policy 1 and that clerical and grammatical corrections were made.

313. Representatives Reports

Cllr Fitzwilliams encouraged members to walk or ride along the new east/west greenway.

Cllr Ms Healy advised members that in her capacity of chairman of the council she had attended the Scouts St Georges Day service and parade and attended the memorial service for John Nike.

314. Clerks Report

The Clerks report was circulated to members ahead of the meeting and was noted. Members noted that urgent work on safety grounds was required at the Memorial Ground Play area. Members authorised that up to £10,000 could be used to carry out the necessary works and delegated decision making on the quote to accept to the Finance & General Purposes Committee.

315. To confirm the date of the next meeting

The next meeting will be the annual meeting of the council and will take place at 7.45pm on Wednesday 17 May 2017.

301. Closure of the meeting

There being no further business the meeting was closed at 9.24pm