

# MINUTES OF THE ANNUAL MEETING OF WARFIELD PARISH COUNCIL

Held on **Wednesday, 17 May 2017** at **7.45 pm** in the Parish Office

## **Present:**

Councillors Mrs Barnard, Fitzwilliams, Ms Gierth, Harrison, Ms Healy, Jones, Strudley, Ms Thorin and Wilson

## **In attendance:**

Jason Mawer, Parish Clerk

*Cllr Ms Healy took the chair as the immediate past chairman*

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

Members were asked for nominations for Chairman of the Council. Cllr Jones proposed Cllr Ms Healy and this was seconded by Cllr Mrs Barnard. There being no further candidates, a vote was taken and Cllr Ms Healy was elected unanimously.

Cllr Ms Healy signed the declaration of office.

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

Members were asked for nominations for Vice-Chairman of the Council. Cllr Harrison proposed Cllr Fitzwilliams. Cllr Fitzwilliams indicated he would be willing to serve a further term as vice-chairman, but if another member wished to take on the role, he would willingly stand aside. Cllr Wilson indicated he would be willing to take on the role, therefore Cllr Harrison withdrew his nomination of Cllr Fitzwilliams and Cllr Wilson was nominated by Cllr Fitzwilliams and seconded by Cllr Mrs Barnard. There being no further candidates, a vote was taken and Cllr Wilson was elected unanimously.

### **319. Apologies for absence**

Apologies for absence were received from Cllrs Dr Barnard and Towle.

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

There were no declarations of interest made or dispensations requested.

### **321. Minutes of the meeting of 26 April 2017**

The minutes of the meeting of 26 April 2017 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Fitzwilliams, seconded by Cllr Strudley and APPROVED by members present.

### **321. Matters arising from the previous meeting**

The Clerk advised members that he had made the necessary adjustment to the insurance figure in the accounts for year end. The adjustment was made to account for the prepayment of insurance into the new financial year.

The Clerk advised that monthly checks had been conducted by Cllrs Mrs Barnard and Fitzwilliams and all was in order.

The Clerk advised members that he was still not in receipt of all the quotes for the Memorial Ground Play Area.

### **323. Annual Meeting Items**

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

It was proposed by Cllr Fitzwilliams, seconded by Cllr Mrs Barnard and RESOLVED by members present to reappoint Claire Connell as Internal Auditor for 2017-18.

#### *b. To review the councils insurance arrangements*

It was proposed by Cllr Strudley, seconded by Cllr Harrison and RESOLVED to confirm the councils insurance arrangements.

#### *c. Memberships*

The councils memberships of the Berkshire Association of Local Councils and of the Allotment Society were noted, as was the councils financial contribution to the Clerks membership of the Society of Local Council Clerks.

The Clerk advised members that the council may wish to consider joining the Community Council of Berkshire and that details would be brought to a future meeting.

### **324. Council Committees and Working Groups**

Members reviewed the committee and working group structure of the council and appointed the following members to committees and working groups and elected chairs (shown in bold) of said committees:

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

Cllrs Dr Barnard, Mrs Barnard, Fitzwilliams, **Harrison**, Ms Healy, Jones and Wilson.

#### *b. Planning & Transport Committee*

Cllrs Fitzwilliams, Ms Gierth, Ms Healy, **Jones** and Ms Thorin.

#### *c. Environment Committee*

Cllrs Dr Barnard, Fitzwilliams, **Ms Gierth**, Ms Healy, Ms Thorin and Towle.

#### *d. Facilities Committee*

Cllrs **Dr Barnard**, Ms Healy, Jones, Strudley and Towle.

#### *e. New Community Facility Working Group*

Cllrs Dr Barnard, Ms Healy, Jones and Ms Thorin

#### *f. Neighbourhood Plan Steering Group*

Cllrs Ms Healy, Strudley and Ms Thorin

*g. Community Infrastructure Working Group*

The terms of reference for the new working group were proposed by Cllr Strudley, seconded by Cllr Ms Healy and RESOLVED by members present.

As per the terms of reference, all councillors become members of the working group.

**325. Council Representatives**

The following members were appointed to the undermentioned bodies as representatives of Warfield Parish Council.

- a. Binfield, Warfield and Winkfield Arts Week – Cllr Fitzwilliams
- b. Bracknell Forest Nature Partnership (formerly the Biodiversity forum) – Cllr Towle
- c. Bracknell Forest Parks & Public Realms – Cllr Strudley
- d. Bracknell Forest Town & Parish Liaison – Cllr Ms Healy (+ 1 vacancy)
- e. Jealotts Hill Community Landshare – Cllr Fitzwilliams
- f. Lily Hill Park Steering Group – Cllrs Ms Thorin
- g. Northern Parishes Liaison Group – Cllr Ms Healy and Ms Thorin
- h. Warfield Park Community Association – Cllr Ms Healy
- i. Warfield Memorial Ground Trust observer – Cllr Ms Healy

**326. Dates and times of meetings and other activities**

Members confirmed the dates and times of ordinary meetings of the council, committees and councillor surgeries for the municipal year 2017/18 as circulated by the Clerk ahead of the meeting.

**327. 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. The Clerk was investigating the new General Data Protection Regulations (GDPR) that would come into force in May 2018.

- b. *to note the minutes of the Finance & General Purposes Committee meeting of 4 May 2017.*

The minutes of the meeting of 4 May 2017 were noted.

- c. *To receive and note the Internal Audit Report*

The final Internal Audit report was circulated to members ahead of the meeting and the contents were noted.

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

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

- e. *to approve the accounts for payment*

The following accounts for payment were authorised at the meeting:

### **Cheque Payments**

4143	Bracknell Forest Council	wren typesetting	£98.00
4144	Bracknell Forest Homes	JHCL salary contribution	£8,080.00
4145	In2Sport	youth club provision	£288.00
4146	Smallwood Countryside Contractors	allotment works	£12,000.00
4147	Stevens Cleaning Services	office cleaning	£58.80
4148	Wokingham Borough Council	wren printing	£277.58
4149	Circle Cleaning Services	hall cleaning	£760.00
4150	Office Depot	stationery	£55.52
4151	Daniel Bishop	caretaker float replenishment	£103.72
			<hr/>
			£21,721.62

*f. to approve the Community Infrastructure Levy(CIL) report for 2016-17*

As per Regulation 62A of the CIL Regulations 2010 (as amended) the council prepared a report on the CIL income that has been received and how it has been spent. Members approved the following CIL report and a copy was signed by the Clerk and the Chairman.

a. Total CIL income carried over from previous years	£0.00
b. Total CIL income received	£155,010.78
c. Total CIL spent	£0.00
d. Total CIL repaid following a repayment notice	£0.00
e. Total CIL retained at year end (A+B-C-D)	£155,010.78

*Cllr Dr Barnard joined the meeting and his standard interests were noted.*

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

*a. To consider and approve the annual governance statement 2016-17*

The Clerk read the annual governance statement sections in turn to members who affirmed compliance to the statements. Upon completion, it was proposed by Cllr Harrison, seconded by Cllr Mrs Barnard and RESOLVED to approve the Chairman and Clerk to sign the annual governance statement.

*b. To consider and approve the accounting statements 2016-17*

The Clerk as Responsible Finance Officer had prepared and signed the accounting statements 2016-17 ahead of the meeting and circulated these to members. It was proposed by Cllr Dr Barnard, seconded by Cllr Jones and RESOLVED to approve the accounting statements and approve the Chairman to sign the statement.

### **329. 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 a planning application had been received from Berkeley Homes for additional illuminated advertising at sites around the SPD area. The Committee had recommended refusal of this application. Members were advised that 'No Horses' signs had been erected around the greenway.

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

The minutes of the Planning & Transport Committee meeting held on 24 April 2017 were noted.

### **330. 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 which included progress on the allotment site. It was reported that 111 residents attended the Take and Grow event at the Whitegrove Community Centre. Members were reminded that volunteers were still required as marshals for the cycle ride.

### **331. Standing reports**

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

The Community Facility Working Group had met and discussed the project particularly regarding the proposed consultation with residents. The Clerk and Lesley Doyle of BFC would be discussing this further.

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

Members were advised that the recent Blossom event had been very successful and the project was nominated for further funding through the Tesco carrier bag scheme.

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

Cllr Ms Healy advised members that the pre-submission consultation would begin after the General Election in mid-June.

- d. to receive an update on youth provision*

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

### **332. Representatives Reports**

Cllr Fitzwilliams advised members that the local Access forum would be at cabbage Hill on 6 June 2017.

Cllr Dr Barnard advised members that the Kings Academy remained on track and the new headteacher had been appointed. In the town centre, the new M&S store was due to open in July 2017.

Cllr Ms Healy advised members that the Parish Assembly hosted by Warfield CE School had been well attend and went well.

### **333. Clerks Report**

The Clerks reminded members that help would be required to man the parish council stall at the village Fete. Cllrs Fitzwilliams, Ms Gierth, Harrison and Strudley offered their support.

The Clerk advised members that he had received an enquiry from a local resident concerning the lack of defibrillators within the parish. Members agreed to look into this further ahead of the next budget round as well as potential sites.

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

The next meeting of the council and will take place at 7.45pm on Wednesday 28 June 2017.

#### **Closure of the meeting**

There being no further business the meeting was closed at 9.45pm