

MINUTES OF THE MEETING OF WARFIELD PARISH COUNCIL

Held on **Wednesday, 27 September 2017** at **7.45 pm** in the Parish Office

Present:

Councillors Ms Healy (Chair), Fitzwilliams, Ms Gierth, Ms Gill, Harrison, Jones, Strudley and Ms Thorin. Cllr Dr Barnard joined the meeting later.

In attendance:

Jason Mawer, Parish Clerk

361. Apologies for absence

Apologies for absence were received from Cllrs Mrs Barnard, Towle and Wilson.

362. Declarations of interest and dispensations

It was noted that Cllr Dr Barnard had a standing interest as a borough and town councillor.

363. Minutes of the meeting of 26 July 2017

The minutes of the meeting held on 26 July 2017 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Harrison, seconded by Cllr Ms Gierth and APPROVED by members present.

364. Matters arising from the previous meeting

The Clerk advised members that the survey on the Community Hub was underway and would run until 9th October.

A draft of the letter to the Memorial Ground Trustees was ready to be circulated to members after the meeting.

Cllr Dr Barnard joined the meeting

365. 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 were advised of the discussions with regards to the Grant Awarding Policy and the 2017/18 Insurance schedule, both of which appear elsewhere on the agenda.

- b. *to note the minutes of the Finance & General Purposes Committee meeting of 14 September 2017.*

The minutes of the meeting of 14 September 2017 were noted.

c. to receive and note the end of year financial report to end of August 2017

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

366. Insurance

The Clerk circulated to members ahead of the meeting details of the councils insurance policy and schedule for 2017/18. The insurance continued to be arranged through Came & Company with cover provided by Aviva.

The Clerk ran through the key components of the policy and reported that the Finance & General Purposes Committee had recommended approval of the schedule.

It was proposed by Cllr Strudley, seconded by Cllr Dr Barnard and RESOLVED by members present to approve the insurance schedule for 2017/18 and that payment of the premium of £33,884.76 be made.

367. Grant Awarding Policy

The Clerk circulated to members the draft Grant Awarding Policy that had been considered by the Finance & General Purposes Committee.

Members discussed the policy and asked for following amendments to be made:
Para 2.3 the addition of 'which the grant is for' to the end of the paragraph.

Para 2.5 the addition of 'invalid applications will be reported to the committee.'

Para 3.1 make it clearer that charitable organisations include not-for-profit and those who act in a charitable nature, that may not be registered charities.

Para 3.4 to make it clear that grants will not be made retrospectively.

Para 3.9 to make it clear that this condition applies to organisations and applicants.

It was agreed that the policy should be reviewed ahead of the grant awarding period for 2019/2020.

It was proposed by Cllr Dr Barnard and seconded by Cllr Jones to approve the policy subject to the amendments detailed. With Cllr Fitzwilliams voting against, it was RESOVED by all other members present to approve the policy.

368. Planning & Transport Committee

a. To receive an update from Cllr Jones from the Planning & Transport Committee

Cllr Jones provided members with an update from the Planning & Transport Committee meetings that had taken place over the summer. It was noted that the loss of soft landscaping was seemingly accepted by Bracknell Forest Council in recent applications.

Cllr Ms Healy updated members on the meeting of 18 September. Members noted that the application at 'Woodlawns' had been recommended for refusal. The committee had also responded to a developers proposals for Nuptown Piggeries, reminding him of the existing planning requirements.

Members were advised that the appeal for additional homes at Warfield Park had been received and that the development was permitted. Members expressed their disappointment at the decision.

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

The minutes of the Planning & Transport Committee meeting held on 17 July, 7 August, 20 August and 18 September were noted.

369. Updates from Committees

a. To receive an update from Cllr Ms Gierth on the Environment Committee and an update on allotments.

Cllr Ms Gierth updated members on the recent Environment Committee meeting. Members discussed the Rights of Way consultation currently underway by Bracknell Forest Council and reviewed the events organised by the parish.

Cllr Fitzwilliams updated members on the recent meeting held with potential plot holders for the new allotment site.

b. To receive an update from Cllr Dr Barnard of the Facilities Committee

Cllr Dr Barnard update members on the recent Facilities Committee meeting. An update was given on current users and the usage of the halls. Members were updated on the condition of the Brownlow Hall and Whitegrove Community Centre. Members were advised that the heaters in the main hall of the Brownlow Hall required replacement. It was proposed by Cllr Dr Barnard, seconded by Cllr Strudley and RESOLVED by members present to allow works to proceed if the quotes received came in within the agreed budget.

Members were updated on works taking place at Frost Folly.

The committee asked members to note their thanks to the Caretaker for the work he had carried out in maintaining the buildings, including repairs to the Brownlow Hall steps. Thanks were also expressed to the Parish Administrators for their work in introducing the new booking system and booking over 3,000 sessions since January 2017.

370. Standing reports

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

There had been no meeting of the working group recently, but members were advised that the survey on potential uses was underway and would run through to 9 October.

b. to receive an update on Jealotts Hill Community Landshare

Cllr Fitzwilliams advised members that the recent AGM had been a successful event and that a talk on the Chelsea Fringe had been delivered. A copy of the Annual Report was circulated to all members ahead of the meeting. The Clerk pointed out to members the calculation of social value delivered by the project.

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

The Neighbourhood Plan report was to presented under item 378.

d. to receive an update on youth provision

There was no update this month.

371. Arts Week 2017

A copy of the 2017 Arts Week programme was presented to members at the meeting. Cllr Fitzwilliams updated members on progress.

372. Accounts for Payment

The Clerk explained to members that accounts for payment had been moved to a separate item on the agenda to allow members to consider matters ahead of authorising payments.

Members approved the following accounts for payment:

Cheque Payments

4233	ABA (Construction) Ltd	play area inspections	£253.56
4234	Brownlow Memorial Hall Trust	Q3 2017/18 rent	£3,875.00
4235	Circle Cleaning Services	Hall contract cleaning	£787.00
4236	national Allotment Society	membership subs	£66.00
4237	Office Depot (UK) Ltd	Stationery	£22.33
4238	Getmapping PLC	Parish online subscription 2017/18	£369.60
4239	Servio	Whitegrove gas safety check	£178.29
4240	Tesco Stores Ltd	rent and buildings insurance	£3,038.20
4241	Smallwood Countryside Contractors	allotment preparations	£17,156.00
4242	Lorraine Girard-McMullen (for ASS-Tech)	surveying services - allotment prep.	£550.00
4243	RBL Poppy Appeal	donation for wreath	£25.00
4244	Danny Bishop	caretakers expenses	£78.90

4245			
to	Various	Payroll and Wren deliveries	£347.63
4249			
4250	HMRC	PAYE & NICS - September 2017	£745.42
4251	Berkshire Pension Fund	Pension contributions - Sept 2017	£736.86
4252	Came & Company	council insurance 2017/18	£3,884.76
			<u>£32,114.55</u>
Direct Debits / Standing Orders			
	various	payroll - September 2017	£3,765.37
			<u>£3,765.37</u>

373. Representatives Reports

Cllr Dr Barnard updated members on the successful opening of the Lexicon and the large number of visitors attending from across the region.

Bracknell Forest had recently received a good judgement from OFSTED for children's services.

The Comprehensive Local Plan was moving forward, but members were concerned about the conversion of garage spaces across the borough.

It was noted that Coral Reef would be opening on Friday 29 September.

Cllr Strudley updated members on the recent Parks and Public Realms meeting. Discussion on the public rights of way consultation had taken place, along with the slow progress on the transfer of assets. Members were advised that site visits with the rangers could be arranged to gain a better understanding of the sites. The Clerk reported that he had expressed concern to the Executive Member for Culture, Corporate Services & Public Protection over the likely workload for the towns and parishes in trying to deliver asset transfers to the timescales proposed.

Cllr Ms Healy thanks members and the staff team who supported the Summer of Fun event held in July at the Memorial Ground. It was noted that around 340 cars were counted onto site, with a estimate of around 1,200 – 1,400 visitors to the event.

374. Clerks Report

The Clerk tabled a report to members that was noted.

375. To confirm the date of the next meeting

The next meeting of the council and will take place at 7.45pm on Wednesday 18 October 2017. Apologies were received from Cllr Dr Barnard.

376. Exclusion of the public and the press

It was proposed by Cllr Ms Healy that 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” be considered. The motion was seconded by Cllr Dr Barnard and RESOVLED by members present.

377. Staffing

Members discussed staffing arrangements within the Parish Office.

378. Neighbourhood Plan

Members discussed a confidential report on the submission from Bracknell Forest Council to the pre-submission plan outlining the options available to the council.

379. Closure of the meeting

There being no further business the meeting was closed at 10:20pm