

COUNCIL

MINUTES OF THE ANNUAL MEETING

held on **Wednesday 16 May 2018** at **7.45pm** in the Parish Office

Present:

Councillors Ms Dulieu, Ms Gierth, Ms Gill, Harrison, Jones, Strudley and Wilson

In attendance:

Jason Mawer - Parish Clerk

487. Election of the Chairman of the Council

Cllr Ms Dulieu ask members for nominations for the role of Chairman of the Council. Cllr Jones nominated Cllr Ms Dulieu and this was seconded by Cllr Ms Gill. There were no further nominations. A vote was taken and Cllr Ms Dulieu was elected Chairman of the Council.

Cllr Ms Dulieu signed the declaration of office and proceeded with the business of the meeting.

488. Election of the Vice-chairman of the Council

Cllr Ms Dulieu ask members for nominations for the role of Vice-chairman of the Council. Cllr Jones nominated Cllr Wilson and this was seconded by Cllr Ms Gill. There were no further nominations. A vote was taken and Cllr Wilson was elected as Vice-chairman of the Council.

489. Apologies for absence

Apologies for absence were received from Cllrs Dr Barnard, Mrs Barnard, Fitzwilliams, Ms Thorin and Towle.

490. Declarations of interest and dispensations

No declarations of interest were made or dispensations requested.

491. Minutes of the meeting of 25 April 2018

The minutes of the meeting held on 25 April 2018 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Strudley, seconded by Cllr Harrison and APPROVED by members present.

492. Matters arising from the previous meeting

Members discussed their upcoming representation at the Village Fete. The Clerk would circulate members to see who could assist on the day and would put together information for a display for the event.

493. Annual Meeting Items

a. To appoint an Internal Auditor

It was proposed by Cllr Ms Gill, seconded by Cllr Ms Gierth and RESOLVED by members present to confirm the reappointment of Claire Connell as Internal Auditor.

b. Standing Orders and Financial Regulations

The Clerk advised members that at the Annual Meeting they were required to by Standing Order 5 ix. to review and adopt appropriate standing orders and financial regulations. Members noted that the standing orders and the financial regulations of the council had been reviewed and adopted at the previous council meeting of 25 April 2018 meeting and confirmed the said adoption.

c. Memberships and subscriptions

Members reviewed the council's memberships and subscriptions. There were advised by the Clerk as being for:

National Association of Local Councils / Berkshire Association of Local Councils

Community Council for Berkshire

National Allotment Society

It was noted the council pays the professional membership element of the Clerks subscription to the Society of Local Council Clerks.

494. Scheme of Delegation

The Clerk circulated to members a paper containing the draft scheme of delegation for the council. This set out the manner in which Warfield Parish Council has delegated its powers from the provisions of the Local Government Act 1972 and draws as reference the standing orders, financial regulations, policies and job descriptions used by the council as well as other sources. The document also included the terms of references for the committees of the council. The intention of the document is to bring together all the delegations the council has made in one place, for the benefit and protection of members and officers and to provide assurance and clarity to auditors and residents of the parish.

The scheme of delegation was reviewed by the Finance & General Purposes Committee and recommended approval of the document.

It was proposed by Cllr Strudley, seconded by Cllr Jones and RESOLVED by members present to adopt scheme of delegation.

495. Council Committees and Working Groups

The council appointed members to committees and working groups and elect chairs of said committees:

a. Finance & General Purposes Committee

It was proposed by Cllr Strudley, seconded by Cllr Ms Gierth and RESOLVED by members present to appoint the following members to the Finance & General Purposes Committee:

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

Cllr Harrison indicated he would stand aside for re-election as chair of the committee and proposed Cllr Wilson for the role, this was seconded by Cllr Strudley. There being no other candidates, Cllr Wilson was appointed by members present.

b. Planning & Transport Committee

It was proposed by Cllr Strudley, seconded by Cllr Jones and RESOLVED by members present to appoint the following members to the Planning & Transport Committee:

Cllr Ms Dulieu	Cllr Ms Gill
Cllr Fitzwilliams	Cllr Jones
Cllr Ms Gierth	Cllr Ms Thorin

Cllr Jones was proposed as chair of the committee by Cllr Strudley and was seconded by Cllr Ms Gill. There being no other candidates, Cllr Jones was appointed by members present.

c. Environment Committee

It was proposed by Cllr Harrison, seconded by Cllr Ms Gill and RESOLVED by members present to appoint the following members to the Planning & Transport Committee:

Cllr Ms Dulieu	Cllr Ms Thorin
Cllr Fitzwilliams	Cllr Towle
Cllr Ms Gierth	

Cllr Ms Gierth was proposed as chair of the committee by Cllr Strudley and was seconded by Cllr Jones. There being no other candidates, Cllr Ms Gierth was appointed by members present.

d. Facilities Committee

It was proposed by Cllr Ms Gierth, seconded by Cllr Ms Gill and RESOLVED by members present to appoint the following members to the Facilities Committee:

Cllr Dr Barnard	Cllr Strudley
Cllr Ms Dulieu	Cllr Towle
Cllr Jones	

Cllr Dr Barnard was proposed as chair of the committee by Cllr Ms Dulieu and was seconded by Cllr Strudley. There being no other candidates, Cllr Dr Barnard was appointed by members present.

d. *Staffing sub-committee*

It was proposed by Cllr Jones, seconded by Cllr Ms Gierth and RESOLVED by members present to appoint Cllr Mrs Barnard to the Staffing sub-committee, the other members being the Chairman of the Council and the Chair of the Finance & General Purposes Committee. There being no other candidates, Cllr Mrs Barnard was elected by members present.

e. *Environment Sub-committee (Allotments)*

It was proposed by Cllr Ms Dulieu, seconded by Cllr Harrison and RESOLVED by members present to appoint the following members to the Environment sub-committee:

Cllr Fitzwilliams
Cllr Ms Gierth
Cllr Ms Thorin

f. *New Community Facility Working Group*

It was proposed by Cllr Ms Dulieu, seconded by Cllr Ms Gierth and RESOLVED by members present to appoint the following members to the New Community facility Working Group:

Cllr Dr Barnard	Cllr Strudley
Cllr Ms Dulieu	Cllr Ms Thorin
Cllr Jones	

g. *Community Infrastructure Working Group*

All members of the council are part of the Community Infrastructure Working Group.

496. Dates and times of meetings

A list of the dates of times of meetings had been previously circulated by the Clerk. It was proposed by Cllr Ms Gierth, seconded by Cllr Harrison and RESOLVED by members present to approve the meeting schedule for 2018/19.

497. Council Representation

It was proposed by Cllr Ms Gill, seconded by Cllr Jones and RESOLVED by members present to appoint the following members as representatives of the council on various groups and bodies:

Binfield, Warfield & Winkfield Arts Week	Cllr Fitzwilliam
Bracknell Forest Nature Partnership	Cllr Towle
Bracknell Forest Parks & Public Realms	Cllr Strudley
Bracknell Forest Town & Parish Liaison	Cllr Ms Dulieu (as chair) and Cllr Ms Thorin
Jealotts Hill Community Landshare	Cllr Fitzwilliams
Lily Hill Park	Cllr Ms Thorin
Northern Parishes Liaison Group	Cllr Ms Dulieu (as chair) and Cllr Ms Thorin

498. 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 reviewed the Scheme of Delegation and the Asset Register and Risk Register.

- b. *to note the minutes of the Finance & General Purposes Committee meeting of 10 May 2018*

The minutes of the meetings of 10 May 2018 were noted.

- c. *to note the Financial Report to the end of March 2018*

The financial report to the end of March 2018 was noted.

- d. *to note and approve the Asset Register and Risk Register*

The Finance & General Purposes Committee reviewed the Asset Register and Risk Register at their May 2018 meeting and recommended approval to members. It was proposed by Cllr Harrison, seconded by Cllr Ms Gierth and RESOLVED by members present to approve the Asset Register and Risk Register.

- e. *to approve the regular payment schedule*

Members were asked to approve the regular payment schedule for the financial year. It was proposed by Cllr Harrison, seconded by Cllr Jones and RESOLVED by members present to approve the regular payment schedule.

Cllr Ms Dulieu noted this would be Cllr Harrison's last report as chair of the committee and thanked him for his contribution. Members were in agreement.

499. GDPR update

The Clerk updated members on the GDPR preparations for the council. Clarity on the issue of consent for the processing of personal data had been gained. Many of the council's activities involving the processing of personal data were covered through contractual arrangements (e.g. hall hires) or for compliance with a legal obligation (e.g. maintaining an allotment waiting list). Therefore, the council was not required to obtain mass consents. Two pieces of data held by the council were identified as being non-compliant moving forward and these would be anonymised if possible or deleted.

The Clerk updated members the appointment of a Data Protection Officer (DPO). The Data Protection Bill going through parliament removes the requirement for a parish council to appoint a DPO, however, best practice recommends that councils appoint a DPO. The Clerk advised members that his recommendation was for the council to

proceed with appointing a DPO. The Clerk had now met with the a potential DPO introduced via BALC and the recommendation was to proceed with this appointment.

The Clerk reminded members that they had delegated appointment of the DPO to the Clerk, however BALC required the application to be signed by the chairman of the council. The Clerk therefore asked members to permit the chairman to sign the authority. This was taken up by Cllr Strudley, who proposed the chairman sign the authority and was seconded by Cllr Jones and RESOLVED by members present. The chairman signed the authority to appoint the DPO.

500. Planning & Transport Committee

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

Cllr Jones updated members on the Planning & Transport Committee meeting of 8 May 2018. Members were advised that the committee had recommended refusal of the latest Berkeley Homes application.

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

The minutes of the Planning Committee meeting held on 16 April 2018 were noted.

501. Updates from Committees

There were no updates to be reported.

502. Standing reports

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

The Clerk advised that Bracknell Forest Council were continuing discussions with Harcourt ahead of further work on the community hub.

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

The Clerk advised members that Syngenta had provided an update on their future plans for the Jealotts Hill campus. The Clerk would investigate if Syngenta could come and explain their plans to the council.

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

The Clerk advised that data relating to the neighbourhood plan had been transferred to the parish council ahead of GDPR implementation.

- d. to receive an update on youth provision*

There was no update this month.

503. Accounts for Payment

It was proposed by Cllr Harrison, seconded by Cllr Jones and RESOLVED by members present to approve the following accounts for payment:

Cheque Payments			invoice total
4410	ABA (Construction) Ltd	play area inspections	£156.36
4411	BALC	membership 2018/19 and training	£2,151.12
4412	Bracknell Forest Homes	JHCL contribution 2018/19	£8,242.00
4413	Brownlow Hall Memorial Trust	rent Q1	£3,875.00
4414	Bowak Ltd	cleaning materials	£65.47
4415	Bracknell Pest Control	pest control inspections	£72.00
4416	Circle Cleaning Services	contract cleaning	£760.00
4417	Stevens Cleaning Services	office cleaning	£52.00
4418	Wellers Hedley	allotment search fees	£258.92
4419	Windowflowers Ltd	hanging baskets at Brownlow Hall	£367.20
4420	void	void	£0.00
4421	Whitegrove FC	refund of hire charges	£85.75
			£16,085.82

504. Representatives Reports

Cllr Strudley updated members on the recent councillor's surgery.

Cllr Jones reported that a post and rail at the Splash had been broken down.

505. Clerks Report

The Clerk presented his report and updated members on the recruitment to the Parish Administrator role.

506. To confirm the date of the next meeting

The next meeting of the council will take place at 7.45pm on Wednesday 6 June 2018.

507. Closure of the meeting

There being no further business the meeting was closed at 9.52 pm