



# SUNNINGDALE PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting **Tuesday 8<sup>th</sup> May 2018**

|      | Agenda Item   |
|------|---|
| 1/18 | <p><b>Welcome and Introductions</b></p> <p>Members of the council were welcomed to the Annual Parish Council meeting by the standing Chairman of Council, Cllr Buxton who thanked them and the Clerk for their work on behalf of council over the last 12 months. She noted that without their time and energy council would not be able to accomplish so many aspects on behalf of the residents.</p>  |
| 2/18 | <p><b>Attendance:</b> Anne-Catherine Buxton, Yvonne Jacklin, Valerie Pike, Mary Sayer, Michael Burn, Anne Brindle, Robin Booth, Lilly Evans</p> <p><b>In attendance:</b> Ruth Davies (Clerk)</p> <p><b>Apologies for absence: None</b></p>  |
| 3/18 | <p>There were no declarations of interest on items to be discussed on the agenda</p>  |
| 4/18 | <p><b>Nominations were invited for the appointment of Chairman of the Council</b></p> <p>Cllr Brindle nominated Cllr Buxton as Chairman, this was seconded by Cllr Burn, No other nominations were received, and Cllr Buxton was <b>unanimously approved as Chairman</b> by council.</p> <p>Cllr Buxton signed the Declaration of Office for 2018 19, witnessed by Ruth Davies as Clerk</p>   |
| 5/18 | <p><b>Nominations were invited for the appointment of the Vice-Chairman of the Council</b></p> <p>Cllr Buxton nominated Cllr Jacklin as Vice-Chairperson, this was seconded Cllr Sayer. No other nominations were received, and Cllr Jacklin was <b>unanimously approved as Vice-Chairman</b> by council.</p>   |
| 6/18 | <p><b>Appointment of Committee Members to Council Committees, Working Groups and Representatives for Council</b></p> <p>Councillors selected the committees, working groups and representations for the coming year for which they wished to participate in.</p> <p>At this point in the meeting, Cllr Brindle gave her apologies and left the meeting due to illness</p>   |
| 7/18 | <p><b>Governing Documents and Policies of Council</b></p> <p>To approve or refer for review the documents as listed on the Sunningdale Annual Review</p> <ul style="list-style-type: none"><li>• Cllr A-C Buxton proposed the referral of the standing orders of council for review with new guidance from NALC</li><li>• Feedback has requested for the TOR, Code of Conduct and the Financial regulations be reviewed, therefore these would be referred to the Operations WG.</li></ul> <p>A discussion took place in council regarding the process which should be followed to provide transparency and challenge to the revision of the governing documents of council. It was agreed that members of council would have until the 31<sup>st</sup> May 2018 to provide additional feedback to the Clerk on any areas of the documentation under review that they wished to be considered in the review process. A full audit trail of the points raised would be provided for review by council at the time of approval. It was also confirmed</p> |

|       |  |
|-------|--|
|       | <p>that should the returned policies not meet with council's approval, the process would be to return these to the Operations WG for further amendment considering guidance given at the council meeting. All these points were accepted, and the Chairman then directed council with the following proposal:<br/>Proposal that Operations WG are allocated the task of reviewing these documents under the process above:<br/>For: 5 Abstained: 1 This proposal was therefore <b>approved</b> by council.<br/>Cllr Pike directly requested that the feedback received by the Clerk is collated into a document to be reviewed by Council. Cllr Jacklin on behalf of the Operations WG confirmed an audit document would be included.<br/>A discussion took place as to whether an additional ordinary meeting of council should be scheduled to review these documents. It was <b>unanimously agreed</b> that the Clerk would determine the level of amendments proposed and whether it was appropriate to schedule an additional meeting.</p> <ul style="list-style-type: none"> <li>• Cllr Buxton proposed to council a review was undertaken the Chalet, as all income generating assets were or had been reviewed apart from this facility. It was proposed the initial review would be carried out by the Recreation WG to be sent to the Finance Committee and then brought to council<br/>Council <b>unanimously approved</b> this proposal</li> <li>• Due to time constraints of preparing work for upcoming planning meetings, Cllr Jacklin and Cllr Burn were proposed as co-chairmen of planning by Cllr Buxton and seconded by Cllr Booth and <b>unanimously approved</b> by council.</li> </ul> <p>All other committees and working group chairmen will be confirmed at the first meeting of the committee or Working Group.</p> |
| 8/18  | <p><b>Council approved the Minutes of Council of 10<sup>th</sup> April 2018 with amendments</b><br/>Matters arising:</p> <ul style="list-style-type: none"> <li>• Boundary commission letter was sent late Friday 4<sup>th</sup> May 2018 and will be shared with the council</li> <li>• Recycling centre on London Road in the car park is in the process of being removed by RBWM</li> <li>• The Clerk and Chairman have received a response from Jenifer Jackson re CIL payment, however further questions remain from the original query in February 2018 and these are currently being pursued.</li> </ul>  |
| 9/18  | <p><b>Announcements from the Chairperson</b></p> <ul style="list-style-type: none"> <li>• Ben Lynwood application for the new medical centre has been amended and will come to the next planning meeting on the 22<sup>nd</sup> May 2018.<br/>Council <b>unanimously approved</b> a plan to replicate the process followed by the planning committee for the Sunningdale Park application, though concerns were raised on the time available for the public consultation and the availability of the planning documents. It was agreed the process would be determined by the Co-Chairs of planning and the Clerk.</li> <li>• SPAE has suggested SPC put air pollution monitoring in Sunningdale prior to develop commences, and may lead to pollution signage, lorries on the A30 and Chobham Road Bridge.<br/>Council <b>unanimously approved</b> the purchase of 6 monitors at a cost of £90 from Friends of the Earth. Cllr Evans and Cllr Pike volunteered to take on the responsibility of putting in place and removing the monitors. The sites were confirmed as: one either side of the level crossing, one by Charters School and one by Holy Trinity Schools, the junction of Silwood Road / Larch Avenue and the Chobham Road Junction. It was confirmed these would be put in place when received, avoiding Ascot week.</li> </ul>  |
| 10/18 | <p><b>GDPR</b><br/>Council reviewed the report from Cllr Jacklin re the GDPR process for SPC and thanked her for the work in providing the documentation and plan.</p>   |

|       |   |
|-------|---|
|       | <p>Council <b>unanimously approved</b> the proposal for the Clerk to act as link person Cllr Jacklin and the Clerk to propose date for council GDPR training, ideally in May.</p>   |
| 11/18 | <p><b>Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups</b></p> <ul style="list-style-type: none"> <li>• The proposal by Cllr Y Jacklin on behalf of the Operations WG to amend the Terms of Reference for Committees was deferred due to previous conversations.</li> <li>• Council received the proposal by Cllr R Booth on behalf of the Finance Committee to commission a VAT report from the council's accountants. Council <b>unanimously approved</b> the expenditure of £750 for VAT exemption report by DCK Beevers</li> </ul>   |
| 12/18 | <p><b>Financial Report</b></p> <p>Council received the RFO's financial report to council and <b>noted</b> the software issues meaning the receipts and payments for April 2018 will be presented at the meeting in June</p>   |
| 13/18 | <p><b>Information Sharing</b></p> <ul style="list-style-type: none"> <li>• Cllr Sayer enquired on the ownership of the carpark on Bedford Lane due to an advertisement for parking onsite, Radian was suggested. Cllr Sayer will follow this up.</li> <li>• Cllr Burn reported robberies in the neighbourhood.</li> <li>• Cllr Evans confirmed the application for the construction of flats on the site of Bluebells restaurant was withdrawn prior to WRDCP. She noted that the internal and external measurements were not aligned and that the external measurement be confirmed as over 1,000 sq. ms situated on over half an acre of site, this would indicate a major development and that affordable housing would be required.</li> <li>• Cllr Evans updated the RBWM policy in relation to CIL would be coming forward to the Borough Council in June</li> <li>• The Clerk updated council on the damage to the field gazebo and the film of a Charters student misbehaving in the area. That this had been reported to the joint headteachers and a meeting was being arranged to prevent any further damage taking place.</li> <li>• The Clerk updated council on an attempted assault which took place on Thursday 26<sup>th</sup> May on the footpath from Broomhall Recreation ground to the train station at 5:30pm. A young woman was involved, and the incident has been reported to and is being handled by the police. A meeting is due to take place with the new TVP sergeant to discuss what other measures can be put in place for safety.</li> <li>• The Clerk updated council on the library container still on site due to the breakdown of the truck over the weekend. Unfortunately, boxes of used gas cannisters were then collected from this area on Tuesday morning as the container provided shielding from the passing traffic.</li> </ul> |

Part I of the meeting closed at 9:40 pm

Part II closed at 9:50pm. The Part II confidential minutes are recorded separately.