



SUNNINGDALE PARISH COUNCIL

Minutes of the Parish Council

Tuesday 11 June 2019

15/19	<p>Attendance: Cllr Buxton (Chairman); Cllr Jacklin (Vice-Chairman); Cllr Booth; Cllr Burn; Cllr Sayer; Cllr Brindle; Cllr Pike and Cllr Penney</p> <p>Apologies for absence: No Apologies</p> <p>Present: Ruth Davies (Clerk)</p> <p>There was 1 member of the public present, their details are recorded in compliance with the council's GDPR policy.</p>
16/19	<p>Declaration of interest for items on the agenda.</p> <p>There were no declaration of interest for items on the agenda.</p>
17/19	<p>Approval of Minutes of Council of 7th May 2019</p> <p>Council resolved to approve the minutes of the council meeting of 7th May 2019 with the amendment under minute item 8/19 which should read Equality not Air Quality. The Chairman signed the minutes as an accurate record of the meeting.</p> <p>Matters Arising not covered in the agenda:</p> <ul style="list-style-type: none">• The Chairman confirmed that the notes from the meeting with the MD of RBWM and the Borough Councillors would be shared by the Clerk after the meeting• The Chairman referenced the actions taken on CIL which are detailed in the Operations Committee minutes• The Chairman referred to a CIL explanatory document which had been shared by the Clerk to the Operations Committee and this was agreed to be shared with all members of council• The Chairman referenced the information and actions on Council training in the Operations Committee minutes and confirmed that council would be updated once responses from 3rd parties had been received
18/19	<p>Announcements from the Chairperson</p> <ul style="list-style-type: none">• The Chairman requested council's approval for the Sunningdale Pre-school, based at the Village Hall, to utilise the recreation ground for the 50th Anniversary Celebration on the 13th July 2019. Council resolved to approve this request and the Clerk assured the members that all insurances would be seen prior to the event• The Chairman informed council that Cllr Sayonara Luxton had been appointed a second terms as Mayor of the RBWM and the announcement of this was on the parish council's website• The Chairman informed council of the absence of the Chairman and Vice-Chairman for the 9th July 2019 council meeting and therefore requested Cllr Booth was appointed Chairman for this meeting. Council resolved to approve this request
19/19	<p>Public Adjournment</p> <p>With reference to the question posed by Cllr Pike on behalf of a resident at the meeting on the 7th May 2019, the Chairman confirmed that meetings had been arranged with the resident for the 14th and 18th June with Cllr Booth and Cllr Buxton to address the questions.</p> <p>The council received the following question from the resident present:</p> <p>Q: A resident attended their place of business and complained that the verge opposite their property on Silwood Road was not being maintained by RBWM and they were now unable to cut this themselves due to increased age. What could the parish council do about this?</p> <p>A: The Clerk confirmed that all such information is reported regularly by the parish office on the RBWM Report It system and followed up to ensure the work is done. Therefore, if the resident</p>

	would like this to be reported through the parish council, please forward the details or call into the office with the information.
20/19	<p>Councillors Questions and Business Motions</p> <p>Cllr Pike presented to council a paper on the Equality concerns in relation to the proposed Heathrow expansion. After reviewing the paper council resolved to approve the proposals put forward by Cllr Pike to: Request the response from RBWM in reference the EqIA; Request Heathrow Airport Ltd give an update on Heathrow Expansion in relation to Sunningdale. Cllr Pike confirmed all correspondence would be copied to the Clerk and Chairman.</p>
21/19	<p>Business from previous meetings</p> <p>There were no items to discuss under this agenda point</p>
22/19	<p>Appointment of Committee Members to Working Groups and Representatives for Council</p> <p>Cllr Buxton requested council approve the Terms of Reference Document, however delay allocating members of working parties and council representatives until the July council meeting to allow for potential co-opted councillors to be involved.</p> <p>Council resolved to approve the Terms of Reference document with the following amendments:</p> <ul style="list-style-type: none"> • Reference to Green Flag Working Party on the structure diagram and Recreation Working Party in the document should be the same <p>Council resolved to approve the Chairman’s request to delay appointing representatives and members until the 9th July council meeting.</p>
23/19	<p>Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups</p> <p>Council received the minutes from the Operations Committee and resolved to approve:</p> <ul style="list-style-type: none"> • the Media Policy with clarification from Cllr Buxton on the “Case Law” as referred to in the document • the Whistle Blower Policy with the amendment to section 3.2 on Confidentiality, replacing “may” with “could” • the Lone Worker Policy with clarification that the review schedule would be at least annually and that under section 10 reference to the procedure detailed in the Green Book for physical harm to an employee would be added <p>Council resolved to approve the determination of the Operations Committee that Sunningdale Parish Council Local Council profile is Level 3. Cllr Pike requested her vote against this was registered.</p> <p>Council received the minutes of the Finance Committee and resolved to approve:</p> <ul style="list-style-type: none"> • the amended Financial Regulations as amended • the Investment Statement and the first stages of the Investment strategy • to conform to the required Anti-Money Laundering regulation requirements as required by the Council bank Handelsbanken and all councillors provided the Clerk with the personal information required • the funding proposals for the Ascot Volunteer Bureau of £100 and the Outreach Project delivered by the Bracknell CAB of £100 with the agreement that these would be reviewed during the council year to ascertain if additional funds could be granted • Council also resolved to review within the budget setting process for 2020 21 the level of the grant allocation provided by the council
24/19	<p>To approve the AGAR statements and reports to be sent to the external auditor</p> <ul style="list-style-type: none"> • Approval of the 2018 19 Statement of Accounts as provided by DCK was deferred to the 9th July 2019 meeting as the Clerk had not received the amended statements in time for this meeting. However, the annual return figures as required for the AGAR statements and the external auditor had been confirmed. • Council resolved to approve the 2018 19 AGAR Accounting Statements • Council resolved to approve section 1, Annual Governance Statement 2018 19 • Council noted the AGAR 2018 19 Annual Internal Audit Report with no areas of concern

	<ul style="list-style-type: none"> • Council received and noted the final Internal Audit for the council for the budget year 2018 19 and congratulated the Clerk on a clean audit. Cllr Booth requested the Clerk confirm that the Asset register mentioned on the report had now been completed. The Clerk confirmed that this had been done and formed part of the Statement of Accounts as provided by DCK. Cllr Booth also requested that the Clerk confirmed when the transition of the accounts to Income and Expenditure would take place. This was confirmed as the return due on the 31st March 2021 which would also require the previous 3 years to be re-stated. All work due for this was being done to make the transition as efficient as possible.
25/19	<p>Financial Report</p> <p>Council received the RFO's financial report to council and noted the project expenditure detailing an underspend of £2,288. The Clerk was thanked for delivering the project under budget.</p> <ul style="list-style-type: none"> • Council resolved to approve the receipts and payments for April and May 2019
26/19	<p>Clerk's Report</p> <p>Council received the Clerk's report for May 2019 and raised concerns over the accidents that had occurred in the playground to ensure that council was taking all precautions for safety work. The Clerk confirmed that annual, quarterly and fortnightly play inspections occurred and while the council immediately acted upon any areas highlighted in these inspections, the risk to the users and council remained low. The Clerk confirmed that mitigating actions regarding the helter skelter slide were being reviewed but had not been recommended by the fortnightly inspection team.</p>
27/19	<p>Information Sharing</p> <ul style="list-style-type: none"> • Cllr Pike updated council on her representation at the Charters Leisure Trust meeting. The Oaks Leisure proposal had been referred to the Planning Authority with concerns over the 40 trees which were proposed to be removed and questions from Highways regarding a Travel plan. There was also an amended design which had been sent to the Planning Authority. Councillors enquired regarding the funding of this and where RBWM were proposing to fund from. Cllr Pike did not have any definitive information on this.

The Chairman thanked all councillors, residents and the Clerk for their attendance and participation during Part I of the council meeting which closed at 9:25 pm.

Resolutions made in Part II of the meeting:

32/19	<p>To approve the proposal to co-opt</p> <p>Council resolved to approve the proposal put forward by Cllr Buxton and Cllr Jacklin to co-opt Lilly Evans and Julia Chester as members of the council. Cllr Buxton and Cllr Jacklin made this proposal after following the council's co-option process.</p>
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