



SUNNINGDALE PARISH COUNCIL

Minutes of the Parish Council Tuesday 10 March 2020

108/19 Attendance and Apologies for absence

Attendance:

Cllr Buxton (Chairman); Cllr Sayer; Cllr Brindle; Cllr Burn; Cllr Booth; Cllr Pike; Cllr Evans

Apologies for absence:

Cllr Jacklin (Vice-Chairman); Cllr Penney

Present:

Ruth Davies (Clerk)

There were no members of the public present.

109/19 Declaration of interest for items on the agenda.

The Chairman received the following Declarations of Interest in accordance with the adopted Code of Conduct

- Cllr Booth declared an interest in the outcome of the Chalet Tender
- The Clerk declared an interest in agenda point 115/19 – Code of Conduct Decision Notice
- The Clerk also declared an interest in Cllr Pike for agenda point 115/19 – Code of Conduct Decision Notice

110/19 Approval of Minutes of Council of 7 January 2020

The minutes were signed by the Chairman as an accurate record of the meeting with the following updates to actions arising from previous minutes not included in the agenda for the meeting being held will be given.

- Minute 101/19 would benefit from adding “per annum” to the precept information of an increase of £2.31 and 3.99%
- Minute 94/19, the Chairman confirmed the report / presentation on biodiversity had still not been received
- Minute 98/19 the Clerk confirmed that further work was being carried out to find Online / Skype training for council members

111/19 Announcements from the Chairman

- The Chairman brought to all council members attention the Fire service review which had been previously sent out by the Clerk’s Office to all councillors. The Chairman requested any comments that council members wished to make on this consultation to be sent to the Chairman by the 10th April and a response, if appropriate, would then be made on behalf of Sunningdale Parish Council.
- The Chairman updated council of the actions and meetings which she had undertaken in her role of Chairman of DALC (District Association of Local Councils). During the previous months, the Chairman had met with the new leader of RBWM, Cllr Andrew Johnson in a series of meetings to discuss the changes to the Parish Conference of which there will shortly be a press announcement, with plans to change Parish Conference to one meeting all RBWM and Parish Councillors with all officer and Clerks invited to attend. This new conference is planned to commence in October 2020 with the stated aim of improving working relationships between RBWM and the Parishes; RBWM council members and parish council members; bring greater understanding of everyone’s working practices; introduce new councillors and changes in lead roles. The conference will cover topics such as the parish role in relation to the borough; codes of conduct; planning and the parish charter. As to timing, it is intended to be a late afternoon, early evening to allow as much access for working council members as possible. The day to day contact from RBWM to the parishes is provided by Louise Freeth, with the newly formed Clerk’s Forum and the Stakeholder meetings providing a working platform between RBWM and the Parishes.

The recent Parish Conference took place 3rd March and was well attended by RBWM Councillors, presentation by Berkshire Youth services. The minutes and presentations will be shared with council members once received by the Clerk.

112/19 Public Adjournment

There were no members of the public present and no questions to answer from previous meetings, the chairman moved on to the next agenda point

113/19 Councillors Questions and Business Motions

The Chairman received the following:

- Cllr Brindle brought to council a proposal to support an initiative brought by a Sunningdale resident who is also a clinician working with Ben Lynwood residents to reduce fall risks. She is asking the Parish Council to provide litter picking equipment for an organised litter picking group.
The council **resolved unanimously to approve** this business motion and to delegate the purchase to the Clerk with a stated cost of £155.
- Cllr Pike enquired if there had been any applications for the vacant councillor position?
The Chairman confirmed that there had not been, and the position would continue to be filled through the co-option process.

114/19 Business from previous meetings

Cllr Evans provided a verbal update to council confirming that there was no further information available regarding any amendments of improvements to Sunningdale Train Station or Level crossing at the moment.

The Chairman directed that this should be marked as a completed action and that Cllr Evans will monitor and bring back to council any updates as a when they may occur.

115/19 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups

The council received Part I unapproved minutes from the Finance Committee of 11 February 2020 which were presented by Cllr Booth as Chairman of the Finance Committee highlighting:

- Minutes 41/2019 the council accounting statements are on the website
- Minute 41/2019 the library project is unlikely to proceed due to budget cuts from RBWM. An RBWM consultation on the reduction of the provision of library services which will shortly be taking place for all residents to response.
- Minute 47/2019 update that the council accounts will change from Cashbook to Accrual accounting from April 2021 as is the statutory requirement and the software required to manage the change is being investigated by the Clerk to report back to the Finance Committee

The Council received and resolved to adopt the Risk Register with the following amendment:

- Risk 33 to include the note "Cover for the Clerk under business continuity is a topic being discussed through the Clerk's Forum as current access to Locum Clerks is limited"
- Risk 50 to include under mitigations "The council's reserves policy has given contingency however there remains the risk of devolved services from RBWM"

The council received the requests for capital expenditure with approved budgets with the following resolutions:

- Council **resolved to approve** the request for capital expenditure of £1,802 for replacement tables and new chairs for the community room. Cllr Pike abstained.
- Council **resolved to approve** the request for capital expenditure of £1,570 to refurbish the chalet with external and internal painting and installation of a handwash sink. Cllr Pike objected.
- Council **unanimously resolved** to agree the concept of the acoustic door to be fitted in the community room requesting that final details are brought back to council on the 14th April 2020 and that as this action crossed the year end an EMR would be created for £4,660 out of 2019/20 budget year for this proposed capital expenditure.

The council received Part I unapproved minutes from the Operations Committee of 25 February 2020 with no comments made on the minutes.

- Council **received** and **unanimously resolved** to **approve** the proposed Terms of Reference for the Village Hall Charity Committee which will be added to the Terms of Reference for Committees, Working Groups and Representatives and brought back to council at the Annual Parish Council Meeting in May 2020.
- Council **received** the Code of Conduct Decision Notice as issued by the RBWM Monitoring Officer
The Chairman noted the declarations of interest for the Clerk and Cllr Pike and requested that they did not participate in any discussion.
The Chairman requested that Cllr Pike answered with “yes” or “no” the question: “Cllr Pike, are you going to apologise and remove the social media post as requested by the Monitoring Officer in the Decision Notice?”
Cllr Pike informed council that she was still in discussion with the Monitoring Officer regarding the Apology as requested in the Decision Notice.
Cllr Burn requested a timeline on when this discussion would complete and the decision on the apology would be shared with council.
Cllr Pike again stated that she was discussing this with the Monitoring Officer and no timeline had been agreed.

116/19 Financial Report

Council **received** the finance report including the council detail report, there were no questions or matters arising
Council resolved to **approve** the receipts and payments up to and including February 2020

117/19 To confirm the date and agenda for the Annual Electors Assembly 2020

Council resolved to **approve** the date for the electors meeting as being Thursday 23 April 2020.
The Chairman requested any agenda items to be sent to her by 1st April 2020 or she would proceed with the agenda as detailed in the meeting.

118/19 To receive the Clerk’s report including an update on Covid-19 in the workplace

Council **received** the clerk’s report including the information provided on Covid-19 with recommended actions for council as employers.
Council **approved** the proposed level of actions should the government bring forward further measures to combat the pandemic and noted as follows:

- **Phase 1** should the government close schools then the parish office would close to all visitors and there would be no council gatherings in the community room. Should hirers wish to continue at their own risk then this would be permitted under constant review. No additional cleaning would be carried out and hirers would be informed of this. If hirers either at the community room or village hall wished to cancel, then no charge would be levied. All employees would have the right to work from home should they wish to or need to for school age children.
- **Phase 2** should the government bring in measures such as in Italy or France, restricting movement and gatherings for a time period, the office would then close to workers who would work remotely; all room hires would cease and no charges would be levied; the toilets at the recreation ground would be locked and clear signage put in place that whilst the park area was still open to use, it was at the users risk and no additional cleaning was being carried out. A barrier would be put up to restrict full use of the car park and the WI would be included in any action taken.

The Clerk, Cllr Brindle and Cllr Evans provided an update to council on the Chalet Tender process. Council was informed that there had been no successful bidders for the operation in this tender round and that the tender would once again be opened for responses. The target date for the new operator to be in place and open would now be the 1st July 2020 and the Chalet would be closed with clear signage until that date. The current rental arrangement completes on the 31st March 2020 and there was no confirmation on whether the chalet would open between the meeting and the 31st March 2020. The Chairman thanked the Clerk, Cllr Brindle and Cllr Evans for their work with the Tender.

119/19 Information Sharing

Cllr Evans informed council of an incident with an individual fleeing through gardens around her property and others in Onslow Road

With no further items to discuss in Part I, the Chairman thanked all councillors and the Clerk for their attendance and participation during Part I of the council meeting which closed at 9.55 pm.

Unapproved