



## Minutes of the Parish Council Tuesday 8 September 2020

### **14/20 Attendance and Apologies for absence**

Attendance: Cllr Buxton (Chairman); Cllr Jacklin (Vice-Chairman); Cllr Sayer; Cllr Booth; Cllr Evans; Cllr Penney; Cllr Pike  
Apologies for absence: Cllr Burn.

Present: Ruth Davies (Clerk)

There were no members of the public present.

### **15/20 Declaration of interest for items on the agenda.**

R Davies, the Clerk, declared an interest in item 5, Agenda point 20/20 Code of Conduct

Cllr Pike declared an interest in item 5, Agenda point 20/20 Code of Conduct

Cllr Pike questioned whether Cllr Buxton as complainant in the Code of Conduct Breach should also declare an interest?

Cllr Buxton confirmed that the C of C Complaint made was on behalf of council in her elected position as chairman and not a matter directly relating to her as a council member.

Cllr Pike further questioned whether Sunningdale Parish Council therefore should declare an interest?

Cllr Buxton informed her this was not so. The council is a body corporate and declaration of interests are for personal interest in matters to be discussed.

The above is minuted at the direct request of Cllr Pike.

### **16/20 Approval of Minutes of Council of 18 August 2020**

The council **resolved to approve** the minutes and they will be signed by the Chairman as an accurate record of the meeting once the Clerk and Chairman meet.

#### **Matters Arising were:**

Minute 3/20 referred to the minutes being signed as accurate in the future only because the Chairman and Clerk were in a virtual meeting at the time they were approved.

### **17/20 Announcements from the Chairman**

The Chairman confirmed to council that the Parish Office was now open to visitors by appointment and that all measures had been taken to make comply with COVID secure regulations. The team were now working from the office with the option for flexible working from home as required.

Cllr Pike questioned if the community room was once again available for hire?

The Clerk confirmed that COVID Secure measures were being put in place with an expectation of being able to re-open to hirers in the coming week or so.

The Chairman informed council that the under 12s playground was now open with the appropriate signage and regulations as detailed by the government legislation, however it was noted that not all users were complying with these signs or regulations. The use would continue to be monitored.

The Chairman informed council of RBWM consultations taking place for Waste and Minerals; Borough Local Plan and Library services. If any council member wished to comment, the Chairman requested these were directed through the Clerk.

The Chairman expressed concern over the issues being raised by many residents over the household waste collection contract and the current lack of bin collections that many residents were experiencing. The Chairman confirmed that any concerns over these should be sent via email to Cllr David Coppinger at RBWM who had taken over the responsibility for this contract.

### **18/20 Public Adjournment**

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

It was agreed by council that the website information for access to the meeting by members of the public would be amended to remove the requirement for pre-registration.

### **19/20 Councillors Questions and Business Motions**

There were business motions brought forward.

Cllr Pike questioned if any interest had been shown in the 2 co-option vacancies.

Cllr Buxton confirmed that along with the Vice-Chairman, the council co-option process was being followed for interested parties.

### **20/20 Business from previous meetings**

Council reviewed the decision to purchase the litter picking kit which had been delayed due to concerns over the health and safety management during the COVID-19 pandemic. It was agreed that the Clerk would contact the individual who had requested this to ascertain the procedures that would be implemented and their compliance with the required measures and report back to council at the meeting on the 13 October.

Council received an update on the projects delivered against spending approvals and noted that all were within budget.

Council agreed that the Christmas Lights event would not take place this year, 2020, however the Christmas light motifs would be placed on the lamp posts along Chobham Road and lit from the 27 November to the 6 January 21.

Nominations were requested for the Village Hall Management Committee. Cllr Penney, Cllr Evans, and Cllr Booth confirmed their willingness to form this committee.

Council received the formal Code of Conduct Decision Notice of July 2020 in relation to Cllr Pike and the determination that a breach of the code of conduct had been confirmed.

- Cllr Buxton requested a response from Cllr Pike to indicate whether she would be complying with the Monitoring Officer's decision that she should apologise to the Clerk.
- Cllr Pike confirmed she would not be offering an apology and questioned whether the council had received her subject member response in relation to this code of conduct (July 2020) which she had already submitted to the Monitoring Officer.
- Cllr Buxton confirmed that no subject member response in relation to the Code of Conduct decision (July 2020) had been received.

### **21/20 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups**

Council received the Operations Committee minutes of 11 August. Cllr Jacklin confirmed to council that this committee meeting took place before the previous council meeting and therefore many of the items were covered at the council meeting of the 18 August 2020.

- Cllr Pike questioned the reference to LTN 22 and what LTN stood for?

Cllr Jacklin confirmed LTN stood for "Legal Technical Note" received from NALC which gives the council guidance on how to interpret the Standing Orders, Code of Conduct, Rules and Regulations for council. LTN 22 particularly relates to the updating of the disciplinary and grievance policy because of a high court ruling on the Ledbury. NALC were unsure on the model for updating regulations.

- Cllr Pike questioned if there was an update on item OP 4/20 which was in relation to the path across the recreation ground?

Cllr Jacklin confirmed that costs were still being sought in relation to this project and once they were received this would be reviewed with other infrastructure projects and if appropriate a recommendation to council would be put forward from the committee.

Council received the Finance Committee minutes of 11 August. Cllr Booth stated the minutes were mostly self-explanatory, however requested an update on progress for:

- FC 5/20 in relation to the allocation of CIL Grant into the area of the accounts. Currently this is under 101 administration, a revenue budget and CIL is predominantly spent via 4900 Capital Expenditure, therefore it would make sense to allocate here.

The Clerk / RFO confirmed that conversations had taken place with DCK on allocation and with other parishes and auditors who did not necessarily agree. However, a definitive answer would be sought.

- An action for Cllr Booth and the Clerk RFO to meet regarding VAT was still outstanding
- Whether the amended SOAs had been received from the accountants?

The Clerk / RFO confirmed they were not yet returned. Cllr Booth requested that the Clerk informed them that council had requested the SOA at tonight's meeting.

Cllr Pike questioned if these were the original accountants or new ones?

Cllr Booth confirmed they were the accountants that the council had employed for more than the last 5 years and no new appointment of accountants had been made.

- The AGAR 2019 20 was confirmed as submitted and at the point of the meeting, no requests under the right for public inspection had been received.
- Cllr Pike questioned the note under the emergency plan contact details for RBWM being put on the council website and whether this had taken place?

The Clerk confirmed this was still an action to occur.

- Whether the bank reconciliations whilst unable to occur in person, should be still be taking place?

The Clerk confirmed that this was possible to do electronically and would send to Cllr Booth for approval.

## **22/20 To receive the Financial Report**

Council received and reviewed the financial report as prepared by the Clerk/RFO with the following actions taken in response to questions from council members:

- Cllr Penney questioned the impact on the council income from COVID-19

The Clerk confirmed that the loss was limited to £13,000 maximum and that the insurance in place by the council was part of the High Court case currently completing, however until the situation with hirers returning was confirmed it was difficult to confirm what, if any losses the council would incur.

- Cllr Pike questioned the period to which the payment of £40, 000 CIL related to?

The Clerk confirmed this was for CIL revenues received by RBWM between Sept 2019 and March 2020 as in fits with the CIL schedule from previous years. The next CIL payment was due October 2020 and would be in relation to RBWM revenues from April 2020 to September 2020.

- Cllr Pike questioned if the Clerk was still monitoring the CIL due on the developments in Sunningdale?

The Clerk confirmed this was still the case.

The Chairman confirmed that the issues with CIL reporting and collection had been brought to the attention of the Cllr Johnson, Leader of RBWM Council.

The council received, reviewed, and **resolved to approve** the receipts and payments as presented.

### **23/20 To confirm the dates of future meetings**

The Chairman confirmed that the dates as sent out with the Agenda papers of the upcoming council and committee meetings would take place via the Zoom platform.

The next meeting would be held on the 13 October.

### **24/20 Information Sharing**

Cllr Penney informed council of his visit to the recreation ground and the excellent work that had taken place there.

Cllr Evans detailed to council the Longcross Steering Group information on the amendment to the plans.

Cllr Sayer brought forward the Chobham Fire Station proposed reduction and the campaign against this.

Cllr Pike questioned if council had been informed of the RBWM Consultation on the Chobham Road crossing? The Chairman confirmed the council had not been consulted.

With no further items to discuss, the Chairman closed PART I of the meeting at 8:50 pm.