



Minutes of the Parish Council Tuesday 13 October 2020

27/20 Attendance and Apologies for absence

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

Apologies for absence: None

Present: Ruth Davies (Clerk)

There were 3 members of the public present. Their details are recorded in line with GDPRs.

28/20 Declaration of interest for items on the agenda.

The Clerk declared an interest for Cllr Pike, as per the council resolution 95/19 of the 12 November 2019 meeting which required Cllr Pike to declare an interest in any financial resolutions by council. Therefore, the items for this meeting are agenda items 34/20 – budget assumptions and capital expenditure.

There were no other declarations of interest.

29/20 Approval of Minutes of Council of 8 September 2020

Cllr Pike questioned the accuracy of the minutes in relation to agenda point 20/20 and stated that she had not refused to apologise to the Clerk as recorded in the minutes.

Cllr Jacklin proposed a motion to council for all council members present to resolve the accuracy of the minutes as recorded. The motion was seconded by Cllr Buxton, the council so **resolved**.

The council therefore **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:

In minute 20/20, Cllr Pike questioned if council had received her Subject Member's response in relation to the Code of Conduct determination of July 2020 which she had already submitted to the Monitoring Officer.

- The Chairman confirmed to council that subsequent enquiries to the Monitoring Officer regarding Cllr Pike's response had received the confirmation from the Monitoring Officer that Cllr Pike's response was received on the 23 September. Also, that this subject member response was still not available to be published.

In minute 24/20 Cllr Sayer brought forward the consultation on the Chobham Road Fire Station.

- The Chairman confirmed that there is a lengthy response to this on the Surrey CC website.

In minute 20/20, the Clerk took an action to follow up on the Litter picking kit as approved by council but suspended due to concerns over the COVID-19 secure methods.

- This action is carried forward to the council meeting on the 10 November 2020.

In minute 21/20, Cllr Booth and the Clerk took the actions to meet to review VAT and to set up a remote process for the bank reconciliation internal auditing.

- These actions are carried forward to the council meeting on the 10 November 2020.

In minute 17/20 the Chairman confirmed the community room was open and that the council team were now working from the office. Cllr Pike again questioned if the community room was now open and if the team were back in the office.

- This was once again confirmed by the Chairman and that it was currently being hired out to the Eye Clinic and that the team were back in the office.

In minute 19/20 Cllr Pike had questioned if there was interest shown in the two co-option vacancies. The Chairman previously confirmed that the co-option process was being followed with 2 interested parties. Cllr Pike questioned if there were any co-option candidates to bring forward to council at the moment.

- The Chairman confirmed that no proposal for co-option before the council at this meeting, and it would have been included in the PART II agenda if there was such a proposal.

In minute 21/20 Cllr Pike questioned if there was an update on item OP4/20 regarding the path across the recreation ground. Cllr Jacklin confirmed previously that more costings were being sought and would be brought to council once reviewed. Cllr Pike questioned if any further update on this was available.

- Cllr Jacklin confirmed this was still being reviewed with costs being sought and was covered in OP16/20.

In minute 21/20 Cllr Pike questioned FP8/20 which stated the emergency plan information for RBWM would be placed on the council website. Cllr Pike again questioned if this had been completed.

- The Chairman confirmed this information was on the SPC website under “useful links”.

30/20 Announcements from the Chairman

The Chairman read in full the statement made by Cllr Andrew Johnson, Leader of the RBWM. This statement is available on the RBWM website. The Chairman highlighted the increase in COVID-19 infection rates in Windsor in comparison to the surrounding boroughs.

The Chairman informed council that the council team were currently working on the COVID-19 Secure protocols in relation to the introduced 3 tier lock down measures effective from Wednesday 14 October.

The Chairman reminded council that the RBWM advantage cards and bus passes can now be renewed online at RBWM.gov.uk.

The Chairman re-iterated the closing date for the RBWM Library consultation is Monday 30 November.

The Chairman confirmed the first week of the BLP examination took place last week (5-9 October) and week two takes place next week (19-24 October).

The Chairman confirmed the council will be laying a wreath at the war memorial for Remembrance Sunday and will attend an event if this is deemed appropriate at the time in relation to the current pandemic regulations. Additionally the poppies will once again be placed on the lamp posts in the village, however as the RBL are not supplying additional poppies this year, the council will be re-using previous poppies which may result in a reduction in numbers. Also, a flower bed at the Recreation Ground is being replanted as a memorial bed with an additional purchase of a Silent Solder. All the costs associated with this are within the existing budget approved by council. Finally, the hedging around the war memorial has been cut by the council team, to ensure the memorial is presentable for Remembrance Sunday. This work is usually carried out by RBWM and the Chairman thanked the parish grounds team for picking up this work.

31/20 Public Adjournment

Q: Having looked at the council website, the notice of public rights and the audit response, why as a council over £25k has the parish council declared an exemption?

A: The RFO confirmed that the council had not declared an exemption and the council accounts were subject to external review. The RFO also confirmed that the AGAR for 2018 19 was still under review by the external auditors, PKF Littlejohn due to an outstanding question from a resident.

Q: Why has the council not published the Statement of Accounts?

A: The RFO confirmed that the council had published the statutory required accounts section 3 of the AGAR. The additional externally produced Statement of Accounts, which the council reviews, would be added to the website once these are approved.

Q: The RBWM publish all Zoom Meetings on their website, therefore would the parish council also record their meetings and place the recordings on the website?

A: The Chairman explained that the parish council resolved previously not to record the council meetings for public review and the implementation of meetings via the zoom platform has not changed this resolution. The Clerk confirmed that the meeting recording was for notes only, due to the complexity of hosting the zoom meeting and clerking the meeting. Once the minutes of the meeting were produced by the Clerk, these recordings are then deleted.

32/20 Councillors Questions and Business Motions

There were business motions brought forward.

There were no questions from council members.

33/20 Business from previous meetings

Council received the list of winners awarded for the William Pack Cup 2020, and a verbal update from Cllr Sayer, the representative for the Allotments, on the presentations of prizes which took place at the allotments this year. Julia Ratcliff, assistant to the clerk, was thanked for her work in relation to this.

The Chairman confirmed the Annual General Meeting of Sunningdale Village Hall is arranged for Monday 26 October at 7pm via Zoom. Any council member wishing to attend should let the Clerk know they are attending.

34/20 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups

Council received the Operations Committee minutes of 6 October. Cllr Jacklin highlighted the work being carried out regarding Operation Bridges, confirming that the protocol would be reviewed and would be brought to council in due course.

Cllr Sayer brought forward the proposal, approved by the Operations Committee, for a Resident's Survey. After an extensive discussion, the council **resolved to approve** proceeding with the proposed survey as detailed in the proposal and **resolved to approve** that the survey should take place in February / March 2021.

- An action to return the questions for council review during the project period was agreed.

Council received the Finance Committee minutes of 6 October, with the amendment noted that the date of the meeting should read 6 October not 11 August as detailed which the Clerk will amend before these are approved at the committee meeting.

Cllr Booth reviewed the minutes, with no questions arising.

The council received and reviewed the proposed budget assumptions for the council budget 2021 22 and **resolved to approve** the following:

1. Council assets incomes should be moved in reserves with agreed capped and target levels.
 - a. Reserve balances to be reviewed in relation to work required
2. The council will continue to support the maintenance and where appropriate the replacement of the recreation equipment at the park.
3. The council will apply 1% inflationary uplift to all externally charged items
 - a. This is changed from 3% in budget year 2020 21
4. The council will not produce an official guide in 2021 22
5. The council will support the Christmas event or other event in its place.
 - a. The budget for the event will be increased to £7,500 from £7,000
6. The council will continue to support the Bloom Project.
7. The council will continue with the service definition for Grounds Management which is currently in place.
8. The council will review the staffing levels in line with current requirements
 - a. This is a change from 2019 20 21 which retained the staffing levels
 - b. Subject to approval of the proposal for Deputy Clerk; amendment to Clerk's hours; removal of dual Park keeping role; removal of Facilities Manager and Accounts Clerk roles
9. The council will confirm projects to be delivered in the upcoming year.

- a. Projects which are currently identified are the memorial garden at Holy Trinity Church, the increase in dog bins on PROWs and the speed camera

10. The Village Hall will remain under the management of the Charity until 2024.

NEW for 2021 22

11. The council will assume the responsibility for all the planters and green areas on Chobham Road
12. The council will move all IT support to an external contract
13. The council will use Rialtos software for the move to Income and Expenditure accounting and use RBS Software to re-state the accounts

Cllr Booth confirmed the impact of these assumptions will be shown in the budget report prepared by the Finance Committee on the 10 November and presented to council on the 8 December as a draft budget. Approval of the budget by the council is required at the council meeting on the 19 January 2021.

Council received and reviewed the capital expenditure request in relation to the replacement of the council laptops for the employees. Council **resolved to approve** the capital budget.

35/20 To receive the Financial Report

Council received and reviewed the financial report as prepared by the Clerk/RFO with no questions.

Council received and reviewed the budgetary report for the year to date and **noted** the income to date received from the Tennis at the Recreation Ground and the overall performance against budget of 49% expenditure for 50% of the year elapsed and 69% of the income, however this included the CIL payment which is not budgeted.

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

36/20 Information Sharing

Cllr Evans informed council of the ongoing issues with household waste collections within the parish and her ongoing actions to raise these issues with the RBWM council members.

With no further items to discuss, the Chairman closed PART I of the meeting at 9:10 pm.