



## Minutes of the Parish Council Tuesday 10 November 2020

### **41/20 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 4 members of the public present. Their details are recorded in line with GDPRs.

### **42/20 Declaration of interest for items on the agenda.**

Cllr Pike declared an interest in agenda item 53/20 in Part II of the meeting.

There were no other declarations of interest.

### **43/20 Approval of Minutes of Council of 13 October 2020**

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 with the following amendments:

- Matters arising – remove “road” from Chobham Road Fire Station. It should read Chobham Fire Station
- 34/20 Budget assumption point 10 add “at least” to the phrase to read, “The Village Hall will remain under the management of the Charity until at least 2024.”

### **44/20 Announcements from the Chairman**

The Chairman welcomed the new park keeper, Donna Bainbridge and her family to the council team. Donna started the week of half term.

The Chairman informed council she attended the Memorial Service on the 8<sup>th</sup> November and laid a wreath at the war memorial on behalf of the council.

The Chairman brought forward the information on the Mayors Auction which had been sent to all council members and confirmed that this would be placed on the council website.

The Chairman re-iterated the closing date for the RBWM Library consultation is Monday 30 November and that the Housing Strategy consultation is also taking place.

The Chairman informed council that she and the Clerk had attended the RBWM Chairman and Clerk’s briefing, at which updates were provided on the borough’s response to COVID-19. For information on the cases in the local areas, the Berkshire Public Health website has a dashboard. RBWM also updated the meeting on the timing for the draft budget of RBWM which would be presented to RBWM in late December and be confirmed in February 2021.

### **45/20 Public Adjournment**

There were no questions asked in this session.

### **46/20 Councillors Questions and Business Motions**

There were no business motions brought forward.

Cllr Pike brought to the attention of the Chairman the two questions she had previously submitted via email earlier that day. The Chairman confirmed she had received these questions; she would review and report back to the next council meeting with the answers.

Cllr Pike asked whether there had been a date set for Councillor Training. The Chairman confirmed that no dates were currently scheduled, however this was being reviewed.

Cllr Pike, also, questioned if a CIL payment had been received in relation to the comment made by the Clerk at the 8 September meeting. The Clerk confirmed that the council had been notified of a payment due, however the funds had not yet been received.

Cllr Pike questioned under the Freedom of Information Act whether the council's model publication scheme was on the council website? The Clerk confirmed that the council had this policy, as it was part of the policies and procedures sent to council members each May, however, could not confirm if it was present on the council website.

#### **47/20 Business from previous meetings**

The Clerk confirmed she was in communication with the resident regarding the litter picking kit for the COVID-19 secure protocols around sharing this equipment and would report back to the next meeting.

#### **48/20 To receive the Financial Report**

Council received and reviewed the financial report as prepared by the Clerk/RFO taking note of the following:

- The notes on the budget report against tennis "subject to VAT" are slightly misleading as the figures shown in the Actual and Budget column are net of VAT
- COVID-19 expenses are now separately itemised in the budget report
- The salary / admin line for tennis was previously part of the overall salary and wages line item in the 2019 20 budget and separated out to show expenses against cost centres for the first time in the 2020 21 budgetary year

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

#### **49/20 Information Sharing**

There were no items brought forward for information sharing.

With no further items to discuss, the Chairman closed PART I of the meeting at 7:55 pm.