



## Minutes of the Parish Council Tuesday 9 February 2021

The Chairman opened the meeting and welcomed the Borough Councillors, Cllr Christine Bateson and Cllr Sayonara Luxton. Due to their attendance being confirmed after the agenda had been prepared and sent out, the Chairman proposed an amendment to the agenda to include an Update from the Borough Councillors after 87/20 Public Adjournment. Council **resolved to approve** this amendment to the agenda.

### **83/20 Attendance and Apologies for absence**

**Attendance:** Cllr Buxton (Chairman); Cllr Jacklin (Vice-Chairman); Cllr Biggs; Cllr Booth; Cllr Burn; Cllr Grover; Cllr Penney; Cllr Pike and Cllr Sayer

**Apologies for absence:** None

**Absent:** Cllr Evans

**Present:** Ruth Davies (Clerk); Cllr Christine Bateson (RBWM) and Cllr Sayonara Luxton (RBWM)

There were 4 members of the public present. Their details are recorded in line with GDPRs.

### **84/20 Declaration of interest for items on the agenda**

There were no other declarations of interest for items on the agenda.

### **85/20 Approval of Minutes of Council of 19 January 2021**

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**

- Cllr Jacklin reminded all council members that the responses to the amended Standing Orders and Code of Conduct were due by Wednesday 10 January 2021

### **86/20 Announcements from the Chairman**

The Chairman reminded council members that all questions and comments should be through the Chair during the council meeting.

The Chairman updated council on the Parish Liaison meeting which took place on Wednesday 3 February with officers from RBWM. This is an operational meeting providing updates on work to be carried out or issues highlighted by the Clerk. The main update from this meeting was the work on the pedestrian crossing would commence on Wednesday 10 February 2021.

The Chairman informed council of the Local and Parish Council Update meeting between RBWM and Parish Council Members and Officers which took place on the 29 January. The main update was regarding the provision of COVID-19 testing facility at Windsor Leisure Centre which was available to book online for workers who were unable to work from home. Also, the two vaccinations centres in Bracknell and Salt Hill, Slough.

Cllr Pike questioned whether there were plans to open a testing centre in Ascot.

The Chairman confirmed that there were no plans that she was aware of at the moment. Cllr Bateson confirmed this was the case.

## **87/20 Public Adjournment**

The Chairman acknowledged the attendance of a member of the public and their wish to ask questions however repeated the request made on 3 separate occasions for a response to direct emails sent before questions would be received from this person.

The Chairman brought forward a question submitted prior to the meeting by email from a resident:

Q: My question concerns the budget for the upcoming year commencing 1 April 2021. The only information released to the public is that the value of the precept demand to the Borough is £194 303, 1% higher than last years. The income/expenditure balance is provided by the calculation at the top of the "Budgets and Precept" section of the Financial Information part of the SPC website. However, the "Movement to Reserves figure of £61,934 should be increased to £68,934 to balance the expenditure figures, thus adding a further £7000 to reserve, which will 31st March 2021 will have reached £376,000. Without having had sight of next year's budget it is difficult to comprehend the reason for maintaining a very similar level of precept and acquire a further £70,000 increase in reserves. Please clarify.

A: The Chairman confirmed this question had been received by email at 10am on the day of the meeting and would therefore be passed to Cllr Robin Booth, as Chairman of the Finance Committee to provide a response for the council meeting on the 9 March 2021.

## **Additional Agenda Item: Update from Borough Councillors**

Cllr Bateson updated council on the pedestrian crossing on Chobham Road which will commence work on Wednesday 10 March. This had been scheduled for January, then February and the hope was that adverse weather would not prevent it being completed to the revised schedule of March. It had mainly been facilitated by the request made by the Borough Councillors at the time the parking was amended to place the electrical works in the speed bump.

Cllr Jacklin asked how RBWM was coping one year into the COVID pandemic with the stresses and strains on its budget and services?

Cllr Bateson confirmed that all services delivered by RBWM for COVID are costing the borough money. Ideally these would be compensated by government funding, however RBWM like many other councils will most likely have to use all reserves to deal with this period.

Cllr Burn enquired about the movement of the Tree Team back to the Planning Department and whether this would result in a change of direction on the work they fulfil and/or a loss of personnel?

Cllr Bateson confirmed the team used to be part of planning and it was therefore a return to that arrangement. As for personnel changes, she confirmed she was unable to comment on that.

Cllr Pike questioned where the borough was with the Borough Local Plan in connection with the building of the Oaks Leisure Centre and whether the BLP was holding up this work?

Cllr Bateson confirmed that the Oaks Leisure centre was not currently proceeding due to lack of funding. The Magnet Centre had always been the priority due to its condition. It was unlikely funding would be available for the Oaks Leisure centre for the next 2 years.

Cllr Pike expressed thanks on behalf of her husband, Terence Pike who was in attendance at the meeting, for facilitating the pedestrian crossing.

The Chairman thanked Cllr Bateson and Cllr Luxton for their attendance and updates.

## **88/20 Councillors Questions and Business Motions**

The Chairman confirmed:

- There were no business motions brought forward.
- There were no questions from previous meetings to be answered.
- There were no new questions submitted prior to the meeting.

The Chairman invited council members present to raise questions. None were raised.

## **89/20 Business from previous meetings**

The council **received** a verbal update from the Clerk on travel habits of the users of the recreation ground and playground. The recent survey of users and travel distances undertaken on a weekend now shows that most users are from Sunningdale, Sunninghill and Ascot and a large proportion are travelling to the recreation ground by foot.

The council **received** a verbal update from Cllr Mary Sayer for the residents' survey. The following were the key points:

- Cllr Sayer thanked all council members who had provided feedback. There were some excellent points which will be incorporated.
- Cllr Sayer confirmed the intention of sharing the document was to outline the areas that the survey would cover and hoped that these section headers have done that – how these will translate into the questionnaire / online / direct mail is still to be confirmed once design is confirmed.
- Cllr Sayer confirmed the next stage is to now formulate the questions and confirm the overarching design of the survey and branding, with the intention of bringing them back for review for the March meeting.
- Cllr Sayer updated council on the timing of the survey being fluid due to the COVID situation – the current plan is a survey to be sent April May time – which is hopefully after all the borough consultations have completed.
- Cllr Sayer confirmed the project will also include the communication on the website prior and post the survey and this will also return for review by the council.

The council received the paper from Cllr Biggs in relation to the Cycling and Walking consultations currently being undertaken by RBWM and the proposed response from Sunningdale Parish Council.

Council **resolved to approve** Cllr Biggs submitting the response as detailed in the paper to the current RBWM consultations.

Council **resolved to approve** the formation of the joint working party with Sunninghill and Ascot parish council and the proposed representatives of Sunningdale parish council as detailed in the paper of Cllr Biggs, Cllr Jacklin and Cllr Burn.

Cllr Pike **registered** her vote of abstention due to the group not including members of the public.

Cllr Biggs confirmed that this was part of the intention to bring together as many stakeholder groups in the future.

## **90/20 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.**

The council **received** the Operations Committee minutes of the 12 January 2021. Cllr Jacklin confirmed that the actions in these minutes had been subsumed by the subsequent council meeting on the 19 January 2021. The only item to highlight was the proposed action to be reviewed of restarting Parish Surgeries via zoom.

Cllr Jacklin provided a verbal update on the response received in relation to the review of the council committees and working groups. The following were the key points:

- Cllr Jacklin thanked the councillors who had responded to the request for information on our Committee Structure for their input. The feedback was quite consistent and in general, councillors were happy with the existing structure.
- Cllr Jacklin confirmed that the active committees, Finance, Planning and Operations, were considered to be working well and there were no requests for any changes to these committees. Overall, there was no desire for radical change to the committee structure. In fact, there was resistance to introducing more committees because of the added workload and time involved to support them. However, when it came to looking at how we decide on which projects we undertake and how we make key decisions, there were a number of areas highlighted that we need to address:-
  - The council needs to have an updated business plan. This needs to be forward looking (at least 3-5 years) to clearly state our key strategies, our priorities and what our focus areas will be.
  - This needs to be sufficiently detailed, so that the council has its own list of candidate projects and a method for determining future projects and activities using the business plan.
  - This also needs to be an 'active' plan i.e., updated annually to create our operational plan for each year.
  - The council needs to engage more pro-actively with the residents and stakeholders – to ensure that they input fully to the Business Plan and support our strategies and operational objectives.
  - The council needs to consider working collaboratively with local organisations and stakeholders to deliver benefits to the Parish.

- Cllr Jackling confirmed the next steps were:
  - Review the existing committee structure without any major changes.
  - To keep the active committees of Finance, Planning and Operations largely unchanged
  - To revisit the Terms of Reference of the Projects Committee - to see if these can be redefined to cover the additional elements we need – and then reactive it.
  - Review the scope and need for the Working Parties.
  - Look at what areas the Councillor Representatives cover – with the possibility to align them to a committee.
  - This data is now going back to the Operations Committee for consideration with the proposal for committees will be presented to Council in April.

The council **received** the Finance Committee meeting minutes of the 12 January 2021. Cllr Booth confirmed there were no items to be brought forward and the minutes were self-explanatory.

## **91/20 Finance Report**

The council **received** the Finance Report presented by the Clerk/RFO with the following questions:

- Cllr Pike questioned the status of the investigation into the high water bills. The Clerk confirmed this was proceeding and was at the speed of Castle Water with little that could be done to increase the speed of the outcome.

The council **received and reviewed** the Budget report by Centre with the following comments and actions:

- Cllr Booth highlighted the inclusion of VAT in the 101 Administration Centre which was a system process, however requested that the next report could show the totals without VAT.
- Cllr Booth highlighted the note on 4904 Capital Projects and requested clarification of the expenditure items under this code. The Clerk confirmed that a separate report could be produced for this and the Chairman deferred the confirmation of this to the Finance Committee meeting on the 16 February.
- Cllr Booth requested confirmation that the council was still on course for a surplus to budget at the end of the financial year. The Clerk confirmed there was no knowledge of any significant expense that would alter this position.
- Cllr Pike questioned the receipt of CIL payments and whether the CIL payment had been received and whether there were any more funds due in the period? The Clerk confirmed that notification of the CIL payment had been included in the finance report for the January council meeting and there was no further notification of payments.

The council **received and reviewed** the receipts for January 2021.

The council **resolved to approve** the January 2021 receipts.

The council **received and reviewed** the payments for January 2021.

- Cllr Booth questioned the expenditure of £777 for the water pump. The Clerk confirmed this was an emergency action due to the water pump failing therefore no water was provided to the 3<sup>rd</sup> floor of the flat for the occupants, and issue which had been highlighted to the Clerk and Cllr Booth by the plumbing contractor as due for replacement in 2018 when the flat was refurbished.

The council **resolved to approve** the January 2021 payments.

## **92/20 Information Sharing**

There were no items brought forward.

With no further items to discuss, the Chairman closed PART I of the meeting at 8:25 pm.