



Minutes of the Parish Council Tuesday 20 April 2021

120 / 20 Attendance and Apologies for absence

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

Apologies for absence: None

Present: Ruth Davies (Clerk); Cllr Christine Bateson (RBWM Borough Councillor)

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

121 / 20 Declaration of interest for items on the agenda

The Chairman confirmed that during an agenda item when a council member had an interest, their camera and microphone should be switched off, just as in a physical meeting the council member would leave the council chamber.

Cllr Pike declared a Personal Interest for the attendance and questions posed by her husband, Terence Pike. Cllr Pike confirmed that she came to the meeting with no predetermination for the questions posed.

Cllr Pike declared a Personal Interest in item 126/20 and confirmed she would not participate in the meeting at that point.

Cllr Biggs declared a Personal Interest for Berkeley Homes and any points raised relating to this organisation.

122 / 20 Approval of Minutes of Council of 9 March 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.

Chairman's Updates on actions not covered in the Agenda:

There were none.

123 / 20 Announcements from the Chairman

The Chairman updated council on the actions taken following the death of His Royal Highness Prince Philip, highlighting the change to the website and the lowering of the flag in line with the protocol of Operation Forth Bridge. The website has now changed back to its more regular look and the flag back to full mast after the period of mourning was finished on Sunday. Both the Clerk and the Chairman represented the Council at the civic service last Friday at Holy Trinity Church lead by Reverend Terry Ward Hall. The Chairman confirmed she read a reading at service on behalf of the Council. The Chairman confirmed that the thoughts of the Council remain with the Queen and the royal family at this time.

The Chairman reminded the Council that the Annual Parish Council meeting is on 4th May 2021 and will be held via zoom. This is the meeting to vote for the Chairman, the Vice-Chairman and the Committees as well as agreeing all the policies and procedures of Council for the next year.

The Chairman brought forward a name request for Sunningdale Park, "Archbury Walk".

RESOLVED: To accept the name: Archbury Walk.

124 / 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 not be received from this person.

The Chairman confirmed that questions had been submitted prior to the meeting by Terence Pike. Two were not in respect to the business on the agenda and therefore the Chairman confirmed these would be taken under advisement and reported back to Council at the next meeting. These are noted as:

Q: Following the two recent evenings of council training attended by all council members and the Clerk, does the council intend to review its policies and procedures – for example, the dialogue-stifling delay in issuing meeting minutes?

Q: The council is now halfway through its electoral cycle. Neither the 2015 nor the 2019 ballots were contested – indeed several – possibly the majority of - current members have never experienced the electoral process. Is the council proactively taking any action to encourage wider interest and participation in local politics to “pass the baton”?

The Chairman accepted the third question as it related to the meeting agenda:

Q: Will Zoom attendance of council meetings by the public continue to be available once council meetings return to physical collegiality?

A: The protocol for meetings is to be discussed this evening and the council will communicate their decision out to the residents via the Website, Village Life Magazine to 5,000 local properties and on the council notice boards when the meeting calendar for the year is provided during the last weeks of April / Early May. The decision is left to the council.

There were no new questions submitted in the meeting.

125 / 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.

Q: Cllr Pike asked of Cllr Bateson what the status of the Borough Local Plan was?

The Chairman confirmed this would not be answered in the meeting and Cllr Bateson would respond before the next council meeting.

126 / 20 Business from previous meetings

The council received and reviewed the Council Meeting Dates and Protocol for Meetings May 2021 to May 2022 and **noted** the following:

- The Clerk as proper officer has the responsibility of making sure the Council is compliant with all health and safety, to be COVID secure. This includes the confirmation of potential requirements for lateral flow tests, face mask wearing, screens and maximum attendance numbers.
- Unless the court case brought by the Local Government Association Lawyers due to be heard on the 21 April, makes any significant changes, the dates and format of the meetings for the next year are set out in the paper.
- Should a council member not wish to come to face to face meetings, it would be advisory for them to request a leave of absence from the council for up to 6 months. This includes all Committee and Working Group meetings even though they will be virtual meetings.

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.

- The Clerk will bring to Council next month a scheme of delegated powers for Council to use during this post lock down period which can be reviewed when and if necessary.
- Due to the additional costs of the hall hire, cleaning, manpower and the complication of running Hybrid meetings, it is proposed in the paper that the council does not buy the additional equipment required for hosting hybrid meetings. A meeting space COVID Secure for Council members is also secure for residents.

RESOLVED: To approve the dates and protocol for council meetings and committees as laid out in the paper.

The Council received and reviewed the paper provided on the RBWM Library Consultation ending 30 April 2021 and the impact on Sunningdale Parish and **noted** the following:

- The resolution before council is not to determine whether the Council likes or dislikes the RBWM library consultation, it is whether the Parish Council would wish to consider providing funding to retain a library service for the residents of Sunningdale which is delivered in the village.
- The RBWM consultation proposals still exceed the statutory minimum level of library provision throughout the parish and the borough.
- It would be useful to gain the views of the Sunningdale residents.
- Any amendments which were approved as a result of the consultation process would commence September 2021.

RESOLVED: To task the Clerk to follow up all the various conversations that the Council has had over the last 2 years regarding library provision, to liaise officer to RBWM officer and report back with an operational plan for a library provision in Sunningdale at the meeting on the 22 June 2021.

The Council received and reviewed the funding request from TVP for a contribution towards the cost of an ANPR camera now this had been confirmed through the Finance Committee (6 April 2020, FC63/2020) as appropriate and available spending.

RESOLVED: To provide £3,000 funding and (*using S137*) Power to Thames Valley Police for an ANPR camera in Sunningdale.

127 / 20 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

Cllr Jacklin presented an overview of the Operations Committee minutes of 6 April 2021, there were no items to highlight which were not being brought forward in the meeting.

Cllr Jacklin presented the revised Standing Orders and Code of Conduct for the council which had been seen and reviewed by all council members prior to the meeting. There were no further comments or questions submitted.

RESOLVED: To adopt the revised Standing Orders and Code of Conduct with immediate effect.

Cllr Jacklin presented the revised Council Committee Structure and **noted** the following:

- This now reflected the council year with the relevant committees and representatives.

ACTION: Any comments on this are to be sent to Cllr Jacklin prior to the end of April for approval at the council meeting on the 4 May 2021.

Cllr Jacklin presented the Business Plan Process paper highlighting the timetable proposed being short to retain focus on the work to be carried out. The dates would move by one week due to the postponement of the 13 April 2021 meeting to 20 April 2021.

RESOLVED: To adopt the business plan process as detailed and respond by the dates highlighted.

Cllr Jacklin presented the Business Plan – Step 1 paper and requested all comments to be sent to Cllr Jacklin by the 27 April 2021.

ACTION: All council members to send comments to Cllr Jacklin by 27 April 2021.

Cllr Jacklin presented the CIL Process paper and **noted** the following:

- The process provides a balance between the strategic objectives of council to be agreed in the Business plan and the requests for capital from stakeholder organisations.
- The percentage of the CIL fund which would be made available for the stakeholder requests would be agreed annually. (Annual Parish Council Meeting).
- CIL funding requests would require approval by the Finance Committee prior to approval by the Council.
- The requirement for future maintenance of any project would be included in the justification and application.

RESOLVED: To approve the CIL Policy and Process and trial the CIL funding forms making amendments, as necessary.

Cllr Booth presented an overview of the minutes of the Finance Committee 6 April 2021 and **noted** the following:

- The year end position of the council accounts prior to any further EMR movements being made and the proposed EMR movements for approval by council.

RESOLVED: To approve the additional EMR movements as detailed, resulting in a general reserve balance on 31 March 2021 of £108,305.71, which is 37% of budgeted expenditure or 46% of expenditure before budgeted reserve movements.

- The actions highlighted on the Internal Audit report:
 - To put forward an Investment Strategy was being reviewed by Cllr Booth and the RFO at the present time.
 - To approve the monthly Bank Reconciliation statements by a council member not on the bank mandate had been completed with the appointment of Cllr Evans to this role who had approved all reconciliations to the end of March 2021.
 - The review and amendment of the Financial Regulations was being reviewed by Cllr Booth and the RFO at the present time.
- The external audit reports for 2018/19 and 2019/20 were now received. 2018/19 had nothing to report, 2019/20 had a couple of errors but no qualification of the accounts.

Cllr Booth confirmed the Finance Committee had approved S106 funding availability for the funding request for the Allotment Plot markers.

RESOLVED: To approve £1,138.17 from S106 Allotments (*under the Small Holdings and Allotments Act 1908 ss 23, 26 & 42 power*) for markers for the 70 plots.

Cllr Booth confirmed the Finance Committee had approved S106 funding availability for the funding request for the planters; benches; cycle stands on Chobham Road.

RESOLVED: To approve £6,788 from S106 Community Facilities/Open Space fund (*under Power to provide parking places for vehicles, bicycles and motorcycles, Road Traffic Regulations Act 1984 ss 57, 63 and Power to provide roadside seats and shelters and omnibus shelters Parish Councils Act 1957 sl*) for 3 bench planters and 3 cycle racks to be installed.

128 / 20 Finance Report

The council received the Finance Report presented by the Clerk/RFO there were no questions.

The council received and reviewed the receipts and payments for March 2021.

RESOLVED: To approve the March 2021 receipts and payments.

129 / 20 Information Sharing.

Cllr Biggs updated council on the next Cycling and Walking Group meeting date of 17 May 2021.

Cllr Booth informed council of the death of Jamie McCaul, whom had been a parish councillor and an active member of the community. The Council expressed their sadness for the family at this time and their thanks for the work carried out by Jamie McCaul on behalf of the residents.

130 / 20 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

RESOLVED: To **approve** the exclusion of members of the public from the PART II of the meeting.

The members of the public were removed from the zoom meeting and the Chairman closed PART I of the meeting at 8:50pm.

Unapproved