



## Minutes of the Parish Council Tuesday 4 May 2021

### **1 / 21 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)

There were 2 members of the public present. Their details are recorded in line with GDPRs.

Cllr Buxton reminded council members that anyone can record the council meetings without giving any notification. Permission for this from the council is not required.

*The Openness of Local Government Bodies Regulations 2014, PART 2*

### **2 / 21 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.

There were no Declarations of Interest in accordance with the adopted Code of Conduct.

### **3 / 21 Appointment of the Chairman of the Council**

The Chairman called for nominations for the role of Chairman of the Council for the council year 2021 2022.

**RESOLVED:** Cllr Buxton elected as Chairman for the council year 2021 2022. Cllr Booth nominated, seconded by Cllr Evans, and resolved by council vote.

There were no other nominations for chairman of the council.

On accepting the role of Chairman of the council for the coming year, Cllr Buxton thanked all council members for their confidence in her and promised to continue to work for the best interests of Sunningdale Village and all the residents whilst upholding the Nolan Principles of: Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty and Leadership.

As this was a virtual meeting, the Chairman will sign the Declaration of Office at the next face to face meeting with the Clerk which will take place before the next council meeting.

### **4 / 21 Appointment of the Vice-Chairman of the Council**

The Chairman called for nominations for the role of Vice-Chairman of the Council for the council year 2021 2022.

**RESOLVED:** Cllr Jacklin elected as Vice-Chairman for the council year 2021 2022. Cllr Evans nominated, seconded by Cllr Biggs and resolved by council vote.

There were no other nominations for vice-chairman of the council.

### **5 / 21 Approval of the Committee Structure**

**RESOLVED:** That the proposed committee structure is approved for the council year May 2021 to April 2022.

## 6 / 21      **Appointment of Committee Members to committees and focus areas as per the approved structure**

**RESOLVED:** That the appointed members of the Planning Committee for the council year 2021 2022 will be: Cllr Jacklin, Cllr Burn; Cllr Buxton; Cllr Booth; Cllr Sayer and Cllr Biggs.

**RESOLVED:** by a vote of the appointed committee members for Cllr Jacklin and Cllr Burn to continue as Co-Chairs of the Committee. Nominated by Cllr Buxton and seconded by Cllr Biggs.

**RESOLVED:** That the appointed members of the Finance Committee for the council year 2021 2022 will be: Cllr Booth; Cllr Buxton, Cllr Evans, Cllr Pike and as a substitute member if required for quorum, Cllr Jacklin.

**RESOLVED:** by a vote of the appointed committee members for Cllr Booth to continue as Chairman of the Committee. Nominated by Cllr Evans and seconded by Cllr Buxton.

Membership of the Oversight and Strategy Committee was therefore confirmed as:

Chairman of the Council – Cllr Buxton; Vice-Chairman of the Council – Cllr Jacklin and Chairman of the Finance Committee – Cllr Booth.

Appointments to the 3 focus areas were made and are recorded as:

Allotments - Cllr Sayer

Cemetery – Kiln Lane Cemetery – Cllr Booth; Holy Trinity Graveyard – Cllr Grover

Property – Cllr Grover

All working groups retain their memberships as task and finish groups.

## 7 / 21      **To accept the Governing Documents and Policies of Council**

The Chairman confirmed the following policies were under review with third party organisations and therefore the council would not be receiving nor voting to approve at this meeting:

- Lone Worker Policy – Under review with Croner HR
- Whistle Blower Policy – Under review with Croner HR
- Grievance Policy – Under review with Croner HR
- Anti-Harassments and Bullying Policy – Under review with Croner HR
- Disciplinary Policy and Procedure – Under review with Croner HR
- Equal Opportunity Policy – Under review with Croner HR

The Chairman confirmed the Financial Regulations were under review with the Chairman of the Finance Committee and would return to council for approval.

The Chairman confirmed the policies to be approved and had been on the internal website for review and comment for quite some time, with no comments received from council members were:

- Sunningdale PC Standing Orders - April 2021
- Code of Conduct - April 2021
- Sunningdale Parish Council – Hiscox Schedule 2020
- Sunningdale Parish Council Expenses Policy - Version Jan 2016
- Media policy - Version June 2019 revised March 2021
- Sunningdale Parish Council – Publication Scheme under FOI - Version Jan 2017
- SPC Complaints Procedures - Version Jan 2020
- SPC Vexatious Behaviour Policy - Version Jan 2020
- Health and safety policy – Version February 2021

**RESOLVED:** That these policies as listed were approved for the council year 2021 2022.

An action was **noted** to amend the policies with the new committee's name for Operations to Oversight and Strategy.

## **8 / 21            Approval of Minutes of Council of 20 April 2021**

**RESOLVED:** That the minutes of the 20 April 2021 were approved with the amendment of “Item 3” added to 121/20, “Cllr Pike declared an interest in 126/20”.

The Chairman reminded council members that typos and small amends should be notified to the Clerk prior to the meeting.

As this was a virtual meeting, the Chairman will sign the minutes at the next face to face meeting with the Clerk which will take place before the next council meeting.

There were no items which were not covered in the Agenda for the Chairman other than to request an update from Cllr Bateson on the BLP.

## **9 / 21            Announcements from the Chairman**

The Chairman brought forward the name request for Sunningdale Park, “Carriage Drive”.

**RESOLVED:** That the name “Carriage Drive” was accepted.

The Chairman suggested a recurring agenda item on future council meetings to accept names for Sunningdale Park and other developments. This action is taken by the Clerk in preparing future agendas.

## **10 / 21           Public Adjournment**

The Chairman confirmed with the Clerk that no questions had been submitted prior to the meeting.

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 question would be received from this person.

The Chairman confirmed the questions submitted at the last meeting by a resident had been answered and had been sent prior to the meeting. These would be appended to the minutes.

## **11 / 21           Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.**

Cllr Jacklin presented an overview of the Operations Committee minutes of 27 April 2021 and highlighted the proposed training for council members which would be based upon a survey of the council members needs. The action had been taken to compile a list of training courses to be shared with council members.

Cllr Jacklin presented the extension to the Scheme of Delegation (COVID-19) for the council meeting protocol from 7 May 2021 which had been seen and reviewed by all council members prior to the meeting.

**RESOLVED:** That the proposed Scheme of Delegation is implemented.

Cllr Jacklin presented the proposed levels of the Stakeholder Portion of the CIL policy which were detailed in the Operations Committee minutes and had therefore been seen and reviewed by all council members prior to the meeting.

**RESOLVED:** That the Stakeholder Portion of the CIL policy to be calculated in April each year and set at 10% of the CIL balance at 31.3. year just closed or £50,000 whichever is less.

## **12 / 21      Annual Governance and Accountability Return 2021.**

The Chairman proposed to remove Agenda 12/21 Annual Governance and Accountability Return 2020 21 until a statement of accounts is produced from the new Income and Expenditure accounting system to clearly show the differences in the reporting by I & E and the effect the re-statement of 2019 20 has had on the figures.

The AGAR will therefore be brought to the council meeting on the 22 June 2021 for approval and submitted to PKF Littlejohn by the 30 June 2021.

**RESOLVED:** That the approval of the AGAR was moved to the 22 June 2021 to allow for the Statement of Accounts to be produced.

It was **noted** that clause 17e of the Standing Orders provides for the draft AGAR to be provided to the council members at least 14 days prior to approval. As this has been provided for this meeting, 4 May 2021, the 14 days is therefore complied with.

## **13 / 21      Information Sharing.**

Cllr Evans updated council on the change of ownership of the local chemist to become an independent chemist.

Cllr Jacklin updated council on the progress of the Business Plan revisions, confirming that the key elements and the first level of components had been consolidated from previous comments received from council members. As part of the next step, all council members would be requested to review and propose projects and initiatives against these components. The documents will be sent out to councillors this week, with a response from every member required by the 16 May 2021.

Cllr Sayer brought forward to council a Roots of Remembrance tribute which encourages trees to be planted across the UK in remembrance of all those who died during the pandemic. More than 500 trees have been planted and added to an online map so far. The initiative will be continuing into this autumn and she would like council to consider participating in this scheme.

The Chairman thanked Cllr Sayer for this information and requested the information was sent to the clerk and would be reviewed.

## **14 / 21      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 PART II of the meeting.

The members of the public were removed from the zoom meeting and Chairman close PART I of the meeting at 8:15pm.