



Minutes of the meeting of the Parish Council Tuesday 14 December 2021 at 7.30 pm

Part I

98 / 21 Attendance and Apologies for absence.

In Attendance:

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

Apologies for absence: Cllr Burn; Cllr Penney

Present: R Davies (Clerk)

There was one member of the public present who recorded the meeting.

99 / 21 Declaration of Interest for items on the agenda

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

100 / 21 Approval of Minutes of Council of 23 November 2021

RESOLVED: That the minutes of the 23 November 2021 were approved with no amendments.

Chairman's update on actions not covered in the agenda: There were no updates required.

101 / 21 Announcements from the Chairman

The Chairman expressed her great pleasure at the Christmas tree at the recreation ground which was lit last Friday (10 December) by members of the year 5 and 6 choir from Holy Trinity School. The lights were switched on by the head boy and head girl. There has been a huge number of positive comments made either to the office or on social media with over 100 likes already on a Facebook post. This is the first time the tree has been lit in a long time and thanks go to the Deputy Clerk for organising the switch on event.

The Chairman confirmed the Christmas tree drop off will once again be by the tennis courts and reminded all that this was for live trees without ornaments tinsel etc.

Finally, the Chairman thanked the council team for another year's excellent work under difficult conditions. Thanks go to all of them.

102 / 21 Update from RBWM Ward Councillors

No update was received this month.

103 / 21 Public Adjournment

The Chairman stood down the Standing Orders at the beginning of this agenda item and confirmed a question had been received from a resident prior to the meeting.

The Chairman agreed to include the question submitted for this evening, however confirmed that moving forward only questions and representations on matters on the agenda will be accepted and all other questions submitted will be forwarded to the relevant member or committee for response.

Q: Referring to the parish council website all the Council meeting minute posted for the past 12 months are marked "unapproved". Please clarify.

A: The simple answer is that at the time of posting to the website these are unapproved.

The Chairman confirmed there were no more questions received and reconvened the Council Meeting and re-instated the Standing Orders.

104 / 21 Councillors Questions and Business Motions

The Chairman confirmed that questions received prior to the meeting had pertained to Part II agenda items and would be answered in that section of the meeting. No more questions had been submitted this evening.

The council received a proposal for a defibrillator to be purchased and installed on Chobham Road as approved by the Finance Committee.

RESOLVED: That the council purchases, at a cost of £1,940, a defibrillator to install at Chobham Road shops using S106 Community Action reserves.

For: Cllr Biggs; Cllr Booth; Cllr Buxton; Cllr Evans; Cllr Grover; Cllr Jacklin and Cllr Pike
Against: None
Abstain: None

105 / 21 Business from previous meetings

The council received a verbal update on the ongoing work to set up the library provision in the community room and that RBWM is now looking to make the appropriate capital equipment purchases. An Service Level Agreement (SLA) is expected to be ready for review in January 2022

106 / 21 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

Cllr Jacklin presented the minutes of the Scheme of Delegation Consultation for the Oversight and Strategy Committee 7 December 2021 and noted that most items were covered under proposals before council in this meeting.

The council received the proposal to commence a communications project in line with the business plan aim to increase communication with residents. Cllr Jacklin highlighted that this was based upon a single company quotation as the opportunity had come directly from them when discussing the council website and therefore no further quotations had been sought. Cllr Jacklin highlighted the value of the proposal being that it increases the functionality of what the council could currently provide.

RESOLVED: That the council supports the 12-month communications project to better engage with residents.

For: Cllr Biggs; Cllr Booth; Cllr Buxton; Cllr Evans; Cllr Grover; Cllr Jacklin and Cllr Pike
Against: None
Abstain: None

The council received the two proposals in response to the delegated actions from council and reviewed these together.

These were for:

- Issuing minutes sooner to the council members and council website, with the guidelines which allow for flexibility around holidays and other personnel absences.

1. Unapproved minutes are issued by the Clerk to Members no later than 10 working days after the meeting, via the intranet
 2. These will be available for Members to access for a period of 5 working days
 3. Unapproved minutes will be uploaded to the Website 15 working days after the meeting for the public to read.
- A policy for Member's Questions based on the RBWM Constitution, v21.2, revised 1/8/2021 and guidance from 'Knowles on Local Authority Meetings', eighth edition, 2016.

RESOLVED: That these two proposals are put in place for a 6-month basis, and they are reviewed by council after 6 months to make amendments where appropriate.

For: Cllr Biggs; Cllr Booth; Cllr Buxton; Cllr Evans; Cllr Grover and Cllr Jacklin
Against: Cllr Pike
Abstain: None

The council received proposals to resource the Business Plan projects with in house resource and to initiate a process to increase the number of council members.

Cllr Jacklin detailed this proposal follows the practice of updating the business plan monthly and highlighted that the council required additional specific project resource to deliver all the projects. This resource will on focus on CIL funded activities with a target start date of April.

RESOLVED: That the council recruit a Project Officer to focus on all the CIL funded project activities, with a target start date of April 2022 and that the council initiates the process for increasing the number of councillors in the Parish Council, to provide more capacity and capability in support of our projects and activities.

For: Cllr Biggs; Cllr Booth; Cllr Buxton; Cllr Evans; Cllr Grover; Cllr Jacklin and Cllr Pike
Against: None
Abstain: None

Cllr Booth presented the minutes of the Finance Committee meeting 30 November 2021 and noted that any actions were covered under proposals before council in this meeting and therefore unless there were any further questions there was nothing to add.

The council received the interim Internal Audit Report and noted the actions to be taken as detailed.

Cllr Booth reviewed the audit report with council and highlighted the comments on the process for bank reconciliations and to correct the entry of a £5 allotment key deposit. He highlighted the reference to continuing governance documents and the need to amend the investment strategy in line with the Fitch rating.

The RFO was thanked for a clean audit with only minor amendments.

107 / 21 Council Budget 2022 2023

Cllr Booth presented the proposed budget for 2022 2023 with the resulting precept demand as prepared by the finance committee and the RFO. The following actions were noted for follow up:

ACTION: RFO to request the itemisation of the addition precept amount required to support the library provision on the council tax demand from RBWM.

ACTION: Cllr Pike to provide definitive proof of how CIL funding can be used to pay for the salary expenses to run the transferred library provision prior to the finance committee on the 11 January 2022. And to include the details of the 2 councils which she stated are currently using CIL in this manner. All information to be provided by 6 January 2022 by Cllr Pike to the Clerk.

108 / 21 Information Sharing.

Cllr Biggs updated the council with the progress made to date by the LCWIP working group in conjunction with Ascot and Sunninghill and he expected to bring forward proposals for the January meeting.

Cllr Jacklin agreed that the work on the cycling and walking group, working jointly with Ascot and Sunninghill was producing good outcomes and suggested that council should start the dialogues with them on other business plan priorities. This was agreed and referred to Oversight and Strategy.

109 / 21 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

RESOLVED: That the council approves the exclusion of members of the public from the PART II of the meeting. Part I of the meeting closed at 20:30 and the Chairman implemented a 10 minute break.