



Minutes of the meeting of the Parish Council Tuesday 16 April 2024 at 7:30 pm

held at
The Community Room, Broomhall Recreation Ground.

164 / 23 Attendance and Apologies for absence

Attendance: Cllr Buxton (Chairman); Cllr Coxon; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan; Cllr Newman; and Cllr Pike
Apologies for absence: Cllr Penney,
Present: Louise Steele – (Locum Clerk)

There was one member of the public present. Their details are retained in line with the GDPRs.

165 / 23 Declaration of interest for items on the agenda

There were no declarations of interest in accordance with the adopted Code of Conduct.

166 / 23 Appointment of Vice-Chairman of the Council

RESOLVED: That, consequent upon the resignation from the Council of Cllr Biggs, Councillor Hilton be elected Vice Chairman of the Council for the remainder of the local government year.

167 / 23 Approval of Minutes of Council of 19 & 22 March 2024

RESOLVED: That the council approved the minutes of the meeting held on 19 March and the extraordinary meeting held on 22 March 2024 as accurate records of the meetings and the minutes were signed as such by the Chairman. There were no matters arising.

168 / 23 Announcements from the Chairman

The Chairman made three announcements: that a by-election is to be called to fill the current vacancy on the council; that the first Age UK carers' meeting will be held at 11am on Thursday 18 April 2024 at Dorney House; and that a crime prevention drop in session will be held at the library on Friday 19 April 2024.

169 / 23 Public Adjournment

A member of the public present talked about the Curly Wurly café and its current success in the chalet at the recreation ground, thanking the council.

170 / 23 To receive an update from the Borough Councillors for Sunningdale

The meeting received apologies from the Borough Councillors – this meeting clashing with a meeting at the Royal Borough of Windsor & Maidenhead.

171 / 23 Councillors Questions and Business Motions

There were no questions from councillors which relating to matters on the council agenda nor were there any business motions.

- 172 / 23** To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.
- 172 / 23 / 1 Council received the minutes for the Finance Committee meetings held on 9 January, 12 March and 9 April 2024 and as Finance Committee Chair Cllr Pike presented the Committee's recommendations.
- 172 / 23 / 2 **RESOLVED:** That revised Terms of Reference for the Finance Committee be approved.
- 172 / 23 / 3 **RESOLVED:** That the previous resolution to place funds with the CCLA Public Sector Deposit Fund is confirmed and that the sum to be invested should be £500,000.
- Further Council noted that any investment in the Flagstone platform will be deferred, at least until a permanent RFO is appointed.
- 172 / 23 / 4 **RESOLVED:** That Financial Regulations be amended to increase the threshold up to which the Clerk may authorise spending without a budget allocation from £300 to £500 (Financial Regulation 4.1)
- 172 / 23 / 5 **RESOLVED:** That the draft agenda for the Annual Parish Meeting be agreed.
- 172 / 23 / 6 Cllr Coxon presented the findings of the pilot questionnaire developed by the Business Plan Engagement Working Group and a number of changes to the draft questionnaire were agreed
- RESOLVED:** That the Business Plan Engagement Working Group's detailed proposal for steps 1 & 2 of the Strategy be agreed. The Working Group was thanked for its hard work.
- 172 / 23 / 7 **RESOLVED:** That the Recruitment Working Group's draft recruitment pack and timetable for recruitment be approved. That a budget of up to £1,000 be made available for recruitment costs. It was specifically noted that recruitment of a new Clerk would be on the same terms and conditions of employment as the most recent permanent Clerk.
- 173 / 23** **Woodland Walk**
- 173 / 23 Council considered a report about progress in implementing the Woodland Walk project. Noting that the original project proposal was considered by Council on 26 April 2022 and phases 2 and three were approved on 13 December 2022 Council considered the work and costs relating to phase 4 and 5 of the project for creating a community woodland trail and improving the walkway from the brook to Sunningdale railway station.
- There was lengthy and detailed discussion. Concerns were expressed about the impact of the project on the woodland ecology; about flooding of the area and that consultation of residents would follow not precede the planning application. There was some explanation of the background to the project for the benefit of those councillors who were not members of the parish council when the project was first proposed.
- RESOLVED:** By a majority vote (4 votes in favour 3 against) that phase 4 (additional surveys to include a topographical survey, a bat and great crested newt survey and an updated flood risk survey) and phase 5 (full planning application) proceed that an additional £11,349 funding from CIL is approved.

174 / 23 Asset Register

RESOLVED: To approved the Council's asset register recording a total value of assets of £1,211,282 as at 31 March 2024.

175 / 23 & 176 / 23 It was noted that these two items had been included in error and duplicated two items considered on 19 March 2024 (minutes 155 / 23 & 156 / 23 refer). These items were not considered.

177 / 23 To receive the Finance Report from the RFO

177 / 23 / 1 **RESOLVED:** That the council approved the receipts for the month to 31 March 2024, totalling £133,899.82

RESOLVED: That the council approved the payments for the month to 31 March 2024, totalling £31,782.26

177 / 23 / 2 The council received and noted the council budget detail report, there were no questions and it was concluded that the detail was a matter for the Finance Committee.

177 / 23 / 3 The council noted that there was no RFO financial report.

178 / 23 Information Sharing.

Cllr Evans requested that the Clerk put the question of a CIL working group on the agenda for the Council meeting to be held on 18 June 2024..

179 / 23 To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (detail of the Council's banking arrangements) of the business to be transacted.

RESOLVED: To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (detail of the Council's banking arrangements) of the business to be transacted.

Part II - Confidential Session

180 / 23 Approval of Confidential Minutes of Council of 22 March 2024

RESOLVED: That the council approved the confidential minutes of the extraordinary meeting held on 22 March 2024 as an accurate record of the meeting and the minutes were signed as such by the Chairman.

181 / 23 Bank Mandate

Council agreed the form and content of a resolution to vary the instructions to the Council's bankers. The discussion, timing and detail of the resolution are recorded in a confidential minute.

182 / 23 Moor End, Chobham Road

RESOLVED: That the Clerk will reply to the solicitors to the Crown Estates and indicate that the Council is interested in purchasing Moor End.

183 / 23 Vote to continue the Meeting

RESOLVED: (AT 9.30PM) That the meeting will continue beyond 9.30pm

The meeting concluded at 9.39pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____



Minutes of the Annual Meeting of the Parish Council Tuesday 14 May 2024 at 7:30 pm

held at
The Community Room, Broomhall Recreation Ground.

1 / 24 Election of the Chairman of the Council

Nominations for the office of Chairman of the Council were requested.

Nominations were received for Cllr Buxton and Cllr Morgan and a vote was taken with Cllr Morgan elected on 4 votes in favour and Cllr Buxton 3 votes in favour.

RESOLVED: That Cllr Morgan is elected Chairman of the Council for the local government year 2024/25.

Cllr Morgan duly signed the Declaration of Office for Chairman of the Council, thanked Cllrs Buxton for their service as Chairman and commenced the meeting.

2 / 24 Attendance and Apologies for absence

Attendance: Cllr Buxton; Cllr Coxon; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan (Chairman); Cllr Newman; and Cllr Pike

Apologies for absence: Cllr Penney,

Present: Louise Steele – (Locum Clerk)

There were two members of the public present. Their details are retained in line with the GDPRs.

3 / 24 Declaration of interest for items on the agenda

There were no declarations of interest in accordance with the adopted Code of Conduct.

4 / 24 Election of Vice-Chairman of the Council

RESOLVED: That Councillor Hilton be elected Vice Chairman of the Council for the remainder of the local government year.

5 / 24 Approval of the Committee Structure

The proposed committee structure was considered – the Questionnaire Working Group was identified by its full name of Business Plan Engagement Strategy Working Group; that the Village Hall Charity should be added to the list of focus areas and a lead councillor appointed; that the Cycling & Walking Working Group remain as it is and that in due course the terms of reference etc. of the remaining working groups should be reviewed.

RESOLVED: That the council approved the committee structure, as amended, for the council year May 2024 to April 2025.

6 / 24 Appointment of Committee Members to committees and focus areas as per the approved structure

RESOLVED: That committee members and leads for focus areas be appointed for the council year May 2024 to April 2025 as shown below:

Planning Committee

Cllr Buxton
Cllr Evans
Cllr Grover
Cllr Newman

Finance Committee

Cllr Coxon
Cllr Evans
Cllr Newman
Cllr Pike

HR Sub-Committee

Cllr Buxton
Cllr Hilton
CllrMorgan

Working Groups

Cemetery

Cllr Buxton
Cllr Evans
Cllr Hilton
Cllr Newman

BP Engagement Strategy

Cllr Coxon
Cllr Morgan
Cllr Newman
Cllr Pike

Recruitment

Cllr Buxton
Cllr Grover
Cllr Hilton
Cllr Morgan

Cycling & Walking

Cllr Hilton
Cllr Newman
Cllr Pike

Focus Areas

Cemeteries – Cllr Hilton
Allotments – Cllr Newman
Property & Facilities – Cllrs Grover, Coxon & Pike
Traders – Cllr Pike
Village Hall Charity – Cllr Pike

7 / 24 Appointment of Chairmen of Standing Committees

RESOLVED: That Cllr Buxton be appointed as Chairman of the Planning Committee and Cllr Evans be appointed as Chairman of the Finance Committee.

8/ 24 To review representatives to external organisations

RESOLVED: That representatives to external organisations be appointed for the council year May 2024 to April 2025 as shown below:

External Representatives

DALC – Cllr Pike
NAG – John Rose (to report to Council quarterly)
Charters School – Cllr Buxton
Holy Trinity School – Cllr Buxton

9 / 24 To accept the Governing Documents of Council

RESOLVED: That Standing Orders and the Code of Conduct be approved, and Financial Regulations be deferred to the next meeting of the Finance Committee.

10 / 24 To approve the council meetings and committee dates for 2024 2025.

RESOLVED: That, with an amendment to change the start time of the Finance Committee to 2pm, the calendar of council meetings and committee dates for 2024-2024 be approved. Committee.

11 / 24 Appointment of Internal Auditor 2024-2025

RESOLVED: To appoint Auditing Solutions Ltd as the Council's internal auditor for the financial year 2024/25.

12 / 24 Internal Auditor's Report

RESOLVED: To receive the final internal audit report for the financial year and to note that there were no recommendations requiring further action.

13 / 24 Annual Governance Statement

Council considered the Annual Governance Statement (AGAR section 1) for the financial year 2023-2024, upon the recommendation of the RFO the Council agreed that the question posed in the statement could be answered in the affirmative.

RESOLVED: That the council agreed the Annual Governance Statement for the financial year 2023-2024.

14 / 24 Accounting Statements 2023-2024

RESOLVED: That the Accounting Statements 2023-2024 (AGAR part 2) be approved.

15 / 24 Dates for Public Inspection of Accounts

RESOLVED: That the dates for the public inspection of accounts be agreed as 3 June to 12 July 2024.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Report to the Annual Parish Meeting from the Chairman of the Planning Committee

Good evening

This is a very brief overview of last year 's Planning Committee.

To start with - I would like to introduce the members of the committee – Matt Newman and Lily Evans (who are here) and David Biggs, who has now left Council.

We have an amazing Clerk in Nikki.

Please stand all three of you.

Thank you for all your hard work over the past year.

In the last year we have reviewed 193 applications relating to Sunningdale and commented on 80 of them to the planning authority, RBWM.

As well as applications for new dwellings, extensions, and the like, many of the 193 applications reviewed were changes to permitted applications.

The committee's input varied from comments on the size or bulk of plans, and garages on front of the main house, to changes in the street scene and lack of information regarding tree applications, as well as many other policy related areas.

There is a trend to extend houses with increases in the number of bedrooms and additional downstairs space. Many applications now come with the word "office" which was not often seen in the past – a sign of the times – and we have even seen one with a "homework/school" room.

The applications for building new flats have not declined.

There have been a couple of applications that I'd like to highlight:

Firstly, after a lot of work by the residents and the Planning Committee, the application to build an extra storey on the roof of flats at Cedar Drive was declined by RBWM. The owners of the building have decided however to go to appeal, which has yet to be determined.

We will notify residents once a decision is made.

Secondly, the Scouts had their new building permitted in August last year.

Finally, The Ascot and Sunnings Neighborhood Plan, which has been incredibly successful in helping to keep Sunningdale as the village we all know and love, comes to its policy end in 2026.

The Neighborhood Plan is used when reviewing all the applications along with RBWM Local Plan and the National Planning Policy Framework.

Work now needs to be done on a reviewed and possibly revised plan, and we will be doing this in collaboration with the Sunninghill and Ascot parish councils.

We will report on all the various stages of this as they occur.

If anyone has any questions, please do contact the office and I will happily meet them to discuss any matters relating to planning.

Thank you for listening.

CIL Working Group

Current Terms of Reference

CIL The working group will report to the Oversight and Strategy Committee and comprise of:	
Lead Member:	
Voting Members:	The Lead Member and all councillors with active CIL projects in the council year.
Voting Officers:	Clerk to Council / Project Officer
The quorum of the working group shall be:	3 voting members
The Chairman:	Would normally be the lead member, however, may also be elected by the working group immediately after the May council meeting
Frequency:	The working group shall meet quarterly, or more frequently as required.
Voting Non-Council Members:	The working group may invite non-council members to join, however council members should be the majority.
Minutes:	Notes for meetings will be taken by the relevant officer and be included in full or part into a report to council by the lead member / chairman of the working group when appropriate.

PROPOSAL to Council 18 June 2024

NON-PLAYGROUND USER SEATING AREA AT BROOMHALL RECREATION GROUND

Under objective COM2 (Achieving Green Flag Status for Recreation Ground) from the approved Business Plan, the resolution before council is:

FOR COUNCIL TO APPROVE A PILOT FOR A NON-PLAYGROUND USERS (INCLUDING DOG OWNERS) SEATING AREA BEHIND THE COFFEE CHALET.

Background

The Green Flag Award guidance states to create a “welcoming place”, “giving equal access to all” and to make “dog walkers feel welcome”.

The majority of seating and picnic benches are currently located inside the under 11’s playground. Non playground users and visitors of the recreation ground that have dogs can not currently access the majority of seating or visit the coffee chalet due to the ruling that dogs are not permitted inside the playground area. This therefore had led to complaints, that the facilities based at Broomhall Recreation Ground (the coffee chalet and seating) lacks inclusivity, especially for visitors walking their dogs.

Numerous pieces of feedback prior to the Resident Survey (10 positive, 1 negative) have been received (appendix 1) regarding more seating being made available near the coffee chalet for non-playground users. These requests would welcome an acknowledgment and discussion by council.

Dog owners generally do not like tying and leaving their dogs unattended by fencing due to safety risks to children, the dog itself and other dogs.

A safeguarding issue also needs to be addressed, as individuals who are not visiting the recreation ground with children do not have a separate area to sit in.

The Resolutions before the Council

This proposal represents initially a pilot, creating temporary railings/barriers to fence off an area from the playground to the rear of the coffee chalet which would welcome seating for non-playground users and visitors with dogs (on leads) to Broomhall Recreation Ground (see plan in appendix 2).

The area would need to be carefully managed by the hirers of the coffee chalet in terms of litter, dogs being kept on leads and dog fouling.

If the pilot is successful after 3 months, a further proposal will be brought to council to fund additional black bow top fencing to be installed to replace the temporary railings/barriers.

Estimated costings for black bow top fencing following a successful pilot = £2,100 + 15% contingency = £2,415.
(Appendix 3)

Appendix 1

Feedback from visitors of Broomhall Recreation Ground

September 2022

- 1) Fieldhouse Coffee "I think the benches outside are a bit far away and have no shelter. Its a tricky one as they really want to be able to use the park. Is there a way we could cordon off the area behind the chalet in some way (which is out of view of the playground)"

December 2023

- 2) "Would it not be an idea to make a dog friendly area. Provide seating in the park for parents as well as dog owners. All the benches apart from Sir Julian's have been moved into the playground area. The canopy or lack of is worse than useless."
- 3) "... that would be great as we have often fancied a coffee while walking our dogs but can't access the café when they're with us".

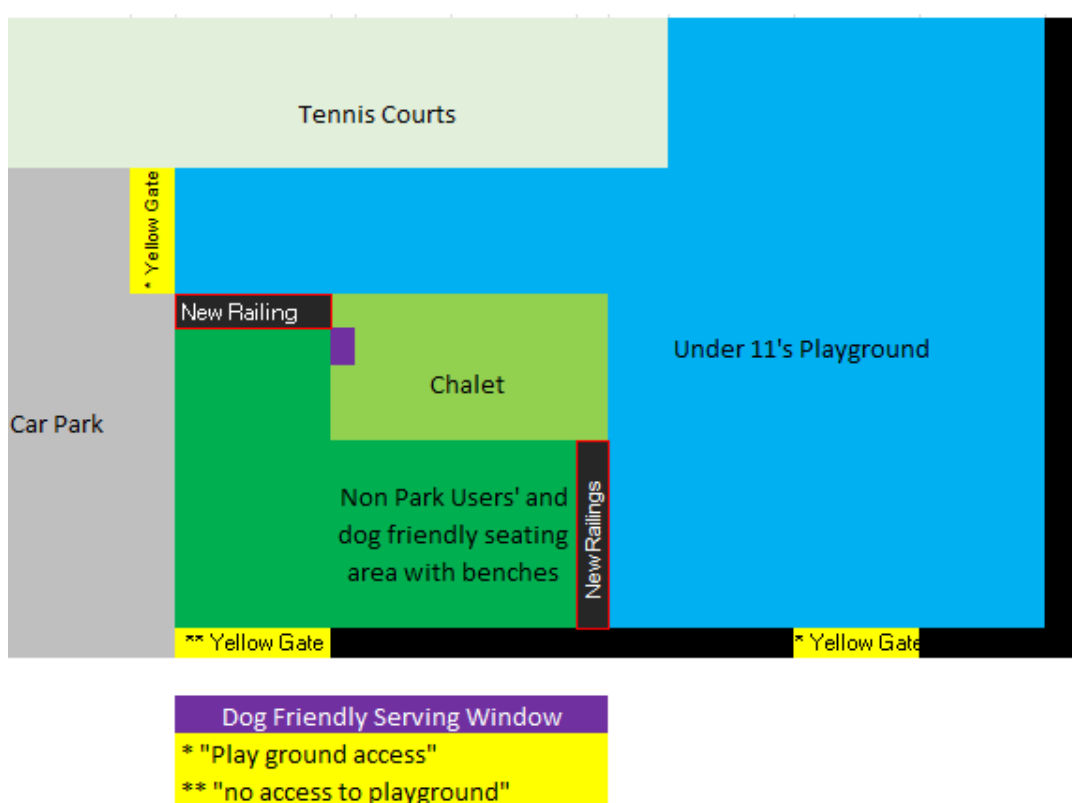
January 2024

- 4) Curly Wurly Café "Following the launch of Curly Wurly Café in December, a growing number of customers have established themselves as regular visitors, enjoying our offerings of coffee and snacks. Notably, numerous families and dog walkers have expressed interest in the prospect of a dedicated dog-friendly space within the recreation ground. They have suggested the creation of a secure and calm area distinct from the children's play area, where dog owners can relax with a cup of coffee. This envisioned space not only caters to the owners of dogs but also presents the added advantage of allowing them to supervise their children's activities in the adjoining playground. In response to these requests, we wish to communicate our support for the establishment of a designated dog-friendly area at the recreation ground and kindly request consideration from the Parish Council for its implementation, thereby enhancing the overall experience for our community."
- 5) "Please can you consider sectioning off a part of the park by the cafe that can be dog friendly? It'll be great to have somewhere to sit, watch the kids play, have a coffee with the dog (even better if it was under cover) before taking my dog for a walk or playing with her on the field. At present this is not possible. "
- 6) "My wife and I just wanted to voice our support for the proposed dog friendly section for the Curly Wurly cafe in Broomhall park."
- 7) "We are regularly out and about for walks and if it was possible to access the cafe with dogs I'm sure we'd spend more time there."
- 8) "I'm writing in respect to the above proposal of which I am fully behind. As a valued resident for over 34 years I have been desperate for a place I can take my dog to enabling me to have the children out in a safe environment and have my dog get fresh air at the same time with the added benefit of supporting a new local business. I have had the please of frequenting the Curly Wurly Cafe a few times since it's been open and to know I would be able to take my dog Mollie there would enable me to go there more often. It's safe to say that I am extremely exited about this proposal and I hope the council and/or whoever makes the decisions will vote in favour."
- 9) "As a dog owner I would love for the curly wurly cafe to have a "paw space" for the dogs I support this application"
- 10) "I am writing to you regarding the proposal for the designated dog area at Sunningdale park. I think this is a fantastic idea. Being a dog owner I often take him down to park for a walk and have to put him on the fence whilst my children play however if we had the area where he can be with me and enables me to watch my children and have a coffee knowing my dog is safe and having a lovely morning/walk too would be great and think it's a wonderful addition in bring the local community together."

11) "I am writing to express my apprehensions regarding the proposal by Curly Wurly Cafe for a designated dog area in the park. While I appreciate efforts to enhance community spaces, I am concerned about potential dangers associated with this plan. The introduction of a designated dog area raises worries about the impact of dog urine and faeces, posing health risks for small children who frequent the park. Additionally, the behaviour of some dogs might present safety concerns for young visitors. I kindly urge the council to consider alternative solutions that prioritize the well-being and safety of all park users, especially our children. Thank you for your attention to this matter.

Appendix 2

Suggested plan. The new railings/barriers would obstruct dogs from entering the under 11's playground area.



Appendix 3

Quote received January 2024

We propose to fabricate, deliver and install approx. 13m of 1.2m high bowtop fencing, along with associated posts, all with a black powder coated finish. All posts would be concreted into position, along with support feet on the bottom of the railing panels. All fixings would be tamper proof and would also be supplied and installed by ourselves. Any alterations to new or existing fencing, including welding, are included in the costings. Our price to carry out the above-mentioned works, would be **£ 2,100.00** net, exclusive of VAT. This price is subject to materials costs at time of order.

Dog Waste Bin Proposal

Requests from residents to the Officers for the parish council to expand its current dog bin provision.

Background

Sunningdale Village currently have 9 dog waste bins in the following locations:

- 3 x Recreation Ground, Broomhall Lane (SL5 0QS)
- 1 x Chobham Road in the middle of the shops (SL5 0DU)
- 1 x Sunning Avenue (SL5 0PN)
- 1 x Woods – access via Cedar Drive onto Alley Way (SL5 0UA)
- 1 x Church Road, opposite Sidbury Way (SL5 0PD)
- 1 x Kiln Lane, footpath 4 – next to Sunningdale Bowling Club (SL5 0NA) (new location May 2023)
- 1 X Onslow Road, footpath 12 – Onslow Road roundabout (SL5 0HW) (new location May 2023)

The parish council has a 24/25 budget of £3,498 per annum for servicing the dog waste bins around Sunningdale Village. The budget pays for the emptying and disposal of the contents of the dog bins. This service is provided by Shorts.

Currently 9 dog bins are emptied at a cost of £7.49 per week per bin. The yearly cost of this is £3,505.

2 separate requests have been received to provide 2 extra dog bins in new locations (Chobham Road and Holy Trinity Church).

December 2023

“I write in connection to a request for a dog bin to be located at the entrance to Chobham Common on **Chobham Road opposite Richmondwood road**. It is a very popular entrance and as such has a lot of dog mess in and out of bags making the experience unpleasant.” resident

August 2023

“... a lot of people seem to be in the habit of dropping dog poo bags in the black bins at the back of **church** ... also found them in the blue recycling bin

I was wondering about having a bin put up nearby. We have one now on Church road near the post box...i see people using it. Maybe one near our (the church) bins? Or the railings? We could signpost where it is.” Revd. Jon Hutchinson

Areas for consideration

Costing for 2 extra dog waste bins

No of Bins	Price per Bin	Collection Cost	Total cost	
2	£115.68 x 2*	£14.98 per week x 35 £524.30	£755.66	Current year (Year 1)
2		£14.98 per week x 52 £778.96	£778.96	Year 2 & subsequent years

*Fido 25™ Dog Waste Bin £115.68 + VAT from Glasdon

In the current year £756 additional funds are needed within the budget for 2 extra dog waste bins. For each subsequent year the additional cost would be £779 (at current prices).

Resolution for Council Approval

- Approval for additional budget in the 'dog bin emptying' category to meet resident requests for 2 extra dog waste bins.
- Facilities Officer and Deputy Clerk to analyse the infrastructure in both locations and seek agreement from nearby property owners.

Christmas at Chobham Road – proposal for professional support

Background

At the council meeting held on 19 March 2024 Councillors observed that that in 2023 the council agreed to revisit, for 2024, where the Christmas Event should be held. It was suggested that professional advice be sought about the highways management and crowd management issues pertaining to holding the event at Chobham Road. A further report on the Christmas event to be brought forward to a future meeting of council. (minute 153 /23 refers).

A proposal to provide the professional support required is circulated, as a confidential paper, with this agenda for Councillors to consider.

There is no specific budget provision for this expenditure of £842 though it could be funded from the Christmas Event salaries budget of £10,604.

Decision Required

Council is asked to consider how it wishes to proceed.

Gating of Recreation Ground Car Park

Background

There has been a succession of anti-social behaviour in the Recreation Ground car park – the most recent and dramatic being described by the partner of the facilities manager in her complaint to the council.

“Tonight around 10:15pm John had to go out to the car park as we had a saloon car completing donuts round and round the car park at speed.

This is despite us closing off the main entrance at dusk with traffic cones to prevent vehicular access overnight.

This is not a one-off incident; we often are disrupted during the evenings and sometimes early morning by unwanted visitors, drinking, playing loud music, drug taking and such.

Please can the Council address this issue as a matter of urgency.”

Officers have considered the problem and bring forward a suggestion that the council provides a barrier to the car park entrance, restricting vehicular access to the car park over night. There would be no impediment to pedestrians entering the area.

This report is not a fully worked up proposal – though some indicative costs are provided – but rather a request that council consider whether or not it wishes officers to work up a full proposal and costs. If council is minded to proceed with developing a project then the detailed costs should first be considered by the Finance Committee.

Indicative Costs

Option 1

Six 90mm diameter steel telescopic bollards £431 each (galvanised steel) or £457 each (steel with yellow powder coat). Plus estimated installation costs of £1,800

Total Estimated Cost - £4,386- £4,542 plus servicing costs

Option 2

Manual Arm Barrier Heavy Duty 9 metres - £3,834 Plus estimated installation costs of £1,800

Total Estimated Cost - £5,634 plus servicing costs

Option 3

Manual Sliding Gate 10m £9, 560 (includes installation) – but additional works estimated at £1,800

Total Estimated Cost - £5,634 plus servicing costs

As an infrastructure project this could be funded from Community Infrastructure Levy (CIL)

Discussion

Council is asked to consider how it wishes to proceed.

Additional Costs – Members' IT

Requests from residents to the Officers for the parish council to expand its current dog bin provision.

Background

On 17 October 2023 the Council considered and approved a proposal for the purchase, provision and ongoing support of 10 council member devices (laptops and associated IT requirements). A budget of £6,000 capital, £1,600 of implementation costs and annually ongoing software costs of £1,620 was approved (Minute 80/23/4 refers). The original proposal is appended to this report.

Implementation of the proposal took place in March 2024 but there have been some difficulties and the benefits envisaged in terms of changes to ways of working have not yet materialised. Specifically the emphasis on removing the ability for Councillors to access council paperwork on 'phones, tablets, or any other device not a Council laptop has proved problematic. As a consequence councillors are not motivated to use their council laptop and some are missing correspondence and unable to respond in a timely manner; sometimes reverting to use of their personal email addresses for Council business.

Potential variation to Council Members' use of IT

It is suggested that one way of facilitating Councillors' use of their laptop is to increase security (including multi-factor authentication (MFA)) which will facilitate the use of council email addresses on personal devices. In theory, at least, this would permit Councillors to receive and respond emails promptly and alert them to the fact that there is documentation needing attention and encourage them to open the council laptop. Councillors are reminded of their responsibilities regarding GDPR as set out previously in the report appended to this one.

Costs – the figures below are provided by the Council's IT Support provider. Competitive prices have not been sought because these prices are an extension of an existing contract.

Current Provision:

Microsoft 365 Business standard: £10.30. Provides Microsoft 365 features, such as mailbox, Onedrive storage and access to Microsoft office apps.

Option 1:

Add - Intune Plan 1 £2.64, Provides ability to manage councillor laptops using Intune (Cloud management system)

Total cost per user, per month – £12.94.

Option 2 a:

Options for upgraded include MFA capability. Existing licences as above as well as a Entra ID plan 1 at £4.90. (Provide MFA with additional security protection features)

Total cost per user, per month £17.94.

Option 2 b:

Alternative option for one licence plan

Microsoft 365 Business Premium cost per user per month £18.10.

Additional Costs on an Annual basis

	Current	Option 1	Option 2a	Option 2b
Cost per Councillor per month	£10.30	£12.94	£17.94	£18.10
Total Annual Cost	£1,236	£1,553	£2,153	£2,172
Additional budget required annually		£317	£917	£936

The locum clerk is minded to recommend the most expensive of the above options as being the simplest solution, substituting Microsoft 365 Business Standard with Microsoft 365 Business Premium. There is no current budget provision for this additional sum of £936.

Decision Required

Council is asked to consider the information above and decide whether or not to proceed and if minded to proceed whether to defer a decision to enable the Finance Committee to identify potential budget provision.

Resolution for the purchase, provision, and ongoing support of 10 council member devices and associated IT.

APPROVED OVERSIGHT AND STRATEGY COMMITTEE 3 OCTOBER FOR PROPOSAL TO COUNCIL

APPROVED FINANCE COMMITTEE 10 OCTOBER FOR BUDGET

Background

The responsibility placed on the council to comply with the GDP Regulations and the Data Protection Act in gathering, storing, and processing personal data, the legal requirement is set out as:

Integrity and confidentiality principal of GDPR states the organisations must process personal Data in a manner that ensures appropriate security of the personal information, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Article 5 of UK GDPR

Simply put the challenge to council in remaining compliant is to:

- have appropriate security measures in place to prevent personal information the organisation holds from being lost, stolen, or used inappropriately
- correctly access, store and use this data on a personal device
- remain in control of its personal information regardless of who owns the device the work is carried out on

Article 5, (f) UK GDPR states that data must be processed in a manner that **ensures appropriate security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Current arrangements

On acceptance of office all council members are required to sign the GDPR Waiver (attached as appendix A) which relates directly to the regulation but also to the council insurance indemnity clauses (attached as appendix B).

A recent migration of the council IT provision has moved the council to the .gov.uk domain as a critical digital asset and shows that the council emails and websites are coming from an official UK public sector organisation.

Emails whilst migrated to the 365 platform are still being accessed via personal devices and the risk to the council for the integrity of data remains.

Risks

1. The requirements on the waiver and insurance as clear, but the council operational team has no ability to carry out checks.
2. The GPDR waiver and the Insurance Data Security Breach require that:
 - a. All software on the device is up to date

- b. An antivirus is present and in operation
- c. A suitable firewall is in operation
- d. Data backup and storage is adequate
 - i. Physically in a fire-resistant data safe
 - ii. Electronic data backed up at least weekly
- e. Data must be disposed of in a secure manner

Ways of Working

Putting in place council devices may restrict work by councillors when travelling, however it would provide a positive action of council work and a clear division between personal / vocational and council paperwork and emails.

Current ability to access council paperwork on phones, tablets, other devices would be removed, maintaining council data in one place which was securely accessed, stored and backed up.

Reliance on other forms of communication such WhatsApp and other social messaging platforms would be replaced with collaborative working on SharePoint.

Benefits of council devices

Locally the borough council, RBWM issue all councillors with owned devices to ensure data compliance. And this enables them to keep data secure at the end of a councillor's term in office – they simply hand the device back.

All updating and maintenance is carried out by the council IT provision

Putting all of council onto the Office 365 platform will allow the council to use collaborative working applications such as:

- Teams
- SharePoint
 - Collaborative working spaces
 - Data storage areas
 - Secure storage of council papers and policies
- Calendars

Costs

Element	Item	Quantity	Cost per Item (Excl VAT) £	Total Cost (Excl VAT) £
CAPITAL	Laptop Example: HP ProBook 250 15" Screen Intel Core i5 8 GB Ram 256 SSD Windows 11 Pro	10	500.00 – 600.00	5,000.00 – 6,000.00
MIGRATION	Reimage devices			1,600.00

	Join to Azure AD Install 365 apps and AV Application amendments Create bespoke SharePoint site and provide access to councillors			
Budget required for initial set up				7,600.00
ANNUAL	Licences per device – Annually	10	162.00	1,620.00

Budget available

Cost Centre / Code	Budget line	Budget 2023 2024 £	Allocation to IT project £
4024 101	IT support costs	8,000.00	4,000.00
4905 901	Capital projects	5,000.00	4,000.00
4908 901	“Revenue” projects	5,076.00	0.00

Appendix A

The General Data Protection Regulation (GDPR).

Sunningdale Parish Council is registered with the ICO and legally obligated to comply with the General Data Protection Regulations. Integral to this is the compliance of all Officers and Members of the Council who also need to ensure that they protect an individual’s personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities, and charities).

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses
- Identifiers – e.g., Plot x at x allotments

The following measures are required when Members use their personal devices to comply with GDPR:

1. Set up the council specific @sunningdaleparish.org.uk email account separate to other email accounts on the device. i.e., not configured as one of many Outlook accounts visible concurrently.
2. Configure this email as an IMAP account only.
3. Use this email only for parish council correspondence and ensure this remains separate from personal Email.
4. Ensure that all devices (computers, laptops, phones, tablets, tv’s) are password protected and that access to the council emails and files are held in an area on the computer not accessible to non-council members.
5. Do not forward emails or email threads that contain personal data.
 - a. To avoid this happening by accident, do not ‘reply to all’ unless specifically requested.
6. Review all hardcopy information and if no longer relevant destroy using a suitable method (Cross cut shredder or destruction service – this can be provided by the council officers). Ensure the Clerk is aware of actions before destruction.
7. Unless stipulated by the sender, direct all correspondence to an Officer who can obtain consent for further use.
8. Avoid holding an individual's information in a councillor’s home or on a PC.

9. Information containing personal data on behalf of the Parish Council must be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder or drive.
10. Antivirus software and operating systems must be up to date.
11. The computer's hard routers security system (firewall) is turned on.
12. Commit to informing the Clerk or other senior Officer to advise of any breaches of the data regulations within 24 hours.

To use your own personal device/s for council data, you are required to confirm that have read the information and understand your responsibility as a parish councillor for protecting personal data.

At the point of leaving the Council, you must confirm that you have deleted any data held regarding the work have undertaken for or on behalf of the Parish Council.

Appendix B

Endorsement DSB001 - Data Security Breach Insurance

Definitions

The following Definitions apply to this Section in addition to the Policy Definitions at the front of this policy and keep the same meaning wherever they appear in the Section unless an alternative definition is stated to apply.

Damage

Physical loss, destruction or damage.

Data Security Breach

Loss theft or accidental release of Personal Data involving one or more Data Subjects which creates a risk of financial harm to the Data Subject or which triggers an obligation under any law or regulation to notify the data subject of such loss theft or accidental release.

Data Subject

An individual who is the subject of Personal Data

Personal Data

Data which relate to a living individual who can be identified from that data which is in Your possession

Cover

We will indemnify You in respect of costs incurred with Our consent arising out of a Data Security Breach discovered during the Period of Insurance for

- 1) specialist consultants or consulting engineers to
 - a) Investigate if a Data Security Breach has occurred
 - b) mitigate an ongoing loss
- 2) external legal advice to manage Your response to the Data Security Breach
- 3) notifying any
 - a) Data Subject of the Data Security Breach
 - b) regulatory body of the Data Security Breach where you required to do so by any law or regulation
- 4) Provision of
 - a) a telephone help line to assist Data Subjects after they have been notified of the Data Security Breach
 - b) a credit monitoring or credit protection service to the affected Data Subjects for a period of one year provided that the offer of such service must be accepted by the Data Subject within 12 months of the initial offer
 - c) identity fraud remediation services for Data Subjects

The maximum we will pay in respect of any one Period of Insurance is £25,000

Clauses

The following clauses apply to this Section.

Data Security Breach Claims Service: 0800 051 4473

A 24 hour, 365 days a year claims line providing You with emergency assistance whenever it is required. When We know about Your problem, We will start to put the solutions in place.

Conditions

The following Conditions apply to this Section and in addition to the Policy Conditions at the back of this policy.

Access and Passwords

If in relation to any claim You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim.

Access to Computer and Electronic Equipment must be authenticated by the use of individual identification and passwords. Any default or manufacturers passwords or access codes must be changed and kept secure. All passwords protecting access to Personal Data must be changed at intervals not exceeding 60 days.

Firewall

If in relation to any claim You have failed to fulfil the following condition, You will lose Your right to indemnity or payment for that claim.

You must ensure that Equipment that is connected to the internet is protected by a suitable firewall which is regularly maintained and in full and effective operation at the time of a loss.

Anti Virus Software

If in relation to any claim You have failed to fulfil the following conditions, You will lose Your right to indemnity or payment for that claim.

You must install suitable virus protection software and ensure that it is

(a) updated at intervals of at least once a month

and

(b) in full and effective operation at the time of a loss.

Data Back-up and Storage

If in relation to any claim You have failed to fulfil the following conditions, You will lose Your right to indemnity or payment for that claim.

You must store data, software or programs and maintain adequate backup copies by backing up

a) the original disks or media and storing in a fire resistant data safe or in a secure location away from The Premises.

b) all data produced by the software or programs no less than once a week or any other period agreed by Us. The integrity of any data backup must be validated using operating system routines or checks produced by the software supplier.

All Personal Data must be stored and disposed of in a secure manner

Exceptions

The following Exceptions apply to this Section in addition to the Policy Exceptions at the back of this policy.

We will not indemnify You in respect of

1) any Damage to the Property Insured resulting directly or indirectly from or in connection with any of the following regardless of any other cause or event contributing concurrently or other sequence to the loss

- a) Terrorism
- b) civil commotion in Northern Ireland
- c) any action taken in controlling, preventing, suppressing, or in any way relating to (a) and/or (b) above.

Terrorism means

- i) in respect of Damage occurring in England, Wales and Scotland only (but not the territorial seas adjacent thereto as defined by the Territorial Sea Act 1987 nor the Isle of Man or the Channel Islands) acts of persons acting on behalf of or in connection with any organisation which carries out activities directed towards the overthrowing or influencing by force or violence Her Majesty's government in the United Kingdom or any other government de jure or de facto
- ii) in respect of Damage occurring in any territory not specified in (i) above any act or acts including but not limited to
 - the use or threat of force and/or violence and/or
 - harm or damage to life or to property (or the threat of such harm or damage) including but not limited to harm or damage by nuclear and/or chemical and/or biological and/or radiological means caused or occasioned by any person(s) or group(s) of persons or so claimed in whole or in part for political, religious, ideological or similar purposes.

In any action, suit or other proceedings where We allege that any Damage results from Terrorism as defined above and is therefore not covered by this Section, the burden of proving that any such Damage is covered under this Section will be upon You.

2) liquidated damages or fines

3) any penalties under contract

4) (a) loss of

(b) loss of use of

(c) inaccessibility of

data or programs arising from pre-existing faults in or the unsuitability of programs or computer systems software.

5) consequential loss or damage

6) the first £250 of each and every loss

Clerk's Exercise of Delegated Authority

Action Taken

The Locum Clerk reports that on 21 May 2024 she exercised delegated authority on grounds of urgency and in consultation with the Chairman of the Council and the lead member for Property & Facilities to instruct a new contractor to complete the groundworks required to complete the new footpath in the recreation ground and the play area known as the "teen scene". Additional costs (above those originally agreed) have been incurred; these comprise £6,950 on unplanned groundworks – a stone sub-base for the mulch surface (the original contract envisaged that the mulch would be laid on grass) and £3,467 representing an increased price for the mulch surface for the playground and the footpath surface.