



# SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council  
Tuesday 18 February 2025 at 7:30 pm

This meeting will be held at  
The Community Room, Broomhall Recreation Ground.

## Summoned to Attend:

Cllr Buxton; Cllr Coxon; Cllr. Curtis; Cllr Evans; Cllr Grover; Cllr Hilton; Cllr Morgan (Chairman); Cllr Newman; Cllr Penney; and Cllr Pike

## Agenda Part I

Members of the Public are welcome to attend the meeting.

### 131 / 24 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

### 132 / 24 Disclosable pecuniary interests and other registerable interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

### 133 / 24 Approval of Minutes of Council of 14 January 2025

**DECISION:** The minutes are to be signed by the Chairman as an accurate record of the meeting.

### 134 / 24 Announcements from the Chairman

Announcements which the Chairman wishes to bring to the attention of the council members.

### 135 / 24 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting. This session to be conducted in accordance with standing order 6e-h.

### 136 / 24 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups

136 / 24 / 1 **TO NOTE:** To receive an update from the Finance Committee.

136 / 24 / 2 **TO NOTE:** To receive an update from the Walking & Cycling Working Group

136 / 24 / 3 **TO NOTE:** To receive an update from the Recreation Ground Working Group

**DECISION:** Approval of safety works to be carried out in the stream

136 / 24 / 4 **TO NOTE:** To receive an update from the Tennis Working Group.

136 / 24 / 5 **TO NOTE:** To receive the minutes of the meeting on the 4<sup>th</sup> February and an oral report from the HR Sub-Committee.

136 / 24 / 6 **TO NOTE:** To receive an update from the Allotments working group.

**DECISION:** To approve the amendments to the tenancy agreement

**DECISION:** To approve the costs for deer fencing at the allotments from CIL

136 / 24 / 7 **TO NOTE:** To receive an update from the Cemetery working group.

**DECISION:** To approve the costs for installing a fence around the spoil area and bins

**137 / 24 Clerks Report**

To receive an oral report from the Clerk designate

**138 / 24 Events 2025**

**DISCUSSION:** To receive an update regarding the plans for events in the Parish for 2025

**139 / 24 Information Sharing**

**DISCUSSION:** To bring forward any item at the Chairman's discretion which is relevant to council.



Louise Steele, Locum Clerk

12 February 2025



## Minutes of the Meeting of the Parish Council Tuesday 14 January 2025 at 7:30 pm

held at  
**The Community Room, Broomhall Recreation Ground.**

### 120 / 24 Attendance and Apologies for absence

Attendance: Cllr Buxton, Cllr Coxon, Cllr Curtis, Cllr Evans, Cllr Grover, Cllr Hilton,  
Cllr Morgan (Chairman) Cllr Newman, and Cllr Penney

Apologies for absence: Cllr Pike

Present: Louise Steele – Locum Clerk  
Natalie Hayes – Clerk designate

### 121 / 24 Declaration of interest for items on the agenda

Cllr Coxon declared an interest during the meeting in relation to the allotments.

### 1212/ 24 Approval of Minutes of Council 17 December 2024

**RESOLVED:** That the council approved minutes of the council meeting held on 17 December 2024. The Chairman signed the minutes as an accurate record of the meeting.

### 123 / 24 Announcements from the Chairman

There was no announcement from the Chairman.

### 124 / 24 Public Adjournment

There were no questions received from any members of the public before the meeting or at this point of the agenda.

### 125 / 24 Council Budget and Precept 2025/26

#### To approve the budget as presented

Cllr Evans presented the draft budget for 2026/26 noting that the figures were only slightly changed from the budget considered at the last meeting of the council. The only amendment was to decrease the contribution to the playground reserves by £2,800 to reduce the budget requirement to a level compatible with a 5% increase in precept at band D.

Concerns was expressed at the absence of a forecast outturn for 2024/25. The Locum Clerk apologised for misunderstanding; she had updated the 2024/25 “actuals to date” figures within the budget and had not understood that. Councillors required an outturn forecast. She reported that the figures indicated an overspend of £10,000 adjustment budget in 2024/25.

The budget was referred back to the finance Committee and will be considered again at the March meeting of Council.

The Locum advised that exceptionally the council was able to set the precept and agree the budget at a future meeting.

**RESOLVED:** To set a precept of £260,811 for the financial year 2025/26

**RESOLVED:** that the Locum Clerk Louise Steele should request the precept of the collection authority (the Royal Borough of Windsor & Maidenhead) as soon as possible.

### **Fees and Charges**

As part of the budget discussions for 2025/26 the following fees and charges were proposed and agreed:

**APPROVED:** Cemetery fees for non-residents would increase by 50% from 1 April 2025  
Allotment fees would increase to £7.50 per pole from 1 April 2025  
There would be no increase to Tennis fees for 2025/26  
There would be no increase to the cost of hiring the field at Broomhall Park or the Community centre for 2025/26

Upon hearing of the Children's Funeral Fund, Cllr Penny proposed that responsibility should be given to the Clerk in consultation with the cemeteries working group to set children's fees for cemeteries. This was agreed by all councillors present at the meeting.

### **126 / 24 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups**

126 / 24 / 1 There was no further update to receive from the Finance Committee

126 / 24 / 2 An update was received from Cllr Hilton on behalf of the Walking and Cycling Working Group

126 / 24 / 3 An update was received from Cllr Grover on behalf of the Recreation Ground working Group.

126 / 24 / 4 The Tennis Working Group were not able to bring a proposal to the Council for approval, it will be carried forward to the next meeting.

126 / 24 / 5 The update from the HR Sub Committee would be taken forward to Part 2 of the Council meeting agenda.

### **127 / 24 Dates of Full Council meetings and committees for 2025/26**

Cllr Evans updated the council with the dates of the next 2 Finance Committee meetings. There would be no meeting in February. The next meeting would be Tuesday 4<sup>th</sup> March 2025.

After a brief discussion about future dates, the Locum Clerk updated the council on ways in which council meetings could be set up alongside committees as a way of working.

The Chair requested that councillors feedback any thoughts and proposals to himself and Cllr Hilton for consideration. The agenda item would come back to the council meeting in February for further discussion and agreement.

The Sunningdale Annual Parish meeting was confirmed as Tuesday 29<sup>th</sup> April 2025.

**128 / 24 Information sharing**

There was nothing shared by any of the councillors at the meeting.

**Confidential Session**

**129 / 24**

**RESOLVED:** To exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature of the business to be transacted.

Note that while the matters below were considered in Confidential Session the resulting minutes need not be considered confidential.

**130 / 24 Report of the HR Sub-Committee**

**RESOLVED:** Cllr Hilton updated the committee on the proposal to officer hours and roles to make the parish council more effective and efficient.

It was agreed that the Deputy Clerk hours would increase by 5 hours per week  
It was agreed that recruitment could start for a finance officer for 1 day per week

The meeting started promptly at 7.30pm. The meeting concluded at 9.22pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## HR Sub-Committee Meeting Minutes for Tuesday 4 February 2025

### **HRSC 13 / 24 Attendance and apologies.**

Attendance: Cllr Buxton, Cllr Evans & Cllr Hilton

Apologies: Cllr Morgan

In Attendance: Louise Steele (Locum Clerk) and Natalie Hayes (Clerk designate)

### **HRSC 14 / 24 Declaration of interest for items on the agenda**

No members declared a personal interest in items on the agenda.

### **HRSC 15 / 24 To review minutes of the meeting of the 26 November 2024**

**RESOLVED:** That the HR Committee approved minutes of the HR sub-committee meeting held on 26 November 2024. The Chair signed the minutes as an accurate record of the meeting.

### **Confidential**

**HRSC 16 / 24 To resolve to exclude of members of the public and press accordance with the Public bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature (detail of staffing arrangements) of the business to be transacted.**

### **HRSC 17 / 24 HR Report**

The report was discussed, and a set of recommendations will be presented to Full Council.

### **HRSC 18 / 24 Officer appraisals**

The Locum Clerk confirmed the appraisals process for the benefit of the Clerk designate as well as confirming that officer appraisals are taking place. As part of the process job descriptions would be reviewed and shared with councillors.

### **HRSC 19 / 24 Clerk designate appointment as Clerk**

At this point the Clerk designate, and Locum Clerk left the meeting.

The Full Council will receive an oral report from the HR Sub-committee at the council meeting on the 18<sup>th</sup> February.

### **HRSC 20 / 24 Finance Officer**

The Clerk designate and Locum Clerk joined the meeting again at this point.

Members discussed the recruitment for the role of the finance officer.

**HRSC 21 / 24 Deputy Clerk contract**

Members discussed the changes to the contract, to accurately reflect the change in hours.

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

DRAFT