

Minutes of the Annual Meeting

Warfield Parish Council

20 May 2009

Present: Councillors: Ms Healy (Chairman), Barnard, Fitzwilliams, Gates, Harrison, M Jones, N Jones, Mrs Ingham, Taylor and Towle

1. The meeting was preceded by the presentation of the Warfield Award to Mr Derek Swindells in recognition of his many years of voluntary service to Warfield residents through his involvement with Warfield Parish Council, Treasurer of Warfield Community Facilities Charity and association with the Warfield Fete. In addition, he was instrumental in acquiring the Lease on the Brownlow Memorial Hall for the Parish Council and overseeing the redevelopment which has now made the Hall a much used community amenity.

2. Apologies for absence Councillor Mrs Menon.

3. To elect the Chairman for the year 2009/10

Councillor Barnard, seconded by Councillor Fitzwilliams proposed Councillor Ms Healy to be elected Chairman for the year 2009/10. There being no further nomination it was RESOLVED that Councillor Ms Healy be elected Chairman of Warfield Parish Council for the year 2009/10. Councillor Ms Healy duly signed the Declaration of Acceptance of Office.

4. To elect the Vice Chairman for the year 2009/10

Councillor Gates, seconded by Councillor Harrison proposed Councillor Fitzwilliams to be elected Vice Chairman for the year 2009/10. There being no further nominations it was RESOLVED that Councillor Fitzwilliams be elected Vice Chairman of Warfield Parish Council for the year 2009/10.

5. Declarations of interest

Councillor Towle declared a personal interest in item 12, a cheque payable to Warfield Environment Group. The Clerk also declared a personal interest in item 12 a cheque is payable to her son. It was noted that Councillor Barnard has a standing interest as a Borough Councillor but no direct pecuniary interest in any item to be discussed.

6. Minutes of the meeting held on 22 April 2009

It was RESOLVED that the minutes be approved as a correct and accurate record and signed by the Chairman.

7. Matters arising from this meeting

- a. Item 4a Speed surveys/installation of VAS equipment – a letter seeking support has been sent to Inspector Carter, a reply is awaited.
- b. Item 4b Limiting the impact of development submission of wish list and maps – Mr Hindle has been advised that the information is available, a response is awaited.
- c. Item 4c Westmorland Park Pavilion extension proposal – Councillors have been invited to attend a meeting on 4 June 2009 to progress the idea.
- d. Item 4d Highway issues – an explanation of the traffic surveys has been sought but as no response has been forthcoming it was decided to take no further action.
- e. Item 12 Wren of Warfield – the example of an alternative format has been submitted to Bracknell Forest Council print room for comment, a reply is awaited.

8. Parish Calendar

This was agreed as attached.

9. Appointment of Representatives to Outside Bodies and Parish Council Committees

This was agreed as attached.

10. The Brownlow Memorial Hall

Councillor Fitzwilliams advised Members that April/May had been a quiet time and there was nothing significant to report. The 5 year plan has been reviewed and it was agreed to circulate the document for information.

It was RESOLVED that the minutes of the Management Committee meeting held on 13 May 2009 be approved as a correct record and signed by the Chairman.

11. Planning Matters

- a. **Update on progress with allotment proposal.** Councillor Taylor, Chairman Planning Committee, advised that a response had been received from the Director of Environment, Culture and Communities. Although positive actions were noted and some progress is being made it was thought helpful to ask the Director when outcomes might be expected and at the same time offer an invitation to walk the ward to view the proposed sites.

11. Planning Matters continued

- b. **Minutes of the Planning Committee.** Matters arising from the minutes were noted as follows:
- i. Item 5b unauthorised development at Moss End Garden Centre. As the site has a long and complicated history consideration had been given to seeking professional advice to assist with opposing the Appeal. However, this was not necessary as the Appeal has now been withdrawn. It was also noted that the Borough Enforcement Team is investigating the use of wider powers in cases where applicants are known to have consistently and persistently flaunted planning rules.
  - ii. Item 4a planning application 09/00190/FUL to create additional parking spaces at 33 and 35 All Saints Rise. It was noted that the application has been refused as has the application for a Lawful Development Certificate for the continued use of land for private parking.
  - iii. Item 4c South East Plan final documents. It was noted that a review of the Local Development Framework will now be undertaken to include the increased housing. Consideration may be given to inviting Mr Hindle, who is leading the Local Development Framework Team, to a public meeting later in the year to explain developments.

It was RESOLVED that the minutes of the meeting held on 11 May 2009 be approved as a correct record and signed by the Chairman.

12. Accounts

- a. The minutes of the Finance Committee meeting held on 11 May 2009 were available. The Treasurer drew Members attention to the following:
- Item 4a The investigation into an appropriate chain of office for the Chairman's badge is ongoing.
  - Item 4b £58,000 has been transferred from Bank of Ireland into the Natwest Bonus Saver account.
  - Item 5 Only a partial monthly review had been undertaken as the financial ledger produced by MYOB was not available.

<b><u>For information</u></b>		
W Johnson	Caretaker wages April	331.95
BT Payment Services Ltd	Line rental & calls	245.76
Bracknell Pest Control Ltd	Brownlow Hall	34.50
ABA (Construction) Ltd	Play area inspections Brownlow Hall £17.77 & Memorial Ground £96.97	114.74
Bracknell Forest Borough Council	Wren printing £395 & delivery £589.56	984.56
Canon Fire Protection	Brownlow Hall	230.05
Inland Revenue	Tax & NI:	207.53
J Harding	Reimbursement Clerk's expenses £54.98 & year end salary adjustment £48.25	103.23
Stevens Cleaning Services	Office clean	48.30
Broker Network Ltd	Insurance premium	3,520.76

Agile Web Solutions	Annual email and web hosting	45.00
SITA UK Ltd	Brownlow Hall	71.96
2 <sup>nd</sup> Bracknell Scout Group	1 <sup>st</sup> instalment grant	375.00
Thames Valley & Chiltern Air Ambulance Trust	1 <sup>st</sup> instalment grant	150.00
Age Concern Bracknell Forest	1 <sup>st</sup> instalment grant	175.00
Berkshire County Blind Society	Grant	120.00
Bracknell Baseball Club	1 <sup>st</sup> instalment grant	375.00
Bracknell & District CAB	1 <sup>st</sup> instalment grant	650.00
Bracknell North Guide Association	1 <sup>st</sup> instalment grant	475.00
Building Blocks Pre-school	1 <sup>st</sup> instalment grant	250.00
Cruse Bereavement Care	1 <sup>st</sup> instalment grant	110.00
Home-Start Bracknell Forest	1 <sup>st</sup> instalment grant	450.00
MS Society Windsor Forest Bracknell & District	1 <sup>st</sup> instalment grant	125.00
Pilgrim Hearts Trust	1 <sup>st</sup> instalment grant	125.00
Relate Berkshire	Grant	140.00
Sandy Lane Primary School	1 <sup>st</sup> instalment grant	125.00
Vitalise	1 <sup>st</sup> instalment grant	100.00
Warfield 50+ Club	1 <sup>st</sup> instalment grant	125.00
Warfield Environment Group	Grant	225.00
Warfield Fete	Annual sponsorship	900.00
Warfield Memorial Ground	1 <sup>st</sup> instalment grant	3,750.00
Warfield PCC	1 <sup>st</sup> instalment grant	500.00
Warfield Park Community Association	1 <sup>st</sup> instalment grant	1,125.00
Warfield Produce Show	Grant	130.00
Whitegrove Football Club	1 <sup>st</sup> instalment grant	500.00
Whitegrove Primary School	1 <sup>st</sup> instalment grant	400.00
Whitegrove Y & CC	1 <sup>st</sup> instalment grant	1,650.00
Youthline	1 <sup>st</sup> instalment grant	450.00
Ms W Johnson	Caretaker wages May	TBA
Mr A Dance	Brownlow Hall	120.00
CPRE	Membership & donation	140.00
Bracknell Forest Borough Council	Annual roundabout sponsorship £577.50 & contribution to management & maintenance Lily Hill Park £5000	5,577.50
Suds Window Cleaning	Office	11.50
Mr A Dance	Frost Folly grounds maintenance	420.00

Standing order payable to J Harding effective 1 June 2009, salary adjustment to reflect final pay award 2008/09, £1269.17

Councillor N Jones seconded by Councillor Barnard proposed that the cheques be authorised for payment, all agreed.

- Item 7 The Internal Auditor has completed the audit for the year ending March 2009.

It was RESOLVED that the minutes of the meeting held on 11 May 2009 be formally adopted. All agreed.

12. Accounts continued

- b. Copies of the Statement of Accounts and Annual Governance Statement, sections 1 and 2 of the Annual Return for the year ended 31 March 2009 had been previously circulated. A resolution that the Annual Return be approved was proposed, all agreed. The Chairman and Responsible Financial Officer duly signed the document.
- c. Although the budget sheet had been previously circulated, an error in the individual balances had been noted. A correct version will be available with the minutes.

13. Representative Reports

**Ward Councillor Report** – Councillor Barnard updated the meeting and set out his position on a number of issues. From 2010 there is likely to be a significant reduction in the Borough's funding of green/clean activities and the Parish Council may need to consider becoming more involved if services are to be maintained. Westmorland Park is being considered as a location for a children's centre. Funding to make improvements to play areas over the next two years is available from the Playbuilder Fund. Compulsory purchase orders associated with the redevelopment of Bracknell Town Centre are progressing however there will be no major retail building in the near future only some redevelopment at Charles Square. The new health facility to be located in the centre of Bracknell has been agreed. Concern was expressed that there has been a significant increase in the number of young people living in Harvest Ride Ward not in education, employment or training and that there are no facilities in Warfield to meet this need.

**Climate Change Strategy** – it was noted that the working group is continuing to gather information.

**Frost Folly** – the area is looking very tidy following recent grounds maintenance. A total of four picnic benches are available for use. The bollards restricting access to the picnic area have been replaced and are now more secure.

**Lily Hill Park** – Councillor Ms Healy had attended a recent meeting. Guided walks and other events have been organised to encourage more visitors. An application for the Green Flag Award is to be resubmitted.

**Neighbourhood Action Group** – Recent issues of most concern were noted as speeding and youths in the Memorial Ground. Consideration may be given to the neighbourhood police team joining with Borough/Parish Councillors to hold a combined Saturday surgery to encourage more visitors.

**Warfield Fete 13 June 2009** – Following discussion it was agreed that this would be another opportunity to raise the parish profile and to organise a Parish Council table.

**Winkfield and Warfield Family Cycle Ride 21 June 2009** – Volunteers to help with marshalling the event were requested.

13. Representative Reports continued

**Northern Parishes Arts Week** – the minutes of a recent meeting to discuss partnership events with Bracknell Forest Borough Council and South Hill Park workshops were available. The Lantern making workshops and procession which had been so successful last year are to be repeated but further funding will be required from the parishes to provide training for instructors this year. However, it is hoped this will result in a future saving. Additional workshops for adults in particular have been planned.

**Clerks report** – the Clerk had attended a recent SLCC training workshop. A report of the Bracknell Forest Parish and Town Clerks meeting held on 14 May 2009 was available. The main items discussed included an update on the Bracknell Forest Partnership Board and Working Group meetings, how the various Councils handle planning applications with reference to frequency of meetings, agreed agenda topics for the forthcoming Parish and Town Council Liaison Group meeting and the County Training Partnership.

14. Correspondence

Correspondence was available for inspection. The following items were noted should the Council decide to take any action:

- a. An invitation to Youthline AGM 7.00 pm Tuesday 9 June Coopers Hill, Bracknell was noted.
- b. Review of children and young people's plan 2009, comments by 29 May. It was felt that the document was too specialised and more consideration should be given to the 11+ age groups.
- c. An invitation to attend Bracknell Town 60<sup>th</sup> celebratory service Sunday, 21 June at Holy Trinity church. It was noted that this event clashes with the Winkfield and Warfield Family Cycle Ride but Councillor Healy hopes to attend.
- d. A request for nominations for the South East England Faiths Forum Regional Board was noted.
- e. Notification of an unclassified roads speed limit assessment by the Borough Council. It was agreed to give thought to which roads should be suggested for inclusion in the survey. Planning Committee to discuss at next meeting.
- f. Armed Forces Day 27 June 2009. It was agreed to show support for the event and purchase an armed forces special flag.
- g. Westmorland Park Liaison Meeting 28 May 2009. Councillor Fitzwilliams offered to attend.
- h. Saving more lives, Heatherwood and Wexham Park Hospitals consultation. The dates of public meetings to be held at Easthampstead Baptist Church on 26 May and 25 June were noted. Councillor Ms Healy expressed a particular interest in the long term plans for Heatherwood Hospital and offered to respond on behalf of the Parish Council.

15. Date of next meeting

The date of the next meeting was confirmed as Wednesday, 24 June 2009.

16. Closure of the meeting

There being no further business the meeting was declared closed at 9.05 pm.