

## Sunningdale Parish Council

### Minutes of the Parish Council Meeting held on Tuesday 11 January 2011 at the Pavilion, Broomhall Lane, Sunningdale

- 01/11 Attendance: Christine Gadd (Chair), Nick Dawson, Jamie McCaul, Neil Collin, Jon Read, Rose Adams, Robin Booth, Rodney Stubblefield, Paul Diluce Brown  
Apologies for absence: Kate Webb – abroad
- 02/11 Declaration of interest for items on the agenda; There were none
- 03/11 Approval of the Minutes of Council 14 December 2010. Two small changes were made and with that the Minutes were approved as a true record of the meeting.  
Part 2 Minutes confidential were signed as a true record
- Matters arising: A copy of the income and expenditure on the Official Guide was tabled. It was noted that a small profit had been made. Finance Committee will examine how this is recorded in the accounts – as an ear-marked sum or not.
- 04/11 **Procedures of Council, Code of Conduct and Predetermination and Bias**
- i. The Chair reminded Council of the need to keep an open mind on all decisions and to avoid predetermination and bias, as laid down in the Code of Conduct for Councillors. While Councillors may take a strong view on any proposal or planning application, it is important that Council retains an open mind, and interests should be divulged.
  - ii. Minutes must reflect the consensus of full Council but not every point made. A Councillor may ask for a point to be minuted if it differs from the consensus view.
  - iii. Minutes should avoid over-stated or over-loaded words or phrases.
  - iv. Actions from Council need to be based on arguments presented at the meeting and new points cannot be added thereafter.
- 05/11 **Finance**  
Council received the Clerk's Report.
- Council agreed to give a grant of £250 to Charters Youth programme [Local Government (Miscellaneous provisions) Act 1976 s19]. Tracey Ranson will be asked to come and talk about her work
- Internal Auditor's Report**  
While the key point was raised in June Council, other recommendations in the report were examined by the Finance Committee on 6<sup>th</sup> Jan 2011.
- i. Council **resolved** to prepare their accounts on a receipts and payments basis. The RFO will report schedule of debtors and creditors at the end of each month.
  - ii. Earmarked reserves. It was agreed to create such a fund for the tennis court to prepare for expensive resurfacing in due course. The ear-marked Christmas fund will continue and will be revised to reflect the profit made in recent years.  
Consideration was also given to creating a reserve to cover Council owned equipment, including one for emergencies. It was **agreed** to implement when the general reserve has been built up.

- iii. Review of Council's Standing Orders had been conducted and approved as part of the Risk register review in December.
  - iv. Reserves had been agreed: three months revenue expenditure at end of current year rising to four months at end of March 2012.
  - v. Values of fixed asset and insurance schedule need to be reconciled. The Clerk and RB would accomplish this task in the near future.
- Council thanked RB for preparing such a clear report

### **Budget 2011-12**

The paper was circulated. RB noted that the year should end with general reserve of £12,153. Tennis income was transferred to an EMR. The projects listed were proposed for implementation in 2011-12, subject to final approval of Council. Election expense was an indicative figure of possible costs if the Parish Councillor election was contested. If this was not used, the amount could be used for Big Society or community engagement projects.

Council **agreed that the Precept be set at £85,668** = £28.00 per Band D resident

Council **approved the budget for 2011/12**

The income and expenditure figures for December were **approved**.

The summary receipts and payments were circulated

### 06/11 **Update on Council's vision and future plans – paper circulated**

1. Decluttering – PDB is waiting to hear from the Borough Notice Board group to reconvene to take forward location, size and cost of notice boards. 1<sup>st</sup> February at 10am. Action: CG, PDB, CG, JM, NC and JR
2. Development /Planning  
Proposal from Sarah Ball – opportunity to create a local strategy (integrated area plan) in conjunction with Ascot and Sunninghill Parish. Questions were raised regarding the presumption in favour of development, impact of developments in neighbouring authorities, and the need to ensure safeguards in place against some developments. It was agreed to go forward with the idea for a local area strategy with caution. It was **agreed** to form a Sub Group: RS, JR, NC and PDB. Date of first meeting 25<sup>th</sup> January at 10.00 am.
3. SUSS – develop plans to reduce our carbon footprint.  
Council **agreed** to support Climate Week initiatives and report back to next Council.  
Reference rainwater harvesting, investigations and costings to continue. NC suggested we explore use of an electric buggy instead of School of Government's bus which often travels with one or few passengers. PDB noted that Mercedes are piloting electric cars in London and elsewhere.
4. Big Society. It was **agreed** to hold a Focus Group which councillors would attend as well as the public – to be advertised in the Newsletter and held in mid February. Thursday 17<sup>th</sup> February was suggested at 7.30pm. Council to invite representatives from community organisations. Possible use of the Village Hall. Council to provide refreshments.
5. Promote the Parish Office as a hub of community life. The Chairman

and Clerk will continue to develop ideas, including ways of providing teas and refreshments in the Community Room and activities during the holiday and report back to Council. Community Action money is allocated in the budget.

It was agreed to progress the idea of holding a Big Lunch on 5<sup>th</sup> June.

Calendar to assist Council's planning

07/11

- a) Chairman's Report. The Chairman noted:  
The next Parish Newsletter is being drafted this week.  
The Census takes place in March and Council will assist where possible  
Election packs will be available for Councillors to apply to be a Councillor, their term of office terminates with the election. If there are more than 10 applications for posts on Council an election will be held. The Clerk to inform Councillors when the packs are available.
- b) Christmas 2010. Christine noted the positive feedback on the programme, which had made a profit of £200 (income £1100 – print cost £900). The Christmas account will be submitted to a future meeting when complete. Council did **not agree** that a survey be undertaken to evaluate local opinion on the event.
- c) Recreation  
RS and ND had a meeting with Simon Grassi. ND reminded Council that the initial approach was to get our courts recognised as a Beacon site and be able to access LTA financial support. There remains lack of clear understanding on whether responsibility for the resurfacing of the court would remain with Council and on the long term objectives of Charters Tennis. The benefits of an agreement with Charters Tennis included increased use of community tennis; tennis coaching; computerised booking system; cleaning of the courts and responsibility for the day to day operation of the courts leading to bringing the courts to LTA standards. Questions remain on public access if a membership scheme / swipe card entry was introduced. These matters required further discussion with Simon Grassi and report back to the next meeting.
- d) Notice Board - Sub group meeting on 6<sup>th</sup> January had agreed that PDB seek sponsorship for one large notice board. Other notice boards and other sponsors might follow if the first was successful. Waitrose had been approached by PDB and will respond. PDB had authority to offer some amount to support this sponsorship scheme. There needs to be clarity on whether contributions attract VAT. See 06/11.1 above on sub group meeting
- e) Planning. It was noted that the meeting on 26 January would include PDB's suggestions on decluttering and information on PPS3
- f) Village Hall. Letters have gone to the Vicar and to the Chair of Operations. Confidentiality should be preserved on this matter.
- g) Other representatives  
It was noted that the pavements were badly maintained during the period of snow and ice.

The meeting ended at 9:50pm