

Sunningdale Parish Council

Minutes of the Meeting of Council held on Tuesday 14th December 2010 at the Pavilion, Broomhall Lane, Sunningdale

- 100/10 **Attendance:** Nick Dawson (Chair), Robin Booth, Jamie McCaul, Paul Diluce Brown, Rodney Stubblefield, Jon Read, Neil Collin
Apologies for absence: Christine Gadd, Rose Adams – both unwell. Kate Webb – abroad.
- 101/10 **Declaration of interest** for items on the agenda: none
- 102/10 **Minutes of meeting 10 November** were approved as a true record of the proceedings and duly signed by the Chairman.
Matters arising: The Clerk was asked for a complete breakdown of payments and costs of the Official Guide, including names of contributors.
Car park survey (99/10e)– Christine Bateson had reported the result of the survey which had rejected the proposals for a time restriction on the Borough’s “free car park” so there were no plans for action. The problem of the car park being too full and used by coach companies on excursions remains. Council expressed concern about this car park and requested that Council be consulted on any future proposals.
- 103/10 **Clarification of Minutes**
- a. Council noted that the clerk has taken advice from SLCC regarding the changing of agreed Minutes. The Local Government Act 1972 Sch 12 para 41(1) sets down the rules on Minutes which once approved are entered into the Record book and may not be changed.
 - b. Council agreed that Council as a body takes collective responsibility for its Minutes, which are sent out in draft before being approved so that Councillors can amend errors. That responsibility remains even if a Councillor is absent from the meeting at which Minutes are approved. Members are bound by the Minutes of Council.
 - c. Council accepted the recommendation of the Chairman that the Minutes of Council be cleared from the website after three months.
- 104/10 **Clerk’s Financial Report**
- a. Council noted the points made in the Clerk’s financial report.
RB raised the issue of the Report of Internal Auditor in June, whose recommendations should be relooked at by the Finance Committee, which will be convened in the next month and report back to Council.
 - b. **Risk Register** - Council was pleased to see the work done in drawing up this more complete risk register. The Clerk was asked to add the initials of the person who had signed any review. This assessment should be completed annually. Further work remains to be done on the Asset Register but this is awaiting assistance from RB. Council approved the Risk Register which will be signed by the Chairman.
RS asked for the car park light to be turned on for every evening meeting to mitigate risk of a slip on the way to meetings in the Parish office.
 - c. Income and expenditure figures for November were **approved**.
 - d. The summary and details of Receipts and Payments were made available

105/10 **Budget 2011/12**

Council received the paper “December reappraisal of Budget” which presented a number of factors that had changed in the last month, including the rise in number of ratepayers who will pay the Precept, the removal of tennis court fees as income and additional projects, including a provision for probable expenditure on Localisation and Big Society. It was also noted that provision should be made for higher election expenses than originally anticipated and professional costs.

The Tennis agreement (received 14.12.10) laid out how Charters Tennis would maintain the courts to a high standard, organise a booking system, arrange a community programme to develop use of the courts for the whole community. Council agreed to set up a sub committee of RB, RS, ND to scrutinise the agreement and recommend back to Council.

Street furniture –PDB spoke about the free standing, double-sided notice board which would hold 18 A4 notices on one side and map on the reverse. He had discussed this with CG and AM on the 9th December and it was suggested that the Village Hall notice board was the one most urgently needing attention. The cost of one notice board (see image presented) was £3.5k including erection and map printing costs and he asked that the budget reflect this cost.

Council asked for a plan to be drawn up to show the locations recommended, size of notice boards and costs. CG’s input was considered most important on account of her knowledge of the community. A sub committee to meet to draw up this plan consisting of CG, JR, JMC, NC and PDB which should meet prior to the January meeting of Council

Council reopened the discussion on the Precept in relation to the projects currently presented. While still wishing to reduce the Precept from the level of 2010/11, Council sensed the opportunities and costs currently presenting themselves to Council with the Big Society and Localism bill. The Finance Committee would meet and make a final recommendation to Council in January meeting when the budget and Precept demand had to be complete.

106/10 **Clerk’s report.**

Council noted the several engagements that the Clerk had undertaken in presenting Sustainable Sunningdale and Big Society. Council noted that its way of working needs to change to ensure that time is created for new measures and ideas that are currently being generated. It was agreed that a sub committee should be formed to consider what tasks Council wishes to undertake within the overall context of the vision set out in the Official Guide and the Big Society agenda. The group to consist of NC, JMC, CG and any others, including those of the public who had attended the Focus Groups.

107/10 **Update on Council’s vision and future plans.**

This was largely covered in points made in 106/10.

108/10 **Reports and Representatives**

- a. **Chairman’s Report.** The Chairman invited all Councillors and partners to a Christmas party on Monday 20 December at Northcote House, Sunningdale Park 1900.
- b. **Christmas Celebration.** Councillors thanked Christine for the tremendous amount of work, done largely on her own, to organise the Christmas celebration on 3 December. It had been a remarkable successful event, especially in the light of extreme cold that night. PDB asked for a breakdown of the costs involved in the Christmas programme brochure.
- c. **Recreation.** The Charters Tennis proposal had been considered under 105/10
- d. **Planning** – There was nothing to report. The next meeting is on 29th December
- e. **Village Hall** – Council noted that the AGM had been held on 25 November. In addition to RS, three Councillors had attended.
- f. **Stopping up of Fireball Hill** - matter deferred to Planning Meeting 29/12/

The meeting proceeded to Part 2 confidential