



**SUNNINGHILL & ASCOT  
PARISH COUNCIL**

**The Courtyard (Ascot Racecourse)  
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Minutes of the Annual Council Meeting of Sunninghill & Ascot Parish Council held at the Parish Council Office, The Courtyard, High Street, Ascot, SL5 7JF, on Tuesday 9 May at 7.00pm

Members Present: Councillors A Sharpe (Chairman), B Hilton (Vice-Chairman), P Deason, C Herring, D Hilton, B Humphreys, S Humphrey, S Jones, C Lester, B Story, R Wood.

In attendance: Elizabeth Yates, Clerk to the Council

**6716 TO NOTE APOLOGIES FOR ABSENCE**

Councillors Phil Carter, Robert Ellison, Pat Morris and Ajay Nehra.

**6717 DECLARATIONS OF INTEREST**

The Chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct. None were given. The Clerk stated that there was a trading account between Chapmans the Ironmongers and the Parish Council.

**6718 MINUTES**

The Minutes of the Council Meeting, held on 7 February, were approved as a correct record and signed as such.

**6719 APPOINTMENT OF CHAIRMAN OF THE COUNCIL**

Councillor Barbara Hilton, as the existing Vice-Chairman, took this item. Councillor Hilton asked for nominations for the position of Chairman. Councillor Brian Humphreys nominated Councillor Allison Sharpe. Councillor Barbara Story seconded this nomination and it was agreed unanimously that Councillor Sharpe was appointed as Chairman of the Parish Council for the Council year 2017/18. She declared her acceptance of office.

**6720 APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL**

The Chairman asked for nominations for the position of Vice-Chairman of the Council. The Chairman nominated Councillor Barbara Hilton. Councillor Christine Lester seconded this nomination and it was agreed unanimously that Councillor Hilton was appointed as Vice-Chairman of the Parish Council for the Council year. She declared her acceptance of office.

**6721 APPOINTMENT OF COMMITTEE(S) CHAIRMAN & VICE-CHAIRMAN**

The Chairman suggested deferring the appointment of the Leisure and Cultural Committee Chairman and Vice-Chairman in the absence of the exiting holders. However she had received an email from the current Chairman stating that he wished to stand again and Councillor Spike Humphrey nominated Councillor Robert Ellison accordingly. Councillor Brian Humphreys seconded this nomination and it was agreed unanimously that Councillor Robert Ellison be appointed as Chairman of the Leisure and Cultural Committee for the Council year, following his declaration of his acceptance at the next meeting of the Leisure Committee, to be held on 23 May. The position of Vice-Chairman of the Leisure and Cultural Committee would be considered at this meeting.

The Chairman then asked for nominations for the position of Chairman of the Parish Council's Planning committee.

Councillor Brian Humphreys nominated Councillor Barbara Hilton as the Chairman of the Planning Committee.

Councillor Shirley Jones seconded this nomination and it was agreed unanimously that Councillor Hilton was appointed as Chairman of the Planning Committee for the Council year. She declared her acceptance of office.

The Chairman then asked for nominations for the position of Vice-Chairman of the Planning Committee. Councillor David Hilton nominated Councillor Peter Deason for the position of Vice-Chairman. Councillor Spike Humphrey seconded this nomination and it was agreed unanimously that Councillor Deason was appointed as Vice-Chairman of the Planning Committee for the Council year. He declared his acceptance of office.

The Chairman and Vice-Chairman of the Parish Council automatically became the Chairman and Vice-Chairman of the Finance and Personnel Committee. The Chairman nominated Councillor Robin Wood for the position of Lead Member for Finance. Councillor Barbara Hilton seconded this nomination and it was agreed unanimously that Councillor Wood was appointed as Lead Member for Finance for the Parish Council year. He declared his acceptance of office. The Chairman and Vice Chairman of the two sub- committees would form the rest of the Finance and Personnel Committee.

#### **6722 APPOINTMENT OF COMMITTEE MEMBERS**

The Chairman asked the Councillors present to state on which committees they wished to serve. Councillor Charlotte Herring asked to go on the Planning Committee and the other Members agreed that their committee membership would remain unaltered for the Council year.

#### **6723 APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS, RISK REVIEW, INSURANCE AND INTERNAL AUDIT ARRANGEMENTS FOR THE YEAR 2017/18**

The Standing Orders, Financial Regulations and Risk Review were approved including a recommended amendment to the Parish Council's Financial Regulations, further to minute 6617, regarding the Council's use of the 'Contracts Finder' website to advertise contract opportunities valued at £25,000 or more, in accordance with The Public Contracts Regulations 2015. Councillor David Hilton had sought the advice of the Borough on this matter and stated that in his opinion there was need for adherence to this regulation. Councillor Peter Deason asked if the Parish Council could go through the Borough's tender framework on works over £25,000 and Councillor Hilton replied that this may be possible. It was also agreed that the Clerk would become a cheque signature to ease banking arrangements, as would Councillor Robin Wood and that Councillor Shirley Jones would come off as a cheque signature. The need to review the current banking arrangements was also considered and it was agreed that this would be discussed at the next meeting of the Finance and Personnel Committee. The internal audit arrangements were also approved and the Clerk informed Members that the insurance had been paid, as part of the existing three year agreement (minute 6125.)

#### **6724 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

The following appointments were noted or approved:

Councillor Barbara Story – Cordes Hall Management Committee, RBWM Rural Forum and Parish Conference, with the proviso that other Members could attend the Parish Conference if she were unable to make a meeting.

Councillor Spike Humphrey – RBWM Crime and Disorder Overview and Scrutiny Panel (external appointment)

Lauren Davies and Wayne Phelan – Parish Council nominated Trustees on the Sunninghill Trust (existing)

Councillor Ajay Nehra - Charters Leisure Committee

Councillor Phil Carter was put forward for the Charters Youth and Community Management Committee as his educational background was thought to be advantageous. The Clerk was asked to contact Councillor Carter regarding this role.

She was also asked to check with Councillor Nehra regarding his position and to seek advice from the Borough regarding the position of Councillor Humphrey should he no longer be able to serve in his role.

#### **6725 FORMAL ANNOUNCEMENTS**

The Chairman informed those present that the Casual Vacancy process for a Parish Councillor for the Ascot and Cheapside Ward was in place and she expressed her thanks to Councillor Duncan Mckay for his time as a Parish Councillor.

The Chairman then informed Members that the designation of Coombe Lane in Sunninghill had been confirmed by the Borough as a Private Road. Her understanding was that this would not affect pedestrian access to Tom Green's Field and the Clerk was asked to contact the Coombe Lane Resident's Association Chairman regarding the need for warning signs at the entrance off Tom Green's Field onto Coombe Lane.

#### **6726 PUBLIC ADJOURNMENT**

The meeting was not adjourned for a maximum of 15 minutes to allow Members of the Public, if present, to address the Council about matters of local concern as no members of the public were present.

#### **6727 PRESENTATION OF COMMITTEE MINUTES**

The Planning Committee minutes of 21 February, 14 March, 4 April and 25 April were presented by Councillor B Hilton.

The Leisure and Cultural Committee minutes of 28 February and 11 April were presented by Councillor S Humphreys.

The Finance and Personnel Committee minutes of 4 April were presented by the Chairman.

#### **6728 END OF YEAR FINANCIAL REVIEW**

Councillor Peter Deason stated that he had gone through the March accounts and that an end of year statement and financial report would be presented to the June Parish Council meeting, following the internal auditor's visit. He noted that the capital projects had been delivered through the use of allocated reserves but that savings had been made and, as stated by the Clerk, income was higher than anticipated so that the reduction in the general reserve levels was less than that forecast within the 2016/17 budget.

**6729 OTHER BUSINESS**

Councillor Christine Lester expressed her concern about Councils allowing building in the Green Belt and Councillor Peter Deason added that the predicted housing numbers for the Parish seemed to be in contradiction with the Localism Act.

Councillor David Hilton asked if the Parish Council would consider the installation of a temporary noise monitor in the Parish Council section of the cemetery behind St Michael and All Angel' Church in Sunninghill and stated that he would send the Clerk photographs to show what that meant.

Councillor Peter Deason asked for responses to his update paper on the Victory Field Pavilion Project and it was agreed that this project would be considered at the next Leisure Committee, for further review by the Parish Council. Clarity from the Borough as to the current Section 106 fund and its use at Victory Field would be sought.

Councillor Charlotte Herring asked what the procedure was for a proxy vote if a Member were unable to make a meeting and the Clerk stated she would look into this.

There being no further business, the Chairman closed the meeting at 8.15pm

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Councillor Allison Sharpe, Chairman