



**SUNNINGHILL & ASCOT  
PARISH COUNCIL**

**The Courtyard (Ascot Racecourse)  
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**Minutes of a meeting of Sunninghill & Ascot Parish Council held at the Parish Council Office, The Courtyard, High Street, Ascot, SL5 7JF, on Tuesday 12 February 2019 at 7.00pm**

Members Present: Councillors A Sharpe (Chairman), B Hilton (Vice-Chairman), P Carter, P Deason, R Ellison, J Gripton, D Hilton, S Jones, C Lester, S Humphrey, A Nehra, B Story, and R Wood.

In attendance: Elizabeth Yates, Clerk to the Council and Jayne Strand, Administrative Assistant to the Parish Clerk

**7295 TO NOTE APOLOGIES FOR ABSENCE**

Apologies received from Councillors Charlotte Herring, Brian Humphreys and Pat Morris.

**7296 DECLARATIONS OF INTEREST**

The Chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct. Councillor Peter Deason declared that he was an Associate Governor at St Michael's Primary School, Sunninghill and Councillor Ajay Nehra declared that his children attended St Michael's Primary School, Sunninghill (minute 7303.)

**7297 MINUTES**

The Minutes of the Parish Council Meeting held on 3 January 2019 were approved as a correct record and signed as such. The Chairman informed members that all action points from these minutes would be picked up on the agenda, with the exception of removing graffiti from Parish Council assets, which the Clerk had actioned.

**7298 FORMAL ANNOUNCEMENTS**

The Chairman reminded members that the date for the Annual Assembly had been set for Wednesday 20 March and informed them that the Assembly would be held at All Saints Pavilion, Ascot United Football Club. The Clerk informed members that positive responses to attend had been received from the local Police, Charters School and Reverend Stephen Johnson, of St Michael and All Angels Church, Sunninghill. The Chairman requested that any ideas or suggestions for the Assembly were to be feedback to the Clerk.

The Chairman then informed members that she had attended the Parish Conference, along with Councillor Barbara Story, on Monday 11 February, where the Precept Compensating Grant was discussed. The Clerk explained details of the Compensating Grant for the benefit of newer members. The Chairman confirmed that the Parish Council would receive this grant for the budget year 2019/2020 and that options on the future of the grant were currently being considered by the Borough.

The Chairman also reminded members that there would be an official event to formally open the Victory Field Pavilion, along with the cheque presentation to grant recipients from the proceeds of the Sunninghill Victorian Street Fayre, on Saturday 23 February at 10.00am. Coworth Park Hotel had kindly agreed to provide the refreshments, as a donation, following a meeting with the Chairman. The Chairman requested that all Councillors RSVP to the Parish Office as soon as possible.

**7299 PUBLIC ADJOURNMENT**

The meeting was not adjourned to allow members of the public to address the Council about matters of local concern as no members of the public were present.

**7300 PRESENTATION OF COMMITTEE MINUTES**

The Planning Committee minutes of 8 and 29 January were presented by Councillor Barbara Hilton.

The Finance and Personnel Committee minutes of 5 February were presented by the Chairman.

The Chairman noted the resignation of the Parish Council Committee Administrator in January and informed members that members of the Finance and Personnel Committee had drafted an advert, job description and personal specification for the position of Clerk to the Council.

### **7301 THE SCHEDULE OF MEETINGS FOR THE PARISH COUNCIL YEAR 2019/20**

The schedule of meetings for 2019/2020 was presented to members and approved.

The Chairman highlighted that an extra training date had been added on the 16<sup>th</sup> July 2019, to be possibly provided by the Hampshire Association of Local Councils and that the date for the Parish Summer Party had also been included in the schedule.

### **7302 QUARTERLY FINANCIAL REPORTS**

Councillor Robin Wood, in his capacity as Lead Member for Finance, presented the quarterly financial report. He stated that income was higher than expected, due in part to the Parish Council receiving a higher than anticipated income from cemetery fees and also because of grants received from the Royal Borough of Windsor and Maidenhead (Borough) towards the last Summer Party and a grant from the Sunninghill Chamber of Commerce, which would be kept aside for activities in Sunninghill. Expenditure was lower than anticipated, mainly due to below budget staff and administration costs and therefore reserves were slightly higher than originally planned. All capital projects should be completed by the end of the financial year and within budget. However, an above budget expenditure of £12,742 for the Victory Field Pavilion project had been paid for by the Parish Council, which was under discussion with the Borough.

Councillor Peter Deason asked if capital expenditure was on target and Councillor Robin Wood explained that it was, with the lower than budget figures mainly resulting from lower than anticipated staffing and administration costs.

The Clerk had previously circulated the internal audit interim report for the current financial year and noted that no recommendations arose from it.

### **7303 THE COMMUNITY INFRASTRUCTURE LEVY (CIL)**

A lengthy discussion was had regarding requests received for the funding of green corridor surveys within the Parish and for an outdoor classroom at St Michael's Primary School, Sunninghill. This discussion took place within the parameters of the current and possible CIL funding levels, the results of the Parish Plan questionnaire and the Parish Council's approach to the spending of the Community Infrastructure Levy (minute 7156.)

The green corridor survey proposal was considered first and members expressed their general support. Based upon the discussions, the Chairman put forward a resolution that the Parish Council funded the project with a grant of up to £26,472, over a two year period, in accordance with the proposal received from Wildlife In Ascot and Silwood College (minute 7253.) This grant would be conditional on staged payments for work completed and that the surveys would prioritise the green corridors, gaps between villages and those footpaths felt to be most at risk of development. Focus within the work undertaken would be given to the development of management plans which would be actioned to maintain and improve the green corridors, footpaths and village gaps within the Parish.

13 out of the 14 members present voted in favour of the Chairman's proposal, by a show of hands, with one abstention and therefore the resolution was passed. Councillor Robin Wood and the Clerk were asked by members to draw up a contract with the Wildlife in Ascot Group and Silwood College accordingly. It was also agreed that the Clerk would inform the Borough's Rights of Way team about the project, with a view to seeking a collaborative approach with the voluntary and public sector bodies involved with bio-diversity within the Parish.

Next the request received from St Michael's Primary School, Sunninghill for £21,498 for an outdoor classroom was considered. There was general support for the project from members but a number had questions, such as the tender process undertaken (which would need to satisfy the Parish Council's Financial Regulations) and the ongoing ability of the school to maintain the building within their own budget.

Councillor David Hilton proposed that a small group of Councillors meet with the School's Head Teacher to discuss the questions that had been raised and then report back to the next Parish Council meeting on 9 April. This proposal was seconded by Councillor John Gripton. Councillor Hilton's proposal was then put to members for a vote by way of a show of hands and it was unanimously agreed. Councillor Peter Deason did not vote for, as an associate governor to the school, to do so would be a conflict of interest.

The Chairman then asked for volunteers to form this small group and Councillors Phil Carter, Spike Humphrey and Robin Wood put themselves forward.

### **7304 BOROUGH COUNCIL MATTERS AND THE PARISH/ BOROUGH CHARTER**

Councillor David Hilton reported to members about the problems regarding parking issues that had been experienced by residents on Course Road, Ascot. The Borough had agreed that the road would be widened and a barrier put up to stop inconsiderate parking. Councillor Hilton asked the Parish Council if they would consider funding flower planters to go on top of the barrier in order to improve the appearance of the road for residents. The Clerk reminded members that the Parish Council already had a contract with a company to provide hanging baskets and planters on Ascot High Street and it was agreed that the Clerk would contact this contractor to obtain a quote.

Councillor David Hilton then informed members that he had been in discussion with the Borough's Parking Enforcement team regarding the need for targeted enforcement within the Parish. The Borough had allowed for an additional half day a week enforcement within the Parish for the forthcoming financial year and was seeking the Parish Council's input on how best to utilise this resource.

Members agreed that Councillors Ajay Nehra, John Gripton, Robert Ellison and Peter Deason would form a small working group to discuss requirements and report back to members. Councillor P Deason would co-ordinate this.

Councillor David Hilton also updated members regarding the outstanding lease for South Ascot Recreation Ground.

Next the Chairman explained the background to the proposed Parish / Borough Charter, as previously circulated. A full discussion followed on its contents, particularly the issue of Borough Councillors also being Parish Councillors, with members expressing divergent opinions as to the appropriateness of this.

The Chairman asked if members wished her to sign the Charter on behalf of the Parish Council and all voted in agreement to this, noting that the Charter was a statement of good practice rather than a legally binding document, which did not override the Parish Council's Code of Conduct.

#### **7305 OTHER BUSINESS**

Councillor Robert Ellison raised the forthcoming Parish Council Elections and the Clerk was asked to ensure that advance notification was appropriately disseminated.

Councillor Barbara Story stated that The Sunninghill Trust Nominative Trustees term of office was coming to an end in April. The Clerk was asked to contact them to ask if they wished to stand again.

There being no further business, the Chairman closed the meeting at 9.00pm

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Councillor Allison Sharpe, Chairman

#### **Key Actions**

1. Councillor Robin Wood and the Clerk to draw up the Green Corridor Survey contract;
2. Councillors Phil Carter, Spike Humphrey and Robin Wood to meet with the Head Teacher of St Michael's School regarding the outdoor classroom project;
3. Councillors Peter Deason, Robert Ellison, John Gripton and Ajay Nehra to draft the requirements for the Borough's parking enforcement proposal;
4. The Clerk to disseminate election information and contact the Sunninghill Trust Nominative Trustees.