



**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 14 May 2019 at 7.00pm

Members Present: Councillors, P Deason, M Finch, J Gripton, D Hilton, S Humphrey, A Jezard, S Jones, C Lester, A Sharpe, I Steers, B Story, S Verma, R Wood

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

The meeting began with all Parish Councillors signing their declarations of office and being given a notification of members' interest form which the Clerk asked them to return to her within 28 days of the meeting.

It was agreed that Councillor Phil Carter would sign his declaration of acceptance of office before the next Parish Council meeting in June.

#### **7363 TO NOTE APOLOGIES FOR ABSENCE**

Councillors Robert Ellison and Charlotte Herring. Councillor Phil Carter was absent from the meeting.

#### **7364 DECLARATIONS OF INTEREST**

The Chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct.

The Clerk noted the trading agreement between the Parish Council and Chapmans Ironmongers. Councillor Adam Jezard declared that he was a governor of Charters School.

#### **7365 MINUTES**

The Minutes of the Council Meeting, held on 9 April, were approved as a correct record and signed as such by Cllr Peter Deason.

#### **7366 APPOINTMENT OF CHAIRMAN OF THE COUNCIL**

The Chairman took this item and asked for nominations for the position of Chairman. Councillor Barbara Story nominated Councillor Allison Sharpe. Councillor Christine Lester seconded this nomination and it was agreed unanimously by a show of hands that Councillor Allison Sharpe was appointed as Chairman of the Parish Council for the Council year 2019/20. She declared her acceptance of office.

#### **7367 APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL**

The Chairman asked for nominations for the position of Vice-Chairman of the Council. Councillor Peter Deason nominated Councillor Barbara Story. Councillor Robin Wood seconded this nomination. Councillor Spike Humphrey nominated Councillor Adam Jezard. Councillor John Gripton seconded this nomination. Each nominee then addressed the Council for one minute to give a brief outline of what they could bring to the position. The Clerk then asked members if they would like a vote by secret ballot or by a show of hands. It was unanimously agreed to vote with a show of hands. Councillor Adam Jezard received five votes and Councillor Barbara Story received six votes and therefore it was agreed that Councillor Barbara Story was appointed as Vice-Chairman of the Parish Council for the Council year 2019/20. She declared her acceptance of office.

#### **7368 APPOINTMENT OF COMMITTEE(S) CHAIRMAN & VICE-CHAIRMAN**

The Chairman then asked for nominations for the position of Chairman of the Parish Council's Planning committee. Councillor David Hilton nominated Councillor Robin Wood. Councillor Ian Steers seconded this nomination and it was agreed unanimously by a show of hands that Councillor Robin Wood was appointed as Chairman of the Planning Committee for the Council year 2019/20. He declared his acceptance of office.

In the absence of the current Chairman of the Leisure and Cultural Committee it was agreed to defer this appointment until the next meeting of that committee.

The Chairman then asked for nominations for the position of Vice-Chairman of the Planning Committee. Councillor Spike Humphrey nominated Councillor Peter Deason. Councillor Sneh Verma seconded this nomination and it was agreed unanimously by a show of hands that Councillor Peter Deason was appointed as Vice-Chairman of the Planning Committee for the Council year 2019/20. He declared his acceptance of office.

It was agreed to defer the appointment of the Vice-Chairman of the Leisure and Cultural Committee until the next meeting of that committee.

The Chairman of the Parish Council automatically became the Chairman of the Finance and Personnel Committee and the Vice-Chairman of the Parish Council automatically became the Vice-Chairman of the Finance and Personnel Committee.

The Chairman then asked for nominations for the position of Lead Member for Finance. Councillor Allison Sharpe nominated Councillor Robin Wood. Councillor David Hilton seconded this nomination and it was agreed unanimously by a show of hands that Councillor Robin Wood was appointed as Lead Member for Finance for the Council year 2019/20. He declared his acceptance of office.

### **7369 APPOINTMENT OF COMMITTEE MEMBERS**

The Chairman asked the Councillors present to state on which Parish Council committees they wished to serve. Councillors Adam Jezard, Shirley Jones, Christine Lester, Spike Humphrey, Ian Steers, Sneh Verma, and Mark Finch all declared that they wished to serve on the Leisure and Cultural Committee. Councillors Robin Wood, David Hilton, Barbara Story, Peter Deason, John Gripton, Ian Steers, Sneh Verma and Mark Finch all declared that they wished to serve on the Planning Committee. It was also agreed that all new members of the Council would attend both Committees to begin with in order to gain an understanding of the committee's work.

The Chairman and Vice Chairman of the two committees would form the rest of the Finance and Personnel Committee, along with the Lead Member for Finance.

The Chairman advised members that she would attend all committee meetings when she was available.

### **7370 APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS, RISK REVIEW AND INTERNAL AUDIT ARRANGEMENTS FOR THE YEAR 2019/20**

The Standing Orders, Financial Regulations and Risk Review were noted and approved as were the internal audit arrangements for the Parish Council year 2019/20. Councillor Adam Jezard asked if the Council should be advertising in local papers in accordance with Financial Regulation and the Clerk informed the Council that there was an obligation to comply with the public contract regulations.

Councillor Peter Deason asked that the date for agreeing all capital projects for the forthcoming year be moved from January to December, within the financial regulations and also that all ad hoc working parties must draw up a risk assessment for each project, within the risk review. These minor amendments to the documents were agreed unanimously by a show of hands.

### **7371 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

The following appointments were noted or approved:

Councillor Sneh Verma – Cordes Hall Management Committee;

Councillor Barbara Story - RBWM Rural Forum with Councillor Mark Finch also attending in order to gain more knowledge of the forum;

Councillor Allison Sharpe and the Parish Clerk - Parish Conference, with the proviso that other members could attend the Parish Conference if they were unable to attend the meeting;

RBWM Communities Overview and Scrutiny Panel (external appointment.) The Clerk advised the Parish Councillors to contact the Democratic Services Officer at the Royal Borough of Windsor and Maidenhead for further information about this position.

The existing appointment of Wayne Phelan as a Parish Council nominated Trustees on the Sunninghill Trust was noted.

Members also noted that the other existing nominated trustee, Lauren Davies, wished to stand down and that both their tenures in office had finished in April 2019. Councillor David Hilton outlined the background of the ongoing situation with regard to the lease of South Ascot Recreation Ground, the role of a Parish Council nominated Trustee and the relationship between the Parish Council and the Sunninghill Trust. It was agreed that any Parish Councillor who wished to find out further information about the role or would like to put themselves forward as a Trustee should contact the Chairman and/or Clerk of the Parish Council;

Councillor Adam Jezard - Charters Leisure Committee;

Councillor David Hilton explained that the work that the Ascot Rejuvenation Stakeholder Group was initially set up to do had been completed and therefore this group was not currently convening;

Councillors Peter Deason and Councillor Robin Wood – Parish Stakeholder Group (Planning). Councillor Mark Finch asked for clarification as to the scope of joining the external bodies. The Clerk explained that historically members of the Parish Council have always has representation on these outside bodies. Councillor Peter Deason explained a little more about the Parish Stakeholder Group and agreed to meet with members who would like further information about the planning process.

### **7372 FORMAL ANNOUNCEMENTS**

The Chairman informed members that the Clerk, Elizabeth Yates, had resigned from her position as Clerk to the Council. The Committee formally thanked the Clerk for all her work of many years. The Chairman informed members that a recruitment process for a new Clerk was in place.

### **7373 PUBLIC ADJOURNMENT**

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

### **7374 PRESENTATION OF COMMITTEE MINUTES**

The Planning Committee minutes of 23 April were presented by Councillor Peter Deason.

### **7375 OTHER BUSINESS**

Councillor David Hilton announced that as he had been re-elected as Borough Councillor, with broader responsibilities, he felt that he was not able to devote the time needed to be a Parish Councillor and therefore resigned his position on the Parish Council. He added that he felt it was important to maintain a link between the Parish Council and Borough Council and therefore offered to attend Parish Council meetings and assist the Parish Council where appropriate. This offer was welcomed by the members present and Councillor Peter Deason asked for a vote of thanks for Councillor David Hilton in recognition of all the work he had done for the Parish Council.

The Clerk informed the Council that she would seek advice from the Returning Officer at the Borough as to how to proceed with the Parish Councillor vacancy.

Councillor Ian Steers spoke on a previously circulated paper suggesting the setting up of a “Communications Sub Committee.” A discussion around the subject followed and it was agreed that Councillors Ian Steers, John Gripton and Adam Jezard would draft a full report on this for consideration at the next available Parish Council Meeting, with assistance from the Clerk. During the discussion, Councillor David Hilton stated that he thought it ‘odd’ that a new councillor had put forward a proposal on sub-committees before attending their first meeting but apologised to Councillor Ian Steers as his choice of words had caused offence. Parish Councillors explained the work done to date, as they saw it, in seeking to engage with the community and the issues involved. Councillor Ian Steers elaborated on why, in his view, community engagement was key to the role and activities of the Parish Council, with Councillor Adam Jezard supporting this and adding his perception as to the extent to which the parishioners were aware of the Parish Council and the issues raised with him by local residents. Councillor Spike Humphrey suggested that the Parish Council should welcome the offer to assist in improving communication by Councillor Steers and those who put themselves forward for the sub-committee.

The Clerk informed Councillors that due to the General Data Protection Regulation 2018 all Parish Councillors were requested to use a Parish Council email address. Information on this would be sent to them by the Parish Office and it was the responsibility of individual Councillors to contact the Parish Council’s IT contractor to get this set up as soon as possible.

The Clerk asked all Councillors to email the Parish Office as to how they would like their names to appear on meeting name plates, to send through a photograph of them along with address and contact number that would be published on the Parish Council’s website. There was also an opportunity for a biography for each Councillor to be added to the site should they wish to do so. Once this information was received the Parish Office would update the notice boards and web site and also produce ID badges for all new Councillors.

There being no further business the meeting closed at 9.20pm

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Councillor Mrs Allison Sharpe, Chairman