

**Minutes of a meeting of Sunninghill & Ascot Parish Council  
held via Zoom  
on Wednesday, 24 March 2021 at 7.00pm.**

Members present: Councillors A Sharpe (Chairman), B Story (Vice Chairman), P Carter, L Davison, P Deason, R Ellison, M Finch, B Hilton, S Humphrey, C Lester, C Richardson, S Verma and R Wood.

In attendance: Mr Syed Shah, representing J McCann & Co Ltd; Helen Goodwin, Clerk to the Council.

The Clerk advised those present that the meeting is being recorded and the recording will be kept until the minutes are approved at next parish council meeting.

**7839 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr C Herring. Councillors J Gripton and S Jones were absent.

**7840 DECLARATIONS OF INTEREST**

The Chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct. None were received.

**7841 MINUTES**

The minutes of the meetings held on 15 December 2020 and 07 January 2021 were approved as a correct record and signed as such.

**7842 FORMAL ANNOUNCEMENTS**

The Chairman made the following announcements:

- (i) Some councillors have been in discussions with the Library Trusts regarding keeping Sunninghill library open. A proposal will come before Council in April.
- (ii) Two initiatives are underway involving parish councillors: a very successful litter picking campaign, initiated by Cllr L Davison and; a Walking & Cycling Working Group which has been set up jointly with Sunningdale Parish Council looking at cycling provision in the two parishes and public rights of way and how it all feeds into the Neighbourhood Plan.
- (iii) Sadly Michael Hunter, who was Parish Council Chairman from 2002 to 2010, recently died. The council sent condolences to his family and put together some recollections, as requested by his daughter. His family is planning a rose garden in his memory and the Parish Council is making a contribution towards this.
- (iv) A Parish Liaison meeting was held recently with representatives of the Borough which the chairman, vice-chairman and clerk attended. The overall impression was that RBWM is struggling with its finances and the officers don't have the resources to carry out all the things we would like to see.
- (v) The chairman has received a communication from RBWM regarding the annual distribution of grants they have available to community trusts and charities and this has been forwarded to both the library trusts in our area.
- (vi) Network Rail has been doing a lot of work on the line in Sunninghill, cutting back trees and shrubbery. They will be putting in professional litter pickers to clear the area and, as part of this project the council will be applying to the Tree Council, who are working in partnership with Network Rail, to see if an application for provision of trees can be granted.

**7843 PUBLIC ADJOURNMENT**

Mr Syed Shah, Public Liaison Officer for J McCann & Co Ltd, spoke to the meeting about the forthcoming works at Heatherwood roundabout. The roundabout will be made more up to date with an increase in the number of lanes, to ease congestion, new street lamps and better crossing facilities with tactile paving. He explained that a leaflet was being produced giving full details of the works which will give full details and he will forward this to the Council in due course. The work will be finished no later than September and will co-ordinate with the opening of the hospital. He took questions

from councillors regarding the Warhorse memorial, which will be protected to ensure there is no damage; cycle lanes, which are not planned due to lack of space and; pedestrian crossings which will not have traffic lights. He invited interested parties to contact him directly with any questions or concerns.

#### **7844 PRESENTATION OF COMMITTEE MINUTES**

The Planning Committee Minutes of 05 January, 16 February and 09 March were presented by Cllr R Wood.

The Leisure & Cultural Committee Minutes of 09 February were presented by Cllr R Ellison.

The Finance & Personnel Committee Minutes of 23 February were presented by Cllr A Sharpe.

#### **7845 CLERK'S UPDATE**

The Clerk updated the meeting as follows:

- (i) At the current time there has not been any change to the date at which in-person meetings are required to resume, which is 07 May. The clerk and assistant clerk are currently looking at potential venues which are large enough to allow in-person meetings in a Covid-safe manner.
- (ii) The clerk attends the monthly Neighbourhood Action Group meetings, chaired by Borough Councillor David Hilton, and also attended by representatives of Thames Valley Police, the borough Community Wardens, the Windsor and Ascot Neighbourhood Watch and Charters School, as well as the clerk of Sunningdale council. Cllr L Davison also attended the last meeting and was able to share with the participants the progress on litter picking.
- (iii) The Assistant Clerk is currently on leave, returning on Tuesday 06 April. The Clerk will be on leave from 06 to 09 April.
- (iv) Going forward all agendas and backing papers, as well as past minutes and other documents of interest, will be made available in a secure area of the parish council website to which access requires a password, which will be supplied to councillors. This is a more secure way of ensuring councillors are able to access the necessary documentation, particularly if documents are sensitive and not made public. Emails will be sent to councillors advising when new documents are uploaded to the site.

#### **7846 FINANCIAL REPORT**

Cllr R Wood presented a report of the financial position to 31 January 2021. After 10 months, all precept income has been received and expenditure should be around 83% of forecast, if evenly incurred. The majority of expenditure is below this level at c75%, with no community function this year (Civic Activities) and with only limited expenditure incurred on Leisure Capital Projects, mainly due to Cheapside, reserves have risen by £85k.

There is headroom within the forecast to spend the full Leisure Capital budget and still result in reserves being higher than budgeted. The forecast has made allowing for normal running expenses and potential forecasts are maintained for office refurbishment, accounts software and Cheapside play equipment, albeit very unlikely with only one week left in the year.

No matters have come to light that would create pressures on the set budget for 20/21, the position continues to be well managed and reserves are sufficient.

One matter that the latest forecast has highlighted is that the CIL payment promised for the 2nd instalment on Beechwood £47.2k had been administratively lost within RBWM. After this was highlighted to them, payment has now been received. CIL reserves are now in excess of £300k.

Sunninghill & Ascot Parish precept, at £31 per band D property, continues to be the lowest in RBWM (Sunningdale £56, Bray £43, Datchet £64) but still reserves are planned to be over 6 months expenditure after allowing for expenditures for play equipment updates for Cheapside and South Ascot, subject to lease conclusion.

#### **7847 COMMUNITY INFRASTRUCTURE LEVY**

Cllr R Wood presented a slide presentation giving the background to CIL regulations and the level of CIL funding the parish has received and spent. As the parish council has a neighbourhood plan there is no requirement for formal consultation but this could be carried out if desired. The parish council has consulted with RBWM for input and leadership but has received minimal feedback. Due to the large sums the parish has received and will be receiving, and the complex issues around CIL funding as well as taking into account Ascot Rejuvenation, we should be moving forward so that we can progress the use of CIL funds to delivery of new facilities and services for existing and new residents.

Cllr Wood put forward items for consideration around how a CIL group might be set up and work and its reporting structure to the parish council, including a proposal for Terms of Reference for a CIL Committee.

Discussion took place regarding the proposed CIL committee or working group including the number of people who might be in the group, the number of projects which may be considered for taking forward and whether further community liaison should be sought.

The council resolved by a majority of 11 to 2 that the new CIL group would take the form of a working group.

#### **7848 THE SCHEDULE OF MEETINGS FOR THE PARISH COUNCIL YEAR 2021/22**

On the basis that the CIL group will be a working group, not a committee, the CIL meetings shown on the draft Schedule will be taken out, with two of them (15 June and 30 November) becoming full parish council meetings.

With this change, the proposed Schedule of Meetings for 2021/22 was agreed unanimously.

#### **7849 BOROUGH COUNCIL MATTERS**

Borough Cllr D Hilton was unable to be present but a written report was received from him which commented on: the RBWM 2021/22 budget and government funding; the waste collection service and focus on recycling; the library consultation; the borough's Environment and Climate Strategy and; Maidenhead regeneration.

#### **7850 ANY OTHER BUSINESS**

- (i) With regard to the Walking and Cycling Working Group Cllr C Richardson advised that all the notes from the meetings so far have been circulated and a third meeting is to take place in early April.
- (ii) Cllr B Story reported that, on behalf of the Parish Council, she recently attended a meeting of the Rural Forum, which was the first one for a year. There were no issues affecting our area.
- (iii) Cllr B Story reported that, at the recent Parish Liaison Meeting, she asked the RBWM head of planning about Enforcement. The response was that the Enforcement team is very small and doesn't have the resources to deal with the type of issues, such as problem parking, that the parishes sometimes ask for help with.
- (iv) Cllr A Sharpe commented that we are members of the National Association of Local Councils – NALC – and the Berkshire Association of Local Councils – BALC (now part of Hampshire Association of Local Councils – HALC) but not members of the District Association of Local Councils – DALC – which is made up of councils within the borough. However, DALC has informed the borough that all parish councils are in agreement with it scrapping its parish conferences (which the chairman and vice-chairman have attended). This was brought to the attention of the new parish liaison officer in the borough, who was surprised that DALC exists and feels that all parish councils should be able to have a conversation with the borough as and when necessary. It is hoped to take this conversation forward and take out a layer of administration.

There being no further business the meeting closed at 20.52.

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Cllr A Sharpe, Chairman