

**Minutes of The Annual Meeting of Sunninghill & Ascot Parish Council
held via Zoom on Tuesday, 04 May 2021 at 7.00pm.**

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

In attendance: Members of the public Mrs Olivia Swift and Mrs Christine Hutchings; Mr Chris Morris representing Gigaclear; Helen Goodwin, Clerk to the Council; Jayne Strand, Assistant Parish Clerk.

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.

7880 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Herring and S Verma.

7881 DECLARATIONS OF INTEREST

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

7882 MINUTES

The minutes of the meeting held on 13 April 2021 were amended on item 7871 to show that the Netflix studio application was "pulled from panel at the last minute." With this amendment the minutes were approved as a correct record and signed as such.

7883 APPOINTMENT OF CHAIRMAN OF THE COUNCIL

Cllr R Ellison Councillor proposed Cllr A Sharpe to be re-elected as chairman of the council, seconded by Cllr B Story. The appointment was agreed unanimously. Cllr A Sharpe was appointed as chairman of the parish council for the year 2021/22 and declared her acceptance of office.

7884 APPOINTMENT OF THE VICE-CHAIRMAN OF THE COUNCIL

Cllr R Ellison proposed Cllr B Hilton as vice-chairman of the parish council, seconded by Cllr P Carter. Cllr B Hilton was appointed vice-chairman of the parish council for the year 2021/22 and declared acceptance of the office.

7885 APPOINTMENT OF COMMITTEE CHAIRMEN AND VICE-CHAIRMEN

- Finance & Personnel Committee: Cllrs A Sharpe and B Hilton, were automatically appointed chairman and vice-chairman, respectively, of the Finance & Personnel Committee, being chairman and vice-chairman of the parish council. Cllrs A Sharpe and B Hilton declared acceptance of the offices.
- Planning Committee: Cllr A Sharpe proposed Cllr R Wood as chairman, seconded by Cllr P Carter. Cllr R Wood was appointed chairman of the Planning Committee and declared acceptance of the office. Cllr A Sharpe proposed Cllr P Deason as vice-chairman, seconded by Cllr B Story. Cllr P Deason was appointed vice-chairman of the Planning Committee and declared acceptance of the office.
- Leisure & Cultural Committee: Cllr R Ellison proposed Cllr M Finch as chairman, seconded by Cllr L Davison. Cllr M Finch was appointed chairman of the Leisure & Cultural Committee and declared acceptance of the office. Cllr M Finch proposed Cllr L Davison as vice-chairman, seconded by Cllr S Humphrey. Cllr L Davison was appointed vice-chairman of the Leisure & Cultural Committee and declared acceptance of the office.

* Cllr Gripton was present at the meeting from item 7885.

7886 APPOINTMENT OF COMMITTEE MEMBERS

Cllr A Sharpe proposed Cllr R Wood as Lead Member for Finance and he was duly elected by a unanimous show of hands. Cllr R Wood declared acceptance of the office.

The chairman asked the Councillors present to state on which parish council committees they wished to serve.

Those who wished to stand on the Planning Committee were: Cllrs B Story, P Deason, P Carter, C Richardson, B Hilton, R Wood and J Gripton.

Those who wished to stand on the Leisure & Cultural Committee were: Cllrs C Lester, M Finch, L Davison, C Richardson, R Ellison, B Hilton and S Humphrey.

The clerk will ask the councillors not present to confirm on which committee they wish to stand.

7887 APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS, RISK REVIEW AND INTERNAL AUDIT ARRANGEMENTS FOR THE YEAR 2021/22

- (a) The chairman advised the meeting that one of the Standing Order items is to "inspect any deeds and trust instruments in the custody of the council". These documents are kept in the safe in the parish council office and not accessible for the purposes of this virtual meeting. The clerk is in the process of preparing an up-to-date, full and complete, Asset Register for inspection at future meetings.
- (b) Standing Orders: Both the previously adopted Standing Orders (updated) and the NALC Model Standing Orders were considered. After discussion the Standing Orders as previously adopted and updated for 2021 were approved unanimously by show of hands.
- (c) The Financial Regulations, Risk Review and Internal Audit Arrangements were considered. It was requested, and agreed by the council, that: a clause be included in the Financial Regulations to reflect the role of the Finance & Personnel Committee and also the role of the Lead Member for Finance. With this amendment the Financial Regulations, Risk Review and Internal Audit Arrangements were approved unanimously by show of hands.

7888 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The following appointments were noted or approved:

Cordes Hall Management Committee – Cllr B Story;

RBWM Rural Forum – Cllr B Story;

Parish Conference – Chairman & Clerk;

Ascot Rejuvenation Stakeholder Group – currently in abeyance;

The parish council nominated trustees on The Sunninghill Trust were noted as Mr Wayne Phelan & Mr Will Dalton.

7889 FORMAL ANNOUNCEMENTS

The chairman made the following announcement:

- Cllr S Jones has resigned due to ill health and we are now advertising a Casual Vacancy. Cllr Jones will be thanked for her very long-standing work;
- Borough Councillor J Story was re-elected as Mayor of RBWM this evening and Cllr B Story is therefore Lady Mayoress. Cllr B Story was congratulated on her role.
- A formal thank you has been received from the trustees of the Sunninghill Reading Room Trust who are delighted with the parish council's proposal which will ensure the future of the Sunninghill Library. The letter that was written to RBWM regarding the inaccuracies in their data, along with other documents pertaining to the proposal, will be available for members to see on the parish council portal.
- The chairman and clerk attended a meeting of RBWM clerks and chairs and borough representatives at the end of April at which:
 - There was a presentation from the Citizens Advice Bureau (CAB) who advised they are merging the services of Bracknell and Maidenhead which will be more cost effective for them. The CAB offered to share with the parish council the types of requests they are receiving and we are looking forward to receiving this as it will be helpful for the Ascot Support Hub.
 - An update was given about the Borough Local Plan, which the borough is hoping will be adopted by December.
 - The borough has a Covid Recovery Plan which is looking at how to reshape town centres, how businesses are re-opening and how it can represent local businesses - in particular they wish to hear from those in the small villages.

- A parish newsletter was discussed. This is currently in the form of a weekly update on Highways & Engineering Projects, but the plan is to expand the content and parishes are being asked if there are any particular items they wish to see included. Councillors are invited to come forward with ideas.

7890 PUBLIC ADJOURNMENT

- (a) Chris Morris of Gigaclear gave a short presentation explaining the work of Gigaclear, explaining that they are an ultra-fast all-fibre broadband company focusing on entirely new full-fibre networks. They have carried out a lot of work recently around Sunningdale and work to be carried out in Sunninghill and Ascot is entirely commercial, funded by Gigaclear itself. A lot of the planning and design has already taken place and they are currently at the validation stage, about to enter mobilisation before works begin. They are utilising a 'hybrid-build' which utilises existing infrastructure and reduces disruption, therefore most of the work will not require digging into the ground. Additional information will be available via their website in the coming weeks.

It was agreed that any information provided to the parish council will be shared on our website and social media to keep residents informed.

- (b) Mrs Christine Hutchings asked about the parish council's plan for Sunninghill library. Cllr Sharpe set out the process the parish council undertook by bringing together the Sunninghill Reading Room Trust (SRRT) and the Durning Trust, along with RBWM, and carrying out lengthy discussions as to what could be done to keep Sunninghill library open. This resulted in a proposal being put to the parish council to offer to the SRRT the sum of £5,500 per annum for a five-year period, which would work alongside funding which would initially be from the Durning Trust for two years and then the SRRT for three years. The borough would enter into a Service Level Agreement (SLA) for five years with the SRRT, under which the borough's obligations under an existing lease would be honoured. There is a break clause in the lease in 2026 so the SLA will cover the period from 01 September 2021 until the break clause in 2026 and will ensure the Sunninghill library is kept open for 20 hours per week for the five years. In addition, the SRRT is in conversation with other charitable trusts to try to secure additional funding which would mean additional services could be offered.

The parish council has agreed to the proposal and has also sent a letter to the RBWM officer in charge of libraries outlining the parish council's concerns that there was a very flawed argument set out as to why Sunninghill library should close.

- (c) Mrs Olivia Swift asked about Community Investment Levy (CIL) funds and whether they may be used to help fund the library. Cllr Sharpe explained what CIL is and how it is calculated and that, because we have a Neighbourhood Plan, the amount of funding the parish council receives from the levy on large developments is 25%. Cllr Wood explained that it is required to be spent on "the provision, improvement, operation or replacement of infrastructure, or anything else that is concerned with addressing the demands that development places on the area." As it currently stands this parish council has £325,000 of received funds and more funds will be received over time but we can't guarantee how much because it is only promised funds until the development has actually taken place. Funds must be spent in a five-year period and the parish council is currently going through a process of formalising a process to decide the best use of the funds. This process will be made public in the next few months. Library services could be considered as permissible for the neighbourhood use of CIL in the future.

7891 PRESENTATION OF COMMITTEE MINUTES

The minutes of the Planning Committee meeting held on 20 April were presented by Cllr R Wood. Two applications were highlighted – one development in Llanvair Close which was objected to because the proposal is for a garage in front of the building and local policy says that garages should be placed adjacent to buildings; the other is 5-7 High Street, Sunninghill, where it is proposed to convert the offices above to flats, but the concern is that they are very small, marginally below the national standard.

7892 FINANCIAL UPDATES

There was no formal financial update, as the report from the Internal Auditor has not yet been received. Income and expenditure is expected to be very much in line with the previous forecast and the financial position to be maintained. Regarding CIL, it is proposed that within the next 2-3 weeks more procedures and processes will be established within the Working Group to submit to full council for sign-off which will detail how various options for spending CIL money will be

approached, how each of the possible projects will be evaluated and how projects and proposals that come in from the public will be entertained, so that ideas from the council and from parishioners will be considered and there will be a process for including these. Hopefully certain projects will come before the full council in the next few months.

7893 ANY OTHER BUSINESS

- (i) A question was asked as to when a decision was expected on whether the Victorian Street Fayre would go ahead this year. It was explained that the decision would be made at the end of May and would depend on the government's latest advice regarding Covid-safe gatherings.
- (ii) Coombe Lane:
 - There was discussion over right of access and it was agreed that the parish council would write to the Coombe Lane Residents Association asking if there is any formal agreement in place regarding ownership and access to the land. Cllr P Deason will forward a proposed form of wording for the letter to the chairman.
 - It was suggested the parish council lobby the borough to have the footpath through the woods made a right of way as it has been regularly used by the public, unopposed, for more than 20 years. In blocking off some of the footpath through the woods the new landowners are acting illegally. Borough Councillors Julian Sharpe and David Hilton are actively pursuing this within the borough. There is a groundswell of public feeling about the subject and the parish council will be updating its website and social media to encourage residents to write to the parish council with evidence that they have used the footpaths through Coombe Lane woods for more than 20 years and requesting they be made a right of way. The parish office will collate these responses to lobby RBWM.
 - Concern was expressed that the TPO on the land is temporary and there have been objections raised by the new landowners which means this will have to go to the Development Control Panel and all the owners of the land have to be informed. This means that the TPO won't be able to be made permanent for a few more months but Cllr David Hilton will be pursuing an extension of the temporary TPO so that there won't be a gap before a permanent one is put in place.
 - A complaint has been made by one of the landowners who claims that criminal damage is being caused to her property and theft of plants has taken place. The landowner has claimed that a parish councillor has given the walkers permission to walk on her land. This was brought to the attention of Cllr R Wood by the local PCO and Cllr Wood assured her that this is not the case. Councillors were reminded that they must not say anything which gives the impression that the council is giving permission for people to walk on the land.
- (iii) The return to face-to-face meetings was discussed as legislation is now for local councils and committees with delegated powers to meet in person after 06 May. The clerk and assistant clerk are working on finding a suitable venue that is large enough to accommodate meetings in a covid-safe environment. Hybrid meetings are an option but councillors who are not present in person will not be allowed to vote.
- (iv) The question of the parish council attaining Power of Competence was raised and the clerk advised that she was hoping to carry out CiLCA training this year. It was pointed out that this is a priority for the council and it was agreed that the subject would be brought up at the next Finance & Personnel Committee meeting.
- (v) A request was made to try to reduce the time AOB takes at the end of meetings and it was agreed that issues of importance should be made agenda items and matters of AOB should be advised ahead of time.

There being no further business the meeting closed at 20.55.

Cllr A Sharpe, Chairman