

## **Minutes of the Meeting of Sunninghill & Ascot Parish Council held on Tuesday 8<sup>th</sup> July 2025 at 7.00pm in Ascot United Football Club, Winkfield Road, Ascot, SL5 7LJ**

**Members of the Public:** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Members Present:** Cllr A Sharpe (Chairman), Cllr B Hilton (Vice-Chairman), Cllr M Beckett, Cllr L Davison West, Cllr R Gregory, Cllr J Gipton, Cllr C Herring, Cllr C Morrison, Cllr C Revilla (arrived 7:24pm), Cllr C Richardson, Cllr M Turton, Cllr S Verma, Cllr R Wood.

**In attendance:** RBWM Cllr Asghar Majeed, Miss E Cope (Clerk/RFO).

### **9065 CHAIRMANS WELCOME**

The Chairman welcomed those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting

A reminder to all in attendance of the fire safety regulations for the venue of the meeting

### **9066 TO NOTE APOLOGIES FOR ABSENCE**

None received

### **9067 DECLARATIONS OF INTEREST AND DISPENSATIONS**

All Members were reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

Cllr Sharpe advised an interest in item 10. Grant applications as a volunteer fund raiser for Thames Hospice.

The Clerk requested Councillors review and update their declaration of interests' form.

### **9068 MINUTES FROM PREVIOUS MEETINGS**

The minutes of the meeting held Tuesday 6<sup>th</sup> May 2025 were approved as a true and accurate Record.

Proposed: Cllr Sharpe

Vote: All

## 9069 PUBLIC FORUM

As there were no members of the public present the meeting continued without adjournment.

## 9070 CO-OPTION

“The Chairman advised that two applications for co-option had been received; both would be presented at the next meeting of full council on Tuesday 2<sup>nd</sup> September 2025.”

## 9071 CHAIRMANS REPORT

The Chairman introduced the new Clerk/RFO, Miss Esther Cope, and welcomed her to the Council.

The Chairman recorded a vote of thanks to Jayne Strand for her hard work in the parish office over the past 10 years.

Cllr Sharpe reported receiving thanks from the South Ascot church hall along with attendance of the official opening of the practice nets at the Royal Ascot Cricket Club, both of which had received CIL funding.

Councillors were invited to attend the Neighbourhood Plan Refresh session, including a presentation and workshop, to be held on Wednesday, 9th July at The Clubhouse, Ascot United.

The Chairman noted that she had written to RBWM Cllrs Bermange and Hill, raising concerns regarding the Ascot Placemaking SPD. The council considers there to be outstanding matters that should be reviewed and included in the Overview and Scrutiny Panel meeting on Wednesday, 16th July 2025. The Clerk advised that a follow-up email had been sent, to which no response had been received.

It was approved that the Clerk write a letter of complaint on behalf of the Council to RBWM regarding the lack of response.

**Action:** Clerk to write a letter of complaint and report back at the next meeting.

The Chairman also advised of her attendance at the Ascot Music School summer concert, organised by the Sunninghill Trust to present certificates to students at the end of term, and a gathering of the Sunninghill Trust to celebrate the successful purchase of the Novello Theatre, Sunninghill.

## 9072 CLERK'S REPORT

The Clerk provided a report, including a reminder to all members of working groups that an officer must be present at every meeting to take minutes. Working groups were asked to liaise with the Clerk prior to arranging any meetings.

A full review of all council policies will be undertaken during the 2025/26 council year. Updated and new policies will be presented to Council in batches to reduce workload and ensure manageable review and approval.

Councillors were reminded that, by signing the Declaration of Acceptance of Office, they agree to be bound by all approved Council policies. Councillors are encouraged to read through the current policies, which are available on the Council website, along with recommended reading from NALC and SLCC.

The Clerk reported on ongoing updates to the parish website and email systems. The Council will be transitioning to a gov.uk email and website system, in line with sector recommendations. This move forms part of a wider effort to enhance professionalism, transparency, and digital security.

Meetings with contractors have been scheduled throughout July and August, to include site visits by the Clerk and Maryann Morgan, Administrative Assistant.

The Clerk confirmed that the external audit report had been submitted to PKF Littlejohn, with results expected by the end of September 2025.

**Victory Fields Consultation** – The results are now available and will be reviewed by the Leisure and Cultural Committee at their meeting on 30th September. A report will be brought to full Council on 28th October 2025.

The Clerk proposed to draft a press release titled *"Upgrades to South Ascot Play Park and Victory Fields"*.

Approved by all.

**Action:**

- The content of the press release is to be approved by the Chairman and the Chairman of the Leisure and Cultural Committee prior to release.
- The press release will be distributed to the SAPC residents database, local newspaper, community groups, parish noticeboards, the website, and social media. A copy will also be sent to the resident who previously raised concerns regarding the Novello Theatre and Victory Field sites.

**9073 FINANCE AND PERSONNEL COMMITTEE**

- To receive a report from the working group meeting held Tuesday 13<sup>th</sup> May 2025

Cllr Sharpe advised that at the time of the working group meeting there was no Clerk in post. Noting the purpose of the meeting was to finalise the interview and selection process for the replacement Clerk/RFO.

The Clerk advised correct procedure.

- The Q1 FY 2025/26 finance reports were deferred to the next meeting as the reports to end of June 2025 were not yet available.

- The internal audit final report for FY 2024/25, and to approve the actions as prepared by the Clerk

The final report was circulated prior to the meeting. The Clerk invited Councillors to ask questions.

Approved for the Clerk to complete the recommended actions.

Proposed: Cllr Sharpe                      Vote: 11 For    1 Abstain

- To receive and approve the payment lists for February to June 2025

The Clerk advised that June reports were yet to be finalised and would be presented at the next meeting. Therefore, council were to review and approved reports to May 2025.

Approved

Proposed: Cllr Sharpe                      Vote: All

**9074 GRANT APPLICATIONS**

The Chairman advised that the application from Shoshan Dagan, which had been listed on the agenda for this meeting, was withdrawn prior to the meeting.

Councillors considered the grant applications received up to 30th June 2025 and, in accordance with Section 137 of the Local Government Act 1972, approved the following awards:

- Ascot District Day Centre – £1,000
- Bracknell and District Parkinson's Branch – £500
- Thames Hospice – £2,000

The Clerk advised that community groups could access funding through WAM, which supports funding for the voluntary sector. Offering to share information with community groups.

Grants were approved in full.

Proposed: Cllr Sharpe                      Vote: All

The Chairman recommended inviting successful grant applicants to speak at the next Annual Meeting of the Parish.

## 9075 PLANNING COMMITTEE

Cllr Wood provided a report from the meeting held Wednesday 21st May 2025 and Friday 11th June 2025.

The parish council continue to review planning applications, making recommendations to RBWM, with particular note to those applications within the green belt.

## 9076 LEISURE AND CULTURAL COMMITTEE

Cllr Davison West provided a report from the meeting held on Tuesday, 24th June 2025. It was noted that the trial period for the Thai food van operating at Victory Fields had been extended until the end of September. Approval was granted for the Parish Office to arrange a meeting to review usage, fees, and future terms of operation.

The committee are looking forwards to approval of the proposed upgrade to South Ascot Play Park.

The contract for supply and maintenance of Christmas lights for Sunninghill and Ascot High Street have been approved for the next three years.

- **Permissive Public Right of Way (PROW) Application**

The Clerk reported that a meeting with RBWM Parks and Countryside Access Officer, Jacqui Wheeler, was imminent. It was noted that the application to create the permissive Public Right of Way (PROW) was being prepared by Olivia Marsden and was due for submission within the next few days.

## 9077 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Council approved those deferred from the Annual Meeting held Tuesday 6<sup>th</sup> May 2025

- Cordes Hall Management Committee – Cllr Gripton agreed to continue representing the council.

## 9078 VEXATIOUS POLICY

Circulated prior to the meeting.

Council considered and approved to adopt the policy as recommended by the Clerk.

Proposed: Cllr Sharpe                      Vote: All

## 9079 UPDATE ON OUTSIDE MEETINGS ATTENDED & BOROUGH MATTERS

The Chairman welcomed RBWM Ward Cllr Asghar Majeed (Ascot and Sunninghill), inviting him to speak.

### **Ascot Placemaking SPD and Traffic Consultation**

Cllr Majeed reported that the recent consultation focused on addressing congestion and unsafe parking, particularly during school drop-off and pick-up times. Proposed changes include:

- Additional parking restrictions on School Road
- Modifications to the High Street layout
- Introduction of a new one-way system
- Creation of additional parking spaces in Upper Village Road and Queen's Road car parks

It was noted that the RBWM Place Overview and Scrutiny Panel will meet on Wednesday, 16th July 2025, to consider the adoption of the Ascot Placemaking Supplementary Planning Document (SPD), with a recommendation for Cabinet approval on Tuesday, 22nd July 2025.

Members from SAPC are entitled to attend the Scrutiny Panel meeting and may make representations on behalf of the Parish Council. Cllr Majeed invited Councillors to submit comments or questions, offering to raise them at the meeting.

An invitation to share the application for permissive PROW, Coombe Lane Woods was accepted.

Cllr Verma requested clarification regarding access to SAPC residents to the Lyne Community Recycling Centre.

The Chairman invited Parish Councillors who have attended external meetings on behalf of the Parish Council to provide a report.

Cllr Davison West reported meeting with RBWM Ward Councillor for Sunningdale and Cheapside, Cllr Genevieve Gosling and RBWM Ward Councillor for Ascot and Sunninghill, Cllr Sally Coneron to discuss options for youth provision, including potential opportunities for establishing youth centres.

**9080 DATE OF THE NEXT MEETING**

Tuesday 2<sup>nd</sup> September 2025 at 7:00pm

There being no further business the meeting moved to confidential session.

Signature ..... Chairman