



WANBOROUGH PARISH COUNCIL

Minutes of a meeting of the
Planning, Finance and Policy Committee meeting of Wanborough Parish Council
held on Tuesday 1st October 2024 at 7.00pm at Hooper's Field Sports Pavillion

Present: Cllr G Sumner (Chair), Cllr C Offer, Cllr D Hayward, Cllr J Warr

In attendance: Mrs T Smith (Clerk), Mrs H Broughton (Locum remotely), Cllr K Glanville

Minutes Ref: PFP/10/24:

- 1. Apologies for absence:** These were received and approved from Cllr Mirza
- 2. Declaration of interest:** Cllr Sumner declared a personal interest in item 6.h, to review PCC request for increased grant 2025/26, the nature of his interest being that his wife is a member of the PCC. Cllr Hayward declared a possible personal interest in item 6.h as he may be a member of the PCC, he will check and feedback.
- 3. Minutes of the meeting held on 18th March 2024:**
Motion: that the minutes of the meeting held on 18th March 2024 be signed by the Chair as a true record.
Proposed: Cllr Offer **Seconded:** Cllr Warr **Resolved:** Unanimously approved
- 4. The meeting was adjourned for public questions.**
Chair decided to bring item 7.a 'to review the Councillor to Clerk Protocol against the Code of Conduct and put forward a recommendation to full council' forward to this point in the meeting, as Cllr Kathy Glanville had attended in person to advise on this item.
Cllr Glanville explained, Planning, Finance & Policy committee had been asked by Full Council to note the differences between the new protocol document and the existing Code of Conduct. Cllr Glanville had looked at both documents and deduced the Code of Conduct is more about the councillors, their behaviour in public, with each other and their integrity in the role and as part of WPC. It does not mention how they are to work with the Clerk. The Clerk is a paid member of the team, and it seems correct there is a protocol to help councillors know what the Clerk does and how she/he operates in the role.
So, to clarify these are two different documents. The protocol supports and protects the Clerk, so both councillors and the public treat her/him as the professional that she/he is. Cllr Glanville requested the protocol document was recommended to the Full Council for adoption.
Cllr Sumner advised this is a specific document for the role, and that other parish councils use it. Cllr Warr advised committee there is an assumption that the Clerk works for one councillor, but it isn't, it's a collective. Chair works closely with the Clerk but is not her/his line manager. This document explains this in detail. It is a good standalone document to have alongside WPC policies. It will also guide behaviour for future chairs to come. The Clerk was asked if she was happy with the document, she replied she was.
Motion: that the Councillor to Clerk Protocol was recommended for adoption to the Full Council at the next FC meeting
Proposed: Cllr Offer **Seconded:** Cllr Warr **Resolved:** to approve the motion (2 in favour, 1 absention as Cllr Hayward had not read the document)

5. Planning

No planning applications had been received.

6. Finance

6a. To approve Hooper's Field detailed budget 2024/25

Original itemised budget for Hooper's Field could not be located, just the overall budgeted spend. A spreadsheet had been produced and circulated with suggested budget figures, based on 2023/24 spend. Councillors confirmed the Driveway figure should be moved from Hooper's Field to Capital Expenditure cost centre.

The meeting was adjourned for 2 minutes at 19:27 as remote connection to Mrs Broughton had been lost.

It was agreed by the majority that the suggested budget figures were broadly correct. Cllr Warr was able to locate a new document that showed suggested Hooper's Field costs. Cllr Warr amended the circulated spreadsheet costs to reflect. It was agreed that the HF Equipment item should also be moved to Capital Expenditure cost centre. It was noted by committee that the water usage may end the 2024/25 financial year, £1,000 over budget.

Clerk was asked to investigate current utility tariffs and liaise with Village Hall as they had just completed this task.

Action: Clerk to move both Driveway and HF equipment items from Hooper's Field to Capital Expenditure cost centre. Also to investigate current and future tariff for utilities, liaising with the Village Hall.

Motion: on the basis of the corrections Cllr Warr has made to the Hooper's Field budget figures, and understanding that the water usage cost centre will probably be overspent by £1,000 by end of financial year, the Hooper's Field detailed budget 2024/25 was approved for recommendation to Full Council

Proposed: Cllr Offer **Seconded:** Cllr Warr **Resolved:** to approve the motion (2 in favour, 1 objection)

6b. To review Parish Council's Budget (including Hooper's Field) vs Spend to date and forecast to year end

This was reviewed and discussed by Committee. Cllr Hayward wished it to be minuted he had concerns regarding the budget.

6c. To discuss the Budget & Precept for 2025/26, including reviewing any proposed projects and costs from councillors

Cllr Offer had proposed Hooper's Field new facilities funding and grant applications. Advised phase 1 of the previously agreed expenditure for Hooper's Field projects had been pétanque terrain, outdoor gym equipment, storage units, cricket nets and floodlights. Previous Clerk had submitted an expression of interest application to Community First for £35,000. Response was £10,000 was the maximum grant. Cllr Offer has spoken to Community First and can resubmit that request. Once application submitted could take few months to process. If successful would be ready around start of new financial year. Cllr Offer would like to recommend the grant is used for Cricket nets. Cllr Sumner advised the costs for new nets could be near £30,000. Committee suggested the possibility of the Cricket Club contributing via match funding.

Action: Cllr Offer to take to Hooper's Field committee with recommendations and costs

6d. To review earmarked reserves

Reviewed and discussed by Committee. Committee advised the £5,000 allocated from budget for Play Equipment should be moved into earmarked reserves. It was agreed that the earmarked reserves would be reviewed line by line to clarify their purpose and determine if they are still necessary or can be consolidated. It was noted that some would be restricted for specific use.

6e. To review the quote for Village road sweeping

One quote had been received and was reviewed. Committee noted quote to be discussed with Footpaths & Village Maintenance Committee, suggested sweep take place bi-annually, and cost added to new budget.

Action: Clerk to add item to next Footpaths & Village Maintenance Committee agenda for discussion

6f. To review tree pruning budget (Tree Survey due 2024)

Cllr Sumner advised Frank Donachie from SBC's tree team advised any trees in public places should be checked more than every 5 years. Previous survey had been conducted in 2020. Majority of identified work had been completed in one go. Committee suggested allocating a large sum for the tree repair work in the new budget, then can draw down from over the next 3 years as work is completed

6g. To review the Handyman's hourly rate increase

Committee agreed as Handyman is a valuable member of the team, the increased costs were to be put forward to the new budget

6h. To review PCC request for increased grant 2025/26

Cllrs Sumner and Hayward both declared an interest and did not take part or vote. It was confirmed that the grant was increased last year. Committee suggested putting into the new budget an increase to £2,000 for consideration

7. Policy

7a. To review the Councillor to Clerk Protocol against the Code of Conduct and put forward a recommendation to full council

This item was discussed at item 4. above

7b. To review section 4a of the GDPR report and put forward recommendation to full council

Committee deferred this item until a new IT specialist could be commissioned where these policies can be reviewed.

The meeting closed at 20:45