



Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield
on Tuesday 24th September 2019 from 7.30pm - 8.50pm

Those present:

Cllr N Atkinson

Cllr D Parkin (Chairman)

Cllr R Warren

Cllr Ms V Browne

Cllr G Paxton

Cllr Mrs A Michie

Cllr R Shurville

In attendance: Cllr Ms S McKay

Officers: Mrs Annemarie Edwards, Clerk
Mrs Marcia Milsom, Acting Clerk

SS 516 APOLOGIES FOR ABSENCE

None.

SS 517 DECLARATION OF INTEREST

Cllr Atkinson declared an interest in item 8 – St Martin's Church Hall.

SS 518 MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Warren, seconded by Cllr Mrs Michie and unanimously

RECOMMENDED that the minutes of the meetings held on 25th June 2019 which have been ratified at Council (copies were attached) be confirmed and signed.

SS 509 CHAIRMAN'S UPDATE

The Chairman advised that due to annual leave he had not prepared a report.

SS 510 HIGHWAYS ISSUES

Consideration was given to the draft procedure, attached at Appendix 1, for reviewing and regularising WPCs process for considering ad hoc highways issues such as speeding, signage, road markings, etc and implementing a procedure which works in conjunction with the process that has been in place with BFC for some time.

It was proposed by Cllr Parkin, seconded by Cllr Shurville and with 1 objection

RECOMMENDED that the procedure as below be adopted and reviewed after 12 months:

Councillors, Resident Associations and local residents (via social media) will be encouraged to advise WPC of any issues they have. The office will keep a running list that can be discussed with BFC regularly as and when deemed necessary and ensure communication channels remain open both ways. If urgent this will be done immediately. An update will be taken to the Planning meeting every 3 months.

SS 511 WPC FLAG FLYING POLICY

Consideration was given to the draft WPC Flag Flying Policy which was attached at Appendix 2.

It was noted that the policy should only relate to the flagpole at the Parish office. The accepted flags to be flown would also include The RAF, Ensign, The Red Ensign and the Berkshire Flag. Special approval for other flags to be flown must be submitted at least 28 days prior to the required date and would be considered by the Clerk, Chairman and Vice Chairman.

It was proposed by Cllr Parkin, seconded by Cllr Paxton and unanimously

RECOMMENDED that with the amendments above, the Flag Flying Policy be adopted and reviewed in 12 months.

SS 512 MEETING ETIQUETTE

Consideration was given to formulating a policy for meeting etiquette or members.

It was proposed by Cllr Ms Browne, seconded by Cllr Paxton and unanimously

RECOMMENDED that Councillors re-familiarise themselves with Standing Orders, particularly section 2 – Disorderly Conduct at Meetings. Councillors are also reminded to switch off mobile phones, wait until invited by the Chairman to speak, refrain from repeating comments and refrain from talking, either to themselves or with others while another Councillor is addressing the meeting.

SS 513 ST MARTIN'S CHURCH HALL

Cllr Atkinson reported following the recent passing of Mary Knight, St Martin's was struggling to recruit volunteers to manage the hall. **Noted.**

SS 514 RESIDENTS SURVEY

Consideration was given to creating a residents survey.

It was proposed by Cllr Atkinson, seconded by Cllr Shurville and unanimously

RECOMMENDED that WPC should move forward with creating a residents survey and the Clerk was asked to investigate professional services for this.

SS 515 CIL EXPENDITURE

Consideration was given to formulating a strategic plan for expenditure of CiL funds..

It was proposed by Cllr Warren, seconded by Cllr Mrs Michie and unanimously

RECOMMENDED that an item be added to the next Council meeting to set up a Working Party to review the 3, 5 and 10 year plans.

Cllr McKay left the meeting at 8.35pm.

SS 516 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Mrs Michie, seconded by Cllr Paxton and unanimously

RECOMMENDED that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the following matters.

SS 517 STAFFING

It was proposed by Cllr Mrs Michie, seconded by Cllr Paxton and unanimously

RECOMMENDED that:

- a. Both Administration Assistants receive a two-point salary increase from April 2020.
- b. The Clerk and Assistant RFO receive a one-point salary increase from December 2019 assuming both complete successful probationary periods.

Cllr David Parkin
Chairman