

# NOTICE OF MEETING

Full Council

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7.45pm on Wednesday 24 July 2019 at Parish Council Office

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To Councillors

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Mrs Barnard, Dr Barnard, Mrs Collings, Ms Dulieu, Fitzwilliams, Mrs Gill, Ms K Jones, M Jones, Strudley, Ms Thorin, Mrs Wallen and Wilson

**You are summoned to attend a meeting of Warfield Parish Council on Wednesday 24 July 2019 at 7.45pm**

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



**Jason Mawer**

Clerk to the Council

# AGENDA

## Meeting of Warfield Parish Council

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7.45pm on Wednesday 24 July 2019 at Parish Council Office

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

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<b>No.</b>	<b>Item</b>	<b>Page</b>
001.	<b>Public participation</b> A period of up to 10 minutes is set aside for members of the public to make a statement or ask questions of the council.	0
002.	<b>Apologies for absence</b>	
003.	<b>Declarations of interest</b> Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
004.	<b>Minutes of the previous meeting</b> To approve the minutes of the council meeting of Wednesday 12 June 2019 and of the extra-ordinary meeting of Thursday 27 June 2019 and for the minutes to be signed by the presiding chairman	0
005.	<b>Matters arising from the previous meeting</b>	0
006.	<b>Vacancy</b> To receive an update from the Clerk on the vacancy created by the resignation of Diane Guerard from the council.	0
007.	<b>Finance &amp; General Purposes Committee</b> <ol style="list-style-type: none"><li>To receive an update from the Finance &amp; General Purposes Committee of 25 June</li><li>To receive and note the Financial Report to end of June 2019</li></ol>	
008.	<b>Planning &amp; Transport Committee</b> <ol style="list-style-type: none"><li>To receive an update from the Planning &amp; Transport Committee of 27 June and 18 July</li></ol>	0
009.	<b>Minutes from committees</b> To note the minutes of: <ol style="list-style-type: none"><li>Finance &amp; General Purposes committee of 25 June 2019</li><li>Planning &amp; Transport committee of 27 June 2019</li></ol>	
010.	<b>Committee membership</b> To consider any additions to committee membership	

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<b>No.</b>	<b>Item</b>	<b>Page</b>
011.	<b>Parish Plan Working Group</b> To receive an update from the Parish Plan Working Group	
012.	<b>Neighbourhood Plan update</b> To receive an update on the Warfield Neighbourhood Plan	0
013.	<b>Reports from representative bodies</b> To receive updates from members from: <ol style="list-style-type: none"><li>1. Jealotts Hill Community Landshare Steering Group</li><li>2. Bracknell Forest Parish &amp; Town Liaison meeting</li></ol>	
015.	<b>Payments</b> To approve accounts for payment tabled at the meeting	0
016.	<b>Representative reports</b> To receive updates from members on matters arising	
017.	<b>Report from the Parish Clerk</b> to note the report from the Parish Clerk and receive any updates	0
018.	<b>Date of the next meeting</b> The next meeting of the council will be held on Wednesday 4 September 2019	0
019.	<b>Exclusion of the public and press</b>	
019.	<b>Jealotts Hill Community Landshare</b> To receive a report from the Clerk on the Jealotts Hill Community Landshare	
020.	<b>Closure of the meeting</b>	

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### **PUBLIC PARTICIPATION**

A period of up to 10 minutes is set aside at the start of the meeting for the public to make either a statement or ask questions of the council. This time will also include any written representations received by the Parish Clerk in advance of the meeting.

Each member of the public may speak for no more than five minutes and they should direct their comments to the chairman of the meeting.

Members of the public are reminded this is not a public meeting and they may only speak with the authority of the chairman of the meeting, who will decide who to call.

If the matter raised is not on the agenda for the meeting the council, it may be discussed at a future meeting of the council. If the matter is on the agenda, the council will consider the matter raised at that time.

A summary of the arrangements and rules regarding public participation can be found on the council website at [www.warfieldparishcouncil.gov.uk](http://www.warfieldparishcouncil.gov.uk)

## **MINUTES OF THE COUNCIL MEETING**

held on **Wednesday 12 June 2019** at **7.45pm** at the **Warfield Parish Council Office**

**Members present:** Cllrs Ms Dulieu, Dr Barnard, Mrs Collings, Fitzwilliams, Mrs Gill, Ms Guerard, Strudley, Mrs Wallen and Wilson.

**Other attendees:** Parish Clerk and five members of the public

### **001. Apologies for absence**

Apologies for absence were received from Cllrs Ms K Jones, M Jones and Ms Thorin.

### **002. Declarations of interest**

Cllr Dr Barnard declared an interest as Borough Councillor for Warfield Harvest Ride. He also declared a personal interest relating to the co-option. Cllr Dr Barnard was permitted to participate in the discussion phase of the co-option but would withdraw from the decision phase.

### **003. Minutes of the previous meeting**

The minutes of the meeting of 15 May 2019 were circulated to members ahead of the meeting. Cllr Dr Barnard proposed the minutes be approved, and this was seconded by Cllr Strudley. The minutes were APPROVED by members present.

### **004. Matters arising from the last meeting**

There were no matters arising.

### **005. Co-option**

Members welcomed four candidates for co-option

Robert Miller, Jack Coutts, Emma Barnard and Iain McCracken

Each candidate delivered a personal statement and participated in a question and answer session with members.

The Chairman thanked the candidates for attending the meeting and advised that a decision would be taken later in the meeting.

### **006. Internal Audit report**

The final report of the Internal Auditor for the year ending 31 March 2019 was circulated to members ahead of the meeting. The report contained no outstanding matters or recommendations and was noted by members.

**007. Annual Governance & Accountability Return 1**

A copy of the governance element of the Annual Governance & Accountability Return (AGAR) was circulated to members ahead of the meeting along with evidence of the actions the council had taken for each assertion.

It was proposed by Cllr Dr Barnard that the AGAR should be approved, and this was seconded by Cllr Wilson and APPROVED by members present.

The Chairman and Clerk signed the AGAR statements.

**008. Annual Governance & Accountability Return 2**

A copy of the financial element of the Annual Governance & Accountability Return (AGAR) was circulated to members ahead of the meeting along with supporting evidence.

A question was asked regarding the loan repayment element of the return and the Clerk was unable to provide an immediate answer. The Clerk advised members that the return had been agreed with the accountant and internal auditor. In the circumstances that council did not agree the return at the meeting, an extra-ordinary meeting would be required as the return had to be signed off by council by 30 June.

As council did not sign off the return an extra-ordinary meeting would be arranged and the date circulated to members.

**009. Community Infrastructure Levy report**

The Community Infrastructure Levy report to 31 March 2019 was circulated to members ahead of the meeting.

Cllr Dr Barnard proposed that the report be approved, the motion was seconded by Cllr Fitzwilliams and APPROVED by members present.

The Chairman and Clerk signed the Community Infrastructure Levy report for 2018/19.

**010. Planning & Transport Committee**

Members received an update from the Planning & Transport Committee meetings of 16 May and 4 June.

**011. Amenities Committee**

Members received an update from the Amenities Committee meeting of 11 June.

Cllr Dr Barnard provided an update to members on hall usage, allotments and other matters raised at the meeting.

## **012. Minutes from Committees**

The minutes of the Planning & Transport Committee meeting of 16 May were noted by members

## **013. Neighbourhood Plan update**

The Clerk updated members on the Warfield Neighbourhood Plan. The plan was now at the examination stage and the Independent Examiner had asked a number of questions of both the parish council and Bracknell Forest Council.

The council's consultants were looking at a response and a meeting with borough officers was being arranged.

## **014. Reports from representative bodies**

### **Jealotts Hill Community Landshare**

There was nothing to report.

### **Lily Hill Park**

The Lily Hill Park group had met recently and an update given. It was noted that over 2,500 volunteer hours were recorded through 2018.

### **Northern Parishes Liaison**

Members and officers from Binfield, Warfield & Winkfield parish councils had recently met. The meeting discussed working together more in the future, particularly where all three parishes were affected/involved. It was noted that Thames Valley Police would be invited to future meeting to provide an update for the northern parish area.

## **015. Public Participation**

A paper on public participation at meetings was circulated by the Clerk ahead of the meeting. Members noted the paper and the recommendations made.

Cllr Dr Barnard proposed the motion that public participation should be a part of future council meetings, this was seconded by Cllr Strudley and APPROVED by members present.

Discussion took place on public participation at committee meetings. Participation was already a part of Planning & Transport committee meetings and could be included at Amenities committee. The Clerk recommended that because of the wide remit of the Finance & General Purposes committee, further discussion should take place before extending participation to it. This was agreed and would be discussed at a future committee meeting.

## 016. Office rent review

Members considered the report of the Clerk on the outcome of discussions with Tesco Stores Ltd and their representatives regarding the rent reviews for 2016 and 2019 as previously discussed by Council.

The revised proposal was that the rent for the period from July 2016 would be at the level paid of £9,250 per annum and that the rent should be £23,250 per annum from July 2019. As a result, no rent was outstanding for the period from July 2016.

This position the council outlined at its April 2019 meeting was achieved. The council may in future decide to review office accommodation options ahead of delivery of the new community hub.

It was proposed by Cllr Dr Barnard that members are approve the rent review settlement for 2016 and 2019 and sign the settlement documents. The proposal was seconded Cllr Fitzwilliams and APPROVED by members present.

## 017. Payments

The following payments were APPROVED by the meeting.

<b>Cheque Payments</b>			invoice total
4651	HMRC	PAYE & NICS	£1,120.14
4652	Berkshire Pension Fund	pension contributions	£838.99
			£1,959.13
<b>Direct Debits / Standing Orders</b>			
	NEST	pension contributions	£80.86
			£80.86

## 018. Representatives report

Cllr Strudley expressed concerns about the council visibility and access at the Village Fete.

Cllr Mrs Collings asked if there was any progress with events to mark the council 125<sup>th</sup> anniversary and about ASB at Westmorland Park. The Rangers and Thames Valley Police were aware of the incidents and responding.

Cllr Fitzwilliams advised members that a second access to the Frost Folly SANG 2 area on Church Lane had been discussed at the Local Access Forum.

Cllr Ms Dulieu had presented prizes to winners at the recent Vegetable Take & Grow event. Marshals were still required for the upcoming Winkfield & Warfield cycle ride.

**019. Report from the Parish Clerk**

The report of the Clerk was circulated to members and was noted by members.

**020. Date of the next meeting**

The date of the next meeting is Wednesday 10 July at 7.45pm

**021. Exclusion of the public and press**

Cllr Strudley proposed the motion *“That under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media be excluded from the meeting due to the consideration of items of business of a confidential nature.”* The motion was seconded by Cllr Dr Barnard and RESOLVED by members present.

Members of the public left the meeting.

**022. Jealotts Hill Community Landshare**

The Clerk advised members that Silva Homes had informed the partners of the Jealotts Hill Community Landshare that they would be ceasing financial support to the project from 1 April 2020.

Members expressed their disappointment at the news but expressed their continued commitment to the project. The Clerk would bring forward information to a future meeting on the likely financial impact and actions the council could take to allow the project to continue as part of a range of measures.

**023. Co-option**

Members discussed the candidates for co-option and a vote was taken. Cllr Dr Barnard did not participate in the vote.

On the second round of voting, Emma Barnard received a majority of votes cast and was elected onto the council.

**024. Closure of the meeting**

The meeting was closed at 10.52pm

## **MINUTES OF THE EXTRA-ORDINARY COUNCIL MEETING**

held on **Thursday 27 June 2019** at **7.30pm** at the **Warfield Parish Council Office**

**Members present:** Cllrs Ms Dulieu, Dr Barnard, Mrs Barnard, Fitzwilliams, M Jones and Mrs Wallen.

**Other attendees:** Parish Administrator

### **001. Apologies for absence**

Apologies for absence were received from Cllrs Ms Collings, Mrs Gill, Miss K Jones and Strudley.

### **002. Declaration of interests**

Cllr Dr Barnard declared an interest as a borough councillor.

### **003. Annual Governance & Accountability Return 2**

Cllr Dr Barnard proposed that the Annual Governance & Accountability Return be approved and signed and this was seconded by Cllr M Jones and APPROVED by members present.

### **004. Date of the next meeting**

The date of the next council meeting will be on Wednesday 10 July at 7.45pm

### **005. Closure of the meeting**

The meeting closed at 7.33pm.

## **VACANCY**

### **1.0 Purpose**

- 1.1 This paper explains the process following the resignation of Cllr Ms Guerard from the council.

### **2.0 Process**

- 2.1 Following the resignation of Cllr Ms Guerard a notice of vacancy was published by the Clerk, this informed elector of the vacancy and gave the opportunity for electors to call for a poll by by-election.
- 2.2 The period of vacancy has now passed and the required threshold for a poll was not achieved, therefore the council must now proceed to fill the vacancy by co-option.
- 2.3 The co-option process can now progress and the vacancy will be advertised from Thursday 25 July. Because of the summer break, an extended period for candidates to come forward will be made, with candidates considered at the October meeting of the council.

## **MINUTES FROM COMMITTEE MEETINGS**

### **FINANCE & GENERAL PURPOSES COMMITTEE**

held on **Tuesday 25 June 2019** at **7.45pm** in the **Warfield Parish Council Office**

**Present:** Councillors Ms Dulieu, Fitzwilliams, Strudley and Wilson.

**In attendance:** The Parish Clerk, Cllrs Mrs Collings & Mrs Wallen

*As the immediate past chairman, Cllr Wilson took the chair for the election of the chairman*

#### **001. Election of Chairman**

Cllr Wilson called for nominations for position of Chairman. Cllr Ms Dulieu nominated Cllr Wilson and this was seconded by Cllr Strudley. There being no other nominations, a vote was taken and Cllr Wilson was **APPROVED** by members to be the chairman for the municipal year.

#### **002. Apologies for absence**

There were no apologies for absence due.

#### **003. Declarations of interest**

No declarations of interests were made or requested.

#### **004. Minutes of the previous meeting**

The minutes of the meeting of 16 April 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

#### **005. Matters arising from the previous meeting**

The Clerk advised members that discussions with Tesco's agent regarding rent had taken place.

#### **006. Financial Report**

The Clerk circulated to members ahead of the meeting the Financial Report to the end of May 2019.

The Clerk responded to a question regarding loan repayments, advised that Bracknell Forest Council had chosen to collect loan repayments in one instalment annually rather than four quarterly instalments.

Members were advised that the S.137 payments showed an underspend at this stage as the budget included a donation for the poppy wreath.

Members asked the Clerk if additional information could be shown in the report to include the balance against budget.

#### **007. Policies for consideration**

The Clerk circulated to members ahead of the meeting draft policies for Absence Management and Equality & Diversity.

Members asked the Clerk to make some changes to the Absence Management policy to reflect the councils aim to be an employer of choice and incorporate other features.

Members reviewed the Equality & Diversity policy and asked the Clerk to make minor amendments.

The Clerk would bring both policies back to the committee for further review.

#### **008. Banking mandate**

The Clerk circulated proposals for the new banking mandate which included members of the Finance & General Purposes committee and the new Finance Officer. Additional signatories could be added later if required.

#### **009. Report from the Responsible Financial Officer**

The Clerk as RFO reminded members that the Financial Regulations had been updated at the May meeting of the council. The terms of reference for the committee would be brought back to the September meeting of the committee.

#### **010. Payments**

Payments were tabled at the meeting. They were proposed by Cllr Strudley, seconded by Cllr Ms Dulieu and APPROVED for payment.

##### **Cheque Payments**

		invoice total	
4653	ABA (Construction) Ltd	play area inspections	£21.18
4654	Ascot Fire Protection	6 month servicing	£231.60
4655	Bracknell Pest Control	rodent inspections	£72.00
4656	Bracknell Town Council	Canopy delivery	£24.00
4657	Circle Cleaning Services	contract cleaning	£824.00
4658	Claire Connell	Internal audit services	£232.50
4659	In 2 Sport	sports club provision	£216.00
4660	Suds Window Cleaning	window cleaning for halls and office	£168.00
4661	Tesco Stores Ltd	invoiced rent for Q2 and insurance	£3,042.98
4662	Daniel Bishop	mileage and float replenishment	£227.66

£5,059.92

**011. Date of the next meeting**

The date of the next meeting would be agreed at the annual meeting but was provisionally set as 23 July 2019.

**012. Closure of the meeting**

There being no further business the meeting closed at 9.14pm

## PLANNING & TRANSPORT COMMITTEE

### MINUTES OF THE MEETING

held on **Thursday 27 June 2019** at **8.15pm** in the **Whitegrove Community Centre**

**Present:** Councillors M Jones (chair), Ms Dulieu, Fitzwilliams and Mrs Wallen

**In attendance:** The Parish Administrator, 13 local residents

#### **001. Apologies for absence**

Apologies for absence were received from Cllr Ms Thorin.

#### **002. Declarations of interest**

Cllr M Jones declared an interest in relation to application 19/00521/T.

#### **003. Minutes of the previous meeting held on 04 June 2019**

The minutes of the meeting held on Tuesday 04 June 2019 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Fitzwilliams, seconded by Cllr M Jones and **APPROVED** by members present.

The chairman signed the minutes.

#### **004. Matters arising**

There were no matters arising from the previous meeting.

#### **005. Correspondence and items for information**

Correspondence relating to objections against 19/00470/FUL had been received from 14 Westwates Close and copies of objections forwarded to Bracknell Forest Council relating to 19/00511/PAA had been received from Whitelocks Cottage, Nuptown Lane.

#### **007. Public participation**

Denise Mckee spoke in objection to application 19/00536/FUL for Land north of The Hermitage Caravan Park.

Mitchell Wing spoke in objection to application 19/00497/FUL at Land north of Herschel Grange.

The chairman thanked the participants. All attendees were reminded that comments should be sent to BFC.

#### **008. Planning & tree applications (BFC lists 20/19, 21/19 and 22/19)**

##### **Planning List BFC 23/19**

**19/00452/FUL** 16 Oswald Close, Warfield, Bracknell, Berkshire, RG42 3SU

*Erection of first floor extension over garage and erection of single storey rear extension with rooflights following demolition of existing conservatory.*

## Observations

Garage has been previously converted without a planning application

**19/00454/A** Land east of Avery lane and north of Watersplash Lane, Warfield, Bracknell, Berkshire

*Display of 2x non-illuminated stack signs and 3x non-illuminated banner signs.*

## Considered no objection

**19/00470/FUL** 4 Westwates Close, Warfield, Bracknell, Berkshire RG12 2ED

*Erection of single storey garden office with rooflights.*

## Recommended Refusal

This appears to be over-development of the site and over-bearing for neighbouring properties.

**19/00097/TRTPO** 8 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

*TPO 424 – Application to prune 1 tree.*

## Observations

Leave for tree officer.

## Planning List BFC 24/19

**19/00479/FUL** 23a Wellingtonias, Warfield Park, Bracknell, Berkshire RG42 3RL

*Formation of new driveway, raising of patio with stepped access and alterations to fenestration.*

## Considered no objection

*Cllr M Jones left the meeting for the following application. Cllr Ms Dulieu took the chair.*

**19/00521/T** Land at south west of Abbey Place, Abbey Place, Warfield, Bracknell, Berkshire

*Siting for a temporary period of site office and ancillary accommodation (accessed from land to the south), associated with residential development at Watersplash Lane (planning permission 16/01274/FUL).*

## Observations

Access should only be allowed from the south. No construction traffic should be allowed via Old Farmhouse Row.

*Cllr M Jones returned to the meeting.*

**19/00485/FUL** 92 Kennel Lane, Warfield, Bracknell, Berkshire RG42 2EX

*Erection of 2 storey rear extension.*

**Considered no objection**

**19/00497/FUL** Land north of Herschel Grange, Warfield Street, Warfield, Bracknell, Berkshire

*Erection of 33 dwellings, including 8x affordable dwellings, car parking, landscaping, open space and access from Herschel Grange, following demolition of 6 Herschel Grange*

**Recommended Refusal**

- this is outside of the existing settlement area
- overdevelopment of the site and out of keeping with the area
- concerns regarding additional traffic in the area following the approval of the land north of Newhurst Gardens
- urbanisation of designated character area
- impact on local open space

**19/00536/FUL** Land north of The Hermitage Caravan Park, Herschel Grange, Warfield, Bracknell, Berkshire

*Extension of existing caravan park to provide for the siting of 7x additional mobile homes with associated vehicular access and parking.*

**Recommended Refusal**

- this is outside of the development area
- there is a history of previous issues with this site in terms of enforcement not been followed up
- impact on the character of the area
- will create additional traffic with cars coming out onto Warfield Street
- the parking layout needs to be addressed

**19/00511/PAA** Nuptown Piggeries Hawthorn Lane, Warfield, Bracknell, Berkshire

*Prior approval application for the conversion of two agricultural buildings to 5 residential units in C3 use.*

**Recommended Refusal**

- this is overdevelopment of the green belt

- will be an increase in car movement

**16/00516/OBS (RBWM ref 19/01466)** Badgers Mead, Maidenhead Road, Warfield, Bracknell, Berkshire

*Part single part two storey side extension with balcony at first floor and 1x dormer to the existing garage, following removal of the existing external steps to the garage.*

Deferred to next meeting

### **Planning List BFC 25/19**

**19/00518/FUL** Whitewoods Farm Garsons Lane, Warfield, Bracknell, Berkshire RG42 6JD

*Erection of single storey rear extension and conversion of existing carport into habitable accommodation.*

### **Considered no objection**

**19/00529/NMA** Land adjacent to 2 Breadcroft Cottages, Cocks Lane, Warfield, Bracknell, Berkshire

*Non-material amendment to substitute materials for planning permission 18/01236/REM.*

### **Considered no objection**

**19/00110/TRTPO** Warfield Church Office, Church Lane, Warfield, Bracknell, Berkshire

TRCA – Application to prune trees.

### **Observations**

Leave for tree officer.

## **009. Planning determinations of Bracknell Forest Council**

It was reported to the meeting and noted by members that the following applications have been concluded by BFC since the last committee meeting:

*19/01197/REM Land north of Harvest Ride and south of Forest Road, West End Lane, Warfield, Bracknell, Berkshire*

Submission of details of layout, scale, appearance, access and landscaping relating to works to form phase 2 of The Cut Linear Park (on land west of The Cut, south of Forest Road and east of West End Lane, Warfield) pursuant to outline planning application 13/01007/OUT.

### **Approval by Delegated Decision**

*18/00208/FUL 3 Goddard Way, Warfield, Bracknell, Berkshire RG42 2JR*

Erection of first floor side extension and installation of dormers and skylights.

### **Withdrawn**

19/00278/FUL 22 Westcotts Green, Warfield, Bracknell, Berkshire RG42 3SG

Erection of single storey rear extension with rooflights.

**Approval by Delegated Decision**

19/00364/FUL 9 Thomas Drive, Warfield, Bracknell, Berkshire RG42 3DZ

Retrospective application for the erection of a single storey rear extension.

**Unconditional Approval by Delegated Decision**

Erection of single storey side extension

19/00252/FUL Sama Osborne Lane, Warfield, Bracknell, Berkshire

Section 73 application for the variation of condition 02 (approved plans) of planning permission 18/00331/FUL for the erection of two storey front and rear extensions, part single, part two storey and part first floor side extensions following demolition of existing conservatory and car port. (Note for clarification: the changes to the approved plans comprise an increase in the height of the roof ridge, removal of gables on the southern flank elevation and amendments to fenestration).

**Approval by Delegated Decision**

19/00372/FUL 59 Westmorland Drive, Warfield, Bracknell, Berkshire RG42 3QN

Erection of a 2 metre high fence (retrospective).

**Unconditional Approval by Delegated Decision**

**010. Planning Appeals**

Members were advised that an appeal has been lodged for application 18/01072/FUL, Land south of Flemish Place.

**011. Ongoing issues**

a. CIL and S106 contributions

Members were advised that CIL demands had been issued for 18/01236/REM, land adjacent to 2 Breadcroft Cottages, Cocks Lane (£45277.70) and for application 18/00988/REM, Garth Works (£195840.91).

b. Current and potential enforcement cases

Members were updated on potential enforcement action regarding the barn at St Michaels Grange and its commercial use. Enforcement have been on site and spoken with the owner and no further action will be taken at this time.

**012. Representative reports**

Cllr Ms Dulieu asked for a future report on outstanding section 106 projects.

Cllr Fitzwilliams asked for an update on the Wellers Lane flytipping. No further information was available.

Cllr Mrs Wallen raised concern regarding parking at Tesco lorries on County Lane.

**013. Date of next meeting**

The date for the next meeting was scheduled for 7.45pm on Thursday 18 July 2019

**014. Closure of the meeting**

There being no further business the meeting closed at 9.09 pm.

**PAYMENTS**

**5.0 Accounts for payment**

Accounts for payment will be tabled at the meeting.

**DATE OF THE NEXT MEETING**

The next meeting of the council will be on Wednesday 4 September 2019 at 7.45pm

**EXCLUSION OF THE PUBLIC AND THE PRESS**

A Member shall propose the motion *“That under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media be excluded from the meeting due to the consideration of items of business of a confidential nature.”*

**JEALOTTS HILL COMMUNITY LANDSHARE**

A paper will be circulated ahead of the meeting to members.

## **OFFICE RENT REVIEW 2016 & 2019**

### **1.0 Purpose of this report**

1.1 The report contains outcome of discussions with Tesco Stores Ltd and their representatives regarding the rent reviews for 2016 and 2019 as previously discussed by Council.

### **2.0 Background**

2.1 Our lease for the Parish Office provides for the rent to be reviewed every third anniversary of the term, with the next review due on 2 July 2019. The basis of the rent review is upwards only and is based upon a market rent.

2.2 Members were advised that Tesco did not trigger a rent review in 2016, but legally could do so at any time following. As result it was proposed by Tesco that the review for 2016 and 2019 should take place together and that a rent of £23,250pa be applied from July 2016.

2.3 The Council accepted that Tesco had the right to apply the rent from 2016 but asked the Clerk to discuss if an alternative agreement could be reached for the period 2016-19 based upon the rent paid.

### **3.0 Rent review 2016**

3.1 Tesco agreed to review again the proposal for the review from 2016 and have agreed that the rent paid (£9,250 pa) should be the agreed rent for the period.

3.2 The council therefore has no rent outstanding for the period 2016-19.

### **4.0 Rent review 2019**

4.1 Tesco have advised that the rent for the period from July 2019 should be £23,250 pa. This is the market rent for the area and this has evidenced and previously reviewed by the council.

4.2 while the council are not happy with the level of rent to be paid, they acknowledge this is the rent set according to the terms of the lease and based upon the evidence of local rents, any challenge would be unlikely to succeed.

4.3 The council will meet the additional rent for 2019 (£10,500) from reserves and for future years this will be included within the budget.

## **5.0 Council position**

- 5.1 At the meeting of 3 April 2019, the council voted to instruct the Clerk to proceed with discussions with Tesco to achieve a rent review for the period 2016-19 at a level similar to that already paid by the council for that period and to agree the terms of the rent review from July 2019 at the rate proposed.
- 5.2 This position has been achieved. The council may in future decide to review office accommodation options ahead of delivery of the new community hub.

## **6.0 Recommendations**

- 6.1 Members are asked to approve the rent review settlement for 2016 and for the attached memorandum of rent review to be signed.
- 6.2 members are asked to approve the signing of the rent review settlement 2019 (as council has previously approved the rent)