



Mrs Annemarie Edwards

Clerk of the Council

11th May 2016

To: All Members of Winkfield Parish Council

Dear Councillor

You are hereby summoned to attend **the Annual Meeting of Winkfield Parish Council** to be held in Carnation Hall, Chavey Down Road, Winkfield Row, on Tuesday 17th May 2016 at 7:30 pm (prior to the Special Meeting of Council to consider Planning and Highways Matters), when it is proposed to transact the business specified in the Agenda hereto.

Yours sincerely

Clerk of the Council

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This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in February 2015. In particular, all Councillors are reminded to acquaint themselves with paragraphs 11 (Rules of Debate) and 14 (Respect for the Chair).

In order to avoid interruptions to the business of the Council, Councillors, officers and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.

Prior to the commencement of the meeting a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the lounge door or through the kitchen and out through the door to the grounds and make their way to the fire assembly point (the part of the car park near the pedestrian access to Chavey Down Road/Mushroom Castle Lane).

A G E N D A

1. ELECTION OF CHAIRMAN OF THE COUNCIL

To Elect a Chairman for the year 2016-2017.

2. DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chairman's Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

It would be helpful if Councillors could personally notify the Clerk of the Council by midday of the meeting of any intended absence along with the reason. Apologies for absence with the reason will be noted in the subsequent minutes of the meeting.

4. DECLARATION OF INTEREST

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

5. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

To Elect a Vice Chairman and to receive his/her Declaration of Acceptance of Office.

6. REPRESENTATION ON OTHER BODIES

The following appointments are to be made/confirmed at this meeting:

- a. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Chairman, Vice Chairman and Clerk
- b. Bracknell Forest Borough Council Local Countryside Access Forum (formerly Countryside Management Steering Group) - one representative appointed annually – previously Cllr D Lindop.
- c. Neighbourhood Plan Steering Group – three members of Council, currently Cllrs Tarrant, Parkin and Paxton, plus three substitute members – currently Cllrs Atkinson, Lindop and Mrs Phillips.
- d. Bracknell Forest Borough Council Lily Hill Park Advisory Steering Group - one representative appointed annually - previously Cllr D Parkin.
- e. Northern Parishes Liaison Group - the Chairman, Vice-Chairman and the Clerk plus one reserve – previously Cllr Mrs R Kaye.
- f. Age Concern Bracknell District - one representative appointed annually - previously Cllr Mrs R Kaye.
- g. Bracknell Forest Borough Council Partnership - membership extended to the Chairman of the Parish Council.
- h. Charlotte Pratt Memorial Hall Management Committee - one member appointed annually – previously Cllr N Atkinson.
- i. Forest Park Community Association – one representative appointed annually - previously Cllr Mrs R Kaye.
- j. Martin's Heron and The Warren Community Centre Management Committee - one representative appointed annually – previously Cllr Mrs A Michie.
- k. North Ascot Community Association - one member appointed annually – previously Cllr Mrs D Hayes.

7. APPOINTMENT OF STANDING COMMITTEES OF THE COUNCIL

- a. To note that the Chairmen and Vice Chairmen of Standing Committees of the Council will be elected at the first meeting of the Leisure Standing Committee and the F&GP Standing Committee following this meeting of Council. The two additional members of the Staffing and Strategy Standing Committee will be elected at Council on 5th July 2016.

- b. To note that the Standing Committees of the Council and the members for 2015/2016 were as follows:

F & GP

Minimum 8 Members + Chairman **and** Vice Chairman of Council (ex-officio)

Quorum: 4 Members

Chairman: Cllr R Berry

Vice: Cllr D Lindop

Members: Cllr N Atkinson, O Barreto, Cllr Mrs D Hayes,
Cllr Mrs A Michie, Cllr D Parkin (ex-officio),
Cllr Mrs D Phillips, Cllr S Tarrant (ex-officio), Cllr D Wall.

LEISURE

Minimum 8 Members + Chairman **and** Vice Chairman of Council (ex-officio)

Quorum: 4 Members

Chairman: Cllr D Parkin

Vice: Cllr Mrs A Michie

Members: Cllr R Berry, Cllr Ms M Gaw, Cllr Mrs R Kaye, Cllr G Paxton,
Cllr S Mitchell, Cllr S Tarrant, Cllr Mrs C Tilbury, Cllr R Warren.

STAFFING AND STRATEGY

2 Members + Chairmen and Vice Chairmen of each of the standing committees plus Chairman and Vice Chairman of Council (ex-officio)

Quorum: 4 Members

Chairman: Chairman of Council

Vice: Vice Chairman of Council

Members: Chairmen and Vice Chairmen of each Standing Committee plus
Cllr Mrs R Kaye and ex Cllr Mrs P Denhart.

- c. To consider any changes to Committee Membership for the ensuing year. Note: the Members of the Staffing and Strategy Committee will be confirmed at Council on 5th July 2016.

- d. **PLANNING URGENCY SUB-COMMITTEE** - In the case of considering plans urgently the appropriate Ward Councillors will be approached along with the Chairman and Vice Chairman of Council. (*Note: owing to Planning Meetings being held monthly this sub-committee may need to meet more frequently than in the past.*)

- e. In addition the following appointments must be made:

- i. Annual Cycle Ride Group – five (minimum) representatives appointed annually – 2015/16 Cllr Berry, Cllr Mrs D Hayes, Cllr Parkin and Cllr Wall.
- ii. Footpath Walk Working Party – five representatives (minimum) appointed annually – 2015/16 Cllr N Atkinson, Cllr Berry, Cllr Paxton and Cllr Mrs S Phillips.

8. APPOINTMENT OF PARISH COUNCILLOR CHAMPIONS

As part of the recently adopted Three Year Plan consideration to be given to the appointment of the following Parish Councillor Champions (2015/16 Champions in brackets). Champions will be expected to provide a report to Council on a quarterly basis.

- a. **THREE** Highways Champions (Cllrs Ms M Gaw, Mrs D Hayes and Mrs S Philips)
- b. **THREE** Environment Champions (Cllrs Mrs D Hayes, Tarrant and Wall)
- c. **ONE** Planning Champion (VACANT)
- d. **TWO** Health Champions (Cllr Berry and Mrs S Phillips)
- e. **THREE** Funding Champions (Cllrs N Atkinson and D Parkin)
- f. **ONE** Air Champion - VACANT

9. MINUTES OF THE PREVIOUS MEETING

To sign as a correct record the Minutes of the meeting held on the 5th April 2016 (copy enclosed).

10. MINUTES OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

No committee meetings have taken place since last Council on 5th April 2016.

11. CORRESPONDENCE

- a. BFC Business Rates Consultation (circulated to Councillors on 11th April 2016) – invitation to comment on the Councils further savings proposals for 2016/17. Deadline for comments 18th May 2016.
- b. Invitation to all Councillors from St Peters Church Cranbourne to the opening of their Flower Festival on Friday 10th June at 7.30pm. Please advise the Clerk if you would like to attend. Additionally, St Martin's Church, Chavey Down are hosting an afternoon tea party on Saturday 11th June from 2.30-4.30pm in the car park and hall and St Mary's Church, Winkfield is holding a Choral Evensong on Sunday 12th June at 4pm.

12. CHAIRMAN'S ALLOWANCE

To agree the annual Chairman's Allowance.

'Chairman's Allowance – s15(5) LGA 1972 states: 'Council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council thinks reasonable'. (In 2014/15 the allowance was set at £500pa.)

13. REPORTS FROM BFC WARD COUNCILLORS

Cllrs Mattick, Merry and Turrell, Harmans Water Ward

- a. Some of our activities include visiting community groups in Martin's Heron and The Warren as it important to know how local residents are thinking.
- b. Chris Turrell, Ash and myself helped at Thames Water day at Allsmoor Pond when we were planting wild flowers etc. and talking with local young people. Also we went to Martin's Heron station drop in session re the platform extension to accommodate the new 10 carriage trains. This work will start in May and is scheduled to be completed in September.
- c. We have also been involved in dealing with local residents issues including parking and this is ongoing.
- d. We are building a relationship with Tesco and hoping to involve them with more of our activities to benefit local people and address issues.

Cllr Mrs Hayes, Ascot Priory Ward

- a. Application for a certificate of lawfulness for use of the former Royal Hunt Public House for Class A1 retail use as a shop – the appeal will be held on 14th June 2016 at 10am in the Garden Room at South Hill Park. Planning Ref: 15/00432/LDC/council. If the inquiry should over-run into a second day the inquiry will reconvene in the 5th Floor Function Room at Easthampstead House, Town Square, Bracknell, Berkshire RG12 1AQ on Wednesday 15th June 2016 at 10:00 a.m. Interested parties are invited to attend, and at the Inspectors discretion, to give their views.
- b. Working with ward councillors re May 26th and 27th Gladman appeal - hope all prepared to attend.

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- c. Drugs - canisters at Library, Goaters Road and 'trading' taking place at Blackmoor Pond - please be vigilant and report any knowledge.
- d. Still awaiting commencement of Foresters Development, though the Palm Springs Site and the Brackens are a threat to the area and terrible congestion problems for that junction.
- e. Chavey Down AGM 20th May. Have been invited. Stella re Library Group will be attending asking for help.
- f. Have attained more parking and disability parking at Fernbank terrace plus additional landscaping.
- g. Have been able to give cheques to North Ascot Volunteers and Ascot Brownies just recently from the Blue Bin incentive Scheme and can provide list of all other good causes that have benefited.
- h. Our schools shops and community centres have defib units.
- i. Land between 95 and 101 Prince Andrew Way – there is currently an application to build two semi-detached houses on this piece of land/road. Local residents have submitted an application for this piece of land to be designated a Village Green.

Cllrs Mrs Gaw and Mrs Phillips, Winkfield and Cranbourne Ward

- a. The main focus in the Ward has been traffic and affiliated issues along with development.
- b. The Berkshire Polo ground has been at the forefront of complaints due to speed of vehicles, dirt on the road, damage to roads and pavements and frequency of operations. This is combined with the integrity of product being offloaded in the grounds.
- c. Efforts have been made to resolve the problematic situation at Maidens Green X roads, a topographic study has taken place, and we are awaiting the results
- d. The planning situation has proved to be a challenge, with the proposed "Curling Rink" waiting for an appeal judgement.
- e. Provision for 88 homes on land to the west of Locks Ride is currently due for an appeal hearing on May 26th. Residents have been very vocal in their opposition to this planning application.
- f. Another planning application will be coming through in the next weeks, - change of use of land adjoining Warfield Park for siting of up to 82 mobile homes.
- g. Provision is being made for the process of establishing a Neighbourhood Plan, it would be helpful for the Ward Councillors to know if assistance was required in any area within Winkfield and Cranbourne.
- h. Several enforcement issues are in place within the ward for noncompliance with standard planning practice.
- i. Localised flooding is evident after heavy rain in several areas of the ward.
- j. Heathrow's plans to expand are expected to be a focal point this year after a period of relative quiet.
- k. We have been able to ensure a very visible presence within all areas of Winkfield and Cranbourne and this has given residents confidence that their varying issues will be tackled with urgency.

14. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

None received.

15. VACANCIES ON THE PARISH COUNCIL – FOREST PARK WARD

The Clerk to update.

16. CLERK'S REPORT

The last month has been very busy indeed:

Cycle Ride – plans proceeding – always need more marshals.

Queen's 90th Birthday Afternoon Tea – 12th June – so far approximately 80 residents have shown an interest in attending. Plans in hand. Councillor help on the day would be most appreciated.

Summer of Fun Day – Wednesday 24th August – BFC has withdrawn its support of these very successful days. The six Town and Parishes are going to work together and are going to hold 8 across the Borough – one at Carnation Grounds on Wednesday 24th August. Plans are underway and again any offers of help from Councillors on the day would be most appreciated. In particular we would welcome Councillors leading on managing the tea room for the event – please let me know if you can help.

Arts Week – planning very much on schedule – we are very fortunate to have two very active volunteers – Jonathan Greenyer and Janis Harding (ex Warfield Clerk) on board.

Neighbourhood Plan – I am still heavily involved in the administration which does take a fair amount of time.

Staffing – our Carnation Hall Supervisor will be off work for the following 3-6 months so our Casual Workers are doing a fine job stepping in to help under Paul Craven's supervision.

17. QUESTIONS

Questions to the Chairman (as provided for in Standing Order no 14).

None received.

18. ORDERS FOR PAYMENT

A list of all payments covering the period 31st March – 4th May 2016 is attached at Appendix 1. All paperwork relating to these payments is available in the office.

(If you have any queries on any of the above accounts, please let the office know PRIOR to the meeting so that an informed answer can be given.)

19. FINANCIAL POSITION AS AT 31st MARCH 2016

End of year accounts are still being processed and will be made available as soon as possible.

20. ANNUAL ACCOUNTS RETURN

The Annual Return and Audit for the year ended 31st March 2016 are not yet available. They will be presented to the Council Meeting to be held on 21st June 2016.

22. MEMBERS INTERESTS

The Clerk would remind Members that they should notify her of any changes to their Members Interest forms held on file.

23. ANNUAL PARISH MEETING UPDATE

Draft Minutes have been circulated to members and are posted on the website.

24. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Tarrant to give an update.

25. FAMILY CYCLE RIDE – 26th JUNE 2016

A Member of the Working Group to give an update.

26. ANNUAL FOOTPATH WALK

To set the date for the Annual Footpath Walk.

27. WOW! WEEK OF WALKS

To celebrate our 80 green open spaces and our friendly communities, the Bracknell Forest Society has proposed a WOW! (Week of Walks). A number of walks, usually lasting about 40 minutes, will be organised throughout the borough for anyone to join. More information can be found at www.thebracknellforestsociety.org.uk Cllr Atkinson to report.

28. DATES FOR THE DIARY

Queen's 90th Birthday Tea Party – Sunday 12th June, Carnation Hall
Annual Cycle Ride – Sunday 26th June, Carnation Hall
Summer of Fun Day, Carnation Hall – Wednesday 24th August, 11am-3pm
Northern Parishes Arts Week – 23rd – 30th October.