



Mrs Annemarie Edwards
Clerk of the Council

29th November 2016

To: All Members of Winkfield Parish Council

Dear Councillor

You are hereby summoned to attend a **Meeting of Winkfield Parish Council** to be held in Carnation Hall, Chavey Down Road, Winkfield Row, on **Tuesday 6th December 2016** at 7.45pm (immediately following 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

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. 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.

2. DECLARATION OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING

To Sign as a correct record the following Minutes of the Meeting of Council on 1st November 2016 (copy attached).

4. COMMUNICATIONS/CORRESPONDENCE

All copies of agendas and minutes of Bracknell Forest Borough Council are available on its web site. Bulletins from the SE Employers organisation are now only available on its website.

5. QUESTIONS

None received.

6. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

- a. Leisure, 15th November 2016 – minutes attached.
- b. F&GP, 22nd November 2016 – minutes attached.

At the F&GP meeting on 24th May, minute number F2053 (and ratified at Council on 7th June, minute number CM 7690) it was recommended that £100,000 be invested with Santander on a 180 day Notice Account. The Deputy Clerk has now met with a representative of Santander to set up the account and the account being opened is a Time Deposit Account, not a 180 day Notice Account as this offers a higher interest rate.

To Agree the deposit of £100,000 to a Time Deposit Account with Santander.

7. REPORTS FROM BFC WARD COUNCILLORS

None received.

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

None received.

9. VACANCIES IN THE OFFICE OF COUNCILLOR

The Clerk to update.

10. CLERK'S REPORT

Parish and Town Council's Liaison Group – the next meeting will take place on 7th December 2016.

NDP – The administration of the NDP has taken a lot of my time recently but everything has run fairly smoothly. There has been a huge input from members of the Steering Group. The Data Analysts report is awaited. BFC has still not allocated an Officer to assist us with the NDP (following our original Liaison Officer going on maternity leave in July). The lack of professional planning assistance from BFC is causing difficulties and tensions in the Group at meetings.

Staff Vacancy – the closing date for applications for the Administration Assistant vacancy was Friday 25th November. We have had a good response and interviews will take place on 7th December 2016.

Carnation Hall, Floor Re-seal – the floor at Carnation Hall will be re-sealed during the Christmas period to limit the amount of disturbance to users. *Note: this was planned to take place during the past summer but had to be re-scheduled with a different contractor.*

11. ORDERS FOR PAYMENT

A list of all payments covering the period 26th October – 29th November 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.)

12. FINANCIAL POSITION AS AT 31st OCTOBER 2016

Balance of all Bank A/C's & Investments	
Co-operative	2,934.00
HSBC	369,921.29
Lloyds	101,475.00
NatWest	101,889.24
Nationwide	100,000.00
Petty Cash	250.00
	676,469.53
Amount Due to Creditors	(53,678.05)
Amount Due from Debtors	18,181.49
Available Funds	640,972.97

13. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin to give a verbal update to the present time. The minutes of the last meeting held on 3rd October are attached at Appendix 2.

The NDP financial spreadsheet as at 24th November 2016 is at Appendix 3.

14. MEMBERSHIP OF WINKFIELD TRAFFIC MEETING WITH BFC

Cllr Tarrant has asked to step down from this group and therefore a replacement is sought.

To Elect a member to attend the twice yearly traffic meetings with BFC.

15. PARISH PEOPLE AWARDS

To Consider running a Parish People Awards Scheme for 2017.

16. COMMUNITY RESILIENCE

BFC has offered to come and talk to Council re Community Resilience. The Chairman to report.

17. LOCKS RIDE CAFÉ – PROPOSAL

The Clerk to make a short presentation (presentation forwarded by email to all Councillors prior to the meeting). It would be very helpful if Councillors could address any questions to the office prior to the meeting in order that an informed response can be given.

To Consider the way forward.

18. DATES FOR THE DIARY

Allotment Evening – 3rd February 2017

Annual Parish Meeting – 25th April 2017

19. EXCLUSION OF PRESS AND PUBLIC

To resolve 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 matter.

20. CARNATION HALL