



**Mrs Annemarie Edwards**  
Clerk of the Council

22<sup>nd</sup> December 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 3<sup>rd</sup> January 2017** 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

A handwritten signature in cursive script, appearing to read 'A. Edwards', is written in black ink.

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 6<sup>th</sup> December 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.

- a. BFC have advised that they will be conducting a Residents Survey in the New Year and up to 1800 people will be surveyed to find out what residents really think about the services provided. The survey will last for eight weeks. There will be a couple of questions regarding the six Parish and Town Councils in Bracknell.
- b. Letter received from Bracknell Forest Local Safeguarding Children Board (LSCB) dated 13<sup>th</sup> December 2016 – request to attend a future meeting of Council in order that they might hear from Councillors as to the key issues affecting children and young people in our Parish. (Letter circulated to Councillors prior to the meeting.)

### 5. QUESTIONS

None received.

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

- a. Joint Meeting of the Leisure and F&GP Committees, 13<sup>th</sup> December 2016 – minutes attached.

### 7. REPORTS FROM BFC WARD COUNCILLORS

#### REPORT FROM HARMANS WATER BFC WARD COUNCILLORS

**Martin's Heron junction:** External funding has been approved for this, and work will start next year, working round the opening of the town centre and Ascot week.

**Allsmoor Lane appeal:** a second appeal is in progress on land near Allsmoor Lane. The first appeal was dismissed. Deadline for submissions is 9 January 2017.

**SHELAA:** The non-statutory consultation on SHELAA sites has finished. Officers will work on more detailed assessments of sites, moving towards preferred options. These will come forward late next year, and be the subject of further consultation.

**West of Berkshire Strategic Planning Framework:** West of Berkshire councils (Bracknell Forest, Reading, West Berkshire and Wokingham) are working together on seeking funding for strategic infrastructure, and have launched the West of Berkshire Strategic Planning Framework. This document identifies areas of search for strategic sites, but does not allocate or make decisions. In Bracknell Forest, these areas are in Bracknell Town centre, and on the border of Bracknell Forest and Wokingham.

**Led update:** phase 1 of this project is complete. In subsequent phases, installation of LED lamps will move from major routes to residential areas. **Flytipping:** There has been some incidence of fly tipping in parks and we have been made aware of a dog attacking another in the area.

We are encouraging local initiatives to combat isolation and loneliness and would be delighted to be kept informed of any such activities so we can keep residents informed.

Finally, all the best to everyone at Winkfield Parish Council for a Merry Christmas and Happy New Year.

### 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

**NDP** – a lot of work is being carried out on the Topic Group Reports which provide the evidence for the future Plans.

**Parish and Town Liaison Group** – BFC are keen to engage with the Parish and Town Councils with regard to the future maintenance and management of open spaces/sites currently under their control. BFC will publish a list of sites up for discussion early in the New Year.

**Staff Vacancy** – Mrs Liza Challis will be joining us on 23<sup>rd</sup> January 2017 as Administrative Assistant. Mrs Challis will work Noon-4pm Monday to Friday.

**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. This will commence on 26<sup>th</sup> December.

## 11. ORDERS FOR PAYMENT

A list of all payments covering the period 30<sup>th</sup> November 2016 – 19<sup>th</sup> December 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 30<sup>th</sup> NOVEMBER 2016

Balance of all Bank A/C's & Investments	
Co-operative	3,048.42
HSBC	308,163.14
Lloyds	101,469.50
NatWest	101,889.24
Nationwide	100,000.00
Petty Cash	250.00
	614,820.30
Amount Due to Creditors	(75,377.33)
Amount Due from Debtors	33,462.00
<b>Available Funds</b>	<b>572,904.97</b>

Full bank reconciliations are available in the Parish Office. These have been approved by The Clerk and the Chair of F&GP.

## 13. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin to give a verbal update to the present time. There has been no further meetings since 28<sup>th</sup> November (copy minutes were circulated at last Council.)

The NDP financial spreadsheet as at 21<sup>st</sup> December 2016 is at Appendix 2.

## 14. BRACKNELL FOREST COUNCIL – COMPLAINTS COMMITTEE

To Consider one Member (not dual-hatted) to be part of a pool for two years to sit on the above Committee.

**15. THREE YEAR/FIVE YEAR/LONG TERM PLAN**

The WPC Three Year Plan needs to be updated along with the WPC '123' List.

To Consider forming a working party to meet towards the end of January.

**16. ANNUAL REPORT**

To Consider the format of the Annual Report for 2016/2017.

**17. DATES FOR THE DIARY**

Allotment Evening – 3<sup>rd</sup> February 2017

Annual Parish Meeting – 25<sup>th</sup> April 2017