



Mrs Annemarie Edwards
Clerk of the Council

1st March 2017

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 7th March 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 that reads 'A Edwards'.

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 held on 7th February 2017 (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. Thank you from Cllr Isabel Mattick for the Queen's 90th Birthday Celebration Medal.

5. QUESTIONS

None received.

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

- a. Leisure Committee, 21st February 2017 – minutes attached.
- b. Staffing and Strategy Committee, 21st February 2017 – minutes attached.

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

We currently have two vacancies – one in the Parish Ward of Forest Park and one in the Parish Ward of Ascot Priory. Both vacancies are advertised for co-option which, if any candidates come forward to be considered, will take place on 4th April 2017.

10. CLERK'S REPORT

Parish and Town Liaison Group - Cllrs Parkin, Paxton and I attended the Parish and Town Councils Liaison Group meeting at the Borough on 8th February. Main points discussed:

- Access to GIS Mapping Software – this was a very useful session presented by Chris Atkins, GIS & Gazetteer manager, advising that in the coming months the Parish and Town Councils will have access to a lot more mapping information. Mr Atkins also advised of some free mapping software that I will investigate which will, hopefully, prove to be very useful.
- Community Hub Provision on Sites Proposed in The SHELAA – A verbal report was delivered by Lesley Doyle, Community Development Manager in relation to the provision of 'community hubs' related to the proposed suitable sites put forward (over and above 600 planned units) in the SHELAA.
- Libraries Review – An update was given – BFC is fast approaching the end of the planned stage. The overarching decision is that no libraries will be closed. Various changes will need to take place in regard to the management of the libraries including using more modern methods of working, supported by volunteers and longer opening hours. BFC will be considering the results of the first Stage and its recommendations in the next couple of months and if approved the next stage, implementation, will proceed.

Asher Recreation Ground – houses backing onto the field with gated access – following recommendation from our solicitors, letters have been sent to all the houses backing into the field with gated access confirming such gateways do not confer right of entry to the Recreation Ground at these points. Furthermore, the Council reserves the right, should it be necessary at any time in the future, to erect its own fence around the field.

11. ORDERS FOR PAYMENT

A list of all payments covering the period 31st January 2017 – 26th February 2017 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 JANUARY 2017

Balance of all Bank A/C's & Investments		
	Co-operative	6,288.38
	HSBC	207,592.54
	Lloyds	101,458.50
	NatWest	101,951.82
	Nationwide	100,000.00
	Petty Cash	300.00
		517,591.24
	Amount Due to Creditors	(46,705.03)
	Amount Due from Debtors	18,632.50
	Available Funds	489,518.71

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

13. SECTION 106 REPORTS

BFC has supplied the latest Section 106 Report dated December 2016 and this is attached at Appendix 2.

14. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin to give a verbal update to the present time. The last meeting was held on Monday 27th February 2017 – draft minutes attached at Appendix 3.

The NDP financial spreadsheet as at 23rd February 2017 is at Appendix 4.

15. THREE YEAR/'123' LIST

The Working Party's draft Three Year Plan is attached at Appendix 5 for consideration and adoption.

The same Working Party will now proceed to review the WPC '123' List and present a draft to the next meeting.

16. RISK MANAGEMENT POLICY REVIEW

Cllr Ms Blyth, The Clerk, the Deputy Clerk and HdGMF have reviewed the Risk Management Policy – Appendix 6 (changes highlighted).

To Adopt the revised Risk Management Policy.

17. ANNUAL REPORT

Progress with the production of the Annual Report will commence once the Three Year Plan is adopted.

18. PROJECTS 2017/2018

To Agree which projects for 2017/2018 should be given go ahead to Officers to execute and which should be returned to Committee before proceeding. See Appendix 7.

19. FUTURE OF 'BRITISH LEGION' BUILDING

The Chairman and Clerk have been in discussion with Ascot Place as to the future of the 'British Legion' Building on Hatchet Lane as and when the current lease is relinquished. The Chairman and Clerk has also been in discussion with the Cranbourne Society (local residents association) who are also very keen to see that the facility is kept for community use.

The Estate Manager at Ascot Place is looking for a 'seamless' transition to take place if and when the opportunity arises and to this end has asked that WPC submit a formal letter of intent, in principle, to take up a lease on the building and manage the building for the benefit of the community. A draft letter to Ascot Place is attached at Appendix 8

To Agree writing to Ascot Place as per Appendix 8 confirming in principle WPCs intention to pursue this opportunity.

20. DATES FOR THE DIARY

Annual Parish Meeting – 25th April 2017

Annual Cycle Ride – 25th June 2017

Summer of Fun in Winkfield – Wednesday 23rd August 2017.