



**Mrs Annemarie Edwards**  
Clerk of the Council

11<sup>th</sup> May 2017

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 16<sup>th</sup> May 2017 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 2017-2018.

### **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 plus one Reserve.
- b. Bracknell Forest Borough Council Local Countryside Access Forum (formerly Countryside Management Steering Group) - one representative appointed annually – previously ex-Cllr D Lindop.
- c. Neighbourhood Plan Steering Group – three members of Council, currently Cllrs, Parkin, Atkinson and Mrs Gaw PLUS three Reserves.
- 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 D Hayes.
- f. Age Concern Bracknell District - one representative appointed annually - previously ex-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 ex-Cllr Mrs R Kaye.
- j. Martin's Heron and The Warren Community Centre Management Committee - one representative appointed annually – previously Cllr R Warren.
- k. North Ascot Community Association - one member appointed annually – previously Cllr G Paxton.

### **7. RE-ORGANISATION OF COUNCIL COMMITTEES**

To Consider the proposal attached at Appendix 1.

## 8. 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 4<sup>th</sup> July 2017.
- b. To note that the Standing Committees of the Council and the members for 2016/20167 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 N Atkinson

Members: Cllr O Barreto, Cllr Mrs D Hayes,  
Cllr Mrs A Michie, Cllr D Parkin (ex-officio),  
Cllr G Paxton (ex-officio), Cllr S Tarrant, Cllr D Wall, Cllr C Yates.

### LEISURE

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

Quorum: 4 Members

Chairman: Cllr D Parkin

Vice: Cllr R Warren

Members: Cllr R Berry, Cllr Ms E Blyth, Ms M Gaw, Cllr Mrs A Michie,  
Cllr G Paxton, Cllr F Shurville, Cllr S Tarrant, Cllr Mrs C Tilbury

### 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 A Michie and ex Cllr S Mitchell.

- 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 4<sup>th</sup> July 2017.
- 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 – 2016/17 Cllr N Atkinson, Cllr R Berry, Cllr Mrs D Hayes, Cllr Mrs A Michie, Cllr D Parkin, Cllr G Paxton and Cllr D Wall plus volunteers.
  - ii. Footpath Walk Working Party – five representatives (minimum) appointed annually – 2016/17 Cllr N Atkinson, Cllr O Barreto, Cllr R Berry, Cllr G Paxton, Cllr Mrs C Tilbury and Cllr D Wall plus volunteers.

## 9. 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 (2016/17 Champions in brackets). Champions will be expected to provide a report to Council on a quarterly basis.

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

## 10. MINUTES OF THE PREVIOUS MEETING

To sign as a correct record the Minutes of the meeting held on the 4<sup>th</sup> April 2017 (copy enclosed).

## 11. MINUTES OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

No committee meetings have taken place since last Council on 4<sup>th</sup> April 2017.

## 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 2016/17 the allowance was set at £500pa.)*

## 13. REPORTS FROM BFC WARD COUNCILLORS

**HARMANS WATER COUNCILLORS** Isabel Mattick, Ash Merry and Chris Turrell

**London Road works:** Work has started on the A329 London Road improvements, with the compound near LVS. There will be a break in the work for Royal Ascot week, and for the opening of Bracknell Town Centre on 7 September. Work will continue into the new year, with a junction replacing the roundabout at the Mercedes garage.

**Planning Applications:** The Brackens application comes to planning committee on 18 May.

**Coral Reef:** Work is progressing as planned, for opening in late August.

**Rail franchise:** It has been announced that First have been awarded the rail franchise for the area currently operated by South West Trains. The changeover happens on 20 August. The new franchisee has put out communication promising more trains, more carriages, more seats, and shorter journey times between Martin's Heron and London. Work continues at Waterloo station, with the busiest period between 5-28 August.

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

None received.

**15. CORRESPONDENCE**

**16. VACANCIES ON THE PARISH COUNCIL**

The Clerk to update.

**17. CLERK'S REPORT**

The last month has been very busy indeed:

**Cycle Ride** – plans proceeding – always need more marshals. Liza Challis is co-ordinating in the Parish Office..

**Summer of Fun Day** – Wednesday 23<sup>rd</sup> August – the six Town and Parishes are working together and are going to hold 8 across the Borough – one at Carnation Grounds on Wednesday 23<sup>rd</sup> 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** – Liza Challis is now the main point of contact in the Parish Office.

**Locks Ride Refreshment Unit** – building on order. Aiming to open in July.

**18. QUESTIONS**

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

None received.

**19. ORDERS FOR PAYMENT**

A list of all payments covering the period 28<sup>th</sup> March – 4<sup>th</sup> May 2017 is attached at Appendix 2. 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.)**

**20. FINANCIAL POSITION AS AT 31<sup>st</sup> MARCH 2017**

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

**21. ANNUAL ACCOUNTS RETURN**

The Annual Return and Audit for the year ended 31<sup>st</sup> March 2017 are not yet available. They will be presented to the Council Meeting to be held on 20<sup>th</sup> June 2017.

**22. MEMBERS INTERESTS**

The Clerk would remind Members that they should notify her of any changes to their Members Interest forms held on file. Please see advice attached at Appendix 3.

**23. ANNUAL PARISH MEETING UPDATE**

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

To Consider one resident's question – "is WPC planning any celebration for the Queen's Sapphire Jubilee".

**24. NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin to give an update.

**25. NEW PC for OFFICE**

One of the PCs in the office has had to be replaced. To Agree to transfer the cost from earmarked reserves to the general account. The Clerk to report.

**26. KING GEORGE V PLAY EQUIPMENT UPGRADE – TENDERING PROCESS**

The notes of the KGV Working Party are attached at Appendix 4.

To Agree the recommendations contained therein and in particular to set aside Standing Orders 21b, 21c and 21f for this project.

**27. MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE**

Cllr Parkin to report on the recent announcement that the current joint Chairmen and some of the trustees and members of the Residents Association are intending to resign shortly.

To Consider whether WPC should pursue taking over the management of the facility should the situation arise.

**28. COUNCILLOR ATTENDANCE REPORTS**

Councillor attendance report for 2016/2017 is attached at Appendix 5 for noting.

**29. FAMILY CYCLE RIDE – 25<sup>th</sup> JUNE 2017**

A Member of the Working Group to give an update.

**30. DATES FOR THE DIARY**

Annual Cycle Ride – Sunday 25<sup>th</sup> June, Carnation Hall

Summer of Fun Day, Carnation Hall – Wednesday 23<sup>rd</sup> August, 11am-3pm

Northern Parishes Arts Week –22-29<sup>th</sup> October 2017

Christmas Seasonal Celebration – pm 16<sup>th</sup> December (provisional)