



Minutes of the Annual Meeting of Winkfield Parish Council  
held at Carnation Hall, Chavey Down Road, Winkfield  
on Tuesday 16<sup>th</sup> May 2017 from 7.30pm to 8.34pm.

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Those present :

Councillors :

Cllr N Atkinson  
Cllr Ms M Gaw  
Cllr D Parkin  
Cllr F Shurville  
Cllr C Yates

Cllr O Barreto  
Cllr Mrs D Hayes  
Cllr G Paxton  
Cllr Mrs C Tilbury

Cllr Ms E Blyth  
Cllr Mrs A Michie  
Cllr Mrs S Phillips  
Cllr R Warren

Officer:

Mrs Annemarie Edwards

#### **CM 7896 ELECTION OF CHAIRMAN OF THE COUNCIL**

It was proposed by Cllr Mrs Hayes, seconded by Cllr Mrs Tilbury and there being no other nomination unanimously

**RESOLVED** that Cllr Parkin be elected Chairman of the Council for the ensuing year.

#### **CM 7897 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Parkin signed his Acceptance of Office.

#### **CM 7898 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Tarrant and Wall.

#### **CM 7899 DECLARATION OF INTEREST**

Cllr Parkin declared an interest in item 19 on the agenda – Orders for Payment.

#### **CM 7900 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL**

It was proposed by Cllr Parkin, seconded by Cllr Mrs Michie and there being no other nomination unanimously

**RESOLVED** that Cllr Paxton be elected Chairman of the Council for the ensuing year.

#### **CM 7901 REPRESENTATION ON OTHER BODIES**

It was proposed by Cllr Mrs Michie, seconded by Cllr Paxton and unanimously

**RESOLVED** that the following representatives (a-k below) be appointed for the ensuing year.

- a. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Chairman, Vice Chairman and Clerk plus one Reserve – Cllr Shurville.
- b. Bracknell Forest Borough Council Local Countryside Access Forum (formerly Countryside Management Steering Group) - one representative appointed annually – Cllr Paxton.

- c. Neighbourhood Plan Steering Group – three members of Council - Cllrs, Parkin, Atkinson and Mrs Gaw PLUS Cllrs Shurville and Yates as Reserves.
- d. Bracknell Forest Borough Council Lily Hill Park Advisory Steering Group - one representative appointed annually -this item to be deferred to a future meeting of Council
- e. Northern Parishes Liaison Group - the Chairman, Vice-Chairman and the Clerk plus one reserve – Mrs Hayes.
- f. Age Concern Bracknell District – one representative appointed annually – Cllr Ms Blyth.
- 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 –Cllr Atkinson.
- i. Forest Park Community Association – one representative appointed annually – this item to be deferred to a future meeting of Council
- j. Martin’s Heron and The Warren Community Centre Management Committee - one representative appointed annually – Cllr Warren.
- k. North Ascot Community Association - one member appointed annually – Cllr Paxton.

#### **CM 7902 RE-ORGANISATION OF COUNCIL COMMITTEES**

A proposal was attached at Appendix 1.

It was proposed by Cllr Mrs Michie, seconded by Cllr Mrs Tilbury and unanimously

**RESOLVED** that the recommendations made in Appendix 1 be agreed and adopted –

To set aside Standing Order 4c and 4d (i to iii)” which is –

- c. Each Councillor shall serve on at least either the F&GP Committee or the Leisure Committee;
- d. The following committees shall be the Standing Committees of the Council:
  - i. Finance and General Purposes Committee – minimum of 8 members plus Chairman and Vice Chairman of Council;
  - ii. Leisure Committee – minimum of 8 members plus Chairman and Vice Chairman of Council;
  - iii. Staffing and Strategy Committee – members to comprise Chairman and Vice Chairman of Council together with the Chairman and Vice Chairman of both the F&GP and Leisure Committees and two other elected Members of Council plus the previous year’s Chairman, if still a Member of Council. The two other elected Members of Council shall hold office until the first meeting of Council following the first meeting of both the Leisure and F&GP Committees (at which their Chairmen and Vice Chairmen are elected).

#### **Actions:**

- To re-organise WPC committee structure as follows:
- Full Council to incorporate all Leisure and F&GP business and continue to meet on a monthly basis.
- To appoint a Lead Councillor for both Finance and Leisure items who will lead the related agenda items at the full Council meetings.

- Full Council to meet on the third Tuesday of each month
- Planning and Highways meeting to continue to take place on the first Tuesday of each month.
- Staffing and Strategy meetings to continue to take place quarterly and this will be following a Planning meeting.
- Staffing and Strategy Committee to comprise Chair and Vice Chair of Council, Lead Leisure Cllr, Lead F&GP Cllr plus four members to be elected at the meeting of Council on 20<sup>th</sup> June this year and at the Annual Meeting of Council from 2018.
- To update Standing Orders accordingly.
- The Clerk to produce a new Schedule of Meetings to be circulated and published.
- The scheduled F&GP meeting to be held on 23<sup>rd</sup> May to go ahead as planned – the Chairman of Council will chair but thereafter follow the new schedule.

**Reasons for change:**

- Resolutions can be acted upon in a speedier timeframe.
- One meeting per night apart from 3 - 4 times a year when S&S takes place
- More efficient
- Reduced administration time
- Nominal reduction in number of meetings
- All Councillors involved in more decision making

And in addition the election of the Lead Councillors for Leisure and F&GP activities to be decided at the next meeting of Council.

**CM 7903 APPOINTMENT OF STANDING COMMITTEES OF THE COUNCIL**

It was proposed by Cllr Mrs Hayes, seconded by Cllr Yates and unanimously

**RESOLVED** that following the decision on agenda item 7 (CM 7903 above) items 8a-c on the agenda are not actioned.

**d. PLANNING URGENCY SUB-COMMITTEE** - In the case of considering plans urgently the appropriate Parish 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.)*

**Noted.**

e. In addition the following appointments were made:

- a. National Bike Week Group (Annual Cycle Ride) – five (minimum) representatives appointed annually – Cllr Atkinson, Cllr Mrs D Hayes, Cllrs Mrs Michie, Cllr Parkin, Cllr Paxton, Mrs Tilbury and Cllr Wall plus Volunteers.
- b. Footpath Walk Working Party – five representatives (minimum) appointed annually – Cllr Atkinson, Cllr Ms Blyth, Cllr Paxton, Cllr Mrs Tilbury and Wall plus Volunteers.

It was proposed by Cllr Mrs Michie, seconded by Cllr Yates and unanimously

**RESOLVED** that the above representatives listed in d. and e. above be appointed for the ensuing year.

### **CM 7904 APPOINTMENT OF PARISH COUNCILLOR CHAMPIONS**

It was proposed by Cllr Mrs Hayes, seconded by Cllr Mrs Gaw and unanimously

**RESOLVED** that the following Champions as listed in item a-f below be appointed.

- a. **THREE** Highways Champions - Cllrs Ms Gaw, Mrs Hayes and Parkin
- b. **THREE** Environment Champions – Cllrs Mrs Hayes, Paxton and Wall
- c. **ONE** Planning Champion – Cllr Shurville
- d. **TWO** Health Champions – Cllrs Barreto and Mrs Tilbury
- e. **THREE** Funding Champions – Cllrs Atkinson, Mrs Hayes and Parkin
- f. **ONE** Air Champion – Cllr Mrs **Tilbury**

### **CM 7905 MINUTES OF THE PREVIOUS MEETING**

It was proposed by Cllr Paxton, seconded by Cllr Mrs Michie and unanimously

**RESOLVED** that the Minutes of the Meeting of Council held on 4<sup>th</sup> April 2017 (copy was attached) were confirmed and signed.

### **CM 7906 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.

### **CM 7907 CHAIRMAN'S ALLOWANCE**

Consideration was given to agreeing the Annual Chairman's Allowance for 2017/18.

It was proposed by Cllr Mrs Tilbury, seconded by Cllr Shurville and unanimously

**RESOLVED** that The Annual Chairman's Allowance should be set at £750pa for 2017/18.

### **CM 7908 REPORTS FROM BFC WARD COUNCILLORS**

#### **BFC 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.

Cllr Mrs Hayes reported that there will be a public exhibition of plans for the future of the Forresters on the site on Wednesday/Thursday 24/25 May.

**Noted.**

### **CM 7909 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES**

None received.

## CM 7910 CORRESPONDENCE

- a. Letter of resignation from Cllr Berry – the Clerk was asked to formally write and thank Ray Berry for his many (40+) years of serving as a Parish Councillor representing Ascot Priory Ward. He will be very much missed.
- b. Letter dated 15<sup>th</sup> May received from The Cranbourne Society inviting the Chairman of Winkfield Parish Council to attend every other committee meeting. The Clerk was asked to write and accept this invitation expressing WPCs keenness to engage with them.
- c. Email from BFC dated 16<sup>th</sup> May asking for help to distribute the recently published Rights of Way Improvement Plan (ROWIP) Questionnaire. Cllrs were asked to promote this as much as possible.

**Noted.**

## CM 7911 VACANCIES ON THE PARISH COUNCIL – FOREST PARK WARD

The Clerk reported that two applicants have come forward, one for each of the current vacancies (Ascot Priory and Forest Park wards). A candidate for the Forest Park Vacancy will attend Council on 23<sup>rd</sup> May 2017 and a candidate for the Ascot Priory Vacancy will attend Council on 20<sup>th</sup> June 2017.

The vacancy as a result of the resignation of Ray Berry will be published shortly.

## CM 7912 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.

**British Legion Building** – the Clerk reported that she had made recent contact with the management of Ascot Place and been informed that it could be up to three months before we hear anything further.

**Noted.**

## CM 7913 QUESTIONS

There were no questions to the Chairman (as provided for in Standing Order No 14).

## CM 7914 ORDERS FOR PAYMENT

It was proposed by Cllr Mrs Tilbury, seconded by Cllr Yates and unanimously

**RESOLVED** that the payments covering the period 28<sup>th</sup> March – 4<sup>th</sup> May 2017 as attached at Appendix 2 be approved for payment.

## CM 7915 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.

**Noted.**

### **CM 7916 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.

**Noted.**

### **CM 7917 MEMBERS INTERESTS**

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

**Noted.**

### **CM 7918 ANNUAL PARISH MEETING UPDATE**

The Annual Parish Meeting was deemed a great success. Draft minutes have been published. A resident at the APM asked if WPC is planning any celebration for the Queen's Sapphire Jubilee.

It was proposed by Cllr Paxton, seconded by Cllr Warren and unanimously

**RESOLVED** that a plaque should be erected on the new flagpole to be installed at Allsmoor.

### **CM 7919 NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin gave an update and reiterated that anyone is welcome to attend any of the meetings. The next meeting is scheduled for 5<sup>th</sup> June 2017.

### **CM 7920 NEW PC FOR OFFICE**

It was proposed by Cllr Yates, seconded by Cllr Shurville and unanimously

**RESOLVED** that the cost for replacing one of the PCs in the office should be transferred from the earmarked reserve to the general reserve.

### **CM 7921 KING GEORGE V PLAY EQUIPMENT UPGRADE – TENDERING PROCESS**

The notes of the KGV Working Party meeting held 25<sup>th</sup> April 2017 were attached at Appendix 4.

It was proposed by Cllr Shurville, seconded by Cllr Mrs Michie and unanimously

**RESOLVED** that the recommendations contained therein and in particular to set aside Standing Orders 21b, 21c and 21f for this project are agreed.

### **CM 7922 MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE**

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

It was proposed by Cllr Parkin, seconded by Cllr Shurville and with one abstention

**RESOLVED** that should the situation arise WPC should pursue taking over the management of the facility.

### **CM 7923 COUNCILLOR ATTENDANCE REPORTS**

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

**Noted.**

**CM 7924 FAMILY CYCLE RIDE – 25<sup>th</sup> JUNE 2017**

Cllr Parkin updated the meeting of the plans to date and asked everyone to promote as much as possible. Liza Challis is working closely with the Working Party to administer this hugely popular event.

**CM 7925 DATES FOR THE DIARY**

Cranbourne Garden Party – Sunday 11<sup>th</sup> June 2017, Kilbees Farm  
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 – 23<sup>rd</sup> – 30<sup>th</sup> October.  
Arts Week – 22-29<sup>th</sup> October 2017

Chairman