



Minutes of the Meeting of Winkfield Parish Council  
held at Carnation Hall, Chavey Down Road, Winkfield  
on Tuesday 20<sup>th</sup> June 2017 from 7.30pm – 9.05pm.

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Those present:

Chairman: Cllr D Parkin

Councillors:

Cllr N Atkinson	Cllr O Barreto	Cllr Ms E Blyth
Cllr Ms M Gaw	Cllr Mrs D Hayes	Mrs A Michie
Cllr G Paxton	Cllrs Mrs S Phillips	Cllr N Polydorou
Cllr F Shurville	Cllr S Tarrant	Cllr D Wall
Cllr R Warren	Cllr C Yates	

Officers:

Mrs Annemarie Edwards, Clerk  
Mrs Marcia Milsom, Deputy Clerk

**CM 7929 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs Tilbury.

**CM 7930 DECLARATION OF INTEREST**

None declared.

**CM 7931 MINUTES OF THE PREVIOUS MEETING**

It was proposed by Cllr Mrs Michie, seconded by Cllr Atkinson and with one abstention

**RESOLVED** that the minutes of the Annual Meeting of Council held on 16<sup>th</sup> May 2017 and the Extraordinary Meeting of Council held on 23<sup>rd</sup> May 2017 (copies were attached) were confirmed and signed following Minute CM 7900 corrected to read '**RESOLVED** that Cllr Paxton be elected Vice Chairman of the Council for the ensuing year'.

**CM 7932 VACANCIES IN THE OFFICE OF COUNCILLOR**

WPC currently has two vacancies in the Ascot Priory Ward.

a. One of these vacancies can be filled by co-option. We have one candidate:

Mrs Sue Luker - Introductory email was attached at Appendix 1 which had previously been circulated to Councillors.

Mrs Luker was present at the meeting to meet Councillors and answered questions.

A secret ballot took place. With 14 votes for and one spoiled paper Mrs Sue Luker was co-opted to Winkfield Parish Council representing Ascot Priory Ward.

b. BFC has issued a Notice of Election re the other Ascot Priory Ward vacancy – closing date for applications is 23<sup>rd</sup> June 2017 – polling date 20<sup>th</sup> July 2017. **Noted.**

### **CM 7933 ACCOUNTS**

Letter received from the Internal Auditor, Claire Connell, dated 3rd June 2017 was attached at Appendix 2.

A copy of the Annual Accounts to 31<sup>st</sup> March 2017 was attached as Appendix 3.

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

**RESOLVED** to accept and sign the Annual Accounts.

A copy of the Annual Return for the year to 31<sup>st</sup> March 2017 was attached as Appendix 4.

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

**RESOLVED** to accept and agree that the Chairman and the Clerk sign the Annual Governance Statement (Section 1).

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

**RESOLVED** to accept and agree that the Chairman and the Clerk sign the Accounting Statements (section 2).

A copy of the Bank Account Reconciliations was attached as Appendix 5. **Noted.**

### **CM 7934 CHANGES TO STANDING ORDERS**

Following the decision of Council on 16<sup>th</sup> May 2016 (CM 7902) relating to the organisation of Council Committees, draft amended Standing Orders (items 4 and 23) were attached at Appendix 6.

It was proposed by Cllr Tarrant seconded by Cllr Paxton and unanimously

**RESOLVED** that items 3c and 3d be deleted and these Standing Orders are placed on the table for consideration and adoption at the next meeting of Council if no further changes are requested.

Cllr Mrs Hayes left the meeting at 7.51pm.

### **CM 7935 ELECTION OF LEAD LEISURE COUNCILLOR**

It was proposed by Cllr Parkin seconded by Cllr Mrs Michie and unanimously

**RESOLVED** that Cllr Shurville be appointed as the Lead Leisure Councillor who will liaise closely with Officers on all leisure activities and projects and manage the Leisure items on the Council agenda.

### **CM 7936 ELECTION OF LEAD FINANCE COUNCILLOR**

It was proposed by Cllr Shurville seconded by Cllr Tarrant and unanimously

**RESOLVED** that Cllr Yates be appointed as the Lead Finance Councillor who will liaise closely with Officers on all finance activities and projects and manage the Finance items on the Council agenda.

### **CM 7937 ELECTION OF MEMBERS TO THE STAFFING AND STRATEGY COMMITTEE**

It was proposed by Cllr Parkin seconded by Cllr Shurville and unanimously

**RESOLVED** that Cllrs Atkinson, Mrs Michie and Warren be appointed as members of the Staffing and Strategy Committee for 2017/18.

## **CM 7938 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. Letter dated 9<sup>th</sup> June 2017 received from Central and Eastern Berkshire Authorities (BFC, Wokingham Borough Council and Reading Borough Council) re Joint Minerals and Waste Plan: Regulation 18 Issues and Options Consultation.

Consideration was given to the way forward with regard to a WPC response. Consultation closing date is 21<sup>st</sup> July 2017.

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

**RESOLVED** that Cllr Parkin and The Clerk should respond to the Joint Minerals and Waste Plan: Regulation 18 Issues and Options Consultation on behalf of WPC.

- b. Email dated 15<sup>th</sup> June 2017 received from TVP Sgt Cass Oswald (Sergeant for Bracknell Northern Parishes - Winkfield, Warfield, Binfield and Priestwood) requesting volunteers to form a focus group to assist in setting local Policing priorities across Bracknell.

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

**RESOLVED** that Cllr Barreto, Parkin, Paxton and Polydorou join the new focus group to assist in setting local Policing priorities across Bracknell. (It was noted that following the first meeting it will only be necessary to have one representative present at future meetings.)

- c. Letter dated 2<sup>nd</sup> June 2017 received from Soil Association Certification Limited requesting comment on:
- i. Forest management carried out by The Crown Estate and/or sites within their Group Scheme and/or
  - j. The FSC Standard being used (standard can be view at <http://ukwas.org.uk/>) .

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

**RESOLVED** that Cllr Wall be given delegated authority to review the above and if deemed necessary submit a response (via the Clerk) on behalf of WPC.

## **CM 7939 QUESTIONS**

None received.

## **CM 7940 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL**

- a. F&GP Committee, 23<sup>rd</sup> May 2017 – minutes were attached.

It was proposed by Cllr Mrs Michie seconded by Cllr Barreto and unanimously

**RESOLVED** that the recommendations contained therein are received and adopted.

## **CM 7941 REPORTS FROM BFC WARD COUNCILLORS**

None received.

## **CM 7942 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES**

Cllr Parkin attended the Lily Hill Park Steering Group meeting on 25<sup>th</sup> May 2017 – copy minutes were attached Appendix 7. **Noted.**

## **CM 7943 CLERK'S REPORT**

- **Arts Week** – planning continues and is well on schedule – please put the dates in your diary.
- **Cycle Ride** – this coming Sunday – 25<sup>th</sup> June.
- **Fun Day** – planning is in hand and this year will see more activities – please put the date in your diaries.
- **KGV Play Equipment Upgrade** – awaiting confirmation from BFC as to s106 funding.
- **British Legion Building** – still nothing further to report.

**Noted.**

## **CM 7944 CHAIRMAN'S CHARITY**

Consideration was given to adopting a Chairman's Charity for 2017/2018.

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

**RESOLVED** that the Ascot Alzheimers Association be adopted as the Chairman's Charity for 2017/2018.

## **CM 7945 LVS LICENCE TO PARK**

Consideration was given to renewing the yearly licence allowing LVS 6<sup>th</sup> form students to park at Ascot Jubilee Recreation Ground, Goaters Road – 30 spaces.

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

**RESOLVED** that a new licence for 30 spaces be drawn up and the cost to be increased to £1.45 per car, per day (up from £1.43 for 2016/17).

## **CM 7946 NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin gave a verbal update to the present time highlighting the great success of the NDP presence at the recent Cranbourne Society Garden Party.

The last meeting was held on Monday 5<sup>th</sup> June 2017 – draft minutes were attached at Appendix 8.

The NDP financial spreadsheet as at 11<sup>th</sup> May 2017 was attached at Appendix 9. **Noted.**

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

**RESOLVED** that WPC continues to support the NDP Steering Group and thanks all those involved for all their hard work to date.

## **CM 7947 SCHEDULE OF MEETINGS**

A revised Schedule of Meetings for 2017/2018 was attached at App 10 for information. **Noted.**

## **CM 7948 CAPITAL PROJECT UPDATE**

An updated position of 2017-18 capital projects was attached as Appendix 11. **Noted.**

## **LEISURE ITEMS**

### **CM 7949 GROUNDS MAINTENANCE AND FACILITIES REPORT**

The Grounds Maintenance & Facilities and the Anti-Social Behaviour reports were attached as Appendix 12. **Noted.**

### **CM 7950 DEPUTY CLERK'S REPORT**

The Deputy Clerk's report was attached as Appendix 13. **Noted.**

### **CM 7951 BFC – TRANSFER OF SITES**

Consideration was given to the proposal received from BFC re the transfer of sites to the Parish.

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

**RESOLVED** that a Working Party comprising Cllrs Parkin, Paxton, Shurville and Yates plus the Clerk and Deputy Clerk should meet and prepare a report for Council to consider.

### **CM 7952 LOCKS RIDE REFRESHMENT FACILITY**

The installation of the facility began yesterday and should be completed by the end of this week. Works on the utilities will also be completed during this time.

Cllr Parkin and the Deputy Clerk have been meeting with suppliers of equipment and stock to negotiate prices. The facility is on target for opening around 21<sup>st</sup> July. **Noted.**

Cllrs asked that Marcia Milsom be formally thanked for all her sterling work and enthusiasm on this project to date.

### **CM 7953 KING GEORGE V UPDATE**

Confirmation of S106 contributions (just under £77k) is still awaited from BFC. Once received, the working party will agree the specification to be submitted to suppliers through ESPO. **Noted.**

**FINANCE ITEMS**

**CM 7954 INVESTMENTS**

The following sum is invested on a 6 month term:

Lloyds	£100,000.00	0.60%	<i>Matures 15/09/2017</i>
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The following sum is currently invested in a Money Market Call account:

HSBC	£100,000.00	0.15%
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The following sum is currently invested on a 95 day notice deposit:

Nationwide	£101,025.40	0.55%
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The following sum is currently invested in a Liquidity Manager 95 Day account:

NatWest	£100,003.83	0.10%
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The following sum is currently invest in a 12 month Time Deposit:

Santander	£100,000.00	0.85%
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**Noted.**

The current level of deposit with any one organisation was agreed as £150,000 in May 2016. WPC has now started to receive CIL funds from BFC into the HSBC current account. The balance held in both HSBC accounts at 31<sup>st</sup> May is £284,309.69.

It was proposed by Cllr Tarrant, seconded by Cllr Ms Blyth and unanimously

**RESOLVED** that a further £45,000 should be invested with both Nationwide and Santander as these organisations are offering the highest interest rates.

**CM 7955 ORDERS FOR PAYMENT**

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

**RESOLVED** that the payments covering the period 5<sup>TH</sup> May – 9<sup>th</sup> June 2017 which were attached at Appendix 14 be approved for payment.

**CM 7956 FINANCIAL POSITION AS AT 30<sup>TH</sup> APRIL 2017**

Balance of all Bank A/C's & Investments	
Co-operative	652.05
HSBC	326,780.30
Lloyds	101,766.11
NatWest	101,985.64
Nationwide	100,032.06
Santander	100,000.00
Petty Cash	300.00
	731,516.16
Amount Due to Creditors	(48,161.74)
Amount Due from Debtors	21,954.48
<b>Available Funds</b>	<b>705,308.90</b>

Full bank reconciliations are available in the Parish Office. These will be approved by The Clerk and the Chairman of Council. **Noted.**

## **CM 7957 CHURCHYARD MAINTENANCE GRANTS**

It was proposed by Cllr Mrs Michie, seconded by Cllr Warren and with one abstention (Cllr Atkinson)

**RESOLVED** that £500 be donated to both St Mary's and St Peter's Churches for the maintenance of the churchyards.

## **CM 7958 REQUESTS FOR FINANCIAL ASSISTANCE**

The budget for Donations for the current year is now £9,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants plus £2,000 for Minor Community Grants (Total £11,000)

Details of donations made in 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 were given in Appendix 15. **Noted.**

Consideration was given to the following new applications received:

### **i) Berkshire Vision**

Application form, covering letter, statement of financial activities and balance sheet attached as Appendix 16. **Grant requested - £280.00 towards the cost of providing services to visually impaired people living in Winkfield.**

**The Deputy Clerk was asked to obtain further information from Berkshire Vision as to how they receive referrals to access their services and report back to Council.**

### **ii) Any other urgent grant applications received.**

*Additional information from applicants is held in the Parish office for viewing prior to the meeting and will also be available at the meeting.*

**None received.**

Letters of thanks have been received from Red Diamond Sports Club, Sunningdale Bowls Club and 4<sup>th</sup> Ascot Brownies. **Noted.**

## **CM 7959 DATES FOR THE DIARY**

Annual Cycle Ride – 25<sup>th</sup> June 2017

Mayor's Annual Civic Service – Sunday 9<sup>th</sup> July 2017 – Councillors were asked to notify the Clerk ASAP if they would like to attend.

Summer of Fun in Winkfield – Wednesday 23<sup>rd</sup> August 2017.

Arts Week – 22<sup>nd</sup>–29<sup>th</sup> October 2017

December Seasonal Event – 9<sup>th</sup>/16<sup>th</sup> December (provisional)

**Noted.**

Chairman  
Cllr David Parkin