



**Mrs Annemarie Edwards**  
Clerk of the Council

14<sup>th</sup> September 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 19<sup>th</sup> September 2017** at 7.30pm 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 July 2017. 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 Minutes of the Meetings of Council held on 15<sup>th</sup> and 30<sup>th</sup> August 2017 (copies 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. Email dated 28<sup>th</sup> August received from a visitor to Locks Ride requesting we ban the use of drones.

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

- a. No committee/special meetings have taken place since the last meeting of Council.

#### 6. QUESTIONS

None received.

#### 7. REPORTS FROM BFC WARD COUNCILLORS

None received.

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

None received.

#### 9. CLERK'S REPORT

- **Arts Week** – fast approaching. A fun-packed week ahead.
- **Fun Day** – 23<sup>rd</sup> August at Carnation – This was a really successful day – approximately 5-600 visitors. WPC ran a colouring competition for the children and we were inundated with entries – very popular! I was a little disappointed that only three Councillors were able to attend (Cllrs Mrs Michie, Parkin and Paxton).
- **KGV Play Equipment Upgrade** – s106 funding confirmed – payable on completion of works.
- **British Legion Building** – still nothing further to report. I have chased again but have not received any response.
- **Drainage/Flooding Issues** – Cllrs Parkin, Tarrant and I met with BFC and Thames Water on 3<sup>rd</sup> August. The main points discussed were:
  - a. Discussions have been ongoing for three years now. We need to move forward. Residents demand/need answers particularly in light of possible future development.
  - b. WPC requested to know more of the Thames Water Masterplan/Modelling.
  - c. Bracknell Road Flooding
  - d. Hatchet Lane Flooding/Raw Sewerage
  - e. Chavey Down Allotments – there may be a possible solution to the flooding at the entrance to the allotments – this will be engineered in this year, 2017/18.  
A further meeting is being arranged for mid-October.

#### 10. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin to give a verbal update to the present time. The next meeting will be held on Monday 18<sup>th</sup> September.

The NDP financial spreadsheet as at 14<sup>th</sup> September 2017 is at Appendix 1.

## **11. CAPITAL PROJECT UPDATE**

An updated position of 2017-18 capital projects is attached at Appendix 2

## **12. POLLING DISTRICTS AND POLLING PLACES IN THE BOROUGH**

BFC is carrying out a review of polling districts and polling places within the Borough. The consultation period runs from 11<sup>th</sup> September for a period of 9 weeks – the deadline for receipt of comments is Monday 13 November 2017.

To Consider a response to the consultation.

## **LEISURE ITEMS**

### **13. GROUNDS MAINTENANCE AND FACILITIES REPORT**

The Grounds Maintenance & Facilities Report is attached as Appendix 3.

***Please advise the office prior to the meeting of any queries relating to the Head of Grounds Maintenance and Facilities Report in order that the relevant information can be brought to the meeting.***

### **14. DEPUTY CLERK'S REPORT**

The Deputy Clerk's report is attached as Appendix 4.

### **15. COMMUNITY CAFÉ**

Report by Karen Clarke - Cafe report for the summer 2017. I would like to thank Winkfield Parish Council very much for their support in the Community Café. I know it means a lot to the local people of the community somewhere to go during the summer evenings with the children. We have had a fun and packed programme this summer including barbecues, water fan, sports night and ending with the big party in the park. It has been very well attended both on the Tuesday and Thursday evenings. The numbers were approximately 70+ and not including adults, Thank you to Steve and Tina for all their hard work.

### **16. LOCKS RIDE REFRESHMENT FACILITY**

A verbal report will be given at the meeting.

### **17. FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE**

The Chairman to give an update.

### **18. BFC TRANSFER OF SITES**

The Clerk has advised BFC of the sites WPC would like to pursue. A response is awaited.

### **19. SEAT AT BRACKEN BANK**

The seat at Bracken Bank has been removed as it was damaged beyond repair. It was a very old seat with concrete ends.

To Consider replacing with a recycled seat.

## **FINANCE ITEMS**

### **20. 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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It was agreed at the last Council meeting that the £100,000.00 deposit with Lloyds should not be re-invested to allow the funds to be used to cover the cost of the KGV play equipment replacement until S106 monies were refunded from BFC, at which point consideration will be given to further investment.

### **21. ORDERS FOR PAYMENT**

A list of all payments covering the period 28<sup>th</sup> July 2017 – 31<sup>st</sup> August 2017 is attached at Appendix 5. 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.)**

### **22. FINANCIAL POSITION AS AT 31<sup>st</sup> JULY 2017**

<b>Balance of all Bank A/C's &amp; Investments</b>	
Co-operative	178.01
HSBC	200,674.19
Lloyds	101,749.61
NatWest	102,019.23
Nationwide	100,032.06
Santander	100,000.00
Petty Cash	300.00
	<b>604,953.10</b>
Amount Due to Creditors	(44,641.61)
Amount Due from Debtors	18,133.33
<b>Available Funds</b>	<b>578,444.82</b>
<b>This includes:</b>	
CIL funds	91,783.41
Earmarked Reserves	269,997.00
<b>Available to spend</b>	<b>216,664.41</b>

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

### **23. 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 2014/15, 2015/16, 2016/17 and 2017/18 are given in Appendix 6.

To consider the following new applications received:

**i) Keep Mobile**

Application form, profit and loss account and balance sheet attached at Appendix 7. **Grant requested – any amount towards the 2016/17 shortfall of £1569.00 to maintain and improve services provided.**

**ii) Bracknell & District Parkinson's**

Application form and accounts attached at Appendix 8. **Grant requested - £500.00 to help provide services to members, such as hydrotherapy and physiotherapy.**

**iii) 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.*

A letter of thanks has been received from St Paul's Child Contact Centre.

### **24. DATES FOR THE DIARY**

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

December Seasonal Event – 9<sup>th</sup>/17<sup>th</sup> December 2017