



**Mrs Annemarie Edwards**  
Clerk of the Council

11<sup>th</sup> October 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 17<sup>th</sup> October 2017** at 7.30pm when it is proposed to transact the business specified in the Agenda hereto.

Yours sincerely

*Annemarie Edwards*

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 Meeting of Council held on 19<sup>th</sup> September 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. Email from BFC advising new procedure for advising them of street cleansing issues.
- b. Two residents have requested that we re-instate the locking of Blackmoor Close Play area.
- c. TVP Police and Crime Plan 2017-2021 previously circulated to Councillors.
- d. Affinity Water – Water Resources Update previously circulated to Councillors.

#### **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**

##### **Report to Winkfield Parish Council from Harmans Water Councillors**

- Utility work on London Road: gas main works are currently being undertaken by SE gas under Bracknell Forest's permit scheme, fitting in with Martin's Heron roundabout to junction works to start in 2018.
- Braziers Lane crossroads: a splitter island is being installed at time of writing.
- Local plan: the next stage, following analysis of submitted sites, will be a preferred options consultation. This is likely to be early in the new year.
- Parking: There have been cases of inconsiderate parking mainly relating to the station. These have hampered emergency vehicles. We are noticing increasing numbers of calls out for water blockages and electricity malfunctions on Martin's Heron and The Warren.
- Neighbour engagement: We are looking to find ways to help neighbours engage with each other as we have quite a high proportion of residents living alone. To get involved please contact us.

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

Environment Report by Cllr Paxton is attached at Appendix A.

#### **9. CLERK'S REPORT**

- **Arts Week** – fast approaching. A fun-packed week ahead. Please do check out the activities on [www.arts-week.org](http://www.arts-week.org) and come along to any of the events. Assistance with serving refreshments is requested at Brownlow Hall at the Art Exhibition over the weekend of 27<sup>th</sup>/28<sup>th</sup>/29<sup>th</sup> October.
- **KGV Play Equipment Upgrade** – s106 funding confirmed – payable on completion of works. Working Party has met and is reported later in agenda.
- **British Legion Building** – still nothing further to report. I have chased again but have not received any response.

#### **10. NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin to give a verbal update to the present time.

The NDP financial spreadsheet as at 11<sup>th</sup> October 2017 is at Appendix 1.

**11. CAPITAL PROJECT UPDATE**

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

**12. ANNUAL REPORT**

To Adopt the Annual Report for 2016/17 as attached at Appendix 3.

**LEISURE ITEMS**

**13. GROUNDS MAINTENANCE AND FACILITIES REPORT**

The Grounds Maintenance & Facilities Report is attached as Appendix 4.

*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 5.

**15. LOCKS RIDE REFRESHMENT FACILITY**

Officer's report to date is attached at Appendix 6.

To Consider the opening times of the Cabin going forward.

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

The Chairman to give an update.

**17. BFC TRANSFER OF SITES**

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

**18. TEXTILE RECYCLING BANK AT CARNATION HALL**

To Consider signing the Service Level Agreement (SLA) for a further three years. The Clerk to report.

**19. NEW SHREDDER FOR GROUNDS TEAM**

To Consider the report attached at Appendix 7.

## **FINANCE ITEMS**

### **20. INVESTMENTS**

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

A list of all payments covering the period 28<sup>th</sup> August 2017 – 11<sup>th</sup> October 2017 is attached at Appendix 8. 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 30<sup>th</sup> SEPTEMBER 2017**

<b>Balance of all Bank A/C's &amp; Investments</b>		
	Co-operative	5,867.97
	HSBC	325,780.42
	Lloyds	102,041.08
	NatWest	102,027.76
	Nationwide	100,032.06
	Santander	100,000.00
	Petty Cash	300.00
	Locks Ride Float	350.00
		<b>736,399.29</b>
	Amount Due to Creditors	(23,059.07)
	Amount Due from Debtors	23,544.00
	<b>Available Funds</b>	<b>736,884.22</b>
	<b>This includes:</b>	
	CIL funds	91,783.41
	Earmarked Reserves	203,218.59
	Uncommitted Reserve (25% of Precept)	114,799.00
	<b>Remaining Available Funds</b>	<b>327,083.22</b>
	Remaining anticipated expenditure 17/18	346,291.00
	Remaining anticipated income 17/18	- 35,228.00
	<b>Anticipated increase (+) / decrease (-) to funds</b>	<b>16,020.22</b>

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

### **23. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The latest report received from BFC is attached at Appendix 9. Going forward, a regular report will be made to Council re CiL payments encompassing all those agreed in planning decisions and the current situation on each. This will facilitate Council decisions moving forward on WPC CiL funded projects.

### **24. 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 10.

To consider the following new applications received:

None received.

i) 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.*

### **25. LILY HILL PARK**

A request has been received from BFC for financial contribution to Lily Hill Park in the sum of £3,020.00. The current budget is £3,000.00.

To consider the request for a financial contribution to Lily Hill Park.

### **26. SUPPLIER PAYMENTS**

The Deputy Clerk has investigated how supplier payments could be made electronically rather than by cheque. The solution with our existing bankers, HSBC is to set-up HSBCnet, an integrated internet banking platform. This allows payments to be created by one user and authorised by an additional two users, as per our Financial Regulations.

A report detailing the functionalities and costs of this service is attached as Appendix 11.

To consider setting up HSBCnet to allow supplier payments to be made electronically.

### **27. DATES FOR THE DIARY**

Arts Week – 22<sup>nd</sup>–29<sup>th</sup> October 2017  
Wreath Making workshop – 4<sup>th</sup> & 5<sup>th</sup> December 2017  
December Seasonal Event – 17<sup>th</sup> December 2017