



Minutes of the Meeting of Winkfield Parish Council  
held at Carnation Hall, Chavey Down Road, Winkfield  
on Tuesday 17<sup>th</sup> October 2017 from 7.30pm – 8.42pm

Those present:

Chairman: Cllr D Parkin

Councillors:

Cllr N Atkinson	Cllr O Barreto (from 8.15pm)	Cllr E Blyth	Cllrs Ms M Gaw
Cllr Mrs D Hayes	Cllr Mrs S Luker	Cllr J Masters	Cllr G Paxton
Cllr Mrs S Phillips	Cllr N Polydorou	Cllr F Shurville	Cllr S Tarrant
Cllr Mrs C Tilbury	Cllr R Warren	Cllr C Yates	

Officers:

Mrs Annemarie Edwards, Clerk  
Mrs Marcia Milsom, Deputy Clerk

### CM 8036 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Michie and Wall.

### CM 8037 DECLARATION OF INTEREST

Cllr Parkin declared an interest in item 21 – Orders for Payment.

### CM 8038 MINUTES OF THE PREVIOUS MEETING

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

**RESOLVED** that the minutes of the Meeting of Council held on 19<sup>th</sup> September 2017 (copy was attached) were confirmed and signed.

### CM 8039 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. **Noted.**
- b. Two residents have requested that we re-instate the locking of Blackmoor Close Play area. The Clerk reported that the gates have not been locked for over a year now and in that time we have not received any anti-social reports. It was proposed by Cllr Paxton, seconded by Cllr Mrs Tilbury and unanimously **RESOLVED** that WPC will monitor the situation and seek the assistance of the local Neighbourhood Police to gain evidence of any anti-social activities taking place in the immediate area which are attributable to the gates now not being locked.
- c. TVP Police and Crime Plan 2017-2021 previously circulated to Councillors. **Noted.**
- d. Affinity Water – Water Resources Update previously circulated to Councillors. **Noted.**
- e. Email received 17<sup>th</sup> October from North Ascot Residents re a public consultation on the proposals for land including the site of Ascot Heath Schools in Rhododendron Walk. It was proposed by Cllr Parkin, seconded by Cllr Tarrant and with one abstention **RESOLVED** that the Clerk should write to the Chief Executive of BFC advising that WPC is hugely upset and annoyed that it has not been consulted/notified in any way of these proposals – we only heard of this third hand.

## **CM 8040 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL**

No committees/special meetings have taken place since the last meeting of Council. **Noted.**

## **CM 8041 QUESTIONS**

None received.

## **CM 8042 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.

**Noted.**

Cllr Turrell also forwarded details of a South West Train consultation on the timetable.

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

**RESOLVED** that Cllrs Mrs Luker, Mrs Tilbury, Atkinson and Paxton should respond on behalf of WPC.

Cllr Mrs Hayes reported that work had commenced on the Foresters and the anticipated opening will be April 2018. The façade of the old building is remaining.

## **CM 8043 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES**

Environment Report by Cllr Paxton was attached at Appendix A.

## **CM 8044 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.

**Noted.**

## **CM 8045 NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin gave a verbal update to the present time. The last meeting was held yesterday, Monday 16<sup>th</sup> October. A call for sites has now been made. Public consultation will take place on Saturday 18<sup>th</sup> and Saturday 25<sup>th</sup> November.

The NDP financial spreadsheet as at 11<sup>th</sup> October 2017 was attached at Appendix 1. **Noted.**

## **CM 8046 CAPITAL PROJECT UPDATE**

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

**Noted.**

## **CM 8047 ANNUAL REPORT**

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

**RESOLVED** that the Annual Report for 2016/17 which was attached at Appendix 3 be adopted.

## **LEISURE ITEMS**

Cllr Shurville led on the Leisure items.

## **CM 8048 GROUNDS MAINTENANCE AND FACILITIES REPORT**

The Grounds Maintenance & Facilities Report was attached at Appendix 4. **Noted.**

## **CM 8049 DEPUTY CLERK'S REPORT**

The Deputy Clerk's report was attached at Appendix 5. **Noted.**

## **CM 8050 LOCKS RIDE REFRESHMENT FACILITY**

The Officers report to date was attached at Appendix 6. The Deputy Clerk was thanked for all her work to date on this new project.

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

**RESOLVED** that:

- WPC views this facility primarily as a service with the aim of breaking even on costs;
- A monthly review should be provided to Council;
- The Officer's recommendations in the report are accepted with the addition that the Deputy Clerk is able to extend or reduce the opening hours of the Cabin outside of the core hours detailed in the report giving flexibility in relation to usage and Cllrs Parkin and Shurville to oversee this.

## **CM 8051 FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE**

The Chairman reported that exploratory meetings with BFC, the Clerk and himself have taken place and BFC report that Tesco appear to be on board. The Clerk will be meeting this week with the Chairman of MHWCC to look at the current management systems in place. It must be borne in mind that taking on this facility will involve additional administration work. The Clerk reported that the process could take up to a year.

### **CM 8052 BFC TRANSFER OF SITES**

The Clerk has advised BFC of the sites WPC would like to pursue. Officers are meeting with BFC on site tomorrow, Wednesday 18<sup>th</sup> October, to gain more detail of the maintenance operation.

*(Cllr Barreto joined the meeting at 8.15pm)*

### **CM 8053 TEXTILE RECYCLING BANK AT CARNATION HALL**

Consideration was given to signing the Service Level Agreement (SLA) for a further three years. The current charity that is supported by this bank is the Thames Valley Air Ambulance.

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

**RESOLVED** that the Clerk should sign the SLA for a further three years.

It was also discussed that a further site could be considered at a future date.

### **CM 8054 NEW SHREDDER FOR GROUNDS TEAM**

Consideration was given to the report attached at Appendix 7.

It was proposed by Cllr Tarrant, seconded by Cllr Mrs Luker and unanimously

**RESOLVED** that WPC agrees with the Officer recommendation to purchase a wheeled shredder at a cost of £7975.

## **FINANCE ITEMS**

Cllr Yates led on the Finance items.

### **CM 8055 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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**Noted.**

### **CM 8056 ORDERS FOR PAYMENT**

It was proposed by Cllr Shurville seconded by Cllr Tarrant and with one abstention

**RESOLVED** that the payments covering the period 28<sup>th</sup> August 2017 – 11<sup>th</sup> October 2017 which were attached at Appendix 8 be approved for payment.

**CM 8057 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. **Noted.**

**CM 8058 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The latest report received from BFC was 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 decision moving forward on WPC CIL funded projects.

**Noted.**

**CM 8059 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 were given in Appendix 10.

No new or urgent applications have been received:

### **CM 8060 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.

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

**RESOLVED** that £3,020.00 should be paid to BFC as a financial contribution to Lily Hill Park and a letter sent advising that WPC will be reviewing its position with regard to future financial contributions to Lily Hill Park during its forthcoming budgeting process.

### **CM 8061 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 was attached as Appendix 11.

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

**RESOLVED** that the Deputy Clerk be authorised to set up HSBCnet to allow supplier payments to be made electronically.

### **CM 8062 DATES FOR THE DIARY**

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

Remembrance Sunday, laying of wreaths – 12<sup>th</sup> November:

- St Martin's, 9.30am
- St Mary's, 10.45am
- St Peter's, 10.45am

December Seasonal Event – Sunday 17<sup>th</sup> December

**Noted.**

Chairman  
Cllr David Parkin