



Mrs Annemarie Edwards
Clerk of the Council

15th November 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 21st November 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 17th October 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 received from Historic England dated 18th October confirming that the Cranbourne War Memorial at St Peter's Churchyard has been added to the List of Buildings of Special Architectural or Historic Interest. The memorial is now listed as Grade II.
- b. News Release from BFC dated 30th October announcing the Boundary Commission for England (BCE) has published proposals for new Parliamentary constituency boundaries as it opens its third and final consultation. Following a decision by Parliament to reduce the number of constituencies in the UK to 600 from 650, and to ensure that the number of electors in each constituency is equal, the BCE has been asked to make independent recommendations about where the boundaries of English constituencies should be. Bracknell Forest residents can go to the BCE's website, www.bce2018.org.uk to view the new plans. All public comments received during the first two consultations are also published on the website. Closing date for comments is 11th December 2107. If agreed by Parliament, the new constituencies will be in use at the next scheduled General Election in 2022.
- c. Letter received 30th October 2017 from South East Water (See) advising that as part of an ongoing programme to improve their water network there will be a number of small projects in the Binfield area and they will be working in Foxley Lane, at the junction of Murrell Hill Lane from 27th November to 11th December 2017 then moving to London Road and Popeswood Roundabout from 3-12 January 2018. Temporary traffic lights will be in use.
- d. Email dated 14th November received from BFC - "We have been approached by The Salvation Army to see if we have any recycling site locations around the borough that would benefit from a charity clothing bank. We have identified Asher Recreation Ground as a site that would be perfect as there is enough room for a clothing bank and the site is now being frequently used." To Consider allowing BFC to site a Salvation Army clothing bank adjacent to the bottle bank at Asher Recreation Ground car park.

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

- a. Staffing and Strategy Committee, 7th November 2017 – minutes attached at Appendix 1.

6. QUESTIONS

None received.

7. REPORTS FROM BFC WARD COUNCILLORS

None received.

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

Report by Cllr Wall re meeting with BFC on 27th October re Borough Cycle Network

Councillors Parkin and Wall together with Annemarie Edwards and Paul Craven met Bracknell Forest Transport planners on 10am Friday 27th October to discuss cycling provision in the Parish.

The Borough planners outlined their ambition to extend cycle provision in the parish. Councillor Parkin emphasised the importance of encouraging potential developers to support cycling provision which had connectivity to shopping, schools, rail stations and other community facilities. Plans to connect cycle routes between Bracknell and Windsor were also discussed and the importance of working with the Crown Estate to remove blockages were flagged up. The problems of increased traffic created by development and the need to balance the needs of cyclists, pedestrians and drivers were also noted.

The Borough at the quest of Annemarie will provide us with cost per mile estimates for cycle paths. The suggestion was made that CIL money from development might be used and joint venture cycling schemes between the BFC and Winkfield Parish might be undertaken.

It was a useful discussion of the barriers to cycling and potential opportunities for funding and development.

9. CLERK'S REPORT

- **Arts Week** – very successful week with good attendance – a reduction in the number of 'no-shows' but still an issue. A wash-up meeting took place on Monday 13th November. Some changes will be made to the administration of the event in order to comply with insurance and legislation requirements. Warfield Parish Council will become the 'Parish Coordinator'. Winkfield will continue to be actively involved in the events taking place at WPCs facilities; managing the accounts and the Grounds Team will continue to help with the set up/pull down of the art exhibition at Brownlow Hall and the erection of the advertising boards.
- **NDP Consultation 17th/25th November** – there has been a great deal of administrative work carried out by office staff this past month in preparation for the two public consultations.
- **Photo Competition** – deadline for submissions has now passed. The Clerk to report.
- **WPC Website Upgrade** – this is a project that I would hope to progress over the coming months.

10. NEIGHBOURHOOD DEVELOPMENT PLAN

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

The NDP financial spreadsheet as at 15th November 2017 is at Appendix 2.

11. CAPITAL PROJECT UPDATE

An updated position of 2017-18 capital projects is attached at Appendix 3.

LEISURE ITEMS

12. 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.

13. DEPUTY CLERK'S REPORT

The Deputy Clerk's report is attached as Appendix 5.

14. LOCKS RIDE REFRESHMENT FACILITY

The Cabin is now operating at weekends only at the following times:

Saturdays – 8.30am-2.30pm

Sundays – 10.30am-2.30pm

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

The Clerk met with the Chairman of the MHWCC to glean an insight into its operations. A formal agreement in principle to taking over the management of the centre has been sent to MHWCC. We await to hear from BFC as to the next steps and timescale.

16. BFC TRANSFER OF SITES

A full report by the HdGMF is attached at Appendix 6. Consideration to be given to which sites should be pursued further.

FINANCE ITEMS

17. 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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18. ORDERS FOR PAYMENT

A list of all payments covering the period 1st October - 31st October 2017 is attached at Appendix 7. 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.)

19. FINANCIAL POSITION AS AT 31st OCTOBER 2017

Balance of all Bank A/C's & Investments		
	Co-operative	5,950.14
	HSBC	320,686.84
	Lloyds	102,035.58
	NatWest	102,027.76
	Nationwide	100,032.06
	Santander	100,000.00
	Petty Cash	300.00
	Locks Ride Float	350.00
		731,382.38
	Amount Due to Creditors	(34,904.62)
	Amount Due from Debtors	11,817.27
	Available Funds	708,295.03
This includes:		
	CIL funds	126,894.72
	Earmarked Reserves	201,305.00
	Uncommitted Reserve (25% of Precept)	114,799.00
	Remaining Available Funds	265,296.31
	Remaining anticipated expenditure 17/18	291,267.00
	Remaining anticipated income 17/18	- 33,006.00
	Anticipated increase (+) / decrease (-) to funds	7,035.31

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

20. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Please see attached statement of CiL payments/expenditure to date – Appendix 8

21. FACILITY CHARGES 2018-19

The proposed charges for 2018-19 are attached as Appendix 9.

- a. No increase is proposed for sports charges;
- b. A special Saturday evening rate is proposed for bookings of more than 4 hours
- c. An increase of just over 2% has been incorporated across all other charges.

22. PROJECTS FOR 2018-19

Attachments:

- **Appendix 10** - The comparison of actual expenditure against budget up to 15th November 2017.
- **Appendix 11** - A list of potential capital projects for the 2018-19 budget including detail of funding source
- **Appendix 12** – For information only at this stage, an initial draft budget for 2018-19 together with proposed Earmarked Reserves movements.

To Consider and agree the projects for 2018-19. Once agreed, a further detailed report will be tabled at the next meeting of Council on 12th December 2017

Please advise the office prior to the meeting of any queries on the above in order that the relevant information can be brought to the meeting.

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 13.

To consider the following new applications received:

i) **WINKFIELD AND NORTH ASCOT GOOD NEIGHBOURS**

Application form and I&E Account attached as Appendix 14. **Grant requested £500.00 to cover cost of co-ordinators phone calls.**

ii) **PARENTING SPECIAL CHILDREN**

Application form, covering letter, Statement of Financial Activities and Balance Sheet attached as Appendix 15. **Grant requested – any amount towards services offered.**

iii) **YOUTHLINE**

Application form, Statement of Financial Activities and Balance Sheet attached as Appendix 16. **Grant requested - £1,000.00 towards core running costs to continue to provide service.**

iv) 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.

Letters of thanks have been received from Parkinson's Bracknell & District Branch, CAB Bracknell & District, Keep Mobile and Poppy Appeal.

24. ANNUAL PARISH MEETING

To Agree a date for the next Annual Parish Meeting and the content. Note: the APM this year was held on 25th April.

25. PARISH PEOPLE AWARDS

To Consider running the Parish People Awards for 2018.

26. SCHEDULE OF MEETINGS 2018/19

To Consider the draft Schedule of Meetings for 2018/19 attached at Appendix 17.

27. DATES FOR THE DIARY

Wreath Making workshops – 4th, 5th and 6th December 2017
December Seasonal Event – 17th December 2017, 3.30pm
Allotment Evening – Date TBA