



**Mrs Annemarie Edwards**  
Clerk of the Council

10<sup>th</sup> May 2018

To: All Members of Winkfield Parish Council

Dear Councillor

You are hereby summoned to attend **the Annual Meeting of Winkfield Parish Council** to be held in Carnation Hall, Chavey Down Road, Winkfield Row, on Tuesday 15<sup>th</sup> May 2018 at 7:30 pm (prior to the Special Meeting of Council to consider Planning and Highways Matters), when it is proposed to transact the business specified in the Agenda hereto.

**Yours sincerely**

*Annemarie Edwards*

**Clerk of the Council**

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**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. ELECTION OF CHAIRMAN OF THE COUNCIL**

To Elect a Chairman for the year 2018-2019.

### **2. DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Chairman's Declaration of Acceptance of Office.

### **3. APOLOGIES FOR ABSENCE**

Apologies have been received from Cllr Yates due to work commitments and Cllr Polydorou who is involved in a local charity event.

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. Apologies for absence with the reason will be noted in the subsequent minutes of the meeting.

### **4. DECLARATION OF INTEREST**

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

### **5. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL**

To Elect a Vice Chairman for the year 2018/2019 and to receive his/her Declaration of Acceptance of Office.

### **6. APPOINTMENT OF LEAD LEISURE COUNCILLOR**

To Elect a Lead Leisure Councillor.

### **7. APPOINTMENT OF LEAD FINANCE COUNCILLOR**

To Elect a Lead Finance Councillor.

### **8. REPRESENTATION ON OTHER BODIES**

The following appointments are to be made/confirmed at this meeting:

- a. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Chairman, Vice Chairman and Clerk plus one Reserve – previously Cllr Shurville.
- b. Bracknell Forest Borough Council Local Countryside Access Forum (formerly Countryside Management Steering Group) - one representative appointed annually – previously Cllr Paxton.
- c. Neighbourhood Plan Steering Group – three members of Council, currently Cllrs, Parkin, Atkinson and Mrs Gaw PLUS Cllrs Shurville and Yates as Reserves.
- d. Bracknell Forest Borough Council Lily Hill Park Advisory Steering Group - one representative appointed annually (no appointment was made last year).
- e. Northern Parishes Liaison Group - the Chairman, Vice-Chairman and the Clerk plus one reserve – previously Cllr Mrs D Hayes.
- f. Age Concern Bracknell District - one representative appointed annually - previously Cllr Ms Blyth.
- g. Bracknell Forest Borough Council Partnership - membership extended to the Chairman of the Parish Council.
- h. Charlotte Pratt Memorial Hall Management Committee - one member appointed annually – previously Cllr N Atkinson.
- i. Forest Park Community Association – one representative appointed annually (no appointment was made last year).
- j. Martin's Heron and The Warren Community Centre Management Committee - one representative appointed annually – previously Cllr R Warren.
- k. North Ascot Community Association - one member appointed annually – previously Cllr G Paxton.

## **9. APPOINTMENT OF FOUR ADDITIONAL MEMBERS TO THE STAFFING AND STRATEGY STANDING COMMITTEE**

As per Standing Orders the membership of the Staffing and Strategy Committee comprises: Chairman and Vice Chairman of Council together with the Lead Councillor for Leisure, Lead Councillor for Finance and four other elected Members of Council plus the previous year's Chairman, if still a Member of Council.

## **10. PLANNING URGENCY SUB-COMMITTEE**

For noting - In the case of considering plans urgently the appropriate Ward Councillors will be approached along with the Chairman and Vice Chairman of Council. *(Note: owing to Planning Meetings being held monthly this sub-committee may need to meet more frequently than in the past.)*

## **11. WORKING PARTIES**

To Appoint members to the:

Annual Cycle Ride Working Party - five representatives (min) – 2017/18 - Cllrs N Atkinson, Mrs D Hayes, Mrs A Michie, D Parkin, G Paxton, Mrs C Tilbury, D Wall plus volunteers.

Footpath Walk Working Party – five representatives (minimum) appointed annually – 2017/18 - Cllrs N Atkinson, Ms E Blyth, G Paxton, Mrs C Tilbury, D Wall plus volunteers.

## **12. APPOINTMENT OF PARISH COUNCILLOR CHAMPIONS**

To Consider Appointing Parish Councillor Champions for 2017/18. Champions will be expected to provide a report to Council on a quarterly basis.

- a. **THREE** Highways Champions (previously Cllrs Ms M Gaw, Mrs D Hayes and D Parkin)
- b. **THREE** Environment Champions (previously Cllrs Mrs D Hayes, Paxton and Wall)
- c. **ONE** Planning Champion (previously Cllr R Shurville)
- d. **TWO** Health Champions (previously Cllr O Barreto and Mrs C Tilbury)
- e. **THREE** Funding Champions (previously Cllrs N Atkinson. Cllr Mrs D Hayes and Cllr D Parkin)
- f. **ONE** Air Champion – (previously Mrs C Tilbury)

## **13. MINUTES OF THE PREVIOUS MEETING**

To sign as a correct record the Minutes of the meeting held on the 17<sup>th</sup> April 2018 (copy enclosed).

## **14. MINUTES OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL**

No committee meetings have taken place since last Council on 17<sup>th</sup> April 2018.

## **15. CHAIRMAN'S ALLOWANCE**

To agree the annual Chairman's Allowance.

*'Chairman's Allowance – s15(5) LGA 1972 states: 'Council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council thinks reasonable'. (In 2017/18 the allowance was set at £750pa.)*

## **16. CHAIRMAN'S CHARITY 2018/2019**

The Chairman to decide his chosen charity for the forthcoming year.

## **17. REPORTS FROM BFC WARD COUNCILLORS**

None received.

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

Report by Cllr Parkin re the recent visit to The Brackens site, London Road – Appendix 1.

## **19. CORRESPONDENCE**

- a. Letter received from The Cranbourne Society dated 4<sup>th</sup> May 2018 re a community centre for Cranbourne. The Clerk to report.

## **20. CLERK'S REPORT**

- 18<sup>th</sup> April – Cllrs Parkin, Shurville, Mrs Luker and Mrs Michie joined me at a planning workshop session arranged by CPRE. This covered an update on the NPPF and NDPs.
- 19<sup>th</sup> April – I attended an interview on behalf of Bracknell's Town and Parish Council's at BFC as part of their assessment against the new Charter+ standard for member development. Update: the assessors agreed that BFC continue to be the benchmark for member development across the region.
- 24<sup>th</sup> April – Arts Week Meeting – all on track. This year there are 51 events across the three parishes and this year we are going to be able to use Farley Hall as this is now managed by Binfield PC.
- 25<sup>th</sup> April – Fun Day Meeting – we have received a positive SAG (Safety Advisory Group) response. Note: we have changed the venue from Carnation Hall to Locks Ride. I have submitted a Temporary Events Notice to sell alcohol at the Fun Day – we want to have a Pimms tent. During March and April we were part of the Tesco 'Bags of Help' scheme and we await details of how much grant we will receive towards the event.
- 30<sup>th</sup> April – Cllr Parkin and I visited Shorts Head Office to view his operation. Shorts employs over 150 people, many of whom are local.
- 2<sup>nd</sup> May – Cllrs Parkin, Tarrant and I met with BFC and the EA to discuss BFCs proposals for the alleviation of flooding in Brockhill. It is hoped that the majority of the funding required will be obtained through an EA grant. We have been and continue to be integral in bringing all parties together.
- 9<sup>th</sup> May – I attended yet another training session on GDPR. There is a great deal to do and over the next few weeks/months I will be working on the policies required to ensure WPC is compliant. Please see item 25 below.

## **21. NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin to give an update.

## **22. QUESTIONS**

Questions to the Chairman (as provided for in Standing Order no 14).  
None received.

## **23. MEMBERS INTERESTS**

The Clerk would remind Members that they should notify her of any changes to their Members Interest forms held on file.

#### **24. COUNCILLOR ATTENDANCE REPORT**

Please find attached at Appendix 2 Councillor Attendance Report for 2017/18 for noting.

#### **25. GENERAL DATA PROTECTION REGULATION (GDPR)**

The arrival of the General Data Protection Regular will change the way all organisations manage personal data, including employee data. This legislation comes into effect on 25<sup>th</sup> May 2018. It will replace the 1998 Data Protection Act and provide enhanced rights to data subjects.

There are a number of documents/policies that need to be put in place. The Clerk will produce a draft WPC Privacy Notice for consideration at the next meeting of Council which will be compiled in conjunction with advice from the SLCC and NALC and further draft policies will follow.

Note: GDPR is an evolution in data protection, not a burdensome revolution – the Clerk to report.

#### **26. ANNUAL PARISH MEETING UPDATE**

Draft Minutes of The Annual Parish Meeting held on 24<sup>th</sup> April are attached at Appendix 3

#### **27. CAPITAL PROJECT UPDATE**

A list of agreed 2018-19 capital projects is attached at Appendix 4.

### **LEISURE ITEMS**

#### **27. LOCKS RIDE**

The Deputy Clerk to report.

#### **28. FUTURE MANAGEMENT OF MARTIN'S HERON & THE WARREN COMMUNITY CENTRE**

The Clerk to report.

#### **29. BFC TRANSFER OF SITES**

The Clerk to report.

#### **30. KING GEORGE V PLAY AREA UPGRADE**

The Deputy Clerk to report.

#### **31. FAMILY CYCLE RIDE – 24<sup>th</sup> JUNE 2018**

A Member of the Working Group to give an update.

#### **32. PLAY EQUIPMENT AT CARNATION HALL**

Cllr Atkinson would like Council to Consider repainting the play equipment at Carnation Hall.

## **FINANCE ITEMS**

### **33. INVESTMENTS**

The following sum is currently invested in a Money Market Call account:

HSBC	£100,000.00	0.30%
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The following sum is currently invested on a 95 day notice deposit:

Nationwide	£100,032.06	0.70%
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The following sum is currently invested in a Liquidity Manager 95 Day account:

NatWest	£100,647.20	0.40%
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The following sum is currently invest in a 12 month Time Deposit:

Santander	£100,857.34	0.85%
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### **33. ORDERS FOR PAYMENT**

A list of all payments covering the period 1<sup>st</sup> April – 4<sup>th</sup> May 2018 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.)**

### **34. FINANCIAL POSITION AS AT 31<sup>st</sup> MARCH 2018**

End of year accounts are still being processed and will be made available as soon as possible.

### **35. ANNUAL ACCOUNTS RETURN**

The Annual Return and Audit for the year ended 31<sup>st</sup> March 2018 are not yet available. They will be presented to the Council Meeting to be held on 19<sup>th</sup> June 2018.

### **36. HSBC CREDIT CARD**

To Consider increasing the limit on the HSBC credit card from £1000 to £2000. The RFO to report.

### **37. REQUEST FOR FINANCIAL ASSISTANCE**

The budget for Donations for the current year is £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 2016/17, 2017/18 and 2018/19 are given in Appendix 6.

To consider the following new applications received:

None received.

### **38. DATES FOR THE DIARY**

Annual Cycle Ride – Sunday 24<sup>th</sup> June, Carnation Hall  
Summer of Fun Day, Locks Ride – Wednesday 22<sup>nd</sup> August, 11am-3pm  
Northern Parishes Arts Week – 21<sup>st</sup>-28<sup>th</sup> October  
Christmas Seasonal Celebration – date tba