



Minutes of the Annual Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield
on Tuesday 15th May 2018 from 7.30pm to 8.45pm.

Those present :

Councillors :

Cllr N Atkinson

Cllr Ms M Gaw

Cllr Mrs A Michie

Cllr S Tarrant

Cllr R Warren

Cllr O Barreto

Cllr Mrs D Hayes

Cllr D Parkin

Cllr Mrs C Tilbury

Cllr Ms E Blyth

Cllr J Masters

Cllr G Paxton

Cllr D Wall

Officers:

Mrs Annemarie Edwards, Clerk

Mrs Marcia Milsom, Deputy Clerk

CM 8214 ELECTION OF CHAIRMAN OF THE COUNCIL

It was proposed by Cllr Paxton, seconded by Cllr Mrs Michie and there being no other nomination unanimously

RESOLVED that Cllr Parkin be elected Chairman of the Council for the ensuing year.

CM 8215 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Parkin signed his Acceptance of Office.

CM 8216 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Luker, Mrs Phillips, Polydorou, Shurville and Yates.

CM 8217 DECLARATION OF INTEREST

None declared.

CM 8218 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL

It was proposed by Cllr Mrs Michie, seconded by Cllr Mrs Hayes and there being no other nomination unanimously

RESOLVED that Cllr Paxton be elected Chairman of the Council for the ensuing year.

CM 8219 APPOINTMENT OF LEAD LEISURE COUNCILLOR

It was proposed by Cllr Mrs Michie, seconded by Cllr Tarrant and there being no other nomination unanimously

RESOLVED that Cllr Shurville be elected Lead Leisure Councillor for the ensuing year.

CM 8220 APPOINTMENT OF LEAD FINANCE COUNCILLOR

It was proposed by Cllr Tarrant, seconded by Cllr Wall and there being no other nomination unanimously

RESOLVED that Cllr Yates be elected Lead Finance Councillor for the ensuing year.

CM 8221 REPRESENTATION ON OTHER BODIES

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

RESOLVED that the following representatives (a-k below) be appointed for the ensuing year.

- a. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Chairman, Vice Chairman and Clerk plus one Reserve – Cllr Shurville.
- b. Bracknell Forest Borough Council Local Countryside Access Forum (formerly Countryside Management Steering Group) - one representative appointed annually –Cllr Paxton.
- c. Neighbourhood Plan Steering Group – three members of Council, - 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 – Cllr Parkin.
- e. Northern Parishes Liaison Group - the Chairman, Vice-Chairman and the Clerk plus one reserve –Cllr Mrs D Hayes.
- f. Age Concern Bracknell District - one representative appointed annually - 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 – Cllr N Atkinson.
- i. Forest Park Community Association – one representative appointed annually – Cllr Paxton.
- j. Martin's Heron and The Warren Community Centre Management Committee - one representative appointed annually – Cllr R Warren.

CM 8222 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.

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

RESOLVED that Cllrs Atkinson, Mrs Michie, Tarrant and Warren be appointed as members of the Staffing and Strategy Committee for the ensuing year.

CM 8223 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.)*
Noted.

CM 8224 WORKING PARTIES

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

RESOLVED that the following appointments be agreed for the ensuing year:

Annual Cycle Ride Working Party - five representatives (min) – 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 – Cllrs N Atkinson, Ms E Blyth, G Paxton, Mrs C Tilbury, D Wall plus volunteers.

CM 8225 APPOINTMENT OF PARISH COUNCILLOR CHAMPIONS

It was proposed by Cllr Wall, seconded by Cllr Mrs Michie and unanimously

RESOLVED that the next Staffing and Strategy Committee should consider and recommend to Council whether the appointment of WPC Champions is in the best interests of Council business.

CM 8226 MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr Mrs Michie, seconded by Cllr Paxton and unanimously

RESOLVED that the Minutes of the Meeting of Council held on 17th April 2018 (copy was attached) were confirmed and signed.

CM 8227 MINUTES OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

No committee meetings have taken place since last Council on 17th April 2018. **Noted.**

CM 8228 CHAIRMAN'S ALLOWANCE

Consideration was given to agreeing the Annual Chairman's Allowance for 2018/19.

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

RESOLVED that The Annual Chairman's Allowance should be set at £750pa for 2018/19.

CM 8229 CHAIRMAN'S CHARITY 2018/2019

The Chairman announced that he would like Ascot Good Neighbours Scheme to be accepted as the Chairman's Charity for the ensuing year.

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

RESOLVED that the Chairman's Charity for 2018/19 will be Ascot Good Neighbours Scheme.

CM 8230 REPORTS FROM BFC WARD COUNCILLORS

None received.

Noted.

CM 8231 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

A report by Cllr Parkin re the recent visit to The Brackens site, London Road was attached at Appendix 1.

Cllr Mrs Michie reported that a ground floor flat has become available at the Winkfield Almhouses. **Noted.**

CM 8232 CORRESPONDENCE

- a. Letter received from The Cranbourne Society dated 4th May 2018 re a community centre for Cranbourne.

It was proposed by Cllr Mrs Tilbury, seconded by Cllr Mrs Michie and unanimously **RESOLVED** that a Working Party should be set up and discussions opened up with The Cranbourne Society. The Working Party to comprise Cllrs Atkinson, Mrs Hayes, Mrs Michie, Parkin, Mrs Tilbury and Warren.

- b. Letter dated 10^h May received from Andrew Saunders-Davies (AS-D), Berkeley Homes – main points:

Berkeley's design team will forward the approved landscaping scheme for the site entrance;

AS-D will keep in touch regarding finalisation of fencing and landscaping and once the roof of the stable block is insitu will invite WPC back to the site to see the view from the road – probably late Autumn.

AS-D will keep WPC updated re any decisions made regarding the woodland area in respect of the undergrowth;

AS-D will investigate suggestion of preserving the ability of an off-site link.

Noted.

- c. Letter dated 23rd April received from Phoenix Football Academy thanking WPC for allowing the occasion use of Asher Recreation Ground for training. Phoenix Football Academy are to represent England in the Gothia World Youth Cup in July 2018, held in Gothenburg, Sweden. A cheque for £50 was enclosed made payable to the Chairman's charity.

Noted.

- d. Email dated 9th May 2018 received from Stephen Chown, BFC confirming BFC's agreement for an 'Interpretation Board' to be installed at the top of Sandy Lane subject to confirming and agreeing the exact location on a plan or in a site meeting. The Clerk will arrange same to take place as soon as possible. Cllrs Masters, Parkin, Paxton and Yates will join the site visit.

CM 8233 CLERK'S REPORT

- 18th 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.
- 19th 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.
- 24th 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.

- 25th 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.
- 30th April – Cllr Parkin and I visited Shorts Head Office to view his operation. Shorts employs over 150 people, many of whom are local.
- 2nd 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.
- 9th 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.

Noted.

CM 8234 NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin gave an update.

(Cllr Barreto joined the meeting, 20.09pm.)

CM 8235 QUESTIONS

There were no questions to the Chairman (as provided for in Standing Order No 14).

CM 8236 MEMBERS INTERESTS

The Clerk reminded Members that they should notify her of any changes to their Members Interest forms held on file (these can be viewed on the BFC website). **Noted.**

CM 8237 COUNCILLOR ATTENDANCE REPORT

This was attached at Appendix 2. **Noted.**

CM 8238 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 25th 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.

It was proposed by Cllr Wall, seconded by Cllr Mrs Michie and unanimously

RESOLVED that WPC should employ the services of a Data Processing Officer as recommended by BALC at an approximate cost of £100pa.

CM 8239 ANNUAL PARISH MEETING UPDATE

Draft Minutes of The Annual Parish Meeting held on 24th April were attached at Appendix 3.

CM 8240 CAPITAL PROJECT UPDATE

A list of agreed projects for 2018-2019 was attached at Appendix 4. Members were asked to inform the Deputy Clerk of any changes to columns one or two by the close of play on 18th May.
Noted.

LEISURE ITEMS

CM 8241 LOCKS RIDE

The Deputy Clerk reported on the Locks Ride Cabin. The Bank Holiday weekend was very successful indeed. We have employed a new member of staff on a 5-month fixed term contract to supervise the Cabin. The Deputy Clerk was thanked for all her efforts to date.

CM 8242 FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE

The Clerk reported that there is still no news from BFC. Tesco's. The Trustees of the Charity who currently manage the centre are becoming frustrated and impatient as their intentions were made public over a year ago now.

CM 8243 BFC TRANSFER OF SITES

WPC is still waiting to hear from BFC. The Clerk was asked to write to Cllr Iain McCracken to obtain the latest information.

CM 8244 KING GEORGE V PLAY AREA UPGRADE

The Deputy Clerk reported that a further consultation took place on the field on 26th April and received very positive comments from everyone. One resident asked if he could purchase/be given the 'helicopter' piece of equipment when it was taken down.

It was proposed by Cllr Parkin, seconded by Cllr Wall and with 11 votes for and 2 against.

RESOLVED that ALL the existing equipment should be removed and disposed of by the contractor as per their quotation.

CM 8245 FAMILY CYCLE RIDE – 24TH JUNE 2018

Cllr Parkin updated the meeting on the progress to date.

CM 8246 PLAY EQUIPMENT AT CARNATION HALL

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

It was proposed by Cllr Wall, seconded by Cllr Mrs Michie and unanimously

RESOLVED that this item should be deferred to the next meeting of the Staffing and Strategy Committee for discussion in line with the condition of all the play areas in the Parish.

FINANCE ITEMS

CM 8247 INVESTMENTS

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

| | | |
|------|-------------|-------|
| HSBC | £100,000.00 | 0.30% |
|------|-------------|-------|

The following sum is currently invested on a 95 day notice deposit:

| | | |
|------------|-------------|-------|
| Nationwide | £100,032.06 | 0.70% |
|------------|-------------|-------|

The following sum is currently invested in a Liquidity Manager 95 Day account:

| | | |
|---------|-------------|-------|
| NatWest | £100,647.20 | 0.40% |
|---------|-------------|-------|

The following sum is currently invest in a 12 month Time Deposit:

| | | |
|-----------|-------------|---------------------|
| Santander | £100,857.34 | 0.85% Noted. |
|-----------|-------------|---------------------|

CM 8248 ORDERS FOR PAYMENT

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

RESOLVED that the payments covering the period 1st April – 4th May 2018 as attached at Appendix 5 be approved for payment.

CM 8249 FINANCIAL POSITION AS AT 31ST MARCH 2018

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

CM 8250 ANNUAL ACCOUNTS RETURN

The Annual Return and Audit for the year ended 31st March 2018 are not yet available. They will be presented to the Council Meeting to be held on 19th June 2018. **Noted.**
(Cllrs Ms Blyth and Wall left the meeting.)

CM 8251 HSBC CREDIT CARD

Consideration was given to increasing the limit on the HSBC credit card from £1000 to £2000.

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

RESOLVED that the limit on the HSBC Credit Card be increased to £2500.

CM 8252 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 were given in Appendix 6.

No new applications have been received.

CM 8253 DATES FOR THE DIARY

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

Chairman