



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield
on Tuesday 19th June 2018 from 7.30pm-9.25pm

Those present:

Chairman: Cllr D Parkin

Councillors:

Cllr N Atkinson	Cllr O Barreto (20.08)	Cllrs Ms M Gaw	Cllr Mrs D Hayes
Mrs A Michie	Cllr F Shurville	Cllr S Tarrant	Cllr Mrs C Tilbury
Cllr R Warren	Cllr C Yates (19.35)		

Officers:

Mrs Annemarie Edwards, Clerk
Mrs Marcia Milsom, Deputy Clerk/RFO

CM 8254 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ms Blyth, Mrs Luker, Masters, Polydorou and Wall

CM 8255 DECLARATION OF INTEREST

None declared.

CM 8256 MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr Ms Gaw, seconded by Cllr Mrs Michie, and unanimously

RESOLVED that the minutes of the Annual Meeting of Council held on 15th May 2018 be approved.

CM 8257 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.
None received.

- a. Minutes of the BFC Governance & Audit Committee, 23rd May 2018 – item 3 confirms Cllr Bob Shurville as a member of the Code of Conduct Panel (sub Committee of Governance and Audit Committee) for the ensuing year - Appendix 1. Noted.
- b. Letter received from Seafarers UK asking the Parish Council to fly a Red Ensign on Merchant Navy Day on 3rd September to raise public awareness of our island nation's reliance on seafarers and shipping - Appendix 2.
It was proposed by Cllr Shurville, seconded by Cllr Mrs Tilbury and unanimously **RESOLVED** that a Red Ensign should be flown on the Parish Office flagpole on 3rd September 2018.

CM 8258 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Minutes of the Staffing and Strategy Meeting held on 12th June 2018 were attached at Appendix 2a.

It was proposed by Cllr Mrs Michie seconded by Cllr Parkin and unanimously **RESOLVED** that the recommendations contained therein are received and adopted after the words '(copy attached) are removed from Appendix 2, point three, first line.

CM 8259 QUESTIONS

None received.

CM 8260 REPORTS FROM BFC WARD COUNCILLORS

None received.

CM 8261 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

The Chairman's report was attached at Appendix 2b.

Noted.

CM 8262 CLERK'S REPORT

The Clerk gave a verbal report.

Noted.

CM 8263 NEIGHBOURHOOD DEVELOPMENT PLAN

The Chairman gave a verbal update to the present time.

The NDP financial spreadsheet as at 31st May 2018 was attached at Appendix 3. A communication from The Clerk to the NDP Steering Group was attached at Appendix 3a.

Noted.

CM 8264 CAPITAL PROJECT UPDATE

An updated position of 2018-19 capital projects was attached at Appendix 4. Cllr Atkinson asked the Office to obtain a location list of all defibrillators in the area and promote this on social media.

Noted.

CM 8265 LITTER PICK

Cllr Ms Gaw updated the meeting. A provisional date of Sunday 14th October was agreed. All endeavours will be made to promote this event as much as possible to attract a large amount of volunteers.

CM 8266 STANDING ORDER REVIEW

NALC has issued new model standing orders for Parish and Town Councils.

The Clerk will produce a first draft for consideration at the earliest opportunity. **Noted.**

CM 8267 THREE YEAR PLAN 2018-2020

The Clerk will produce a first draft for consideration at the earliest opportunity. **Noted**

CM 8268 WPC PRIVACY POLICY

Consideration was given to the draft Privacy Policy which was attached at Appendix 5.

It was proposed by Cllr Atkinson seconded by Cllr Warren and unanimously **RESOLVED** that the draft Privacy Policy which was attached at Appendix 5 be adopted with the following alterations:

- a. 'without your prior permission' will be inserted at the end of the first paragraph;
- b. The word 'technical' in line four of the section headed Information Security to be replaced with 'secure';
- c. '(you may request the deletion of your data held by WPC at any time)' under Information Security to be deleted as this is noted later in the policy.

CM 8269 LVS LICENCE TO PARK

Consideration was given to renewing the yearly licence allowing LVS 6th form students to park at Ascot Jubilee Recreation Ground, Goaters Road – 30 spaces.

It was proposed by Cllr Parkin seconded by Cllr Yates that a charge of £1.49 per car, per day should be charged from September 2018-July 2019.

It was further proposed by Cllr Mrs Tilbury that the charge should remain at £1.45 per car, per day – there was no seconder for this motion so the substantive motion was voted on and with 9 for, 1 against and 1 abstention

RESOLVED that a charge of £1.49 per car, per day be applied to the licence for from September 2018-July 2019.

LEISURE ITEMS – Cllr Shurville led on the Leisure items.

CM 8270 LOCKS RIDE

The Deputy Clerk updated the meeting.

CM 8271 FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE

Cllr Parkin reported that WPC is still awaiting receipt of the draft agreement from BFC. The Clerk has written to BFC confirming WPCs position regarding parking provision at the centre. **Noted.**

CM 8272 BFC TRANSFER OF SITES

BFC has advised that in light of challenges regarding the capacity of Property and Legal to move forward the Parish and Town Council land transfers, Parks and Countryside Service will now be supporting the preparation of the Legal Briefs and the Instruction Documents. **Noted.**

CM 8273 KING GEORGE V PLAY AREA UPGRADE

The Deputy Clerk updated the meeting. The pre site meeting with the contractors is to take place on 24th July. The Working Party will meet to arrange the launch event. **Noted.**

CM 8274 CYCLE RIDE

Cllr Parkin gave an update and asked for as many Councillors as possible to attend and support the 25th Annual Cycle Ride which is such a popular annual event.

FINANCE ITEMS – Cllr Yates led on the Finance Items

CM 8275 ANNUAL ACCOUNTS

Letter received from the Internal Auditor, Claire Connell, dated 3rd June 2017 was attached at Appendix 6.

A copy of the Annual Accounts to 31st March 2018 was attached as Appendix 7.

To accept the Annual Accounts.

A copy of the Annual Return for the year to 31st March 2018 was attached at Appendix 8.

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

RESOLVED that the Annual Accounts as attached at Appendix 8 be accepted.

To accept and agree that the Chairman and the Clerk sign the Annual Governance Statement (section 1)

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

RESOLVED that the Chairman and RFO should sign the Annual Governance Statement (section 1).

To accept and agree that the Chairman and the Clerk sign the Accounting Statements (section 2).

A copy of the Bank Account Reconciliations was attached at Appendix 9.

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

RESOLVED that the Chairman and Clerk should sign the Accounting Statements (section 2).

CM 8276 INVESTMENTS

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

HSBC	£ 70,000.00	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	£100,714.50	0.40%
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The following sum is currently invest in a 30 day Time Deposit:

Santander	£100,847.67	0.10%
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Noted.

It was proposed by Cllr Parkin, seconded by Cllr Shurville and with one abstention

RESOLVED that Cllrs Yates and Tarrant investigate the options available for future investments due to the larger sums now being held by the Parish and report back to Council.

CM 8277 ORDERS FOR PAYMENT

It was proposed by Cllr Mrs Michie seconded by Cllr Yates and unanimously

RESOLVED that the payments covering the period 1st April 2018 – 25th May 2018 which were attached at Appendix 10 be approved for payment.

CM 8278 FINANCIAL POSITION AS AT 30TH APRIL 2018

Balance of all Bank A/C's & Investments	
Co-operative	6,262.12
HSBC	576,102.72
Lloyds	102,171.97
NatWest	102,241.53
Nationwide	100,032.06
Santander	100,847.67
Petty Cash	300.00
Locks Ride Float	350.00
	988,308.07
Amount Due to Creditors	(23,948.17)
Amount Due from Debtors	16,845.15
Available Funds	981,205.05

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

CM 8279 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 2016/17, 2017/18 and 2018/19 were given in Appendix 11.

- i) No new applications received.
- ii) No urgent grant applications received.

Noted.

CM 8280 DATES FOR THE DIARY

Cycle Ride - 24th June 2018
Summer of Fun Day, Locks Ride – 22nd August, 11am-3pm
Litter Pick – 14th October, provisional
Arts Week – 21st – 28th October

CM 8281 EXCLUSION OF PRESS AND PUBLIC

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

RECOMMENDED that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the following matters.

SS 8282 MEETING WITH BFC RE COMMUNITY FACILITIES

- a. It was noted that BFC and MHWCC Trustees will work together to ensure the centre continues to operate whilst the protracted legal process to transfer the sub-lease to WPC is progressed.
- b. WPC has been asked by BFC for comments (although hypothetical at the moment) on community facilities to be provided **SHOULD** the proposals for large-scale developments in Winkfield, namely at Whitmoor Forest and the area incorporating Somerton Farm, receive planning permission.
 - i. Whitmoor Forest and the London Road Landfill Site (728 dwellings)
Question from BFC: 'Would WPC want in principle to take on the management of a community centre/hub for the benefit of the community (but subject to negotiations with BFC Planning and the developers)?'

It was proposed by Cllr Tarrant, seconded by Cllr Warren and with 8 votes for, 1 against and 2 abstentions

RESOLVED that WPC wishes to make it very clear that based on the information currently available it would find difficulty in supporting the proposed development at Whitmoor Forest and the London Road Landfill Site as detailed in its comprehensive response to the BFC Draft Local Plan. **SHOULD** the development receive planning permission WPC would agree in principle to take on the ownership of a community centre/hub for the benefit of the community and feels it is essential that it has involvement in any/all early discussions with regard to location/position/design of such a centre.

- ii. North and South of Forest Road incorporating Somerton Farm (450 dwellings).
Three options were considered (but subject to negotiations with BFC Planning and the developers) for community facilities related to the proposed development. (WPC was asked to list in order of preference when replying.)

It was proposed by Cllr Tarrant, seconded by Cllr Mrs Michie and with 6 votes for, 2 against and 3 abstentions

RESOLVED that WPC wishes to make it very clear that based on the information currently available it would find difficulty in supporting the proposed development at North and South of Forest Road incorporating Somerton Farm as detailed in its comprehensive response to the BFC Draft Local Plan. **SHOULD** the development receive planning permission WPC would comment as follows on three possible options in order of preference:

- A. ***Enhancement of the current Locks Ride facilities developing a community hub on a significantly increased footprint.*** This appears to be the most logical and practical solution and is likely to sit within the middle of the proposed development.
- B. ***Expansion of Carnation Hall.*** WPC has already recognised the need to enlarge and enhance the facilities at Carnation Hall to accommodate the current usage and demand. If this were to be seen to mitigate developer responsibilities for community provision, then a larger all encompassing scheme should be provided. Carparking would without doubt be an issue as the green space provides a large dog walking area which is critical to the neighbourhood and is used in planning policy with regard to SPA requirements – this would need to be addressed.
- C. ***New small community facility within the new development.*** Would this be a token gesture and serve no practical purpose due to the constraints of scale?

The Clerk was asked to communicate WPCs response to BFC.
Chairman