



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield
on Tuesday 18th September 2018 from 7.30pm-9.12pm

Those present:

Chairman: Cllr D Parkin

Councillors:

Cllr N Atkinson	Cllr Ms E Blyth	Cllrs Ms M Gaw	Cllr Mrs D Hayes	Cllr
J Masters	Cllr Mrs A Michie	Cllr G Paxton	Cllr N Polydorou	Cllr
F Shurville	Cllr S Tarrant	Cllr D Wall	Cllr R Warren	Cl

Officers:

Mrs Annemarie Edwards, Clerk
Mrs Marcia Milsom, Deputy Clerk

CM 8336 APOLOGIES FOR ABSENCE

Apologies received from Cllrs Mrs Phillips; Barreto and Yates.

CM 8337 DECLARATION OF INTEREST

Cllr Parkin declared an in interest in item 23 – Orders for Payment and Cllrs Atkinson and Mrs Michie declared an interest in item 25i - Requests for Financial Assistance.

CM 8338 MINUTES OF THE PREVIOUS MEETING

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

RESOLVED that the minutes of the Meeting of Council held on 21st August 2018 (copy was attached) be confirmed and signed following an amendment to CM 8321 which should read ‘ Cllr Warren will head up the Martin’s Heron and The Warren effort’.

CM 8339 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 dated 14th September received from Bob Balding thanking WPC for its efforts to restore a glass recycling bank near to The Squirrels and advising that RBWM has decided to close the glass banks at Ascot High Street. **Noted.**

CM 8340 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

There have been no meetings of Council since the meeting on 21st August 2018.

CM 8341 QUESTIONS

None received.

CM 8342 REPORTS FROM BFC WARD COUNCILLORS

From Harmans Water Councillors

- Martins Heron junction works: Progress has been slowed by issues with location of services under or near the road. Work is now moving forward, and this will be more apparent in coming weeks.
- 702/3 bus services: A meeting is scheduled with Reading Buses to raise a number of issues, including a petition from Winkfield residents.
- Recycling issues: There was another build-up of recycling at the receptacles at Tesco Martins Heron. Concerted action cleared it up.
- Tesco entrance: Tesco have been contacted about rattling from loose drainage covers at their entrance, which has been disturbing residents. They have promised to fix them.
- Allsmoor Lane planning application: Another application has been received for housing on the woodland site at Allsmoor Lane.

Cllr Ms Gaw advised that there are ongoing problems with parking on North Street following the closure of The Squirrels Public House and bus driver's cars being parked on the road.

Cllr Mrs Hayes advised that BFC is actively looking for a new glass recycling bank site in the vicinity of The Squirrels Public House.

Noted.

CM 8343 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

Cllr Parkin gave a verbal report of activities to date.

CM 8344 CLERK'S REPORT

The Clerk gave a verbal report of activities to date and thanked Councillors for their valued help at the recent Fun Day.

CM 8345 NEIGHBOURHOOD DEVELOPMENT PLAN

The Chairman gave a verbal update to the present time. The Draft Pre-Submission Plan has been circulated to all and the Chairman urged all Councillors to take the time to read this thoroughly and advised that it may be necessary to call a Special Meeting in the next couple of weeks to accept the Plan before it goes for Pre-Submission.

The up to date financial spreadsheet was attached at Appendix 1.

CM 8346 CAPITAL PROJECT UPDATE

An updated position of 2018-19 capital projects was attached at Appendix 2.

Noted.

CM 8347 LITTER PICK

Cllr Ms Gaw will head up the W&C effort supported by Cllrs Atkinson, Phillips, Tarrant and Wall;
Cllr Polydorou will head up the FP effort supported by Cllrs Barreto, Ms Blyth, Paxton and Shurville;
Cllr Parkin will head up the Martin's Heron effort supported by Cllr Warren;
Cllr Mrs Hayes will head up the AP effort supported by Cllrs Mrs Luker, Masters and Yates.

Required actions:

- Cllrs Ms Gaw, Mrs Hayes, Polydorou and Parkin to advise the Clerk of the names of all volunteers who will assist and agree the best site for collection of black bags.
- Once finalised, Cllr Mrs Hayes will arrange supply of sufficient 'hand litter pickers'.
- The Clerk will arrange hi-viz jackets and black sacks.
- Parish Staff will collect rubbish bags on Monday and transport to 1 location for BFC pick-up.
- Cllr Mrs Hayes will coordinate collection of rubbish by BFC on Tuesday 16th October.
- All Leads to update the Clerk with progress on a regular basis.
- The newsletter will be updated with contact names for volunteers who would like to be involved.
- Social Media will be updated asking for support from the community.
- Local Schools will be contacted and asked to promote.
- The Clerk will produce a spreadsheet detailing the operation and circulate.

CM 8348 SPEEDING

Further to the Chairman and Clerk meeting with Neil Matthews, BFC on 30th August to discuss the suitability/ viability of the locations put forward for consideration a consolidated list of locations was considered.

It was proposed by Cllr Tarrant, seconded by Cllr Ms Blyth, and with one abstention

RESOLVED that the Clerk should produce a map detailing exact locations of all 11 sites and forward this to BFC with instruction to proceed at a total cost of £1980 which should be funded from CiL contributions.

CM 8349 SPEEDING – MOBILE CAMERA

Warfield Parish Council has now agreed to fully fund the purchase of a Sentinel speed camera as it is keen to move forward with the project but has given the option for both Binfield and Winkfield Parish Councils to contribute either immediately or at a later date.

The Clerk gave a verbal explanation on the operation and procedures of the camera at the meeting. The Clerk is meeting with the Binfield organiser next week to get a better understanding of the operation.

Consideration was given to sharing the purchase cost/ownership/operation of a mobile speed camera with the parishes of Warfield and Binfield. This initiative is being proposed through the TVP Forum.

Purchase Costs:	
Sentinel Unlpar mobile speed camera	£2974
Tripod	£ 66
Hard protective case	£ 180
Speedwatch signs and hi-vis jackets (mandatory)	£ 158
Delivery by courier	£ 28
TOTAL CAPITAL COST	<u>£3406</u>
Cost to each Parish	<u>£1135</u>

There should not be any significant ongoing costs other than insurance which should be covered under current policies. There are no maintenance costs but clearly if there is damage to the unit caused by the operators or a motorist, then the insurance will need to cover this. The Clerk would investigate any re-calibration costs.

It was proposed by Cllr Wall seconded by Cllr Shurville and unanimously

RESOLVED that WPC should join Warfield and Binfield Parish Councils in this project sharing the costs equally which will be funded from CiL funds.

CM 8350 PRE-PLANNING APPLICATION BRIEFING PROTOCOL

Consideration was given to the revised draft Pre-Planning Application Briefing Protocol which was attached at Appendix 3.

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

RESOLVED that the Pre-Planning Application Briefing Protocol which was attached at Appendix 3 be adopted following an amendment to item 1 which should now read – ‘Pre-application planning discussions, communications and any advice given by the Parish Council will not bind the Parish Council to making a particular decision and any views expressed will be without prejudice and on the basis of the information available at that time.’

CM 8351 JOINT MINERALS AND WASTE PLAN CONSULTATION

The consultation period ends on 12th October 2018.

Consideration was given to setting up a working party to review the Consultation paper and prepare a draft WPC response for approval at the Planning & Highways Committee Meeting on 2nd Oct 2018.

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

RESOLVED that Cllrs Atkinson, Tarrant, Parkin and Mrs Hayes should form a Working Party to prepare a draft response for consideration at the Planning and Highways Meeting on 2nd October.

CM 8352 SUPERFAST BERKSHIRE – GIGACLEAR BUILD ACROSS BRACKNELL FOREST

Gigaclear have been contracted to deliver Fibre to the Premise (FTTP) across the rural locations, and they are about to commence this activity across Bracknell Forest.

A ‘Parish Pack’ was circulated to Councillors on 30th August 2018 which provides some background information. The roll out schedule can be accessed at <https://www.gigaclear.com/superfast-berkshire-rollout-schedule/> (click on East Berks).

The Clerk will promote on social media.

CM 8353 FOOTPATH WALK

Cllr Ms Emily Blyth has expressed an interest in holding a community footpath walk from Asher Recreation Ground during October 2018.

Consideration was given to holding a footpath walk and agreeing an appropriate date.

It was proposed by Cllr Ms Gaw, seconded by Cllr Parkin, and unanimously

RESOLVED that Cllr Blyth should be given delegated authority to organise a footpath walk for Saturday 3rd November commencing at 11am, starting from Asher Recreation Ground.

The office team will assist in the administration and promoting the event – it will be featured in the next newsletter.

LEISURE ITEMS – Cllr Shurville led on the Leisure items.

CM 8354 BLACKMOOR PLAYSPACE UPGRADE

Cllr Shurville advised that the Working Party were awaiting receipt of new designs for consideration.

CM 8355 KING GEORGE V PLAY AREA UPGRADE

The Deputy Clerk brought Members up to date. It is hoped that the project will be completed in the next 2-3 weeks. – there has been a slight delay in the delivery of some of the equipment.

An official opening event will be held on 11th/18th October and will be promoted nearer the time having taken note of the weather conditions.

CM 8356 ADDITIONAL CLOTHING BANK

Consideration was given to a suggestion from BFC to site a clothing bank at Locks Ride.

The tonnage collected from the Asher site was attached at Appendix 4.

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

RESOLVED that a suitable position should be agreed with the Head of Grounds Maintenance and BFC advised to install.

FINANCE ITEMS

CM 8359 INVESTMENTS

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

HSBC	£ 70,000.00	0.30%
------	-------------	-------

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

Nationwide	£150,000.00	0.70%
------------	-------------	-------

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

NatWest	£100,714.50	0.40%
---------	-------------	-------

The following sum is currently invest in a 30 day Time Deposit:

Santander	£100,847.67	0.10%
-----------	-------------	-------

The Deputy Clerk is currently carrying out the process of increasing the NatWest deposit up to £150,000.00.

Noted.

CM 8360 ORDERS FOR PAYMENT

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

RESOLVED that the payments covering the period 15th August 2018 – 12th September 2018 which were attached at Appendix 5 be approved for payment.

CM 8361 FINANCIAL POSITION AS AT 31ST AUGUST 2018

Balance of all Bank A/C's & Investments	
Co-operative	6,351.50
HSBC	378,487.14
Lloyds	107,691.51
NatWest	102,307.78
Nationwide	150,000.00
Santander	100,857.00
Petty Cash	300.00
Locks Ride Float	350.00
	846,344.93
Amount Due to Creditors	(53,723.28)
Amount Due from Debtors	12,330.05
Available Funds	804,951.70

Full bank reconciliations are available in the Parish Office. These will be approved by The Clerk and the Chairman of Council. The comparison of actual expenditure against budget up to 12th September 2018 was attached as Appendix 6. **Noted.**

CM 8362 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 7.

i) Winkfield Parochial Charity

Application form, quotation and Statement of Financial Position was attached as Appendix 8. **Grant requested - £373.00 towards the purchase of new chair for Popel's Hall.**

It was proposed by Cllr Parkin, seconded by Cllr Paxton, and with two abstentions

RESOLVED that WPC make a grant of £373 to Winkfield Parochial Charity towards the purchase of new chairs for Popel's Hall.

ii) Citizens Advice Bracknell & District

Covering letter, application form, Statement of Financial Activities and Balance Sheet was attached as Appendix 9. **Grant requested - £2,000.00 towards costs of providing advice and support services.**

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

RESOLVED that WPC make a grant of £1750 to the Citizens Advice Bracknell and District towards the costs of providing advice and support services.

iii) Keep Mobile

Application form and resumē was attached Appendix 10. Financial statements have been requested. **Grant requested – up to £668.00 towards the net shortfall of providing trips in 2017/18.**

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

RESOLVED that more information should be requested in regard to the number of local residents who benefit from the service and then brought back to the next meeting.

iv) Bracknell & District Parkinson's Branch

Covering email, application form and receipts/payments list was attached Appendix 11. **Grant requested - £500.00 towards the cost of services to members.**

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

RESOLVED that WPC make a grant of £500 to the Bracknell and District Parkinson's Branch towards the cost of services to members.

v) South East Berks Gang Show

Application form and year end accounts attached was Appendix 12. **Grant requested - £250 towards 2019 show costumes.**

It was proposed by Cllr Paxton, seconded by Cllr Shurville, and with one abtention

RESOLVED that WPC make a community grant of £250 to the South East Berks Gang Show towards the cost of costumes.

vi) Thames Valley Air Ambulance

Covering letter, application form, Statement of Financial Activities and Balance Sheet attached as Appendix 13. **Grant requested - £2,000.00 towards the emergency service provided.**

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

RESOLVED that WPC make a grant of £2000 to Thames Valley Air Ambulance towards the emergency service provided.

vii) No urgent grant applications received. Noted.

CM 8363 DATES FOR THE DIARY

Litter Pick – 14th October
Arts Week – 21st – 28th October
Footpath Walk – 3rd November
December Seasonal Event – 16th December

Noted.

CM 8364 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Mrs Michie, seconded by Cllr Shurville, 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.

CM 8365 FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE

The Chairman updated Council on the latest developments.

Chairman