Mrs Annemarie Edwards
***Clerk of the Council***

12th April 2023

There will be a **Meeting of Winkfield Parish Council** to be held in Heron Hall, Martins Heron & The Warren Community Centre, Whitton Road, RG12 9TZ on Tuesday 18th April 2023 immediately following the Planning and Highways Meeting which commences 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 December 2021. All Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

Prior to the commencement of discussion, 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.

# AGENDA

## 1. APOLOGIES FOR ABSENCE

To Receive apologies for absence. Councillors should personally notify the Clerk of the Council by midday of the meeting day 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 MEETINGS

To Sign as a correct record the Minutes of the Council Meetings held on 21st March 2023 – draft minutes attached at Appendix 1.

## 4. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

To Sign as a correct record the Minutes of the Extraordinary Meeting of Council held on 4th April – draft minutes attached at Appendix 2.

## 5. COMMUNICATIONS/CORRESPONDENCE

Letter received from the Jealott's Hill Community Landshare Steering Group dated 23rd March 2023 is attached at Appendix 3.

All copies of agendas and minutes of Bracknell Forest Council, and bulletins from the SE Employers organisation are available on the websites. For noting.

## 6. QUESTIONS

No written questions received.

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

i. Chairman's Report –the Chairman's report is attached as Appendix 4. For noting.
ii. Verbal Reports - to receive verbal reports from other Councillors/Officers representing the Council on outside bodies.

## 8. CLERK'S REPORT

The Clerk's report is attached as Appendix 5. For noting.

## 9. REPORTS FROM BFC WARD AND PARISH COUNCILLORS

### Report to Winkfield Parish Council from Harmans Water Councillors on Bracknell Forest Council

- Highway maintenance: The highway maintenance and capital programme was approved by Bracknell Forest's executive on 21 March. The £7.25m programme for 2023/24 sees increased spending, and more focus on residential streets.
- Pothole funding: an additional £377,600 has been allocated to Bracknell Forest Council by the Government to repair potholes. The problem has been particularly severe this winter due to prolonged cold and wet weather. Work is in progress to catch up with the recent sudden proliferation.
- Extension of bus fare cap: the Government have extended the £2 cap on single bus fares until 30 June. From Winkfield via the 702 and 703, this can take you to Bracknell, Windsor, T5, Slough and central London. Also valid on the 299 service.
- Local elections 2023: New boundaries for borough and parish wards come into effect at the elections on 4 May. Harmans Water ward will disappear, with parts of it going into new wards of Harmans Water and Crown Wood, Town Centre and The Parks, and Swinley Forest respectively. Isabel and Ash have represented it since 2015 and Chris has represented it since its creation in 2003.

To Receive verbal reports from Parish Councillors on matters within their wards.

## 10. CAPITAL PROJECT UPDATE

A list of 2022-23 capital projects is attached as Appendix 6. For noting.

## 11. CLIMATE CHANGE WORKING PARTY

Notes of the meeting held on 30th March 2023 are attached at Appendix 7.

## 12. NDP UPDATE

The Inspector’s Draft Report has been received and the Steering Group will be responding by 19th April.

## 13. ANNUAL PARISH MEETING

The DRAFT Agenda for the Annual Parish Meeting on 16th May is attached for your information and comment – see Appendix 8.

## 14. WARM HUB AT MARTIN’S HERON AND THE WARREN COMMUNITY CENTRE

The Ark has advised that there was zero uptake on the Warm Hub initiative at Martin’s Heron and the Warren Community Centre so they have decided not to move any further forward with this.

## 15. OFFICE SERVER

The server in the office has failed – see Clerk’s report and recommendation attached at Appendix 9.

# LEISURE ITEMS

## 16. LEISURE REPORT

Please see Allan Moffat's report attached at Appendix 10.

**Officer Recommendations to be Considered**

## 17. TENNIS UPDATE

The new access gate at Ascot Jubilee Recreation Ground tennis courts has now been successfully installed and is proving to be a great success. A new online system, ClubSpark, allows the purchase or renewal of annual memberships as well as pay as you play and the booking of courts. The gate has been funded by the Lawn Tennis Association (LTA) with the aim of getting 1 million more people playing and enjoying the benefits of tennis by 2024.

To renew, join, or book pay & play, go to .. https://clubspark.lta.org.uk/ascotjubileerecreationground/booking then either click on 'login' or 'register' on the top right.

From April 2023, we will also be offering free coaching sessions to everyone – one hour session per week. The scheme is being run in conjunction with the LTA and Match Point Tennis Coaching.

## 18. FERNBANK PLAY AREA – NEW EQUIPMENT

The Play Area Working Party – Cllrs Hayes, Michie, Paxton and Warren – met on Tuesday 4th April and opened the two tender documents and now

**RECOMMEND** to Council that Wickstead be awarded the contract to install new play equipment at Fernbank Playspace at a total cost of £60,000 to be funded as follows:

£40,000 from WPC budget
£20,000 to be funded by either s106 (application in hand) or by WPC CiL monies.

# FINANCE ITEMS

## 19. ORDERS FOR PAYMENT

A list of all payments covering the period 7th March to 31st March 2023 is attached at Appendix 11.

All payments have been approved by the Clerk and two Councillors and paperwork 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.)

## 20. INDEMNITY RETURNS FOLLOWING HIRE OF FACILITIES

**Officer Recommendation**: To give the Clerk the authority to refund Indemnity Deposits authomatically following a successful hire without having to get authorisation from two Councillors.

Reason: Indemnity Deposits are just held to ensure facility is left the way it was received and no damage, cleaning, etc is necessary following the hire.

## 21. REIMBURSEMENT OF EXPENSES

**Officer Recommendation**: To give the Clerk the authority to reimburse Councillors and staff expenses incurred personally but made on behalf of WPC to a maximum of £100 without the need of two Councillor signatories – details will be provided as usual on the Orders for Payment item at the next Council meeting.

## 22. FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts, investments and latest financial situation as at 28th February 2023 are attached at Appendices 12-13. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member.
ii. A summary I&E statement is attached at Appendix 14. For noting.

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 £13,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants. For noting.

Details of donations made in 2019/20, 2020/21, 2021/22 and 2022/23 are given in Appendix 15.

i. To Consider the following applications received:

a. Charlotte Pratt Memorial Hall

Application form and financial statements attached at Appendix 16. **Grant requested - £10,000** towards installing a false ceiling to reduce heating costs and keep the hall warmer.

b. Youthline Limited

Application form and financial statements attached at Appendix 17. **Grant requested - £1,500** towards developing their services further through offering group work. Group therapy offers young people the rare opportunity to develop social confidence, build their self-esteem and self-assurance.

ii. Any urgent grant applications received. *None received*.

## 24. REVISED SCHEDULE OF MEETINGS

To Accept the attached revised Schedule of Meetings – see Appendix 18

## 25. DATES FOR THE DIARY

| | |
|---|---|
| 4th May 2023 | Borough and Parish Elections |
| 16th May 2023 | Annual Meeting of Council |
| 23rd May 2023 | Annual Parish Meeting |
| 25th June 2023 | Cycle Ride |
| 10th August 2023 | Summer of Fun event |
| 1st October 2023 | Silver Sunday |

For noting.

## 26. EXCLUSION OF PRESS AND PUBLIC

To Resolve that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the following items.

## 27. STAFFING