Mrs Annemarie Edwards
Clerk of the Council

10th May 2023

The Annual of Winkfield Parish Council is to be held in Heron Hall, Martins Heron & The Warren Community Centre, Whitton Road, RG12 9TZ on
Tuesday 16th May 2023 commencing 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. ELECTION OF CHAIRMAN

To Elect a Chairman for the year 2023-2024.

2. DECLARATION OF ACCEPTANCE OF OFFICE

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

3. 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.

4. DECLARATION OF INTEREST

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

5. ELECTION OF VICE CHAIRMAN OF COUNCIL

To Elect a Vice Chairman for the year 2023-24 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:

i. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Chairman, Vice Chairman Clerk plus one Reserve - previously **Cllr Paxton**.
ii. Bracknell Forest Borough Council Local Countryside Access Forum. One representative appointed annually - previously **Cllr Paxton**.
iii. Neighbourhood Plan Steering Group – three members of Council - previously **Cllrs Atkinson, Browne and Gaw.**
iv. Bracknell Forest Borough Council Lily Hill Park Advisory Steering Group. One representative appointed annually – previously **Cllr Browne**.
v. Northern Parishes Liaison Group - the Chairman, Vice-Chairman and the Clerk plus one reserve – previously **Cllr Hayes**.
vi. Age Concern Bracknell District. One representative appointed annually – previously ex-**Cllr Blyth**.
vii. Bracknell Forest Borough Council Partnership - membership extended to the Chairman of the Parish Council.
viii. Charlotte Pratt Memorial Hall Management. One representative appointed annually – previously ex-**Cllr Michie**.
ix. Forest Park Community Association. One representative appointed annually – previously **Cllr Frewer**.
x. North Ascot Community Association. One representative appointed annually – previously **Cllr Paxton**.

9. APPOINTMENT OF FOUR ADDITIONAL MEMBERS TO THE STAFFING AND STRATEGY STANDNG 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. In 2022/23, five other elected Members of Council were appointed - Cllrs Barber, Gaw, Paxton and Warren (+ex-Cllr Michie).

10. PLANNING URGENCY SUB-COMMITTEE

In the case of considering plans urgently the appropriate Ward Councillors will be approached along with the Chairman and Vice Chairman of Council. For noting.

11. CO-OPTION

Following the recent Election WPC has two vacancies in the Ascot Priory Ward. WPC can now fill the two spaces by co-option. The Clerk has commenced the Co-option process which has to be completed within 35 days of the recent Election. Co-option will take place at an Extraordinary Meeting of Council to be held on Tuesday 6th June immediately following the scheduled Planning and Highways Meeting. For noting.

12. COUNCILLOR TRAINING

WPC will be joining with Binfield Parish Council and hosting Councillor Training for ALL Councillors on Tuesday 13th June to be held at Martin's Heron and The Warren Community Centre commencing at 7.30pm. For Noting.

13. WORKING PARTIES

To Consider any amendments to the Working Party membership as follows:

Property & Infrastructure	Atkinson, Barber, Browne, Hayes and Paxton (+ ex-Cllrs Harvey-Brown and Michie).
Finance	Atkinson, Barber, Blakemore and Paxton (+ ex-Cllrs Harvey Brown, Blyth and D'Souza).
Locks Ride	Barber, Blakemore, Browne Paxton, Warren (+ex-Cllrs D'Souza and Michie).
Play Equipment	Hayes, Paxton, Warren (+ex-Cllrs Griffin and Michie).
Youth	Barreto (+ ex-Cllrs Griffin and Blyth).
Climate Change	Barreto, Hayes, Paxton, Wall (+ ex-Cllr Harvey-Brown).
Events	(+ex-Cllrs Blyth, Griffin and Michie)
Cycle Ride	Atkinson, Mrs Hayes and Wall (+ex-Cllr Michie).
Footpaths	Paxton, Wall (+ex-Cllr Blyth)
3,5,10 Year Plan/Re-Branding	Atkinson, Barber, Browne, Gaw and Hayes
NDP	Barber, Blakemore, (+ ex-Cllrs Blyth and Harvey-Brown).
Boundary/CGR	Barber, Blakemore, Browne, Frewer and Warren (+ex-Cllr Blyth).

14. MINUTES OF THE PREVIOUS MEETING

To Sign as a correct record the Minutes of the Meeting of Council dated 18th April 2023 – draft minutes attached at Appendix 1

15. COMMUNICATIONS/CORRESPONDENCE

All copies of agendas and minutes of Bracknell Forest Borough Council are available on its website. Bulletins from the SE Employers organisation are available on the websites.

i. Email received from Lucinda Hurrey, Marketing and Project Officer, Silver Sunday is attached at Appendix 2. To Agree a response.

16. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

There have been no meetings of Committees or Special Meetings of Council since 18th April 2023.

17. QUESTIONS

No written questions received.

18. 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 2022/23 the allowance was set at £1,000 pa.)

19. CHAIRMAN'S CHARITY

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

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

To Receive verbal reports from other Councillors/Officers representing the Council on outside bodies.

21. CLERK'S REPORT

The Clerk's report is attached as Appendix 3. For noting.

22. REPORTS FROM BFC WARD AND PARISH COUNCILLORS

i. No written reports from Ward Councillors have been received.
ii. To Receive verbal reports from Ward Councillors present on matters within their wards.
iii. To Receive verbal reports from Parish Councillors present on matters within their wards.

23. CAPITAL PROJECT UPDATE

A list of 2023-24 capital projects is attached as Appendix 4. For noting.

24. NDP UPDATE

Our NDP is currently with the Examiner. He has submitted a fact checking draft report which the Steering Group responded to on the 19th of April 2023. With regards to the future WPC boundary changes the Examiner has also requested that the WNP Designated Area be changed to reflect the future Parish boundary before the conclusion of the examination. Feedback was sent to Sarah Slade at BFC on 2nd of May 2023 with reference to the future boundary changes that will affect the WPC NDP. BFC advised that this change to the WPC NDP will take a 6-week statutory review by BFC. We are now awaiting the Examiners report. At present we do not have a timescale on this to enable us to move forward into a referendum.

25. COUNCILLORS CORONATION INITIATIVE

Motion tabled by Cllr Gaw, seconded by Cllr Browne:

To set up a one-off initiative to celebrate and mark the Coronation of King Charles III by Parish Ward. Each Councillor to be given an amount (suggested £250) to support a community initiative collectively or individually to be used in their Ward, funded by CiL.

LEISURE ITEMS

26. LEISURE REPORT

Please see Allan Moffat's report attached at Appendix 5.

FINANCE ITEMS

27. ORDERS FOR PAYMENT

A list of all payments covering the period 1st April 2023 to 30th April 2023 is attached at Appendix 6.

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.)

28. FINANCIAL POSITION AND CURRENT INVESTMENTS

i. Balances of all bank accounts, investments and latest financial situation as at 30th April 2023 are attached at Appendices 7-8. 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 will be available for the June meeting following the Year End procedure is completed. 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.

29. 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 9.

i. To Consider the following applications received:

a. Charlotte Pratt Memorial Hall

Correspondence regarding the grant requested (discussed at the April 2023 Council meeting), along with the grant application and financial statements are attached at Appendices 10-11. **Grant requested - £10,000** towards installing a false ceiling to reduce heating costs and keep the hall warmer.

ii. To Consider annual contributions of £500.00 to both St Mary's and St Peter's churches towards churchyard maintenance.

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

30. SCHEDULE OF MEETINGS

The latest Schedule of Meetings is attached at Appendix 12. For noting.

31. DATES FOR THE DIARY

Events	
Annual Meeting of Council	23rd May 2023
Councillor Training	13th June 2023
Cycle Ride	25th June 2023
Summer of Fun	10th August 2023
Silver Sunday	1st October

WPC Meetings	
Council	EMC 18th May; ECM 6th June (Co-option); 20th June; 18th July; 15th August
Planning & Highways	18th May; 6th June; 4th July;1st August
Staffing & Strategy	27th June

For noting.

32. STAFFING UPDATE

i. Starting Date of New Clerk

Mrs Ruth Lyes has been appointed as the new Clerk to Winkfield Parish Council and will commence employment on 3rd July 2023. For noting.

ii. Groundsman Vacancy

The closing date for applications for the above post is 16th May. The Clerk to provide an update.

iii. Future Options for the Organisation of the Grounds Team.

The Clerk and Interim Head of Grounds Maintenance and Facilities will provide options for consideration at the Extraordinary Meeting of Council on 18th May 2023.