



Minutes of the Winkfield Parish Council members
Advisory Discussion held virtually via Zoom on
Tuesday 18th May 2021 from 7.30pm –9.02pm

Those present:

Chairman: Cllr Ms V Browne

Councillors:

Cllr N Atkinson
Cllr Ms E Blyth
Cllr I Harvey-Brown
Cllr G Paxton
Cllr D Wall

Cllr G Barber
Cllr K D'Souza
Cllr Mrs D Hayes MBE
Cllr N Polydorou

Cllr T Blakemore
Cllr Ms M Gaw
Cllr Mrs A Michie
Cllr R Warren

Officers:

Marcia Milsom, Clerk
Lindsay Dale, Assistant Responsible Finance Officer
Paul Craven, Head of Grounds Maintenance

AM 2101 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Barreto.

AM 2102 DECLARATION OF INTEREST

None.

AM 2103 MINUTES OF THE PREVIOUS MEETINGS

Cllr Paxton noted that item CM9140 should read "Cllr Paxton report that *he* had carried out cleaning ...".

There were no other amendments and the minutes of the meeting of Council dates 20th April would be approved at a future meeting.

AM 2104 COMMUNICATIONS/CORRESPONDENCE

- i. All copies of agendas and minutes of Bracknell Forest Borough Council are available on its website. Bulletins from the SE Employers organisation are now only available on its website. **Noted**
- ii. A complaint had been submitted to the Chairman from Cllr Barber regarding the Vice Chairman election process at the meeting on 4th May. The Chairman had responded to Cllr Barber and Cllr Barber advised that he would respond to the Chairman in due course.

AM 2105 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

There had been no meetings of Committees of Council or Special Meetings of Council since the last meeting on 20th April 2021.

AM 2106 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- a. The Chairman's report was attached as Appendix 1. **Noted.**
- b. Cllr Paxton reported that the North Ascot Community Association finances were looking positive and that hirers were beginning to come back. An AGM was planned for later in the year.

AM 2107 CLERK'S REPORT

The Clerk's report was attached as Appendix 2. **Noted**

AM 2108 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

No written reports from BFC Ward Councillors had been received.

Cllr Ms Gaw reported the following:

- As part of the safety/speed scheme being carried out on North Street, the double yellow lines were being adjusting and re-surfacing works were due to commence mid June.
- Local pubs had reported they were pleased to be open again and appeared to be very organised.
- Positive comments had been received on the resurfacing of the Locks Ride splashpad
- The annual Confirmation Service was due to be held at St Mary's Church on 23rd May.
- Lots of litter picking activity around the area including youths carrying out their DofE awards.

Cllr Atkinson reported the following:

- Actively litter picking.
- BFC contractors (CLL) had carried out litter picking on A322 and he had asked for the same to be carried out on A332.
- Swinley Road rail bridge signage – a scheme from BFC had been received but he had raised some concerns and BFC had made appropriate amendments. Signs and slow markings were due to be installed.

Cllr Mrs Hayes reported the following:

- Residents outside the area were depositing red bags in the Parish after litter picking and asked for members to advise her if litter picks were planned.
- A WEEE collection was taking place at Bracknell Sports Centre.
- Litter picking – Keep Britain Spring Tidy being held 20th May – 13th June.

- Shanley/Palm Hills appeal being heard 8th – 11th June.
- Other appeals in progress at 127 Fernbank Road and 115-117 Fernbank Road
- Lapland application had been submitted.
- Application for film location in Swinley Forest going to BFC Committee.

Cllr Ms Browne reported on the following:

- Had been out with Paul Craven to look at the location for the new settlement sign on Prince Albert Way/Swinley Road.
- Ascot Jubilee play area works nearing completion.

Cllr Paxton reported on the following:

- There were 3 regular litter pickers in North Ascot.
- Priory Road flooding – he is speaking to BFC to try to rectify the issue.
- London Road flooding – he is speaking with RBWM and the bus companies to try to rectify the issue.

AM 2109 QUEEN'S PLATINUM JUBILEE

The Clerk outlined the arrangement for bank holidays in 2022 in honour of the Queen's Platinum Jubilee – the May bank holiday will be moved to Thursday 2nd June and an additional bank holiday has been given on Friday 3rd June.

Members agreed they were happy to host an event. The Clerk would arrange for the Events Working Party to meet for initial discussions.

AM 2110 CAPITAL PROJECT UPDATE

A list of 2021-22 capital projects was attached as Appendix 3.

The Clerk was asked to amend the spreadsheet to account for Committed and Actual costs to date.

It was noted that item 19 should read Prince Albert Way.

LEISURE ITEMS

AM 2111 LOCKS RIDE PAVILION

The Working Party had met virtually with Madlins and Sports Clubhouses on 11th and 18th May 2021. Initial design drawings had been received from Sports Clubhouses and reviewed by the Working Party.

Cllr Barber verbally updated the meeting with the following information:

- Location – to conform with ECB requirements, any building needs to be sited 10m from the cricket boundary line.
- Location – proposed siting is adjacent to the car park fence where the existing overflow car park is based. Adjustments may need to be made to the overflow car park location.

- Initial design – the size of the community room appeared larger than required and this was therefore being amended on the design.
- A number of façade options had been presented and the preferred option was a mixed brick and wood façade.
- A document pack will be presented to all Council members to discuss before bringing the final recommendations to Council.

Cllr Ms Gaw queried whether there was any danger of overspending from the initial budget of circa £700,000. Cllr Barber advised that the consultants were aware of the budget and were working within this. He advised that final funding would be discussed and alternative funding options would be investigated. He noted the potential need for a separate budget Working Party.

Cllr Blakemore noted that due to Brexit and Covid there are potential delays which may have an impact on cost.

Cllr Atkinson advised that at the start of the project he had visited a number of other new pavilions in the area and feedback was that the impact of approaching outside bodies for funding was that the cost of implementing the requirements outweighed the funding received and therefore more cost effective not to comply in certain circumstances. Cllr Barber noted this and advised that WPC needed to show diligence in investigating all available options.

Cllr Atkinson also queried whether the options presented to Council would include different locations. Cllr Barber advised that there were limitations on location as the existing location was within the 10m boundary advised by the ECB and therefore a potential insurance risk, the end of the grounds could potentially impact the football pitch. Therefore the optimum location appeared to be on the overflow car park area, adjacent to the car park fence.

Cllr Atkinson queried whether there was a higher risk in obtaining planning permission by locating the pavilion on the existing overflow parking grassed area, particularly bearing in mind the listed buildings in the area. Cllr Mrs Hayes advised that she felt the design element was in keeping and that residents would be amenable to this.

Cllr Atkinson also queried why a further topographical survey was required as he was loathe to incur additional costs if not needed. Cllr Barber and the Clerk advised that the topographical survey already carried out had been presented in pictorial form only and that a full written report may be required for planning purposes.

Cllr Paxton queried whether the 10m boundary would impact on other facilities on the grounds such as the cabin or the pedestrian walkway. Cllr Barber advised that the cabin was sited just outside the 10m boundary but that the walkway was within this and there would be a need to consider all safety aspects.

Madlins had advised that under CDM Regulations, WPC must appoint a principal Designer for the project, the role of which is summarised by the HSE at <https://www.hse.gov.uk/construction/cdm/2015/principal-designers.htm>. Essentially the Principal Designer plan, manage, monitor and coordinate health and safety in the pre-construction phase and post-contract services if required, visit site during the construction period to monitor the Principal Contractor and ensure they are complying with CDM regulations.

Members recommended that the Clerk should instruct Madlins to obtain quotations for Principal Designer for both pre-construction and post-contract services and accept the recommendation of Madlins in conjunction with the Locks Ride Working Party to appoint.

AM 2112 KGV TOILET

Cllr Atkinson reported that a draft report had been prepared but not yet sent to the Working party as a quote from Modulek was awaited to help determine whether the project should be included with the Locks Ride Pavilion project. He advised that his preference would be to include it with the Locks Ride project but consideration would need to be given to whether there was a commercial or procurement benefit in combining the projects or if not, if this would result in a significant delay in delivering the toilet.

Cllr Blakemore queried whether there was any update on the services connections and Cllr Atkinson advised that he would present all information to the Working Party before bringing to Council.

AM 2113 CARNATION HALL CAR PARK

Cllr Mrs Hayes reported that she had introduced Phil Gritten (BFC Tree Officer) to Cllr Paxton who had been liaising on the poplar trees at Carnation Hall.

Cllr Atkinson advised that, as he had previously produced Council briefing papers for these works, he was concerned that he had not been included in the emails to Phil Gritten. He suggested that he accept Phil Gritten's recommendation to contact an arboriculturist to give a professional view and members agreed.

Cllr Atkinson noted that it was difficult to be sustainable in a holistic way and there was a risk that alternative options could have a negative carbon implication.

The Clerk was asked to check the Carnation Hall lease to determine if permission was required from BFC to carry out tree works.

AM 2114 CRICKET SIGHT SCREEN

During the recent bad weather, one of the cricket sight screens was damaged and had now been broken up by the grounds team.

Details of replacement screen options were attached as Appendix 4.

Members recommended that the Clerk purchase a 4m x 4m mesh screen at a cost of £975.00 + VAT.

FINANCE ITEMS

Cllr Atkinson noted that the payment schedule had been omitted from this agenda but a full list would be provided on the next agenda.

AM 2115 INVESTMENTS

The following sums are currently invested:

Account Name	Amount invested	Current interest rate
HSBC Money Market Call Account	£ 150,198.63	0.01%
Nationwide 95 day notice	£ 250,000.00	0.25%
Natwest 95 day notice	£ 102,469.05	0.15%
Santander 30 day Time Deposit	£ 150,000.34	0.60%
United Trust Bank	£ 150,000.00	0.80%
Clydesdale (Yorkshire) Bank	£ 250,000.00	0.50%
	£1,052,694.68	

The Assistant RFO is progressing the opening of the investment account with Reliance Bank.

The Santander 30 day Time Deposit (£150,000 for 12 months) matured on 6th May 2021. Santander has advised that it is not currently offering any deposits other than a 35 day term deposit, currently at a rate of 0.01%. The existing funds have been automatically rolled over to a 35 day term deposit until agreement has been made on the way forward.

Natwest has also advised that it is ending its 95 day notice account on 8th August 2021 and will only offer a 35 day notice account at a rate of 0.05%.

Cllr Mrs Hayes queried why she had been dropped as a signatory for the Reliance account and the Clerk explained that this had been based on previous account opening issues, however she was happy to re-add Cllr Mrs Hayes if she was able to provide the relevant documentation.

Members recommended that the Clerk should continue re-investing £150,000 with Santander in a rolling 35 day term deposit until a new investment opportunity with a higher interest rate is found. This would be the same process for the Natwest account.

Cllr Atkinson noted that to assist with calculating cashflow requirements, it would be useful to have an updated indicative budget for Locks Ride, taking into account the reduction in anticipated floor space which should reduce the original budget.

Cllr Atkinson queried whether the total project cost was still planned to be funded from CiL reserves and Cllr Barber noted that all opportunities for funding should be investigated including PWLB and grant funding with a recommendation for final funding to be brought to Council.

The Clerk, Assistant RFO and Cllr Atkinson will continue to investigate and arrange other potential investment opportunities in line with potential future cashflow requirements.

AM 2116 NATWEST BANK SIGNATORIES

The signing mandate for the Natwest Bank accounts requires updating.

Members recommended that a new mandate be completed instructing Natwest Bank to update signatories to include the Chairman (Cllr Ms Vicki Browne), Vice Chairman (Cllr Nigel Atkinson), Cllr Geoff Paxton, Cllr Mrs Angela Michie and Cllr Mrs Dorothy Hayes plus the Clerk (Mrs Marcia Milsom) and assistant RFO (Miss Lindsay Dale).

AM 2117 FINANCIAL POSITION AS AT 30th APRIL 2021

Balance of all bank accounts and investments are detailed below.

Balance of all Bank AC's & Investments		
	Co-operative	84,153.68
	HSBC	875,167.17
	Lloyds	135,407.89
	NatWest	103,934.35
	Nationwide	250,000.00
	Santander	150,000.00
	Clydesdale / Yorkshire	250,000.00
	United Trust	150,000.00
	Petty Cash	300.00
	Locks Ride Float	350.00
		<u>1,999,313.09</u>
	Amount Due to Creditors	(16,758.00)
	Amount Due from Debtors	7,412.36
Available Funds		<u>1,991,453.45</u>

Cllr Barber noted that there was a large amount currently held with HSBC and asked if there was any way to redistribute this. Cllr Atkinson noted that this was what was being achieved by opening the Santander, Clydesdale/Yorkshire and the new Reliance accounts, however there had been another large receipt of funds from the Precept and another CiL payment.

The Clerk noted that a number of banking organisations now required investments to be for longer periods of time to achieve a satisfactory interest rate, and until cashflow requirements were determined for the Locks Ride pavilion it was difficult to identify suitable amounts to invest. She noted that there were also a number of organisations that were unclear on the status of Parish Councils and therefore found it difficult to identify the correct accounts.

Cllr Ms Gaw suggested investigating how other Parish Councils with substantial CiL funds were investing the monies. The Clerk and Cllr Atkinson would look into this.

Full bank reconciliations are available in the Parish Office. These have been approved by the RFO and the Lead Finance member. **Noted.**

AM 2118 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.

Details of donations made in 2018/19, 2019/20, 2020/21 and 2021/22 were given in Appendix 5.

- i. There were no new applications that had been received.
- ii. There were no urgent grant applications received.

AM 2119 DATES FOR THE DIARY

None.

Cllr Barber reported that, together with Cllrs Mrs Hayes and Paxton, he had met with BFC Rangers to discuss asset transfers. Further information was now awaited on both Bog Lane and Worlds End Hill. The Rangers had expressed an interest in WPC taking over Savernake Park (excluding the lake).

All decisions taken by the Clerk will be considered at the next meeting of Council in accordance with the delegations approved by Council on 4th May 2021.

Chairman