



Minutes of the Winkfield Parish Council members
Advisory Discussion held virtually via Zoom on
Tuesday 15th June 2021 from 7.30pm – 8.51pm

Those present:

Chairman: Cllr Ms V Browne

Councillors:

Cllr N Atkinson

Cllr K D'Souza

Cllr I Harvey-Brown

Cllr N Polydorou

Cllr G Barber

Cllr Ms M Gaw

Cllr Mrs D Hayes MBE

Cllr R Warren

Cllr Ms E Blyth

Cllr Mrs V Griffin

Cllr G Paxton

Cllr D Wall

Officers:

Marcia Milsom, Clerk

Lindsay Dale, Assistant Responsible Finance Officer

Paul Craven, Head of Grounds Maintenance

In attendance:

Cllr C Dudley (BFC)

AM 2120 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Blakemore and Mrs Michie.

AM 2121 DECLARATION OF INTEREST

None.

AM 2122 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the advisory discussion meeting on 18th May were agreed as a true record.

Cllr Mrs Hayes asked for an update on the Fernbank Road planting. The Clerk advised that she was working on the risk assessment as requested by BFC.

AM 2123 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**

AM 2124 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 2125 REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- a. The Chairman's report was attached as Appendix 1. **Noted.**
- b. Cllr Mrs Hayes reported that the North Ascot Community Association AGM had been delayed until September.

AM 2126 CLERK'S REPORT

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

Cllr Atkinson asked for an update on the ex-Chairman gift. Cllr Paxton advised that he had sourced two options of a plaque at a cost of around £80.00 and would forward round to all members for comments. The Clerk would order this once members had agreed.

AM 2127 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

A report from Harmans Water Ward Councillors was attached as Appendix 3. **Noted.** The Chairman asked for a note of thanks to be sent to the Ward Councillors.

Cllr Ms Gaw reported the following:

- North Street resurfacing works were in progress. This had been a bit disruptive and the hot weather had slowed works down.
- Shooters Oak – lots of vehicles delivering tarmac to site. There was an ongoing investigation into the floodlights which had been sited and were causing distraction to drivers.
- Maidens Green crossroads – the road needed to be closed for works to be carried out but this would be delayed until the North Street works were completed.

Cllr Atkinson reported the following:

- Palm Hills appeal – he had attended with Cllr Mrs Hayes and they had raised some strong points to help existing residents and future purchasers.
- Woodstock – some reports of noise had been received from nearby properties despite there being an abatement notice in force.
- Litter picking on Priory Road had been carried out and hope to tidy up the memorial area with Cllrs Mrs Hayes.

Cllr Mrs Hayes reported the following:

- Palm Hills appeal – there appeared to be a lot of significant information that had not been passed to the inspector.
- Joint Waste Public Protection Committee meeting – licensing for mobile caravans had been discussed.
- 115-117 Fernbank Road – conditions had not yet been met and she had asked to meet with Environmental Health on-site.
- Woodstock – local residents concerned.

Cllr Paxton reported on the following:

- Grass cutting – residents had commented how well the verges had looked before they had been cut which has removed the wildflowers.

Cllr Mrs Griffin joined the meeting.

Cllr Dudley (in attendance) report on the following:

- Noted the lack of attention from the Parish Council to the south of the Parish.
- Three important planning applications in Winkfield due to be discussed at Committee and encouraged members to submit comments individually.

The Chairman noted that it was difficult for WPC to spend money in the south of the Parish but were actively looking at ways to increase its presence.

Cllrs Mrs Gaw asked if Forest Park and Martins Heron & The Warren Councillors could submit suggested improvements/enhancements for the area.

Cllr Atkinson noted that since taking over Martins Heron & The Warren Community Centre a substantial amount of money had been invested to bring the building up to the high standard of other WPC facilities and that Allsmoor Field was also maintained to the same high standard

AM 2128 CAPITAL PROJECT UPDATE

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

LEISURE ITEMS

AM 2129 LOCKS RIDE PAVILION

The Working Party had met virtually with Madlins and Sports Clubhouses on 25th May and 8th June 2021. The Working Party had met on-site on 10th June 2021. A revised design drawing had been presented by Sports Clubhouses and reviewed by the Working Party.

Cllr Barber verbally updated the meeting with the following information:

- The original design has been reduced in size which would have an impact on the budget.
- A members only meeting was planned to discuss the whole site plan, proposed pavilion plans and budget in full before submitting to an Extraordinary Advisory Discussion meeting.
- Noted that a formal budget had not yet been set for the grounds store works.
- The Working Party had received cost estimates for the grounds store and toilet block works and felt that this was not acceptable at this time. The Clerk had been asked to contact the structural engineer to determine if any of the existing pavilion could be salvaged to form part of the grounds store. A discussion would then be had to determine the best way forward in line with the 3,5,10 year plan and strategic view.

- The Working Party had reviewed the revised pavilion drawing and were happy with it. The design lent itself to either a wood or modular construction and this would be determined through the tender process.
- Madlins would need to be advised that only the pavilion works were to be taken forward at this time and phase 2 would be for the grounds store and toilet block works.

Cllr Ms Gaw queried whether there would realistically be an opportunity for other members to suggest changes as the process was so far down the line. Cllr Barber advised that the Members meeting would give the opportunity for any members to suggest changes and that Madlins and Sports Clubhouses would also be in attendance. He advised that the outcome on the design meets the specification provided by the Working Party and makes the best use of Locks Ride but reiterated that it was not a fait accompli.

Cllr Atkinson noted that the invoice from Sports Clubhouses for design had been submitted and paid and asked for assurance that there is flexibility from them for WPC to make changes to the design within their fee. Cllr Barber noted that they had been flexible to date but would have a conversation with them.

Cllr Atkinson asked whether the information pack would contain commercial pricing information and Cllr Barber confirmed this.

He also asked whether there were any plans to improve the temporary chemical toilets to a more permanent temporary toilet with running water. Cllr Barber noted that this could be determined once a decision had been made on whether any of the existing pavilion building could be salvaged.

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.

A financial statement was attached as Appendix 5.

Cllr Barber noted that an additional bat survey was required for planning purposes.

Cllr Ms Gaw noted that WPC should ensure the surveys being carried out were required. Cllr Barber noted that Madlins had no gain in requesting the surveys and that they were required to ensure WPC was sufficiently prepared for planning purposes and there were no delays.

It was agreed that the Clerk arrange for the additional survey to be carried out at a cost of £2,805 + VAT.

AM 2130 KGV TOILET

The Working Party had met virtually on 11th June 2021. A briefing paper was attached as Appendix 6.

Cllr Atkinson advised that more information on the services had been received which had resulted in the suggested relocation of the unit approximately 25m north to the Winkfield Row side of the site. This would also pacify Winkfield St Mary's School who had asked for the unit to be moved away from the pedestrian entrance into the school.

Due to the school refusing permission to connect to the school services, investigation into connections to the highway had been made and these had come in at circa £20,000. Cllr Atkinson advised that he would be working to reduce these costs where possible by investigating alternative quotes for the contestable works.

He noted that in previous meetings discussion had been had as to whether the KGV toilet works could be incorporated into the Locks Ride pavilion works if there were any benefits in economy of scale and reductions in workload for the Parish. He had contacted another modular building company to obtain a quote for the KGV toilet unit and this had come in at circa £20,000 higher than the original building quote. It therefore appeared beneficial to run the two projects separately.

Cllr Barber noted that the membership of the KGV Working Party had not been reported at the annual meeting and the Clerk was asked to amend this.

Cllr Barber queried where the need for a toilet at KGV had originated as during recent visits to the site, his view was that the numbers using the park did not justify the installation of toilets. He also asked why the toilet block could not be located nearer to the car park. Cllr Atkinson advised that the previous position was approved by Council and predicated by the connection of the school utilities. The proposed location was due to its location in relation to the footfall at the play area which was heavily used at the end of the school day. The new equipment had also increased usage of the site at the weekends and particularly during the lockdown. The provision of a toilet would take some pressure from Locks Ride and improve utilisation of the BBQ at KGV.

Cllr Atkinson noted that the next steps towards installing the toilet were to get quotes for the base design. He had received one quote and would endeavour to obtain two further quotes.

Members agreed on the proposed new location of the toilet and that the Clerk should work with Cllr Atkinson on the following:

- Approach BFC to request a planning amendment for the revised location, or submit a new planning application if a planning amendment is not acceptable.
- Obtain 2 further quotes for the foundation design and accept the best value quote, not to exceed the £1,295.00 + VAT fee plus expenses quote already obtained. Otherwise, bring this back to members for review.
- Develop the budget for the toilet, to include foundations, services connections and a new surfaced path to connect to the existing path (for accessibility reasons) and present this budget to a future Council meeting for approval.

AM 2131 CARNATION HALL CAR PARK

Cllr Atkinson advised that he had not made much progress on this but had been speaking to Paul Craven who had given details of arboriculturists to liaise with.

FINANCE ITEMS

AM 2132 INVESTMENTS

The following sums are currently invested:

Account Name	Amount invested	Current interest rate
HSBC Money Market Call Account	£ 150,199.86	0.01%
Nationwide 95 day notice	£ 250,000.00	0.25%
Natwest 95 day notice	£ 103,934.35	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%
	£1,054,134.21	

The Assistant RFO is progressing the opening of the investment account with Reliance Bank and hoped to receive confirmation of the account opening within the next week.

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 2133 ORDERS FOR PAYMENT

A list of all payments covering the period 1st April 2021 – 7th June 2021 was attached as Appendix 7. All payments have been approved by the Clerk and two Councillors and paperwork is available in the office.

AM 2134 LVS LICENCE

The current charge for LVS 6th form students parking in Ascot Jubilee car park is set at £1.33 + VAT per car, per day, taking account of the gatekeeping services provided by LVS staff. The Clerk noted that the arrangement was working well.

Members agreed that the Clerk should renew the LVS licence from September 2021 with an increase in the rate to £1.35 + VAT per car, per day.

The Clerk was asked to contact the Head of 6th Form to advise that reports of irresponsible driving and speeding on Goaters Road had been reported by residents.

AM 2135 INTERNAL AUDITOR

The Clerk had received confirmation from Claire Connell of her willingness to continue as internal auditor to Winkfield Parish Council for 2021/22 at a rate of £275.00 per day (no increase on 2020/21).

Members agreed that the Clerk should formally appoint Claire Connell as internal auditor for the 2021/22 financial year.

AM 2136 FINANCIAL POSITION AS AT 31st MAY 2021

Balance of all bank accounts and investments are detailed below.

Balance of all Bank A/C's & Investments		
	Co-operative	84,154.24
	HSBC	842,908.00
	Lloyds	137,252.64
	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>1,968,899.23</u>
	Amount Due to Creditors	(21,315.69)
	Amount Due from Debtors	11,334.00
Available Funds		<u>1,960,403.54</u>

Cllr Barber asked that a CIL report showing which developments monies had been received from be included for future meetings.

AM 2137 WRITE-OFF

A report on amounts to be written off was attached as Appendix 8.

Cllr Barber noted that the monies should still be able to be retrieved if paid incorrectly.

Cllrs Atkinson and Barber agreed to discuss the matter offline to investigate other routes to retrieve the monies.

AM 2138 COUNCILLOR EMAILS

Under GDPR regulations, emails to and from private Councillor email addresses are subject to access requests. It is therefore advised that Councillors are issued with generic email accounts which are used for any Council business.

WPC currently uses Microsoft 365 for staff email accounts. The new website providers have recommended that the existing Microsoft 365 software be utilised to provide Councillor email accounts.

Telanova has confirmed that accounts can be created for all Councillors and quotes for set-up and annual licences are attached as Appendix 9.

All other T&PC's in the Borough use generic Council email addresses.

The majority of members agreed that the Clerk should move forward with having individual Councillor email addresses set up by Telanova with all Parish Council correspondence sent to these addresses only once active.

AM 2139 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 10.

i. New Applications:

a. **Citizens Advice Bureau**

Application form, covering letter, financial statements and report were attached as Appendix 11. **Grant requested - £2,000.00 towards maintaining and increasing services to Winkfield residents.**

Members agreed that the Clerk should award a grant of £2,000.00 to Citizens Advice Bureau.

b. **Youthline**

Application form and financial statements were attached as Appendix 12. **Grant requested - £1,500.00 to meet the increased demand on services.**

Members agreed that the Clerk should award a grant of £1,500.00 to Youthline.

ii. There were no other urgent grant applications.

AM 2140 DATES FOR THE DIARY

None.

The Clerk reported that Arts Week planning was in progress.

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