



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 20th February 2024 from 7.30pm – 8.57 pm

Councillors present:

Cllr P Adams	Cllr N Atkinson	Cllr G Barber	Cllr O Barreto
Cllr T Blakemore	Cllr E Blyth	Cllr K Buchler	Cllr C Dudley (Chair)
Cllr C Ehinger	Cllr P Frewer	Cllr M Gaw	Cllr D Hayes MBE
Cllr O Lazar	Cllr A Michie	Cllr K Rowland	Cllr D Wall
Cllr R Warren			

Officers:

Ruth Lyes, Clerk

Other in attendance:

3 representatives from Stepping Stones Recovery College

CM 10003 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 10004 PUBLIC PARTICIPATION

None

CM 10005 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Karim and Paxton

CM 10006 DECLARATION OF INTEREST

Following late arrival (20.03) Cllr Adams declared a pecuniary interest (Chairman of JHCL CIC) in item 22 on the agenda - Jealotts Hill Community Landshare grant application.

CM 10007 PRESENTATION FROM STEPPING STONES RECOVERY COLLEGE

Presentation was made by Stepping Stones Recovery College following an invitation from Council to attend to provide further information relevant to the grant application made. Question and answer session followed. The grant application was considered later in the meeting - see item CM 10,0024.

Cllr Rowland arrived 19.35.

CM 10008 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 16th January 2024 were attached at Appendix 1

It was proposed by Cllr Barber, seconded by Cllr Miche and with 1 abstention

RESOLVED that the minutes of the meeting held on 16th January 2024 be confirmed and signed.

CM 10009 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Extraordinary Meeting of Council

Draft minutes of the meeting held 6th February 2024 were attached at Appendix 2

It was proposed by Cllr Michie, seconded by Cllr Ehinger and with one abstention

RESOLVED that the minutes of the Extraordinary Meetings of Council held on 6th February 2024 be confirmed and signed.

Staffing & Strategy Committee Meeting

Draft minutes of the meeting held on 23d January 2024 with recommendations to Council were attached as Appendix 3.

It was proposed by Cllr Barber, seconded by Cllr Warren and with one abstention

RESOLVED that the minutes of the Staffing & Strategy Committee Meeting held on 23d January 2024 be confirmed and signed.

The following recommendations made by the Staffing and Strategy Committee to Council were reviewed and considered:

1. Co-option Policy & Council Standing orders to be amended as follows:
 - Co-Option policy to be updated in line with current NALC Legal Topic Note 8 Elections & Co-Options
 - Standing Orders to allow for voting in the co-option process to be by way of written ballot in open session.
 - Co-option Policy to state that voting will be by written ballot with the votes to be counted by the presiding officer in attendance at the meeting.
 - Co-option Policy to be amended to include that during the candidate presentations, only the candidate giving the presentation will be present in the room. Other candidates will be required to vacate the room.
 - Section 6.3 of the WPC Co-Option Policy be amended to preclude any discussion in closed session. Following the conclusion of the candidate presentation and question session the council will move to a vote without discussion between Councillors.

2. New Policies to be adopted:

- Dignity at Work Policy to be adopted as a replacement to the current Anti-Harassment & Bullying Policy
- Safeguarding Policy

3. Staffing:

- To approve the successful completion of the probationary period for two members of staff
- That delegated powers be granted to the Clerk to approve the successful completion of a staff member trial period ending 1st March subject to no concerns being raised in the interim period.
- To approve the job evaluation for the role of Deputy Responsible Finance Officer

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

RESOLVED to adopt the recommendations of the Staffing Committee meeting held 23rd January 2024

CM 10010 WINKFIELD ROW TRAFFIC CALMING SCHEME

Council gave further consideration to a proposal that had been made by BFC Ward Cllr Virgo for Winkfield Parish Council to contribute a sum of up to £10,000 to a revised traffic calming scheme in Winkfield Row. An updating report from the Clerk was attached at Appendix 4 and a BFC plan of the proposed scheme was attached at Appendix 5.

Cllr Adams arrived 20.03

Discussion followed on the justifications and merits of this proposal. The engagement by residents who had contacted the council and the work and effort involved by those putting this proposal together was recognised. There were however concerns in committing to this scheme at the present time.

It was proposed by Cllr Dudley seconded by Cllr Warren and with two abstentions

RESOLVED that the proposed scheme would not be supported at the present time but would form part of wider traffic calming deliberations and considerations for implementation within the next three years as part of the WPC 3/5/10 year plan (currently in development) and in conjunction with BFC Highways.

CM 10011 COMMUNICATIONS / CORRESPONDENCE

The following communications had been received **Noted**:

- i. Emails from the Chavey Down and Maidens Green steering group members noting appreciation for the Neighbourhood Plan event that had been arranged.

- ii. Several emails have been received from parents using the nursery at Carnation Hall related to use of the carpark by construction workers from the nearby Furzefield development. WPC staff are working with the site manager to address issues and the Clerk is monitoring the situation.
- iii. Email from Sebastian Action Trust thanking Council for the grant funding.
- iv. Information / update had been supplied by BFC Community Engagement & Equalities on the following matters:
 - a. Town & Country magazine – Currently this is distributed online weekly as Town & Country Extra. Parish & Town Councils are welcome to submit community information for sharing in the Borough and have provided guidance on how to do this.
 - b. BFC Planning Committee Ward representation – the makeup of the committee is agreed annually at Council and since applications are determined on behalf of the whole Borough rather than where the development is located, there is no necessity to have ward representation from all wards. All members are able to speak at committee on specific items as visiting members, providing a “ward view”.

Cllr Hayes commented that she was not satisfied with the response (b) above.

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

CM 10012 QUESTIONS

No written questions received.

CM 10013 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Chairman's Report –the Chairman gave a verbal report on the following matters:
 - Work on the Locks Ride Pavilion was now underway. It was noted that for health & safety reasons, site visits by councillors should be kept to a minimum with arrangements to be made via the Clerk.
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Atkinson reported on attendance in January at the Winkfield Parochial Charities meeting:
 - Two flats would become available in the next few months
 - Refurbishment works to be undertaken on the hall
 - Development of more detailed financial investment information was being looked at

It was also reported that Cllr Atkinson and Cllr Lazar had attended the charities' Christmas Lunch and this had been appreciated by the residents.

CM 10014 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

- i. No written reports were received from BFC Ward Councillors. **Noted.**
- ii. The following verbal reports were received from Parish Councillors on matters within their wards:
 - a. Cllr Hayes reported that:
 - Ongoing issues on the roads in the vicinity of Ascot Heath school at peak school times. BFC Highways (Nick Rose) and Mary Templeton (leader of BFC) are involved in the matter. Cllr Hayes noted that going forward an onsite visit was proposed and that any interested Councillors were encouraged to attend. Details TBC
 - There was an opportunity for WPC to consider using a giant poppy outside the office as part of D-Day 80 commemoration – arrangements for this if required would be via Cllr Hayes
 - The Day Nursery had requested a “Please Shut the Gate” sign for Fernbank Play Area – Clerk to organise.
 - Fernbank Play Area – Cllr Hayes would liaise with the Clerk regarding one of the items of play equipment. Clerk to confirm insurance arrangements to Cllr Hayes.
 - b. Cllr Wall reported that:
 - Cranbourne Amateur Dramatic Society were looking for volunteers for an October Half Term production.
 - c. Cllr Gaw reported that:
 - A member of public had raised a question concerning the polo ground footpath with Bracknell Forest Council and had been advised by an Executive Member that the footpath issue was to be resolved by end April '24.
 - Lovel Road / Lovel Lane / Hatchet Lane flooding issues were being actively addressed by BFC, WPC and other interested parties.
 - There had been a tribunal ruling sometime ago related to an Asset of Community Value in relation to the British Legion Hall in Cranbourne. It is noted that WPC do not have opportunity to pursue this matter or use of the hall further.
 - d. Cllr Buchler reported that:
 - Membership numbers for the neurodivergent FC Bracknell club continue to grow well with membership currently standing at around 30. The club chairman had extended appreciation for the grant support that WPC had provided.

CM 10015 3 -5 -10 YEAR PLAN WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

Clerk notes from the working party meeting held 8th February '24 were attached at Appendix 6. Recommendations related to Working Party Structure and Traffic Calming funding were considered.

Discussion followed. While it was agreed that the structure of the working parties could benefit from review it was agreed that no decision would be made at this time. It was also agreed that no decision be made regarding allocation of funds

for traffic calming highways measures until such time as the 3/5/10 Year Plan had been further developed.

It was requested that the Clerk organise a further meeting of the 3/5/10 Year Plan Working Party (invite to be open to all Councillors) to be held prior to the March Council Meeting.

Target date for the 3/5/10 Year Plan to be presented to Full Council to be May '24 Council Meeting.

CM 10016 CARNATION HALL NEW FOOTPATH PROPOSAL

A communication had been received from BFC, advising that they have been approached in relation to offsite improvements to the western edge of land leased to WPC at Carnation Hall, to support a proposed residential development (19/00009/OUT 42 Dwellings, Whitegates, Mushroom Castle). Information was provided in a Clerks Report at Appendix 7.

Discussion followed.

It was proposed by Cllr Dudley, seconded by Cllr Blakemore and with one abstention

RESOLVED to refuse the proposition for a footpath / cycle path through Carnation Hall grounds in connection with application 19/00009/OUT

CM 10017 CLERK'S REPORT

The Clerk's report was attached at Appendix 8. **Noted.**

CM 10018 CAPITAL PROJECT UPDATE

A list of 2023-24 capital projects was attached at Appendix 9. **Noted**

CM 10019 LEISURE REPORT

The Leisure Report was attached at Appendix 10. **Noted**

CM 10020 ORDERS FOR PAYMENT

A list of all payments covering the period 1st January to 31st January 2024 was attached at Appendix 11. All payments have been approved by the Clerk and two Councillors and paperwork is available at the office.

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

RESOLVED to accept the payments covering 1st January to 31st January 2024

CM 10021 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

A list of payments for approval was attached at Appendix 12.

It was proposed by Cllr Michie, seconded by Cllr Dudley and unanimously

RESOLVED that in accordance with its powers under s137 of the LGA 1972 the Council should approve the payments, which in the opinion of the Council, are in the interests and to the benefit of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

CM 10022 FINANCIAL POSITION AND CURRENT INVESTMENTS

Balances of all bank accounts and investments as at 31st January 2024 were attached at Appendices 13 – 14. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

A question related to investment decisions pending the Pavilion Project payments schedule was raised and it was confirmed that decision could be made beginning of new financial year by when more detailed information would have been provided in terms of contract payments schedule.

A summary I&E statement was attached at Appendix 15. **Noted**

CM 10023 HISTORICAL ACCURAL CREDIT

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

RESOLVED to approve an in-year book keeping adjustment to address the unnecessary and historical accrual credit of £2080 related to audit fees

CM 10024 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is £ 25000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants. **Noted.**

Details of donations made in 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24 were given in Appendix 16.

Consideration was given to the following applications received:

- i. Grant application received from Winkfield & North Ascot Good Neighbour Scheme. Application form attached at Appendix 17 together with supporting information and financial documentation. Grant requested of £500 to assist with the retention of the service.

It was proposed by Cllr Atkinson, seconded by Cllr Dudley unanimously

RESOLVED to award a grant of £500 to Winkfield & North Ascot Good Neighbour Scheme.

Cllr Adams declared an interest in the following item and left the room whilst the matter was discussed and decided upon (20.48)

- ii. Grant application received from Jealotts Hill Community Landshare (JHCLS) CIC. Application form was attached at Appendix 18 together with supporting information and financial documentation. Grant requested of £3000 to contribute to the cost of employing a land share manager to enable the site to re-open.

Following discussion about the positive community benefits of this organisation's activities to the residents it was proposed that a donation to the unrestricted funds of JHCL CIC be considered.

It was proposed by Cllr Atkinson, seconded by Cllr Blakemore and with two abstentions

RESOLVED to award a grant of £3000 to Jealotts Hill Community Landshare CIC using Power of S137 of the LGA 1972 being expenditure, which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the level expenditure. The grant to be a donation to the unrestricted funds of JHCLS CIC

- iii. Grant application received from Stepping Stones Recovery College. Application form was attached at Appendix 19 together with supporting financial and other information. Grant requested £750 to support the launch of the program for Young Adults from April 2024.

It was proposed by Cllr Buchler, seconded by Cllr Blyth and unanimously

RESOLVED to award a grant of £750 to Stepping Stones Recovery College

- iv. Grant application received from Sunningdale & Ascot Camera Club. Application was attached at Appendix 20 together with supporting financial and other information. Grant requested of £300 for the purchase of a new projector.

It was proposed by Cllr Atkinson, seconded by Cllr Dudley and with one abstention

RESOLVED to award a grant of £300 to Sunningdale & Ascot Camera Club.

- v. Any urgent grant applications received. None received. **Noted**

CM 10025 ITEMS FOR NEXT AGENDA

Written notice of items for consideration for inclusion on the agenda of the next Council meeting to be submitted by councillors to the Clerk by 5th March 2024.

Noted.

CM 10026 DATES FOR THE DIARY

Events	
Defib Familiarisation Sessions (with Thames Valley Heartbeat)	12 th February, 24 th February, 9 th March '24 (Carnation Hall)
Spring Footpath Walk	23 rd March '24
Climate Change Concert	June '24 - date TBC (Brownlow Hall TBC)
Annual Winkfield & Warfield Cycle Ride	23 rd June '24 (starting from Carnation Hall)
Summer of Fun '24	30 th August '24 (Locks Ride)
Arts Week (Winkfield / Binfield/ Warfield PC)	26 th October to 2 nd November '24
Festive Event	15 th December '24 (Carnation Hall)

WPC Meetings	
Council	19 th March '24, 16 th April '24, 28 th May '24 (Annual Mtg)
Planning & Highways	5 th March '24, 2 nd April '24, 7 th May '24
Staffing & Strategy	11 th June '24
Events Working Party	16 th February

Other	
Lily Hill Park Steering Group	30 th April - (WPC representatives) - Bracknell Lawn Tennis Club
Annual Parish Meeting	21 st May '24

Noted.

Chairman