



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 18th June 2024 from 7.30pm – 8.21pm

Councillors present:

Cllr P Adams	Cllr G Barber *	Cllr O Barreto	Cllr K Buchler
Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr P Frewer	Cllr M Gaw
Cllr D Hayes MBE	Cllr G Paxton	Cllr R Warren	

**Cllr Barber arrived 20.28*

Councillors absent: Cllr N Atkinson, Cllr T Blakemore, Cllr E Blyth, Cllr O Lazar *,
Cllr A Michie, Cllr K Rowland, Cllr D Wall

**Cllr Lazar late apologies were received by email to the Clerk (18:56)*

Officers:

Ruth Lyes, Clerk

CM 24/47 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/48 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/49 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Atkinson, Cllr T Blakemore, Cllr E Blyth, Cllr A Michie, Cllr K Rowland, Cllr D Wall

CM 24/50 DECLARATION OF INTEREST

Cllr Warren declared a pecuniary interest in item 22 (Orders For Payment – L Warren) on the agenda

CM 24/51 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 28th May 2024 were attached at Appendix 1

It was proposed by Cllr Barreto, seconded by Cllr Paxton and with three abstentions and with a majority vote

RESOLVED that the minutes of the meeting held on 28th May 2024 be confirmed and signed.

CM 24/52 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Staffing & Strategy Committee

1. Draft minutes of the meeting held on 11th June 2024 with recommendations to Council were attached as Appendix 2. The minutes have been circulated by the Clerk to the Staffing & Strategy Committee for review of accuracy

It was proposed by Cllr Warren, seconded by Cllr Paxton and with three abstention and by a majority vote

RESOLVED that the minutes of the Staffing & Strategy Committee Meeting held on 11th June 2024 be confirmed and signed.

2. Policy Recommendations

Existing policies reviewed / amended by the Staffing & Strategy Committee were recommended for adoption:

2.1 Complaints Policy – attached as Appendix 3

2.2 Model Publication Scheme – attached as Appendix 4

It was proposed by Cllr Warren, seconded by Cllr Gaw and with 1 abstention and by a majority vote

RESOLVED to adopt the Complaints Policy and the Model Publication Scheme policies as per recommendations, attached as appendices 3 & 4.

2.3 As per Staffing & Strategy minutes attached as appendix 2, a recommendation was made to amend the Standing Orders to make Code of Conduct Training for Councillors mandatory - beginning of each 4-year administrative term or in-year for in-term Councillor appointments (within two months of appointment). The training should be by way of Bracknell Forest Council delivered training wherever possible or as alternative, training offered by NALC / local ALC would be acceptable.

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

RESOLVED to accept and adopt the recommendations to amend the Standing Orders as per 2.3 above

The following new policies were recommended for adoption:

2.4 Press and Media Communications Policy – attached as Appendix 5

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

RESOLVED to approve and adopt the Press and Media Communications Policy

2.5 CCTV Policy – attached as Appendix 6

It was proposed by Cllr Warren, seconded by Cllr Paxton and unanimously

RESOLVED to approve and adopt the CCTV Policy

3. Civility & Respect Pledge

The Civility & Respect Pledge as drafted and attached as Appendix 7 incorporating the statement that Code of Conduct training be mandatory for Councillors was recommended for adoption

It was proposed by Cllr Paxton, seconded by Cllr Ehinger and unanimously

RESOLVED to approve and adopt the Staffing & Strategy recommendations to approve and adopt the Civility & Respect pledge with mandatory training statement

4. Employee Assistance Programme

The recommendation from the Staffing & Strategy is to introduce this scheme as a staff welfare provision at the basic level policy (£765pa) and paid for as stated above. Cost to be paid from contingency budget for 2024 and for future years a specific budget allowance made. The Clerk has subsequently been provided with a lower quotation for the higher-level cover of £945 pa (3-year quote) to cover up to 9 staff. Discussion followed.

It was decided to revert to the Staffing & Strategy Committee for further consideration of the amended information. The Clerk to arrange an additional meeting of the Committee.

5. Engagement of Casual Grounds Worker

To facilitate the required engagement of a casual Grounds Worker, to be progressed in a timely manner to meet the short-term needs of the Grounds Team, it was recommended that delegated power be approved for the Clerk to progress this matter without further referral to Council. It was also agreed that with regard to the recruitment for the permanent Grounds Worker that Cllr Dudley represent the Staffing & Strategy Committee as part of the selection process.

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

RESOLVED to approve delegated power to the Clerk to progress the engagement of a Casual Grounds Worker without further referral to Council

6. Model Staff Contract

The following recommendations were made by the Staffing & Strategy Committee. The Clerk confirmed that the HR advisors had confirmed that it is

permissible to adopt amended different mileage rate terms for existing and future staff:

- i. the adoption and implementation of the mileage rates for existing staff

Essential Users	
Lump sum per annum	£1,239
Per mile first 8,500	50.5p
Per mile after 8,500	16.4p
Casual Users	
Per mile first 8,500	65.0p
Per mile after 8,500	16.4p

- ii. the adoption and implementation of the mileage rates for future staff.

Essential Users	451-999cc	1000-1199cc	1200-1450cc
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p
Casual Users	451-999cc	1000-1199cc	1200-1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

- iii. The adoption of the staff contract based on the NALC model staff contract to include lawful additional clauses from existing staff contracts (see above ii for mileage rates to be applied)

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

RESOLVED to approve the recommendations that had been made with regard to staff contracts as listed above as points i , ii and iii

CM 24/53 COMMUNICATIONS / CORRESPONDENCE

The following communications were reported:

- i. Positive feedback from the following related to the Annual Parish Meeting: Sebastians Action Trust; Forest Park Community Centre **Noted**
- ii. Jealotts Hill Community Landshare have sent information about the grand opening on 29th June. This has been circulated to Councillors and staff and details posted on the Council noticeboards and social media **Noted**
- iii. Bracknell Forest Council – Highways – in response to a query from WPC, BFC have confirmed that drainage gullies are cleaned on a cyclical regime, usually annually. Higher priority areas may be increased to twice per year. In areas where silt collection is minimal the frequency may be reduced to once every 2 years. **Noted.**

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

CM 24/54 QUESTIONS

No written questions received

CM 24/55 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chair's Report – the Chair made a verbal report:

- Community Cycle Ride taking place Sunday 23rd June – made a request for Cllrs to attend, if possible, to support the event
- A delegated reply had been made on behalf of the Council with regard to the Affordable Homes Consultation
- Staff and volunteers attending the Annual Parish Meeting were thanked
- Proposed and agreed to send flowers using Chairmans Allowance to Cllr Michie as she recovers from a period of illness

ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:

a. Cllr Paxton reported:

- At request of the Local Countryside Access Forum, he had walked the polo field footpaths as was pleased to report there had been improvements with easy-to-follow diversion
- North Ascot Community Association had reported issues with trees overhanging the carpark – one of these is a WPC tree. (Clerk will investigate)

CM 24/56 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 Paxton reported that:

- BFC were aware of and dealing with the holes in the carpark at the Royal Hunt Parade
- The stop on Westwood House construction site was connected to tree protection issues
- Mill Ride cause of unpleasant smell not yet identified. Thames Water had checked sewers and BFC are to check drainage
- Four-way traffic lights at the Foresters had now been removed for Royal Ascot week

b. Cllr Gaw reported that:

- Pest Control had visited locations on Mill Ride 13th June (to be confirmed) to address the rodent infestation issue

- c. Cllr Hayes reported that:
- Road closures in the area continuing to cause issues

CM 24/57 CLIMATE CHANGE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party were attached at Appendix 8. With the following recommended to Council for approval:

- i.WPC to contact other local parish and town councils with a view to establishing a specific climate change liaison group
- ii.WPC representatives on the BFC Transport Group to work with the BFC Transport Group on promoting and encouraging less reliance on cars for travel to school transport

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

RESOLVED to approve the recommendations of the Climate Change Working Party

Following this resolution Cllr Gaw reported that the following statistics (which were relevant to the matter of school transport) had been obtained regarding school pupils within catchment :

Winkfield St Marys School

Percentage out of catchment – 76%

Cranbourne School

Percentage out of catchment – 86%

Ascot Heath School

Percentage out of catchment – 27%

CM 24/58 ANNUAL PARISH MEETING

The DRAFT minutes of the Annual Parish Meeting 21st May 2024 have now been published and are available on the Winkfield Parish Council website to view. The minutes of the 2023 Meeting were agreed and signed at the meeting. **Noted.**

CM 24/59 MEMBERSHIP OF FINANCE WORKING PARTY

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

RESOLVED to approve Cllr Buchler as a member of the Finance Working Party for 2024/25

CM 24/ 60 CLERK'S REPORT

The Clerk's report was attached at Appendix 9. **Noted.**

CM 24/61 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Appendix 10. **Noted**

CM 24/62 LEISURE REPORT

The Leisure Report was attached at Appendix 11. **Noted**

CM 24/63 LVS CAR PARKING AGREEMENT

Continuation of the LVS parking licence for Ascot Jubilee carpark and charge to be made from September 2024 were considered.

It was proposed by Cllr Ehinger, seconded by Cllr Barreto and with 1 abstention

RESOLVED :

- i. **To Agree** to the continuation of licence to LVS for a further year with a small uplift in charge in line with other general facilities charges of 3%.
- ii. **To Agree** – Execution of Renewed Licence under seal, witnessed by the Chair and Clerk

CM 24/64 KING GEORGE V TOILET PROJECT

The Council considered this project, following resolution CM 10065 to review and decide whether to pursue or abandon the project. The Planning Permission was granted 21st January 2022 with a 3-year expiry.

The Clerk provided further information on the Charitable Trust status and procurement process that would need to be followed should Council be minded to continue with the project. Discussion followed.

It was proposed by Cllr Gaw, seconded by Cllr Hayes and unanimously

RESOLVED to not proceed further with the current project.

CM 24/65 LOCKS RIDE CABIN UPDATE

Expression of Interest notice has been publicised. This has generated a lot of interest – approx. 90 enquiries to date. Closing date is 30th June. A meeting of the Locks Ride Working Party will be convened to discuss next steps. **Noted**

CM 24/66 INTERNAL AUDIT

The latest internal audit report was attached at Appendix 12. This included the following finding:

A formal review of risk management by the Council did not take place during the year and I therefore am unable to state that this objective has been met. However, the risk management policy is on the agenda for the Council meeting

in May 2024 so it is clear the matter is now in hand. It is also clear from discussions in the office that despite a lack of formal review by council, risk management has been reviewed throughout the year at an operational level.
Noted

CM 24/67 ANNUAL ACCOUNTS

- i. A copy of the Annual Accounts (I&E) to 31st March 2024 was attached as Appendix 13.

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

RESOLVED to accept the Annual Accounts.

- ii. A copy of the Annual Return for the year to 31st March 2024 was attached as Appendix 14 to together with supporting statement from the internal auditor attached as Appendix 15.

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

RESOLVED to accept and agree that the Chairman and the Clerk sign the Annual Governance Statement (section 1).

- iii. The Clerk has confirmed and signed the Accounting Statements Section 2 statement by the RFO.

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

RESOLVED to accept and agree that the Chairman sign the Accounting Statements (section 2) -

- iv. A copy of the Bank Account Reconciliations at 31st March 2024 was attached as Appendix 16. **Noted.**
- v. The Notice of Public Rights and Publication of Unaudited AGAR will be posted on the Council website and notice board 20th June, with the Public Rights period to be 21st June to 1st August 2024. **Noted.**

CM24/68 ORDERS FOR PAYMENT

A list of all payments covering the period 1st May to 31st May 2024 was attached at Appendix 17. All payments have been approved by the Clerk and two Councillors and paperwork is available at the office.

It was proposed by Cllr Dudley, seconded by Cllr Paxton and with 1 abstention (Cllr Warren) and by a majority vote

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

CM 24/69 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

There were no S137 payments reported for May 2024. **Noted**

CM 24/70 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 31st May 2024 were attached at Appendix 18. Further details of investments were shown as Appendix 19. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member.
Noted
- ii. A summary I&E statement was attached at Appendix 20. **Noted**

CM 24/71 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is currently £25,000 to include General Donations and Village Hall Grants. The budget for Churchyard Maintenance Grants is £1,000. **Noted**

Details of donations made in, 2021/22, 2022/23, 2023/24 and 2024/ 25 were given in Appendix 21. **Noted**

No grant applications had been received for consideration. **Noted**

CM 24/72 MAINTENANCE OF CHURCHYARD CONTRIBUTIONS

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

RESOLVED to approve the annual contributions of £500.00 to both St Mary's and St Peter's churches towards churchyard maintenance

CM 24/72 EXPENDITURE ON FIRE RISK ASSESSMENT FIRE DOOR RECOMMENDED MAINTENANCE & REPLACEMENT

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

RESOLVED to approve delegated powers to Clerk and Chair in respect of expenditure on required fire door maintenance and repair up to £5300 + VAT

CM 24/73 LOCKS RIDE PAVILION ELECTRICITY SUPPLY CONTRACT

Due to time critical nature of this matter the Clerk requested delegated authority to appoint an energy supplier based on recommendations of the energy broker with the option of either 12 / 24- or 36-month contract

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

RESOLVED to agree delegated authority for the Clerk together with Locks Ride Working Party lead (Cllr Barber) to contract via the energy broker, an energy supplier for the installation of an electricity meter and supply of electricity at Locks Ride Pavilion

CM 24/74 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 9th July 2024. **Noted**

Cllr Barber arrived 20:28

CM 24/75 DATES FOR THE DIARY

Events	
Annual Winkfield & Warfield Cycle Ride	23rd June '24 (starting from Carnation Hall)
Summer of Fun '24	CANCELLED (Locks Ride)
Arts Week (Winkfield / Binfield/ Warfield PC)	26th October to 2nd November '24
Festive Event	15th December '24 (Carnation Hall)
Climate Change Concert	Spring 2025 – date TBC
WPC Meetings	
Council	16th July '24, 20th August '24 , 15th October '24
Planning & Highways	2nd July '24, 6th August '24 , 3rd September '24
Staffing & Strategy	24th September '24
Other	
Parish & Town Council Liaison meeting	26th June '24 - POSTPONED

Noted.

Chair