

Minutes of the Meeting of Winkfield Parish Council

held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 7.30pm 2024 from 19:30 – 20:52

Councillors present:

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

Cllr L Campling (*joined the meeting as Cllr Elect following the Co-option Vote*)

Councillors absent: Cllr E Blyth, Cllr O Lazar

Officers: Ruth Lyes, Clerk

Members of Public: 2 (Co-option candidates)

CM 24/76 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting and announced the news of the death of Councillor Angela Michie. Angela Michie had been a dedicated Councillor for Winkfield Parish Council for many years and was much involved with the local community. Special mention was also made by way of vote of thanks to Cllr Paxton for his dedicated support to Cllr Michie. There was a minute's silence as a mark of respect to Angela Michie.

CM 24/77 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/78 APOLOGIES FOR ABSENCE

Apologies were received from Cllr E Blyth and Cllr O Lazar

CM 24/79 DECLARATION OF INTEREST

None declared

CM 24/80 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 18th June 2024 were attached at Appendix 1

It was proposed by Cllr Paxton, seconded by Cllr Ehinger with two abstentions was by a majority vote

RESOLVED that the minutes of the meeting held on 18th June 2024 be confirmed and signed.

CM 24/81 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Staffing & Strategy Committee

1. Draft minutes of the meeting held on 2nd July 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 Atkinson and unanimously

RESOLVED that the minutes of the Staffing & Strategy Committee Meeting held on 2nd July 2024 be confirmed and signed.

2. Staffing & Strategy recommendations were considered for approval as follows:

Employee Assistance Programme

Health Assured EAP Premier option (3 yr) contract be approved subject to best value being demonstrated in line with WPC Financial Regulations by obtaining two additional comparative quotes. Premium (£945pa) to be paid from Contingency Budget 2024/25 with specific budget allowance being made in future years

It was proposed by Cllr Paxton, seconded by Cllr Barber and with 1 abstention and 1 against was by a majority vote

RESOLVED that the Employee Assistance programme be implemented as per the recommendation of Staffing & Strategy Committee stated above (point 2)

CM 24/82 COUNCILLOR VACANCY CO-OPTION, FOREST PARK WARD

Two written applications were received and considered for the office of Parish Councillor by way of co-option to fill one vacancy in the Parish Ward of Forest Park.

Application forms had been circulated to Councillors in advance of the meeting together with a copy of the Co-option Policy. The candidates were invited to attend the meeting.

Each candidate was required to provide written declaration that they are eligible to stand as a candidate for the council. The Clerk has checked the declarations and confirmed that they are in order as per LGA 1972 s79 and S80.

Candidates Lynda Campling and Robert Fulton were both present at the meeting and were in turn given the opportunity to make a short presentation to Council which was followed by questions from Councillors, to which the candidates responded.

In order to proceed to voting each candidate was nominated and seconded

- a. Applicant Lynda Campling nominated by Cllr Frewer and seconded by Cllr Adams
- b. Applicant Robert Fulton nominated by Cllr Dudley and seconded by Cllr Barreto

In accordance with the WPC Co-option Policy, voting then took place by written ballot. The presiding officer (Clerk) counted the votes.

Of those present and voting with an overall majority the appointment of Lynda Campling was approved onto the Council as representative of Forest Park Ward. Councillor-elect Lynda Campling signed the Acceptance of Office and joined the meeting.

CM 24/83 COMMUNICATIONS / CORRESPONDENCE

We have received:

- i. An email from a family who participated in the Community Cycle Ride complimenting and thanking the organisers for the event. **Noted**
- ii. An email to the Council from a resident praising the positive engagement and assistance they received from the Head of Grounds. **Noted**
- iii. An email from St Peters Church Cranbourne, thanking for the churchyard maintenance grant that was recently awarded. **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 24/84 QUESTIONS

No written questions received

CM 24/85 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Chair's Report – Verbal report was given by the Chair.
 - The Chair confirmed that he would attend the funeral of Cllr Michie as representative of WPC although no details were yet known. The wishes of next of kin would be followed regarding floral tributes.
 - Community Cycle Ride – an excellent event with 76 riders. In attendance was the Mayor and a Cycle Angel to support the riders along the route. Thanks was given to all those involved in arranging and helping with the event.
 - The Chair raised that it would be prudent for Councillor emergency contact details to be held by the office. The Clerk would arrange for these details to be gathered.
 - There was discussion during the report about organising a formal photograph of Councillors to mark the 130-year anniversary of the Council.

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

a. Cllr Atkinson reported:

- Attendance at the Winkfield Parochial Charities meeting and reported that the charity was currently busy with administrative work and maintenance on the buildings. The Council will also need to appoint in due course another Trustee for the Charity.

b. Cllr Paxton reported:

- Attendance at the North Ascot Community Association (NACA) meeting. It had been suggested by BFC that NACA approach WPC for a grant for works that are required

c. Cllr Wall reported:

- Attendance at the BFC Climate Summit. Increased bus services from North Ascot were due to start in October (running half-hourly). There is now an improved bus service running from Winkfield North Street.

d. Cllr Hayes reported:

- Cllr Hayes and Cllr Paxton along with local police, had recently observed parking issues occurring in the vicinity of Ascot Heath School at peak times. Further actions to follow up on the issues will be considered and taken.

CM 24/86 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 Barber reported that:

- Planned road resurfacing works within Martins Heron will only apply to main roads and entrances and not to roads within cul-de sacs. This matter is being followed up with BFC Highways by the BFC Ward Councillor for the area.

b. Cllr Rowland reported that:

- Unauthorised advertising boards are being attached to highways signs in the area. These should be reported to BFC who will remove them.

c. Cllr Paxton reported that:

- Swinley Road bridge had been damaged. This had been reported to BFC and Network Rail. A quick response had been made by Network Rail but as yet there had been no response from BFC Highways.

d. Cllr Gaw reported that:

- School traffic issues had been discussed at BFC Full Council meeting. There was no funding available for additional enforcement officers. The

formation of school specific forums to address issues was a recommendation for action.

- Discussion around general highways issues followed and an agreed action for the Clerk was (on behalf of the Chair) to invite Neil Mathews (BFC Highways) to attend one of the next two WPC Council meetings to discuss highways matters in the Parish.
 - Chavey Down water leak repair scheduled for July had now been postponed due to emergency works on Braziers Lane. Works now scheduled for October.
 - Mill Ride rodents had now been treated by a pest control contractor and should reduce in number
 - Some planning enforcement matters had been reported to Cllr Gaw. Responses from BFC are somewhat delayed but enforcement matters should continue to be reported.
 - Overgrown footpath issues should continue to be reported to BFC. There has been a particular issue at High Pines.
- e. Cllr Hayes reported that:
- No further information had been obtained from BFC regarding the London Road former tip. Cllr Hayes will follow up on this with BFC
- f. Cllr Blakemore reported:
- Upcoming road closure in Maidens Green. Local vehicle movements will be restricted.

As part of the general discussion surrounding the reports from Councillors, Cllr Gaw suggested and encouraged Councillors to ask questions at BFC Council meetings. Cllr Dudley advised that he would be willing to take questions to BFC Full Council meetings as required.

CM 24/87 LOCKS RIDE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party were attached as Appendix 3.

Recommendations of the Working Party to Council relating to the Locks Ride Cabin were as follows:

1. Council to engage the services of the consultancy service offered by LCC via SLCC to assist in the scoping of the cabin project and analysis of interested parties
2. Engagement of a solicitor to draft up legal tenancy documents
3. Cabin project to be funded from CIL with an allowance of £10K to be set aside – nominally £5k for professional fees and £5K for any building works / surveys, required to get the unit ready for occupation.

4. Not to pursue a short-term arrangement for the cabin but to give priority to sorting the long-term arrangements for the operation of the cabin

It was proposed by Cllr Barber , seconded by Cllr Buchler to accept and approve the recommendations as listed above as items 1-4

Comments and questions followed. Matters raised:

- Longer term plans for Locks Ride should not be impeded and consideration should be given to a “Lift & Shift” provision under any contract terms
- Council should specify what is most appropriate for the operational needs of the Council
- There should be post tenancy reviews / inspections of the Cabin
- There should be no ongoing costs to Council once the Cabin was operational

A vote was then taken and it was unanimously

RESOLVED to approve the recommendations of the Locks Ride Working Party listed as items 1-4 above.

CM 24/88 FINANCE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party were attached at Appendix 4.

The following **recommendations** for consideration were made:

1. **Investments** - £197,038 be transferred from the HSBC current account to the Natwest 35-day notice account to bring the balance to £250,000
2. **Investment Strategy Policy** – attached as Appendix 5. Minor changes only have been made. Recommendation is to adopt the revised policy.
3. **Review of bank account signatories** - add Cllrs Barber, Blakemore and Buchler to the signatories for the HSBC account
4. **VAT Consultant** - To approve expenditure to £1,500.00 on a consultant (Parkinsons Partnership) to advise on current and future VAT management.
Additional note from Clerk: Clerk recommendation is that this be funded from contingency budget line
5. **Review of Financial Regulations** – Draft Financial Regulation document for consideration was attached as Appendix 6.

Additional explanatory note from the Clerk – The Draft Financial Regs are based on the 2024 revised NALC model regulations which Councils can use to develop their own financial regulations. In developing the current draft for review the new model regulations have been referenced against existing regulations and adapted / amended as deemed appropriate
Recommendation is to approve and adopt the updated Financial Regulations

- 6. Annual Review of Insurance Cover** - the current cover under the 3-year policy was reviewed. It was noted that sums insured and method by which values were updated to be reviewed. **Noted.**

It was proposed by Cllr Blakemore, seconded by Cllr Barber and unanimously

RESOLVED to approve the recommendations listed as items 1-5 above

CM 24/89 CLERK'S REPORT

The Clerk's report was attached at Appendix 7. **Noted.**

Comment on this was made by the Chair regarding appointment of the new Grounds Person and also an ongoing insurance claim that was progressing according to due process.

CM 24/90 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Appendix 8. **Noted**

CM 24/91 LEISURE REPORT

The Leisure Report was attached at Appendix 9. **Noted**

Cllr Paxton advised that the old wooden gates at King George V recreation ground were now removed, increasing visibility of the historic plaques

CM 24/92 ORDERS FOR PAYMENT

A list of all payments covering the period 1st June to 30th June 2024 was attached at Appendix 10 to the agenda and is attached as an appendix to these minutes. 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 Barber and unanimously

RESOLVED to accept the payments covering 1st June to 30th June 2024

CM 24/93 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

There were no S137 payments reported for June 2024

CM 24/94 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts, investments and latest financial situation as of 30th June 2024 were attached at Appendix 11 – Detailed Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at Appendix 12. Full bank reconciliation 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 13. **Noted**

CM 24/95 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is £ 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 14. **Noted.**

Consideration was given to the following applications received:

- i. **Citizens Advice East Berks.** Application form was attached at Appendix 15 together with supporting information and financial documentation. Full accounts for 2022/23 were provided – the Clerk attached an extract of these as part of Appendix 15. Grant requested of £2150 to maintain and enhance the current service for residents of Winkfield Parish.

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

RESOLVED to award a grant of £2150 to Citizens Advice East Berks. For clarification the recipient should also be advised that this is not a standing annual grant and that applications are considered on an individual basis in line with WPC Grant Policy.

- ii. **Ocean Theatre.** Application form was attached at Appendix 16 together with financial documentation. Grant requested of £1420 for the hire of costumes and professional musicians for an upcoming production.

Discussion at the meeting followed and Councillors felt that further understanding of the organisation was required before a decision on the application could be made.

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

RESOLVED that Ocean Theatre representatives should be invited to the August meeting to provide further information on the organisation. The decision on the grant to be postponed

- ii. Any urgent grant applications received.

None received. **Noted.**

CM 24/96 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 13th August 2024.

Noted.

Cllr Dudley requested an agenda item for the next meeting – naming of a room at the new Locks Ride Pavilion.

CM 24/97 DATES FOR THE DIARY

Events	
Arts Week (Winkfield / Binfield/ Warfield PC)	26 th October to 2 nd November '24
Festive Event	15th December '24 (Carnation Hall)
Wreath Making	9/ 10 / 11 th December '24 (Ascot Jubilee)
Climate Change Concert	Spring 2025 – date TBC
WPC Meetings	
Council	20th August '24* , 15 th October '24, 19 th November
Planning & Highways	6 th August '24, 3 rd September '24, 1 st October '24
Staffing & Strategy	24 th September '24
Other	
Parish & Town Council Liaison meeting	Date TBC

***Meeting venue to be Martins Heron & the Warren Community Centre**

Noted.

Winkfield Parish Council

HSBC

List of Payments made between 01/06/2024 and 30/06/2024

Date	Payee Name	Amount Paid	Transaction Detail
03/06/2024	Smartest Energy	£ 177.00	MHWCC Electric
03/06/2024	Bracknell Forest Borough Council	£ 369.00	WPC Business Rates
03/06/2024	Bracknell Forest Borough Council	£ 162.00	CH Business Rates
04/06/2024	ALS Tyres	£ 24.00	RV70 NTX Puncture repair
04/06/2024	Bowak Ltd	£ 43.49	Cleaning products
04/06/2024	Bracknell Forest Borough Council	£ 50.00	MHWCC Rent
04/06/2024	Bracknell Forest Borough Council	£ 821.23	MHWCC Insurance recharge
04/06/2024	MVI Corporate Merchandise	£ 258.00	WPC Event Flags
04/06/2024	Oaktree Nursery	£ 17.56	Plants for planter by Oaktree
04/06/2024	Phil Crosby (PC Cleaning)	£ 95.00	WPC, CH & MH Windowcleaning
04/06/2024	Society of Local Council Clerks	£ 18.00	RL training
04/06/2024	Specialised Property Solutions	£ 711.60	MHWCC Aircon service
04/06/2024	Weed Management Ltd	£ 1,044.00	Weed management
06/06/2024	Lindsay Dale	£ 32.69	LD Expenses
06/06/2024	LEW005	£ 50.00	CHID REFUND
06/06/2024	SMI001	£ 50.00	CHID REFUND
06/06/2024	SMI012	£ 50.00	LR BBQ ID REFUND
06/06/2024	MAC007	£ 50.00	CHID REFUND
06/06/2024	Sage UK Ltd	£ 46.80	Sage payroll
07/06/2024	PAL004	£ 50.00	LRID REFUND
10/06/2024	HSBC Bank	£ 1,568.52	HSBC Visa purchases
13/06/2024	COO06	£ 50.00	CHID REFUND
13/06/2024	MIR001	£ 520.98	CH HIRE & ID REFUND
13/06/2024	Fuelgenie Business Account	£ 242.64	Fuel Cards
14/06/2024	Smartest Energy	£ 79.00	WPC Electric
14/06/2024	Smartest Energy	£ 181.00	LR Electric
14/06/2024	Smartest Energy	£ 89.00	AJ Electric
17/06/2024	Castle Water	£ 130.98	CH Water
17/06/2024	Castle Water	£ 132.49	LR Water
17/06/2024	Smartest Energy	£ 257.00	CH Electric
17/06/2024	Smartest Energy	£ 90.48	AJ Gas
17/06/2024	Smartest Energy	£ 550.10	CH Gas
17/06/2024	Smartest Energy	£ 13.02	WPC Gas
17/06/2024	Smartest Energy	£ 142.65	MHWCC Gas
18/06/2024	Berkshire Pension Fund	£ 6,353.59	PENSIONS, M2
18/06/2024	HMRC	£ 5,197.26	PAYE, M2
18/06/2024	Eyelid Productions	£ 100.00	WPC Website support
18/06/2024	Fernoak Tree Surgeons	£ 360.00	Fernbank Playarea Tree surgery
18/06/2024	Fernoak Tree Surgeons	£ 408.00	Asher, tree surgery

18/06/2024	Morris & Blunt Ltd	£	40,172.49	LR New Pavilion Fees
18/06/2024	Securiflame	£	624.30	Fire Extinguisher servicing
18/06/2024	Spy Alarms	£	144.00	WPC Office Alarm fault
18/06/2024	ALD Automotive	£	535.48	RF73 HWS Lease
18/06/2024	Castle Water	£	21.89	WPC water
18/06/2024	Castle Water	£	48.83	CR Allots Water
18/06/2024	REY020	£	25.00	LRID REFUND
18/06/2024	BLTC	£	200.00	CHID REFUND
19/06/2024	Morris & Blunt Ltd	£	50,000.00	LR New Pavilion Fees
19/06/2024	Vodafone	£	124.81	Vodafone Bill
19/06/2024	S Line	£	12.14	Bank Charge
20/06/2024	JOS001	£	97.77	ID refund part
20/06/2024	HSBC Bank	£	5.80	HSBC CHG
21/06/2024	BES003	£	50.00	LRID REFUND
21/06/2024	BES003	£	35.00	LRBBQ REFUND
24/06/2024	Worldpay	£	11.94	Worldpay chg
25/06/2024	Mainstream Digital	£	506.90	WPC Phone system lease
25/06/2024	Ford Lease	£	356.71	RV70 NTX Lease
25/06/2024	Wages, various	£	17,674.01	Wages, various
26/06/2024	DLS Contract Cleaning	£	600.60	Contract cleaning
26/06/2024	Initial Washroom Hygiene	£	122.27	Initial Hygiene, CH & MH
26/06/2024	JRB Enterprise	£	76.02	Dog waste bags
26/06/2024	Match Point Tennis Coaching	£	276.00	AJ Tennis netting
26/06/2024	Movolytics Ltd	£	33.58	Vehicle trackers
26/06/2024	M S Services	£	5,994.72	Height barriers x3
26/06/2024	RBS Software Solutions	£	318.00	Training, LD
26/06/2024	Risk Management Security Servi	£	54.00	LR Alarm activation
26/06/2024	SMS Environmental	£	64.15	LR Water samples
26/06/2024	Suez Recycling & Recovery UK L	£	646.96	Waste Disposal
26/06/2024	Telanova Limited	£	109.08	IT Support
26/06/2024	Cranbourne Parochial Fund	£	500.00	24-25 Churchyard maintenance
26/06/2024	BRA009	£	100.00	CHID REFUND
26/06/2024	REG003	£	50.00	LRID REFUND
26/06/2024	MIA001	£	25.00	LRID REFUND
27/06/2024	Felicity Wise	£	5.00	MHWCC Repairs
TOTAL £ 140,209.53				

Chair