



Minutes of the Meeting of Winkfield Parish Council

held at Martins Heron & The Warren Community Centre, Whitton Road, RG12 9TZ
on Tuesday 20th August 2024 from 7.30pm –7.52 pm

Councillors present:

Cllr P Adams	Cllr N Atkinson	Cllr G Barber	Cllr O Barreto
Cllr T Blakemore	Cllr L Campling	Cllr E Blyth	Cllr K Buchler
Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr M Gaw	Cllr G Paxton
Cllr D Wall	Cllr R Warren		

Councillors absent: Cllr P Frewer, Cllr D Hayes, Cllr O Lazar, Cllr K Rowland

Officers:

Ruth Lyes, Clerk

Others:

Representative from Oceans Theatre Group (Andrew Miller)

CM 24/104 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/105 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/106 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Frewer, Cllr Rowland and Cllr Hayes

CM 24/107 DECLARATION OF INTEREST

None declared

CM 24/108 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 16th July 2024 were attached as Appendix 1 to the agenda and reviewed

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

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

CM 24/109 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

Extraordinary Meeting of Council:

The draft minutes of the Extraordinary Meeting held on 6th August 2024 were attached as Appendix 2 to the agenda and reviewed.

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

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

CM 24/110 PRESENTATION FROM OCEANS THEATRE

Andrew Miller from Oceans Theatre presented further information about the organisation, following the deferral of the grant application in July 2024 (CM 24/95). Questions from Councillors followed, and answers were provided by Mr Miller. The grant application was reconsidered later in the meeting under agenda item 21.

Andrew Miller left 19.46

CM 24/111 COMMUNICATIONS / CORRESPONDENCE

- i. An email from Winkfield St Mary's C of E Primary School had been received, thanking the Council for attending and supporting their school summer fair.
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 24/112 QUESTIONS

No written questions received

CM 24/113 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Chairman's Report – A verbal report was given by the Chair who reported:
 - attendance at the funeral of Angela Michie in the official capacity of Winkfield Parish Council representative – other Councillors had also attended. The funeral had been a fitting tribute
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Atkinson reported:
 - Attendance at Winkfield Parochial Charities meeting
 - tribute had also been paid to Angela Michie who had been a trustee
 - One flat was currently being refurbished

- Work was being carried out on changes to the administration of the charities
- A social event for residents of the accommodation had been held at Oaktree Nursery

b. Cllr Blyth reported:

- Attendance at two Age Concern Events at Forest Park with the ukulele band and the choir

CM 24/114 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 Blakemore reported that:
 - Highway works at Maidens Green had been completed
 - b. Cllr Gaw reported that:
 - Fire safety concerns had been raised by residents of Cranbourne Hall Park with a request made for intervention by Winkfield Parish Council. Oversight of fire safety management at the site falls under the remit of the Public Protection Partnership and there had been communication issues with this agency reported.
It was proposed by Cllr Barber and seconded by Cllr Campling and unanimously agreed that the Council should contact the fire brigade regarding this issue.
 - Some residents had commented about the faulty splash pad. Cllr Gaw requested that Council ensure that longer term plans to address the issue are considered – repair and/ or replace
 - c. Cllr Barber reported that:
 - Highway surface repairs in Swinley Forest had not been as extensive as residents had anticipated
 - A highways report related to the Bog Lane development proposal had been uploaded to the BFC planning portal and a query was raised by Cllr Barber as to whether WPC could revisit previous comments submitted
 - d. Cllr Wall reported that:
 - The Squirrel's Bar is under construction
 - The Town and Parish Climate Change Liaison Team meeting has now been convened for a date in September.
 - Enquiries continue regarding a solar project on the former Bracknell refuse site
 - e. Cllr Paxton reported that:
 - Fly tipping had occurred in the vicinity of Wentworth Way Woodland Garage and Asher car park
 - Mill Ride Golf Club is due to be auctioned
 - Zip wire seats at Ascot Jubilee are being damaged by a dog / dogs

CM 24/115 WORKING PARTY MEMBERSHIP

Councillor Adams expressed an interest in joining the Property Infrastructure, Locks Ride, Youth, and Community Engagement Working Parties.

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

RESOLVED to approve Cllr Adams' membership of the Property Infrastructure, Locks Ride, Youth, and Community Engagement Working Parties.

CM 24/116 TERMS OF REFERENCE 3/5/10 YEAR STRATEGIC PLAN WORKING PARTY

The Terms of Reference for the 3/5/10 Year Strategic Plan Working Party, as circulated as Agenda Appendix 3, were reviewed.

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

RESOLVED to renew the Terms of Reference without amendment.

CM 24/117 CLERK'S REPORT

The Clerk's report was attached at Appendix 4 and the Clerk expanded upon several of the items reported. **Noted.**

CM 24/118 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Agenda Appendix 5 . **Noted**

CM 24/119 LEISURE REPORT

The Leisure Report was attached at Appendix 6. **Noted**

Cllr Atkinson requested that Cllr Blakemore review and report back at next meeting with an overview on progress that has been made on items that had been previously highlighted on the annual playground inspection report.

CM 24/120 LOCKS RIDE PAVILION ROOM NAMING

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

RESOLVED to name the Pavilion kitchen and community hall as a memorial in honour of the late Angela Michie, (a long-time Councillor of Winkfield Parish Council), with a suitable plaque to be installed.

CM 24/121 ORDERS FOR PAYMENT

A list of all payments covering the period 1st July to 31st July 2024 was attached at Appendix 7 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 Atkinson, seconded by Cllr Barber and unanimously

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

CM 24/122 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

A list of payments for approval was attached at agenda Appendix 8.

It was proposed by Cllr Atkinson, 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 24/123 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts, investments and latest financial situation as of 31st July 2024 were attached at agenda Appendix 9 – Detailed Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at agenda Appendix 10. 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 11. **Noted**

CM 24/124 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 agenda Appendix 12. **Noted**

- i. Consideration was given to the following applications received:
 - a. **Ocean Theatre:** The grant application for £1420 (for the hire of costumes and professional musicians for an upcoming production), together with supporting financial information was considered.

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

RESOLVED to award a grant of £1420 to Ocean Theatre for the hire of costumes and professional musicians for an upcoming production

- ii. Any urgent grant applications received.

None received. **Noted.**

CM 24/125 HAMPSHIRE TRUST BANK (HTB) ACCOUNT SIGNATORIES AND CLOSURE

The Council agreed to close the HTB account in April '24 (CM 10076). To proceed and action this, the mandate must include current personnel as per WPC signatory requirements.

Officer recommendation: Add Cllr Paxton, Cllr Dudley, and Assistant RFO Lindsay Dale to the mandate for HTB to accept the closure instruction

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

RESOLVED to add Cllr Paxton, Cllr Dudley, and Assistant RFO Lindsay Dale to the mandate in order that the account closure can be facilitated.

CM 24/126 OPENING NEW HSBC INSTANT ACCESS INTEREST ACCOUNT

The Council considered the opening of a new interest earning instant access HSBC Business Money Manager Account with transfer of £300K from the existing current account.

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

RESOLVED to approve the opening of the account with the same signatories as the existing HSBC Current Account and to transfer £300K from the HSBC current account to the new HSBA Business Money Manager Account

CM 24/127 TRANSFERS FROM EARMARKED RESERVES

The following transfers were considered:

- i. Bus Shelters / Seats ER - Transfer of up to £1000 for replacing benches at Ascot Jubilee and Locks Ride Recreation Ground.
- ii. Tennis Club ER - Transfer of £450 for replacing old and broken tennis nets.
- iii. Transfer of £3170 from Carnation Hall ER and £1950 from MHWCC ER for fire risk assessment door works.

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

RESOLVED to approve the transfers from Earmarked Reserves as listed above

CM 24/128 SILVER SUNDAY 6TH OCTOBER '24

Councillors wishing to participate in the distribution of biscuits for Silver Sunday were asked to contact the Clerk by 16th September 2024. **Noted.**

CM 24/129 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 7th October.

Noted

CM 24/129 DATES FOR THE DIARY AND REQUEST FOR VOLUNTEERS FOR ARTS WEEK

Events	
Arts Week (Winkfield / Binfield/ Warfield PC)	27 th October to 1 st November '24
Festive Event	15th December '24 (Carnation Hall)
Wreath Making	9/ 10 / 11 th December '24 (Ascot Jubilee)
Climate Change Concert	Sunday 23 rd March '25
Autumn Footpath Walk	5 th October '24
WPC Meetings	
Council	15 th October '24, 19 th November '24 , 10 th December '24
Planning & Highways	3 rd September '24, 1 st October '24, 5 th November '24
Staffing & Strategy	24 th September '24

The dates for upcoming events and meetings were noted. Councillors were encouraged to volunteer for Arts Week, particularly for Winkfield Parish Council daytime events on 28th, 29th, and 30th October. **Noted**

Council also requested Cllr Barber arrange a date for next Locks Ride Working Party Meeting.

CM 24/130 EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED that members of the press and public be excluded from the meeting during consideration of the following items, pursuant to Section 100 of the Local Government Act 1972.

- i. Locks Ride Recreation Ground - Toilets and Fencing Additional Works
- ii. Staffing Matters

CM 24/131 LOCKS RIDE RECREATION GROUND TOILETS AND FENCING ADDITIONAL WORKS

The additional works were considered as follows:

i. **Fencing around the new detention pond:**

Council considered the necessity of fencing the area for safety purposes. Winkfield Parish Council financial regulations with regard to quotations were considered. Three quotes to be obtained OR considered to be an extension of an existing contract (Financial Regs 5.12 iii) as a direct result of the pavilion project. The Clerk advised that a quotation had been sought and been provided by main project contractor Morris & Blunt, for metal fencing (similar to existing on site but at 1.2m high) for a sum of £7947.30 + VAT.

- a. It was proposed by Cllr Dudley and seconded by Cllr Atkinson and unanimously

Resolved that section 5.12 iii apply as the works are deemed an extension to the existing project

- b. It was proposed by Cllr Dudley and seconded by Cllr Barber and unanimously

Resolved to approve the quotation that had been provided for fencing around the detention pond by Morris & Blunt of £7947.30 + VAT to be paid from CIL funds

ii. **Toilet insulation, cladding & pipework boxing:**

Consideration was given to the installation of additional cladding and insulation to the toilet block following the demolition of the old pavilion. A quote had been provided by the main contractor of the pavilion project (Morris & Blunt) £1195.00 + VAT. The Clerk, with reference to Financial Regulations section 5.13 requested Council to consider:

- i. Approval of the quote provided on the basis that the pavilion appointed contractor is on site and an independent view from the project consultants has been obtained that the price seems fair and reasonable.

- a. It was proposed by Cllr Dudley, seconded by Cllr Barber and unanimously

Resolved that section 5.13 apply on the basis of the reasons stated above.

- b. It was proposed by Cllr Dudley and seconded by Cllr Wall and unanimously

Resolved to approve the quotation that had been provided by Morris & Blunt for works on the toilet of £1195.00 + VAT. Cost to be funded from CIL as an enhancement to the toilet facility

CM 24/132 STAFFING MATTERS

At the Staffing & Strategy Committee Meeting 11th June '24 (SS 24/14) it was:

RESOLVED that the Chair / Deputy Chair of the Staffing & Strategy Committee investigate sourcing an independent consultant to advise the committee further on resourcing requirements/ optimisation

On behalf of the Chair, the Clerk has approached LCC (Local Council Consultancy) who have put together a proposal for consideration which was circulated as Agenda Appendix 16

The Council considered the proposal from LCC for an independent staffing review and some discussion followed.

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

RESOLVED to engage LCC to conduct the staffing review at a cost of £2117.50 ex VAT (5 days) plus travel expenses, funded from Contingency ER

Winkfield Parish Council

HSBC

List of Payments made between 01/07/2024 and 31/07/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/07/2024	St Marys PCC	£ 500.00	24-25 Churchyard maintenance
01/07/2024	BNP Parabas	£ 434.95	SCAG Lease
01/07/2024	BNP Parabas	£ 618.54	Kubota Lease
01/07/2024	Smartest Energy	£ 177.00	MHWCC Electric
01/07/2024	BFBC	£ 369.00	WPC Business Rates
01/07/2024	BFBC	£ 162.00	CH Business Rates
01/07/2024	BYR002	£ 50.00	LRID REFUND
03/07/2024	MIR002	£ 200.00	CHID REFUND
03/07/2024	MAR009	£ 50.00	CHID REFUND
03/07/2024	SAH001	£ 20.00	CHID REFUND
04/07/2024	Sage UK Ltd	£ 46.80	Sage Payroll
05/07/2024	BRA004	£ 50.00	LRID REFUND
05/07/2024	GOS002	£ 50.00	LRID REFUND
05/07/2024	LOM001	£ 50.00	LRID REFUND
05/07/2024	TIN001	£ 50.00	LRID REFUND
05/07/2024	S0017	£ 200.00	CHID REFUND
09/07/2024	Dorothy Hayes	£ 40.00	DH Cycle Ride refreshments
10/07/2024	Benville and Marsh Ltd	£ 198.00	MHWCC Fire Alarm fault
10/07/2024	Bracknell Town Council	£ 2,344.98	BTC Gang mowing
10/07/2024	Morris & Blunt LTD	£ 63,230.79	LR New Pavilion fees
10/07/2024	The Response Group	£ 187.20	Cycle ride first aid
10/07/2024	Servio Ltd	£ 345.90	WPC Boiler repair
10/07/2024	SMS Environmental	£ 64.15	LR Water samples
10/07/2024	Wicksteed Leisure Ltd	£ 85.27	Asher play equip. parts
11/07/2024	Morris & Blunt LTD	£ 50,000.00	LR New Pavilion fees
11/07/2024	DUR003	£ 50.00	CHID REFUND
11/07/2024	WAL013	£ 50.00	CHID REFUND
11/07/2024	Felicity Wise	£ 105.65	Expenses, fuel for Kubota
15/07/2024	Mainstream Digital	£ 355.70	Phone & Broadband costs
15/07/2024	HSBC Bank	£ 1,116.93	HSBC Visa Purchases
15/07/2024	Fuelgenie Business Account	£ 273.52	Fuel Cards
16/07/2024	Initial Washroom Hygiene	£ 338.61	Initial Hygiene, CH, MH, AJ
16/07/2024	Kompan UK	£ 76.65	AJ play equipment part
16/07/2024	Madlins LLP	£ 2,723.72	LR Pavilion Fees
16/07/2024	Oaktree Nursery	£ 147.17	Office maintenance & planting
16/07/2024	Phil Crosby	£ 95.00	MH, WPC & CH Windowcleaning
16/07/2024	Pest UK	£ 1,200.00	MHWCC Solar panel proofing
16/07/2024	Society of Local Council Clerk	£ 36.00	RL Landlord training
16/07/2024	Society of Local Council Clerk	£ 72.00	RL Charitable Trusts training
16/07/2024	Surrey Hills Solicitors	£ 474.00	Charity legal advice
16/07/2024	Theos Services	£ 756.00	AJ & CH Plumbing
16/07/2024	Windowflowers Ltd	£ 1,569.60	Bus shelter flowers etc. 24-25
16/07/2024	Castle Water	£ 114.31	CH water
16/07/2024	Castle Water	£ 280.97	LR water
16/07/2024	Smartest Energy	£ 79.00	WPC Electric
16/07/2024	Smartest Energy	£ 181.00	LR Electric
16/07/2024	Smartest Energy	£ 89.00	AJ Electric
16/07/2024	Smartest Energy	£ 257.00	CH Electric
16/07/2024	BIS001	£ 50.00	LRID REFUND

16/07/2024	THO009	£	50.00	CHID REFUND
17/07/2024	DOL001	£	50.00	CHID REFUND
17/07/2024	HAM003	£	50.00	CHID REFUND
17/07/2024	TEE001	£	50.00	CHID REFUND
17/07/2024	FIS001	£	50.00	LRID REFUND
17/07/2024	Castle Water	£	46.15	WR Allotments water
17/07/2024	Castle Water	£	9.53	MH Water
17/07/2024	Smartest Energy	£	78.14	AJ Gas
17/07/2024	Smartest Energy	£	538.12	CH Gas
17/07/2024	Smartest Energy	£	40.48	WPC Gas
18/07/2024	Felicity Wise	£	10.00	Maxus EV charge
18/07/2024	Citizens Advice, Bracknell	£	2,150.00	WPC Grant
18/07/2024	Castle Water	£	23.78	WPC Water
18/07/2024	ALD Automotive	£	535.48	RF73 HWS Lease
18/07/2024	Worldpay	£	11.94	Worldpay chg
19/07/2024	HMRC PAYE M3	£	5,522.13	HMRC PAYE M3
19/07/2024	Berkshire Pension M3	£	6,145.32	Pensions M3
19/07/2024	Felicity Wise	£	122.00	Expenses, LR new taps
19/07/2024	GUR001	£	30.00	CHHD Refund
19/07/2024	S/LINE	£	24.32	S/LINE CHG
21/07/2024	HSBC	£	5.00	HSBC CHG
22/07/2024	BOG001	£	50.00	LRID REFUND
24/07/2024	Chris King	£	16.60	WPC office door repair
25/07/2024	WAGES, JULY 24	£	16,922.38	Salaries JULY 24
26/07/2024	Arco Ltd	£	22.43	PPE
26/07/2024	Bowak Ltd	£	79.85	Refuse sacks
26/07/2024	DLS Contract Cleaning	£	1,481.36	Contract Cleaning
26/07/2024	JL Commercial Services	£	264.00	LR New taps
26/07/2024	Madlins LLP	£	2,723.72	LR New Pavilion fees
26/07/2024	Movolytics Ltd	£	33.58	Vehicle trackers
26/07/2024	Jaijo Ltd	£	360.00	NDP Website Maintenance
26/07/2024	Phonographic Performance Ltd	£	130.82	MHWCC Music license
26/07/2024	Risk Management Security Servi	£	1,050.00	WPC Keyholding
26/07/2024	Servio Ltd	£	364.63	MHWCC Boiler service
26/07/2024	Suez Recycling & Recovery UK L	£	595.63	Waste disposal, CH, LR, MH
26/07/2024	Telanova Limited	£	57.60	Microsoft 365 Email backup
26/07/2024	Unit 42 Ltd	£	91.17	Grounds maintenance general
26/07/2024	Winchester Garden Machinery	£	64.98	PPE
26/07/2024	Morris & Blunt LTD	£	82,748.23	LR Pavilion Fees, no. 6
26/07/2024	DAS002	£	50.00	CHID REFUND
26/07/2024	Ford Lease	£	356.71	RV70 NTX Lease
29/07/2024	Morris & Blunt LTD	£	75,000.00	LR Pavilion Fees, no. 6
29/07/2024	BNP Parabas	£	434.95	SCAG Lease
29/07/2024	BNP Parabas	£	618.54	Kubota Lease
30/07/2024	Morris & Blunt LTD	£	75,000.00	LR Pavilion Fees, no. 6
30/07/2024	TYM001	£	25.00	LRID REFUND
30/07/2024	AYR001	£	50.00	CHID REFUND
30/07/2024	WAL014	£	50.00	LRID REFUND
TOTAL		£	404,200.98	

Chair