



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 19th November 2024 from 7.30pm – 9.14pm

Councillors present:

Cllr P Adams	Cllr N Atkinson	Cllr G Barber	Cllr O Barreto
Cllr T Blakemore	Cllr Campling	Cllr E Blyth	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

Councillors absent: Cllr Lazar, Cllr Buchler

Officers:

Ruth Lyes, Clerk

Other:

Representative from FC Bracknell

CM 24/164 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/165 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/166 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Lazar and Cllr Buchler

CM 24/167 DECLARATION OF INTEREST

Cllr Barber declared a non-pecuniary interest in item 14 (Locks Ride Refreshments Cabin) due to a personal acquaintance with the preferred applicant

Cllr Hayes declared a non-pecuniary interest in item 19 (Requests for Financial Assistance – 2nd Ascot Brownies) due to a family member being a brownie at the unit

CM 24/168 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 15th October 2024 were attached at Appendix 1.

The Clerk noted that a minor amendment was required – a minute reference to be added to the last item on the minutes “Dates for the Diary” 24/163

It was proposed by Cllr Gaw, seconded by Cllr Paxton and with 1 abstention

RESOLVED that with the addition of the minute reference number 24/163, the minutes of the meeting held on 15th October 2024 be confirmed and signed.

CM 24/169 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

None

CM 24/170 COMMUNICATIONS / CORRESPONDENCE

The following communications had been received:

- i. Emails from Charters Bowls and Keep Mobile: Both organizations expressed their gratitude for the recently awarded grants.
- ii. Consultation on the Statement of Gambling Principles: A consultation document from the Public Protection Partnership had been previously circulated. Only minor changes were proposed. The consultation closes on 6th December.

It was agreed that no formal response would be submitted.

- iii. Arts Week Emails: Various emails were received expressing appreciation for the events held during Arts Week.

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

Noted.

CM 24/171 QUESTIONS

No written questions received

CM 24/172 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chair's Report – verbal report was made on the following:

- Winkfield 130 business style cards were now available for councillors to use to promote awareness of the forum
- Remembrance Sunday wreath was laid on behalf of the council and an additional service was attended by the Chair on 11th November at St Marys.

The chair also thanked other councillors who had laid wreaths around the parish on behalf of the Council

- A note of thanks was extended to all staff, councillors and volunteers who helped with events and supported Arts Week. Events had been well attended.
- Reminder that Code of Conduct training was required to be undertaken by all councillors and those who need access to online training should contact the Clerk

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

a. Cllr Atkinson reported:

- Attendance at the AGM of the Winkfield Parochial Charities. There was currently one accommodation vacant. Ongoing work related to Charitable status administrative matters. Maintenance requirements were under review. The Charity was committed to ensuring that the needs of residents within the parameters of the accommodation provision was subject to ongoing review.

b. Cllr Barber reported:

- Attendance at the Berkshire Association of Local Councils (BALC) AGM. This had not been well attended. It was likely that fees would increase.

c. Cllr Paxton reported:

- Attendance at a North Ascot Community Association. More hirers were needed

d. Cllr Hayes reported:

- Also related to the North Ascot Community Association, reported that more committee members were needed and that publicity may help with this.

CM 24/173 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:

- Attendance at a Parish & Town Council climate change working party meeting
- An email had been received from a resident regarding the lack of local buses

b. Cllr Gaw reported:

- Solutions were being sought for the removal of graffiti from the mobile mast cabinet - Lovel Road

- Cranbourne Hall Park safety issues now being addressed by the Public Protection Partnership
 - Construction on the former Squirrels pub site was progressing rapidly and checks were being made to ensure compliance with building application permission
 - Remembrance Wreath laid at St Peters Church
 - Fernbank Place damaged planters had been removed
 - Two draining issues in North Ascot were ongoing
 - Blackmoor Wood speed limit speeds have been cleaned
 - A resident had recently met with BFC regarding the issue of repeated highways works on Chavey Down Road – direct resident meetings with BFC was to be encouraged where appropriate
 - The position of Winkfield Vicar was currently vacant and would be covered by visiting clergy until filled
- c. Cllr Dudley reported:
- Potholes in Forest Park shops carpark was still an issue. Cllr Barber commented that it may be worth flagging with BFC as a health & safety matter.

CM 24/174 CLERK'S REPORT

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

CM 24/175 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached at Appendix 3. **Noted**

CM 24/176 LEISURE REPORT

The Leisure Report was attached at Appendix 4. **Noted**

CM 24/177 LOCKS RIDE WORKING PARTY – REFRESHMENTS CABIN

In accordance with the Offer document timetable, two Locks Ride Working Party meetings had been held. Reports were attached to the agenda.

Discussion followed and Cllr Atkinson stated that it would be advisable to include a "Lift and Shift" clause in the lease.

Recommendations by the working party for Council consideration and approval were:

- i. Mani & Parm Ltd be approved as the leaseholder for the Locks Ride Cabin
- ii. The Clerk to proceed with the necessary arrangements to prepare the cabin building for lease
- iii. The Clerk to proceed with engagement of legal professionals to draft the lease documentation (5 year plus option to extend for 5 years or 10 years with 5 year break clause) Initial annual rent £5k ex VAT

It was proposed by Cllr Dudley, seconded by Cllr Blyth and with three abstentions

RESOLVED that the preferred candidate (Mani & Parm Ltd) be the approved leaseholder applicant for a 10-year lease with a 5-year break clause

Consideration was then given to items ii and iii above.

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

RESOLVED to approve items ii and iii above. Specifically:

The Clerk to proceed with the necessary arrangements to prepare the cabin building for lease and

The Clerk to proceed with engagement of legal professionals to draft the lease documentation

CM 24/178 LOCKS RIDE PAVILION PROJECT

Collateral Warranties - The following amendments requested by Morris & Blunt (via Madlins) were considered:

- i. A change order requesting cover for pollution and contamination to be amended from £2m to £1m.

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

RESOLVED to approve a reduction in the pollution and contamination cover to £1m

- ii. Additional clause to be added:

“Nothing in this Deed shall be deemed to impose any higher standard of care on the Sub-Contractor / Consultant than the use of all reasonable care and skill to be expected of a properly qualified professional of the appropriate discipline carrying out works of a similar size, scope, nature, complexity and value as those specified in the Sub-Contractor/Consultant contract/agreement in respect of the design obligations stated in the sub-contractor/ consultant contract/agreement”

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

RESOLVED that the additional collateral warranties clause as stated above as item ii – be approved

CM 24/179 ORDERS FOR PAYMENT

A list of all payments covering the period 1st October to 31st October 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 Ehinger and was unanimously

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

CM 24/180 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

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

It was proposed by Cllr Atkinson, seconded by Cllr Dudley and was 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 24/181 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 31st October 2024 were attached at Appendices 9 – 10. Full bank reconciliation is 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**

Cllr Atkinson noted that the Assistant RFO had worked hard on optimising interest return on Council funds.

Cllr Hayes noted that she had requested additional information from the office regarding CIL payments that had been allocated by the local authority to WPC

CM 24/182 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 12.

- i. Consideration was given to the following applications that had been submitted:

- a. **Berkshire MS Therapy Centre:** Grant request of £500 to provide therapies to residents with MS.

It was proposed by Cllr Blyth, seconded by Cllr Paxton was unanimously

RESOLVED to award a grant of £500 to Berkshire MS Therapy

- b. **South Hill Park Trust:** Grant request of £2,000 for a replacement of carpet on the main staircase, landing and corridor.

Cllr Hayes recommended that it should be ensured that South Hill Park Trust confirm that the work will be proceeding on the strength of sufficient raised funds before transferring the monies to them.

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

RESOLVED to award a grant of £2,000 to South Hill Park Trust

- c. **Stepping Stone Recovery College:** Grant request of £750 for the provision of courses to students

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

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

- d. **2nd Ascot Brownies:** Grant request of £1,000 to support cost of subsidising a residential trip for the Brownies.

It was proposed by Cllr Dudley, seconded by Cllr Paxton and was with 1 abstention

RESOLVED to award a grant of £1,000 to 2nd Ascot Brownies

- e. **FC Bracknell:** Grant request of £2,000 to support the provision of kit, equipment and transport.

Cllr Atkinson (Lead Finance) invited the representative of FC Bracknell, who was in attendance to provide further details. Further background information was provided, and it was confirmed that 35 parish residents would benefit from the grant.

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

RESOLVED to award a grant of £2,000 to FC Bracknell

20:07 Representative from FC Bracknell left the meeting

- f. **Friends of Wildridings Primary School:** Grant request of £1,000 for the provision of a multi-use games area

After discussion, it was agreed that the grant application fell outside the remit of Winkfield Parish Council to support.

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

RESOLVED to decline to award the requested grant to Friends of Wildridings Primary School

- g. **South & South East Berks Gang Show:** Grant request of £500 toward the cost of relaunching the show at South Hill Park theatre

After discussion it was agreed justifiable to consider an award of a higher amount to support the relaunch of the show

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

RESOLVED to award a grant of £750 to the South & South East Berks gang Show

- ii. Any urgent grant applications received.

None received. **Noted.**

CM 24/183 TRANSFERS FROM EARMARKED RESERVES

The following transfers from earmarked reserves were considered:

1. **Office Computer Equipment ER:** Transfer of £1,852 to cover the cost of a replacement laptop for the Clerk and PC for admin staff.
2. **Contingency ER:** Transfer of £6,735 for essential tree works.

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

RESOLVED to approve the transfers from earmarked reserves as stated above

CM 24/184 FINANCE WORKING PARTY MEETING REPORT & RECOMMENDATIONS

The following recommendations from the Finance Working Party were considered:

i. Facility Charges:

Category	% increase
Casual & Regular	3%
Day Nursery Hirers	5%
KGV Football / Tennis AJ / Allotments	2%
All other sports / outdoor areas	5%

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

RESOLVED to approve the recommended increases to hire charges

- ii. **Churchyard Maintenance Grant:** Increase to £600 per church for 2025/26 – total £1200.

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

RESOLVED to approve the increase to £600 per church

- iii. **Asset Register:** Inclusion of items with a value of £250+ in the asset register.

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

RESOLVED to approve a value of £250 + for inclusion of items on the asset register

- iv. **Finance Working Party Terms of Reference:** Adoption of updated Terms of Reference attached to the agenda as appendix 21.

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

RESOLVED to approve the updated Finance Working Party Terms of Reference

- v. **I&E Monitoring:** Amend from monthly to Quarterly review by Full Council following meetings of the Finance Working Party.

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

RESOLVED to a review by Council of Income & Expenditure on a quarterly basis

- vi. **IT Provision:** Creation of an earmarked reserve for general (non-office IT requirements – suggested amount of £10K but this to be confirmed when final draft of 2025/26 budget is considered

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

RESOLVED to allow for the creation of an ER for general non-office IT in the 2025/26 budget with a suggested amount of £10K (subject to approval in the final budget)

CM 24/185 LILY HILL PARK

The Council considered the request for the annual contribution for 2025/26, amounting to £3,837.

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

RESOLVED to approve the request for £3,837 for 2025/26

CM 24/186 BUDGET 2025/26

An initial draft of the budget for 2025/26 was reviewed by the Finance Working Party, with a recommendation for a NIL increase to the precept at this stage. The budget will be reviewed again and brought to Council in January 2025. **For noting.**

CM 24/187 COMMUNITY SPEEDING TRAFFIC FORUM

The Council considered the proposal from Councillor Gaw to host a Community Speeding Traffic Forum with the following objectives:

- Gather residents' concerns and experiences related to speeding.
- Invite BFC officers, council members, and local police to engage in discussions.
- Push for a comprehensive and unified response to address speeding complaints.
- Promote community initiatives such as Speedwatch and enhance community engagement

It was noted that the police and BFC could be invited, and that the Community Engagement Working Party should take responsibility for making proposals for organising the forum, with other interested councillors welcome to get involved. Aim for a meeting of the Working Party in early January '25.

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

RESOLVED to approve the request for the formation of a WPC Community Speeding Traffic Forum with proposals from the Community Engagement Working Party

CM 24/188 RECORDED VOTE PROCEDURES

Agenda item had been requested by Cllr Paxton for clarification on the procedure to be followed in the case of a Recorded Vote being requested.

Reference WPC Standing order 3s:

Further to discussion, no amendments were proposed to the Standing Orders, but it was noted that the name of the Councillor requesting the recorded vote would be minuted in future.

CM 24/189 CONSULTATION ON BUSINESS LICENCE FOR ALCOHOL SALES

The Council reviewed the application for a business licence for alcohol sales at Oaktree Garden Centre Café

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

RESOLVED to make a “no comment” response to the consultation

CM 24/190 REMOTE ATTENDANCE AND PROXY VOTING CONSULTATION

The Council considered how to engage with the ongoing governmental consultation on remote attendance and proxy voting.

Councillors agreed to draft a Winkfield Parish Council response for submission, with wording to be finalised at the next meeting. The deadline for response is 19th December 2024. The Chair adjourned the item until the next meeting.

CM 24/191 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 29th November 2024. **Noted**

CM 24/192 DATES FOR THE DIARY

Events	
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
WPC Meetings	
Council	10 th December '24 , 21 st January '25, 18 th February '25
Planning & Highways	3 rd December '24, 7 th January '25, 4 th February '25
Staffing & Strategy	14 th January '25

Volunteer support from Councillors would be greatly appreciated for the upcoming Festive Event. **Noted.**

APPENDIX – LIST OF PAYMENTS

Winkfield Parish Council

HSBC

List of Payments made between 01/10/2024 and 31/10/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/10/2024	WAR009	£ 50.00	ID Refund
01/10/2024	MCE001	£ 50.00	ID Refund
01/10/2024	BFBC	£ 369.00	WPC Business Rates
01/10/2024	BFBC	£ 162.00	CH Business rates
02/10/2024	Ascot Promotions	£ 128.64	Staff uniforms
02/10/2024	BERKSHIRE YOUTH LTD	£ 50.00	Berkshire Youth Membership
02/10/2024	EARTH ANCHORS LTD	£ 1,123.20	AJ & LR Benches
02/10/2024	MORRIS & BLUNT LTD	£ 124,535.81	LR New Pavilion fees #8
02/10/2024	NET WORLD SPORTS	£ 8.80	Delivery charge
02/10/2024	THEOS SERVICES LTD	£ 1,728.00	MH Emergency plumbing repairs
02/10/2024	SMARTEST ENERGY	£ 147.00	MH Electric
03/10/2024	J Sarpong Annang	£ 100.00	Silver Sunday, St Christophers
04/10/2024	Sage UK Ltd	£ 50.40	Sage Payroll
07/10/2024	HER003, CHID REFUND	£ 200.00	ID Refund
14/10/2024	HSBC Bank	£ 558.62	HSBC Visa Purchases
15/10/2024	Fuelgenie Business Account	£ 145.40	Fuel Cards
16/10/2024	MON002	£ 100.00	ID Refund
16/10/2024	SHA006	£ 50.00	ID Refund
16/10/2024	HUG006	£ 50.00	ID Refund
16/10/2024	WEE003	£ 50.00	ID Refund
16/10/2024	SAND001	£ 50.00	ID Refund
16/10/2024	CASTLE WATER	£ 116.98	CH Water
16/10/2024	CASTLE WATER	£ 63.41	MH Water
16/10/2024	CASTLE WATER	£ 210.71	LR Water
16/10/2024	SMARTEST ENERGY	£ 100.00	WPC Electric
16/10/2024	SMARTEST ENERGY	£ 253.00	LR SITE Electric
16/10/2024	SMARTEST ENERGY	£ 89.00	AJ Electric
16/10/2024	SMARTEST ENERGY	£ 297.00	CH Electric
16/10/2024	SMARTEST ENERGY	£ 90.22	AJ Gas
16/10/2024	SMARTEST ENERGY	£ 611.82	CH Gas
16/10/2024	SMARTEST ENERGY	£ 116.00	MH Gas
16/10/2024	CASTLE WATER	£ 23.78	WPC Water
16/10/2024	CASTLE WATER	£ 47.37	CR Allots Water
16/10/2024	CASTLE WATER	£ 32.24	AJ Water
17/10/2024	Bracknell Town Council	£ 1,194.15	Gang mowing
17/10/2024	Bourne Amenity	£ 185.00	Grass seed
17/10/2024	HOWARD ELECTRICAL &	£ 144.00	CH External lighting repair
17/10/2024	Longacres Nursery	£ 107.90	CH Planting
17/10/2024	MORRIS & BLUNT LTD	£ 63,610.21	LR New Pavilion, Payment 9
17/10/2024	Securiflame	£ 5,184.00	CH & MH Fire doors
17/10/2024	Society of Local Council Clerk	£ 454.00	RL Practitioners Conference
17/10/2024	The Timber Group	£ 15.60	Concrete for D-Day signs
17/10/2024	Wicksteed Leisure Ltd	£ 84.34	Asher play equipment repair
17/10/2024	Zurich Town and Parish	£ 182.12	Insurance extra, LR Pavilion
17/10/2024	Bracknell Town Council	£ 760.00	Gang mowing

18/10/2024	BERKSHIRE PENSIONS	£ 6,760.08	PENSIONS, M6
18/10/2024	HMRC PAYE M6	£ 5,007.39	HMRC PAYE M6
18/10/2024	ALD AUTOMOTIVE LTD	£ 535.48	RF73 HWS Lease
18/10/2024	Worldpay	£ 11.94	Worldpay chg
18/10/2024	Vodafone	£ 46.83	Vodafone bill
18/10/2024	Mainstream Digital	£ 461.75	Broadband & Phone lines, all sites
21/10/2024	S/LINE	£ 18.67	S/Line charge
21/10/2024	HSBC	£ 5.40	HSBC Charge
23/10/2024	BAR014	£ 50.00	ID Refund
24/10/2024	Liza Challis	£ 5.48	Expenses, wreathmaking
25/10/2024	Wages, various	£ 16,493.13	Wages, various
28/10/2024	Arco Ltd	£ 71.27	PPE
28/10/2024	Bowak Ltd	£ 283.59	Toilet rolls
28/10/2024	Bracknell Town Council	£ 1,172.49	Gang mowing
28/10/2024	Charters Bowls Club	£ 995.00	WPC Grant, 24-25 (CM 24/151)
28/10/2024	DLS CONTRACT CLEANING LTD	£ 1,458.60	Contract cleaning
28/10/2024	Initial Washroom Hygiene	£ 338.61	Initial Hygiene visits
28/10/2024	Keep Mobile	£ 2,500.00	WPC Grant, 24/25 (CM24/151)
28/10/2024	Lyreco UK Ltd	£ 202.56	Printer inks
28/10/2024	MADLINS LLP CHARTERED	£ 6,469.25	LR Pavilion Fees
28/10/2024	MORRIS & BLUNT LTD	£ 64,709.60	LR New Pavilion, payment 10
28/10/2024	Movolytics Ltd (ABAX)	£ 33.58	Vehicle trackers
28/10/2024	Phil Crosby (PC Cleaning Servi	£ 95.00	WPC, MH & CH Windowcleaning
28/10/2024	Servio Ltd	£ 174.00	MH Boiler leak
28/10/2024	SMS Environmental	£ 27.00	AJ Legionella
28/10/2024	Suez Recycling & Recovery UK L	£ 615.22	Waste disposal, CH, LR, MH
28/10/2024	Sutcliffe Play	£ 68.40	Play equipment parts
28/10/2024	Ford Lease	£ 356.71	RV70 NTX Lease
28/10/2024	CHA014, CHID REFUND	£ 50.00	ID Refund
29/10/2024	BNP PARABAS	£ 434.95	SCAG Lease
29/10/2024	BNP PARABAS	£ 618.54	Kubota Lease
31/10/2024	Chris King	£ 12.75	Expenses, Wickes Polyfilla
	TOTAL	£ 313,762.99	

Chair