



Minutes of the Meeting of Winkfield Parish Council
held at Martins Heron & The Warren Community Centre
on Tuesday 21st January 2025 from 7.30pm – 9.00pm

Councillors present:

Cllr N Atkinson	Cllr G Barber	Cllr O Barreto	Cllr T Blakemore
Cllr Campling	Cllr E Blyth	Cllr K Buchler	Cllr C Dudley (Chair)
Cllr C Ehinger	Cllr D Hayes MBE	Cllr G Paxton	Cllr K Rowland
Cllr D Wall	Cllr R Warren		

Councillors absent: Cllr P Adams, Cllr P Frewer, Cllr Gaw, Cllr O Lazar

Officers:

Ruth Lyes, Clerk

CM 24/218 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting. Due to power outage issues at the original published venue (Carnation Hall) it had been necessary to relocate the meeting to Martins Heron & The Warren Community Centre. Notices as to the change had been published as soon as was possible early afternoon of 21st January.

CM 24/219 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/220 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Adams, Cllr P Frewer, Cllr M Gaw, Cllr O Lazar

CM 24/221 DECLARATION OF INTEREST

None

CM 24/222 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 10th December 2025 were attached as agenda Appendix 1

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

RESOLVED that the minutes of the meeting held on 10th December 2025 be confirmed and signed.

CM 24/223 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

The draft minutes from the Staffing & Strategy Committee meeting held 14th January 2025 (attached as agenda Appendix 2) were received for acceptance. These had previously been circulated to the Committee members for review. Final approval for signing will occur at the next meeting of the Staffing & Strategy Committee.

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

RESOLVED to accept the minutes of the Staffing & Strategy Committee dated 14th January 2025.

CM 24/224 RECOMMENDATIONS OF STAFFING & STRATEGY COMMITTEE

The following recommendations were considered:

1. Existing Policies had been reviewed / amended

i. **Risk Management Policy**, attached as agenda Appendix 3, with proposed changes highlighted in BLUE, was reviewed and recommended for adoption subject to typo correction within Employees section from “equipment” amended to “equipped”

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

RESOLVED to adopt the Risk Management Policy as recommended

2. The following new draft policy was reviewed and recommended for adoption:

i. **Staff Absence & Leave Policy** was attached as agenda Appendix 4

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

RESOLVED to approve the Staff Absence & Leave Policy

CM 24/225 EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED that in accordance with Section 100 of the Local Government Act 1972, the press and public were excluded from the meeting during the discussion of agenda item 8, Staffing Structure Review.

CM 24/226 STAFFING STRUCTURE REVIEW

The report from the appointed independent consultant from LCC had been reviewed by the Staffing and Strategy Committee and the following recommendations were considered:

- i. Creation of a new post of Assistant to the Clerk
- ii. Recruitment of an Assistant to the Clerk, 20 hours pw, to start in the new Financial Year
- iii. Adoption and implementation of the revised role grading and staffing salary gradings as per the consultant's report from April 2025.
- iv. Change of annual increment review to the start of each new financial year (April), to assist with budgeting and improved administrative ease , subject to staff consultation. New starters (starting in months October to March) to be subject to 6-month period before being considered for an increment but thereafter falling in line with the annual April increment cycle.

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

RESOLVED to accept the recommendations of the Staffing and Strategy Committee as stated above, points i – iv

19:47 Following consideration of this agenda item the meeting returned to open session

CM 24/227 COMMUNICATIONS / CORRESPONDENCE

- i. Details of the BFC Climate Change Consultation had been forward to the Climate Change Working Party Councillors for potential individual comment. The consultation closed 12th January '25.
- ii. Some positive comments had been received from Wreath Making event participants

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

Noted.

CM 24/228 QUESTIONS

No written questions received

CM 24/229 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Report from the Chair of Council– verbal report was made:
 - Cllr Dudley thanked Cllr Paxton for chairing recent meetings in his absence
 - A reminder was made of the upcoming WPC Climate event that is being organised by Cllr Blyth, date 23rd March.
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:

a. Cllr Paxton reported:

- Installation of replacement windows at North Ascot Community Centre had now been completed. Additional building works required are gas boiler replacement and roof repairs

b. Cllr Hayes reported:

- The local day nursery in North Ascot had been recently inspected by Ofsted

c. Cllr Barber reported:

- The Bracknell Forest Parish & Town Council Climate liaison meeting had been postponed
- He attended, on an individual basis, the recent Bracknell MP open morning that had been held in the Swinley Forest area.

CM 24/230 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:
 - A meeting for councillors was being held at Brownlow Hall in respect of the Hayley Green proposed development in Warfield
 - She was meeting with a BFC Highways representative regarding continuing traffic and school run parking issues on Fernbank Road.
 - b. Cllr Paxton reported that:
 - He had attended the recent Save Ascot meeting, on an individual basis. There had been other residents from Ascot Priory Ward at the meeting. Further general discussion on this matter occurred between councillors and it was requested that contact be made by the office with RBWM requesting if there was further information available on the development due to its proximity to Winkfield Parish.
 - c. Cllr Dudley reported that:
 - There had been a recent occurrence in a local area of sale for development of green space amenity land by a developer. Councillors should keep a watch for any potential occurrences of this within Winkfield Parish. It was requested that the office make enquiries of the Town & Country Planning Association as to such developments and any data they had on this.

CM 24/231 CLERK'S REPORT

The Clerk's report was attached at Appendix 6. **Noted.**

A question was asked related to the opening of the Locks Ride Pavilion and the Clerk provided update.

A question was asked about the Winkfield 130 take up. Suggestion was made by Cllr Barber of using targeted social media advertising. Cllr Rowland requested more

information cards. Cllr Atkinson suggested that consideration be given in a few months to changing the name if up take didn't increase.

CM 24/232 CAPITAL PROJECT UPDATE

A list of 2024-25 capital projects was attached as agenda Appendix 7. **Noted**

CM 24/233 LEISURE REPORT

The Leisure Report was attached at agenda Appendix 8. **Noted**

CM 24/234 ORDERS FOR PAYMENT

A list of all payments covering the period 1st December to 31st December 2024 was attached as agenda Appendix 9 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 Ehinger and was unanimously

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

CM 24/235 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

No new items for approval. **Noted**

CM 24/236 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 31st December 2024 were attached as agenda Appendix 10 – Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* were shown as agenda Appendix 11. 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 12. **Noted**

CM 24/237 REQUESTS FOR FINANCIAL ASSISTANCE

None received.

It was requested that the Clerk arrange for current details of grants allocated this year be sent to the Chair and Finance Lead.

CM 24/238 FINANCE WORKING PARTY MEETING REPORT & RECOMMENDATIONS

- i. The Finance Working Party meeting report, including details on CIL income and expenditure, was attached as agenda Appendices 13 and 14. **Noted**
- ii. **Review of Investments** – consideration was given to the recommendation to transfer £200K from the HSBC current account - (balance at 31st December - £942,554) to Redwood bank 95 day notice account.

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

RESOLVED to transfer £200K from the HSBC current account to Redwood bank 95-day notice account

CM 24/239 BUDGET 2025/26

The Finance Working Party recommendations were considered.

An updated Draft Budget and Summary Budget and Draft Earmarked Reserves summary was attached as agenda Appendices 15, 16 and 17. An updated draft proposed precept was attached as agenda Appendix 18. BFC have advised that the Council Tax Base (CTB) figure is 6989 (increase of 28 households)

A list of indicative Capital Projects for consideration was attached as agenda Appendix 19. It was noted that these may be subject to change following building condition surveys or other in year strategic changes which may be brought to Council.

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

RESOLVED to approve the following recommendations:

- i To Agree the proposed Budget and Earmarked Reserve additions for 2025/26 as attached as agenda Appendices 15, 16 and 17
- ii To Agree the amount of the Precept to be served on the rating authority (Bracknell Forest Council) for 2025-26 to be £607,413.99 as attached as agenda Appendix 18. This is a 0% increase per Band D household.
- iii To agree the list of proposed capital projects as attached as agenda Appendix 19. These will be subject to review once building condition surveys are obtained and reviewed and may change in year with Council approval.

CM 24/240 CLIMATE CHANGE WORKING PARTY MEETING REPORT

Report attached as agenda Appendix 20. **Noted**

There was further update provided by Cllr Barber on investigation that were ongoing regarding EV points

CM 24/241 COMMUNITY ENGAGEMENT WORKING PARTY MEETING REPORT & RECOMMENDATIONS

The Community Engagement Working Party recommendations for establishing a Community Forum to address the issue of speeding traffic were reviewed. A report, attached as agenda Appendix 21, outlined the proposals. The following recommendations were considered:

- i. Separate Community Engagement Meetings to be held – one in the North and one in the South – dates TBC
- ii. The North would publicise the meeting via usual channels e.g. social media, local noticeboards, WPC website, residents' associations. Meeting to be held at Carnation Hall
- iii. The South would publicise the meeting as per the initial suggestion from Cllr Barber i.e. personalised addressed communications using data from the "Open" Electoral Register. The communication to be hand delivered to households by Councillors based on Ward representation. Cost to be established. Meeting to be held at Martins Heron & the Warren Community Centre
- iv. In the meeting Cllr Barber advised the costing for production and issue of the personalised letters would be £450. Funding for the events was considered, and it was suggested that an amount of up to £750 to be made available from General Reserve as necessary, to support the organisation of the two events, to include the £450 for the letters in the South.

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

RESOLVED to approve the items as listed at (i) to (iv) above

CM 24/242 PROPERTY & INFRASTRUCTURE WORKING PARTY

The Clerk suggested that the Property & Infrastructure Working Party convene to review and assess the following matters, with a view to providing recommendations to the Council:

- i. To review and recommend the appropriate professionals to engage for conducting comprehensive building, mechanical, and insurance surveys across various buildings. The working party to also develop a strategic approach for the surveys
- ii. To work with the Clerk and make recommendations to the Council for replacement flooring in Carnation Hall. This flooring replacement is a high-priority and urgent project due to the condition of the floor in the main hall.

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

RESOLVED that the Property & Infrastructure Working Party be convened to consider the items (i) and (ii) as recommended

CM 24/243 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 6th February 2025. **Noted**

CM 24/244 DATES FOR THE DIARY

Events / Other	
Climate Change Concert	Sunday 23 rd March '25
Annual Parish Meeting	8 th April '25
Summer of Fun	14 th August '25
WPC Meetings	
Council	18 th February '25 (MH), 18 th March '25, 15 th April (MH)
Planning & Highways	4 th February '25, 4 th March '25, 1 st April
Staffing & Strategy	10 th June '25

Noted.

Cllr Blyth gave further information about the Climate Event and advised that help from other Councillors was requested and welcomed.

Winkfield Parish Council

HSBC

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/12/2024	BFBC	£ 369.00	WPC Business Rates
02/12/2024	BFBC	£ 162.00	CH Business Rates
02/12/2024	SMARTEST ENERGY	£ 178.00	MH Electric
03/12/2024	SHA004	£ 50.00	CHID Refund
03/12/2024	HOW005	£ 50.00	CHID Refund
03/12/2024	DAV005	£ 30.00	CHID Refund
03/12/2024	MUS003	£ 50.00	CHID Refund
03/12/2024	ACU001	£ 200.00	CHID Refund
04/12/2024	FELICITY WISE	£ 4.00	Expenses, Trade Waste
05/12/2024	SAGE UK	£ 50.40	Sage Payroll
06/12/2024	DAG002	£ 50.00	CHID Refund
06/12/2024	GOR004	£ 200.00	CHID Refund
06/12/2024	REN001	£ 50.00	CHID Refund
06/12/2024	RAI001	£ 50.00	MHID Refund
09/12/2024	KIRSTY MEEKS	£ 25.00	Wreathmaking Refund
09/12/2024	LIZA CHALLIS	£ 34.00	Wreathmaking expenses
10/12/2024	ARCO LTD	£ 24.83	PPE
10/12/2024	BENVILLE & MARSH	£ 2,163.00	CH Emergency lighting
10/12/2024	BINFIELD PC	£ 150.00	Artsweek workshop
10/12/2024	BFBC	£ 50.00	MHWCC Rent
10/12/2024	BFBC	£ 5,000.00	Traffic calming contribution
10/12/2024	PHIL CROSBY	£ 95.00	Windowcleaning
10/12/2024	POZITIVE ENERGY	£ 1,641.94	LR Pavilion Electric
10/12/2024	PPL	£ 154.36	Music Licence, WPC
10/12/2024	SERVIO	£ 339.66	CH Expansion vessel mtc
10/12/2024	SHORTS AGRICULTURAL	£ 5,574.00	Hedgecutting
10/12/2024	SLCC	£ 1,094.40	LR Cabin repurposing fees
10/12/2024	SUTCLIFFE PLAY	£ 100.15	Allsmoor play equipment repair
10/12/2024	TELANOVA LTD	£ 2,221.80	LC pc, RL Laptop
12/12/2024	ANGELA JEFRIES	£ 25.00	Wreathmaking Refund
13/12/2024	SMARTEST ENERGY	£ 100.00	WPC Electric
13/12/2024	SMARTEST ENERGY	£ 192.00	LR Electric
13/12/2024	SMARTEST ENERGY	£ 89.00	AJ Electric
13/12/2024	FUELGENIE	£ 199.19	Fuel cards
16/12/2024	CASTLE WATER	£ 114.31	CH Water
16/12/2024	CASTLE WATER	£ 408.99	LR Water
16/12/2024	SMARTEST ENERGY	£ 297.00	CH Electric
16/12/2024	SMARTEST ENERGY	£ 258.11	AJ Gas
16/12/2024	SMARTEST ENERGY	£ 891.49	CH Gas
16/12/2024	SMARTEST ENERGY	£ 57.45	WPC Gas

16/12/2024	SMARTEST ENERGY	£	338.52	MH Gas
16/12/2024	HSBC Bank	£	3,075.20	HSBC Visa Purchases
16/12/2024	GIB005	£	100.00	CHID Refund
16/12/2024	BEL0002	£	100.00	MHID Refund
17/12/2024	BERKSHIRE PENSION FUND	£	8,858.84	PENSIONS M8
17/12/2024	HMRC	£	7,821.88	HMRC PAYE M8
17/12/2024	CASTLE WATER	£	42.47	CR ALLOTS Water
17/12/2024	CASTLE WATER	£	63.41	MH Water
17/12/2024	CASTLE WATER	£	32.24	AJ Watr
18/12/2024	BACK2 INTERNATIONAL LTD	£	423.84	Office chair, RL
18/12/2024	BINFIELD PCC	£	150.00	Artsweek, handbell ringing
18/12/2024	THE FOXES DEN	£	63.17	Artsweek refreshments, BPC
18/12/2024	SAPPHIRE AND STEEL	£	102.00	Playground signs
18/12/2024	SLCC	£	222.00	CG planning training
18/12/2024	ST JOHN AMBULANCE	£	228.00	Defib pads, CH
18/12/2024	THE WINDSOR FOREST COLLEGES GROUP	£	235.00	SC Pesticide training
18/12/2024	NASH FORD PUBLISHING	£	30.00	Winkfield book
18/12/2024	RIC006	£	50.00	CHID Refund
18/12/2024	BAN003	£	50.00	MHID Refund
18/12/2024	COX0002	£	50.00	CHID Refund
18/12/2024	SAG0002	£	50.00	CHID Refund
18/12/2024	CASTLE WATER	£	28.65	WPC Water
18/12/2024	ALD AUTOMOTIVE LTD	£	535.48	RF73 HWS Lease
18/12/2024	VODAFONE	£	46.83	Vodafone bill
18/12/2024	LON0001	£	50.00	CHID Refund
19/12/2024	S/LINE	£	29.04	S/Line chg
19/12/2024	WORLDPAY	£	11.94	Worldpay chg
20/12/2024	SALARIES, M9	£	17,106.14	SALARIES, M9
21/12/2024	HSBC	£	5.40	HSBC chg
23/12/2024	MAINSTREAM DIGITAL	£	423.89	Broadband & Telecoms
27/12/2024	FORD LEASING	£	356.71	RV70 NTX Lease
30/12/2024	BNP PARABAS	£	434.95	SCAG Lease
30/12/2024	BNP PARABAS	£	618.54	KUBOTA Lease
31/12/2024	CIA FIRE & SECURITY LIMITED	£	10.12	AJ Alarm battery
31/12/2024	DLS CONTRACT CLEANING LTD	£	1,458.60	Contract cleaning
31/12/2024	THE PARKINSON PARTNERSHIP	£	1,200.00	Vat Review
31/12/2024	SLCC	£	72.00	RL Training
31/12/2024	SMS ENVIRONMENTAL	£	39.00	CH & MH legionella
31/12/2024	SPORTS EQUIPMENT SUPPLIES	£	576.00	LR Pavilion boot scrapers
31/12/2024	SUEZ	£	595.90	Waste disposal
31/12/2024	TELANOVA LTD	£	173.16	Microsoft backup
31/12/2024	THE TIMBER GROUP	£	31.20	LR Pavilion Boot scrapers
31/12/2024	BFC003	£	100.00	CHID Refund
	TOTAL	£	68,784.20	

Chair