



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 18th March 2025 from 19.30 – 20.31

Councillors present:

Cllr N Atkinson	Cllr T Blakemore	Cllr E Blyth	Cllr K Buchler
Cllr C Ehinger	Cllr M Gaw	Cllr D Hayes MBE	Cllr G Paxton (Chair)
Cllr D Wall	Cllr R Warren		

Councillors absent: Cllr P Adams, Cllr G Barber, Cllr Dudley, Cllr Barreto, Cllr Campling, Cllr P Frewer, Cllr O Lazar

Officers:

Ruth Lyes, Clerk

CM 24/274 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 24/275 PUBLIC PARTICIPATION

There were no requests to speak

CM 24/276 APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Dudley, Cllr Barreto, Cllr Campling, Cllr Frewer,
Late apologies were received from: Cllr Lazar, Cllr Adams

CM 24/277 DECLARATION OF INTEREST

None

CM 24/278 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 18th February 2025 were attached at Appendix 1

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

RESOLVED that the minutes of the meeting held on 18th February 2025 be confirmed and signed.

CM 24/279 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

None held.

CM 24/280 COMMUNICATIONS / CORRESPONDENCE

- i. **Thames Hospice** - invitation had been sent to the Clerk inviting attendance at an informal gathering to meet the new Chief Executive and hear about the 3-year palliative care strategy for the local community March 24th). This had been forwarded on to the Chair and Vice Chair. Cllr Paxton had confirmed availability to attend. **Noted**

CM 24/281 QUESTIONS

No written questions received

CM 24/282 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Report from the Chair of Council– No report made
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Blyth reported:
 - on a visit that had been made to the local Age Concern group
 - b. Cllr Paxton reported:
 - North Ascot Community Centre – replacement window project now complete
 - Attended the BFC/ WPC Highways Meeting on Friday 14th March along with several other WPC councillors. BFC have advised that they will consider suggestions put forward by WPC. Any proposals that Councillors have should be submitted to the Parish Business Operations & Planning Assistant (Christina Lindsey) for inclusion on the Planning & Highways meeting agenda 7 clear days before the meeting. (Clear days do not include the day of the notice or the day of the meeting)

CM 24/283 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 Gaw reported :
 - WPC Community Speedwatch project is underway and will be given priority
 - Hatchet Lane & Priory Road speeding issues are under review by BFC and police

b. Cllr Hayes reported:

- Parking issues continue at Ascot Heath and Winkfield St Mary's schools.
- The idea of parking wardens had been raised with BFC but there were various issues that would need to be investigated and considered.

c. Cllr Buchler reported:

- FC Bracknell had advised that the SEND football teams (adult and youth) continued to be a success and valued by those involved. Thanks were given by FC Bracknell to WPC for their previous support in the venture.

d. Cllr Paxton reported:

- Ascot Priory streetlight had been out of action for 18 months and the matter was now being investigated by BFC

e. Cllr Blakemore reported:

- Police speed vans had been recently deployed within the area
- Visit had been made with Cllr Ehinger to the new SEND room at Winkfield St Marys school. A previous grant had been made by WPC to the school PTA who had funded the set up of the facility. Positive feedback was given by Cllr Blakemore on the provision.

CM 24/284 CLERK'S REPORT

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

Cllr Atkinson asked for information on when the property condition / M&E surveys were being carried out. Clerk advised beginning of April and reports should be received by end of April.

CM 24/285 CAPITAL PROJECT UPDATE

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

CM 24/286 LEISURE REPORT

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

CM 24/287 ORDERS FOR PAYMENT

A list of all payments covering the period 1st February to 28th February 2025 was attached at Appendix 5 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 Wall and was unanimously

RESOLVED to accept the payments covering 1st February to 28th February 2025

CM 24/288 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

No new items. **Noted**

CM 24/289 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 28th February 2025 were attached at Appendix 6 – Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* were shown as Appendix 7. Full bank reconciliation are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

CM 24/290 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 8.

- i. Consideration was given to the following applications received:
 - a. **Ascot District Day Centre** - Consideration of this application had been deferred from the previous meeting pending further information. Application form together with financial documentation and supporting information was attached at agenda Appendix 9. Application was for £2,000.

Following discussion:

Cllr Atkinson proposed approving a grant of £500.

Cllr Wall proposed and moved a motion to approve a grant of £750 which was seconded by Cllr Paxton. With 4 in voting favour and 6 against the motion failed.

Cllr Atkinson then proposed and moved a counter motion to approve a grant of £500. This was seconded by Cllr Ehinger and with 9 in favour and 1 against it was:

RESOLVED to award a grant of £ 500 to Ascot District Day Centre as a contribution to running costs.

- b. **Jealotts Hill Community Landshare CIC** - Application form together with financial documentation and supporting information was attached at agenda Appendix 10. Application was for £3000.

Following discussion:

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

RESOLVED to award a grant of £ 1000 to Jealotts Hill Community Landshare CIC as a contribution to operational running costs.

ii. Any urgent grant applications received.

None received. **Noted.**

CM 24/291 HEALTH & SAFETY CONSULTANTS

Previous Council Resolution CM 24/139 approved the following:

1. The Clerk to obtain further quotes for Health & Safety Advisor services.
2. To allocate up to £2,300 per year in future budgets for a 3-year contract.

The Clerk has sought to obtain additional quotes by identifying sector Health & Safety advisors through the SLCC forum, local clerks, and NALC/SLCC directories and has only been able to obtain two quotes

- **Work Nest:** £1,875 per annum for a 5-year contract with a 3-year break clause (with 3 month notice period) or £2,075 per annum for a 3-year contract. NALC partners
- **Peninsula:** from £2,171 per annum.

WPC Financial Regulations allow exceptions for specialist services, and the Clerk was unable to obtain three quotes. Therefore, the recommendation is to accept **Work Nest's** quotation of £1,875 per annum for a 5-year contract with a 3-year break clause

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

RESOLVED to approve the Clerk's recommendation to proceed with Work Nest on the basis of a 5-year contract with 3-year break clause.

CM 24/292 ASCOT JUBILEE TENNIS COURT GATE REPAIR

A vehicle has caused third-party damage to the Ascot Jubilee tennis court gate. The police incident number has been obtained, and the matter is being progressed through the insurance company. No costs are anticipated to WPC, except for the £250 excess. Quotes are awaited, with repair costs likely exceeding £8,000 due to required fencing repairs and the need for the disconnect and reconnect of the electrically operated system.

To expedite the repairs, the Clerk requested delegated authority to authorise the work in coordination with the insurance company, who have requested two quotes.

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

RESOLVED approve delegated authority to the Clerk for authorising the work in coordination with the insurance company, who have requested two quotes, the only financial liability to the council being payment of the excess.

CM 24/293 LOCKS RIDE CABIN LEASE

The following recommendations were considered:

1. Delegation to Clerk: Approval of the final Lease document and Rent Deposit Deed, prepared by the Hampshire Legal Team solicitor, to be delegated to the Clerk. The Clerk will liaise with the Lead of Finance and the Lead of the Locks Ride Working Party to agree on the final documents before submitting approval to the solicitor.
2. Execution of Lease and Rent Deposit Deed: The lease and rent deposit deed to be executed in accordance with the Council's Standing Orders, with the documents affixed with the Council's seal and witnessed by two Councillor

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

RESOLVED to approve delegation to the Clerk as stated point in 1 above and for the execution of the Lease and Deposit Deeds under seal as stated at point 2 above in accordance with Council Standing Orders.

CM 24/294 FIRE DOOR COMPLIANCY WORK

Consideration was given to the Clerks recommendation for the engagement of Madlins to extend their project management services to include the fire door work at both Carnation Hall and Martins Heron & the Warren Hall as part of the already approved Carnation Hall flooring project. The costs associated with the fire door work to follow the approval process in line with WPC Financial Regulations.

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

RESOLVED to approve engagement of Madlins to extend their project management services to include the fire door work at both Carnation Hall and Martins Heron & the Warren Hall as part of the already approved Carnation Hall flooring project management service.

CM 24/295 ANNUAL PARISH MEETING DRAFT AGENDA

The draft Agenda for the Annual Parish Meeting, scheduled for 8th April, was presented for information and to consider if any amendments were required to the draft agenda. No material changes were suggested although it was recommended that grant recipients be allocated 2 mins each rather than 3 mins.

It was noted that the Parish Meeting will be convened by the Chair of the Parish Council.

CM 24/296 COUNCILLOR VACANCIES

The clerk reported on the following vacancies:

- i. Ascot Priory – current vacancy for co-option remained and no applications had been received thus far
- ii. Ascot Priory – Notice of Vacancy had been published following the recent councillor resignation. A petition for election in the ward had been submitted to Bracknell Forest Council (BFC). Election will be held 1st May. BFC will administer this and costs will be passed to WPC.

Noted

CM 24/297 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 3rd April. **Noted**

CM 24/298 DATES FOR THE DIARY

Events / Other	
Winkfield & the World Event	Sunday 23 rd March '25
Annual Parish Meeting	8 th April '25
Spring Footpath Walk	26 th April '25
Annual Winkfield / Warfield Cycle Ride	29 th June '25
Summer of Fun	14 th August '25
WPC Meetings	
Council	15 th April (MH) 20 th May (Annual Mtg) 24 th June
Planning & Highways	1 st April, 6 th May, 3 rd June
Staffing & Strategy	10 th June '25

Noted.

CM 24/299 EXCLUSION OF PRESS AND PUBLIC

Consideration of the agenda item Locks Ride Recreation Ground Fencing Contract in closed session was recommended because disclosure of internal discussions regarding contract matters may impact the competitive integrity of the procurement process.

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

Resolved that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting.

CM 24/300 LOCKS RIDE RECREATION GROUND FENCING CONTRACT

The Clerks report with recommendations (agenda appendix 13) was reviewed. As part of the Cabin project, it is necessary to install additional fencing to demarcate the area and make it clear as to where dogs on leads will now be permitted. Also, existing fencing along the path in front of the toilets is old and the ball protection netting is not fit for purpose. Replacement higher and fit for purpose fencing is required in this area.

Quotes received as follows:

Contractor	Price ex VAT
A	£14318
B	£5428.75
C	£7617.28

The Clerk has since identified the need to allow for an additional double gate to allow access for future work in area of the demolished pavilion.

The Clerk therefore requests budget approval up to £7k from CIL for fencing at the site without further referral back to Council and to engage IPS Fencing (contractor B) with an amended quote to be obtained including allowance for double bow top gates.

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

RESOLVED to approve an amount of up to £7k from CIL for fencing at the site without further referral back to Council and to approve IPS Fencing (contractor B) as preferred supplier with an amended quote to be obtained including allowance for double bow top gates.

WPC Council Minutes 18th March 2025

Winkfield Parish Council

HSBC

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/02/2025	WAR010	£ 50.00	ID REFUND
03/02/2025	BEL002	£ 100.00	ID REFUND
03/02/2025	SMARTEST ENERGY	£ 178.00	MH ELECTRIC
04/02/2025	MOR008	£ 50.00	ID REFUND
04/02/2025	MC0002	£ 50.00	ID REFUND
04/02/2025	MAS006	£ 100.00	ID REFUND
04/02/2025	WAL015	£ 50.00	ID REFUND
04/02/2025	ETC001	£ 100.00	ID REFUND
04/02/2025	WWL	£ 100.00	ID REFUND
04/02/2025	AFC WINKFIELD	£ 279.17	FOOTBALL REFUND
06/02/2025	Sage UK Ltd	£ 50.40	Sage Payroll
11/02/2025	Benville and Marsh Ltd	£ 252.00	CH Callout, power failure
11/02/2025	Phil Crosby (PC Cleaning Serv	£ 110.00	Windowcleaning, CH, MH, WPC
11/02/2025	Servio Ltd	£ 172.80	MH Heating callout
11/02/2025	THE WINDSOR FOREST	£ 1,200.00	Brushcutter training, CK, FW
11/02/2025	BEV002	£ 50.00	ID REFUND
11/02/2025	HAZ002	£ 50.00	ID REFUND
11/02/2025	FIS002	£ 100.00	ID REFUND
13/02/2025	Fuelgenie Business Account	£ 159.33	Fuel Cards
14/02/2025	Felicity Wise	£ 5.00	Tesco adhesive, LR Pavilion
14/02/2025	SMARTEST ENERGY	£ 323.00	WPC ELECTRIC
14/02/2025	SMARTEST ENERGY	£ 72.00	LR SITE ELECTRIC
14/02/2025	SMARTEST ENERGY	£ 89.00	AJ ELECTRIC
14/02/2025	HSBC Bank	£ 2,007.19	HSBC Visa Purchases
17/02/2025	BON001	£ 50.00	ID REFUND
17/02/2025	SMARTEST ENERGY	£ 341.00	CH ELECTRIC
17/02/2025	SMARTEST ENERGY	£ 347.56	AJ GAS
17/02/2025	SMARTEST ENERGY	£ 1,150.48	CH GAS
17/02/2025	SMARTEST ENERGY	£ 130.45	WPC GAS
17/02/2025	CASTLE WATER	£ 153.71	LR SITE, WATER
18/02/2025	HMRC	£ 5,749.72	HMRC, PAYE M10
18/02/2025	BERKSHIRE PENSIONS	£ 7,223.03	PENSIONS, M10
18/02/2025	HYS001	£ 50.00	ID REFUND
18/02/2025	SIM001	£ 50.00	ID REFUND
18/02/2025	DUR004	£ 119.90	ID REFUND
18/02/2025	DA0001	£ 50.00	ID REFUND
18/02/2025	CASTLE WATER	£ 43.92	CR ALLOTS, WATER
18/02/2025	CASTLE WATER	£ 42.27	MH WATER
18/02/2025	ALD AUTOMOTIVE LTD	£ 535.48	RF79 HWS Lease
19/02/2025	Bracknell Forest Borough Council	£ 3,500.00	Lily Hill 2024/25 Contribution
19/02/2025	CIA FIRE & SECURITY LIMITED	£ 192.00	AJ Tennis gate callout
19/02/2025	Lawsons (Whetstone) Ltd	£ 93.96	CH Planter
19/02/2025	Servio Ltd	£ 345.60	CH Heating callout
19/02/2025	The Timber Group	£ 34.28	CH Planter
19/02/2025	CASTLE WATER	£ 30.35	AJ WATER
19/02/2025	S/LINE	£ 11.15	S/LINE CHO
19/02/2025	Vodafone	£ 46.83	Vodafone Bill
20/02/2025	CASTLE WATER	£ 21.89	WPC WATER
20/02/2025	HSBC	£ 5.00	HSBC CHO
20/02/2025	Mainstream Digital	£ 413.58	Broadband & telecoms
21/02/2025	Worldpay	£ 11.94	Worldpay chg
24/02/2025	British Telecom plc	£ 18.00	BT Telephone line, WPC
25/02/2025	WA0ES, M11	£ 16,789.15	WA0ES, M11
26/02/2025	Ford Lease	£ 356.71	RV70 NTX Lease
27/02/2025	GAR003	£ 50.00	ID REFUND
27/02/2025	MAN008	£ 100.00	ID REFUND
27/02/2025	STE007	£ 71.40	HIRE REFUND
27/02/2025	STE007	£ 100.00	ID REFUND
27/02/2025	WEB007	£ 50.00	ID REFUND
27/02/2025	Boswell Tree Surgeons	£ 8,208.00	Treeworks
27/02/2025	DLS CONTRACT CLEANING LTD	£ 1,458.80	Contract cleaning
27/02/2025	MORRIS & BLUNT LTD	£ 33,782.96	LR Pavilion, Payment 12
27/02/2025	Oaktree Nursery	£ 23.99	LR Cricket mtc
27/02/2025	Positive Energy	£ 698.24	LR Pavilion Electric
27/02/2025	Risk Management Security Serv	£ 330.00	LR Alarm callout
27/02/2025	ROBERT PRICE AND SONS	£ 543.30	50% Mirror replacement, MH.1
27/02/2025	Servio Ltd	£ 765.11	MH Heating repair
27/02/2025	SMS Environmental	£ 90.36	AJ, MH, CH Legionella
27/02/2025	Specialised Property Solutions	£ 782.70	MH Alcon servicing
27/02/2025	Suez Recycling & Recovery UK L	£ 680.82	Waste disposal, LR, CH, MH
28/02/2025	BNP PARABAS	£ 434.95	SCAG LEASE
28/02/2025	BNP PARABAS	£ 618.54	KUBOTA LEASE
	TOTAL	£ 92,394.60	

Chair