



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 24th June 2025 from 7.30pm – 8.38pm

Councillors present:

Cllr O Barreto	Cllr K Buchler	Cllr C Debbinney-Wright	
Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr M Gaw	Cllr G Paxton
Cllr R Warren			

Councillors absent: Cllr Adams, Cllr Atkinson, Cllr Banks, Cllr Barber,
Cllr Blakemore, Cllr E Blyth, Cllr Campling, Cllr Frewer, Cllr D Hayes, Cllr Lazar,
Cllr Wall

Officers: Ruth Lyes, Clerk

CM 25/44 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 25/45 PUBLIC PARTICIPATION

There were no requests to speak

CM 25/46 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Atkinson, Banks, Blakemore, Blyth, Campling,
Frewer, Hayes and Lazar

CM 25/47 DECLARATION OF INTEREST

None

CM 25/48 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 20th May 2025 were attached at Appendix 1

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

RESOLVED that the minutes of the meeting held on 20th May 2025 be confirmed
and signed.

CM 25/49 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

- i. The draft minutes from the Staffing & Strategy Committee meeting held 10th June 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.
- ii. The following recommendations were considered:
 1. **Existing Policies** had been reviewed with **no changes recommended**:
 - 1.1 Complaints Policy
 - 1.2 Model Publication Scheme (Freedom of Information)

2. Review and Adoption of Revised Council Policies:

Council considered the following revised policy documents, as reviewed and recommended for adoption by the Staffing & Strategy Committee. The proposed amendments were detailed in the agenda appendices:

2.1 Disciplinary Policy – Revised to reflect recent changes in employment legislation and data protection requirements. An update to Section 6 was also recommended

2.2 Equality & Diversity Policy – Updated to incorporate legislative changes, including those under the Worker Protection (Amendment of Equality Act 2010) Act 2023

2.3 Employers Discretions Policy – Amended to permit Shared Contribution Additional Voluntary Contributions (AVCs)

2.4 Co-Option Policy – Updated to reflect eligibility changes arising from amendments to the Local Government Act 1972, Section 79, effective 7 May 2024

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

RESOLVED:

- i. To accept the minutes of the Staffing & Strategy Committee dated 10th June 2025.
- ii. That the policies listed as 1.1 and 1.2 above be approved as annual review with **no changes made**.
- iii. That Council adopts the revised policies shown as items 2.1, 2.2, 2.3 and 2.4 above as recommended by the Staffing & Strategy Committee.

3. Review and adoption of new Council policies:

Council considered the following new policies as recommended by the Staffing & Strategy Committee – attached as appendices to the agenda:

- 3.1 IT Policy
- 3.2 GDPR policy

It was proposed by Cllr Dudley, seconded by Cllr Debbinney-Wright and was unanimously

RESOLVED that Council adopts the new policies shown as items 3.1 and 3.2 above as recommended by the Staffing & Strategy Committee.

4. Forward Plan Community Consultation – next steps recommendation.

Council considered the recommendation from the Staffing & Strategy Committee regarding the progression of the Forward Plan following the recent community consultation.

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

RESOLVED: that the 3, 5, 10 Year Plan Working Party be tasked with reviewing the draft community consultation report in detail, in collaboration with the appointed consultant. The Working Party to report back to Council with recommendations for the next phase in the development of the Forward Plan.

5. Community Emergency Planning – BFC request

Council considered the recommendation from the Staffing & Strategy Committee in response to a request from Bracknell Forest Council for local councils to begin developing their own Community Emergency Plans.

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

RESOLVED: that the Clerk will request a copy of the draft BFC Emergency Plan to determine what provisions are already in place that may be relevant to Winkfield Parish. Next steps will be determined based on the contents of the BFC plan.

CM 25/51 COMMUNICATIONS / CORRESPONDENCE

- i. Email received from FC Bracknell with thanks for the recent grant award.
Noted

CM 25/52 QUESTIONS

1. Council received a report from the Clerk regarding a request from Winkfield St Mary's School to use the Parish Council's water bowser for an end-of-year pupil water games at the KGV Recreation Field. The Clerk advised that the request had been refused on health and safety grounds, noting that:
 - The bowser is used for grounds maintenance and is not cleaned or suitable for use with potable water.
 - Loaning the equipment for a purpose outside its intended use poses a liability risk

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

RESOLVED: that the Council supported the Clerk's decision to refuse the request on the grounds of health and safety and liability concerns.

2. Council received a report that a member of the public had contacted three Councillors and the Clerk outlining several concerns regarding dog behaviour and control at Allsmoor Recreation Ground, including a request for a seasonal dog ban.

The Clerk and one Councillor have responded to the resident and requested further details to better understand the nature and extent of the issues raised.

Council noted the correspondence and that a further report will be brought forward if necessary, pending additional information. **Noted**

CM 25/53 ANNUAL PARISH MEETING

The draft minutes of the Annual Parish Meeting 8th April 2025 have been published and are available on the Winkfield Parish Council website to view. The minutes of the 2024 Meeting were agreed and signed at the meeting. **Noted**

CM 25/54 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Report from the Chair of Council– verbal report was made on the following:
 - Attendance at the Sandhurst TC Armed Forces Day event 23rd June. This had been attended by a number of local dignitaries and the Gurkhas
 - Attended a training session of FC Bracknell SEND team and had witnessed first hand the valuable work that is undertaken by the team volunteer organisers. The coaching team had passed on their thanks to WPC for their grant funding support. Cllr Buchler added that other councillors would be welcome to visit a training session.
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Paxton reported on:
 - Attendance at a North Ascot Community Association meeting. There are ongoing issues related to the former schoolhouse.

CM 25/55 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 that:
 - There had been some resurfacing works carried out on some local roads
- b. Cllr Paxton reported:
 - There were a number of archer strips that had been installed on local roads and so far, no information had been found as to which organisation had installed them
 - Currently undertaking further investigation into compliance with planning conditions applicable to a takeaway food outlet in Warren Row

CM 25/56 CLERK'S REPORT

Council received and noted the Clerk's Report, as circulated and attached as agenda Appendix 9. **Noted**

CM 25/57 CAPITAL PROJECT UPDATE

A list of 2025-26 capital projects was attached as agenda appendix 10. **Noted**

CM 25/58 LEISURE REPORT

The Leisure Report was attached at Appendix 11. **Noted**

Cllr Paxton commented that an area of wet pour at Asher was lifting and needed investigation. (Clerk noted for action) and that the play equipment at Ascot Jubilee for older children was in need of an overhaul.

CM 25/59 LVS CAR PARKING AGREEMENT – RENEWAL OF LICENCE

Council considered the continuation of the licence agreement with LVS for use of designated car parking spaces at Ascot Jubilee for a further year.

It was noted that:

- The licence charges were last reviewed and uplifted in September 2024, following a 3-year freeze.
- The reciprocal keyholding arrangement for evening access continues to operate effectively.
- The officer recommendation was to renew the licence at existing rates

- i. It was proposed by Cllr Dudley, seconded by Cllr Paxton and was unanimously

RESOLVED: that the licence with LVS be renewed for a further year at the existing rates.

- ii. It was proposed by Cllr Dudley, seconded by Cllr Debbinney-Wright and was unanimously

RESOLVED that the renewed licence be executed under seal in accordance with Standing Orders

CM 25/60 REFURBISHMENT OF MARTINS HERON & THE WARREN HALL OUTDOOR SPACE AND FIRE EXIT WORKS

Council received a report from the Clerk, attached as agenda Appendix 12, regarding the proposed refurbishment of the outdoor area and adjustment to the fire door at the Martins Heron & The Warren Community Centre in preparation for day nursery use. The Local Authority had previously given verbal indication that funding would be made available for the work. The Clerk advised that a grant application had now been submitted by Bracknell Forest Council (BFC) for completion by WPC in relation to the project funding. The works are to be delivered under a tight timescale in order to ensure completion by start of September term.

Discussion followed with the Councillors recognising the time critical nature of the work and also the overall value to the local community.

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

RESOLVED that the Council approve the following:

1. To avoid delays impacting the nursery's September start, delegated authority is granted to the Clerk to instruct the works and appoint the preferred supplier(s) based on best value and suitability to the specification
2. That the Clerk continue to with necessary action to secure the project funding from the local authority with CIL funding to be the fall back if necessary
3. Delegated expenditure authority to the Clerk up to a maximum of £10,500, to cover unforeseen costs without further referral to Council

CM 25/61 INTERNAL AUDIT

The final internal audit report for year ended March 31st 2025, received from Claire Connell was attached as agenda Appendix 13. **Noted**

CM 25/62 ANNUAL ACCOUNTS

- i. Council received the Annual Accounts (Income & Expenditure) for the year ending 31st March 2025, as attached as agenda Appendix 14

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

RESOLVED: That the Annual Accounts to 31st March 2025 be accepted.

- ii. Annual Return and Governance Statements - Council received the Annual Return for the year ending 31st March 2025 (agenda Appendix 15), including:
- A note of declaration relating to Assertion 11b (agenda Appendix 15.1), and
 - The supporting statement from the Internal Auditor (agenda Appendix 16).

The Clerk confirmed that the Accounting Statements (Section 2) had been completed and signed in advance by the Clerk / Responsible Financial Officer.

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

RESOLVED:

- a. That the Annual Governance Statement (Section 1) be accepted and signed by the Chairman and Clerk.
 - b. That the Accounting Statements (Section 2) be accepted and signed by the Chairman, as previously signed by the RFO.
- iii. Council received the bank account reconciliations as at 31st March 2025.
Noted
- iv. Council noted that the Notice of Public Rights and Publication of Unaudited AGAR will be posted on the Council website and notice boards on 25th June 2025.
The Public Rights period will run from 26th June to 7th August 2025.**Noted.**
- v. Council received the statement of variance, attached as agenda Appendix 18.
Noted.

CM 25/63 ORDERS FOR PAYMENT

A list of all payments covering the period 1st May to 31st May 2025 was attached at Appendix 19 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 Warren and was unanimously

RESOLVED to accept the payments covering 1st May to 31st May 2025

**CM 25/64 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972
S137**

A list of payments for approval was attached at Appendix 20.

It was proposed by Cllr Dudley, seconded by Cllr Ehinger 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 25/65 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 31st May 2025 were attached at Appendix 21 – Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* were shown as Appendix 22. Full bank reconciliation are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

CM 25/66 REQUESTS FOR FINANCIAL ASSISTANCE

- i. The budget for Donations for the current year is currently £25,000 to include General Donations and Village Hall Grants. The budget for Churchyard Maintenance Grants is £1,200. **Noted.**
- ii. Details of donations made in 2022/23, 2023/24 ,2024/25 and 2025/26 were given as agenda Appendix 23. **Noted.**
- iii. Consideration was given to the following applications received:
 - a. **Thames Hospice.** Application form together with financial documentation and supporting information was attached as agenda Appendix 24

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

RESOLVED to award a grant of £2500 to Thames Hospice to support the delivery of free hospice care to residents.

- iv. Any urgent grant applications received.
None received. **Noted.**

CM 25/67 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 July '25.

Noted

CM 25/68 DATES FOR THE DIARY

Events / Other	Dates
Annual Winkfield / Warfield Cycle Ride	29 th June '25
LR Pavilion Opening Event	7 th July '25
Summer of Fun	14 th August '25 – volunteers needed
Arts Week	26 th October – 1 st November '25
WPC Meetings	
Council	15 th July, 19 th August '25 ,28 th October

Planning & Highways	1 st July, 5 th August '25, 2 nd September
Staffing & Strategy	23 rd September '25

Noted.

CM 25/69 EXCLUSION OF PRESS AND PUBLIC

Consideration was given to agenda item 26 – Office IT equipment procurement and agenda item 27 – Carnation Hall (flooring & fire door work) and Martins Heron Community Centre (fire door work)– to be in closed session. Reason being that disclosure of internal discussions regarding contract matters at this stage may impact the competitive integrity of the procurement and selection process

It was proposed by Cllr Dudley, seconded by Cllr Ehinger 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 during consideration of the item listed as agenda item 26 – Office IT equipment procurement and agenda item 27 – Carnation Hall (flooring & fire door work) and Martins Heron Community Centre (fire door work)

CM 25/70 OFFICE IT EQUIPMENT PROCUREMENT – USE OF EARMARKED RESERVES AND SUPPLIER QUOTE

Council considered the Clerk's report and recommendation (attached as agenda Appendix 25) to authorise the purchase of new IT equipment using earmarked reserves, and to approve the supplier quote, subject to a best value assessment.

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

RESOLVED to:

1. Approve the quote totalling £1,872.33 (ex VAT) for the supply of equipment and associated services from the current IT support provider
2. Authorise the transfer of £1,872.33 from the Office IT earmarked reserves to cover the cost.

CM 25/71 CARNATION HALL AND MARTINS HERON & THE WARRREN COMMUNITY CENTRE – FLOORING REPLACEMENT AND FIRE RISK ASSESSMENT WORKS

1. Carnation Hall Flooring Works: Council considered the Clerk's report (attached as agenda Appendix 26) and the accompanying report from Madlins (attached as agenda Appendix 27).

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

RESOLVED to:

- i. Approve the recommendations set out in the Madlins report, including the appointment of CS Flooring Contractors at a cost of £30,876.25 (ex VAT). The project to be funded from Community Infrastructure Levy (CIL) funds.
- ii. Delegate authority to the Clerk to progress the necessary procurement and scheduling arrangements and to sign all documents of engagement with the approved contractors on behalf of the Council.

2. Fire Risk Assessment – works to fire doors.

The Council received an update regarding the fire door investigation and remedial works together with indicative cost. More extensive works are indicated at Carnation Hall. Madlins will obtain three quotes for the required works to be presented to Council at the July meeting. **Noted**

Winkfield Parish Council
Payments made between 01/05/25 and 31/05/25

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/05/2025	JB CORRIE & CO LTD	£ 2,040.00	AJ fencing repairs
01/05/2025	CASTLE WATER	£ 9.92	WR ALLOTS, WATER
01/05/2025	BFBC	£ 449.00	BFBC, WPC BUS RATES
01/05/2025	BFBC	£ 419.00	BFBC, CH BUS RATES
01/05/2025	CAR008	£ 100.00	ID REFUND
02/05/2025	SMARTEST ENERGY	£ 559.00	MH ELECTRIC
07/05/2025	SAGE UK LTD	£ 50.40	SAGE PAYROLL
08/05/2025	BFBC	£ 60.00	Assistant to Clerk advert
08/05/2025	EARTH RUNS CIC	£ 147.60	Cycle ride medals
08/05/2025	J GREENYER	£ 120.00	Artsweek website costs
08/05/2025	HOWARD ELECTRICAL	£ 740.95	CH surge protection
08/05/2025	HOWARD ELECTRICAL	£ 306.82	CH Surge protection additional
08/05/2025	LAWSONS	£ 4.18	LR Shingle
08/05/2025	SMS ENVIRONMENTAL	£ 563.16	MH Legionella Risk Assessment
12/05/2025	L DALE	£ 4.99	WPC Expenses, FB Ad
12/05/2025	CHU002	£ 100.00	REFUND OF OVERPAYMENT
13/05/2025	RUTH LYES	£ 8.00	Facebook Ads
13/05/2025	HIL002	£ 50.00	ID REFUND
13/05/2025	FUELGENIE	£ 174.30	Fuel Cards
14/05/2025	SMARTEST ENERGY	£ 165.00	WPC ELECTRIC
14/05/2025	SMARTEST ENERGY	£ 166.00	LR SITE ELECTRIC
14/05/2025	SMARTEST ENERGY	£ 109.00	AJ ELECTRIC
14/05/2025	SMARTEST ENERGY	£ 81.83	AJ GAS
14/05/2025	SMARTEST ENERGY	£ 607.55	CH GAS
14/05/2025	SMARTEST ENERGY	£ 61.71	WPC GAS
14/05/2025	SMARTEST ENERGY	£ 150.37	MH GAS
14/05/2025	HSBC Bank	£ 1,090.34	HSBC Visa Purchases
16/05/2025	HAF001	£ 100.00	ID REFUND
16/05/2025	RIC008	£ 100.00	ID REFUND
16/05/2025	CAN003	£ 50.00	ID REFUND
16/05/2025	CASTLE WATER	£ 28.47	WPC WATER
16/05/2025	CASTLE WATER	£ 181.07	CH WATER
16/05/2025	CASTLE WATER	£ 64.13	MH WATER
16/05/2025	CASTLE WATER	£ 38.82	AJ WATER
16/05/2025	SMARTEST ENERGY	£ 550.00	CH ELECTRIC
19/05/2025	PHIL CROSBY	£ 110.00	Windowcleaning, CH, MH, WPC
19/05/2025	POZITIVE ENERGY	£ 781.26	LR Pavilion Electric
19/05/2025	POZITIVE ENERGY	£ 222.98	LR Pavilion Electric
19/05/2025	SPY ALARMS LTD	£ 252.00	WPC Intruder alarm repair
19/05/2025	SANTANDER	£ 75,000.00	ADDITIONAL INVESTMENT
19/05/2025	SMS ENVIRONMENTAL	£ 162.00	LR Legionella

19/05/2025	HMRC PAYE M1	£	6,742.49	HMRC PAYE M1
19/05/2025	BERKSHIRE PENSION FUND	£	7,199.50	PENSIONS M1
19/05/2025	ALD AUTOMOTIVE LTD	£	535.48	RF73 HWS Lease
19/05/2025	MAINSTREAM DIGITAL	£	457.08	Broadband & Telecoms
20/05/2025	MUR005	£	50.00	ID REFUND
20/05/2025	TAL003	£	50.00	ID REFUND
20/05/2025	CHO001	£	50.00	ID REFUND
20/05/2025	GOG001	£	100.00	ID REFUND
20/05/2025	SANTANDER	£	75,000.00	ADDITIONAL INVESTMENT
20/05/2025	ASCOT TOOL HIRE	£	10.62	Grounds mtc, cutting disc
20/05/2025	BALC	£	2,323.96	BALC Subscription & NALC Levy
20/05/2025	C CONNELL	£	275.00	Internal Audit
20/05/2025	COUNTRYWIDE GROUNDS	£	3,012.00	Gang mowing
20/05/2025	DLS CONTRACT CLEANING LTD	£	1,886.24	Contract cleaning
20/05/2025	HOWARD ELECTRICAL	£	188.40	CH Outside socket, 2nd invoice
20/05/2025	LONGACRES	£	79.88	KGV Planting
20/05/2025	MOVOLYTICS	£	33.58	Vehicle trackers
20/05/2025	SERVIO	£	889.07	LR Cabin sub meter
20/05/2025	SMS ENVIRONMENTAL	£	95.90	CH & MH Legionella
20/05/2025	SUEZ	£	700.94	Waste disposal, LR, CH, MH
20/05/2025	TELANOVA	£	116.64	IT Support
20/05/2025	TIMBER PLAY	£	420.00	Zipwire inspection
20/05/2025	CAR010	£	50.00	ID REFUND
20/05/2025	CASTLE WATER	£	10.23	WR ALLOTS, WATER
20/05/2025	S/LINE	£	22.29	S/LINE CHG
20/05/2025	CASTLE WATER	£	22.69	LR SITE, WATER
20/05/2025	VODAFONE	£	49.11	Vodafone bill
20/05/2025	WORLDPAY	£	11.94	Worldpay chg
21/05/2025	SOUND REDUCTION SYSTEMS	£	4,926.00	LR Pavilion acoustic panelling
21/05/2025	HSBC	£	6.20	HSBC CHG
22/05/2025	BT	£	18.00	Office phone line
23/05/2025	SALARIES, M2	£	15,689.82	SALARIES, M2
27/05/2025	FORD LEASE	£	356.71	RV70 NTX Lease
29/05/2025	L CHALLIS	£	30.00	Expenses, eye test
29/05/2025	SMI011	£	50.00	ID REFUND
29/05/2025	USH001	£	50.00	ID REFUND
29/05/2025	BNP PARABAS	£	434.95	SCAG LEASE
29/05/2025	BNP PARABAS	£	618.54	KUBOTA LEASE
31/05/2025	F WISE	£	6.99	LR Plaque fixings
TOTAL		£	208,550.10	

Chair