



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 15th July 2025 from 7.30pm – 8.32pm

Councillors present:

Cllr P Adams	Cllr N Atkinson	Cllr S Banks	Cllr G Barber
Cllr O Barreto	Cllr T Blakemore	Cllr E Blyth	Cllr K Buchler
Cllr C Debbinney-Wright		Cllr C Dudley (Chair)	Cllr C Ehinger
Cllr P Frewer	Cllr M Gaw	Cllr D Hayes MBE	Cllr O Lazar
Cllr G Paxton	Cllr D Wall	Cllr R Warren	

Councillors absent: Cllr Campling

Officers: Ruth Lyes, Clerk

CM 25/72 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 25/73 PUBLIC PARTICIPATION

There were no requests to speak

CM 25/74 APOLOGIES FOR ABSENCE

Apologies were received in advance from Cllr Campling, Cllr Ehinger (arrived 19.33), Cllr Paxton (arrived 19.32) and from Cllr Hayes (arrived 19.55)

CM 25/75 DECLARATION OF INTEREST

None

CM 25/76 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 24th June 2025 were attached at Appendix 1

It was proposed by Cllr Ehinger, seconded by Cllr Warren and with two abstentions was:

RESOLVED that the minutes of the meeting held on 24th June 2025 be confirmed and signed.

CM 25/77 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

The Council considered the following recommendation from the Staffing & Strategy Committee following its meeting held on 10th June:

It was noted that the Committee had reviewed the existing Press & Media Communications Policy (attached as agenda Appendix 2) and recommended its adoption with no changes.

Discussion followed regarding the wording of Clause 3.6 and whether this should be amended to allow Councillors to identify themselves as such in communications, but that they must clearly state when they are expressing a personal view rather than speaking on behalf of the Council, unless authorised to do so

It was also raised by Cllr Wall that a Community Engagement and Communications Policy should be developed. The Clerk advised that this could fall within the remit of the Community Engagement Working Party. There were no objections to this suggestion. The Working Party will consider the matter and bring forward a recommendation in due course.

Cllr Paxton arrived 19.32, Cllr Ehinger arrived 19.33, Cllr Debbinney-Wright arrived 19.33, Cllr Iazar arrived 19.36

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

RESOLVED that the Press & Media Communications Policy be adopted with the recommended change to clause 3.6. Clerk to agree the final wording with the Chair.

CM 25/78 COMMUNICATIONS / CORRESPONDENCE

- i. Email received from Avanti / BFC cycling initiative Bike Ride Angels - very positive about the event and its organisation. It should also be noted that many positive comments were received on the day by participants.
- ii. Winkfield Parochial Charities – email advising that the defibrillator has now been installed at Popels Hall partly funded by WPC grant. A familiarisation session was run for interested individuals on 28th June.
- iii. A LTA (Lawn Tennis Association) initiative offering free tennis coaching sessions will be held at Ascot Jubilee on Sunday, 20th July. The lead coach has invited councillors to support the event through their attendance and has specifically enquired whether the Lead Leisure Councillor would be available to attend.

Noted

CM 25/79 QUESTIONS

A query has been received from Royal Ascot Cricket Club as users of the Locks Ride Recreation Ground, regarding the potential for installation of a non-turf wicket. There is possible funding available via the England & Wales Cricket board that the club may be able to access. The Clerk has consulted with the WPC Head of Grounds and questions have been submitted back to the cricket club for further information. **Noted**

CM 25/80 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Report from the Chair of Council– verbal report was made:
 - Cycle Ride event had been a great success. Ride Angel, Dr Bike and musical contributions had been well received. Positive comments had been made about the seed bomb medals. Appreciation was extended to all those who had contributed to the success.
 - Locks Ride Pavilion official opening also a great success. Thanks, in particular were extended to Nerys Pearce, the Deputy Mayor and staff and volunteers for their part on the day.
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Atkinson reported:
 - Attending with Cllr Lazar, a Winkfield Parochial Charities meeting. All almshouses are now occupied. Condition surveys had been carried out with work to be scheduled, although it was noted that some refurbishment work had already been completed.
 - b. Cllr Paxton reported:
 - Attending the Parish & Town Council Liaison Group meeting. Discussion followed and it was requested that the Clerk contact BFC with regard to giant poppy distribution.
 - c. Cllr Blyth reported:
 - Attending an Age Concern local social meeting with fellow musicians to provide entertainment. Cllr Blyth will also be attending an upcoming meeting at Bullbrook with a choir.

CM 25/81 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 Paxton reported that:
 - There had been no recent fly tipping at Asher carpark. There had, however, been fly tipping incidents on Sandy Lane that had been reported to BFC
 - A street light in the vicinity of Ascot Heath school had now been repaired

b. Cllr Blakemore reported that:

- Fly tipping enforcement work in the area is carried out where possible by BFC

Cllr Hayes arrived 19.55

c. Cllr Gaw reported that:

- Community Speedwatch signs had now been installed by BFC funded by WPC.
- Two other speed calming measures that WPC had agreed to fund with BFC to implement, remained outstanding. Clerk to arrange follow up with BFC for a progress report.
- Shooters Oak (North Street) enquiries had been received and it can be confirmed that correct planning process has/ is being followed
- Bog Lane planning matter is scheduled to be considered by BFC in September
- Two road accidents (occurring in Winkfield) had been reported to police
- Cranbourne Park fire issues now allocated to the Fire Authority to address as appropriate. Cllr Frewer will follow up on this

d. Cllr Frewer reported that:

- National planning procedures review is now underway and local authorities are being consulted. BFC will be submitting a response.

e. Cllr Paxton reported that:

- New Road recently implemented parking restrictions had attracted some resident feedback. Cllr Paxton will liaise with BFC.

CM 25/82 CLERK'S REPORT

Council received the Clerk's Report, as circulated and attached as agenda Appendix 3. **Noted**

CM 25/83 CAPITAL PROJECT UPDATE

A list of 2025-26 capital projects was attached as agenda Appendix 4. **Noted**

Cllr Atkinson suggested that the Finance Working Party review the allocation of funds for the Locks Ride overflow parking matting and Ascot Jubilee decorations, to consider whether these items should be retained or removed from the 2026/27 budget

CM 25/84 LEISURE REPORT

The Leisure Report was attached as Appendix 5. **Noted**

A question was raised regarding use of the former compost bay concrete slab (adjacent to the car park), for a small storage unit for the junior football team who will be using the Asher playing field. The Clerk advised at the meeting that they were not aware of any by-laws that would prevent this proposed use. Following the meeting, the Clerk has considered the matter further and

determined that it would be appropriate to investigate the position in more detail. A report will be brought back to the Council in due course.

CM 25/85 FINANCE WORKING PARTY REPORT & RECOMMENDATIONS

The Council received the meeting notes from the Working Party held on 30th June 2025 (agenda Appendix 6).

i. Insurance Policy Review

It was noted that the Working Party had reviewed the Council's insurance policy. No changes were recommended at this time. However, it was requested that the Assistant Responsible Finance Officer (ARFO) investigate cover relating to Cyber Risk and Terrorism Risk. These matters will be followed up at the next Working Party meeting.

ii. Review of Direct Debits

In accordance with Financial Regulation 7.9, which requires direct debits to be reviewed by the Council at least every two years, the Working Party has completed this review (details attached as agenda Appendix 7).

RECOMMENDED: That the continuation of the existing direct debit arrangements be approved.

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

RESOLVED: that the recommendation of the Working Party be approved, and the current direct debit arrangements be continued.

CM 25/86 ORDERS FOR PAYMENT

A list of all payments covering the period 1st June to 30th June 2025 was attached as agenda Appendix 8 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 Buchler and was unanimously

RESOLVED: to accept the payments covering 1st June to 30th June 2025

CM 25/87 BY-ELECTION BRACKNELL FOREST COUNCIL INVOICE

The Council considered the invoice received from BFC for the Ascot Priory by-election, totalling £13,704.06. It was noted that there is currently £9,000 available in the Earmarked Reserve for casual elections. The remaining balance of £4,704.06 would therefore need to be met from the General Reserve Fund as unbudgeted expenditure.

Discussion followed and Cllr Barber advised that a cost per elector figure should be provided by the local authority. Cllr Barber to provide further

information to the Clerk as to the duty of local authority to provide this information.

It was proposed by Cllr Atkinson, seconded by Cllr Buchler and with one abstention

RESOLVED:

- i. Clerk to obtain further information from the local authority following input from Cllr Barber as to requirements
- ii. Clerk to then liaise with Cllr Atkinson (lead Finance) to finalise approval for payment of the invoice for the Ascot Priory by -election with £9000 of required sum to be from Earmarked Reserve for casual elections and remaining balance to be from General Reserve Fund

CM 25/88 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

A list of payments for approval was attached as agenda Appendix 9.

It was proposed by Cllr Atkinson, seconded by Cllr Blyth 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 25/89 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 30th June 2025 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 as agenda Appendix 12. **Noted**

CM 25/90 REQUESTS FOR FINANCIAL ASSISTANCE

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.**

Details of donations made in 2022/23, 2023/24 ,2024/25 and 2025/26 were given as agenda Appendix 13. **Noted**

- i. Consideration was given to the following applications: **None received**
- ii. Any urgent grant applications received. **None received**

CM 25/91 STRONGER TOGETHER – BFC COMMUNITIES STRATEGY

The Council considered the request from the Bracknell Forest Council (BFC) Community Engagement Team to meet with Councillors to discuss local issues and opportunities in relation to the development of the Communities Strategy.

It was noted that the engagement could take place either in person or via a Teams workshop, with an anticipated duration of one hour.

Discussion followed and action point for clerk is to contact the BFC Stronger Together team to request an outline agenda and some potential evening dates for a meeting with Councillors. Clerk to report back to Councillors

CM 25/92 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 August. **Noted**

CM 25/93 DATES FOR THE DIARY

Events / Other	Dates
Summer of Fun	14 th August '25 – volunteers needed
Arts Week	26 th October – 1 st November '25
WPC Meetings	
Council	19 th August '25 ,28 th October , 18 th November
Planning & Highways	5 th August '25, 2 nd September, 7 th October
Staffing & Strategy	23 rd September '25

Noted.

CM 25/94 EXCLUSION OF PRESS AND PUBLIC

Council reviewed the Clerks recommendation that the agenda item 24 – Carnation Hall and Martins Heron & The Warren Community Centre fire risk assessment door works, be considered in closed session as necessary at this stage of the procurement process to protect commercial confidentiality and ensure the integrity of the procurement process.

It was proposed by Cllr Blyth, 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 agenda item 24 – Carnation Hall and Martins Heron & The Warren Community Centre fire risk assessment door works

CM 25/95 CARNATION HALL AND MARTINS HERON & THE WARRREN COMMUNITY CENTRE –FIRE RISK ASSESSMENT DOOR WORKS

Council received and considered the Clerks Report.

It was noted that the project is time-sensitive due to a limited window for completion of works in August 2025. The anticipated maximum cost, as detailed in the Clerk's confidential report, was noted.

On this basis, and to avoid unnecessary delays in progressing the works, it was recommended that delegated authority be granted to the Clerk to appoint a contractor once all quotations have been received and reviewed, in consultation with the project managers, Madlins, and in line with their professional recommendation.

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

RESOLVED that delegated authority be granted to the Clerk, in consultation with Madlins, to appoint the most suitable contractor to carry out the required fire door remedial works, with funding to be allocated from the Community Infrastructure Levy (CIL).

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/06/2025	BFBC	£ 449.00	WPC Bus Rates
02/06/2025	BFBC	£ 419.00	CH Bus Rates
02/06/2025	SMARTESTENERGY BUSINESS	£ 559.00	MH Electric
03/06/2025	SHI004	£ 50.00	ID Refund
03/06/2025	JUJ001	£ 50.00	ID Refund
03/06/2025	ROB014	£ 50.00	ID Refund
03/06/2025	HAM004	£ 50.00	ID Refund
03/06/2025	ADLER & ALLAN	£ 1,134.60	LR chemical disposal
03/06/2025	COUNTRYWIDE GROUNDS	£ 1,506.00	Gang mowing
03/06/2025	EYELID PRODUCTIONS LTD	£ 100.00	Website support
03/06/2025	FC BRACKNELL	£ 2,000.00	WPC Grant 25-26
03/06/2025	OUT THERE TREES LTD	£ 4,344.00	Treeworks, as per quote
03/06/2025	Pest UK	£ 348.48	MH Pest control
03/06/2025	South East Employers	£ 360.00	South East Employers subscription
03/06/2025	Society of Local Council Clerk	£ 420.00	RL SLCC Membership
03/06/2025	The Great Outdoor Gym Company	£ 120.00	Allsmoor, play equipment
03/06/2025	Zurich Town and Parish	£ 12,760.62	Insurance premium 25-26
05/06/2025	Sage UK Ltd	£ 50.40	Sage payroll
09/06/2025	BNS	£ 120.00	ID Refund
09/06/2025	HUG007	£ 50.00	ID Refund
10/06/2025	Benville and Marsh Ltd	£ 72.00	MH rear door magnet
10/06/2025	Bracknell Forest Borough Council	£ 50.00	MHWCC Rent
10/06/2025	Bubbles Man	£ 340.00	Summer of Fun 2025, Bubbles Man
10/06/2025	DEFIB STORE LTD	£ 312.00	Defib pads
10/06/2025	MAW ASSOCIATES LTD	£ 60.00	Facebook consultation
10/06/2025	Online Playgrounds	£ 126.80	Allsmoor play surface repair
10/06/2025	Pozitive Energy	£ 142.97	LR Pavilion electric
10/06/2025	SPY ALARMS LTD	£ 1,106.40	LR Site alarms mtc & monitor
10/06/2025	Telanova Limited	£ 265.19	Office server battery
11/06/2025	MAL004	£ 150.00	ID Refund
11/06/2025	CHI006	£ 100.00	ID Refund
11/06/2025	BAR022	£ 50.00	ID Refund
11/06/2025	CIO001	£ 50.00	ID Refund
11/06/2025	KAY001	£ 50.00	ID Refund
13/06/2025	IPS Fencing	£ 7,391.47	LR Fencing
13/06/2025	STE014	£ 44.10	ID Refund
13/06/2025	SMARTESTENERGY BUSINESS	£ 166.00	LR Site Electric
13/06/2025	SMARTESTENERGY BUSINESS	£ 165.00	WPC Electric
13/06/2025	SMARTESTENERGY BUSINESS	£ 89.00	AJ Electric
13/06/2025	Fuelgenie Business Account	£ 156.73	Fuel cards
13/06/2025	HSBC Bank	£ 1,597.31	HSBC Visa Purchases
16/06/2025	SMARTESTENERGY BUSINESS	£ 550.00	CH Electric
17/06/2025	TAL002	£ 100.00	ID Refund
17/06/2025	STE011	£ 50.00	ID Refund
17/06/2025	SMARTESTENERGY BUSINESS	£ 84.09	AJ Gas
17/06/2025	SMARTESTENERGY BUSINESS	£ 451.62	CH Gas
17/06/2025	SMARTESTENERGY BUSINESS	£ 47.13	WPC Gas
17/06/2025	SMARTESTENERGY BUSINESS	£ 196.70	MH Gas
17/06/2025	CASTLE WATER	£ 81.12	WR ALLOTS, WATER
17/06/2025	CASTLE WATER	£ 74.54	MH WATER

18/06/2025	Ascot Tool Hire	£	751.56	Powerroll repair
18/06/2025	BALLCOCK & BITS	£	16.58	Cranbourne allotment tap
18/06/2025	COUNTRYWIDE GROUNDS	£	1,506.00	Gang mowing, 15 & 22/05
18/06/2025	DLS CONTRACT CLEANING LTD	£	1,998.76	Contract cleaning
18/06/2025	EARTH RUNS CIC	£	147.60	Cycle ride medals, 50% Balance
18/06/2025	Fountaineers Ltd	£	139.84	LR Splashpad solenoid repair
18/06/2025	FREETHS LLP	£	4,064.40	LR Professional fees
18/06/2025	Longacres Nursery	£	111.44	CH planting
18/06/2025	Movolytics Ltd (ABAX)	£	33.58	Vehicle trackers
18/06/2025	THE NATIONAL ALLOTMENT	£	84.00	Allotment society membership
18/06/2025	Risk Management Security Servi	£	54.00	CH Alarm activation
18/06/2025	Sandhurst Town Council	£	2,070.00	2025 Summer of Fun, JM Ent.
18/06/2025	Servio Ltd	£	385.03	WPC Boiler servicing
18/06/2025	SMS Environmental	£	886.75	CH Legionella
18/06/2025	Suez Recycling & Recovery UK L	£	711.58	Waste disposal, CH, MH, LR
18/06/2025	Telanova Limited	£	175.32	Microsoft 365 6 months
18/06/2025	The Timber Group	£	38.02	LR Play Area maintenance
18/06/2025	CASTLE WATER	£	31.67	WPC WATER
18/06/2025	ALD AUTOMOTIVE LTD	£	535.48	RF73HWS Lease
18/06/2025	Mainstream Digital	£	456.90	Broadband & telecoms
18/06/2025	Vodafone	£	30.54	Vodafone bill
19/06/2025	BERKSHIRE PENSION FUND	£	7,226.82	PENSIONS, M2
19/06/2025	PRUDENTIAL	£	1,745.00	AVC, M2
19/06/2025	HMRC	£	6,071.70	HMRC PAYE M2
19/06/2025	S/LINE	£	3.93	S/LINE CHG
19/06/2025	CASTLE WATER	£	43.12	AJ WATER
19/06/2025	CASTLE WATER	£	594.44	LR WATER
20/06/2025	HSBC	£	6.20	HSBC CHG
23/06/2025	JOS002	£	300.00	ID Refund
25/06/2025	WAGES, M3	£	16,098.03	WAGES, M3
26/06/2025	Ford Lease	£	356.71	RV70 NTX Lease
30/06/2025	COUNTRYWIDE GROUNDS	£	894.00	Gang mowing 05/06/25
30/06/2025	HOWARD ELECTRICAL &	£	288.00	AJ Fence repairs
30/06/2025	Phil Crosby (PC Cleaning Servi	£	110.00	Windowcleaning, WPC, CH, MH
30/06/2025	Windowflowers Ltd	£	1,641.60	25-26 bus shelter planting
30/06/2025	HSBC KGV Charity	£	923.84	KGV Income to KGV Account
30/06/2025	BNP PARABAS	£	434.95	SCAG LEASE
30/06/2025	BNP PARABAS	£	618.54	KUBOTA LEASE

TOTAL	£	90,647.20
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Chair