



Minutes of the Meeting of Winkfield Parish Council
held at Martins Heron & The Warren Community Centre, Whitton Road, Bracknell,
RG12 9TZ
on Tuesday 17th February 2026 from 7:30pm – 8:41pm

Councillors present:

Cllr S Banks	Cllr O Barreto	Cllr T Blakemore	Cllr E Blyth
Cllr K Buchler	Cllr C Dudley (Chair)	Cllr C Ehinger	Cllr M Gaw
Cllr D Hayes MBE	Cllr G Paxton	Cllr D Wall	Cllr R Warren

Councillors absent: Cllr N Atkinson, Cllr P Adams, Cllr G Barber, Cllr L Campling, Cllr C Debbinney-Wright, Cllr P Frewer, Cllr O Lazar

Officers: Ruth Lyes, Clerk

CM 25/231 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 25/232 PUBLIC PARTICIPATION

There were no requests to speak.

CM 25/233 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Atkinson, Cllr Campling, Cllr Barber (late apologies)

CM 25/234 DECLARATION OF INTEREST

None declared.

Cllr Hayes advised that she may abstain from any decisions related to Bracknell Forest Council.

CM 25/235 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 29th January 2026 were attached at Appendix 1

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

RESOLVED that the minutes of the meeting held on 29th January 2026 be confirmed and signed.

CM 25/236 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

No meetings had been held. **Noted.**

CM 25/237 COMMUNICATIONS / CORRESPONDENCE

- i. An email of appreciation had been received from Bracknell Forest Council for the 2026/27 funding commitment agreed by the Parish Council in support of the Pride and Armed Forces Day Events. **Noted.**
- ii. A communication was received from the BFC requesting that the Parish & Town Councils raise awareness of the TVP Community Fund which is open for applications – closing time/date 12:00 on Monday 23 February 2026. Information has been posted on Council website and social media and circulated to Councillors by the Clerk. **Noted**
- iii. Bracknell Forest Council Democratic Services have forwarded to the Parish Council the Independent Remuneration Panel report and recommendations dated December 2025 regarding town and parish council allowances. This was **received and noted.**
- iv. **Fraud and Scam Awareness Session**
The Parish Council noted that the Public Protection Partnership (PPP) had offered to provide a 60–90-minute fraud and scam awareness session for residents. Councillors considered feedback from the Winkfield 130 Residents' Forum (12 responses), which indicated overall interest in the session, with a preference for a formal presentation format. The offer was discussed.

Action: It was agreed that the Clerk would liaise with the PPP regarding progressing the meeting and arrangements for venue, date, and time. The meeting could then be publicised at the Annual Parish Meeting.

- v. The Chair of the Winkfield St Mary's PTA has invited the Parish Council to host a stall at the annual Summer Fayre, scheduled for Friday 17th July, 3:00–5:30 pm. Councillors considered the invitation. Councillors agreed in principle to host a stall at the PTA Summer Fayre.

Action: The Clerk was tasked with liaising with the PTA regarding arrangements.

CM 25/238 ENFORCEMENT NOTICE APPEAL

Cllr Gaw advised that the appeal had been withdrawn. The Chair therefore removed this agenda item from any further consideration at the meeting.

CM 25/239 QUESTIONS

No written questions received

CM 25/240 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Report from the Chair of Council– verbal report was made:
 - The Chair reported that with the Vice Chair, he would be having an introductory meeting with the new Clerk on 19th February.
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Paxton reported:
 - Attending a Countryside Access Forum meeting
 - The Forest Park Bowling Club were appreciative of the funding for the new bowling mat – delivery awaited
 - North Ascot library car park marking responsibilities was still to be established. Cllr Hayes is following up with BFC

CM 25/241 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 Dudley reported:
 - A resident had flagged an issue, via Cllr Buchler, with confusing street signage in Micheldever Way, Forest Park. Cllr Dudley had contacted BFC as the responsible authority and had been notified that there was no budget available to address the matter for at least the next two years. Cllr Dudley will raise an agenda item for the next meeting. He also requested that others advise of any other known issues.
Action: Cllr Dudley to submit an agenda item request to the Clerk with a view to WPC considering CIL funding option
 - b. Cllr Buchler reported:
 - Further information about the signage issue on Micheldever Way and also that a resident had raised concerns regarding tree management in the area. Cllr Dudley was also looking into this with BFC.
 - Cllr Barreto also endorsed the comments about signage
 - Cllr Blakemore asked for clarification on CIL funding that had been set aside to support highways works in the North and South of the Parish. The Clerk clarified that the balance remaining of the earmarked sum was carried forward into the new financial year and had been approved for traffic calming measures by WPC.
 - c. Cllr Paxton reported:
 - New Road parking issues continued and that he had been made aware that certain areas were being used as unofficial “park & ride” parking for the local bus.

CM 25/242 CLERK'S REPORT

Council received and noted the Clerk's Report, as circulated and attached as agenda Appendix 4. **Noted.**

CM 25/243 CAPITAL PROJECT UPDATE

A list of 2025-26 capital projects was attached as agenda Appendix 6. **Noted.**

CM 25/244 LEISURE REPORT

The Leisure Report was attached as agenda Appendix 7. **Noted**

Cllr Blakemore advised that Winkfield St Mary's School had been arranging for a boundary fence repair for a section of fencing adjacent to KGV Recreation Ground.

CM 25/245 MARTINS HERON & THE WARREN MAINTENANCE WORKS

Council noted that under the terms of the property lease, it is responsible for repairing, maintaining, and redecorating the community hall. The proposal is to schedule works for August 2026. Councillors considered the Clerk's briefing note (agenda Appendix 8) regarding the appointment of a project manager and funding arrangements for the project.

Councillors were asked to:

1. Decide whether to appoint a project manager to oversee specifications, tendering, contract management, and compliance with CDM.
2. Approve funding for the project – indicative cost £35,000 (ex VAT) – and agree the funding source (Martins Heron Earmarked Reserve or CIL). It was noted that costs are indicative and may change with Council approval.

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

RESOLVED:

- i. To appoint a project manager to oversee specifications, tendering, contract management, and compliance with CDM
- ii. Approve funding for the project – indicative cost £35,000 (ex VAT) – and agreed the funding source as Martins Heron Earmarked Reserve. It was noted that costs are indicative and may change with Council approval

Action: Clerk to seek to extend the hall availability for the planned works and to investigate project management options.

CM 25/246 CARNATION HALL PLAY AREA – PLAY VALUE ASSESSMENT AND PROPOSED NEXT STEPS

Council received and considered the Clerk's briefing note (agenda Appendix 9) regarding potential improvements to play equipment. Councillors considered the

recommendation to invite outline proposals from reputable play equipment providers, with an indicative upper budget of £30,000 (ex VAT) funded from CIL

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

RESOLVED to invite outline proposals from reputable play equipment providers for potential improvements, based on an indicative upper budget of £30,000 (ex VAT) to be funded from CIL.

Action: Clerk to progress the matter

CM 25/247 HEALTH AND SAFETY POLICY – ADDITIONAL APPENDIX

Consideration was given to the updated Health and Safety Policy, incorporating additional recommended items as a new appendix, as set out in agenda Appendix 10.

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

RESOLVED to approve the revised Health and Safety Policy, including the additional appendix, as presented.

CM 25/248 ORDERS FOR PAYMENT

A list of all payments covering the period 1st January to 31st January 2026 was attached as agenda Appendix 11 to the agenda and is attached as an appendix to these minutes. All payments have been approved by the Clerk and two Councillors who are authorised signatories check the payment details against the invoices before approving each payment. Paperwork is available at the office

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

RESOLVED to accept the payments covering 1st January to 31st January 2026

CM 25/249 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

No new items to report.

CM 25/250 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 31st January 2026 were attached as agenda Appendix 12 – Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* were shown as agenda Appendix 13. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

CM 25/251 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 14. **Noted**

i. Consideration was given to the following applications received:

a. **South Hill Park Trust Ltd** application for £1,960.25 towards door repair works, as detailed in agenda Appendix 15. Extracted financial documentation and an estimate for the works were provided, with full financial accounts available if required.

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

RESOLVED to award a grant of £1,960.25 to South Hill Park Trust Ltd.

ii. Any urgent grant applications received.

None received. **Noted.**

CM 25/252 EARMARKED RESERVE TRANSFER – CARNATION HALL ROOF REPAIRS

The Parish Council considered the transfer of £1,365 from the Carnation Hall earmarked reserve to fund essential roof repairs. Councillors noted that £87,000 remains in the reserve and that the expenditure complies with Financial Regulation 5.9.

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

RESOLVED to approve the transfer of £1,365 from the Carnation Hall earmarked reserve to fund essential roof repair works.

CM 25/253 INTERIM INTERNAL AUDIT REPORT 2025/26

The bi-annual internal audit was carried out on 19th December '25 - report attached as agenda Appendix 16. The overall conclusion was:

Generally, the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures which operate on a day-to-day basis appear efficient and effective. **Noted.**

CM 25/254 BRACKNELL FOREST COUNCIL – BUS ROUTE FUNDING REQUEST

Councillors received and considered the Clerk's briefing note (agenda Appendix 17) regarding a request from Bracknell Forest Council for financial support of up

to £49,290 towards the Route 299 bus service. This included advice from HALC regarding legal powers in this matter.

CM 25/255 EXCLUSION OF PRESS & 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 26, Bus route funding request – Additional Information

CM 25/256 BUS ROUTE FUNDING REQUEST – ADDITIONAL INFORMATION

Councillors reviewed and considered the additional information. Subsequently, Councillors considered whether a decision on financial support could be made at this time or whether further information should be requested from Bracknell Forest Council.

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

RESOLVED that the funding request from Bracknell Forest Council would not be supported by Winkfield Parish Council

Action: Clerk to notify BFC of the decision

The meeting resumed in open session

CM 25/257 ASSET OF COMMUNITY VALUE –THE DUCHY - CONSIDERATION

Councillor Gaw proposed that the Parish Council investigate whether The Duchy Ascot, Woodside, Winkfield (SL4 2DE) meets the criteria to be nominated as an Asset of Community Value. Councillors considered the Clerk's explanatory briefing note (agenda Appendix 19).

It was proposed by Cllr Wall, seconded by Cllr Banks and was with 1 abstention and by a majority vote

RESOLVED that the Ward Councillors for The Duchy investigate and gather as appropriate, evidence that would support the submission of an application for nomination of The Duchy as an Asset of Community Value within 10 working days.

Action: Winkfield & Cranbourne Ward Councillors to investigate and submit evidence to the Clerk by Tuesday 3rd March.

CM 25/258 CLIMATE CHANGE WORKING PARTY MEETING

Councillors received the meeting notes of the Climate Change Working Party meeting held on 19th January 2026 - attached as agenda Appendix 20. There are no recommendations made for consideration. **Noted.**

CM 25/259 COMMERCIAL SPONSORSHIP OF PARISH WALKS

Councillor Wall proposed that the Council investigate commercial sponsorship for future parish walks. Councillors considered the Clerk's briefing note (agenda Appendix 21), which outlined the legal basis under Section 144 of the Local Government Act 1972, principles for sponsorship, practical considerations, and governance arrangements.

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

RESOLVED that the Footpath Working Party investigate ways to increase resident participation in the Parish walks and sponsorship ideas. To then report back to Council with recommendations.

CM 25/260 MEETING ATTENDANCE

Council received and noted the report of councillor meeting attendance record for the period 3rd December '24 to 9th December '25 (agenda Appendix 22). Councillors considered aligning future annual attendance reporting with the municipal year (1 May – 30 April) to better reflect the full council term and ensure consistency with other annual governance reporting.

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

RESOLVED that future councillor attendance reporting would align with the municipal year (1 May – 30 April) for consistency with annual governance reporting.

Action: Clerk to notify WPC officers

CM 25/261 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 5th March '26. **Noted**

CM 25/262 DATES FOR THE DIARY

The Clerk suggested that Councillors consider changing arrangements for the Annual Parish Meeting with refreshments to be prior to the meeting at 7 pm. There was an opportunity for the Assistant Director of BFC Planning to attend as speaker in addition to Ascot Wildlife. Councillors agreed to these arrangements.

Action: Clerk to progress arrangements for the meeting.

Events / Other	Dates
Climate Event	22 nd March '26
Annual Parish Meeting	14 th April '26
Parish Cycle Ride (Winkfield & Warfield)	28 th June '26
WPC Meetings	

Council	17 th March '26, 21 st April '26, 19 th May '26 (Annual)
Planning & Highways	3 rd March '26, 7 th April '26, 5 th May '26
Staffing & Strategy	9 th June '26

Noted.**Winkfield Parish Council****List of Payments made between 01/01/2026 and 31/01/2026**

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/01/2026	SMARTESTENERGY BUSINESS	£ 134.00	MH Electric
02/01/2026	BFBC	£ 449.00	WPC Business Rates
02/01/2026	BFBC	£ 419.00	CH Business Rates
07/01/2026	SAGE UK LTD	£ 55.20	Sage payroll
08/01/2026	OSG001	£ 60.00	Hire Refund
08/01/2026	OSG001	£ 50.00	ID Refund
13/01/2026	SMARTESTENERGY BUSINESS	£ 67.00	Office Electric
13/01/2026	SMARTESTENERGY BUSINESS	£ 423.00	LR Site Electric
13/01/2026	SMARTESTENERGY BUSINESS	£ 118.00	AJ Electric
13/01/2026	BRITISH GAS	£ 713.28	CH Gas
13/01/2026	FUELGENIE	£ 90.22	Fuel cards
14/01/2026	CHRIS KING	£ 6.30	Expenses, RE3 charge
14/01/2026	HSBC Bank	£ 1,752.56	HSBC Visa Purchases
15/01/2026	MAT004	£ 50.00	ID Refund
15/01/2026	MIL010	£ 50.00	ID Refund
15/01/2026	SMARTESTENERGY BUSINESS	£ 339.00	CH Electric
16/01/2026	BENVILLE & MARSH	£ 2,121.00	Fire alarms & electric lights
16/01/2026	BOWAK LTD	£ 264.73	Cleaning supplies
16/01/2026	FITZPATRICK WOOLMER	£ 1,329.60	LR Fingerpost sign
16/01/2026	INITIAL WASHROOM HYGIENE	£ 353.24	Hygiene Visits AJ, MH, CH
16/01/2026	LONGACRES	£ 61.88	Wreathmaking supplies
16/01/2026	PI DIGITAL LTD	£ 1,926.00	Play inspection app license
16/01/2026	SERVIO LTD	£ 962.40	CH Extractor fan extraction
16/01/2026	SLCC	£ 2,772.00	Clerk Recruitment, professional fees
16/01/2026	SMS ENVIRONMENTAL	£ 687.58	CH Legionella Risk Assessment
16/01/2026	TELANOVA LTD	£ 16.80	IT Support
16/01/2026	THAMES CARPENTRY AND CONSTRUCTION	£ 1,212.00	MH Door closer
16/01/2026	BAR024	£ 50.00	ID Refund
19/01/2026	BERKSHIRE PENSION FUND	£ 7,877.21	BERKSHIRE PENSION FUND
19/01/2026	HMRC PAYE	£ 6,826.38	HMRC PAYE M9
19/01/2026	PRUDENTIAL	£ 2,140.00	AVC M9
19/01/2026	CASTLE WATER	£ 184.92	WR Allots, water
19/01/2026	ALD AUTOMOTIVE LTD	£ 535.48	RF73 HWS Lease
19/01/2026	CASTLE WATER	£ 128.15	CH Water
19/01/2026	CASTLE WATER	£ 77.89	MH Water
19/01/2026	VODAFONE	£ 37.91	Vodafone bill
19/01/2026	SMARTESTENERGY BUSINESS	£ 202.71	AJ Gas
19/01/2026	SMARTESTENERGY BUSINESS	£ 97.51	Office Gas
19/01/2026	SMARTESTENERGY BUSINESS	£ 281.73	MH Gas
20/01/2026	CASTLE WATER	£ 31.67	Office water

20/01/2026	CASTLE WATER	£	44.39	AJ Water
20/01/2026	MAINSTREAM DIGITAL	£	430.38	Broadband & Telecoms
20/01/2026	WORLDPAY	£	11.94	Worldpay charge
20/01/2026	S/LINE	£	6.22	S/LINE charge
23/01/2026	WAGES, M10	£	16,324.11	WAGES, M10
26/01/2026	HUN009	£	50.00	ID Refund
26/01/2026	BRO006	£	50.00	ID Refund
26/01/2026	TAU001	£	200.00	ID Refund
26/01/2026	PAR011	£	50.00	ID Refund
26/01/2026	LET001	£	50.00	ID Refund
26/01/2026	SUL002	£	50.00	ID Refund
26/01/2026	FORD	£	356.71	RV70NTX Lease
29/01/2026	CLAIRE CONNELL	£	294.75	Internal interim audit
29/01/2026	DLS CONTRACT CLEANING LTD	£	1,998.76	Contract cleaning
29/01/2026	MOGO DIRECT	£	913.84	Chairs for LR Pavilion
29/01/2026	MOVOLYTICS	£	34.80	Vehicle trackers
29/01/2026	OUT THERE TREES LTD	£	420.00	Allsmoor tree surgery
29/01/2026	PHIL CROSBY	£	110.00	Windowcleaning, MH, WPC, CH
29/01/2026	SPY ALARMS LTD	£	2,300.40	CH intruder alarm install
29/01/2026	SUEZ	£	759.38	Waste disposal, LR, CH, MH
29/01/2026	TELANOVA LTD	£	1,323.36	Microsoft Licenses
29/01/2026	BRO011	£	50.00	ID Refund
29/01/2026	BNP PARABAS	£	434.95	SCAG Lease
29/01/2026	BNP PARABAS	£	618.54	Kubota Lease
30/01/2026	CASTLE WATER	£	1,187.43	LR Site Water
TOTAL		£	63,025.31	

Chair