



Minutes of the Meeting of Winkfield Parish Council

held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 17th March 2026 from 7:30pm – 8:55pm

Councillors present:

Cllr P Adams	Cllr S Banks	Cllr O Barreto	Cllr T Blakemore
Cllr L Campling	Cllr E Blyth	Cllr K Buchler	
Cllr C Debbinney-Wright		Cllr C Dudley (Chair)	Cllr C Ehinger
Cllr M Gaw	Cllr D Hayes MBE	Cllr Paxton	Cllr D Wall
Cllr R Warren			

Councillors absent: Cllr N Atkinson, Cllr G Barber, Cllr O Lazar

Officers: Ruth Lyes, Clerk, Hellen Wallace, Clerk Designate

CM 25/263 WELCOME FROM THE CHAIR

The Chair welcomed the new Clerk and those in attendance to the meeting and thanked the outgoing Clerk for their service.

CM 25/264 PUBLIC PARTICIPATION

There were no requests to speak.

CM 25/265 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Atkinson and Cllr G Barber

CM 25/266 DECLARATION OF INTEREST

Councillors were invited to declare any personal or prejudicial interests in relation to items on the agenda.

None declared.

CM 25/267 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held on 17th February 2026 were attached as agenda Appendix 1.

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

RESOLVED that the minutes of the meeting held on 17th February 2026 be confirmed and signed.

CM 25/268 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

No meetings had been held. Noted.

CM 25/269 COMMUNICATIONS / CORRESPONDENCE

Nothing to report. Noted.

CM 25/270 QUESTIONS

No written questions were received.

CM 25/271 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

i. Chair's Report – verbal report was made on the following:

- The Chair advised he was attending Winkfield St Mary's School on 19th March for the opening of the new outdoor learning building and also would be attending the official opening of the new veterinary practice on Fernbank Road 28th March.
- The Chair reported that a by-election had been called following the resignation of Cllr Frewer

ii. Verbal Reports – verbal reports from Councillors / Officers representing the Council on outside bodies were received.

a. Cllr Paxton reported on:

- Attended North Ascot Community Association meeting – no significant issues raised
- Enquiries were ongoing into the ownership of the car park and responsibility for line marking

b. Cllr Campling reported:

- The Forest Park bowling club had taken delivery of the new mat which had been funded by WPC grant

CM 25/272 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

i. No written reports were received from BFC Ward Councillors. Noted.

ii. No written reports were received from Parish Councillors. Noted.

iii. Verbal reports were received from Parish Councillors on matters within their wards.

a. Cllr Hayes reported that:

- Reported that the Hayley Green planning application was due to be considered at the upcoming BFC Planning Committee meeting

b. Cllr Wall reported that:

- There had been a meeting with Cranbourne School representative and they had been signposted to suitable contacts at BFC for information on solar panels.

c. Cllr Gaw reported that:

- Issues continue with potholes and Bracknell Road roadworks
- Potential cancellation of the 299-bus service had attracted the attention of the local MP
- North Street residents were raising a petition related to lack of effective traffic calming measures creating dangerous road conditions.

d. Cllr Blakemore reported that:

- A speedwatch session on North Street had recorded in the region of 40 cars in excess of the speed limit

e. Cllr Barreto reported that:

- Traffic issues in the vicinity of The Duchy

f. Cllr Paxton reported that:

- There was some concern from residents about potential parking issues on New Road that may occur following the opening of the new Budgens
- A request to BFC has been made by Cllr Paxton for the Royal Hunt area to be tidied. In addition, the BFC litter bin emptying schedule had been queried.
- There had been fly-tipping in the vicinity of The Duchy

g. Cllr Hayes reported that:

- BFC will be removing some glass recycling points in the area.

CM 25/273 CLERK'S REPORT

Council received and noted the Clerk's Report, as circulated and attached as agenda Appendix 2. **Noted.**

Cllr Paxton commented on the exterior lights at the office, stating that these were not aesthetically satisfactory and possibly an upgrade should be considered alongside the interior lights review. **Action:** Clerk to note

CM 25/274 CAPITAL PROJECT UPDATE

An updated list of 2025–26 capital projects was attached as agenda Appendix 3. **Noted.**

CM 25/275 LEISURE REPORT

The Leisure Report was attached as agenda Appendix 4. **Noted.**

Cllr Ehinger commented on metal play equipment at various sites appeared to need a jet wash. **Action:** Clerk to liaise with Head of Grounds

Cllr Paxton: Commented that the new settlement signs did not appear to be of a satisfactory format. **Action:** Cllrs to review and report back at the next meeting.

CM 25/276 LOCKS RIDE WORKING PARTY – NON-TURF CRICKET WICKET UPDATE

Council noted the update from the Locks Ride Working Party regarding the visit to Sandhurst Town Council Memorial Ground to view examples of non-turf cricket wickets. Two wickets were inspected: a recently installed pitch and an older pitch nearing the end of its lifespan. Information was gathered on installation specifications, expected lifespan (approximately 8–10 years), and maintenance requirements.

Action: The Working Party will consider the information obtained and report back to Council with recommendations in due course.

CM 25/277 ORDERS FOR PAYMENT

A list of all payments covering the period 1st February to 28th February 2026 was attached as agenda Appendix 5 and is attached as an appendix to these minutes

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

RESOLVED to accept the payments covering the period 1st February to 28th February 2026.

CM 25/278 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

Council considered the expenditure detailed in agenda Appendix 6.

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

RESOLVED that the Council, in accordance with its powers under Section 137 of the Local Government Act 1972, approves the expenditure as set out in agenda Appendix 6.

CM 25/279 FINANCIAL POSITION AND CURRENT INVESTMENTS

Balances of all bank accounts and investments as at 28th February 2026 were attached as agenda Appendix 7 – Balance Sheet. Further details of investments included within the balance sheet as Current Assets were shown at Appendix 8. Full bank reconciliations are available in the Parish Office and are approved by the RFO and the Lead Finance Councillor. **Noted.**

CM 25/280 REQUESTS FOR FINANCIAL ASSISTANCE

Details of donations made in previous financial years were noted.

i. Applications considered:

- a. **Home Start Bracknell Forest** – Grant requested £800 to support running costs. The financial information was discussed, and Cllrs noted the healthy balances and reserves reported. It was felt that further explanation to justify the need for the requested grant was required.

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

RESOLVED that additional information be requested from the applicant to explain the need for the grant, including clarification of any funding shortfall in relation to running costs.

- b. **Ascot District Day Centre** – Grant requested £1,500 to support running costs.

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

RESOLVED to award a grant of £1,500.00 to support running costs.

ii. No urgent grant applications were received.

CM 25/281 DATA PROTECTION AND GDPR COMPLIANCE – ASSERTION 10 (AGAR)

Council noted the measures implemented to demonstrate compliance with Assertion 10 of the AGAR, including staff and councillor training, data mapping, data audit processes and updates to website accessibility arrangements.

CM 25/282 FREEDOM OF INFORMATION POLICY – ADDITIONAL TEMPLATE

Council considered the amended FOI publication scheme.

It was proposed by Cllr Buchler, seconded by Cllr Barreto and was unanimously **RESOLVED** to approve the amended FOI publication scheme including Annex 1 as presented.

CM 25/283 PROPOSED EVENTS PROGRAMME FOR 2026/27

Council considered the Clerk's report regarding the proposed events programme.

- i. The delivery of the Wreath Making event was considered and discussed. The recommendation had been to pause the event. A counter proposal was made by Cllr Wall, seconded by Cllr Buchler and of those voting with 8 votes for and 4 against it was by a majority:

RESOLVED: to retain the Wreath Making event but for the Events Working Party to review options for delivery of the event and report back to Council with recommendations.

- ii. To consider the proposed programme of events for FY 2026/27.
The Clerk advised that other Councils who act as collaborative partners on Arts Week Event and Cycle Ride Event were reviewing their position on the events. This may affect delivery of the WPC events.

As it currently stands, the current programme of events was considered:

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

RESOLVED to approve the list of events as presented in appendix 13 to the agenda.

CM 25/284 ASSET OF COMMUNITY VALUE – THE DUCHY

Council noted the report from Ward Councillors that the venue does not meet the statutory requirements.

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

RESOLVED that no further action be taken regarding an ACV nomination for The Duchy.

CM 25/285 ANNUAL PARISH MEETING – DRAFT AGENDA

Council considered the draft agenda for the Annual Parish Meeting to be held on 14th April 2026. No amendments were proposed.

The Parish Meeting will be convened by the Chair of the Parish Council. **Noted.**

CM 25/286 COUNCILLOR VACANCY

Council noted the vacancy within the Forest Park Ward following the resignation of Cllr Frewer.

CM 25/287 ITEMS FOR NEXT AGENDA

Written notice of items for inclusion on the next Council agenda to be submitted to the Clerk by 9th April 2026.

CM 25/288 DATES FOR THE DIARY

The following dates were noted.

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	21 st April '26, 19 th May '26 (Annual) 16 th June '26
Planning & Highways	7 th April '26, 5 th May, 2 nd June '26
Staffing & Strategy	9 th June '26

CM 25/289 EXCLUSION OF PRESS & PUBLIC

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

RESOLVED that pursuant to Section 100 of the Local Government Act 1972, the press and public be excluded from the meeting for the following items due to commercially sensitive information : Appointment of Project Consultant for Martins Heron & The Warren Community Maintenance & Repair Project ,and Appointment of Project Consultant for Ascot Jubilee Pavilion & Recreation Ground Project and Locks Ride Pavilion – Warranties.

CM 25/290 APPOINTMENT OF PROJECT CONSULTANT FOR MARTINS HERON & THE WARREN COMMUNITY CENTRE

Council considered the Clerk's report and consultancy proposal.

The issue of the pigeon on the roof was raised, and it was requested that this also be looked at as part of the project. **Action:** Clerk to liaise with the project management company regarding the problem.

It was proposed by Cllr Warren, seconded by Cllr Blakemore and with 1 objection and by majority vote was:

RESOLVED to approve the following recommendations:

1. **Appointment:** Approve the direct appointment of Stockton Bradley Ltd as Project Consultant for the repair and maintenance work at Martins Heron & The Warren Community Centre.
2. **Contractual Safeguards:** confirmation of Professional Indemnity insurance - £500K
3. **Tendering and Procurement:** Ensure that the tender process obtains at least three contractor quotes to comply with financial regulations for the works contract.
4. **Project Consultant Fees** to be paid from Martins Heron & The Warren Community Centre Earmarked Reserve
5. **Clerk to sign and accept** the proposal on behalf of the council noting that the consultant's fee is based on a percentage of the final contract value following the competitive tender process.

CM 25/291 APPOINTMENT OF PROJECT CONSULTANT FOR ASCOT JUBILEE PAVILION & RECREATION GROUND

Council considered the Clerk's report.

Action: website to be updated with brief information about the project.

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

RESOLVED to approve the following recommendations:

1. To approve the appointment of LCC with hours and expenses monitored
2. To approve a headroom budget of £8,500
3. Funding source: Community Infrastructure Levy (CIL)
4. Clerk to sign and accept the proposal on behalf of the council

CM 25/292 LOCKS RIDE PAVILION – WARRANTIES

Council considered execution of warranties relating to the pavilion project and the Clerk's report that had been attached as agenda Appendix 19 detailing various required amendments and the exclusion of the Step-in- Rights. The Clerk also suggested an additional item be considered to cover the eventuality if any of the parties to the warranties be unwilling to proceed with the recommend approach.

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

RESOLVED:

- i. That the following hand amendments be incorporated prior to execution:
 - The Exercise of Skill & Care clauses within the sub-contractor warranties be

amended to reference the Sub-Contractor rather than “Consultant”, to ensure clarity and enforceability.

- The Council signature page be amended to ensure that Winkfield Parish Council is explicitly identified as the Beneficiary on the execution page.
- The year stated within the Deed “dated and delivered” heading be corrected on all deeds where required.

ii. That all material hand amendments are individually initialled by all signatories and witnesses, in order to maintain the legal validity of the documents, noting that a single initial at the top of a page would not be sufficient.

iii. In the event that the appointed contractors and/or consultants are unwilling to proceed in accordance with the recommended approach, the project management company (Madlins) shall report back to Council with details of the issues encountered and seek further direction on the appropriate next steps.

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Date Paid	Payee Name	Amount Paid	Transaction Detail
02/02/2026	MOVOLYTICS	£ 0.30	Vehicle trackers, part payment
02/02/2026	BRACKNELL FOREST BOROUGH COUNCIL	£ 853.00	MHWCC Business Rates 2025
02/02/2026	GIL007	£ 50.00	ID refund
02/02/2026	PAS001	£ 50.00	ID refund
02/02/2026	ROG005	£ 50.00	ID refund
02/02/2026	BNS	£ 50.00	ID refund
02/02/2026	ELL005	£ 50.00	ID refund
02/02/2026	HAL009	£ 200.00	ID refund
02/02/2026	BAL010	£ 50.00	ID refund
02/02/2026	SMARTESTENERGY BUSINESS	£ 134.00	MH electric
04/02/2026	CHRIS KING	£ 18.00	Expenses, MH Keys
05/02/2026	BENVILLE & MARSH	£ 108.00	AJ External lighting repair
05/02/2026	M&B ELECTRICAL	£ 1,724.92	CH Car park lighting
05/02/2026	NOTICEBOARD COMPANY	£ 1,421.63	Office noticeboard
05/02/2026	OALC	£ 282.00	Play inspection course, FW
05/02/2026	OALC	£ 282.00	Play inspection course, CK
05/02/2026	SAGE	£ 55.20	Sage payroll
10/02/2026	HOG001	£ 50.00	ID refund
10/02/2026	KEL005	£ 50.00	ID refund
10/02/2026	HAZ002	£ 50.00	ID refund
10/02/2026	COR003	£ 50.00	ID refund
10/02/2026	LAG001	£ 100.00	ID refund
10/02/2026	BRITISH GAS	£ 895.74	CH Gas
11/02/2026	J DOYLE	£ 50.00	ID refund
13/02/2026	SMARTESTENERGY BUSINESS	£ 67.00	Office electric
13/02/2026	SMARTESTENERGY BUSINESS	£ 423.00	LR Site electric
13/02/2026	SMARTESTENERGY BUSINESS	£ 118.00	AJ Electric
13/02/2026	FUELGENIE	£ 166.97	Fuel Cards
16/02/2026	EARTH ANCHORS LTD	£ 385.20	Forest saver bench
16/02/2026	HALC	£ 42.00	CT Training
16/02/2026	G B SPORT & LEISURE U K LTD	£ 82.80	Basketball nets
16/02/2026	INITIAL WASHROOM HYGIENE	£ 83.32	LR Pav, hygiene visits
16/02/2026	JUBILEE BUILDING SUPPLIES	£ 10.00	Macadam, CH pothole
16/02/2026	SERVIO	£ 172.80	CH AHU repairs
16/02/2026	WORKNEST LTD	£ 235.20	Lone working course
16/02/2026	CASTLE WATER	£ 87.94	CH Water
16/02/2026	CASTLE WATER	£ 433.99	LR Water
16/02/2026	SMARTESTENERGY BUSINESS	£ 339.00	CH Electric
16/02/2026	SMARTESTENERGY BUSINESS	£ 243.50	AJ Gas

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16/02/2026	SMARTESTENERGY BUSINESS	£	255.94	Office Gas
16/02/2026	SMARTESTENERGY BUSINESS	£	433.21	MH Gas
16/02/2026	HSBC	£	1,854.19	HSBC Visa purchases
17/02/2026	CASTLE WATER	£	72.47	WR Allots, water
17/02/2026	CASTLE WATER	£	44.39	MH Water
17/02/2026	CASTLE WATER	£	44.40	AJ Water
18/02/2026	BERKSHIRE PENSION FUND	£	7,834.66	PENSIONS, M10
18/02/2026	HMRC	£	6,662.95	PAYE M10
18/02/2026	PRUDENTIAL	£	2,140.00	AVC M10
18/02/2026	ALA003	£	50.00	ID refund
18/02/2026	ROCK	£	50.00	ID refund
18/02/2026	CASTLE WATER	£	22.48	WPC Office water
18/02/2026	ALD AUTOMOTIVE LTD	£	535.48	RF73 HWS Maxus Lease
18/02/2026	VODAFONE	£	37.91	Vodafone bill
19/02/2026	S/LINE	£	7.91	S/LINE CHG
19/02/2026	WORLDPAY	£	11.94	Worldpay fee
19/02/2026	MAINSTREAM DIGITAL	£	430.38	Telecoms & Broadband
20/02/2026	CHRISTINA LINDSEY	£	25.00	Eye test, CL
20/02/2026	HSBC	£	0.40	HSBC CHG
23/02/2026	DLS CONTRACT CLEANING LTD	£	1,998.76	Contract cleaning
25/02/2026	WAGES, M11	£	17,462.70	WAGES, M11
26/02/2026	FORD	£	356.71	RV70 NTX Ford Lease

TOTAL	£	49,847.39
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Chair _____