



Minutes of the Meeting of Winkfield Parish Council

held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 19 May 2026, 7.30pm

Councillors present:

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

Councillors absent: Cllr P Adams Cllr N Atkinson

Officer: Helen Wallace, Clerk

Also present: Ms B Polonara of Berks Bucks Oxon Wildlife Trust

1. (CM 26:5/1) ELECTION OF CHAIR OF THE COUNCIL

- a) It was proposed by Cllr Wall, seconded by Cllr Barber and with 2 abstentions
RESOLVED to elect Cllr Dudley as Chair of Winkfield Parish Council for the year 2026-27
- b) Cllr Dudley signed the Chair's Declaration of Office and this was signed as witnessed by the Clerk.

Cllr Buchler arrived at 7.32pm

2. (CM 26:5/2) ELECTION OF VICE-CHAIR OF THE COUNCIL

- a) It was proposed by Cllr Dudley, seconded by Cllr Hayes and with 1 abstention
RESOLVED to elect Cllr Paxton as Vice Chair of Winkfield Parish Council for the year 2026-27.
- b) Cllr Paxton signed the Vice-Chair's Declaration of Acceptance of Office and this was signed as witnessed by the Clerk

3. (CM 26:5/3) PUBLIC PARTICIPATION

None

4. (CM 26:5/4) CREATE A SWIFT STREET

The council received a brief presentation from Ms Polonara of Berks Bucks and Oxon Wildlife Trust with reference to Appendix 1 on the agenda, following which it was proposed by Cllr Barber, seconded by Cllr Wall and unanimously
RESOLVED to support in principle the idea of encouraging increased Swift population in the parish of Winkfield and to consider practical ideas at the next Climate Change Working Party meeting. (**Action:** Cllr Wall)

5. (CM 26:5/5) APOLOGIES FOR ABSENCE

Apologies **were received** from Cllr Adams and Cllr Atkinson

- i. With Cllr Lazar in attendance, point 5.i. of the agenda was not necessary.

6. (CM 26:5/6) DECLARATIONS OF INTEREST

- i **To receive** any declarations of pecuniary or other interests in relation to items on the agenda.
Cllr Hayes (MBE) declared an interest in Agenda item 27. ii. grant request for St Mary's School PTA and would not seek to improperly influence council's (nor vote) in the decision.
- ii Councillors **noted** that Register of Interests should be completed if there have been any changes during the year.

7. (CM 26:5/7) MINUTES OF THE PREVIOUS MEETING

It was proposed by Cllr Banks, seconded by Cllr Buchler and, with two abstentions **RESOLVED** that the Minutes of the meeting held on 21 April 2026 be approved and signed as a true record.

8. (CM 26:5/8) MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

None held

9. (CM 26:5/9) REVIEW AND ADOPTION OF STANDING ORDERS

It was proposed by Cllr Barber, seconded by Cllr Paxton and unanimously **RESOLVED** that the Standing Orders with recommended changes be adopted.

- i It was proposed by Cllr Dudley, seconded by Cllr Barber and unanimously **RESOLVED** to approve the nomination of the Business & Operations Assistant to act as the Proper Officer for Planning Meeting duties, pursuant to Standing Order 15a and LGA 1972, S101

10. (CM 26:5/10) GENERAL POWER OF COMPETENCE

The Council does not currently hold the qualifying prescribed conditions for The Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012 - **noted**

11. (CM 26:5/11) APPOINTMENT OF LEAD AND DEPUTY FINANCE COUNCILLORS

- i. It was proposed by Cllr Dudley, seconded by Cllr Wall and unanimously **RESOLVED** that Cllr Barber be appointed as Lead Finance Councillor
- ii. It was proposed by Cllr Baretto, seconded by Cllr Gaw and unanimously **RESOLVED** that Cllr Buchler be appointed as Deputy Lead Finance Councillor
- iii. With no material changes it was proposed by Cllr Barber, seconded by Cllr Buchler and unanimously **RESOLVED** to adopt The Terms of Reference of the Finance Working Party

12. (CM 26:5/12) APPOINTMENT OF LEAD AND DEPUTY LEISURE COUNCILLORS

- i. It was proposed by Cllr Dudley, seconded by Cllr Paxton and unanimously **RESOLVED** that Cllr Blakemore be appointed as Lead Leisure Councillor
- ii. It was proposed by Cllr Dudley, seconded by Cllr Blakemore and unanimously **RESOLVED** that Cllr Paxton be appointed as Deputy Lead Leisure Councillor

13. (CM 26:5/13) STAFFING AND STRATEGY COMMITTEE

- i. For items i. and ii, It was proposed by Cllr Dudley, seconded by Cllr Barretto and unanimously **RESOLVED** to have Staffing continue as a Committee with the Strategy element moving to a Working Party and to appoint the Chair of the Council (who is also the Chair of the Committee) Vice-Chair of the Council, Lead Councillor for Finance and Lead Councillor for Leisure plus Cllrs Blyth, Warren and Buchler with 1 space to be filled.
- ii. As above
- iii. It was proposed by Cllr Dudley, seconded by Cllr Blyth and unanimously **RESOLVED** to adopt the Terms of Reference with a minor change to wording regarding the frequency of meetings. (**Action:** Clerk to update)

14. (CM 26:5/14) WORKING PARTIES

It was proposed by Cllr Dudley, seconded by Cllr Ehinger and unanimously **RESOLVED** to approve the membership and structure of Working Parties for 2026-27 as follows:

- 1. Finance – Cllrs Barber, Buchler, Dudley, Paxton, Hayes
- 2. Leisure – Cllrs Blakemore, Paxton, Dudley, Ehinger
- 3. Property & Infrastructure – Cllrs Adams, Gaw, Ehinger, Lazar, Blakemore
- 4. Climate Change - Cllrs Wall, Banks, Hayes, Paxton
- 5. Events – Cllrs Gaw, Blyth, Hayes, Lazar, Wall, Banks, Debbinney-Wright
- 6. Strategy & Community Engagement – Cllrs Gaw, Ehinger, Barber, Adams, Dudley, Paxton

It was **noted** that all Cllrs are welcome to attend Working Party meetings.

15. (CM 26:5/15) REPRESENTATION ON OTHER BODIES

It was proposed by Cllr Dudley, seconded by Cllr Campling and unanimously **RESOLVED** that the following appointments be made:

- 1. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Vice Chair, Clerk, Cllr Lazar and Cllr Barretto
- 2. Bracknell Forest Borough Council Local Countryside Access Forum - Cllr Paxton.
- 3. Bracknell Forest Borough Council Lily Hill Park Advisory Steering Group – Cllr Lazar.
- 4. Northern Parishes Liaison Group - the Chair, Vice-Chair, Clerk, Cllr Hayes.

5. Age Concern Bracknell District – Cllr Blyth.
6. Bracknell Forest Borough Council Partnership – Cllr Dudley
7. Charlotte Pratt Memorial Hall Management – Cllr Debbinney-Wright
8. Forest Park Community Association. – Cllr Campling
9. North Ascot Community Association. – Cllr Paxton.
10. Winkfield Parochial Charities – Cllrs Lazar, Buchler, Barber¹
11. BFC Community Resilience & Cohesion Partnership – Cllr Blyth
12. Noise & Airspace Community Forum - Cllr Paxton
13. Parish and Town Climate Change Group - Cllrs Wall, Hayes, with Cllr Banks in reserve

16.(CM 26:5/16) REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. The Chair thanked the council for his appointment and shared an update on recent activities including attending the re-opening of the Royal Foresters and sharing a thank you card from last year's Chair's charity South-Hill Park.
- ii. Cllr Paxton shared news of North Ascot Community Association.

17.(CM 26:5/17) REPORTS FROM BFC WARD AND PARISH COUNCILLORS

- i. **To receive** written reports from BFC Ward Councillors. None received.
- ii. **To receive** written reports from Parish Councillors. None received.
- iii. **To receive** verbal reports from Parish Councillors on matters within their wards.

Budgens Litter Update: Cllr Banks reported that the owner of Budgens confirmed external litter clearance takes place four times a week, and a new bin has been installed.

Graffiti Removal: Cllr Paxton has requested the removal of graffiti from signs and fences near the Millwood Homes development; visible from the railway line.

Parking Issues were noted on New Road, Priory Road and Bowden Way (near The Look Out). Cllr Gaw clarified that BFC parking wardens operate seven days a week, which could help with weekend parking issues at Locks Ride. **Action:** Cllr Gaw to provide contact details to Cllr Dudley²

Savernake Park Maintenance: Cllr Buchler raised a resident's concerns about the poor condition of Savernake Park. The resident is referred to Bracknell Forest Council and the relevant ward councillors, Cllr Smith and Cllr Swallow.

BFC IT System and Land Searches: Cllr Gaw raised serious concerns regarding BFC land search backlogs and the resulting need for residents to obtain indemnity insurance. **Action:** Cllr Dudley will write formally to the Borough

¹ To be confirmed as Cllr Atkinson is willing to remain a Trustee

² Done

council Overview and Scrutiny Committee to demand a definitive clearance timetable. Other parish councils will be encouraged to support the action.

Planning Enforcement: Cllr Gaw reported that the BFC planning enforcement team is heavily under-resourced. A site at Mount Apollo has undergone illegal green belt development without planning permission, currently graded only as an "Enquiry C". **Action:** Cllr Gaw will draft a letter to urge the enforcement team to act.

Braziers' Lane Road Safety: Cllr Barber has photographic evidence of accidents and recommends upgrading the current 'Give Way' sign to a mandatory 'Stop' junction. This issue is being further considered through Planning & Highways meetings.

Pothole Repair Timetable: Cllr Gaw reported that mass pothole repairs are scheduled to be carried out ward-by-ward toward the end of June. The works are currently awaiting a period of consistent dry weather.

18.(CM 26:5/18) CHAIR'S CHARITY

The Chair confirmed the choice of [Keep Mobile](#) as the Chair's charity of the year 2026-27

19.(CM 26:5/19) CHAIR'S ALLOWANCE To Agree the annual Chair's Allowance.

It was noted that the allowance (of £1,000) is allocated within the annual budget to cover ad-hoc mayoral expenses. Council members expressed their support to continue with the current arrangement as budgeted.

20.(CM 26:5/20) CLERK'S REPORT

Attached as Appendix 5 and Capital Projects Appendix 6 of the agenda – **noted**

i Zip-Wire and Swings Replacement at Ascot Jubilee

Councillors discussed that whilst there is a larger improvement project at Ascot Jubilee, the zip-wire replacement is budgeted and decided that its replacement should not be delayed. Further, councillors discussed replacement of two swings in the same play space. It was proposed by Cllr Dudley, seconded by Cllr Paxton and with 1 abstention

RESOLVED: To approve the replacement of the zip-wire and two swings outside of the main project scope with full delegated authority for the Clerk to obtain three quotes and progress the procurement in accordance with Financial Regulations, (including a tender process if required), and within budget.

It was proposed by Cllr Dudley, seconded by Cllr Wall and with 1 abstention and 1 against

RESOLVED: that the council would not use further time and resources to clean up the area and prior equipment debris ahead of the new installation but to have that dealt with when installing replacement items.

ii. Carnation Hall Playground

The Council considered the playground design options for Carnation Hall. It was proposed by Cllr Dudley, seconded by Cllr Hayes and unanimously

RESOLVED: To approve the selection of the three contractors recommended, to publish a vote for the overall preferred design (via the nursery and website/Facebook) and then, with delegated authority for the Clerk to proceed to instruct said contractor.

21.(CM 26:5/21) COMMUNICATIONS / CORRESPONDENCE / QUESTIONS

The Clerk re-iterated the information contained in the Clerk's report - **noted**

22.(CM 26:5/22) LEISURE REPORT

Attached as Appendix 8 to the agenda - **noted**

Cllr Blakemore shared that the Leisure Working Group will meet imminently to discuss the non-turf cricket wicket project for Lock's Ride – **Action:** to prepare a recommendation to council for June.

23.(CM 26:5/23) HEALTH & SAFETY POLICY

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

RESOLVED to approve the minor interim changes reflecting a newly introduced system for reviewing risk assessments and new information regarding tree management and safety protocols.

24.(CM 26:5/24) ORDERS FOR PAYMENT

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

RESOLVED to agree the list of payments covering the period 1-30 April 2026 attached as Appendix 10 to the agenda and re-attached to the Minutes.

25.(CM 26:5/25) FINANCIAL POSITION AND CURRENT INVESTMENTS

Balances of all bank accounts, investments and the latest financial situation as of 30 April 2026 were attached at Appendix 11 and Appendix 12 of the agenda - **noted**

- i. Reference the reinvestment in Santander account agreed (CM 26:4/14). The interest rate has been quoted as 4.09%³

Action: Cllr Barber will consider levels of general reserves and opportunities for additional spread of investments together with the RFO and ARFO.

³ Now confirmed as 3.96%

26.(CM 26:5/26) BANK SIGNATORIES

It was proposed by Cllr Barber, seconded by Cllr Buchler and unanimously **RESOLVED** to approve the removal of the former clerk R. Lyes as signatory for all bank & investment accounts and replacing with current clerk H. Wallace.

27.(CM 26:5/27) REQUESTS FOR FINANCIAL ASSISTANCE

- i. It was proposed by Cllr Dudley, seconded by Cllr Barber and unanimously agreed to award £990 to My Cancer My Choices
- ii. As per item **(CM 26:5/6)** i. Cllr Hayes did not participate in the discussion. It was proposed by Cllr Dudley, seconded by Cllr Paxton and with 1 abstention agreed to award £1,699.94 to Winkfield St Mary's School Parent Teacher Association

28.(CM 26:5/28) ITEMS FOR NEXT AGENDA

Councillors are invited to submit items for the next Council meeting agenda by Thursday 4 June – **Noted**

29.(CM 26:5/29) DATES FOR THE DIARY - Noted

Events / Other	Dates
Parish Cycle Ride (Winkfield & Warfield)	28 June
Summer of Fun	13 August
WPC Meetings	
Council	16 June, 21 July
Planning & Highways	2 June, 7 July
Staffing & Strategy Committee	9 June
Staff & Councillors Consultation at Ascot Jubilee	23 June

Cllr Blakemore offered to be an additional marshal for the Cycle Ride

The meeting closed at: **9.16m**

Chair _____

Winkfield Parish Council

HSBC

List of Payments made between 01/04/2026 and 30/04/2026

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/04/2026	BFBC	£ 442.00	WPC Business Rates
01/04/2026	BFBC	£ 621.00	CH Business Rates
01/04/2026	BFBC	£ 249.80	MH Business Rates
01/04/2026	Smartest Energy	£ 134.00	MH ELECTRIC
09/04/2026	Ascot Promotions	£ 79.68	Uniforms
09/04/2026	Ballcock & Bits	£ 7.77	CR allots, tap repair
09/04/2026	BFBC	£ 14,057.17	Hatchet Lane & Priory Lane
09/04/2026	Bracknell Town Council	£ 110.59	Pitchmarking paint
09/04/2026	CPD Waste Water	£ 1,268.00	AJ Sewage pump replacement
09/04/2026	Envisage Promotions	£ 837.60	Summer of Fun marshalls
09/04/2026	Ruth Lyes	£ 13.83	Facebook ad
09/04/2026	John Murphy & Co	£ 1,638.00	CH Roof repairs
09/04/2026	Out There Trees	£ 900.00	Fernbank & LR treesurgery
09/04/2026	Servio Ltd	£ 270.00	MH aircon servicing contract
09/04/2026	Servio Ltd	£ 289.37	AJ Boiler mtc contract
09/04/2026	Servio Ltd	£ 115.20	LR Aircon service contract
09/04/2026	SMS Environmental	£ 69.96	MH Legionella
09/04/2026	SMS Environmental	£ 69.96	LR Legionella
09/04/2026	SMS Environmental	£ 69.96	CH Legionella
12/04/2026	Smartest Energy	£ 67.00	WPC Electric
13/04/2026	Smartest Energy	£ 423.00	LR Site Electric
13/04/2026	Smartest Energy	£ 118.00	AJ Electric
13/04/2026	British Gas	£ 658.09	CH Gas
14/04/2026	Smartest Energy	£ 185.61	WPC Gas
14/04/2026	Smartest Energy	£ 165.18	AJ Gas
14/04/2026	Smartest Energy	£ 255.76	MH Gas
14/04/2026	HSBC Bank	£ 1,943.11	Visa purchases
14/04/2026	British Gas	£ 104.24	CH Gas
14/04/2026	Fuelgenie Business Account	£ 236.20	Fuel Cards
15/04/2026	Smartest Energy	£ 339.00	CH Electric
16/04/2026	Chris King	£ 32.87	Expenses, antifreeze
16/04/2026	Castle Water	£ 44.39	AJ Water
17/04/2026	HMRC	£ 7,810.26	PAYE M12
17/04/2026	Berkshire Pension Fund	£ 9,084.84	Pensions M12
17/04/2026	Prudential	£ 2,140.00	AVC, M12
17/04/2026	Mainstream Digital	£ 414.54	Broadband & Telecoms
17/04/2026	Vodafone	£ 37.91	Vodafone bill
20/04/2026	PIN001	£ 50.00	Indemnity Deposit Refund
20/04/2026	HSBC	£ 0.40	HSBC CHG
20/04/2026	ALD Automotive	£ 535.48	RF73HWS Lease
20/04/2026	Worldpay	£ 11.94	Worldpay chg
20/04/2026	HSBC KGV Charity	£ 1,695.00	King George's Field Receipts
20/04/2026	HSBC HPE Charity	£ 30.59	Winkfield Row Allotments Receipts

21/04/2026	S/LINE	£	22.33	Card charges
21/04/2026	Castle Water	£	73.91	WR Allots water
21/04/2026	Castle Water	£	87.94	CH Water
21/04/2026	ICO	£	73.00	Data Controller fee
22/04/2026	Castle Water	£	25.54	WPC water
22/04/2026	Castle Water	£	98.97	CR Allots, water
22/04/2026	Castle Water	£	80.56	MH water
23/04/2026	Felicity Wise	£	56.35	Expenses
24/04/2026	Advance Shopfronts	£	672.00	Servicing roller shutters x2
24/04/2026	Benville and Marsh Ltd	£	108.00	CH lock repair
24/04/2026	Bourne Amenity	£	862.44	LR Play sand
24/04/2026	Countrywide Grounds Maintenance	£	928.80	Gang mowing 02/04/26
24/04/2026	DLS Contract Cleaning	£	1,998.76	Contract cleaning
24/04/2026	RBS Software Solutions	£	2,818.80	Rialtas software yearly fees
24/04/2026	Suez Recycling & Recovery UK	£	718.73	Waste disposal
24/04/2026	Telanova Limited	£	13.82	Microsoft 365
24/04/2026	Telanova Limited	£	253.08	Computer support
24/04/2026	Worknest LTD	£	2,317.50	H&S Pro membership
24/04/2026	Wages	£	19,250.81	Wages, M1
27/04/2026	Ford Lease	£	356.71	RV70NTX Lease
29/04/2026	BNP Parabas	£	434.95	SCAG Lease
29/04/2026	BNP Parabas	£	618.54	Tractor Lease
30/04/2026	Berkshire Youth Ltd	£	118.90	Staff DBS
30/04/2026	Sarah Duckworth	£	1,476.00	Tree surveys
30/04/2026	Home View Landscapes	£	3,570.00	MHWCC Artificial grass
30/04/2026	Initial Washroom Hygiene	£	468.61	Hygiene visits
30/04/2026	Movolytics Ltd (ABAX)	£	34.80	Vehicle trackers
30/04/2026	Oaktree Nursery	£	5.59	Peat CH tree, Climate Change
30/04/2026	Phil Crosby (PC Cleaning Servi	£	110.00	Windowcleaning
30/04/2026	South Hill Park Trust Ltd	£	1,311.28	Chairman's charity 2025-26
30/04/2026	DHA001	£	200.00	Indemnity Deposit Refund
30/04/2026	FAR001	£	50.00	Indemnity Deposit Refund
30/04/2026	Berkshire Vision	£	1,125.00	GRANT, 04/26, CM26:4/18
30/04/2026	Bracknell Parkinson's UK	£	1,000.00	GRANT, 04/26, CM26:4/18
30/04/2026	Earth Anchors	£	57.54	Blackmoor, bench fixings
30/04/2026	Earth Anchors	£	602.40	Blackmoor bench
30/04/2026	1ST Warfield Scouts Group	£	200.00	GRANT, 04/26, CM26:4/18
30/04/2026	Freeths LLP	£	4,933.80	LR Pavilion professional fees
30/04/2026	Home-Start Bracknell Forest	£	800.00	GRANT, 04/26, CM26:4/18
30/04/2026	Life Education Wessex	£	155.00	GRANT, 04/26, CM26:4/18
30/04/2026	Mani & Parm Ltd	£	97.50	APM Refreshments
30/04/2026	Mylbrook Ltd	£	382.80	RF73 HWS Tyres
30/04/2026	Power of Parenting	£	2,000.00	GRANT, 04/26, CM26:4/18
30/04/2026	Youthline Ltd	£	2,000.00	GRANT, 04/26, CM26:4/18
30/04/2026	Chris King	£	22.95	Expenses, postage
30/04/2026	Sage UK Ltd	£	55.20	Sage payroll

TOTAL	£ 100,276.21
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