



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD IN THE WINNERSH HALL ON TUESDAY 10 MARCH 2020

PRESENT: Cllrs P Fishwick (Chairman); K Bradeepan; P Bray; S Hanna; G Harper;
R Shepherd-DuBey; J Southgate; C Taylor.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE

Cllrs A Greenwood; R Hamblin; B Krauze; F Obileye. L Wooldridge.

2 DECLARATIONS OF INTEREST

Cllr Harper declared a non-pecuniary interest in matters that might refer to allotments and, as an allotment holder, would not participate in decisions relating to allotments.

3 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

3.1 The minutes of the Parish Council meeting held on 11 February 2020 were **AGREED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.

3.2 (Minute 4.5) The Clerk to meet with a member of the station staff (Renata).

ACTION: CLERK

3.3 (Minute 12.4) Cllr Southgate pointed out that the budget should show the increase in precept of 20.7% in the 2019/20 financial year and the Clerk would make the correction to the minutes.

ACTION: CLERK

3.4 (Minute 18.1) In response to advice from the government a deep clean of the toilets, kitchens and communal areas had been carried out. Cllr Harper raised the issue of staff welfare and that staff showing any signs of illness including coughs and colds should remain at home. The Clerk advised that bookings may have to be cancelled if the Coronavirus situation worsened and this would be kept under review.

4 PUBLIC SESSION

- 4.1 There were no members of the public in attendance.
- 4.2 The Chairman referred to two requests that had been received from local residents:-
- 1) That the Council consider replacing the warm hand dryers in the toilets as the existing units were not effective or efficient. It was agreed that the suggestion be referred to R&A Committee for consideration.

ACTION: CLLR HANNA / CLERK

- 2) That the Council consider providing a bench (or tree trunk) for users of the Jersey Way recreation area. It was acknowledged that this was the responsibility of Wokingham Borough Council who had advised they were unable to fund seating and it was agreed that the Clerk should advise the resident that the matter would be referred to R&A Committee for consideration.

ACTION: CLLR HANNA / CLERK

5 WOKINGHAM BOROUGH COUNCIL MATTERS

- 5.1 Cllr Bray and Cllr Shepherd-DuBey informed the Council that the Local Plan Update meeting for residents held on the 3 March at Winnersh Community Centre had gone well and was well attended. The interactive version of the map showing potential sites was being publicised online. WBC had confirmed that a SEND school would be provided locally and locations close to the allotment garden were being identified for consideration.
- 5.2 A large number of potholes and defective streetlights were being reported online but there appeared to be a problem with the reporting system.
- 5.3 Jersey Way open space had been suffering with flooding but on inspection this appeared to have subsided and was now mildly muddy with some fly-tipping. It was suggested that the area be included on the list of locations for the WPC led litter pick on the 29 March.
- 5.4 Cllr Bray advised that she was arranging a site meeting with WBC to discuss the risks of travellers gaining access to land between Winnersh Relief Road and Jersey Drive and the potential for constructing an earth bund to provide a barrier against incursions.

ACTION: CLLR BRAY

- 5.5 Cllr Fishwick provided an update as set out in Appendix 1.

6 PARISH QUESTIONS ON PARISH MATTERS

- 6.1 A question was raised about a temporary sign that had been positioned on the verge, near the entrance to the WPC car park in Mole Road, that was highlighting the entrance to Lord Harris Court for construction vehicles. It was assumed that this had been placed on the public highway and not WPC land and this would be checked.

7 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

7.1 There had been no meetings of outside bodies and therefore nothing to report.

8 PLANNING COMMITTEE (18 FEBRUARY 2020)

8.1 The minutes of the Planning Committee meeting held on the 18 February 2020 were agreed and the Parish Council **RESOLVED** to sign them as a true record. In the absence of Cllr Taylor (Chairman of the Planning Committee) Cllr Fishwick signed the minutes.

8.2 There had been no objections raised to the applications considered.

9 PLANNING COMMITTEE (9 MARCH 2020)

9.1 Cllr Fishwick gave an update from the Planning Committee meeting held on the 9 March including that WPC would be objecting to the application for a telecommunications mast in Arbor Lane. It was noted that this was permitted development but there were several factors that should be considered including the removal of trees along the railway embankment that had been shown in the application to provide some screening.

9.2 Whilst the Planning Committee could see the benefits of the application for improved car parking at Winnersh Nurseries, concern had been raised about flooding that could potentially be worsened if turning grass area to hard standing.

9.3 The Planning Committee had been updated by Cllr Fishwick on the draft Local Plan and the concerns about the proposed housing site to accommodate 250 houses off Woodward Close. A discussion had taken place about the negative impact that would have on the highway infrastructure particularly at the junction of Woodward Close and the Reading Road.

10 FLY TIPPING STRATEGY

10.1 The Chairman reminded the Council that the strategy had been circulated to all councillors and that WPC should assist WBC in helping to stop fly tipping. It was reported that WBC were prosecuting the offenders that had been able to identify. WBC were also putting stickers on fly tips to show that they were aware, and these would be investigated and cleared.

10.2 Potential sites for monitoring in Winnersh and Sindlesham were Churchill Drive and Mill Lane (under the motorway bridge). All Councillors were encouraged to look out for other locations and to report them.

10.3 Cllr Harper stressed the importance of helping people to dispose of rubbish responsibly and to make that as easy a process as possible.

10.4 Cllr Fishwick concluded by thanking Councillors for their support and asked that they all look at the strategy that contained some good and helpful information.

11 WEBSITE

- 11.1 The Clerk informed the Council that he had met the company (Web Marketing Matters) that had developed websites for several local Parish and Town Councils. Given that neighbouring councils had done a considerable amount of work in procuring a suitable company it was **AGREED** that the quotation for the development and on-going support be accepted, and the company be asked to progress the development of the new website as soon as possible. **ACTION: CLERK**

12 SCHEDULE OF PAYMENTS

- 12.1 The schedule of payments, due since the last meeting, was tabled and upon the **PROPOSAL** of Cllr Bray, **SECONDED** by Cllr Fishwick, the Parish Council **RESOLVED** to make payments totalling £9,540.10 as shown in Appendix 2.
- 12.2 The bank balance as at 29 February 2020 was confirmed as £113,039.27.

13 COUNCILLOR VACANCIES

- 13.1 The Clerk informed the Council that Cllr Hamblin would resign as a councillor with effect from 31 March 2020. Cllr Hamblin was moving away from Winnersh and it was therefore not possible for her to continue as a councillor. The Chairman asked the Clerk to thank Cllr Hamblin on behalf of the Council for her ideas and contribution, particularly with the Christmas Lights event. **ACTION: CLERK**
- 13.2 A formal notice, to be issued by Wokingham Borough Council, setting out the process for election or co-option would be posted in April. As the Council now had two vacancies it was expected these would be filled in June/July. **ACTION: CLERK**

14 CLIMATE CHANGE EMERGENCY

- 14.1 The Chairman presented the minutes of the last Working Group meeting (Appendix 3) and highlighted the following:-
- 14.1.1 A meeting had taken place with the Headteacher of Bearwood Primary School about the school adopting and caring for replacement trees.
- 14.1.2 The Chairman and Clerk were exploring the alternative suppliers of green energy with current fixed term contracts with Npower ending in April 2020.
- 14.1.3 Education/Publicity: Cllr Krauze had been in contact with Forest School and agreed to visit and discuss the climate change emergency with the school and students.
- 14.1.4 Waste management: The council would be taking on a new commercial waste company (Collards) that were able to provide a recycling service.
- 14.1.5 Food waste recycling: whilst not currently available, this would be raised with WBC by Cllr Shepherd-DuBey and the Clerk to see if it could be extended to Parish and Town Councils.

15 WINNERSH SUMMER FETE

- 15.1 Cllr Southgate advised that arrangements were progressing well with a good level of support and interest from stall holders, exhibitors and arena displays. Sponsorship was proving more of a challenge this year with only two companies agreeing to sponsor the 2020 Fete
- 15.2 The next meeting of the Fete Committee would take place on the 11 March at 7pm and any input and ideas would be welcomed.

17 CORRESPONDENCE

- 17.1 The Clerk circulated a list of correspondence as set out in Appendix 4.

18 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

- 18.1 There were no urgent items.

19 DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Tuesday 7 APRIL 2020 at 19:45.

PART II – Confidential Session

- 20 The Council **RESOLVED** in accordance with the Public Bodies (admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

21 STAFFING MATTERS

- 21.1 The Chairman updated the Council on the process for restructuring and advised that the Clerk would be meeting with the Finance and Admin Officer on the 12 March to explain the decision of the Council to restructure the Parish Office staffing and to serve a notice of redundancy.
- 21.2 Two new roles (Assistant Clerk and Community Engagement & Lettings Officer) would be created, both at 16 hours/week, and it was agreed that the recruitment process should initially be ring-fenced for the employee at risk of redundancy. If the employee chose not to apply, or if unsuccessful at interview, both positions would be advertised externally.
- 21.3 It was also agreed that the Executive Committee would deal with any appeal resulting from the process. **ACTION: CLLR FISHWICK / CLERK**

There being no further business the meeting closed at 22:25.

APPENDIX 1

Wokingham Borough Council matters – update 10th March 2020 (Item 5)

Councillor Paul Fishwick

Overview and Scrutiny Management Committee (19th February 2020)

- **Unauthorised Traveller Encampments**

An unauthorised encampment arose when any person camped (in vans, trailers, tents or any other moveable accommodation) on land that they did not own, and where they did not have permission to reside.

Wokingham Borough Council had signed up to the Thames Valley Police protocol for dealing with encampments in May 2018. The Council's Executive had also approved an updated policy on encampments at its meeting in March 2018. The updated policy had enabled Officers to use common law powers in dealing with unlawful encampments. This entailed the use of bailiffs rather than the courts. The use of common law powers resulted in reduced legal costs and reduced costs relating to the clearance of sites.

The Police may use Section 61 powers but in 2019/20 this was only used in 2 cases with the Borough Council dealing directly with 23 cases.

In 2019/20 (to date) there had been 25 unauthorised encampments across the Borough. Of these, 12 were on public land and 13 were on private land. The cost to WBC of clearing the encampments on public land was £1,449. Dealing with the encampments took 165 hours of police officer time and 155 hours of WBC officer time.

Simon Price to consider the development of an information/guidance leaflet for residents and Town and Parish Councils

- **Community Vision and Corporate Delivery Plan 2020-24**

The Corporate Delivery Plan provided a framework to be used by departments and the Council's Executive in driving strategic policy and service delivery. The plan would be used to develop SMART targets and key performance indicators to ensure effective performance management and monitoring.

There were several issues with this 'Plan' and it came to the Committee the evening before going to Full Council for approval, yet one of its objectives was to strengthen scrutiny. This was the second time that this has occurred in 2 months with the Initial Climate Emergency being presented to the Scrutiny Committee the evening before Full Council, making it difficult to amend anything.

- **Scrutiny of the Climate Emergency Action Plan**

The report stated that the Committee had given consideration to the Council's initial Climate Emergency Action Plan at its meeting on 22 January 2020. As part of its discussions the Committee requested a further report setting out options for the effective Scrutiny of the action plan, one option being the establishment of a separate Climate Emergency Overview and Scrutiny Committee.

Five options were considered and following a discussion it was agreed that the Committee establish a Climate Emergency Task and Finish Group.

Full Council (20th February 2020)

- Medium Term Financial Plan (2020-2023)
- Community Vision and Corporate Delivery Plan 2020-24
- Treasury Management – Mid Year Report

Winnersh specific

Street Lighting fault A329 Reading Road opposite Sainsbury's

- The streetlights have failed due to a cable fault. This was originally reported in July 2019, fixed in October, but they failed again soon after. I am continuing to chase this issue to get them fixed.

Gullies on Mole Road (Mill Lane to Bearwood Road)

- I have reported every gully as being blocked / slow draining, on this section of Mole Road and it has been added to a special programme.

Potholes

- I continue to report potholes but several recently have turned into 2 hour emergency call outs following initially reporting.

APPENDIX 2

WINNERSH PARISH COUNCIL MEETING 10 March 2020			
SCHEDULE OF PAYMENTS - March 2019/20			
Payee	Description	Amount	Ref
Salaries (PS-AL-CF-JR)	Salaries for March	4,273.53	BACS B
HM Revenue & Customs	Tax & NI - Month 12 Year 2019/20	1,434.70	B
The Berkshire Pension Fund	Pension Contributions	1,566.51	B
Bowak Limited	Repl Mops, Blk Sacks, Troll, Zfold, cleaning products	382.99	B
Dave Kinght	Window Cleaning March20 - INV220303	100.00	B
ITQED Business Solutions	11609 SKYKICK 365 Exchange/SPoint BackUp £16.80	248.68	B
	11544 MS Office 365 Enterprise E3/Plan 1 £109.80		
	11487 Managed AV, PC Monitoring, Backup £23.28		
	11588 Monthly Support Contract Mar20 £98.80		
Nick Robins Limited	13482 Grounds Maintenance for Feb20	670.80	B
Paul Fishwick	Q4 Chairman's Allowance	40.00	B
Phil Stoneman	Replacement Plaque for Bench	31.34	B
PumpMaster UK Limited	Annual Service to Sanitop	118.20	B
Reading Ladies Barbershop Singers	Damage Deposit Refund	200.00	B
Theresa Thomas	Deep Clean of CC	390.00	B
Daisy	9879813 Caretaker Mobile Phone Charges	11.35	DD 15/3
Sage UK	INV08637 Sage 50 Cloud - CoverExtra	72.00	DD 15/3
Total Expenditure for the month		9,540.10	
Unity Bank Balance	£	98,340.73	
NatWest Current Account	£	2,500.00	
NatWest Business Reserve Account	£	12,198.54	
Financial Position 29 February 2020	£	113,039.27	

Climate Emergency Working Group Members:

Cllrs: P. Fishwick; R Shepherd DuBey; A Caston, R Hamblin: B. Krauze; vacancy

Wednesday 4th March 2020 5:30-6:30pm

Minutes

Present: Cllrs: P. Fishwick (Chairman); R Shepherd DuBey; B. Krauze

- 1 Apologies for absence. Cllr R Hamblin (Vice Chairman)
- 2 Declarations of Interest – None declared
- 3 The minutes of the Climate Emergency Working Group meeting held on the 29th January 2020 were approved.
- 4 Actions from the 29th January meeting and progress made so far (Annex A)
- 5 Current position with Wokingham Borough Council’s Climate Change Emergency Initial Action Plan.
Cllr Fishwick briefed the Working Group on the position with Wokingham Borough Council where he sits on the cross-party Climate Emergency Working Group. The Initial Action Plan was approved at Full Council on 23rd January 2020. There is nothing further to report.
- 6 Any other matters considered urgent by the Chairman – there were none.
- 7 Date and time of the next meeting: **Wednesday 1st April 2020 start at 7pm**

APPENDIX 4

WINNERSH PARISH COUNCIL MEETING - Tuesday 10 MARCH 2020

Correspondence

1) 14 February 2020 - email from Wokingham Borough Council
Subject: Council's Community Vision for the Borough

2) 24 February 2020 - email from Highways England
Subject: King Street Lane Bridge Works

3) 2 March 2020 - email from Wokingham Borough Council
Subject: Coronavirus Update

4) 3 March 2020 - email from Wokingham Borough Council
Subject: Coronavirus Update

5) 4 March 2020 - email from Wokingham Borough Council
Subject: Coronavirus Update

6) 6 March 2020 - email from Hampshire ALC
Subject: Coronavirus Factsheet

7) 9 March 2020 - email from Wokingham Borough Council
Subject: WBC Localities - Contacts Poster