



**Widdersh Parish  
Council**

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**MINUTES OF THE ANNUAL MEETING OF WIDDESSH PARISH COUNCIL  
HELD AT 8.30 p.m. ON TUESDAY 10 MAY 2011  
IN THE JOHN GROBLER ROOM**

**PRESENT:** Cllrs J Southgate (Chairman), P Bray, E Cooke, D Green, J Grimson, L Lainsbury, J Leask, J Plant, R Shepherd-Dubey.

**In attendance:** Clive Hudson (WPC Clerk), Mrs S De Groote (WPC FAO), 4 members of the public.

**1 ELECTION OF CHAIRMAN FOR COMING YEAR**

**1.1** Cllr Grimson **PROPOSED** and Cllr R Shepherd-Dubey **SECONDED** Cllr Green as Chairman for the forthcoming year and this was **RESOLVED**.  
Cllr Green took the Chair.

**2 ELECTION OF VICE-CHAIRMAN**

**2.1** Cllr Plant **PROPOSED** and Cllr Cooke **SECONDED** Cllr Southgate as Vice-Chairman and this was **RESOLVED**.

**3 DECLARATION OF ACCEPTANCE OF OFFICE**

**3.1** Cllrs Green and Southgate signed the Declaration of Acceptance of Office forms.

**4 APOLOGIES FOR ABSENCE**

**4.1** Apologies for absence – Cllr E Siggery

**4.2** Apologies for lateness – None

## 5 APPOINTMENT OF COUNCILLORS TO COMMITTEES

5.1 Cllr Green thanked the meeting for appointing him. He observed that there are still five vacancies on the Council and the Council was in a position to co-opt to fill the vacancies. Three members of the public indicated that they were interested in being co-opted onto the council. Each member of the public introduced themselves.

5.2 The Chairman **PROPOSED** and the members **RESOLVED** that Mr F Breedlove be co-opted as a member of Winnersh Parish Council.

The Chairman **PROPOSED** and the members **RESOLVED** that Mr D Hunt be co-opted as a member of Winnersh Parish Council.

The Chairman **PROPOSED** and the members **RESOLVED** that Ms Imogen Shepherd-Dubey be co-opted as a member of Winnersh Parish Council.

The three nominees were given introductory packs and joined the meeting as members of the Council.

Cllrs J Leask and R Shepherd-Dubey introduced themselves as new councillors following the recent elections.

5.3 Councillors were **PROPOSED** to serve on the Committees from the Chair and were **RESOLVED** as follows:

5.3.1 Recreation and Amenities Committee: Cllrs Breedlove, Cooke, Lainsbury, Plant, I Shepherd-Dubey. Cllrs Green and Southgate ex officio.

5.3.2 Planning Committee: Cllrs Grimson, Hunt, Leask, R Shepherd-Dubey. Cllrs Green and Southgate ex officio.

5.3.3 Finance and General Purposes Committee: Cllrs Bray, Breedlove, Leask, R Shepherd-Dubey and Siggery. Cllrs Green and Southgate ex officio.

5.3.4 The Clerk explained the problems which may be faced by declarations of interest affecting the quorum of committees. Cllr Green encouraged all members to attend their appointed committees.

### 5.4 Appointment of Committee Chairmen

Cllr Cooke **PROPOSED** and Cllr R Shepherd-Dubey **SECONDED** Cllr Plant as R&A Committee Chairman for the forthcoming year and this was **RESOLVED**.

Cllr Hunt **PROPOSED** and Cllr Plant **SECONDED** Cllr Grimson as Planning Committee Chairman for the forthcoming year and this was **RESOLVED**.

Cllr Bray **PROPOSED** and Cllr Breedlove **SECONDED** Cllr Southgate as F&GP Committee Chairman for the forthcoming year and this was **RESOLVED**.

Thus, as per Standing Orders, the Executive Committee will be Cllrs Green, Southgate, Grimson and Plant.

- 5.5 Councillors were reminded that they had to ensure that their Councillors' Register of Interest forms were to be completed and returned to the Clerk within 28 days. **ACTION: All Councillors**

## 6 REVIEW OF LEASES

- 6.1 A copy of the Allotment lease was available for perusal. The lease expires at the beginning of April 2013.

## 7 NEW CHAIRMAN'S STATEMENT

- 7.1 Cllr Green reported that he hoped to build on the successes of the previous chairmen and council. The development of the Bearwood Recreation Ground site and the Community Centre over recent years, along with recent initiatives regarding the fete, Christmas Lights, litter picks and allotments, had all helped to enhance the community spirit. He hopes that the Council will be able to build on this foundation. He observed that the Localism Bill may give an opportunity to engage people locally.

Cllr Green thanked the councillors for their support and the opportunity afforded to him.

Cllr Southgate observed that it was good for the Council to have fresh faces and new ideas.

## 8 WINNERSH FUEL ALLOTMENT TRUST

- 8.1 The meeting **RESOLVED** to confirm the nominated trustees as Cllr Bray on WFAT and Cllr Southgate on WFAT Company.  
The Clerk listed the current WFAT trustees.  
There are 3 meetings per year and councillors were asked to consider filling the two vacant WFAT places.

## 9 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

- 9.1 The following WPC representatives on outside bodies were **RESOLVED**:
- 9.1.1 WDALC, BALC – Cllr Grimson and Cllr R Shepherd-Dubey.
- 9.1.2 Winnersh Neighbourhood Action Group – Cllrs Breedlove, R Shepherd-Dubey and Southgate. Cllr Bray also attends these meetings as a Borough Councillor

9.1.3 WBC Waste Management Committee – Cllrs Cooke and Grimson.

9.1.4 Brambles Neighbourhood Committee – Cllrs Green, Plant, Lainsbury.  
This organisation is soon to be re-convened.

9.1.5 Hurst Charities – Cllr D Green.

## 10 MINUTES OF THE PREVIOUS MEETING

10.1 The minutes of the meeting held on 12 April 2011 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

## 11 MATTERS ARISING

11.1 **item 10.2:** The Clerk reported on the security and staffing issues which would arise with the opening of the toilets to the public. The Council **RECOMMENDED** that the R&A Committee should consider this proposal and report back to the Full Council. **ACTION: Clerk**

## 12 PUBLIC SESSION

12.1 Pat Rowell (Chairman, Winnersh NAG) updated the Council on the latest developments regarding Winnersh Meadows. Funding has been confirmed from the Big Lottery, WBC and WPC. She listed the proposed improvements. A 'Friends of Winnersh Meadows' residents' group has been created.

Mrs Rowell left the meeting.

## 13 COMPLAINTS/FAULT TRACKING

13.1 The Clerk reported complaints had been received regarding the ease of opening of one of the play area gates. The Clerk is instigating repairs. **ACTION: Clerk**

## 14 CORRESPONDENCE

Correspondence received is as listed in Appendix 1.

14.1 Item 3; Cllr Green read Cllr Wakefield's report regarding his meeting with the Headteacher of Forest School.  
Cllr Bray added that the school is willing to write a report for Winnersh Matters and to tap students for their ideas and contributions.

Item 6; Cllr Bray explained that the repairs on Mill Lane are to the road surface and small bridge and not to the new Bailey Bridge

Item 10 & N10; The Clerk explained the issues raised in this correspondence. The Council observed that the 'Have Your Say' meetings might be better advertised at the time they take place. **ACTION: Clerk**

Item N1; The Clerk was asked to book places on the BALC course, Introduction for New Councillors, for Cllrs R Shepherd-Dubey, I Shepherd-Dubey, Lainsbury, & Leask. **ACTION: Clerk**

Item N7; The Clerk was asked to order a hard copy of the NALC Revised Standing Orders for Local Councils. **ACTION: Clerk**

Item N9; Cllr Grimson was asked to review this document with the Planning Committee and to report back to the Full Council. **ACTION: Cllr Grimson & Clerk**

Item N12; The Council was pleased to accept the withdrawal of Mrs S De Groot's resignation.

## **15 REPORT OF THE LAST R&A COMMITTEE MEETING**

**15.1** Cllr Plant reported that the meeting of 3 May 2011 did not take place because the meeting was not quorate.

**15.2** Cllr Plant presented two items which need a decision:

**15.2.1** Cllr Plant **PROPOSED** and Cllr Southgate **SECONDED** and the Council **RESOLVED** to purchase 6 folding tables for the main hall. £510 is to be allocated from the R&A Miscellaneous Budget.

**15.2.2** The Council considered the tenders for the internal decorating of the Pavilion and Sindlesham Room (see Correspondence Q1 to Q3). Cllr Plant **PROPOSED** and Cllr Southgate **SECONDED** and the Council **RESOLVED** to award the contract to General M.

## **16 REPORT OF THE LAST PLANNING MEETING**

**16.1** The minutes of the meeting of 19 April 2011 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

**16.2** The minutes of the meeting of 4 May 2011 were agreed and the Parish Council **RESOLVED** to sign them as a true record

**16.3** Cllr Grimson reported on the meetings of 19 April and 4 May 2010. Street closures for the Royal Wedding had been noted. Cllr Grimson reported on further information regarding the land at the rear of 3 Harvest Drive. Cllr Breedlove reported a typing error in the minutes of 4 May 2011. The letter, N11, was from Mr Beacroft, not Mr Beaufort. [Clerk's note; confirmed as Mr Beacroft, 12.5 11] Mr Breedlove declared an interest in the application and reported information briefly to the meeting. Cllr Bray also updated the meeting with further information.

## **17 REPORT OF THE LAST F&GP COMMITTEE MEETING**

- 17.1** Item 3.4 of the minutes: The Recommendation should read to accept the 'Accounts' rather than 'Budget'.
- 17.2** The minutes of the meeting of 26 April 2011, with the slight amendment shown in 17.1, were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 17.3** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure, and Capital & Major Projects Accounts for Quarter 4, 2010-11.
- 17.4** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the accounts for the Year 2010-11.

Cllr Southgate explained that the Internal Audit report will be available for the June Full Council meeting. Once this is received the Council will be able to complete the External Audit form.

The Council **RESOLVED** to sign the 2010-11 end of year audit form at the June 2011 Full Council meeting.

- 17.5** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to confirm that the Internal Audit process is effective.
- 17.6** The Council **RESOLVED** to appoint Mr Graham Hurst as Internal Auditor for the year 2011-12.
- 17.7** Cllr Southgate reported on the Part 2 items from the F&GP meeting:
- 17.7.1** The Committee had recommended that a sub-committee be set up to look at business ventures. In order to comply with Standing Orders Cllr Southgate **PROPOSED** and the Council **RESOLVED** to change the F&GP recommendation to include both the Chairman and Vice-Chairman as members of the committee, along with one member of the R&A and one member of the F&GP committees.
- 17.7.2** The F&GP Committee **RECOMMENDED** that a sub-committee of the Council be formed for the oversight, development and support of business ventures involving the Council, and this was **RESOLVED**.
- 17.7.3** The Council **RESOLVED** that the members of the sub-committee should be the Chairman and Vice-Chairman and Cllr Bray (F&GP) and Cllr Cooke (R&A). The sub-committee was asked to convene as soon as possible.

**ACTION: Clerk and sub-committee**

**17.8** Item 16 of the F&GP minutes.

Cllr Southgate expressed his pleasure that the FAO had decided to stay with the Council. As a consequence of this decision the Council **RESOLVED** that the Clerk should not action items 16.2 and 16.3 of the F&GP minutes of 26 April 2011.

**18 WINNERSH VILLAGE FETE**

**18.1** Cllr Southgate reported on the progress of the fete and the last Working Group meeting.

The scouts will provide a BBQ and a 'game'. ATC will help with the car parking. A band has been booked. There are about the same number of stall holders as last year. The arena programme is reasonably full.

The final Working Group meetings are on Tuesday 17 May and Thursday 9 June 2011, both at 7.30pm. Cllr Southgate invited all interested councillors to attend.

**19 BOROUGH TOWN & PARISH CONFERENCE**

**19.1** Topics for breakout sessions for this conference were discussed.

The Council asked the Clerk to respond to WBC with the following suggestions:

- 1) To discuss the way the Borough communicates with the Parishes
- 2) To discuss the way the Borough, Towns and Parishes communicate with their residents
- 3) Tackling litter in streets and open spaces. **ACTION: Clerk**

**20 REPRESENTATIVES ON OUTSIDE BODIES**

**20.1** Cllr Grimson had attended a WDALC presentation on Localism. He will forward the presentation to all councillors. **ACTION: Cllr Grimson**

## 21 APPROVAL OF THE MAY 2011 ACCOUNTS FOR PAYMENT

21.1 The Council **RESOLVED** to remove former councillors from the Council's Nat West banking signatory list and to include all new councillors on the list.

**ACTION: RFO, Clerk, Chairman**

21.2 The Clerk confirmed that the Zurich Insurance quotation was correct and included a discount to the Council.

21.3 It was **PROPOSED** by Cllr Green and **SECONDED** by Cllr Bray and the Parish Council **RESOLVED** to pay the following accounts for May 2011.

### WINNERSH PARISH COUNCIL MEETING 10 May 2011 ACCOUNTS FOR PAYMENT - MAY 2011

Payee	Description	Amount	Ch.No.
Citizens Advice Bureau	donation	300.00	6620
Berkshire County Blind Society	donation	100.00	6621
Keep Mobile	donation	2,250.00	6622
OCS Group UK Ltd	Sanitary disposal units	174.67	6623
PESTUK	Pest control contract Allotments	345.60	6624
Wokingham Borough Council	License fee allotments	730.00	6625
Binfield Electrical Limited	Portable Appliance test	211.68	6626
Zurich Insurance	Insurance policy	7,087.32	6627
Investec Asset Finance plc	Copier lease rental	93.47	6628
ABA (Construction) Ltd	Monthly playground inspection	110.74	6629
Nick Robins Ltd.	Monthly ground maintenance	1,526.80	6630
CCB	Membership renewal	30.00	6631
Wokingham Borough Council	Fete license fee	21.00	6632
D. Knight Esq.	Window cleaning	90.00	6633
SLCC Berkshire Branch	Training day Clive Hudson	25.00	6634
Knockout Entertainments	Bouncy castle fete	756.00	6635
NALC	Renewal DIS subscription	108.00	6636
Salaries (CH-SDG-AB-CF)	Salaries	3,224.89	6637-6640
The Berkshire Pension Fund	Pension	366.36	6641
HM Revenue & Customs Only	Tax & NI	695.87	6642
Southern Electric	Electricity supply	290.00	DD
Wokingham Borough Council	Rates	82.00	DD
Clunklick	Internet back up storage	17.94	DD
British Gas	Gas bill 12.11.10 - 02.02.11	3,368.80	DD
Natwest Mastercard	Card fee	32.00	MC
Total for the month		<u>22,038.14</u>	

#### Financial Position as at 30 April 2011

Sub-total	£	15,819.98
Less payments for year to date	£	17,539.65
Sub-total	-£	1,719.67
Add balance carried forward 31/3/11	£	33,084.01
	£	<u>31,364.34</u>

## 22 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

22.1 Cllr Southgate asked all councillors to complete their website consent forms and to supply a suitable photograph.

**ACTION: All Councillors**



**23 TIME AND DATE OF NEXT PARISH COUNCIL MEETING**

**23.1** The next meeting of the Parish Council will be held on Tuesday 14 June 2011 at 7.45 p.m. in the John Grobler Room.

The meeting closed at 10.22 p.m.

## Appendix 1 Correspondence

Correspondence received prior to the issue of the agenda for 10 May 2011

- 1 British Youth Council; shadowing award
- 2 WBC; staff bulletin 21 April 2011
- 3 Cllr J Wakefield; litter and other matters
- 4 Cllr J Wakefield; apologies for absence
- 5 The Great Outdoors; 25 May 2011, access to countryside forum
- 6 WBC; repairs to Mill Road, Sindlesham, 16-18 May 2011
- 7 NALC; statistics on precepts
- 8 Round and About Wokingham/Winnersh, magazine May 2011
- 9 Twyford & Ruscombe Theatre Group, posters
- 10 Mrs S Brooks; comments re Winnersh

Correspondence received since the issue of the agenda for 10 May 2011

- N1 BALC; training for new councillors, Bracknell, Thursday 14 July 2011 (evening)
- N2 BALC; Larger Councils Forum, Thursday 9 June 2011, 2.30pm; topic 'Localism'
- N3 NALC; Communities in Action Conference & Exhibition, 15 June 2011, Bristol
- N4 Go Green For National Family Week (30May-5 June 2011), information
- N5 SLCC; training day agenda, 8 June 2011
- N6 Wokingham Volunteer Centre; Volunteers Week coffee morning 7 June 2011, poster
- N7 NALC; Revised Standing Orders for Local Councils, £25 hard copy
- N8 WBC; Town & Parish News, May 2011
- N9 Cllr Angus Ross (WBC); invitation to discuss strategic documents
- N10 Mrs S Brooks; additional comments re Winnersh
- N11 WBC; Campaign Against Waste notes, 11 April 2011
- N12 Mrs S De Groote; request to withdraw resignation
  
- Q1 QCR; quotation for pavilion/bar internal decoration
- Q2 General M; quotation for pavilion/bar internal decoration
- Q3 ISL; quotation for pavilion/bar internal decoration