



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 14 JUNE 2011 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk), 4 members of the public.

1 APOLOGIES

1.1 **Apologies for absence** – Cllrs F Breedlove, L Lainsbury, E Siggery.

Cllr Green reminded councillors that declarations of interest should be made where appropriate.

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 10 May 2011 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

2.2 The Council expressed no concerns regarding the accuracy of the minutes of the Annual Parish Meeting of 10 May 2011. These minutes will be formally approved at the next APM, in 2012.

3 MATTERS ARISING

3.1 none.

4 PUBLIC SESSION

4.1 none.

5 COMPLAINTS AND FAULT TRACKING

- 5.1** The Clerk reported on the dog on dog attack in the car park. The matter is being investigated by the WBC dog warden.
- 5.2** An assault took place recently on Mole Road. The Council's CCTV footage was made available to the police.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 2: The Council **RESOLVED** that the staff mileage payments should be increased to 45p per mile, consistent with the revised HMRC guidelines. The increase is to take effect upon completion of this meeting.

Item 22; Confirmation has been received for 4 places on the BALC new councillor training course, 14 July 2011.

Item 25: The Council noted the resignation of the Caretaker. The Council **RESOLVED** to allocate up to £300 for an advertisement in the local paper to recruit a replacement. Adverts will also go on the WPC and WBC websites and at the local jobcentre.

The Councillors asked the Clerk to write to the Caretaker to extend their thanks and best wishes to her. **ACTION: Clerk**

Item 27: The Clerk confirmed the formalities at the recent groundbreaking ceremony for the Wokingham Cricket Club. It was observed that an invitation to WBC members to attend might have been appropriate.

Item 32: Cllr Bray confirmed her availability for the Brambles meeting, very lately confirmed for 15 June.

Item 33; Cllr Grimson confirmed his attendance at the Borough/Parish Working Group meeting on 20 June 2011.

6.2 Correspondence received since the issue of the agenda

Item N4: Cllr R Shepherd-Dubey confirmed her wish to attend the BALC Localism training on 23 June 2011. **ACTION: Clerk**

7 BOROUGH COUNCIL MATTERS

- 7.1** Cllr Green welcomed WBC Councillor Philip Houldsworth, who has recently been elected as a Winnersh representative at WBC.

Cllr Houldsworth reported that:

- 1) the spending on the Planning element of the Winnersh Relief road could soon be approved, with tender documents to be issued next year.
- 2) the traffic implications of the SDLs are now open to discussion.

- 7.2 Cllr Bray reported that:
- 1) the consultation on the SDLs would run from 15 June to 27 July.
 - 2) maps for the MDDDPD, for areas outside the SDL, are to be available soon.
 - 3) Hatch Farm Dairies: an application may be made reducing the number of houses planned to 400. This may have implications on the schooling provision in the plan.
 - 4) the application for land adjacent to 212 Bearwood Road has been allowed at appeal.
 - 5) WBC has recently been experiencing computer problems following a server upgrade.
 - 6) an advert for the commercial tender of library services will be issued soon..
 - 7) a Winnersh dog owner has been found guilty of not keeping his dog under control.

8 PARISH COUNCILLORS' QUESTIONS

8.1 Cllr Bray confirmed that credit cards are in use within WBC, with controls.

8.2 There were no questions on Parish matters.

9 LAST PLANNING COMMITTEE MEETING

9.1 The minutes of the meeting of 31 May 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

Cllr Grimson reported that Cllr D Hunt had been appointed as the Committee vice-chairman.

The Council has expressed its concern regarding potential flooding at the Do-It-All site. The Rushy Mead wind farm project has been refused by WBC.

WBC Cllr Angus Ross will attend the Planning Committee meeting on Monday 11 July 2011 and will discuss SDLs. All members of the parish council are invited to attend.

ACTION: All Councillors

10 LAST R&A COMMITTEE MEETING

10.1 The minutes of the meeting of 7 June 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

Cllr Plant reported that the Committee had discussed appointing Cllr I Shepherd-Dubey as a liaison between allotment holders and the Council. Cllr Plant reported that she has been asked to present a paper to the Full Council regarding the justifications and feasibility of external toilets at the Allnatt Pavilion. She reported on her initial findings. The paper is to be made available for the next Full Council meeting. The Clerk was asked to make this an agenda item at the July 2011 Full Council meeting. **ACTION: Clerk**

The Christmas Lights event will be held on Friday 9 December 2011. Various options for the evening were being looked into.

The Clerk will invite the WBC Mayor to open the event. **ACTION: Clerk**

The Clerk explained the two instances affecting the field before Easter.

11 LAST EXECUTIVE COMMITTEE MEETING

- 11.1** The minutes of the meeting of 6 June 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2** Cllr Green reported that Mrs Mary Elliott had been awarded a Civic Award for 2011. Mrs Elliott is not available to receive her award at the Fete and will be invited to the July 2011 Full Council meeting **ACTION: Clerk**
- 11.3** Cllr Green reported that the intention of the initial Executive meeting was to understand the strategic aims of the Council. The list was one of ideas and was not necessarily Council policy. Councillors were invited to send further ideas to the Chairman. **ACTION: All Councillors**
The Executive had approved the publication of 2 editions of Winnersh Matters per year.
The Executive had suggested a review of the procedure for the co-option of new members onto the Council. This will be an agenda item for the July 2011 Full Council meeting. **ACTION: Clerk**

12 LAST BUSINESS VENTURES SUB-COMMITTEE MEETING

- 12.1** The minutes of the meeting of 6 June 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 12.2** Cllr Southgate reported that he had been elected as Chairman and Cllr Cooke as Vice-Chairman of the Sub-Committee.
- 12.3** Cllr Southgate reported that the Sub-Committee had been instructed to look at Business Ventures; initially the Bar franchise and the Pavilion Café franchise.
- 12.3.1** Cllr Southgate reported that the Bar franchise had been looked at by the F&GP Committee last year. The proposed contract is broadly a renewal of the existing contract and is to continue along current lines.
The Committee had **RECOMMENDED** the signing of the contract. Cllr Southgate reported that AVC's insurance covered £1 million per incident, and not the £5 million proposed in the draft contract.
The Council **RESOLVED** to sign the AVC contract, with the change to the insurance level specified above.
- 12.3.2** Cllr Southgate explained the change in the principle of charging the Pavilion Café for the hire of the Pavilion.
The proprietors of the café have been invited to the next meeting of the Business Ventures Sub-Committee on 29 June 2011.
- 12.4** The Sub-Committee will review its terms of reference at a future meeting.

13 INTERNAL AUDIT PROCESS

- 13.1** Mr Graham Hurst, the Internal Auditor, presented his report. Mr Hurst confirmed his validation of the Council's general accounts. He elaborated on his concerns regarding the Council's handling of issues relating to the Pavilion Café. He made a verbal recommendation that a review of the Pavilion Café's accounts for the first year should be made and that an appropriate licensing agreement be put in place for the facility. Cllr Cooke's and Cllr Plant's objections to Mr Hurst's comments were noted. The Council **RESOLVED** to accept the Internal Audit Report for 2010-11.

14 ANNUAL ACCOUNTS AND AUDIT RETURN

- 14.1** The Council **RESOLVED** to accept the Audit Statement of Accounts for 2010-11. The RFO and Chairman will complete and sign the relevant sections as appropriate.
- 14.2** The Council **RESOLVED** to accept the Audit Annual Governance Statement for 2010-11. The Chairman and Clerk will complete and sign the relevant sections as appropriate.

15 SUMMER FETE 2011

- 15.1** Cllr Southgate reported on the preparations for the coming weekend's fete. Cllr Grimson reported on the 'splendid' response of councillors in getting fete flyers and the Winnersh Matters newsletter distributed quickly.

16 REPRESENTATIVES ON OUTSIDE BODIES

- 16.1** Cllrs Green and Plant had attended the ground-breaking ceremony at Wokingham Cricket Club's new ground.
- 16.2** Cllr Green had attended the Rainbow Inter-Agency Group meeting.

17 APPROVAL OF ACCOUNTS

- 17.1** The Clerk confirmed that cheque number 006657 had been cancelled and was in the Council's possession.
- 17.2** The Clerk explained the details of the invoices for HJ Marley and PHS.
- 17.3** It was **PROPOSED** by Cllr Cooke and **SECONDED** by Cllr Grimson and the Parish Council **RESOLVED** to pay the following accounts for June 2011.

WINNERSH PARISH COUNCIL MEETING 14 June 2011
ACCOUNTS FOR PAYMENT - JUNE 2011

Payee	Description	Amount	Ch.No.
Karen Vass	Printing Winnersh Summer Fete leaflets	225.00	6643
Sylvie De Groote	Paint teenage shelter	156.84	6644
Chris Fazey	Hose + fete sundries	119.54	6645
Charlotte-Rose Dunn	Return damage deposit cheque	150.00	6646
David Green	Chairman's allowance	50.00	6647
The Post Office	Stamps	82.00	6648
GoPak Ltd.	Extra tables MH	579.35	6649
Berkshire Association of Local Councils	Training new Cllrs	140.00	6650
Biffa Waste Services Ltd	Waste service for 02.07.11 to 30.09.11 + 3 additional services	1,114.15	6651
Staples Direct	Stationery	69.92	6652
H.J. Marley	Repair airlock + report on plumbing in MH	135.00	6653
Circus Scene	Summer Fete	180.00	6654
All in One Security Products Ltd	Repair Bollards	219.72	6655
Nick Robins Ltd.	Ground works May	1,144.80	6656
ABA (Construction) Ltd	Monthly playground inspection	110.74	6658
The Computer Doctor	Quarterly computer maintenance	45.00	6659
Binfield Electrical Limited	Repair Power failure Pavilion + report on survey	172.85	6660
	Power alterations Pavilion + replacement switchgear	615.49	6660
	Repair security lighting	424.41	6660
A Star Signs	Banners for Summer Fete	144.00	6661
Pavilion Café	Catering for AGM meeting	60.90	6662
D. Knight Esq.	Window Cleaning	90.00	6663
PHS Group plc	Toiletries	101.62	6664
ADT Fire and Security plc	Service fire system	62.98	6665
Sage (UK) Limited	Instant payroll subscription	180.00	6666
Southern Electric	Electricity Pavilion 1.04.11 - 24.05.11	96.72	6667
Ruscombe Litho and Digital Printing Ltd.	Winnersh Matters Printing	795.00	6668
Salaries (CH-SDG-AB-CF)	Salaries	3,397.97	6669-6672
The Berkshire Pension Fund	Pension	366.36	6673
HM Revenue & Customs Only	Tax & NI	717.47	6674
Southern Electric	Electricity supply	290.00	DD
Wokingham Borough Council	Rates	82.00	DD
Clunklick	Internet back up storage	17.94	DD
Natwest Mastercard	HSS hire - generator fete	240.00	MC
Total for the month		12,377.77	

Financial Position as at 30 May 2011

Sub-total	£	61,909.80
Less payments for year to date	£	41,149.39
Sub-total	£	20,760.41
Add balance carried forward 31/3/11	£	33,084.01
	£	53,844.42

DD payment in May 2011

British Gas	Gas bill 03.02.11 - 13.05.11	1,328.65	DD
BT	Quarterly telephone charge	242.95	DD

18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

18.1 Councillors were asked to send copies of a photograph to Cllr Southgate, for inclusion on the Winnersh Parish website **ACTION: All Councillors**

19 TIME AND DATE OF NEXT PARISH COUNCIL MEETINGS

19.1 The next meeting of the Parish Council will be held on Tuesday 12 July 2011 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 9.20 p.m.

Items of correspondence received prior to the issue of the 14 June 2011 Full Council Meeting Agenda

- 1 In The Picture; newsletter, spring 2011
- 2 HMRC; Approved Mileage Allowance increased to 45p per mile
- 3 St Catherine's Church; apologies for APM
- 4 WBC; changes to electoral register, May 2011
- 5 WBC; Annual Meeting of the Council, 19 May 2011, agenda
- 6 WBC; Meeting of the Audit Committee, 19 May 2011, agenda
- 7 Frank Barber, Sindlesham Court; apologies for APM
- 8 NALC; confirmation of DIS renewal
- 9 SLCC; The Clerk magazine, May 2011
- 10 SLCC; The Good Councillor's Guide, 3rd edition
- 11 NALC; e-bulletin, May 2011
- 12 University of Reading; request for volunteers for research project
- 13 ITV2 Casting; request for information of communities which might need help
- 14 WBC; Transport Map & Guide, spring 2011
- 15 WBC; confirmation of Cllr Dianne King as Borough Mayor, Cllr Bob Wyatt as Deputy Mayor, Cllr David Lee as Leader of the Council
- 16 Cancer Awareness; poster
- 17 WBC; Meeting of the Executive, 26 May 2011, agenda
- 18 WBC; Meeting of the Planning Committee, 25 May 2011 agenda
- 19 WBC; Meeting of the Trading and Enterprises Sub Committee
- 20 CCB; confirmation of renewal of membership
- 21 TVP; In Your Neighbourhood newsletter, issue 156
- 22 BALC; confirmation of 4 places on new councillor training course, 14 July 2011
- 23 HSS Hire; confirmation of generator hire for fete
- 24 WBC; Meeting of the Trading & Enterprises Sub Committee, 26 May 2011
- 25 Alison Bennett; resignation from post of Caretaker
- 26 WBC; Meeting of the Overview and Scrutiny Management Committee, 1 June 2011, agenda
- 27 WTC; request to wear chains at Wokingham Cricket Club
- 28 WBC; changes to electoral register, June 2011
- 29 SLCC; publications
- 30 W&D CAB; thanks for grant
- 31 WBC; Extraordinary Meeting of the Executive, 2 June 2011, agenda
- 32 WBC; next meeting of Brambles Neighbourhood Partnership Committee, 15 June
- 33 WBC; Borough Parish Working Group; revised meeting date 20 June 2011, plus parish representation
- 34 Round & About Wokingham/Winnersh, magazine June 2011

Items of correspondence received since the issue of the 14 June 2011 Full Council Meeting Agenda

- N1 Borough Parish Working Group; continuation of current reps for 2011/12
- N2 Cllr Angus Ross; will attend Planning Meeting, Monday 11 July 2011
- N3 Wokingham Cricket Club; thanks for attending 'ground breaking' ceremony
- N4 CCB/BALC; Localism Training, Thursday 23 June, Woolhampton
- N5 Ark Trust; contact information
- N6 Renewable Energy in the Public Sector; conference, London 23 June 2011
- N7 Berkshire County Blind Society; thanks for grant
- N8 WBC; Survey of Community Centre Facilities
- N9 Rainbow Multi-Agencies Priorities Meeting; now 28 June at 1.00pm
- N10 Borough Parish Working Group; meeting date now 20 June 2011 at 6.00pm
- N11 WBC; Meeting of the Personnel Board, agenda, 20 June 2011
- N12 Open Spaces Society, brochure, notice of AGM 5 July 2011