



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 13 SEPTEMBER 2011 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 Apologies for absence – Cllr E Siggery.

1.2 Apologies for lateness – none

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 12 July 2011 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

3 MATTERS ARISING

3.1 None.

4 PUBLIC SESSION

4.1 The presentation to the winners of the 2011 Allotment Competition had taken place immediately before this meeting.

4.2 There were no issues raised by the public.

5 COMPLAINTS AND FAULT TRACKING

5.1 The Clerk reported on the cleaning problems relating to a new hirer.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 18: The Clerk read WBC Cllr Houldsworth's comments. The Council asked the Clerk to reply expressing the Council's disappointment and to ask him to make written reports on actions at the Borough on behalf of Winnersh residents. **ACTION: Clerk**

Item 29; The Clerk summarised TVP's update of early August regarding the London riots.

Item 34; The Clerk summarised the WBC update on Winnersh Meadows. Cllrs Southgate and Bray added further information.

Item 40; Cllr Bray reported that the WBC Licensing department is moving to West Berkshire.

Item 44; The Clerk reported on comments regarding the WBC Sports Council Website.

Item 45; The Clerk reported the comments regarding Thames Waterr's repairs on King Street Lane. Cllr Bray gave a summary of her actions regarding repairs to the leak and to the road.

Items 47,48 & 52 – see agenda item 20.

6.2 Correspondence received since the issue of the agenda

Item N3: The Clerk gave details of the WBC Soccer at 6 scheme for 10-14 year olds, which will be using the Bearwood Recreation ground on Monday evenings during the school summer holidays.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr Bray reported:

- 1) she had attended a traffic modelling / SDL consultation meeting.
- 2) the Volunteer Centre needed 40 volunteers for its Green N Tidy project.
- 3) she had received a request via James Newman for a skate park. The Clerk was asked to make this an agenda item of R&A to discuss the feasibility of a skate park on Bearwood Recreation Ground.

ACTION: Clerk

- 4) reported on the problems on the access road at the Poplar Lane development.

- 5) there is no news on the Hatch Farm Dairies development.

8 PARISH COUNCILLORS' QUESTIONS

8.1 Cllr Bray gave an update on the recruitment of a new CEO at WBC. .

8.2 There were no question on Parish matters.

9 LAST PLANNING COMMITTEE MEETING

9.1 The minutes of the meeting of 11 July were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

The minutes of the meeting of 2 August were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

The minutes of the meeting of 23 August were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

Cllr Grimson reported on concerns and correspondence regarding traffic counters on the Reading Road. Cllr Bray reported that they were part of a Road Safety Partnership survey.

Cllr Hunt reported on applications for fences on Poplar Lane and the granting of temporary planning permission for 10 Targett Court.

Cllr Grimson reported that a small tree survey has been approved for the Bearwood Recreation Ground. He confirmed that the Committee had raised no objections to the solar panels at the new Wokingham Cricket Ground.

10 LAST R&A COMMITTEE MEETING

10.1 The minutes of the meeting of 6 September 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Plant reported on developments and concerns regarding the allotments, which had been expressed by the public at the R&A meeting.

Cllr Plant reported on ideas for the Christmas Lights event, eg a Christmas market.

Cllr Plant reported on her meeting with WBC Highways regarding signage.

Cllr Green expressed his thanks to Cllr Plant for her chairing of the meeting.

11 LAST FINANCE & GENERAL PURPOSES COMMITTEE MEETING

11.1 The minutes of the meeting of 26 July 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

11.2 Cllr Southgate reported that Cllr R Shepherd-Dubey had been appointed vice-chairman of the Committee.

11.3 The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure, and Capital & Major Projects Accounts for Quarter 1, 2011-12.

11.4 Cllr Southgate reported on the expenses for the Fete 2011. Expenditure on the Fete had been slightly under budget. He estimated that £294.92 would be available for a donation to Help For Heroes.
The date for the Fete 2012 had been confirmed as Saturday 16 June 2012.
Cllr Bray will take the lead on publishing Winnersh Matters.
Cllr I Shepherd-Dubey will investigate the office IT system.
The next F&GP meeting will review Policies & Procedures.
The Committee had reviewed the Clerk's working hours and the Caretaker contract.

11.5 The date of the next F&GP meeting will be confirmed at the October Full Council meeting.

12 LAST EXECUTIVE COMMITTEE MEETING

12.1 The minutes of the meeting of 9 August 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

12.2 Cllr Green reported that the Committee had received the resignation of the FAO. It had authorised the advertising of the post in the local press. Mrs De Groote will continue to support the Council and incoming FAO when appointed. Processed for the selection and interviewing for the FAO post were agreed.
Matters regarding the Caretaker were carried over to item 20 of the agenda.

13 WINNERS MATTERS

13.1 Cllr Bray reported on the topics she expected to include in the next edition of the newsletter. The Council confirmed the principle that advertisements should be included as part of the newsletter rather than as separate flyers

14 STRATEGIC AIMS OF THE COUNCIL

14.1 The Council discussed the draft revised Strategic Aims S01 document.

14.2 The Council suggested that the Vision statements should read "...to make Winnersh, which incorporated Sindlesham, ..." and that under Community Leadership "Localisation" should be replaced with "Localism".

14.3 The Parish Council **RESOLVED** that the draft document Strategic Aims S01, v2, with the changes specified in 15.2 above, should be adopted as the Strategic Aims of the Council.

15 EXTERNAL TOILET FACILITIES AT THE COMMUNITY CENTRE

15.1 Cllr Plant requested questions regarding her discussion document on external toilet facilities. Cllr Bray explained WBC's current view on external toilets. Cllr Plant summarised the current toilet facilities at the Winnersh Community Centre.

Cllr Lainsbury spoke briefly about the problems faced by the Pavilion Café and the toilet facilities there.

The Council discussed the topics which would have to be investigated if the provision of external toilet facilities was to be considered. These included: maintenance, cleaning, monitoring, disabled access, appropriate fixtures and fittings, opening hours, baby changing, specification and tendering.

- 15.2 The Council **RESOLVED** that in principle it is in favour of providing external toilet facilities to be available to the public at Bearwood Recreation Ground.
- 15.3 The Council **RESOLVED** to pass to the R&A Committee the investigation of public toilets with appropriate fixtures and fittings and specifications.
- 15.4 Cllr Lainsbury reported on the lack of nappy changing facilities at the Pavilion Café. The Council asked the R&A Committee to investigate the practicalities of nappy changing facilities in the Pavilion and, if practical, to go ahead.

16 REPRESENTATIVES ON OUTSIDE BODIES

- 16.1 Cllr R Shepherd-Dubey reported on a Traffic Modelling and Core Strategy seminar. She will arrange for powerpoint details of the seminar to be forwarded to the Clerk for distribution to all councillors.

ACTION: Cllr R SHEPHERD-DUBEY / CLERK

A discussion followed regarding the 10 routes used for traffic modelling.

17 APPROVAL OF ACCOUNTS

- 17.1 The Clerk confirmed that the Mazars fee was the standard fee plus a small excess for additional administration.
- 17.2 It was **PROPOSED** by Cllr Plant and **SECONDED** by Cllr Breedlove and the Parish Council **RESOLVED** to pay the following accounts for September 2011.

**WINNERSH PARISH COUNCIL MEETING 12 September 2011
ACCOUNTS FOR PAYMENT - SEPTEMBER 2011**

Payee	Description	Amount	Ch.No.
John Grimson	Pavilion House kitchen	819.77	6714
H & J Construction Co	Pavilion House stop cock + plumbing repairs	324.94	6715
D. Knight Esq.	Window cleaning July	180.00	6716
Prestige Plumbing & Heating	Pavilion House gas upgrade and test	235.00	6717
Biffa Waste Services Ltd	Waste Bins Oct-Dec 2011	916.66	6718
Nick Robins Ltd.	Monthly grounds work, August 2011	888.00	6719
Southern Electric Contracting Ltd	Street Lights, June Quarter	29.75	6720
Balfour Beatty WorkPlace Limited	Fete arena; 18 June 2011	240.00	6721
Bowak Ltd	Cleaning gloves and sacks	57.64	6722
PHS Group	Toilet Roll & towels	126.74	6724
Trinity Mirror Southern	FAO advert	357.60	6725
Mazars	2010-11 Audit fee	684.00	6726
Total Gas & Power Ltd	Gas charges, part of July 2011	36.17	6727
ABA (Construction) Ltd	Play area inspection, August 2011	110.74	6728
Staples Direct	Office stationery	98.64	6729
Southern Electric Contracting Ltd	Quarter 2 charges, 2011-12	1,218.54	6730
David Green	replacement parts for office phone	24.26	6732
Salaries (CH-CF)	Salaries	3,179.13	6733-4
The Berkshire Pension Fund	Pension	512.90	6735
HM Revenue & Customs Only	Tax & NI	984.95	6736
Wokingham Borough Council	Rates	82.00	DD
Risk Group	Internet back up storage	17.94	DD
Total for the month		<u>11,125.37</u>	

Financial Position as at 31 August 2011

Sub-total	£	82,512.72
Less payments for year to date	£	<u>75,286.54</u>
Sub-total	£	7,226.18
Add balance carried forward 31/3/11	£	<u>33,084.01</u>
	£	<u>40,310.19</u>

18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

18.1 The Clerk reported that Peter Baveystock of the WBC Waste Management team would attend the October Full Council meeting to report on the WBC proposals for waste collection.

19 TIME AND DATE OF NEXT PARISH COUNCIL MEETINGS

19.1 The next meeting of the Parish Council will be held on Tuesday 11 October 2011 at 7.45pm in the John Grobler Room

PART 2

20 STAFFING MATTERS

20.1 Cllr Green reported on correspondence items 47 & 48.

Cllr Lainsbury declared an interest.

Cllr Green reported on the selection procedure for the Caretaker post. He confirmed that the selections for interview had been made by authorised councillors and that the selections and interviews had followed a marking system against specific criteria. The inference that the Clerk had interfered with the selection process was totally unfounded.

He confirmed that the new caretaker was the appropriate person for the post, references have been checked and a probationary period is in place.

20.2 Cllr Green reported on correspondence item 52.

Cllr Green reported on the contents of the email and the measures the Executive Committee had taken to respond to its contents. The Council has been awaiting further information. The Council **RESOLVED** that Cllr Green should draft a letter of response – this letter to be reviewed by the members of the Executive Committee before it is sent.

20.3 Cllr Green confirmed that interviews for the Relief Caretaker and FAO posts would take place on 15 September and 22 September 2011 respectively.

There being no further business, the meeting closed at 10.15 p.m.

Items of correspondence received prior to the issue of the 13 September 2011 Full Council Meeting Agenda

- 1 WBC; Meeting of the Planning Committee, agenda, 20 July 2011
- 2 WBC; Meeting of the Trading and Enterprises Sub Committee, agenda, 18 July
- 3 WBC; Meeting of the Overview and Scrutiny Committee, agenda, 19 July 2011
- 4 WBC; Meeting of the Council, agenda, 21 July 2011
- 5 Berkshire Record Office; Berkshire Echo newsletter issue 56
- 6 LCR magazine; Summer 2011
- 7 Clerks & Councils Direct magazine, July 2011
- 8 Readibus; invitation to AGM 28 July 2011
- 9 TVP; In Your Neighbourhood, 14 July 2011
- 10 Wokingham Borough News magazine, Summer 2011
- 11 Berkshire Geoconservation Group, request for information re building stones
- 12 Peter Baveystock, WBC; re3 stakeholder meetings
- 13 Mary Elliott; thanks for Civic Award flowers and presentation
- 14 Berkshire Historic Event Forum, 24 September 2011, invitation to meeting
- 15 Berkshire County Blind Society; invitation to AGM, 26 September 2011, Charvil
- 16 WBC; Meeting of the Executive, agenda, 28 July 2011
- 17 WBC; Staff Bulletin, 21 July 2011
- 18 Cllr Philip Houldsworth; re invitation to WPC meetings
- 19 WBC; minutes of Major project Coordination meeting, 28 June 2011
- 20 James Newman; Rainbow Multi-Agency meeting, agenda, 27 July 2011
- 21 Hurst Consolidated Charity; almshouse vacancy leaflet
- 22 James Newman; priorities meeting notes, 28 June 2011
- 23 Mazars; return of External Audit form
- 24 WBC Tenant Services; invitation to Chatsworth Avenue walkabout, 25 July 2011
- 25 Bearwood College; request for references for Sylvie De Groote
- 26 Bucks & Berks Recruitment; introductory letter
- 27 Arborfield News, August-September 2011
- 28 WBC; notification of elections and polling station requirement, 3 May 2012
- 29 TVP; update re London disorder and impact for Wokingham
- 30 WBC; Joint Meeting of the Audit Committee and the Corporate Services
Overview and Scrutiny Panel, agenda, 8 August 2011
- 31 Round and About Winnersh magazine, August 2011
- 32 WBC; update to electoral register, August 2011
- 33 SLCC; local courses
- 34 WBC; start of work on Winnersh Meadows project
- 35 Wokingham Air Cadets; confirmation of receipt of cheque
- 36 Readibus; thanks for grant
- 37 Wokingham Volunteer Centre; invitation to AGM, 15 September 2011
- 38 WBC; meeting of the Corporate Services Overview and Scrutiny Panel, agenda, 1
September 2011
- 39 WBC; notification of new WBC Sports Council Website
- 40 WBC; Meeting of the Licensing and Appeals Committee, agenda, 5 September
2011
- 41 Clerks and Councils Direct, magazine, September 2011
- 42 WBC; leaflet re Electoral Registration canvass
- 43 Open Spaces Society; consultation re village greens
- 44 Roland Mear; comments re WBC Sports Council Website
- 45 Keith O'Leary; comments re holes in road – King Street Lane
- 46 TVP; In Your Neighbourhood, 31 August 2011
- 47 Dawn & Paul Aslett; comments re process of selecting interviewees for
Caretaker's post.
- 48 Cllr David Green's response to the Asletts comments
- 49 WBC; update to Register of Electors, September 2011

- 50 WBC; link to re3 Annual Environment Report
- 51 WBC; Staff Bulletin, 2 September 2011
- 52 Paul & Alison Bennett; letter to councillors
- 53 Mazars; confirmation of conclusion of audit
- 54 WBC; Meeting of the Children's Services Overview and Scrutiny Panel, agenda, 12 September 2012
- 55 WBC; Meeting of the Community Partnerships Overview and Scrutiny Panel, agenda, 7 September 2011
- 56 SLCC; National Conferences
- 57 SLCC; The Clerk magazine, September 2011
- 58 NALC; survey results on Public Borrowing and Village Shops
- 59 Round and About Wokingham /Winnersh magazine, September 2011

Items of correspondence received since to the issue of the 13 September 2011 Full Council Meeting Agenda

- N1 Twyford & Ruscombe Theatre Group; poster
- N2 WBC; Meeting of the Standards Committee, agenda, 13 September 2011
- N3 CCB; invitation to AGM; 12 October 2011
- N4 WBC; dates for next Brambles Neighbourhood Partnership meeting
- N5 LCR magazine, autumn 2011
- N6 Daisy's Dream; charity update