



Winnersh Parish Council

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

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

In attendance: Clive Hudson (WPC Clerk), Amanda Lambourne (WPC FAO), 1 member of the public.

1 APOLOGIES

1.1 Apologies for absence – Cllrs E Cooke, L Lainsbury.

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 8 November 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 Mr Tilbe spoke about the leaking taps at the allotments. Cllr Green confirmed that the water will be turned off and all the taps replaced over the winter.

5 COMPLAINTS AND FAULT TRACKING

5.1 None.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 6; The Council discussed the BALC financial training available on 31 January 2012. Cllrs R Shepherd-Dubey, Green, Leask and the FAO expressed an interest in attending. **ACTION: Clerk**

The date of the next F&GP meeting was moved to Monday 30 January 2012 to enable those interested to attend the course.

Item 16; Cllr Green summarised Ms Gatehouse's email regarding litter in Winnersh. Cllr Green reported that he has already spoken to the Head of Forest School on separate matters and will speak to him again.

The Council discussed the Adopt A Street scheme and **REFERRED** this topic to the R&A Committee for consideration. **ACTION: Clerk**

The Clerk will respond to Ms Gatehouse.

ACTION: Clerk

Item 25; Cllr Bray gave a brief update on the Incentive Scheme for next year's waste collection services.

Item 30; The Council noted the repairs to the alleyway adjoining the Reading Road.

Item 32; Cllr Bray reported that Winnersh is serviced by the fire stations at Earley and Wokingham and is not directly affected by any proposed changes to the fire service within Berkshire.

6.2 Correspondence received since the issue of the agenda

Item N4: The Clerk confirmed that a casual vacancy had been announced and that the Council could now co-opt a replacement councillor.

Item N6: The Council noted the additional information and costs regarding the installation of paving slabs on the field outside the pavilion. This project is to be put on hold temporarily and **REFERRED** for re-evaluation by the R&A.

ACTION: Clerk

7 BOROUGH COUNCIL MATTERS

7.1 Cllr Green presented WBC Cllr P Houldsworth's written report, which included information on Hatch Farm Dairies, the SSE works in April, the interim Chief Executive appointment and the Park and Ride scheme.

7.2 Cllr Bray reported:

- 1) she gave additional details regarding the SSE works and road closures / diversions
- 2) on the appointment of the Interim Chief executive at WBC
- 3) inclusion of crossings on the Hatch Farm Dairies project relief road
- 4) on flooding near the railway station
- 5) parking issues adjacent to Winnersh Primary School
- 6) pedestrian crossing in Robinhood Lane

8 PARISH COUNCILLORS' QUESTIONS

- 8.1** There were no questions regarding WBC matters.
- 8.2** There were no questions regarding WPC matters.

9 LAST PLANNING COMMITTEE MEETING

- 9.1** The minutes of the meeting of 15 November 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

Cllr Grimson reported on the proposed increase in the Committee's tree husbandry budget.

The minutes of the meeting of 5 December 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

Cllr Grimson reported on the applications for 2 major photovoltaic arrays. The small tree survey suggests the felling of at least 4 trees. The Clerk has written to WBC for clarification.

10 LAST R&A COMMITTEE MEETING

- 10.1** The minutes of the meeting of 6 December 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2** Cllr Plant reported on the Christmas Lights event. The event was considered a success. She thanked James Newman and Cllrs Leask and Grimson for their help preparing the lights, and to Nick Robins for putting them up. The Clerk was asked to write to Nick Robins to thank him. **ACTION: Clerk**
The raffle raised £52 which would be donated to the Mayor's Charity, Give A Child A Chance.

- 10.3** Cllrs Plant reported that the Committee had reviewed the suggestion to use the disabled toilet in the Community Hall as an external toilet and had asked for the councillors to re-examine the original plan of adapting the score room in the pavilion. **ACTION: Cllrs Plant, Cooke, I Shepherd-Dubey**

11 LAST FINANCE & GENERAL PURPOSES COMMITTEE

- 11.1** The minutes of the meeting of 28 November 2011 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure, and Capital & Major Projects Accounts for Quarter 2, 2011-12.
- 11.3** Cllr Southgate reported on the review of Policies & Procedures and invited feedback from the Council.
Cllrs Southgate and I Shepherd-Dubey reported on the proposals for the upgrade of the office computer system.

12 WPC CO-OPTION PROCEDURE

- 12.1** The Clerk presented a draft Co-Option Procedure, as discussed and amended by the F&GP Committee. The Council **RESOLVED** to accept the Procedure, to be confirmed by the F&GP Committee.

13 REPRESENTATIVES ON OUTSIDE BODIES

- 13.1** Cllrs Bray and Southgate reported on the NAG meeting. Meetings will now take place less frequently. The NAG is progressing parking issues. Most of the work at Winnersh Meadows is now completed. The NAG has requested a WPC logo for use at Winnersh Meadows. Cllrs Bray and Southgate and the Clerk will investigate getting a suitable copy.

ACTION: Cllrs Bray & Southgate; Clerk

- 13.2** Cllr Green has attended a Chairmanship skills course.

14 APPROVAL OF ACCOUNTS

- 14.1** The Clerk confirmed the details of the 4 Sage invoices.
- 14.2** The Clerk explained the breakdown of the works to the Pavilion House
- 14.3** The Clerk confirmed the details of the Redstone Computer services.
- 14.4** The Clerk confirmed the details of the Southern Electric bills.
- 14.5** The Clerk confirmed the reasons for the Nat West bank charges and that the service which triggers this charge is being cancelled.
- 14.6** It was **PROPOSED** by Cllr Breedlove and **SECONDED** by Cllr Southgate and the Parish Council **RESOLVED** to pay the following accounts for December 2011.

**WINNERSH PARISH COUNCIL MEETING 13 December 2011
ACCOUNTS FOR PAYMENT - DECEMBER 2011**

Payee	Description	Amount	Chq No
Salaries (CH-AL-CF-JM)	Salaries	4,159.74	6781-6785
The Berkshire Pension Fund	Pension	390.78	6786
HM Revenue & Customs Only	Tax & NI	418.38	6787
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All in One Security Products Limited	3 Off Locks 1 off Lock	152.40	6788
ABA (Construction) Ltd	Monthly playground inspection Nov11	110.74	6789
Biffa	Trade Waste Service for 31/12/11 - 30/3/12	916.66	6790
Binfield Electrical Limited	Security Camera Maintenance & Replacement	655.50	6791
Chris Fazey	Richard Landscapes - Rubbish Removal	120.00	6792
The Computer Doctor	Quarterly Charges Sep/Oct/Nov 11 Quarterly Charges Dec 11/Jan/Feb 12	90.00	6793
D Knight Esq.	Window Cleaning December	90.00	6794
Drain & Able	Works following CCTV Survey	390.00	6795
David Green	Qtr 3 Chairmans Allowance	50.00	6796
Jill Plant	Expenses for Christmas Lights	71.12	6797
H Marley	Repairs for toilet in CH	167.50	6798
Help For Hereos	Donation from Fete 2011	211.00	6799
Holly Digital	Annual Service Contract	246.00	6800
Loddon Door Services Ltd	Repairs Post Box / Pavilion House	1,638.00	6801
Nick Robins Limited	Works during Nov11	1,839.60	6802
phs	CH supplies	91.20	6803
Redstone Computers (UK) Ltd	Accounts Support Services for The Clerk	90.00	6804
Ruscombe Litho and Digital Printing Ltd	Winnersh Matters - Winter 2011	795.00	6805
Sage (UK) Limited	Instant Accounts Plus Upgrade 50 Accounts Upgrade 50 Accounts SageCover Extra 50 Accounts SageCover Extra to 17/12/12	1,125.91	6806
Southern Electric	Q3 Electric Charges 17 Aug - 18 Nov	826.53	6807
Total Gas & Power Ltd	Gas to 31/10/11	286.77	6808
Viking	Signs / Inkjet Cartridges / Misc Stationery Paper Stationery	293.50	6809
Wokingham Borough Council	May 2011 Election	497.95	6810
Wokingham Borough Council	Donation from Xmas Lights Raffle	52.00	6811
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Natwest Voucher Statement Fee		9.75	DD 1/12
Natwest Credit Card	B&Q / Flowers	103.96	DD 12/12
PlusNet	Monthly Fee	38.46	DD 14/12
Risk Group	Internet back up storage	17.94	DD 15/12
Thames Water	Waste/Water Charges to 20 Nov 11	712.65	DD 22/12
Wokingham Borough Council	Rates	123.00	DD 1/12

Total for the month

16,782.04

Financial Position as at 30 November 2011

Sub-total (receipts)	£	152,190.21
Less payments for year to date	£	113,097.80
Sub-total	£	39,092.41
Add balance carried forward 31/3/11	£	33,084.01
	£	<u>72,176.42</u>

Payment in November

15/11 BT

232.23 DD 15/11

15 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

- 15.1** Cllr Green thanked Cllr plant for organising the Christmas Lights event.
- 15.2** Cllr Green thanked Cllr Bray for preparing the recent edition of Winnersh Matters. He also thanked all the councillors for delivering the copies.
- 15.3** The Council discussed the distribution of the recent edition of WBC's Borough News newsletter.
- 15.4** The Council briefly discussed the passing of the Localism Bill. This topic should be followed up in the New Year. The Clerk will look out for guidance from BALC. **ACTION: Clerk**
- 15.5** The Meeting Dates for 2012 were confirmed, with the change of date of the F&GP meeting from 31 January to 30 January 2012.

16 TIME AND DATE OF NEXT PARISH COUNCIL MEETINGS

- 16.1** The next meeting of the Parish Council will be held on Tuesday 10 January 2012 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 9.08pm.

APPENDIX 1

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

- 1) Wokingham Job Support Centre; newsletter November 2011
- 2) WBC; Meeting of the Planning Committee, agenda, 16 November 2011
- 3) Volunteer Centre, Wokingham; nominations for 'Young Lions' award
- 4) WBC; Meeting of the Council, agenda, 17 November 2011
- 5) WBC; Meeting of the Overview and Scrutiny Management Committee, agenda, 15 November 2011
- 6) BALC; finance training for councillors and staff, 31 January 2012
- 7) WBC; Chairmanship Skills training, 7 December 2011
- 8) Volunteer Centre, Wokingham, Trustee roles & responsibilities workshop, 25 November 2011
- 9) Open Spaces Society; consultation re green spaces / village greens
- 10) Action For All news; 14 November 2011
- 11) WBC mayor; invitation to Wokingham Schools Carol Concert, 11 December 2011
- 12) WBC mayor; invitation to Carols in the Mall, 16 December 2011
- 13) WBC; Meeting of the Executive; agenda, 24 November 2011
- 14) WBC; Farewell from Susan Law
- 15) Twyford & Ruscombe Theatre; posters
- 16) Gillian Gatehouse; complaint re litter in Winnersh
- 17) SLCC; Clerk's membership renewal, 2012
- 18) WBC; Soccer Starz posters
- 19) WBC; hard copy of Member Briefing, 22 November 2011
- 20) WBC; An Extraordinary Meeting of the Overview and Scrutiny Management Committee, agenda, 5 December 2011
- 21) Action For All news; 28 November 2011
- 22) Macmillan Cancer Support; promotional articles
- 23) Volunteer Centre, Wokingham; Christmas Meeting, 15 December 2011
- 24) Wokingham LINK; December e-bulletin
- 25) WBC; Campaign Against Waste meeting notes of 29 November 2011
- 26) WBC; copy of 'Inform'
- 27) NHS Blood Service; posters
- 28) WBC; Meeting of the Personnel Board, agenda, 12 December 2011
- 29) Mrs S De Groote; thank you for flowers
- 30) WBC; notification of repairs to alley at Rainbow Park
- 31) Round & About Winnersh / Wokingham magazine, December 2011
- 32) Berks Fire Brigade Union; re Integrated Risk Management Plan

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

- N1 WBC; Meeting of the Planning Committee, agenda, 14 December 2011
- N2 Arborfield news; December 2011 – January 2012
- N3 WBC; Full Electoral Register, December 2011
- N4 WBC; confirmation of Casual Vacancy following resignation of Cllr Siggery
- N5 WBC; Meeting of the Trading and Enterprises Sub Committee, agenda, 20 December
- N6 Nick Robins; quote for patio for boot cleaning