



## Winnersh Parish Council

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### MINUTES OF THE ANNUAL MEETING OF WINNERSH PARISH COUNCIL HELD AT 8.40 p.m. ON TUESDAY 8 MAY 2012 IN THE JOHN GROBLER ROOM

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

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

#### 1 ELECTION OF CHAIRMAN FOR COMING YEAR

1.1 Cllr Cooke **PROPOSED** and Cllr I 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 Grimson **PROPOSED** and Cllr Plant **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 F Breedlove.

4.2 Apologies for lateness – None

## **5 CO-OPTION OF COUNCILLOR**

- 5.1** The Council **RESOLVED** that Mr Richard Tilbe be co-opted as a member of Winnersh Parish Council.

## **6 DECLARATIONS OF INTEREST**

- 6.1** The Clerk reported on the proposed changes to the Code of Conduct and, from 1 July 2012, the changes in the monitoring regime. He summarised the new standards which will apply from 1 July. He reported that the rules regarding declarations of interest and the guidance received from BALC in March 2011 and the subsequent SLCC guidance are still current.
- 6.2** The Clerk reminded councillors that any changes to their financial and other interests should be reported to him on the relevant forms within 28 days of the change taking place.

## **7 APPOINTMENT OF COUNCILLORS TO COMMITTEES**

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

- 7.1.1** Recreation and Amenities Committee: Cllrs Breedlove, Cooke, Lainsbury, Plant, I Shepherd-Dubey. Cllrs Green and Southgate ex officio.
- 7.1.2** Planning Committee: Cllrs Grimson, Hunt, Leask. Cllrs Green and Southgate ex officio.
- 7.1.3** Finance and General Purposes Committee: Cllrs Bray, Breedlove, Leask, R Shepherd-Dubey. Cllrs Green and Southgate ex officio.

### **7.2 Appointment of Committee Chairmen**

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

Cllr Hunt **PROPOSED** and Cllr R Shepherd-Dubey **SECONDED** Cllr Grimson as Planning Committee Chairman for the forthcoming year and this was **RESOLVED**.

Cllr Bray **PROPOSED** and Cllr R Shepherd-Dubey **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.

## **8 REVIEW OF LEASES**

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

## **9 NEW CHAIRMAN'S STATEMENT**

- 9.1** Cllr Green referred the Council to the statement he has made at the Annual Parish Meeting earlier in the evening. He reported that the Strategic Aims of the Council had been reviewed and that the Localism Bill presented potential challenges for the Council, particularly in relation to planning and transport infrastructure. In the coming year the Council has plans to upgrade the toilets and youth facilities on the Community Centre site and to put on the Jubilee Fete.

Cllr Hunt requested that the Council should be mindful of the flooding issue.

## **10 WINNERSH FUEL ALLOTMENT TRUST**

- 10.1** The Clerk reported that there were two new WFAT trustees appointed since May 2011. These are Mr R Tilbe and Mr Graham Carter.

## **11 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

- 11.1** The following WPC representatives on outside bodies were **RESOLVED**:

**11.1.1** WDALC – Cllr Grimson.

**11.1.2** Winnersh Neighbourhood Action Group – Cllrs Breedlove, R Shepherd-Dubey. Cllr Bray also attends these meetings as a Borough Councillor

**11.1.3** WBC Waste Management Committee – Cllr Cooke.

**11.1.4** Brambles Neighbourhood Committee – Cllr Green.  
The Clerk was asked to contact Nigel Shaw for further details.

**ACTION: Clerk**

**11.1.5** Hurst Charities – Cllr Green.

## **12 MINUTES OF THE PREVIOUS MEETING**

- 12.1** The minutes of the meeting held on 10 April 2012 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

## **13 MATTERS ARISING**

- 13.1** none

## **14 PUBLIC SESSION**

- 14.1** Mrs Pat Rowell spoke of the preparations for the opening of Winnersh Meadows on Saturday 19 May 2012 and described the opportunities for the councillors to help with the event.

## **15 COMPLAINTS/FAULT TRACKING**

- 15.1** The Clerk reported briefly on comments regarding evening parking at the Community Centre, already presented to the R&A Committee.

## **16 CORRESPONDENCE**

Correspondence received is as listed in Appendix 1.

- 16.1** Item 3; The Clerk summarised the WBC response to questions relating to the pedestrian crossing on King Street Lane and the barriers at Winnersh crossroads.

Item 4; Cllr Hunt requested a copy of the Berkshire Echo. **ACTION: Clerk**

Item 21; The Council **RESOLVED** to approve the Clerk's attendance at the SLCC training day, 13 June 2012.

Item 27; The Clerk explained the details of the Changing Faces charity letter.

Item 28; The Council discussed the request by Nirvana Spa to use the Recreation Ground for a Charity Event. The Council **RESOLVED** that in principle Nirvana Spa could be offered free use of the field in early July, provided there are no clashes with other bookings, and that they will be responsible for damage to property. The Clerk was asked to give them the contact details of the grounds contractor, whom they could use at their cost. He would also check on their requirements for access to the Community Centre. **ACTION: Clerk**

Item N5; The Clerk read AVC's email regarding the transfer of AVC's business to another company. The Clerk was asked to confirm with AVC the details of the ownership of the Community Centre Licence and other details relating to the supply of bar services at the Community Centre. **ACTION: Clerk**

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

- 17.1** The minutes of the meeting of 1 May 2012 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 17.2** Cllr Plant reported on the proposal to purchase a shelter similar to one at Arborfield, using S106 money. The Council asked for clarification regarding planning consent. **ACTION: Clerk**

The Council discussed the suitability of the shelter and asked for views to be sought at the Winnersh Meadows opening. The FAO will put together some small signage for the event. **ACTION: FAO**

**17.3** Cllr Plant reported that further clarification of estimates are being requested for the external toilets at the Pavilion.

**17.4** The next meeting of the R&A Committee was confirmed as Thursday 31 May 2012 at 7.45pm.

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

**18.1** The minutes of the meeting of 23 April 2012 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

**18.2** Cllr Grimson reported on latest information regarding Winnersh Primary School and confirmed his response to the A329 Corridor Study.

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

**19.1** Cllrs Bray and R Shepherd-Dubey apologised for missing the meeting.

**19.2** The minutes of the meeting of 24 April 2012, were agreed and the Parish Council **RESOLVED** to sign them as a true record.

**19.3** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure, and Capital & Major Projects Accounts for Quarter 4, 2011-12.

**19.4** Cllr Southgate reported that the current Internal Auditor is standing down and that the F&GP Committee **RECOMMENDED** appointing Claire Connell subject to satisfactory references. The Clerk reported that he had spoken to the Clerks of other Town Councils for which Ms Connell had acted and had received confirmation of her suitability for the role. The Parish Council **RESOLVED** to appoint Claire Connell as Internal Auditor for 2012-13.

**19.5** Cllr Southgate reported on the review of the Policies and Procedures documents which had been undertaken by the F&GP Committee. The F&GP Committee had **RECOMMENDED** the following:

- Acceptance of the revised Equality document G01
- The H&S procedure G02 is superseded by the Risk Assessments G03
- The Freedom of Information procedure G04 is fit for purpose
- The Document Management procedure G06 is fit for purpose
- The File Naming procedure G10 is fit for purpose
- The procedure G07 Calling & Recording Council Meetings should be withdrawn
- The procedure G08 Handling Casual Vacancies should be withdrawn
- The procedure G09 Council Correspondence should be withdrawn

**19.6** The Council **RESOLVED** to adopt all of the recommendations specified in 19.5 above.

**19.7** Cllr Southgate reported that the F&GP Committee had **RECOMMENDED** that the base salaries for staff should be paid by standing order – the standing order to be signed by two councillors – and this was **RESOLVED**.

## **20 WINNERS FETE 2012**

**20.1** Cllr Southgate reported on preparations for the Fete. Sponsorship has been received from Segro and is anticipated from Prospect. Councillors were asked whether Prospect advertising boards could be placed at their homes.

A different PA system is to be used which will not require a generator.

Two banners are to be prepared for use at the Winnersh Meadows opening.

**ACTION: Clerk**

## **21 WINNERSH MATTERS**

**21.1** Cllr Bray reported that she expects to have the latest edition of 4 or 6 pages ready for distribution around the end of May.

## **22 REPRESENTATIVES ON OUTSIDE BODIES**

**22.1** none.

## **23 ACCOUNTS FOR PAYMENT MAY 2012**

**23.1** The Council **RESOLVED** to authorise Cllr Richard Tilbe as a signatory on the Council's bank accounts.

**23.2** The FAO reported on a hold up with the current change of signatories at Nat West. The Council asked the Clerk to move this change on swiftly.

**ACTION: Clerk**

**23.3** The Clerk confirmed that there was a small increase in the premium for the Zurich insurance.

**23.4** The Council noted the itemization of the credit card statement, as requested.

**23.5** It was **PROPOSED** by Cllr Plant and **SECONDED** by Cllr Grimson and the Parish Council **RESOLVED** to pay the following accounts for May 2012.

**WINNERSH PARISH COUNCIL MEETING 8 MAY 2012**  
**ACCOUNTS FOR PAYMENT - MAY 2012**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Chq No</b>
Salaries (CH-AL-CF-JM)	Salaries	3,382.36	6905-6908
The Berkshire Pension Fund	Pension	390.78	6909
HM Revenue & Customs Only	Tax & NI	789.14	6910
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1st Response Medical Services Limited	Ambulance x 2 Crew for Fete	200.00	6911
ABA (Construction) Ltd	ARD Monthly playground inspection April12	110.74	6912
Berkshire Blind Society	Grant	100.00	6913
CCB	Annual Subscription	30.00	6914
OCS Group Uk Limited	Cannon - Annual Sanitary Disposal	174.67	6915
Dave Knight Esq	Window Cleaning May12	90.00	6916
Knockout Entertainments	Bouncy Castle for Fete	840.00	6917
Investec	Copier Lease 6June - 5September	93.47	6918
Nick Robins Limited	Ground Works April12	811.20	6919
SMP (Playgrounds) Limited	RSS Playmakers - playground repairs	1,093.24	6920
SLCC Berkshire Branch	Mini Training Day - 13 June	25.00	6921
Sylvie De Grootte	Assistance with Year End Accounts	200.00	6922
Total Gas & Power	Gas Supply 31Jan - 29Feb	725.12	6923
Viking	Paper / Toners / Dividers / Tape	224.23	6924
Wokingham Borough Council	Allotments Annual Fee	730.00	6925
Wokingham Borough Council	Fete Temporary Events Notice	21.00	6926
Wokingham & District Citizens Advice Bureau	Grant	500.00	6927
Wokingham Job Support Centre	Grant	100.00	6928
Zurich Municipal	Annual Insurance 29May12-28May13	7,257.03	6929
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Natwest One Card - Credit Card	PrinterInks - Laser Toners £80.91	152.31	DD 11/5
	One Stop Promotions - Flag Pole £71.40		
PlusNet	Monthly Fee	38.50	DD 15/5
Risk Group	Internet back up storage	17.94	DD 15/5
Wokingham Borough Council	Council Tax	91.00	DD 1/5
<b>Total for the month</b>		<b>18,187.73</b>	

**Financial Position as at 30 April 2012**

Sub-total (receipts)	£	2,016.77
Less payments for year to date	£	17,905.59
Sub-total	-£	15,888.82
Add balance carried forward 31/3/12	£	46,199.54
	£	30,310.72

**24 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

**24.1** The Executive Committee will meet towards the end of May to select a winner of the Civic Awards 2012, date tbc. **ACTION: Clerk**

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

**25.1** The next meeting of the Parish Council will be held on Tuesday 12 June 2012 at 7.45 p.m. in the John Grobler Room.

The meeting closed at 10.38 p.m.

## Appendix 1 Correspondence

Correspondence received prior to the issue of the agenda for 8 May 2012

- 1 CCCB; membership renewal form
- 2 WBC; LINK newsletter, 12 April 2012
- 3 WBC; response to traffic questions re crossroads
- 4 Berkshire Record Office; Berkshire Echo, spring 2012
- 5 Philip Houldsworth; apologies for missing April 2012 meeting
- 6 CCB; Spring 2012 newsletter
- 7 WBC; Inform newsletter, 13 April 2012
- 8 TVP; In Your Neighbourhood, 12 April 2012
- 9 Action For All newsletter, 16 April 2012
- 10 WBC; Meeting of the Personnel Board, agenda, 23 April 2012
- 11 Lookout Discovery Centre; leaflets
- 12 WBC; information re Queen's Diamond Jubilee Garden Party
- 13 WBVS; networking evening, 18 April 2012
- 14 Marie Curie Cancer Care; invitation to host a 'Blooming Great Tea Party'
- 15 WBC; Meeting of the Trading and Enterprises Sub Committee, agenda, 26 April 2012
- 16 WBC; Christian Aid; invitation to join sponsored walk challenge events
- 17 New Parish of Winnersh; information re new rector's licensing evening, 12 June 2012
- 18 Arborfield News; April – May 2012
- 19 WBC Mayor; invitation to Spring Ball, 19 May 2012
- 20 SEGRO; sponsorship towards fete 2012
- 21 SLCC; Berks training day, 13 June 2012
- 22 PCSO; will attend APM
- 23 WBC; invitation to join focus group to develop community safety website
- 24 Action For All newsletter, 27 April 2012
- 25 WBC; Inform newsletter, 27 April 2012
- 26 TV Alert; distraction burglary, Winnersh
- 27 Changing Faces; charity introductory letter
- 28 Nirvana Spa; details re request for use of field for charity event
- 29 LCR magazine Spring 2012, extract re new Code of Conduct
- 30 TV Alert; re Community Safety Website

Correspondence received since the issue of the agenda for 8 May 2012

- N1 NALC; request support for creation of Queen's Park Parish Council
- N2 WBVSF; invitation to meeting 22 May 2012 + newsletter rename
- N3 TVP; re Community Safety Website
- N4 WBC; Electoral Register update, May 2012
- N5 AVC; notification of takeover by Southern Bar Services
- N6 Pat Rowell; Winnersh Meadows opening update
- N7 Parish of Winnersh; invitations to Collation of Rev Samuel Denyer
- N8 Clerks & Councils Direct magazine, May 2012
- N9 Mid Berks & West Berks Local Access Forum; meeting re parks & local spaces, 30 May 2012, Calcot
- N10 Wokingham LINK; link to events list
- N11 WBC; Extraordinary Meeting of the Executive; agenda, 15 May 2012
- N12 The Clerk magazine, May 2012
- N13 Brambles Neighbourhood Partnership, agenda, 9 May 2012