



## Winnersh Parish Council

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### **MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 12 JUNE 2012 IN THE JOHN GROBLER ROOM**

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

**In attendance:** Clive Hudson (WPC Clerk).

#### **1 APOLOGIES**

- 1.2 Apologies for absence** – Cllrs D Hunt, J Grimson.

#### **2 MINUTES OF THE PREVIOUS MEETING**

- 2.1** The minutes of the Annual Meeting of the Parish Council of 9 May 2012 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.
- 2.2** The Parish Council considered the accuracy of the minutes of the Annual Parish Meeting of 9 May 2012. No questions were raised.

#### **3 MATTERS ARISING**

- 3.1** none.

#### **4 PUBLIC SESSION**

- 4.1** none.

## **5 COMPLAINTS AND FAULT TRACKING**

- 5.1** The Clerk reported on repairs to pieces of play equipment, which are in hand.

## **6 CORRESPONDENCE**

### **6.1 Correspondence received prior to the issue of the agenda**

Item 2; The Council noted that the clash of dates for the fete and REME is a one-off occurrence.

Item 8; The Clerk reported briefly on the Wokingham Town and Local Villages public transport survey.

Item 11; The Clerk reported on the consultation regarding the appointment of external auditors.

Item 20; The Council noted the leaving of PCSO Nellie Williams and her receipt of the Civic Award 2012. The Council asked the Clerk to invite her replacement (when known) to a Full Council meeting. **ACTION: Clerk**

Item 23; The Clerk summarised the email from the Thames Valley Environmental Records Centre. He was asked to forward a copy to Cllr Bray. **ACTION: Clerk**

Item 25; The Clerk confirmed the fee for the Internal Audit, 2011-12. Cllr Southgate reported on the death of the previous internal auditor. The Clerk has written to the family on the Council's behalf.

Item 30; The Council discussed the deadline for the recording of footpaths.

### **6.2 Correspondence received since the issue of the agenda**

Item N5; The Council considered the IEMD for the Smarter Choices Delivery Plan. The Council asked for this information to be forwarded to Cllr I Shepherd-Dubey and the Planning Committee. **ACTION: Clerk**

Item N11; The Council noted the information in this email.

Item N13; The Council discussed the closure of Chestnut Avenue. The Council requested that information could be distributed at the fete and to National Grid. **ACTION: Clerk**

Item N14; The Council discussed the report regarding the Pavilion kitchen. The Council instructed the Clerk to proceed with the repairs as necessary. **ACTION: Clerk**

Item N17; The Council noted the comments regarding signage on Jersey Drive.

Item N19; see R&A below.

## **7 BOROUGH COUNCIL MATTERS**

**7.1** Cllr Green read WBC Cllr P Houldsworth's report. See Appendix 1.

**7.2** Cllr Bray reported that:

- 1) She had not yet seen the latest details of the Local Plan / Core Strategy. She recommended that the Planning Committee keeps a watchful eye on this.
- 2) Winnersh Primary School; all the proposed road measures are in hand.
- 3) Robinhood Lane bridge steps; improvements had been put on the WPC wish list.
- 4) She reported on the WBC committees she is involved with.

**7.3** Cllr R Shepherd-Dubey reported that:

- 1) She had an interest in the Winnersh Primary School and could not comment.
- 2) A meeting of WBC officers is due to discuss a permanent expansion of the school.
- 3) She had attended a meeting regarding tackling congestion, which included the second part of the Winnersh Relief Road.
- 4) She is a member of the Borough / Parish Working Group.
- 5) She reported on the WBC committees she is involved with.
- 6) She invited the Planning Committee to contact her if there are issues which need addressing at WBC Planning meetings.

## **8 PARISH COUNCILLORS' QUESTIONS**

**8.1.** In response to a question regarding WBC Refuse Policy, Cllr Bray replied that WBC is learning lessons regarding implementation, delivery and constraints on recycling. Comments are invited to the Campaign Against Waste meeting of 25 June 2012.

**8.2** Cllr Cooke requested that clarification of the necessity of 'ex-officio' members of committees be an item for discussion at the next Full Council meeting.  
**ACTION: Clerk**

## **9 LAST PLANNING COMMITTEE MEETING**

**9.1** The minutes of the meeting of 9 May 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

**9.2** The minutes of the meeting of 29 May 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

Cllr Leask reported on the Ramblers Association request for information regarding footpaths. Cllr Grimson has spoken at the WBC Planning meeting regarding Winnersh Primary School. Discussions regarding Winnersh Primary School and Chestnut Avenue had already taken place earlier in this meeting. He reported on the decision regarding the footpath adjacent to 39-41 King Street Lane. Cllr Bray expressed concern over the WBC procedure for consultation on the 'giving away' of WBC land.

Cllr Leask reported that the committee had recommended Winnersh Meadows as a suitable venue for a Jubilee oak to be planted.

## **10 LAST R&A COMMITTEE MEETING**

**10.1** The minutes of the meeting of 31 May 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

**10.2** Cllr Plant reported that the signage for the car park was still outstanding. Cllr R Shepherd-Dubey was asked to make enquiries regarding the WBC planning requirements. **ACTION: Clerk & Cllr R Shepherd-Dubey**

**10.3** Cllr Plant reported on the recommendations of the R&A Committee for S106 funding of a Rox Climbing Wall and a Teenage Shelter. Cllr Plant confirmed that a shelter had been requested by local teenagers. The Council **RESOLVED** that £5241 be approved for the purchase and installation of a teenage shelter. **ACTION: Clerk**

A discussion took place regarding the delivery and installation costs of the Rox Climbing Wall.

The Council **RESOLVED** that a climbing wall could be purchased, not exceeding £11,500, upon receipt of confirmation of S106 funding from WBC.

**10.4** The Clerk reported that a further £174 of s106 funds had been authorised by WBC for the purchase of additional waste bins. The Council **RESOLVED** that the R&A Committee be given the authority to decide the details of the bins to be purchased.

**10.4** Cllr Plant reported on the recommendations for the External Toilets and the details of the 2 quotations which had been followed up. She reported that the changes to the specification regarding tiling would not affect the price quoted from H Marley. The second quotation was considerably higher than previously. The Clerk was asked to confirm with Mr Marley the work to be done and to write to the second contractor informing him that his quotation had been unsuccessful. **ACTION: Clerk**

Cllr Plant reported that a skip may be needed to remove items from the garage during the external toilet building works. The Clerk will consult with the caretaker regarding this. **ACTION: Clerk & Caretaker**

## **11 LAST EXECUTIVE COMMITTEE MEETING**

- 11.1** The minutes of the meeting of 31 May 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2** Cllr Green reported on the decision to award the Civic Award 2012 to PCSO Nellie Williams.  
Cllr Green also reported on the problems reported on the infrastructure of Pavilion House and the possibility of significant costs for the repairs. More specialist information is awaited.

The Clerk was asked to confirm the safety of the water supply to the pavilion.  
**ACTION: Clerk**

## **12 YEAR END ACCOUNTS 2011-12**

- 12.1** The Clerk reported that the minor discrepancies in the provisional figures presented to the April 2012 F&GP Committee meeting had been resolved. The completed final figures were as shown in the minutes of the F&GP meeting.

The Council **RESOLVED** to accept the accounts for the year 2011-12.

## **13 INTERNAL AUDIT PROCESS 2011-12**

- 13.1** The Council considered the Internal Audit report. Discussions took place regarding the duplication of reports from Sage and Excel. The F&GP committee will consider the details of the report at its next meeting.
- 13.2** Cllr Southgate reported that Mr G Hurst, the previous Internal Auditor, had undertaken part of the audit process earlier in the year, but because of his illness had been unable to pass on the details to his successor. Consequently, upon his death, Mrs C Connell had performed a full audit at very short notice. The Council recorded a vote of thanks to Mrs Connell for her help at this time.

The Council recorded the great service given by Graham Hurst over many years as Internal Auditor.

- 13.3** Cllr Southgate **RECOMMENDED** and the Council **RESOLVED** that the Internal Audit process for 2011-12 had been carried out effectively.

## **14 ANNUAL ACCOUNTS AND AUDIT RETURN**

- 14.1** The Clerk confirmed that the increase in the asset figures of the Council buildings was based upon the increase of insured value.
- 14.2** The Council **RESOLVED** to accept the Audit Statement of Accounts for 2011-12. The RFO and Chairman will complete and sign the relevant sections as appropriate.

The Clerk was asked to include an explanation of the variance in the figures for sections 6 & 8, reflecting the emergency repairs carried out in 2010-11.

14.3 The Council **RESOLVED** to accept the Audit Annual Governance Statement for 2011-12. The Chairman and Clerk will complete and sign the relevant sections as appropriate.

## 15 **WINNERSH FETE 2012**

15.1 Cllr Southgate gave a report on the final preparations for the Fete, scheduled for 16 June 2012.

Publicity had been through posters, flyers and Winnersh Matters. Discussions took place regarding the removal of advertising banners from roadside sites. The Clerk will contact WBC Highways to see if they have any information.

**ACTION: Clerk**

The weather forecast is bad for the weekend. Any decision regarding the cancellation of the fete will be made as late as possible.

## 16 **REPRESENTATIVES ON OUTSIDE BODIES**

16.1 Cllr Bray reported on the Winnersh Meadows opening on 19 May 2012. The Council queried whether an annual open day might take place in the late summer, from next year.

## 17 **APPROVAL OF ACCOUNTS**

17.1 The Council queried the progress of the change of signatories at Nat West. The Clerk confirmed that he has to visit Nat West to sort out a final query regarding the wording of the forms.

The Council expressed its concern over the length of time taken to complete the changes.

17.2 The Clerk presented the Nat West forms for the payment of staff salary by standing order. The Council **RESOLVED** to authorise the Chairman and Vice-Chairman to sign the forms on the Council's behalf.

**ACTION: Cllr Green & Southgate, Clerk**

17.3 The Clerk confirmed that the Nick Robins invoices are reported to the R&A committee as necessary.

17.4 The Clerk was asked to retain the Circus Scene cheque for presentation at the Fete.

17.5 The Council discussed the printing of Winnersh Matters and **RECOMMENDED** that an alternative printer be considered.

17.6 The Clerk confirmed that the Sage payment was for annual cover.

17.7 The Clerk confirmed the details of the Fete supplies and banners.

17.8 It was **PROPOSED** by Cllr Plant and **SECONDED** by Cllr Cooke and the Parish Council **RESOLVED** to pay the following accounts for June 2012.

**WINNERSH PARISH COUNCIL MEETING 12 JUNE 2012  
ACCOUNTS FOR PAYMENT - JUNE 2012**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Chq No</b>
Salaries (CH-AL-CF-JM)	Salaries	3,051.76	6930-6933
The Berkshire Pension Fund	Pension	396.11	6934
HM Revenue & Customs Only	Tax & NI	623.24	6935

ADT Fire and Security plc	Works on fault in intruder system	237.60	6936
ABA (Construction) Ltd	ARD Monthly playground inspection May12	110.74	6937
Bowak Limited	First Aid Equipment / Cleaning Supplies	136.22	6938
Clive Hudson	Fete Supplies / Fete Banner	73.77	6939
Dave Knight Esq	Window Cleaning June12	90.00	6940
David Green	Q1 Chairman's Allowance	50.00	6941
Nick Robins Limited	Ground Works May12	1,326.00	6942
Pavilion Café	AGM Refreshments	75.00	6943
phs Group plc	Blue Towel / Toilet Rolls	101.62	6944
Sage (UK) Limited	Payroll Cover	180.00	6945
Security Control Systems Limited	New CCTV Monitor	354.00	6946
Southern Electric	Final Bill - Charges to 16 May12	1,207.73	6947
The Computer Doctor	Q2 Maintenance Cover	45.00	6948
Total Gas & Power Limited	Charges for 29Feb - 31Mar	449.32	6949
Viking	Stationery	91.85	6950
Help For Hereos	Donation Balance from Fete 2011	87.00	6951
C D Seamark	Organ for Fete	100.00	6952
Circus Scene	Fete	250.00	6953
Geoff Harper	Gazebo for Fete	43.99	6954
Clive Hudson	Expenses £45.42 / Mileage £39.15	84.57	6955
gpex	Winnersh Matters Printing	933.00	6956

Natwest One Card - Credit Card	Fete printing - leaflets / posters	319.00	DD 11/6
PlusNet	Monthly Fee	49.82	DD 13/6
Risk Group	Internet back up storage	17.94	DD 15/6
Wokingham Borough Council	Council Tax	91.00	DD 1/6

**Total for the month** 10,576.28

**Financial Position as at 31 May 2012**

Sub-total (receipts)	£	61,145.17
Less payments for year to date	£	47,160.77
Sub-total	£	13,984.40
Add balance carried forward 31/3/12	£	46,199.54
	£	<u>60,183.94</u>

**18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT**

18.1 none

**19 TIME AND DATE OF NEXT PARISH COUNCIL MEETINGS**

19.1 The Annual Meeting of the Parish Council will be held on Tuesday 10 July 2012 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 10.10pm.

Items of correspondence received prior to the issue of the 12 June 2012 Full Council Meeting Agenda

- 1 WDALC; agenda for meeting of 17 May 2012
- 2 REME; leaflet for Corps Weekend, 16 June 2012
- 3 Berkshire Communicator; May 2012 edition
- 4 Wokingham Cricket Club, invitations to opening, 14 June 2012
- 5 Wokingham Safeguarding Children Board; re private fostering
- 6 Action For All News; 14, 2012-13
- 7 WBC; Annual Meeting of the Council, agenda, 24 May 2012
- 8 Audit Commission; consultation May 2012
- 9 WBC Local Healthwatch; flyer, public meeting 21 June 2012
- 10 WBC; Wokingham Town and Local Villages public transport survey
- 11 CCB; certificate of membership on appointment of external auditor for 2012-13 and onwards
- 12 WBC; link to Inform newsletter, 18 May 2012
- 13 WBC; invitation for Bowel Cancer UK to make a presentation
- 14 WBC; confirmation of receipt of Cllr R Shepherd-Dubey's change of interest form
- 15 RBFRS; volunteers flyers
- 16 TV Alert; 22 May 2012
- 17 Wokingham LINK; draft annual report
- 18 TV Alert; 23 May 2012
- 19 WBVSF; focus group meetings, 24 & 25 May 2012
- 20 PCSO Nellie Williams; notification of leaving TVP at end of June 2012
- 21 WTC; permission for Wokingham Town Mayor to wear chains, 9 June 2012
- 22 WBC; Campaign Against Waste meeting, 25 June 2012
- 23 TVERC; summer newsletter 2012
- 24 Action For All newsletter, 28 May 2012
- 25 Claire Connell; confirmation of fees for Internal Audit 2011-12
- 26 WBC; Meeting of the Executive, agenda, 31 May 2012
- 27 Round & About Winnersh, magazine, June 2012
- 28 WBC; notification of new Mayor, deputy and Leader of Council
- 29 TV Alert; 28 May 2012
- 30 Loddon Valley Ramblers; re recording unrecorded footpaths
- 31 Arborfield news, magazine, June-July 2012
- 32 TV Alert, 31 May 2012
- 33 Claire Connell; Internal Auditor's report, 2011-12



Items of correspondence received since the issue of the 12 June 2012 Full Council Meeting Agenda

- N1 WBC; notice of election (Police & Crime Commissioner), 15 November 2012
- N2 LCR magazine, summer 2012
- N3 WBC; changes to electoral register, June 2012
- N4 WBC; Temporary Event Notice, fete, 16 June 2012
- N5 WBC; IEMD Smarter Choices Delivery Plan
- N6 BALC; Berkshire Communicator, June 2012
- N7 WBC Cllr Philip Houldsworth; apologies and report
- N8 WBC; Meeting of the Overview and Scrutiny Management Committee, 13 June 2012
- N9 Mybizadvisor/Peninsula; invitation to seminar on employment law, 10 July 2012
- N10 Berks County Blind Society; invitation to AGM, 1 October 2012
- N11 Mr V Pearson; death of Terry Spalding, former WPC councillor
- N12 BALC; evening on Localism Act (inc Code of Conduct), NPPF, Neighbourhood Development Plans, 18 July 2012 at Calcot
- N13 Ramblers Association; re Chestnut Avenue closure
- N14 WBC Environmental Health; report on Pavilion Café
- N15 Action For All newsletter; 10 June 2012
- N16 TV Alert; 11 June 2012
- N17 Mr K O'Leary; request for help removing a Prospect Estate Agency sign
- N18 Wokingham Volunteer Service; receipt of Queen's Award for Voluntary Service 2012
- N19 WBC; response to request for confirmation of S106 spending
- N20 WBC; Community Safety Partnership Public Meeting, 13 June 2012
- N21 Flood Ark Ltd; flood protection product information

## **Appendix 1**

### **Borough Council Report – Philip Houldsworth – June 2012**

#### **Apologies**

I shall be attending the induction of the new Rector to the Parish of Winnersh and therefore will not be able to attend the Parish meeting. Below are my notes.

#### **Post Election**

I remain a member of the Health, Oversight and Scrutiny Committee. The responsibilities of this committee are due to be amended following the new Health Act. I shall be attending a briefing meeting on this later this month.

I also remain on the Licensing, School Transport Appeals and am now appointed to the Borough Parish Working Group.

#### **Council Business**

This month will see the launch of the Local Plan which covers all development up to 2026 this will be out to consultation from June 26<sup>th</sup>. I have contributed to this and am relatively happy with the Winnersh elements, as this document has not yet gone to Committee I have no further comment.

I have been involved in expediting an urgent call for help from a family in Winnersh, who were found alternative accommodation at very short notice. Prue has also been involved and can tell the Council more.

I had a meeting with planning officers concerning the Ron Woods Transit intentions. An application has now been made with a closing date of the end of the month. Hopefully this will be agreed but I shall look to call it in if no agreement has been made with the officers.

I attended the planning committee to speak on Winnersh Primary School in support of the new classroom. I do realise that there are some residents who are still opposed to this expansion but in my view we have little choice. What will please other residents is the proposal to extend the 30 mph zone on Robinhood Lane and to introduce pedestrian refuges. I have asked that the location of the speed camera also be considered.

Philip Houldsworth  
6<sup>th</sup> June 2012.