



## Winnersh Parish Council

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### MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 8.15 p.m. ON TUESDAY 10 JULY 2012 IN THE JOHN GROBLER ROOM

**PRESENT:** Cllrs D Green (Chairman), P Bray, F Breedlove, E Cooke, 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 – Cllrs L Lainsbury, R Tilbe.

1.2 Apologies for lateness – Cllrs P Bray, R Shepherd-Dubey.

#### 2 CODE OF CONDUCT

2.1 The Council discussed the requirement to adopt a new code of conduct and that the details of the code of conduct recommended by Wokingham Borough Council were not yet available.  
(Cllrs Bray and R Shepherd-Dubey joined the meeting during this discussion.)  
The Council **RESOLVED** that it would, in principle, adopt a code of conduct based upon the Wokingham Borough Council model. The Council will consider adapting Standing Orders if necessary. In the meantime the Council will continue to abide by the previous code of conduct, wherever it is consistent with the law.

Discussions took place regarding declarations of interest for councillors and their partners.

The Clerk confirmed that the Monitoring Officer would like the new declaration of interest forms to be completed and returned to the Clerk by 28 July. The information on these forms will be published on the Parish and Borough websites.

### **3 MINUTES OF THE PREVIOUS MEETING**

- 3.1** The minutes of the Council meeting of 12 June 2012 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

### **4 MATTERS ARISING**

- 4.1** none.

### **5 PUBLIC SESSION**

- 5.1** none.

### **6 COMPLAINTS AND FAULT TRACKING**

- 6.1** The Clerk reported that a fault had been reported on the CCTV system. The system is now working properly again.

### **7 CORRESPONDENCE**

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

Item 10; The Clerk confirmed that the invitation was from Wokingham Job Support Centre.

Item 16 & N15; details of the Bearwood Primary School Park & Stride scheme will be considered under agenda item 15 below.

Item 22 & 34; regarding Winnersh Primary School will be considered under agenda item 11 below.

Item 23; The Clerk reported that WBC has requested topics of interest for discussion at the Borough/Parish Working Group.

Item 28; further details of Age Concern's operations out of Winnersh Triangle were given to the meeting.

Item 35; The Chairman of the Borough/Parish Working Group has requested to attend a Council meeting and is provisionally confirmed as attending the December 2012 meeting.

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

Item N6: The Council considered a request for an allotment tenant who is moving out of the parish to retain her plot. The Council confirmed the principle that tenants moving out of the parish should give up their plots. The Council **RESOLVED** to give this tenant an extension of the tenancy until the end of December 2012 in order to harvest crops already planted.

**ACTION: Clerk**

Item N13; The Clerk reported on meetings he has had recently with Nat West regarding signatories and the functioning of the bank account. The Council asked Cllr Southgate, as Chairman of F&GP, to contact the bank to express its disquiet about the difficulties experienced by the Council.

**ACTION: Cllr Southgate**

The Council asked that Cllr I Shepherd-Dubey helps the office resolve the urgent problems with the office computer system.

**ACTION: Clerk, Cllr I Shepherd-Dubey**

Item N16; the Clerk summarised the structural engineer's initial observations on the problems with Pavilion House.

The Council asked the Clerk to get further recommendations from the structural engineer as to how the problems can be fixed.

The Council asked the Clerk to investigate whether there are any temporary measures which will help alleviate the problem.

**ACTION: Clerk**

The Council **RESOLVED** to give the Planning Committee authority to review this project during the summer recess.

## **8 BOROUGH COUNCIL MATTERS**

### **8.1** Cllr R Shepherd-Dubey reported that:

- 1) She reported on the MDD DPD, the changing settlement boundaries around Sindlesham and Bearwood Primary School, and the sites for housing at Hatch Farm Dairies, Wheatsheaf Lane and Arbor Lane.
- 2) She reported on WBC's willingness to assist parishes develop Neighbourhood Plans.
- 3) New proposals are being considered for the crossing controls at Winnersh crossroads and the crossing controls and roundabouts at Winnersh Triangle.

### **8.2** Cllr Bray reported that:

- 1) engineers had been out to look at possible changes to the steps at Robinhood Lane railway bridge.
- 2) a cyclist had been involved in an accident at Danywern Drive.

## **9 PARISH COUNCILLORS' QUESTIONS**

**9.1** There were no questions regarding Borough matters.

**9.2** There were no questions regarding Parish matters.

## **10 PARISH COMMITTEE MEMBERSHIP**

**10.1** A discussion took place regarding the history and purpose of 'ex officio' members of the Council's committees. The main benefits are in continuity of policy and information and in maintaining a quorum within committees.

**10.2** The Council **RESOLVED** that Cllr R Tilbe should be appointed to the Planning Committee.

## **11 LAST PLANNING COMMITTEE MEETING**

- 11.1** The minutes of the meeting of 19 June 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2** Cllr Grimson reported on the meetings of 19 June and 9 July 2012  
He reported on the decisions regarding Roy Wood Transits, Winnersh Garden Centre and the appeal decision at 1 Mole Road.  
He reported on the Winnersh Primary School Stakeholder Meeting and SE Water proposals for road closures within Wokingham.

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

- 12.1** The minutes of the meeting of 3 July 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 12.2** Cllr Plant reported that the permanent signage for the car park was still outstanding. S106 funding has been confirmed and orders have been placed for the climbing wall and teenage shelter. The order has been placed for the external toilet. The Christmas lights event has been confirmed for Friday 7 December 2012 and the primary schools have been notified. The Council asked the Clerk to invite the WBC Mayor to officiate at the Christmas Lights event. **ACTION: Clerk**  
The R&A Committee will consider funding for fireworks and additional lights at a future meeting.
- 12.3** Cllr Plant presented recommendations from the R&A Committee:  
The Committee had **RECOMMENDED** and the Council **RESOLVED** to authorise £1500 from the Contingency Budget for the purchase of a refurbished bicycle for the adult gym.

The Committee had **RECOMMENDED** that the Council signs the new 10 year lease for the allotments.

Cllrs I Shepherd-Dubey and Green declared an interest.

The Council **RESOLVED** to approve the allotment lease for 2013-2022 and authorised Cllrs Plant and Southgate to sign the document on the Council's behalf.

- 12.4** Further discussions took place regarding the declaration of interests on the R&A Committee. Clarification of the details of declarations of interest will be presented and discussed at a future Full Council meeting. **ACTION: Clerk**

## **13 NEXT FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

- 13.1** The next meeting of the F&GP Committee was confirmed as Tuesday 24 July 2012 at 7.45pm in the John Grobler Room.

## **14 WINNERS FETE**

**14.1** Cllr Southgate summarised the debrief of the fete. He reported that the fete went very well again and thanked everybody for their help. He reported on the provisional figures for charitable donations. The Council **RESOLVED** to donate £50 to both the Scouts and ATC, with the remainder (approximately £500) to go to Barnardo's.

Cllr Green thanked Cllr Southgate for chairing the Fete Working Group and for the work he had put into organising the event.

**14.2** The Council **RESOLVED** to run a fete in 2013 on Saturday 15 June.

**14.3** The Council **RESOLVED** to authorise the balance of funds for the 2012 fete to be used for payment of deposits towards the 2013 fete. .

## **15 BEARWOOD PRIMARY SCHOOL**

**15.1** The Council discussed WBC's proposal for a Park & Stride scheme to operate out of the Council car park.

Cllr Bray expressed concern that the WBC Highways department had not consulted the Borough councillors.

The Council agreed in principle to the adoption of the Park & Stride scheme, as presented, with changes to access and footpaths to be paid for by WBC. The Council asked that WBC should make a contribution towards the additional hedge-cutting costs.

The Council authorised the Planning Committee to look at the detail of the project over the summer recess.

## **16 WINNERSH MEADOWS**

**16.1** The Council considered the request for the NAG to hold WBC's funds for the Winnersh meadows project.

Cllrs Bray, Breedlove, R Shepherd-Dubey and Southgate declared a personal interest.

The Council concluded that it would be more appropriate for the Parish Council to hold the funds on the NAG's behalf, with the funds ring-fenced for Winnersh Meadows use only. The Council asked Cllr Breedlove to relay this information to the NAG and WBC. **ACTION: Cllr Breedlove**

## **17 REPRESENTATIVES ON OUTSIDE BODIES**

**17.1** Cllr Grimson reported on the Borough/Parish Working Group and its discussions regarding the effect on Council Tax and precepts of the changes to the benefits systems. Cllr Bray and the Clerk had also attended meetings on this topic and added further information.

**17.2** Cllr Grimson summarised the discussions which had taken place regarding the closure of Chestnut Avenue.

**17.3** Cllr Grimson had attended a meeting of the Winnersh Primary School stakeholder group.

- 17.4** Cllr Bray reported on the creation of an after-school club at Winnersh Primary School.
- 17.5** Cllr Cooke reported on a Waste Management Committee meeting and presented information on street cleaning and the waste collection service.
- 17.6** Cllr Plant and Green had attended the opening of the Wokingham Cricket Club at Sindlesham.

**18 APPROVAL OF ACCOUNTS**

- 18.1** The Council **RESOLVED** to authorise the Planning Committee meeting of 21 August 2012 to pay the August accounts.
- 18.2** The Clerk confirmed the replacement of broken bollard keys.
- 18.3** It was **PROPOSED** by Cllr Hunt and **SECONDED** by Cllr Bray and the Parish Council **RESOLVED** to pay the following accounts for July 2012.

**WINNERSH PARISH COUNCIL MEETING 10 JULY 2012  
ACCOUNTS FOR PAYMENT - JULY 2012**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Chq No</b>
Salaries (CH-AL-CF-JM)	Salaries	3,186.58	SO/6958
The Berkshire Pension Fund	Pension	396.11	6959
HM Revenue & Customs Only	Tax & NI	657.44	6960
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All in One Security Products Limited	4 keys for Rhino Bollards	39.60	6961
ABA (Construction) Ltd	ARD Monthly playground inspection June12	110.74	6962
Biffa Waste Services Limited	Trade Waster Service for 30June - 28Sept	1,014.84	6963
Bowak Limited	First Aid Equipment	66.46	6964
Claire Connell	Internal Audit Services to 31 March 2012	500.00	6965
Clive Hudson	Fete Supplies	17.61	6966
Corona Energy	Gas Supply from 22May to 1June	57.38	6967
Dave Knight Esq	Window Cleaning July12	90.00	6968
Kompan	Slide & General Repairs to the Park Equipment	972.04	6969
Nick Robins Limited	Ground Works June12	1,322.00	6970
P Mason	Jazz Band at Fete	150.00	6971
Rachelle Shepherd-Dubey	Fete - Lollipops	23.94	6972
Mr A Hester	Half of Allotment Deposit Refund	17.50	6973
Brady Corporation Limited	SETON - Tape/Paint/Batteries/Signs	117.44	6974
SMS Environmental Limited	Risk Assessment 7June (£300)	674.40	6975
	Water Sampling - Legionella Bacteria (£374.40)		
Sound and Lighting Hire	Hire of Sound Equipment for Fete	288.00	6976
SSE Contracting Limited	Street Lighting Maintenance for June Qtr	77.81	6977
The Post Office	100 x 1st class and 100 x 2nd class stamps	110.00	6978
Yateley Morris Men	Performing at the fete	95.00	6979
Total Gas & Power Limited	Gas Supply from 29Feb to 15May	986.55	6980
Truvox International Limited	Annual Service of Hoover/Buffer	34.96	6981
Wokingham Borough Council	Contribution to legal fees for new allotment lease	300.00	6982
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Natwest One Card - Credit Card	Temporary WPC Sign 28June - £36.00 Flowers for PCSO at Fete 16June - £27.50	63.50	DD 10/7
PlusNet	Monthly Fee	57.68	DD 13/7
Risk Group	Internet back up storage	17.94	DD 19/7
Thames Water	Services 13Feb - 20May	-21.19	DD 26/6
Wokingham Borough Council	Council Tax	91.00	DD 2/7
<b>Total for the month</b>		<b>11,515.33</b>	

**Financial Position as at 30 June 2012**

Sub-total (receipts)	£	65,487.33
Less payments for year to date	£	47,309.97
Sub-total	£	18,177.36
Add balance carried forward 31/3/12	£	46,199.54
	£	64,376.90

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

**19.1** none

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

**20.1** The next meeting of the Parish Council will be held on Tuesday 11 September 2012 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 10.58pm.

## **Items of correspondence received prior to the issue of the 10 July 2012 Full Council Meeting Agenda**

- 1 WBC; Meeting of the Special Council Executive Committee, agenda, 21 June 2012
- 2 WBC; Extraordinary Meeting of the Executive, agenda, 21 June 2012
- 3 Wokingham Volunteer Centre; job advert poster
- 4 WBC; link to Inform newsletter, 15 June 2012
- 5 BALC newsletter; training session 18 July 2012
- 6 WBC; confirm receipt of Cllr Tilbe's Register of Interests form
- 7 Clifton-Ingram solicitors; e-cite newsletter
- 8 WBC; Meeting of the Children's Services Overview and Scrutiny Panel; agenda, 25 June 2012
- 9 Wokingham LINK newsletter; June 2012
- 10 WJSC; invitation to AGM, 12 July 2012
- 11 WBC; meeting of the Planning Committee, agenda, 27 June 2012
- 12 WBC; meeting of the Executive, agenda, 28 June 2012
- 13 TVP; TV Alert 21 June 2012
- 14 NALC; notes on members registration and disclosure of interests
- 15 Action For All newsletter; 24 June 2012
- 16 WBC; Bearwood School; WPC parking and footpaths
- 17 South East water; information evening, 3 July 2012
- 18 Readibus; invitation to AGM, 12 July 2012
- 19 Open Spaces Society; AGM, 10 July 2012, Newsletter
- 20 WBC; meeting of the Community Partnerships Overview and Scrutiny Panel, agenda, 4 July 2012
- 21 WBC; Meeting of the Trading and Enterprises Sub Committee, agenda, 3 July 2012
- 22 WBC; re Winnersh Primary School stakeholder group
- 23 WBC; request for topics for the Borough Parish Conference, 7 November 2012
- 24 WBC; Register of Electors update, July 2012
- 25 Wokingham Borough News, magazine, summer 2012
- 26 Round and About Wokingham / Winnersh; magazine, July 2012
- 27 TVP; TV Alert, 2 July 2012
- 28 Age Concern; furniture & electrical outlet in Wharfedale Road
- 29 WBC; councillors' declarations of interest on parish website
- 30 WBC; link to Partnership News
- 31 Clerks & Councils Direct; magazine, July 2012
- 32 Marie Curie Cancer care; Tea party leaflets
- 33 WDALC; agenda for meeting, 12 July 2012
- 34 WBC; waiting restrictions near Winnersh Primary School
- 35 WBC Cllr M Firmager; request to speak to WPC re 'engagement' and Borough Parish Working Group



Items of correspondence received since the issue of the 10 July 2012 Full Council Meeting Agenda

- N1 Wokingham Town Council; re receipt of Draft Code of Conduct
- N2 NAG; re funds for Winnersh Meadows
- N3 SLCC; The Clerk magazine, July 2012
- N4 NHS Blood Service; posters
- N5 WBC; lease for allotments 2013-2022
- N6 Linda Hubert; request to keep allotment
- N7 CCB; link to digital magazine, 'Community Digital'
- N8 WBC; link to Inform newsletter, 6 July 2012
- N9 TVP; Community Policing Awards, posters
- N10 WBC; Safe Communities survey
- N11 Action For All newsletter, 8 July 2012
- N12 WBC; IEMD report; Freight Management Policy
- N13 WPC FAO; comments re computers and banking
- N14 WBC; results of National Highways & Transportation Perception Survey, 2011
- N15 WSP; details of proposals for Bearwood Primary School Park & Stride (see 16)
- N16 Archibald Shaw Ltd; observations re Caretaker's House