



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone/Fax 0118 978 0244
e-mail parish@winnersh.gov.uk
www.Winnersh.gov.uk

MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 11 SEPTEMBER 2012 IN THE JOHN GROBLER ROOM

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

In attendance: Clive Hudson (WPC Clerk), Amanda Lambourne (WPC FAO).

1 APOLOGIES

- 1.1 Apologies for absence – Cllr R Tilbe.
- 1.2 Apologies for lateness – Cllr P Bray.

2 MINUTES OF THE PREVIOUS MEETING

- 2.1 Item 14 of the minutes. The heading should read “Winnersh Matters”.
- 2.2 The minutes of the Council meeting of 12 June 2012, with the amendment shown in 2.1, were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

3 MATTERS ARISING

- 3.1 There were no matters arising.
- 3.2 The Clerk gave a brief update on the progress of the Bearwood Primary School Park N Stride scheme.

4 PUBLIC SESSION

- 4.1 none.

5 COMPLAINTS AND FAULT TRACKING

- 5.1** The Clerk reported that there have been 2 instances recently of bottles being broken near the basketball pitch.
- 5.2** There had been problems establishing WRFC's pitch requirements for the new season. All the pitches were marked before the first matches.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 5; will be discussed under agenda item 15.

Item 7; a short discussion took place over the display of banners on the highway.

Item 28; The Clerk gave a brief overview of the function of the WBC Licensing Committee.

Item 31; Cllr Cooke has a paper copy of this report.

Item 33; Cllr Cooke has a paper copy of this report.

Item 40; The Clerk gave details of the Drop-in Flood Surgery.

6.2 Correspondence received since the issue of the agenda

Item N3: The Council had no nominations for the WBC Sports Personality awards.

Item N4; The Council discussed the options for printers for the next edition of Winnersh Matters. The next edition will be reduced size because the extra costs are not covered by advertising.

Item N6; the Council noted the national Boundary Commission consultation.

7 BOROUGH COUNCIL MATTERS

- 7.1** Cllr Green read Cllr P Houldsworth's report (see Appendix 1).
- 7.2** Cllr Green read Cllr P Bray's report (see Appendix 1).
- 7.3** Cllr R Shepherd-Dubey reported:
She gave an update on the progress of Highways and access improvements for Winnersh Primary School. The Council discussed the Planning Requirements for his project and future school provision.
WBC is considering the use of Civilian Parking Enforcement Officers.
The is no further news of the Hatch Farm Dairies application.

8 PARISH COUNCILLORS' QUESTIONS

- 8.1 There were no questions regarding Borough matters.
- 8.2 There is no further news of potential alterations to the roadbridge over the railway.

9 LAST PLANNING COMMITTEE MEETING

- 9.1 The minutes of the meeting of 9 July 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2 The minutes of the meeting of 30 July 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.3 The minutes of the meeting of 21 August 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2 Cllr Grimson reported on the business of the meetings of 30 July, 21 August and 10 September 2012.
Cllr Hunt on the proposed Flood Defence Exercise planned for October 2012.
Cllr Grimson gave an update on the closure of Chestnut Avenue. Cllr R Shepherd-Dubey was asked to make enquiries into WBC's response to this situation.
ACTION: Cllr R Shepherd-Dubey
The Council confirmed that in principle it will support further pressure / action to resolve this problem.

10 LAST R&A COMMITTEE MEETING

- 10.1 Item 14.1 should read:
"WPC approached the Café regarding 1st Aid training for the Café staff.
Discussion closed due to cost.
The Clerk, FAO and Caretaker are to take the relevant 1st Aid training.
ACTION: Clerk"
- 10.2 The minutes of the meeting of 10 September 2012, with the change specified in 10.1 above, were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.3 The Clerk was asked to confirm the level of 1st Aid training necessary for Council staff.
ACTION: Clerk
- 10.4 Cllr Plant reported that since the R&A meeting she had found out further information about the options for replacement matting to the Kompan Elements Edge unit. A decision was postponed on this repair until the next meeting.
ACTION: Clerk
The installation of the teenage shelter and ROX climbing wall are complete.
The Clerk expressed his thanks to Cllrs Plant & Cooke for overseeing the project over the summer holidays.
(Cllr Bray joined the meeting)
Cllr Plant reported on the progress of the car park signage and the start of the works for the external toilet.

Cllr Plant is creating a schedule for the Christmas Lights event, Friday 7 December 2012.

11 LAST FINANCE & GENERAL PURPOSES COMMITTEE MEETING

- 11.1** Item 12.4 of the minutes. The actions are upon Cllr I Shepherd-Dubey and not Cllr R Shepherd-Dubey.
- 11.2** The minutes of the meeting of 24 July 2012, with the change specified in 11.1 above, were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.3** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure and Capital & Major Projects Accounts for Quarter 1 2012-13.
- 11.4** Cllr Southgate reported that the Internal Audit report had been reviewed and was being actioned. The Policies and Procedures review was nearly complete, with the Code of Conduct ready for discussion by the Council, and Standing Orders, Financial Regulations, and Electronic Mail and Internet Use to be reviewed at the next F&GP meeting.

12 CODE OF CONDUCT

- 12.1** Cllr Southgate gave an overview of WBC's Code of Conduct and WPC's proposed abbreviated version. A discussion took place on the wording of the draft document.
The Council **RESOLVED** to remove the word 'then' from the second sentence in 1.1 of the Preamble.
- 12.2** Cllr Southgate **PROPOSED** to adopt the Code of Conduct C02, with the amendment in 12.1 above, and this was **RESOLVED**.
- 12.3** A discussion took place regarding Declarations of Interest. The Clerk reported on the option for councillors to request a dispensation. The Council recorded that it considered it appropriate for councillors who hold an allotment plot to apply for a dispensation to allow them to participate in all matters concerning the allotments, with the exception of the setting of annual allotment fees and any matters specifically relating to their own plots.
The Council confirmed that it would not be appropriate for these members to participate in discussions and decisions regarding the allotments, until such a dispensation was in place.

13 STANDING ORDERS

- 13.1** The Standing Orders document will be reviewed at the next F&GP meeting.
ACTION: Clerk

14 BOROUGH PARISH CONFERENCE

14.1 The Council discussed topics for the breakout sessions for the Borough / Parish conference on 7 November 2012.

The topics suggested were:

- 1) School place provision
- 2) Footpaths

15 PAVILION HOUSE REPAIRS

15.1 The Clerk reported on the proposals and quotations received for remedial works to the boilers and heating systems in the Pavilion and Pavilion House.

15.2 The Council **RESOLVED** to allocate £9500 from the Contingency Fund for initial works to the heating systems in the Pavilion and Pavilion House.

15.3 The Council **RESOLVED** to accept the quotation from Prestige Plumbing for the remedial works to the boilers and heating systems in the Pavilion and Pavilion House. **ACTION: Clerk**

16 REPRESENTATIVES ON OUTSIDE BODIES

16.1 Cllr Cooke reported on Waste Management, landfill and bagging of waste. The WBC Litter Pick for 2013 will take place over the weekend of 23/24 March 2013.

16.2 Cllr Grimson had attended a WDALC meeting which included information on Council Tax benefits.
(There is a consultation available on the WBC website.)

16.3 Cllr Grimson has attended several Winnersh Primary School Working Party meetings.

16.4 Cllr Grimson reported on the BALC Executive meeting and the change in fees for 2013-14.
CCB has stepped back from the County Training Partnership, which will now be run in conjunction with BALC and the SLCC.

17 APPROVAL OF ACCOUNTS

17.1 The Clerk reported that the update of signatories at Nat West was now complete. The Council's Standing Orders were paid twice in August. The outstanding money has been repaid by the recipients.

The Council instructed the Clerk to write to the Chairman of Nat West to complain about the poor level of service received over these matters.

ACTION: Clerk

The FAO reported on banking options with other banks.

17.2 The FAO reported on the charges and repeat visits of ADT to investigate a fault on the fire alarm system.

- 17.3** The Council discussed computer maintenance and **RESOLVED** to cancel the contract with the Computer Doctor at the end of the year. **ACTION: Clerk**
- 17.4** It was **PROPOSED** by Cllr Leask and **SECONDED** by Cllr Breedlove and the Parish Council **RESOLVED** to pay the following accounts for September 2012.

**WINNERSH PARISH COUNCIL MEETING 11 SEPTEMBER 2012
ACCOUNTS FOR PAYMENT - SEPTEMBER 2012**

Payee	Description	Amount	Chq No
Salaries (CH-AL-CF-JM)	Salaries	3,096.90	SO/7018
The Berkshire Pension Fund	Pension	396.11	7019
HM Revenue & Customs Only	Tax & NI	634.44	7020
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ADT Fire & Security Plc	Fault on Fire System 22Aug	266.40	7021
Bowak Limited	Cleaning Materials	112.84	7022
Clive Hudson	OS Maps for plans for signage	29.30	7023
The Computer Doctor	Quarterly Cover Sept/Oct/Nov	45.00	7024
John Southgate	Companies House - Annual Return Fee (WFAT)	14.00	7025
Nick Robins Limited	Ground Works August12	1,650.00	7026
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PlusNet	Monthly Fee	53.73	DD 13/9
Risk Group	Internet back up storage	17.94	DD 19/9
Wokingham Borough Council	Council Tax	91.00	DD 1/9
Total for the month		6,407.66	

Financial Position as at 31 August 2012

Sub-total (receipts)	£	77,672.85
Less payments for year to date	£	82,990.77
Sub-total	-£	5,317.92
Add balance carried forward 31/3/12	£	46,199.54
	£	40,881.62

18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

- 18.1** The Clerk confirmed that council staff will be booked on the relevant 1st Aid courses.
- 18.2** A local group has offered to help with community projects. The Council suggested that help maybe needed at Winnersh Meadows and Rainbow Park. Cllr Green will contact WBC and reply to this enquiry. **ACTION: Cllr Green**
- 18.3** A member of the public has offered voluntary services. The Council discussed options. Cllr Green will contact the volunteer. **ACTION: Cllr Green**

19 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

- 19.1** The next meeting of the Parish Council will be held on Tuesday 9 October 2012 at 7.45pm in the John Grobler Room.

PART 2

20 CARETAKER'S SALARY PACKAGE

- 20.1** The Council considered the latest information regarding house/salary package regulations with regard to minimum wage and accommodation offset. The Council **RESOLVED** to adjust the salary package from October 2012 to reflect the minimum wage / maximum accommodation offset which will become applicable from that month. The Council asked the FAO to re-calculate the Caretaker's salary from the start of his employment to the end of September 2012 to reflect the minimum wage / maximum accommodation offsets applicable at the time. The Council **RESOLVED** to repay the outstanding balance to the Caretaker, if applicable.
- 20.2** The Council asked the Clerk to make a review of the Caretaker's salary package an agenda item for the January 2013 F&GP committee meeting.
- 20.3** The Council received an update regarding the injuries sustained by the Caretaker during the summer.

There being no further business, the meeting closed at 10.47pm.

Items of correspondence received prior to the issue of the 11 September 2012 Full Council Meeting Agenda

- 1 WBC; Meeting of the Trading & Enterprises Sub Committee, 23 July 2012, agenda
- 2 WBC; Meeting of the Overview and Scrutiny Management Committee, 18 July 2012, agenda
- 3 WBC; Meeting of the Council, 19 July 2012, agenda
- 4 Marwood Group Ltd; flood defence barriers booklet
- 5 Archibald Shaw; structural engineering advice terms
- 6 Wokingham LINK newsletter, 12 July 2012
- 7 WBC; reply re siting of banners near roads
- 8 TVP; TV Alert, 19 July 2012
- 9 WBC; Meeting of the Planning Committee, 25 July 2012, agenda
- 10 WBC; Meeting of the Executive, 26 July 2012, agenda
- 11 Action for All news; 23 July 2012
- 12 Wokingham LINK newsletter, 19 July 2012
- 13 TVP; TV Alert, 24 July 2012
- 14 Earley TC; comments re DPI forms
- 15 BALC; Berkshire Communicator newsletter, 27 July 2012
- 16 TVPO news release, 1 August 2012
- 17 TVP; TV Alert, 1 August 2012
- 18 Wokingham CAB; invitation to AGM, 31 August 2012
- 19 BALC; Asset Transfer masterclass, 23 October 2012
- 20 Arborfield News; August – September 2012
- 21 WBC; acknowledge receipt of DPI forms
- 22 Royal Berkshire Fire and Rescue Service; IRMP Annual Action Plan 2013/14 consultation
- 23 WBC; An Extraordinary Meeting of the Overview and Scrutiny Management Committee, 23 August, agenda
- 24 TVP; TV Alert, 22 August 2012
- 25 Wokingham Volunteer Centre; Invitation to AGM, 13 September 2012
- 26 Macmillan Cancer Support; coffee mornings
- 27 Relate; invitation to AGM, 20 September 2012
- 28 WBC; Meeting of the Licensing and Appeals Committee
- 29 CCB; Invitation to AGM, 3 October 2012
- 30 Home-Start Wokingham; Invitation to AGM, 24 September 2012
- 31 Re3; link to Annual Environment Report 2011-12
- 32 WBC; link to Tenancy Strategy Consultation
- 33 WBC; Waste Review consultation
- 34 Berkshire Historic Environment Forum; 6 October 2012
- 35 SLCC; notice of AGM, 13 October 2012
- 36 WBC; Meeting of the Children's Services Overview and Scrutiny Panel, 5 September 2012, agenda
- 37 WBC; Meeting of the Community Partnerships Overview and Scrutiny Panel, 5 September 2012, agenda
- 38 TVP; TV Alert, 4 September 2012
- 39 WBC; Consultations re Localisation of Council Tax Support
- 40 Drop in Flood Surgery

Items of correspondence received since the issue of the 11 September 2012 Full Council Meeting Agenda

- N1 WBC; Meeting of the Personnel Board, agenda, 13 September 2012
- N2 LCR magazine; autumn 2012
- N3 WBC; request nominations for Sports Personality Awards
- N4 Cllr P Bray; printers for Winnersh Matters
- N5 WBC; Wokingham LINK bulletin, 7 September 2012
- N6 WBC; copy of letter re Boundary Commission consultation
- N7 WBC; invitation to clerks for Localism Act briefing
- N8 Cllr P Houldsworth; Borough Councillor's report
- N9 Cllr P Bray; Borough Councillor's report

APPENDIX 1

Borough Councillors Report

Report from Cllr P Houldsworth:

Council Business

The report on Mental Health has now been presented and can be viewed on the Borough Website under the Agenda for the Health Overview and Scrutiny Committee for 2nd August 2012.

Between August and March alone we had 15 meetings including a group workshop.

Now that this task is finished I have suggested that we review the provision for the treatment of Strokes. It is a hot subject because although we spend as much money as our continental neighbours on this treatment our outcomes are poor compared to theirs. (This is also true of almost all forms of treatment for other major illnesses). One of the major differences is that our National Health Service now operates a 5 day week leaving operating theatres, scanners etc idle 2 days out of 7. Strokes require intensive rehabilitation immediately after the incident across a seven-day week. This is not available in any of our local hospitals. I don't know whether this will be accepted as a topic for scrutiny but in any event I will be talking to our local CCG (Clinical Commissioning Groups) to see what plans they have to commission seven day working.

The Council unanimously endorsed Prue Bray's motion to consider reverting to a Committee system. I and several of my colleagues welcome this unreservedly. The system imposed on councils by John Prescott was most unsuitable for local government. It disenfranchised most of the councillors and did not provide a forum where we could harness the energy and experience of all the members. I pointed out to our group that even though the County Council was a hung council in the 90s at no time did a balanced committee create any difficulties on the committees that I chaired.

As your other Councillors will have reported, working parties continue on Winnersh Primary School and the Council have approved over £500K to be spent on Bearwood Primary and Winnersh Schools to meet the increased demand. As you all know this is creating somewhat of a furore among the residents especially the restricted parking. Unfortunately the timing of the meetings makes it very difficult for me to attend now that I am hospital visiting every night but I do get all the minutes. It does seem to me that with residents, parents, NAG, teachers, Borough officers it's getting a bit crowded. I also suspect that there is no perfect answer and that one will have to be imposed. That's the problem with democracy you can't please all of the people all of the time.

Philip Houldsworth

Report from Cllr P Bray:

Since the last meeting of the parish council, a lot of my time has been spent on the review of primary school places, which is investigating options for providing additional primary school places across the Borough, to meet growing demand. At the same time in Winnersh we are working specifically on the possible options for expanding capacity locally, and on the travel plan and traffic and parking issues associated with the temporary expansion of Winnersh Primary School.

Nothing new has happened with regard to Hatch Farm Dairies or the Winnersh Relief Road over the summer. Rachelle has been engaged in meetings with Highways officers over the relief road and various traffic light problems.

Prue Bray