



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 13 NOVEMBER 2012 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs D Green (Chairman), E Cooke, J Grimson, D Hunt, J Leask, J Plant, I Shepherd-Dubey, R Shepherd-Dubey, J Southgate, R Tilbe.

In attendance: Clive Hudson (WPC Clerk), 2 members of the public.

1 APOLOGIES

1.1 **Apologies for absence** – Cllrs P Bray, F Breedlove.

2 MINUTES OF THE PREVIOUS MEETING

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

3 MATTERS ARISING

3.1 The Council asked the Clerk to invite the two new PCSOs to the next Full Council meeting. **ACTION: Clerk**

4 PUBLIC SESSION

4.1 none.

5 COMPLAINTS AND FAULT TRACKING

5.1 none.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 9; The Clerk reported on WBC's information regarding refuse collection.

Item 15; Schools Carol Concert; any councillors wishing to attend should contact the Clerk.

ACTION: Councillors

Item 19; The Clerk reported on the Winnersh Meadows bulb planting and the provisional date of the Jubilee Tree ceremony as 5 December 2012.

[Clerk's note; the date of the ceremony has now been confirmed as 11.30am on 6 December 2012. CH]

Item 30; The Clerk gave a brief summary of the information.

Item 37; WBC, Council Tax dispensation. The Clerk summarised the necessity for councillors to obtain a dispensation to consider the setting of the precept/council tax. See item 11 below.

6.2 Correspondence received since the issue of the agenda

Item N3: The Council asked the Clerk to combine all TV Alerts under one item in correspondence.

ACTION: Clerk

Item N5; The Council considered the nominees for the Borough/Parish Working Group and had no objections.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr Houldsworth reported on:

- 1) matters relating to the Shinfield SDL
- 2) changes to the committee structure at WBC
- 3) Personal Travel Planning – Winnersh as a pilot for the scheme
- 4) works to the hedge on Eden Road

7.2 Cllr R Shepherd-Dubey reported on:

- 1) changes to the committee structure at WBC
- 2) parking restrictions in the area of Winnersh Primary School
- 3) civilian parking enforcement
- 4) the running of WBC libraries
- 5) Planning Committee responsibilities
- 6) waste management
- 7) closure of Wokingham Enterprise Ltd

7.3 Cllr Green read Cllr Bray's report – see Appendix 2

8 PARISH COUNCILLORS' QUESTIONS

8.1 The role of the WBC Standards Committee was discussed.

8.2 none

9 LAST PLANNING COMMITTEE MEETING

- 9.1** The minutes of the meeting of 23 October were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2** Cllr Grimson reported on the meetings of 23 October and 12 November. He spoke about parking restrictions on Danywern Drive and the application for 1 Church Close.
- 9.3** Cllr Hunt gave a brief update on flooding matters.
Any councillor who wishes to see a copy of the LCR magazine article on flooding should contact the Clerk. **Action: Councillors**

10 LAST R&A COMMITTEE MEETING

- 10.1** The minutes of the meeting of 6 November 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2** Cllr Plant reported on the date of the next Litter Pick as Sunday 24 March 2012.
She gave an update on the progress of the External Toilet.
Cllr Plant distributed copies of the schedule for the Christmas Lights event on 7 December 2012.

Two members of the public left the meeting.

11 LAST FINANCE & GENERAL PURPOSES COMMITTEE MEETING

- 11.1** The minutes of the meeting of 30 October 2012 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** that all councillors should apply for a dispensation to consider and approve the precept/council tax. **ACTION: All Councillors**
The Clerk will present the relevant documents to councillors at the next Full Council meeting. **ACTION: Clerk**
- 11.3** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure and Capital & Major Projects Accounts for Quarter 2 2012-13.
- 11.4** Cllr Southgate explained that the review of Policies and Procedures was nearly complete – see item 12 below.
- 11.5** Cllr Southgate reported that the FAO's first annual review had been undertaken.
F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to increase the FAO's salary by one incremental point, backdated to 1 October 2012.

12 POLICIES AND PROCEDURES

- 12.1** Cllr Southgate reported on the remaining policies and procedures, which had been reviewed by the F&GP Committee. The Financial Regulations document requires final minor recommendations from the Clerk and FAO and will be presented to the next Full Council meeting. The Risk Management document makes a cross-reference to the Financial Regulations document and will also be presented to the next Full Council meeting. **ACTION: Clerk**
- 12.2** Cllr Southgate **PROPOSED** and the Council **RESOLVED** to accept the document C01 Standing Orders.
- 12.3** Cllr Southgate **PROPOSED** and the Council **RESOLVED** to accept the document E07 Email & Internet Policy.

Cllr Southgate thanked Cllrs Breedlove and I Shepherd-Dubey for their input in preparing this document.

13 PAVILION HOUSE REPAIRS

- 13.1** The Clerk reported that the removal of the water tanks in Pavilion House and the replacement of the boiler systems in Pavilion House and the Pavilion is now complete. There are some minor upgrades to the central heating system and showers in the Pavilion and the possible enclosure of some piping still to do. The Council asked the Clerk to investigate the power flushing of the Pavilion central heating system. **ACTION: Clerk**

There has been some settling of the walls and ceilings in Pavilion House since the tanks were removed. The Clerk can now call in the builders to consider appropriate remedial work to the building. **ACTION: Clerk**

14 WINNERSH MATTERS

- 14.1** Cllr Green presented a summary of the timescales for the production of Winnersh Matters. Cllr Grimson will liaise with councillors over the distribution of the copies once a delivery date is received from the printers. **ACTION: Cllr Grimson**

15 REPRESENTATIVES ON OUTSIDE BODIES

- 15.1** Cllr Cooke reported on a recent Re3 meeting.
- 15.2** Cllr Grimson reported on the Borough / Parish Conference. Cllrs Tilbe and Green reported on the breakout sessions they had attended.
- 15.3** Cllrs Grimson reported on the BALC AGM.
- 15.4** Cllr Southgate reported on a presentation to Pat Rowell for her work on Winnersh Meadows.

16 APPROVAL OF ACCOUNTS

- 16.1** The Council noted the receipt and payment of some monies held on behalf of the NAG for Winnersh Meadows. The Council asked the FAO to check that the correct procedures were in place for this money. **ACTION: FAO**
- 16.2** The Clerk confirmed that Cllr Tilbe is not yet a signatory on the Council's bank accounts.
- 16.3** The FAO was asked to check the details of the Talk Talk debit. **ACTION: FAO**
- 16.4** The Clerk confirmed the extra work done by the window cleaners.
- 16.5** It was **PROPOSED** by Cllr I Shepherd-Dubey and **SECONDED** by Cllr R Shepherd-Dubey and the Parish Council **RESOLVED** to pay the following accounts for November 2012.

WINNERSH PARISH COUNCIL MEETING 13 NOVEMBER 2012 ACCOUNTS FOR PAYMENT - NOVEMBER 2012

Payee	Description	Amount	Chq No
Salaries (CH-AL-CF-JM)	Salaries	3,172.02	SO/7055
The Berkshire Pension Fund	Pension	396.11	7056
HM Revenue & Customs Only	Tax & NI	685.73	7057
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ADT Fire & Security Plc	Call out for fault on fire system	266.40	7058
ABA (Construction) Limited	ARD Monthly Playground Inspection Oct12	110.74	7059
BALC	Ric Tilbe - New Councillor Training	35.00	7060
British Gas	Elec Charges to 30 Sept 12	622.11	7061
British Gas	Elec Charges to 31 Oct 12		
Chubb Fire	Gold 4Plan Annual Inspection & New Extinguisher	391.82	7062
Corona Energy	Gas Charges to 1 Oct 12	214.55	7063
D. Knight Esq.	Window Cleaning November & Gutter Clearing Oct	130.00	7064
David Green	Q2 Chairman's Allowance	50.00	7065
Nick Robins Limited	Ground Works Oct12	1,662.00	7066
Prestige Plumbing & Heating	Replacement Boilers in Allnatt Pavilion & Pavilion House	9,125.00	7067
St. John Ambulance	Fire Marshal Training for CH/AL/CF £342.00	738.00	7068
	First Aid Training for CH/AL/CF £396.00		
The Winnersh NAG	Purchase of 8000 Bulbs	1,056.00	7069
Wokingham Borough Council	Premises Licence 24Nov12 - 23Nov13	180.00	7070
The Information Commissioner	Data Registration	35.00	7071
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NatWest One Card	Wickes - parts for new toilet flush	20.57	DD 12/11
PlusNet	Monthly Fee	56.24	DD 14/11
Risk Group	Internet back up storage	22.74	DD 18/11
TalkTalk Business		313.03	DD 2/11
Wokingham Borough Council	Council Tax	91.00	DD 1/11
Total for the month		19,374.06	

17 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

17.1 Cllr Grimson reported on the congestion in the car park on Monday evening. The issue was **REFERRED** to the R&A Committee for consideration.

17.2 The Council discussed the timing of the refreshments at the December Full Council meeting. The refreshments will be served after the meeting. Councillors were asked to inform the Clerk or FAO if their partners are attending. **ACTION: Councillors**

18 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

18.1 The Committee considered the provisional dates for Council and Committee meetings for 2013.

18.2 The next meeting of the Parish Council will be held on Tuesday 8 December 2012 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 10.09pm.

Items of correspondence received prior to the issue of the 13 November 2012 Full Council Meeting Agenda

- 1 BALC; invitation to BALC AGM, 10 November 2012
- 2 ICO; Data Protection Act renewal, 2012-13
- 3 WBC; meeting of the Planning Committee, agenda, 17 October 2012
- 4 Brambles NPC, agenda, 16 October 2012
- 5 WBC; Sustainable Transport surveys in Winnersh, 20 & 23 October 2012
- 6 WBVSF; invitation to AGM, 17 October 2012
- 7 TV Alert; Metal Theft day of Action, 11 October 2012
- 8 WBVSF; The Chain newsletter, October /November 2012
- 9 WBC; cost of extra household waste sacks
- 10 CCB; link to Annual Review, 2011-12
- 11 TV Alert; 10 October 2012
- 12 TV Alert; 11 October 2012
- 13 WBC; meeting of the trading and Enterprises Sub Committee, agenda, 22 October 2012
- 14 TV Alert; 18 October 2012
- 15 WBC; Invitation to Schools Carol Concert, 9 December 2012
- 16 BALC; confirmation of new councillor training, 24 October 2012
- 17 TV Alert; 18 October 2012
- 18 Rainbow Multi-agency meeting, minutes, 3 October 2012
- 19 Winnersh NAG; Winnersh Meadows bulb planting
- 20 WBC; Meeting of the Executive, agenda, 25 October 2012
- 21 WBC; Meeting of the Children's Services Overview and Scrutiny Panel, agenda, 29 October 2012
- 22 Arborfield news magazine; October – November 2012
- 23 WBC; Register of Electors, October 2012
- 24 WBC; meeting of the Executive, agenda, 25 October 2012
- 25 WBC; Invitation to Rural Matters Conference; 9 November 2012
- 26 TV Alert; 23 October 2012
- 27 WBC; Meeting of the Corporate Services Overview and Scrutiny Panel, agenda, 30 October 2012
- 28 Golden Retriever Inn; invitation to tasting evening, 5 November 2012
- 29 TV Alert; 24 October 2012
- 30 Winnersh Primary School Working Group; actions to meet travel plan
- 31 TV Alert; 25 October 2012
- 32 WBC; Foster Care posters
- 33 BALC; Chairmanship Skills course, 24 November 2012
- 34 Open Spaces Society; Open Space magazine, autumn 2012
- 35 WBC; Meeting of the Licensing and Appeals Committee, agenda, 5 November 2012
- 36 WBC; Extraordinary Meeting of the Executive, agenda, 6 November 2012
- 37 WBC; Draft Members Council tax dispensation
- 38 Open Spaces Society; Growth & Infrastructure Bill update
- 39 WDALC; AGM agenda, 1 November 2012
- 40 TV Alert; 31 October 2012
- 41 Archibald Shaw; works schedule for Pavilion House
- 42 Clerks & Councils Direct; magazine, November 2012
- 43 WBC; Register of Electors; update November 2012
- 44 SLCC; The Clerk magazine, November 2012
- 45 SLCC; Training programme 2013
- 46 WBC; Review of Code of Conduct
- 47 NALC; Larger Councils precept consultation results
- 48 Earley Town Council; invitation to Mayor's Christmas Reception, 10 December 2012

Items of correspondence received since the issue of the 13 November 2012 Full Council Meeting Agenda

- N1 WBC; Meeting of the Community Partnerships Overview and Scrutiny Panel, agenda, 13 November 2012
- N2 Farnborough College; Floristry Workshop leaflets
- N3 TV Alert; 12 November 2012, Stop Hate campaign
- N4 WBVSF; deadline for articles for 'The Chain' newsletter, 16 November 2012
- N5 WBC; Borough Parish Working Group; 3 Parish nominations

APPENDIX 2

Borough Councillor's report from Cllr Prue Bray:

A request for a Screening Opinion on an Environmental Impact Assessment has been submitted to planning officers with respect to moving the Park and Ride from its current location to a site near Winnersh Triangle station. This is the first stage of the planning process. Although Rachelle and I were aware that this possibility was being considered, we were not notified that it was actually starting to happen. Neither was the Parish Council. I have suggested that local members (and parish councils) should be kept better informed of significant council activity in their areas.

There have been two drop-in sessions for residents about the potential proposals for providing additional primary school places in the Winnersh area. Both were in the Sindlesham Room, one on 5th November and one today (13th). The Borough Council's preferred option is Winnersh Farm as an additional site. Winnersh Primary School still wishes to expand on its current site. Neither location is ideal, and both will present problems. A group of residents and councillors put out about 500 leaflets to houses in the areas by the two sites, alerting them to the drop-in sessions. A decision on which site will be developed will be made by the Executive in December.

Over half-term some progress was made with fulfilling the planning conditions from the approval of the temporary classrooms at Winnersh Primary. The new on-site car park is now operational and does seem to have removed cars from parking on the road. The gate at the back of the school is in place – but there is still no bridge over the culvert to allow children to reach the gate. The proposals for the new parking restrictions will be on the agenda of the Executive meeting on 29th November. I have been able to get some minor modifications, to make the restrictions slightly less severe, which is in line with what local residents would like, though it has not gone as far as they wish. There may be further modifications reported at the meeting. I have no progress to report on the two pedestrian refuges that are supposed to be provided in Robin Hood Lane.

I am still fielding queries from residents over waste and recycling, to do with tightening up on non-emptying of wheelie bins, slow delivery of additional bags, and green waste issues. There has been a report this week of hazardous material being fly-tipped in Churchill Drive.

I attended the District Parish Conference on 7th November. I felt this was the best conference yet, with the best engagement between parishes and with the Borough Council – although the time for the breakout groups was still not long enough to cover all the points people wanted to make!

END