



## Winnersh Parish Council

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

**PRESENT:** Cllrs D Green (Chairman), P Bray, F Breedlove, 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), Miss Amanda Lambourne (WPC FAO), 3 members of the public.

#### 1 APOLOGIES

1.1 Apologies for absence – none

#### 2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 13 November 2012 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

#### 3 MATTERS ARISING

3.1 none

#### 4 PUBLIC SESSION

4.1 Cllr M Firmager introduced himself and spoke briefly to the meeting about communication between the Borough and the parishes & towns.

4.2 PCSO Claire Nicholls introduced herself. She reported that one new PCSO has joined the local team. Winnersh is fairly quiet at the moment and the area has been leafleted regarding crime prevention over Christmas.

Cllr Green thanked Cllr Firmager and PCSO Nicholls. PCSO Nicholls left the meeting.

## **5 COMPLAINTS AND FAULT TRACKING**

- 5.1** The Clerk reported on the flooding of the play area and the cutting down of some trees on the recreation ground.

## **6 CORRESPONDENCE**

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

Item 21; the Internal Auditor's report will be presented to the next F&GP committee meeting.

Item 26; The Council asked the Clerk to remind the Blood Service about the correct siting of banners.

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

Item N5: The Clerk reported on the road closures for the bikers' charity run.

Item N11; The Council noted the hirer's thanks to the caretaker for his help.

## **7 BOROUGH COUNCIL MATTERS**

### **7.1** Cllr Houldsworth reported on:

- 1) the proposed use of Winnersh Farm for primary school provision
- 2) Taylor Wimpey's suggestions for development off Maidensfield

### **7.2** Cllr R Shepherd-Dubey reported on:

- 1) the proposed use of Winnersh Farm for primary school provision
- 2) Taylor Wimpey's suggestions for development off Maidensfield
- 3) an update on the traffic lights in Winnersh Triangle
- 4) change of contact at the Highways Agency, relating to the Winnersh by-pass

### **7.3** Cllr Bray reported on:

- 1) Winnersh Primary School's response to the Winnersh Farm expansion option
- 2) the timescales affecting the Taylor Wimpey suggestions for development
- 3) proposals for waste collection for 2013-14
- 4) use of the GMU depot land off Woodward Close

## **8 PARISH COUNCILLORS' QUESTIONS**

### **8.1 Borough Council matters:**

- 8.1.1** WBC has more than complied with the government's 5 year land supply targets.

- 8.1.2** WBC's green waste policy is unchanged for 2013-14.

- 8.1.3 Cllr Bray gave approximate figures for the numbers of additional waste bags purchased.
- 8.1.4 Recycling bank figures are not currently available.
- 8.1.5 The council suggested the option of donating recycling points to local schools. Cllr Bray will consult with Forest and Winnersh Primary schools. Cllr Cooke will consult with Bearwood Primary School. **ACTION: Cllrs Bray & Cooke**
- 8.1.6 The Council asked Cllr Bray to email details of WBC's decision regarding the siting of the school extension. **ACTION: Cllr Bray**  
The status of the new school was discussed.

## 8.2 Parish Council matters:

- 8.2.1 The Clerk gave an update on the repairs to the Sindlesham Room door.

## 9 LAST PLANNING COMMITTEE MEETING

- 9.1 The minutes of the meeting of 12 November 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2 The minutes of the meeting of 3 December 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2 Cllr Grimson reported on the meetings of 12 November and 3 December. He reported on the approval for a dental laboratory near the crossroads and a restaurant facility at Winnersh Garden Centre.
- 9.3 Questions were asked regarding Chestnut Avenue. Cllr Firmager was asked to follow this up with WBC. **ACTION: Cllr Firmager**

## 10 LAST R&A COMMITTEE MEETING

- 10.1 The minutes of the meeting of 4 December 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2 Cllr Plant gave an update on the progress of the External Toilet.  
Cllr Plant reported on the Christmas Lights event, which went well. £70 was raised for the WBC mayor's charity.  
Cllr Cooke reported on correspondence regarding press coverage of the event. A report is expected to be published this week.  
Cllr Plant expressed her thanks to everyone for their support.
- 10.3 The R&A Committee had **Recommended** the purchase of an external table tennis table to go near the new teenage shelter. The Council **RESOLVED** that this could go ahead subject to confirmation from WBC that S106 funds were available to fund the purchase. **ACTION: Clerk**

- 10.4 Cllr Plant indicated that she would shortly be tendering her resignation from the Council.

## 11 LAST EXECUTIVE COMMITTEE MEETINGS

- 11.1 The minutes of the meeting of 19 November 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2 The minutes of the meeting of 3 December 2012 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.3 Cllr Green clarified the decision to have a colour photocopier in the office.
- 11.4 A report on the meeting of 3 December will be included under item 19 of the agenda.

## 12 POLICIES AND PROCEDURES

- 12.1 Cllr Southgate reported on the proposed changes to the F02 Financial Regulations document.  
He suggested minor changes to the draft document:  
10.2 clarification of the Council members who could authorise small items of expenditure for councillors.  
13.2 both the RFO and Clerk to be authorised to negotiate loss claims on the Council's insurers
- 12.2 Cllr Southgate **PROPOSED** and the Council **RESOLVED** to accept the document F02 Financial Regulations, with the changes specified in 12.1 above.
- 12.3 The Clerk summarised the changes to the document G03 Risk Management Policy and Risk Assessments.
- 12.3 Cllr Southgate **PROPOSED** and the Council **RESOLVED** to accept the document G03 Risk Management Policy and Risk Assessments.
- 12.4 Cllr Southgate reported that this completed a full revision of all the Council's Policies and Procedures. He thanked all the councillors who had taken part in the exercise.

## 13 PAVILION HOUSE REPAIRS

The Clerk gave an update on the Pavilion House repairs. Settling of the building appears to be complete following the removal of the water tanks in the loft. Discussions took place regarding replacement insulation for the loft. The Clerk was asked to investigate costs for cavity wall insulation for the building.

**ACTION: Clerk**

## **14 WINNERSH MATTERS**

- 14.1** Cllr Bray reported on the problems faced in trying to publish the latest edition of Winnersh Matters. A leaflet had been sent to the primary schools advertising the Christmas Lights event, once it had been realised that the Winnersh Matters publication would not go ahead.

The Clerk was asked to make the publication of a spring edition an agenda item for the January 2013 Full Council meeting. **ACTION: Clerk**

## **15 REPRESENTATIVES ON OUTSIDE BODIES**

- 15.1** Cllr Breedlove reported that £2000 donated by the NAG for a Forest School Business Academy had been ring-fenced by the school.
- 15.2** Cllr Green had attended the Wokingham Sports Personality evening.

## **16 APPROVAL OF ACCOUNTS**

- 16.1** The FAO reported on the details of the bank reconciliations which she had prepared for the Council. Two signatures are required on the reconciliations. The Council **RESOLVED** that Cllrs Breedlove and Southgate should check the reconciliations.
- 16.2** The Alder Glass repairs were dealt with under item 8.2.1 above.
- 16.3** Cllr Breedlove explained the request for a cheque for the NAG.
- 16.4** The Clerk confirmed the reasoning for the purchase of a butane gas canister.
- 16.5** It was **PROPOSED** by Cllr Plant and **SECONDED** by Cllr Cooke and the Parish Council **RESOLVED** to pay the following accounts for December 2012.

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Chq No</b>
Salaries (CH-AL-CF-JM)	Salaries	3,635.02	SO/7072-73
The Berkshire Pension Fund	Pension	396.11	7074
HM Revenue & Customs Only	Tax & NI	880.05	7075
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Alder Glass Limited	Repair to door of Sindlesham Room	102.00	7076
Archibald Shaw LLP	Engineer advice on Pavilion House	288.00	7077
ABA (Construction) Limited	ARD Monthly Playground Inspection Nov12	110.74	7078
Binfield Electrical (Services) Limited	Install electrical supply to new boiler	190.26	7079
Bowak Limited	5 Light Tube T5	9.60	7080
CASH	Balance Petty Cash to £100	85.46	7081
Corona Energy	Gas Charges to 1 Nov 12	354.19	7082
David Green	Q3 Chairman's Allowance	50.00	7083
D. Knight Esq.	Window Cleaning Dec12	90.00	7084
John Grimson	Christmas Lights supplies	109.46	7085
Nick Robins Limited	Ground Works Nov12	970.80	7086
PHS Group plc	Rock Salt/Multi Wipes/Blue Towels/T-rolls	183.60	7087
Star Fireworks Limited	Fireworks for Christmas Lights Evening	74.97	7088
The Winnersh NAG	Jubilee Tree Planting - Refreshments	24.26	7089
Viking	Wht/Coloured Paper/Notebooks/Post Its/Blu Tac	133.76	7090
Wokingham Borough Council	Donation for Mayor's Charity from Xmas Lights	70.00	7091
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NatWest One Card	Bottle of butane for Pavilion House £25.50 Mulled Wine for Christmas Lights £54.00	79.50	DD 10/12
PlusNet	Monthly Fee	54.15	DD 13/12
Risk Group	Internet back up storage	22.74	DD 18/12
Wokingham Borough Council	Council Tax	91.00	DD 3/12
<b>Total for the month</b>		<b>8,005.67</b>	

**Financial Position as at 30 November 2012**

Sub-total (receipts)	£	175,278.97
Less payments for year to date	£	140,099.43
Sub-total	£	35,179.54
Add balance carried forward 31/3/12	£	46,199.54
	£	81,379.08

Paid after Meeting on 13th November

BT DD - £82.54

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

**17.1** Cllr Green gave his thanks on behalf of himself and the Council to Cllr Plant for all the work she had put in supporting the people of Winnersh and the Parish Council.

**17.2** The Clerk was asked to make the election of a new Chairman of the R&A Committee an agenda item for the January 2013 Full Council meeting.

**ACTION: Clerk**

**17.3** Cllr Grimson thanked everyone who had helped put up the Christmas Lights, particularly Nick Robins and Chris Fazey.

## **18 TIME AND DATE OF NEXT PARISH COUNCIL MEETING**

**18.1** The next meeting of the Parish Council will be held on Tuesday 8 January 2013 at 7.45pm in the John Grobler Room.

## **19 STAFFING MATTERS**

**19.1** Cllr Green reported on the Executive Committee recommendation of 19 November that the provision of pensions for Council staff should be brought forward.

**19.2** Cllr Green updated the Council with the Executive Committee's decision regarding the FAO's package.  
The rates for any FAO overtime will be discussed at the next F&GP Committee meeting. **ACTION: Clerk**

**19.3** The Executive Committee had **RECOMMENDED** that the Council should give its eligible staff the option to join the Local Government Pension Scheme from April 2013 and this was **RESOLVED**.

**19.3** The Council discussed the necessity of temporary assistance to the Clerk. The Council **RESOLVED** to authorise up to £200 for professional assistance to the Clerk.

**19.4** The Clerk left the meeting whilst a discussion on staffing matters took place.

There being no further business, the meeting closed at 9.45pm.

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

- 1 WBC; Well & Warm Pack information
- 2 WBC; Meeting of the Overview and Scrutiny Management Committee, agenda, 21 November 2012
- 3 TV Police; TV Alerts
- 4 WBC; invitation to Carols in the Mall, Wokingham, 21 December 2012 at 3.45pm
- 5 Wokingham Job Support Centre; thanks for grant
- 6 WBC; invitation to Carols in the Courts, Targett Court, 18 December 5-6.30pm
- 7 WBC; Meeting of the Council, agenda, 22 November 2012
- 8 TV Police; In Your neighbourhood, 22 November 2012
- 9 Wokingham Borough Voluntary Sector Forum; link to 'The Chain' newsletter
- 10 WBC; invitation to Community Support Team workshop, 6 December 2012
- 11 WBC; Meeting of the Special Council Executive Committee, agenda, 29 November 2012
- 12 WBC; Meeting of the Executive, agenda, 29 November 2012
- 13 Action For All newsletter, 23 November 2012
- 14 WBC; Public Weather warning; 23 November 2012
- 15 BALC; Berkshire Communicator
- 16 Open Spaces Society; newsletter
- 17 NAG; invitation to Jubilee Oaks Tree Planting, 6 December 2012 at 11.30am
- 18 The Look Out Discovery Centre; leaflets
- 19 WBC; delay in sending out Council tax base figures, 2013-14
- 20 ABLE Community Care; leaflet
- 21 Claire Connell; Internal Audit interim report, 2012-13
- 22 Round and About Winnersh/Wokingham magazine, December 2012
- 23 National Science & Engineering Week, 15-24 March 2013, leaflet
- 24 ICO; confirmation of receipt of registration to November 2013
- 25 CLIC Sargent; Reading Half marathon leaflet, 17 March 2013
- 26 NHS Blood and Transplant; donor session posters, 27 December 2012
- 27 WBC; Wokingham Borough News, distribution and request for articles
- 28 WBC; invitation to join Information Sampling proof reading group
- 29 WBC; details of WBC Christmas, carols, safety, parking, libraries etc arrangements
- 30 WBC; Public health self-management courses
- 31 TVERC; newsletter

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

- N1 WBC; Meeting of the Planning Committee, agenda, 12 December 2012
- N2 Henley College; charity concert 17 January 2013
- N3 WBC; Community Forums poster
- N4 LCR magazine; winter 2012
- N5 WBC; road closure, 9 December 2012
- N6 TV Police; apologies for Full Council meeting 11 December
- N7 BALC, notes on Dispensations and Council Tax Reduction Scheme
- N8 Mr I Cacutt; comments re proposed development off Maidensfield
- N9 WBC Libraries; Get Arty posters
- N10 Gas Safe Register; Pavilion House boiler installation
- N11 T Jones (hirer); thanks to caretaker
- N12 Arborfield PC; Arborfield News magazine, December 2012 – January 2013
- N13 WBC; Electoral Register update, December 2012
- N14 Action For All news, 7 December 2012