



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 12 FEBRUARY 2013 IN THE SINDLESHAM ROOM

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

In attendance: Clive Hudson (WPC Clerk), 3 members of the public.

1 APOLOGIES

- 1.1 Apologies for absence** – none
- 1.2 Apologies for lateness** – Cllrs I & R Shepherd-Dubey

2 MINUTES OF THE PREVIOUS MEETING

- 2.1** The minutes of the Council meeting of 8 January 2013 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

3 MATTERS ARISING

- 3.1.1 Recycling bonus points** – see Correspondence, item 17
- 3.1.2 Keep Mobile** – see Correspondence item N2
- 3.1.3** The Clerk confirmed partial funding of goal posts from S106 money
- 3.1.4** The Clerk confirmed that replacement hall boilers had been included in the R&A budget.
- 3.1.5** The Clerk confirmed that dry weather was needed before the replacement matting for the Kompan Elements Edge Unit could be installed.

(Cllrs I & R Shepherd-Dubey joined the meeting.)

- 3.1.6 The Clerk gave an update on the clearance of the recreation ground surface water drains
- 3.1.7 Winnersh Matters had been discussed at F&GP and is in-hand.
- 3.1.8 An update on the Community Centre electrics had been received by R&A.
- 3.1.9 Completed documentation has been received from CES.
- 3.1.10 The councillor contact list has been updated.
- 3.1.11 Interviews for the post of Relief Caretaker had taken place.
- 3.1.12 Discussions regarding staff workload had taken place and are ongoing.

4 PUBLIC SESSION

- 4.1 Mrs Plant thanked the Council for nominating her to attend the Royal Garden Party. She had received notification that the nomination had not been successful.
- 4.2 Mr Holdstock confirmed his interest in being co-opted onto the Council. He gave details of his background and local interests.
Cllr Green invited Mr Holdstock to attend the committee meetings in the next month. His application will be considered at the next Full Council meeting.
ACTION: Clerk
- 4.3 The Clerk reported that Mr Taylor, another potential co-optee, had sent late apologies for this meeting.

5 COMPLAINTS AND FAULT TRACKING

- 5.1 The Clerk reported that the field and play areas had continued to be subject to flooding.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 5; Community Right to Bid; a discussion took place over the community's right to buy or run services. Cllr Bray suggested that councillors should see the minutes of the WBC Overview and Scrutiny Committee.

Item 6 & N15; Mr Taylor's interest in being co-opted as a councillor were noted.

Item 11; Cllrs Grimson and Tilbe and the Clerk volunteered to attend the BALC Data Security course.
ACTION: Clerk

Item 15; Cllrs Bray and R Shepherd-Dubey gave details of the Community Infrastructure Levy. The Council discussed the need to prepare a Neighbourhood Plan. The Clerk was asked to contact WBC for advice on setting up the process. **ACTION: Clerk**

The Council **REFERRED** the investigation of the CIL to the Planning Committee. **ACTION: Clerk**

Item 17; Cllr Bray reported on the system of allocating recycling points to nominated schools. Councillors were asked to contact the Clerk for further details.

Item 19; The email from Winnersh FC in Australia was noted.

Item 25; Confirmation of the latest casual vacancy was noted.

Item 26; The Clerk confirmed the procedure for registering the allotment lease with the Land Registry.

6.2 Correspondence received since the issue of the agenda

Item N8; A short discussion took place on the vacancy for the Relief Caretaker.

Item N10; a short discussion took place regarding the delivery of the blue bags for 2013-14.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr Houldsworth reported on:

- 1) details of the application for a primary school at Winnersh Farm and the effects on drainage and traffic
- 2) the Winnersh Park&Ride scheme. A discussion took place regarding its position in the broader picture of travel in the Borough
- 3) the WBC Policy Document on Flooding

7.2 Cllr R Shepherd-Dubey reported on:

- 1) the congestion working group
- 2) Winnersh Farm School plans, relating to lighting, traffic visibility on Woodward Close, and a box junction at Woodward Close/Reading Road
- 3) the repair of barriers on the A329M

7.3 Cllr Bray reported on:

- 1) the Winnersh Farm School plans, particularly pedestrian access and pavements on Woodward Close, and the inclusion of the school's access roads on the winter training schedule
- 2) her invitation to the Scrutineer of the Year award evening

8 PARISH COUNCILLORS' QUESTIONS

8.1 Borough Council matters:

- 8.1.1** Cllr Bray reported on the process and documentation for obtaining a blue badge through WBC.

8.2 Parish Council matters:

- 8.2.1** none

(One member of the public left the meeting)

9 LAST PLANNING COMMITTEE MEETING

- 9.1** The minutes of the meeting of 22 January 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2** Cllr Grimson reported on the meeting of 22 January 2013. He reported on the Council's concerns regarding access to the Winnersh Farm School site.
- 9.3** Cllr Grimson reported that the Planning meeting of 11 February had been inquorate.
- 9.3.1** The Council discussed the proposed change of use for Unit 520 Wharfedale Road. The Council **RESOLVED** to express its support to Wokingham Borough Council for the use of this facility for vocational training for young people. **ACTION: Clerk**
- 9.3.2** The Council discussed the suitability of replacement trees for the 2 which have been felled recently. A semi-mature tree was considered necessary to replace the maple which had been used for the Christmas Lights. The Council **RESOLVED** to authorise £300 from the Planning Committee's Tree Husbandry budget for the two replacement trees. **ACTION: Clerk**

10 LAST R&A COMMITTEE MEETING

- 10.1** The minutes of the meeting of 5 February 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2** Cllr Breedlove gave an update on the completion of the external toilets and the overspend on the budget.
An update on the drainage of the field was given by the Clerk.
The R&A Committee had confirmed a 2% increase in casual and regular hiring charges.
The grounds maintenance contract, 2013-16, had been awarded to Nick Robins Ltd.

11 LAST FINANCE & GENERAL PURPOSES COMMITTEE MEETING

- 11.1** The Clerk reported that paragraph 3.5 of the minutes was duplicate information.

11.2 The minutes of the meeting of 5 February 2013, with the deletion of paragraph 3.5 above, were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

11.3 Cllr Southgate reported that no response had been received from Keep Mobile and that consequently no grant had been issued.

11.4 The Committee had **RECOMMENDED** and the Parish Council **RESOLVED** to accept the Income, Expenditure and Capital & Major Projects accounts for Q3, 2012-13.

12 BUDGET AND PRECEPT 2013-14

12.1 Cllr Southgate reported on the allocation of budgets to the committees for 2013-14.

12.2 The F&GP Committee **RECOMMENDED** and the Parish Council **RESOLVED** to accept the Income, Expenditure and Capital & Major Projects budgets for 2013-14.

12.3 The Council **RESOLVED** to approve the precept for 2013-14 as £104,606.

13 PAVILION HOUSE REPAIRS

13.1 The Clerk updated the Council with the current situation regarding the repairs to the building. The Council considered the options for deciding on the work to be done. The Clerk will consult with Cllrs Hunt and Southgate as more information comes in.

(Cllr Bray left the meeting)

14 ALLOTMENT LEASE

14.1 The Clerk reported on the documentation required to register the new 10 year allotment lease with the Land Registry.

14.2 The Council **RESOLVED** to authorise the Clerk to execute all documents relating to the registration of the Reading Road allotment lease with the Land Registry.

15 WINNERSH FETE 2013

15.1 Cllr Southgate reported the preparations for the Summer Fete. He invited councillors to attend the next working group meeting in the Sindlesham Room at 7.45pm on Tuesday 19 February 2013.

16 REPRESENTATIVES ON OUTSIDE BODIES

16.1 Cllr Grimson reported on the BPWG meeting. Topics for breakout sessions for the autumn conference are requested.

- 16.2 Cllr Grimson reported on the BALC executive meeting. Topics for training sessions are requested.
- 16.3 Cllr Grimson reported on a WDALC meeting. Three Town/Parish councillors are to be co-opted onto the Standards Body.
- 16.4 Cllr Cooke reported on the Multi-Agency Group Meeting.
- 16.5 Cllr Green reported that the Brambles meeting he had been due to attend had been cancelled.
- 16.6 Cllr Green had been invited to attend the opening of Pets At Home on 22 February 2013. Cllrs Southgate and R Shepherd-Dubey volunteered to attend.

17 APPROVAL OF ACCOUNTS

- 17.1 The Council discussed the invoice for additional works to the external toilet. The Council withheld the payment of this invoice (cheque 7123) until further information was obtained. **ACTION: Clerk**
- 17.2 The Clerk confirmed the requirement for new bollard locks.
- 17.3 The Council confirmed that the bank reconciliations would be checked by the Chairman and Vice-Chairman.
- 17.4 It was **PROPOSED** by Cllr Breedlove and **SECONDED** by Cllr Leask and the Parish Council **RESOLVED** to pay the following accounts for February 2013.

**WINNERSH PARISH COUNCIL MEETING 12 FEBRUARY 2013
ACCOUNTS FOR PAYMENT - FEBRUARY 2013**

ABA (Construction) Limited	ARD Monthly Playground Inspection Jan13	110.74	7115
Berkshire MS Therapy Centre	Grant	200.00	7116
Biffa Waste Services Limited	Waste Services 29 Dec12 - 29 Mar13	918.84	7117
British Gas	Electric Charges to 6 Feb13	616.56	7118
Clive Hudson	85% of SLCC Annual Subscription	153.85	7119
D. Knight Esq.	Window Cleaning Feb 13	90.00	7120
H J Marley	Replace valve on radiator in the office	175.00	7121
H J Marley	External Toilet Works	4,179.00	7122
H J Marley	Additional Costs in External Toilet Works	2,785.00	7123
Janet Haines	Consultancy Service - 6 hours	125.04	7124
Land Registry	Register Allotments Lease - 10 years	40.00	7125
M.D. Appliance Services	Annual Cooker Service	55.00	7126
Mr Hook	Plot 18b Refund for 2012/13	16.00	7127
Nick Robins Limited	Groundworks Jan13 / Tree Felling	1,446.00	7128
Pavilion Café	Refreshments for Dec 12 Full Council Meeting	76.00	7129
PumpMaster UK Limited	Annual Service to SaniFlow Pump	105.60	7130
Relate Berkshire	Grant	100.00	7131
Total for the month			
		16,793.51	
Financial Position as at 31 January 2013			
Sub-total (receipts)	£	185,281.07	
Less payments for year to date	£	157,715.54	
Sub-total	£	27,565.53	
Add balance carried forward 31/3/12	£	46,199.54	
	£	73,765.07	
Amanda Lambourne	January part payment, salary	115.14	<u>7108</u>

18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

18.1 No reply has been received from Cllr Firmager regarding the Borough Parish Working Group.

18.2 The Council discussed the erection of a sign indicating that the car park would be closed overnight.

ACTION: Clerk

19 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

19.1 The next meeting of the Parish Council will be held on Tuesday 12 February 2013 at 7.45pm in the John Grobler Room.

(Two members of the public left the meeting)

20 STAFFING MATTERS

20.1 The Council **RESOLVED** that the Finance & Administration Officer and the Caretaker should be offered the opportunity of joining the Local Government Pension Scheme from April 2013.

There being no further business, the meeting closed at 10.02pm.

Items of correspondence received prior to the issue of the 12 February 2013 Full Council
January 2013

- 1) SLCC; The Clerk magazine, January 2013
- 2) WBVSF; Training Coordinator, introduction
- 3) WBC; Met Office Cold Weather alert, 10 January 2013
- 4) TVP; Thames Valley Alerts
- 5) BALC; Community Right To Bid, meeting 22 February 2013, London
- 6) Mr C Taylor; request to be Co-opted as a Parish Councillor
- 7) Action For All newsletter, 11 January 2013
- 8) Clerks & Councils Direct magazine, January 2013
- 9) WBC; cancellation of Local Amenity Skip, scheduled 19 January, due to bad weather
- 10) BALC; nominations for Royal Garden Party
- 11) BALC; training on data security, FOI, data protection, 27 February 2013, Calcot
- 12) Rainbow MAG, agenda, 16 January 2013
- 13) BALC; Berkshire Communicator newsletter, 20 January 2013
- 14) WBC; Meeting of the Personnel Board, agenda, 28 January 2013
- 15) Cllr P Bray, Community Infrastructure Levy
- 16) SE Water; water mains upgrade in Wokingham
- 17) Cllr P Bray; donation of recycling points for schools
- 18) WBVSF; invitation for articles to The Chain newsletter
- 19) D Torre; introduces Winnersh FC, Sydney, Australia
- 20) WBC; Meeting of the Executive, agenda, 31 January 2013
- 21) WBC; Meeting of the Special Council Executive Committee, agenda, 31 January
- 22) Wokingham Volunteer Centre; poster for Supported Volunteering Support Worker
- 23) Earley TC; WDALC agenda, 7 February 2013
- 24) WBC; Wokingham Borough Sports Council AGM, revised date is 4 February 2013
- 25) WBC; confirmation of casual vacancy to WPC
- 26) WBC; re details for registration of allotment lease
- 27) Wokingham LINK; key points of Legacy Report
- 28) NALC; re Local Government Finance Report Announcement
- 29) WDALC; SCP and WBSP meeting minutes
- 30) Round and About Wokingham/Winnersh, magazine, February 2013
- 31) WBC; update of electoral register, February 2013
- 32) WBVSF; updated training bulletin
- 33) Assured Legacies Ltd; Estate Planning introduction

Items of correspondence received since the issue of the 12 February 2013 Full Council
January 2013

- N1 SLCC; training opportunities
- N2 Keep Mobile; invitation to AGM, 13 April 2013
- N3 WBVSF; link to 'The Chain' newsletter
- N4 Nina Fazey; offer to help in office
- N5 Mr R Holdstock; application for co-option to Council
- N6 BALC; TV opportunity for young councillors
- N7 Action For All newsletter; 8 February 2013
- N8 Mr M Lovejoy; decline Relief Caretaker post
- N9 WBC; link to results of 2012 Safe Community Survey
- N10 WBC; blue bags delivery for 2013-14
- N11 BALC; Royal Garden Party nomination unsuccessful
- N12 British Heart Foundation; posters
- N13 Berkshire Pension fund; Employers meeting, 18 March 2013, Maidenhead
- N14 Nick Robins; recommendations for 2 replacement trees
- N15 Clinton Taylor; apologies for missing the meeting tonight
- N16 WBC; Major Projects Co-ordination meeting, Shute End, 19 February 2013