



**Winnersh Parish
Council**

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

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

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

1 APOLOGIES

1.1 Apologies for absence – Cllrs P Bray, F Breedlove, J Leask, R Tilbe.

1.2 Apologies for lateness – none

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 12 February 2013 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

3 MATTERS ARISING

3.1. Neighbourhood Planning:
The WBC representative has been invited to the Planning Committee meeting of 16 April 2013.

4 PUBLIC SESSION

4.1 There were no questions from the members of the public present.

4.2 Mr C Taylor addressed the meeting, giving his reasons for wishing to be co-opted onto the Parish Council.

5 COMPLAINTS AND FAULT TRACKING

- 5.1** The Clerk reported that comments regarding the condition of the field had been reported to the R&A Committee.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 23; Cllr R Shepherd-Dubey was asked to confirm the invitation to WBC Cllr Matt Davey to attend the April 2013 Full Council to speak about the Winnersh Park & Ride proposals. **ACTION: Cllr R Shepherd-Dubey**

Item 28; The Council discussed the Community Policing Award.

Item N6; The Clerk summarised the WBC request for information regarding Winnersh PC assests.

Item N7; The Council confirmed that it did not require paper copies of WBC agendas.

Item N8; Cllr Southgate summarised the relevant changes to the WBC Code of Conduct. The Clerk will make the revision of the WPC Code of Conduct an agenda item for the April Full Council meeting. **ACTION: Clerk**

Item N9; The Council noted the comments re advertisement leaflets.

Item N10; The delay in the invoicing of BALC membership was noted.

Item N14; This report will be considered under agenda item 12.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr R Shepherd-Dubey reported on:

- 1) The Relief Road, part 2
- 2) Hatch Farm Dairies
- 3) The MOVA system at the Winnersh crossroads
- 4) Developments on the administration of the new school at Winnersh Farm.
- 5) Camping in Hurst
- 6) The potential for the North Wokingham SDL relief road to link into Winnersh

8 PARISH COUNCILLORS' QUESTIONS

8.1 Borough Council matters:

- 8.1.1** A question was raised about the desirability of the road works diversion in Wokingham directing traffic into the road works at Cantley Park.

8.2 Parish Council matters:

none

9 LAST PLANNING COMMITTEE MEETING

- 9.1** The minutes of the meeting of 4 March 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2** Cllr Grimson reported on the meeting of 4 March 2013. He reported on the Council's concerns regarding a building on Albany Park Drive. The tree work following the small tree survey has been completed. The Clerk is raising a query with WBC regarding bat surveys.

10 LAST R&A COMMITTEE MEETING

- 10.1** The minutes of the meeting of 5 March 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2** Cllr Cooke reported that that continued rainfall was delaying the repairs to the play area and the installation of the table tennis table.
The litter pick will take place on 24 March, 10.30am at Sainsbury's car park. Mrs J Plant had been asked to officiate at the opening of the external toilet at 1.30pm 24 March.
- 10.3** Cllr Cooke reported that the Committee had **RECOMMENDED** the payment of £2550 to Howard Marley for the extra work to the External Toilet and this was **RESOLVED**.

11 LAST EXECUTIVE COMMITTEE MEETING

- 11.1** The minutes of the meeting of 4 March 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2** The Committee's recommendation on staffing matter will be considered under agenda item 20.
- 11.3** The Committee had **RECOMMENDED** that the Executive Committee be authorised to spend up to £10,000 on the building work repairs to Pavilion House and this was **RESOLVED**.

The Council noted that quotations would be sought for temporary accommodation, re-decoration and other sundry work, and these would be presented to the April Full Council meeting. **ACTION: Clerk**

12 PAVILION HOUSE REPAIRS

- 12.1** The Clerk reported that the builder's initial investigations had been completed and that the quotation for repairs stood, with a small contingency within the budget authorized in 11.3 above.

The Council **RESOLVED** to accept the quotation from Morris & Blunt for the repairs to Pavilion House. The Clerk will co-ordinate the project.
ACTION: Clerk

13 CO-OPTION TO THE PARISH COUNCIL

- 13.1** The Council discussed the co-option of Mr R F Holdstock to the Parish Council.
- 13.2** The Council **RESOLVED** to co-opt Mr R F Holdstock to the Winnersh Parish Council.

Mr Holdstock signed the Declaration of Acceptance of Office and joined the meeting as a Councillor.

14 WINNERSH FETE 2013

- 14.1** Cllr Southgate reported on the preparations for the Summer Fete.
- 14.2** The Clerk was asked to purchase a replacement 'Winnersh Parish Council' banner. **ACTION: Clerk**

15 WINNERSH MATTERS

- 15.1** The Council considered that the late spring edition might contain information on the litter pick, the opening of the external toilet, along with a preview of the Fete.

16 REPRESENTATIVES ON OUTSIDE BODIES

- 16.1** Cllrs Grimson & Tilbe and the Clerk had attended the FOI/Data Protection training evening.
- 16.2** Cllrs Southgate and R Shepherd-Dubey had attended the opening of the new Pets At Home store.

17 APPROVAL OF ACCOUNTS

- 17.1** The Council discussed the invoice for the FAO's work glasses and payment of this item was **RESOLVED**.
- 17.2** The Council asked the Clerk to check with the insurers the recommended periods for play area equipment checks. **ACTION: Clerk**
- 17.3** The payment to H Marley was discussed. See also item 10.3 above.
- 17.4** The Chairman and Vice-Chairman will check the bank reconciliations.
- 17.5** It was **PROPOSED** by Cllr Grimson and **SECONDED** by Cllr Hunt and the Parish Council **RESOLVED** to pay the following accounts for March 2013.

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

| Payee | Description | Amount | Chq No |
|---|---|------------------|---------------|
| Salaries (CH-AL-CF) | Salaries | 3,312.45 | SO/7132-34 |
| HM Revenue & Customs Only | Tax & NI | 810.50 | 7135 |
| The Berkshire Pension Fund | Pension | 396.11 | 7136 |
| <hr/> | | | |
| ADT Fire and Security plc | Maint/Monitor Fire Alarm System 1/3/13 - 28/2/14 | 267.88 | 7137 |
| Amanda Lambourne | Opticians - Occupational Glasses | 109.40 | 7138 |
| ABA (Construction) Limited | ARD Monthly Playground Inspection Feb13 | 110.74 | 7139 |
| Berkshire Association of Local Councils | Training - Freedom of Information x3 | 120.00 | 7140 |
| CASH | Petty Cash Top Up | 56.45 | 7141 |
| Corona Energy | Gas Charges to 1 Feb13 | 605.98 | 7142 |
| David Green | Q4 Chairman's Allowance | 50.00 | 7143 |
| D. Knight Esq. | Window Cleaning Mar13 | 90.00 | 7144 |
| H J Marley | Additional Costs in External Toilet Works | 2,550.00 | 7145 |
| Knockout Entertainments | Fete - (Dep_ B/Castle, MegaSlide, Ob-Course, Zorb Balls | 100.00 | 7146 |
| Nick Robins Limited | Groundworks Feb13 / Tree Work / Removal of Debris | 1,734.00 | 7147 |
| Performing Right Society | Charges for 6 Jan13 - 5 Jan14 | 727.80 | 7148 |
| <hr/> | | | |
| easycopiers Limited | Charges to 28 Feb13 | 42.00 | DD 1/4 |
| De Lage Landen Leasing Limited | Photocopier Lease 3 Apr 2013 - 3 July 2013 | 162.00 | DD 3/4 |
| NatWest One Card | HSS Hire of Mesh Fencing - £259.20 | 513.19 | DD 11/3 |
| | 50 1.2m long x 75 x 75mm Pointed Post £204.00 | | |
| | Renewal AVG (2 yrs) on Admin PC £49.99 | | |
| PlusNet | Monthly Fee | 55.22 | DD 11/3 |
| Risk Group | Internet back up storage | 22.74 | DD 17/3 |
| Total for the month | | 11,836.46 | |

Financial Position as at 28 February 2013

| | | |
|-------------------------------------|---|------------|
| Sub-total (receipts) | £ | 190,965.58 |
| Less payments for year to date | £ | 171,724.05 |
| Sub-total | £ | 19,241.53 |
| Add balance carried forward 31/3/12 | £ | 46,199.54 |
| | £ | 65,441.07 |

18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

18.1 Cllr Green reported that the Pavilion Café had verbally requested to finish trading at the end of March 2013. Cllr Southgate reported on the contractual obligations on the Café upon completion of the contract.

18.2 The Council noted that all outstanding invoices must be paid and keys returned. The Café will be offered a two-week period into April to complete the removal of its goods and the re-instatement of the Pavilion to its pre-café layout.

The Council discussed the period of notice the Café is contracted to. The Council will offer to the Café the option of acceptance by the Council of certain items in good working order in lieu of notice. **ACTION: Clerk**

18.3 The Council **RESOLVED** that, subject to the satisfactory completion of the items in 18.2 above, the Café could close at the end of March.

19 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

19.1 The next meeting of the Parish Council will be held on Tuesday 9 April 2013 at 7.45pm in the John Grobler Room.

(Two members of the public left the meeting)

20 STAFFING MATTERS

20.1 The Executive Committee had **RECOMMENDED** and the Parish Council **RESOLVED** that the Caretaker's salary should be increased as per the recommendation from April 2013.

There being no further business, the meeting closed at 9.35pm.

Items of correspondence received prior to the issue of the 12 March 2013 Full Council meeting agenda

- 1) Keep Mobile; response to letter, invitation to AGM
- 2) Clifton Ingram; newsletter
- 3) Arborfield PC; magazine, February – March 2013
- 4) WBC; Meeting of the Council, agenda, 21 February 2013
- 5) WBC; Meeting of the Executive, agenda, 21 February 2013
- 6) WBC; Medium Term Financial Plan, 2013-14
- 7) WBC; Meeting of the Children's Services Overview and Scrutiny Panel, agenda, 25 February
- 8) 1st Winnersh Scouts; thanks for grant
- 9) MS Therapy Centre; thanks for grant
- 10) LINK draft annual report
- 11) Meeting of the Corporate Services Overview and Scrutiny Panel, agenda, 27 February 2013
- 12) Action For All newsletter
- 13) NALC; resignation of Chief Executive, John Findlay OBE
- 14) TV Police; Community Messaging
- 15) WBVSF; Wokingham CCG, invitation to board meeting, 5 March
- 16) WBC; Wokingham Information Network; leaflets
- 17) Mid & West Berkshire Local Access Forum; recruiting new members
- 18) Relate Berkshire; thanks for grant
- 19) WBC; Meeting of the Planning Committee, agenda, 6 March 2013
- 20) Clerks & Councils Direct; magazine, March 2013
- 21) WBC; Meeting of the Licensing and Appeals Committee, agenda, 11 March 2013
- 22) Twyford Village Partnership; leaflets for Health & Wellbeing Fair, 6 April 2013
- 23) Cllr R Shepherd-Dubey; WBC Cllr Matt Davey to attend April meeting to discuss new Park & Ride location
- 24) Clinton Taylor; intention to attend March Full Council meeting
- 25) WBVSF; volunteer support options
- 26) WBC; agenda for Campaign Against Waste meeting, 15 April 2013
- 27) Nick Robins; proposal to treat pitches with organic worm cast repellent
- 28) TV Police; nomination for Community Policing Awards

Items of correspondence received since the issue of the 12 March 2013 Full Council meeting agenda

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| N1 | WBC; Electoral Register update, March 2013 |
| N2 | WBC Libraries; events posters |
| N3 | WBC; Licensing & Appeals Committee agenda, additional papers |
| N4 | Open Spaces Society; magazine, Spring 2013 |
| N5 | NALC; Local Democracy Parliamentary Group for Local Democracy meeting, 24 April 2013; urge MP to attend |
| N6 | WBC; request to contribute to a list of WBC/Town and Parish assets |
| N7 | WBC; proposal to cease sending paper copies of Agendas |
| N8 | WBC; revision to its Code of Conduct |
| N9 | Mr K O'Leary; comments re excessive leaflets advertising a Swallowfield event |
| N10 | BALC; delay in sending out invoice for BALC membership |
| N11 | Assured Legacies; poster |
| N12 | LCR magazine; Spring 2013 |
| N13 | SLCC; The Clerk magazine, March 2013 |
| N14 | Morris & Blunt; report on Pavilion House |