



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 9 APRIL 2013 IN THE SINDLESHAM ROOM

PRESENT: Cllrs D Green (Chairman), P Bray, J Grimson, R Holdstock, J Leask, I Shepherd-Dubey, R Shepherd-Dubey, J Southgate.

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

1 APOLOGIES

1.1 **Apologies for absence** – Cllrs F Breedlove, E Cooke, D Hunt, R Tilbe.

1.2 **Apologies for lateness** – none

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 12 March 2013 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 There were no questions from the members of the public present.

4.2 Mr Matt Davey of WBC spoke about the Park & Ride strategy and the three new sites earmarked for the scheme. He spoke in more detail about the new site at Winnersh Triangle. Mr Davey answered questions about the surfaces to be used for the car parks, the effect on parking in Winnersh and other controls, the timing and charges for buses. He will send more information regarding the principles for charging.

Cllr Green thanked Mr Davey. Mr Davey left the meeting.

5 COMPLAINTS AND FAULT TRACKING

- 5.1** The Clerk reported that the water table is still too high for work on the Kompan Elements matting.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 5; this correspondence was noted.

Item 6; this item will be addressed under agenda item 23.

Item 12; The Clerk summarised the community repaint scheme information.

Item N6; The Council noted this information.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr P Houldsworth reported on:

- 1) The Taylor Wimpey proposals for Winnersh Farm
- 2) Hatch Farm Dairies – no news
- 3) He is now chairman of the WBC Affordable Housing Committee

7.2 Cllr R Shepherd-Dubey reported on:

- 1) Options for the Northern Relief Road
- 2) Winnersh Relief Road, part 2
- 3) Traffic from the Sandford Farm development

7.3 Cllr P Bray reported on:

- 1) The Taylor Wimpey proposals for Winnersh Farm
- 2) Developments for the Winnersh Farm Primary School

8 PARISH COUNCILLORS' QUESTIONS

8.1 Borough Council matters:

none

8.2 Parish Council matters:

none

(Cllr Houldsworth left the meeting.)

9 LAST PLANNING COMMITTEE MEETING

- 9.1** The minutes of the meeting of 26 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 26 March 2013. He reported that an officer of WBC will attend the Planning Committee meeting of 16 April to discuss Neighbourhood Plans, and invited councillors to attend if they wished.

9.3 The Council discussed the possibility of holding an open meeting to discuss the Winnersh Farm development proposals.

10 LAST R&A COMMITTEE MEETING

10.1 The minutes of the meeting of 2 April 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Green reported on the discussions relating to WRFC, Pavilion Café, signage, and the opening of the external toilet.

11 NEXT FINANCE & GENERAL PURPOSES COMMITTEE MEETING

11.1 The next meeting of the F&GP Committee was confirmed as 30 April 2013.

12 PAVILION HOUSE REPAIRS

12.1 The Council discussed matters relating to the Pavilion House repairs. The Council confirmed that the movement of an internal door can be included in the building project.

The Clerk reported on the options for storage of goods and the redecoration of the house. The Council **RESOLVED** to authorise up to £5000 for the redecoration and sundry costs relating to the project.

The Council discussed the future use of the Pavilion and authorised the purchase of blinds and curtains from this project figure, but to be reported separately in the budget reports.

13 CO-OPTION TO THE PARISH COUNCIL

13.1 The Council discussed the co-option of Mr C Taylor to the Parish Council.

13.2 The Council **RESOLVED** to co-opt Mr C Taylor to the Winnersh Parish Council.

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

13.3 Cllr Green explained that the allocation of places on the Council's committees would be considered at the May Full Council meeting.

13.4 The Clerk was asked to investigate BALC New Councillor training courses.

ACTION: Clerk

14 CODE OF CONDUCT

- 14.1** Cllr Southgate explained the changes made to the WBC Code of Conduct. He explained that in order for the Parish Council to remain aligned to the WBC Code then one amendment is suggested.
- 14.2** Cllr Southgate **PROPOSED** and Cllr Bray **SECONDED** that WPC's Code of Conduct (Policy C02) be amended to add at the end of paragraph 10.1: "Where you have a Disclosable Pecuniary Interest in any business of the Council, you may attend a meeting dealing with that business but only for the purposes of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purposes, whether under a statutory right or otherwise.", and this was **RESOLVED**.

15 WINNERSH FETE 2013

- 15.1** Cllr Southgate reported on the preparations for the Summer Fete. He invited all councillors to attend the Fete Working Group meeting on Thursday 11 April at 7.45pm.

16 WINNERSH MATTERS

- 16.1** The Council considered topics for inclusion in the spring newsletter. A publication date of late May, before the fete, was suggested.

17 LITTER PICK 2013

- 17.1** Cllr Green reported that the Litter Pick of 24 March 2013 had been postponed because of the poor weather. The Council considered the options and **RESOLVED** that the Winnersh Litter Pick would be held on Sunday 19 May 2013, 10.30am – 12.30pm.
- 17.2** The Clerk was asked to consult with Sainsbury's over the use of their car park.
ACTION: Clerk
Cllr Green will inform the scouting organisations of the new date.
ACTION: Clerk

18 PAVILION CAFÉ

- 18.1** The Clerk confirmed that the Pavilion Café had agreed to the Council's offer in relation to the notice period. The Café is expected to remove its goods and complete the conditions of the termination of contract by 14 April.

19 REPRESENTATIVES ON OUTSIDE BODIES

- 19.1** Cllrs Bray and Cooke had attended the Rainbow Multi-Agency meeting.
- 19.2** Cllr Grimson had spoken at the WBC Planning Committee meeting regarding the Winnersh Farm Primary School proposals.

20 APPROVAL OF ACCOUNTS

- 20.1** The Council **RESOLVED** to authorise Cllr C Taylor as a signatory on the Council's bank accounts.
- 20.2** The Clerk explained the details of the PHS purchase.
- 20.3** The Clerk explained the details of the PestUK contract.
- 20.4** Cllr Southgate clarified the budget details for the signs from Simon Thrower.
- 20.5** The Clerk explained the problems faced in preparing the bank reconciliations. These will be presented to the April F&GP Committee.
- 20.6** It was **PROPOSED** by Cllr Bray and **SECONDED** by Cllr R Shepherd-Dubey and the Parish Council **RESOLVED** to pay the following accounts for April 2013.

WINNERSH PARISH COUNCIL MEETING 9 APRIL 2013 ACCOUNTS FOR PAYMENT - APRIL 2013

| Payee | Description | Amount | Chq No |
|---|--|------------------|---------|
| Salaries (CH-AL-CF) | Salaries | 3,180.23 | SO/7149 |
| Edward Lambourne | Relief Caretaker | 192.50 | 7150 |
| HM Revenue & Customs Only | Tax & NI - Balance Due 2012-13 | 7.45 | 7151 |
| HM Revenue & Customs Only | Tax & NI - Month 1 Year 2013-14 | 635.24 | 7152 |
| The Berkshire Pension Fund | Pension | 852.74 | 7153 |
| <hr/> | | | |
| ADT Fire and Security plc | BT Redcare - 1 Apr13 - 31 Mar14 | 301.80 | 7154 |
| ABA (Construction) Limited | ARD Monthly Playground Inspection March13 | 110.74 | 7155 |
| Berkshire Association of Local Councils | BALC Subscription 2013-2014 | 1,467.86 | 7156 |
| Berkshire Pest Control Limited | Pest Control @ Allotments 1 April13 - 31 March14 | 345.60 | 7157 |
| Biffa Waste Services Limited | Trade Waste Service 1 Apr - 28 June 2013 | 891.46 | 7158 |
| Bowak Limited | Wet Floor Sign | 6.01 | 7159 |
| CASH | Petty Cash Top Up | 148.67 | 7161 |
| Corona Energy | Gas Charges to 1 Mar13 | 554.15 | 7162 |
| D. Knight Esq. | Window Cleaning Apr13 | 90.00 | 7163 |
| Drain & Able | Remedial Works as quotation 28 Feb13 | 864.00 | 7164 |
| The Winnersh NAG | NAG - Repair Notice Board Door at Winnersh Meadows | 42.00 | 7165 |
| Mr P R Chase | Allotment Refund (6 months - Plot 55) | 14.00 | 7166 |
| National Association of Local Councils | One Year Subscription for Direct Information Service | 108.00 | 7175 |
| Nick Robins Limited | Groundworks Mar13 / 1 x Lime & 1 x Maple Planted | 984.00 | 7168 |
| PHS Group plc | Mini Jumbo Dispenser for External Toilet | 27.30 | 7169 |
| SSE Contracting Limited | Street Lights Maintenance Charge Q1 | 77.81 | 7170 |
| Southern Electric | Street Lights Supply Charges 3 Apr12 - 2 Apr13 | 395.11 | 7171 |
| The Post Office | 100 x 1st Class Stamps | 60.00 | 7172 |
| Thrower Signs | New Community Centre Signage | 1,584.00 | 7173 |
| Viking Direct | Copier Paper / 100 2nd Class Stamps | 89.34 | 7174 |
| <hr/> | | | |
| easycopiers Limited | Charges to 31 March13 | 42.00 | DD 2/4 |
| Risc Group | Internet back up storage | 22.74 | DD 16/4 |
| Wokingham Borough Council | Council Tax - Month 1 | 90.32 | DD 2/4 |
| Total for the month | | 13,185.07 | |

Financial Position as at 31 March 2013

| | | |
|-------------------------------------|---|------------|
| Sub-total (receipts) | £ | 197,373.88 |
| Less payments for year to date | £ | 183,937.22 |
| Sub-total | £ | 13,436.66 |
| Add balance carried forward 31/3/12 | £ | 46,199.54 |
| | £ | 59,636.20 |

Invoice received after 12 March Meeting
Thames Water

Charges 10 Dec12 - 8 March13 376.71 DD 27/3

21 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

- 21.1** The Clerk asked councillors to distribute the allotment water keys where possible.
- 21.2** The Council **RESOLVED** that the Civic Awards presentation will be made at the Fete on 15 June. The Clerk will send out the information for nominations.

22 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

- 22.1** The Annual Parish Meeting will be held on Tuesday 14 May 2013 at 7.30pm in the John Grobler Room.
- 22.2** The Annual Meeting of the Parish Council will be held on Tuesday 14 May 2013 at 8.30pm in the John Grobler Room.

Part 2

23 PARISH COUNCIL INSURANCE

- 23.1** The Parish Council considered the quotations for the Parish Council insurance renewal.
The Parish Council **RESOLVED** to accept the quotation for a 3-year contract from Came & Co.

24 STAFFING MATTERS

- 24.1** The Clerk reported on the holiday entitlement which the Caretaker had been unable to take. The Council **RESOLVED** to carry forward 10 days leave entitlement to 2013-14.
- 24.2** The Clerk reported on a query raised verbally by the Caretaker regarding the backpayment of salary for 2011-12. The Council confirmed that this had been completed in 2012.
- 24.3** The Clerk reported on the FAO's outstanding holiday/toil for 2012-13. The Council **RESOLVED** to carry forward one week's leave and to pay 14 hours overtime.
- 24.4** The Clerk reported on his outstanding holiday/toil for 2012-13. The Council **RESOLVED** to carry forward 48 hours leave and to pay 48 hours overtime.

There being no further business, the meeting closed at 10.30pm.

Items of correspondence received prior to the issue of the 9 April 2013 Full Council meeting agenda

- 1 TV Police; Thames Valley Alerts
- 2 Rainbow MA Meeting; minutes of meeting on 13 March 2013
- 3 WBC; Meeting of the Council, agenda, 21 March 2013
- 4 WBC; invitation to gazebo day, Winnersh Residents Centre, 12 June
- 5 Mr C Fazey; acceptance of invitation to join LGPS
- 6 Zurich; notification re renewal of insurance
- 7 Wokingham TC; invitation to Mayor's Charity Concert, 6 April 2013
- 8 Child Maintenance Options; booklets
- 9 BALC; Finance update training for councillors, 14 May 2013
- 10 NHS Blood & Transplant service; posters
- 11 WBC; confirmation of Mayor's attendance at APM, 14 May 2013
- 12 WBC; information re Community Repaint Service
- 13 Pavilion Café; acceptance of offer 'in lieu of notice'
- 14 WBVSF; Job Opportunities
- 15 WBVSF; link to The Chain newsletter
- 16 Mazars; forms for 2012-13 external audit
- 17 Berks & Wokingham Trading Standards Service; posters for Illegal Tobacco campaign West
- 18 Adult Learners Week 18-24 May; brochure
- 19 SE Water; water mains upgrade in Wokingham

Items of correspondence received since the issue of the 9 April 2013 Full Council meeting agenda

- N1 WBC; Consultation on CIL draft charging schedule, 4 April to 16 May
- N2 WBC; Consultation on draft Affordable Housing SPD, 4 April to 16 May
- N3 ARD; update on Kompan matting installation
- N4 WBC; Register of Electors update, April 2013
- N5 WBC; Wokingham Borough News magazine, spring 2013
- N6 BALC; death of Peter Lacey, NALC finance expert
- N7 NALC; Putting Communities First conference, 6 June, London
- N8 Wokingham Volunteer Centre; Green n Tidy Gardening Scheme
- N9 BALC; 2013-14 subscription details
- N10 WBC; Major Projects co-ordination meeting, 10.00am 16 April, Shute End
- N11 WBC; update on Adopt a Street scheme requested
- N12 WDVTA; Woodland Trust Royal Record, invitation to check