



**Winnersh Parish
Council**

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**MINUTES OF THE ANNUAL MEETING OF WINNERSH PARISH COUNCIL
HELD AT 8.30 p.m. ON TUESDAY 14 MAY 2013
IN THE JOHN GROBLER ROOM**

PRESENT: Cllrs D Green (Chairman), F Breedlove, E Cooke, J Grimson, R Holdstock, D Hunt, J Leask, J Southgate, C Taylor, R Tilbe.

In attendance: Clive Hudson (WPC Clerk), Miss A Lambourne (WPC FAO), 1 member of the public.

1 ELECTION OF CHAIRMAN FOR COMING YEAR

1.1 Cllr Breedlove **PROPOSED** and Cllr Hunt **SECONDED** Cllr Green as Chairman for the forthcoming year and this was **RESOLVED**.
Cllr Green took the Chair.

2 ELECTION OF VICE-CHAIRMAN

2.1 Cllr Cooke **PROPOSED** and Cllr Breedlove **SECONDED** Cllr Southgate as Vice-Chairman and this was **RESOLVED**.

3 DECLARATION OF ACCEPTANCE OF OFFICE

3.1 Cllrs Green and Southgate signed the Declaration of Acceptance of Office forms.

4 APOLOGIES FOR ABSENCE

4.1 Apologies for absence – Cllrs P Bray, I Shepherd-Dubey, R Shepherd-Dubey.

4.2 Apologies for lateness – None

5 DECLARATIONS OF INTEREST

- 5.1 The Clerk reported on the query regarding the corporate interest of the Planning Committee. The Monitoring Officer confirms that a declaration of interest is not required.
- 5.2 The Clerk reminded councillors that any changes to their financial and other interests should be reported to him on the relevant forms within 28 days of the change taking place.

6 APPOINTMENT OF COUNCILLORS TO COMMITTEES

6.1 Councillors were **PROPOSED** to serve on the Committees from the Chair and were **RESOLVED** as follows:

- 6.1.1 Recreation and Amenities Committee: Cllrs Breedlove, Cooke, Holdstock, I Shepherd-Dubey, Tilbe. Cllrs Green and Southgate ex officio.
- 6.1.2 Planning Committee: Cllrs Grimson, Holdstock, Hunt, Leask, Taylor, Tilbe. Cllrs Green and Southgate ex officio.
- 6.1.3 Finance & General Purposes Committee: Cllrs Bray, Breedlove, Leask, R Shepherd-Dubey, Taylor. Cllrs Green and Southgate ex officio.

6.2 APPOINTMENT OF COMMITTEE CHAIRMEN

Cllr Cooke **PROPOSED** and Cllr Green **SECONDED** Cllr Breedlove as R&A Committee Chairman for the forthcoming year and this was **RESOLVED**.

Cllr Breedlove **PROPOSED** and Cllr Green **SECONDED** Cllr Grimson as Planning Committee Chairman for the forthcoming year and this was **RESOLVED**.

Cllr Breedlove **PROPOSED** and Cllr Tilbe **SECONDED** Cllr Southgate as F&GP Committee Chairman for the forthcoming year and this was **RESOLVED**.

Thus, as per Standing Orders, the Executive Committee will be Cllrs Green, Southgate, Grimson and Breedlove.

7 REVIEW OF LEASES

- 7.1 A copy of the new Allotment lease was available for perusal. The lease expires at the beginning of April 2023.

8 NEW CHAIRMAN'S STATEMENT

- 8.1** Cllr Green referred the Council to the statement he has made at the Annual Parish Meeting earlier in the evening. He reported on the challenges faced by the parish regarding transport, particularly the Park and Ride schemes. He also referred to the influence of the SDLs and large areas of housing within the parish and their effect upon traffic flow and the development of the relief road. He spoke of the need for the Council to address the challenges presented by the Localism Act, Neighbourhood Plans and the CIL. He encouraged the Council to keep up the good work in providing quality community facilities and events such as the Fete and the Christmas Lights.

9 WINNERSH FUEL ALLOTMENT TRUST

- 9.1** The Clerk reported that there are currently six WFAT trustees; namely, G Harper (Chairman), R Tilbe (Treasurer), P Bray, T Auch, G Carter, R Tweedy. There are a maximum of nine places for trustees.
- 9.2** Cllr Southgate reported that the WFAT Company holds the land in trust for the Parish. The trustees of the company are Cllrs Bray and Southgate and Mr G Harper.

10 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

- 10.1** The following WPC representatives on outside bodies were **RESOLVED**:

10.1.1 WDALC – Cllr Grimson.

10.1.2 Winnersh Neighbourhood Action Group – Cllrs Breedlove, Holdstock. Cllr Bray also attends these meetings as a Borough Councillor

10.1.3 WBC Waste Management Committee – Cllr Cooke.

10.1.4 Brambles Neighbourhood Committee – Cllr Green.

10.1.5 Hurst Charities – Cllr Green.

11 MINUTES OF THE PREVIOUS MEETING

- 11.1** The minutes of the meeting held on 9 April 2013 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

12 MATTERS ARISING

- 12.1** The closing date for nominations for the Civic Awards was confirmed as 31 May 2013. The Council **RESOLVED** that the adjudication would be made by the Executive Committee on 4 June 2013. **ACTION: Clerk**

13 PUBLIC SESSION

- 13.1** Mr Lee Gordon-Walker introduced himself and spoke of his interest in being co-opted as a member of the Council. Cllr Green invited him to attend the committee meetings over the next month, with a view to a vote for his co-option being made at the June Full Council meeting. **ACTION: Clerk**

14 COMPLAINTS/FAULT TRACKING

- 14.1** The Clerk reported briefly on the theft of a contractor's goods from the play area and the ongoing investigations into flooding problems on the field.

15 CORRESPONDENCE

Correspondence received is as listed in Appendix 1.

- 15.1** Item 5&6; The Clerk reported that BALC had no plans at the moment for Councillor Training courses. He had purchased some 'Good Councillor' guides for distribution to new councillors.

Item 16; The Clerk summarised the information regarding the role of the WBC Health Improvement Officer.

Item 26; The Clerk confirmed the topic for this conference.

Item N1; Cllrs Cooke and Tilbe volunteered to attend the opening of Companion Care Vets on 29 May. **ACTION: Cllrs Cooke & Tilbe**

Item N3; The Council discussed potential topics for inclusion in the next edition of Wokingham Borough News.

Item N5; The Council discussed topics for the breakout sessions at the Town & Parish Conference. The suggestions were:

- 1) Park and Ride
- 2) Neighbourhood Planning **ACTION: Clerk**

Item N8; The Council discussed the options for the use of the Pavilion. The FAO was asked to present a model for income for the facility.

ACTION: FAO

The Clerk was asked to write to the contact acknowledging the enquiry.

ACTION: Clerk

16 REPORT OF THE LAST R&A COMMITTEE MEETING

- 16.1** The minutes of the meeting of 7 May 2013 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 16.2** Cllr Cooke apologised for missing the meeting.

Cllr Breedlove and the Clerk gave an update on extra works required at the Caretaker's House, particularly on additional electrical work and the removal of ceilings containing asbestos. The additional works are estimated at £1100.

- 16.3** The Council discussed the details of the maintenance work suggested by ARD for the play areas.

The Council **RESOLVED** to allocate £1600 from the R&A Play Area Maintenance budget for all the works suggested, with the exception of the painting of the teenage shelter. **ACTION: Clerk**

17 REPORT OF THE LAST PLANNING MEETING

- 17.1** The minutes of the meetings of 16 April 2013 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 17.2** The minutes of the meetings of 8 May 2013 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 17.3** Cllr Leask apologised for missing the meeting of 8 May 2013. Cllr Grimson reported on discussions held regarding the developments at Winnersh Farm. He also reported on the meeting with WBC's Emma Critchley regarding Neighbourhood Planning. The Clerk was asked to make Neighbourhood Planning an agenda item for the June Full Council meeting.

ACTION: Clerk

Cllr Grimson gave further information regarding Church Close and Chestnut Avenue.

He reported on the meeting of 8 May. The Segro application will be considered at the next Planning Committee meeting. **ACTION: Clerk**

18 REPORT OF THE LAST F&GP COMMITTEE MEETING

- 18.1** The minutes of the meeting of 30 April 2013, were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 18.3** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure, and Capital & Major Projects Accounts for Quarter 4, 2012-13.

19 WINNERSH FETE 2013

- 19.1** Cllr Southgate reported on preparations for the Fete. Flyers and posters had been drafted. He asked for volunteers to have signs outside their houses advertising the fete. He invited councillors to attend the next Fete Working Group meeting on 21 May 2013.

20 WINNERSH MATTERS

- 20.1** A final copy is still awaited for the next edition.

It is anticipated that distribution of this edition will take place alongside distribution of the Fete leaflets.

21 REPRESENTATIVES ON OUTSIDE BODIES

- 21.1** Cllr Cooke reported on the latest Campaign Against Waste meeting at Smallmead.
- 21.2** Cllr Green reported on the latest Brambles Neighbourhood Committee meeting.

22 ACCOUNTS FOR PAYMENT MAY 2013

- 22.1** The Council **RESOLVED** to increase the Petty Cash float to £150. This figure is to be reviewed at the next F&GP Committee meeting. **ACTION: Clerk**
The Council **RESOLVED** to issue an additional cheque for £50 to top up the petty cash float. **ACTION: FAO**
- 22.2** The Clerk confirmed the details of the ADT invoice.
- 22.3** It was **PROPOSED** by Cllr Breedlove and **SECONDED** by Cllr Green and the Parish Council **RESOLVED** to pay the following accounts for May 2013.

WINNERSH PARISH COUNCIL MEETING 14 MAY 2013
ACCOUNTS FOR PAYMENT - MAY 2013

Payee	Description	Amount	Chq No
Salaries (CH-AL-CF)	Salaries	3,715.05	SO/7176-78
HM Revenue & Customs Only	Tax & NI - Month 2 Year 2013-14	937.64	7179
The Berkshire Pension Fund	Pension	1,023.28	7183
Edward Lambourne	Relief Caretaker	394.38	7181
1st Response Medical Services Limited	Ambulance for Fete 2013	260.00	7184
1st Winnersh Rainbows	Grant	50.00	7185
2nd Winnersh Brownies	Grant	50.00	7186
ADT Fire and Security plc	Engineer Call-out due to accidental alarm activation	163.20	7187
ABA (Construction) Limited	ARD Monthly Playground Inspection April13 - 110.74	9,638.74	7210
	Supply/Install new ground surface in playground 9,528.00		
Berkshire Association of Local Councils	BALC Training - Cheque lost in post	120.00	7189
Berkshire Association of Local Councils	Postage/Packing Good Councillor Guide	7.20	7190
Berkshire County Blind Society	Grant	100.00	7191
Binfield Electrical (Services) Limited	Annual Portable Appliance Testing - 79 items	170.64	7192
Bowak Limited	Cleaning Supplies for CH	69.96	7193
British Gas	Elec Charges to 31 March 2013	283.86	7194
Broker Network Limited	Came & Company - Annual Insurance	3,613.55	7195
OCS Group UK Limited	Sanitary Disposal Units	174.67	7196
CASH	Petty Cash Top Up	107.06	7197
Corona Energy	Gas Charges to 1 May13	1,033.89	7198
D. Knight Esq.	Window Cleaning May13	90.00	7199
Ella Hutchings	Damage Deposit Refund	200.00	7200
Knockout Entertainments	Fete - Castle, MegaSlide etc	1,430.00	7201
Nick Robins Limited	Groundworks Apr13	1,227.60	7202
The Open Spaces Society	Annual Subscription	45.00	7203
PHS Group plc	Blk Sacks / Blue Towels / Toilet Rolls etc	218.28	7204
Sage (UK) Limited	Payroll Annual Cover	180.00	7205
Wokingham Borough Council	Temporary Events Notice - Fete	21.00	7206
Wokingham & District CAB	Grant	600.00	7207
Wokingham Job Support Centre	Grant	125.00	7208
CASH	Petty Cash Increase	50.00	7209
BT	Charges 4 Feb - 31 July 2013	117.56	DD 15/5
easycopiers Limited	571286 Charges to 31 March13	42.00	DD 1/5
	572650 Charges to 30 April 2013	42.00	DD 1/6
NatWest OneCard	HSS Hire - Fencing for Playground	259.20	DD 10/4
NatWest OneCard	HSS Hire - Fencing for Playground - £259.20	558.61	DD 10/5
	PC World - New FAO PC Screen - £99.99		
	www.pack-shop - Pavilion House Packing Boxes - £40.54		
	Dunelm - Curtains & Fittings for Pavilion Café - £126.88		
	Card Fee - £32.00		
plusnet	Telecoms Charges to 9 May 2013	52.03	DD 15/4
	Telecoms Charges to 9 June 2013	53.92	DD 15/5
Risc Group	Internet back up storage	22.74	DD 16/5
Wokingham Borough Council	Council Tax - Month 2	94.00	DD 2/5
Total for the month		27,342.06	
Financial Position as at 30 April 2013			
Sub-total (receipts)	£	67,235.77	
Less payments for year to date	£	13,185.07	
Sub-total	£	54,050.70	
Add balance carried forward 31/3/13	£	59,636.00	
	£	113,686.70	

23 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

23.1 The Clerk reported that the Relief Caretaker was moving to another post. The Clerk and Cllr Breedlove will interview prospective candidates.

ACTION: Clerk & Cllr Breedlove

23.2 James Newman has left the Brambles. His replacement is Rose Green.

24 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

24.1 The next meeting of the Parish Council will be held on Tuesday 11 June 2013 at 7.45 p.m. in the John Grobler Room.

The meeting closed at 10.35 p.m.

Appendix 1 Correspondence

Correspondence received prior to the issue of the agenda for 14 May 2013

- 1 TV Police; T V Neighbourhood Alerts
- 2 Open Spaces Society; spring 2013 newsletter
- 3 The LINK Wokingham; fundraising volunteer advert
- 4 WBVSF; LDDF bids invited
- 5 BALC; info re New Councillor Training
- 6 BALC; The Good Councillor Guide
- 7 NALC; Larger Councils Conference 27 November 2013, London
- 8 SLCC; Regional Conference, 19 June, Salisbury
- 9 Arborfield PC; Arborfield News magazine, April-May 2013
- 10 WBC; confirm receipt of Cllr Taylor's Register of Interest forms
- 11 Action For All news, 26 April 2013
- 12 WBC; confirm receipt of Cllr Holdstock's Register of Interest forms
- 13 Clerks & Councils Direct; magazine May 2013
- 14 Gov.UK; link to Community Infrastructure Levy guidance
- 15 TV Crimestoppers; link to Illegal Tobacco campaign news
- 16 WBC; introduction from Elle Ford, Health Improvement Officer
- 17 Came & Co; confirmation of receipt of Insurance documents
- 18 Mr Lee Gordon-Walker; interest in co-option to the Council
- 19 BALC; Berkshire Communicator newsletter
- 20 Wokingham CAB; 2012-13 statistical report
- 21 SLCC; The Clerk magazine, May 2013
- 22 Round and About Wokingham/Winnersh, magazine, May 2013
- 23 WBC; Register of Electors Update, May 2013
- 24 Berk County Blind Society; invitation to AGM, 30 September 2013
- 25 St Mungo's; Action Week, 24-30 June 2013
- 26 Open Spaces Society; Sustaining The Commons, conference 5 July 2013, Newcastle

Correspondence received since the issue of the agenda for 14 May 2013

- N1 Companion Care Vets; invitation to opening of vets surgery, 29 May 2013
- N2 Mr G Harper; list of WFAT trustees
- N3 Wokingham Borough News; request for news articles about the parish, copy by 20 May
- N4 WBC; Major Projects Co-ordination meeting dates
- N5 WBC; request for topics for 2013 Town & Parish Conference, 6 November 2013
- N6 Get Berkshire Active; info re Berkshire Community Games
- N7 WBC; clarification of Declaration of Interest query
- N8 Mafaz Ali; request for info re hiring pavilion as a café
- N9 Action For All newsletter, 10 May 2013
- N10 BALC; Planning training evening, 17 July, Calcot