



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 11 JUNE 2013 IN THE JOHN GROBLER ROOM

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

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

1 APOLOGIES

1.1 Apologies for absence – Cllrs J Leask, R Shepherd-Dubey.

1.2 Apologies for lateness – none

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 11 May 2013 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

2.2 The members considered the minutes of the Annual Parish Meeting of 11 May 2013 and considered these to be accurate. These minutes will be formally accepted at the APM of 2014.

3 MATTERS ARISING

3.1. The co-option of Mr Gordon-Walker will be an agenda item for the July Full Council meeting.
ACTION: Clerk

4 PUBLIC SESSION

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

- 4.2 Mr Geoff Harper introduced himself and spoke of his interest in being co-opted onto the Parish Council.
Cllr Green invited Mr Harper to attend some committee meetings with a view to his co-option being considered at the July Full Council meeting.

5 COMPLAINTS AND FAULT TRACKING

- 5.1 The Clerk reported that another hole had appeared in the pavement adjacent to the lay-by on Mole Road. It has been reported to Wokingham Borough Council.

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 3; The Clerk reported on WBC's response to the adoption of street lights.

Items 6&7; The Clerk confirmed that he will attend the SLCC training course on 12 June.

Item 13; The Clerk summarised the Green Machine community repaint scheme information.

Item 18; The Council considered Mr Cawdell's requests. The Clerk was asked to invite him to a Full Council meeting and a Planning Committee meeting for further discussions. **ACTION: Clerk**

Item 19; Cllr Southgate confirmed the request from the NAG to return money from a sustainability grant.

Item 20; Cllr Grimson reported on the scope of the BALC Planning training. The Clerk was asked to cancel Cllr Grimson's booking, if possible. **ACTION: Clerk**

Correspondence received since the issue of the agenda

Item N8; the Council **RESOLVED** to authorise the minor repair to the aerial runway.

7 BOROUGH COUNCIL MATTERS

- 7.1 Cllr P Houldsworth had sent his apologies.
- 7.2 Cllr R Shepherd-Dubey sent her apologies for absence. The Clerk read her report (see Appendix 1).
- 7.3 Cllr P Bray reported on:
- 1) The meetings of the Health & Wellbeing Board.
 - 2) The Taylor Wimpey proposal is at appeal with the Planning Inspectorate. The decision is expected soon.
 - 3) Problems had been experienced with the WBC email and website systems.

8 PARISH COUNCILLORS' QUESTIONS

8.1 Borough Council matters:

8.1.1 Cllr Bray gave an update on the latest modernisation of the traffic lights at the Winnersh cross-roads.

8.1.2 Cllr Bray gave further information on the role and make-up of the Health & Wellbeing Board and Clinical Commission Group. She will send further details to the Clerk to forward to members upon request. **ACTION: Cllr Bray**
ACTION: All Councillors

8.1.3 The relationship between the availability of building land and the creation of new roads was discussed.

8.1.4 The reduction in the Youth Services budget was discussed. The results of the consultation will be known in September.

8.2 Parish Council matters:

none

9 LAST PLANNING COMMITTEE MEETING

9.1 The minutes of the meeting of 28 May 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

9.2 Cllr Grimson reported on the meeting of 28 May 2013. He reported that Cllr Leask had been appointed vice-chairman of the Committee. He reported on the variation of the Sainsbury's license and the plans for 97 Arbor Lane. The Clerk was asked to retrieve the original plans for this application. **ACTION: Clerk**

9.3 Cllr Grimson is still awaiting further details regarding Neighbourhood Plans. Cllr Bray elaborated on the principles of neighbourhood planning.

10 LAST R&A COMMITTEE MEETING

10.1 The minutes of the meeting of 4 June 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Breedlove reported that Cllr Cooke had been appointed vice-chairman of the Committee. He reported that the repairs to Pavilion House were complete; the provisional date of the Christmas Lights event for 2013 is Friday 6 December; the table tennis table has been installed. He reported on discussions the Committee had made on the future use of the Pavilion. The Committee **RECOMMENDED** and the Council **RESOLVED** that a full-scale café would not be sanctioned in the Pavilion in the short term and that normal hiring could go ahead. The creation of a small-scale café fitting in with other bookings was considered to be an option for the Pavilion. The Clerk was asked to invite an ice-cream van onto the site. **ACTION: Clerk**

11 LAST EXECUTIVE COMMITTEE MEETING

- 11.1** The minutes of the meeting of 4 June 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2** Cllr Green reported that there were several nominations for the Civic Awards 2013 and that the prize would be awarded to James Newman and Linda James. The presentation will take place at the Fete on 15 June 2013.

12 YEAR END ACCOUNTS 2012-13

- 12.1** The Clerk reported that the Internal Auditor had recommended a revision in the reporting of debtors. The FAO has implemented the revision and the revised balance sheet was presented to the meeting.
- 12.2** Cllr Green **PROPOSED** and the Council **RESOLVED** to accept the revised accounts for 2012-13, as shown in Appendix 2.

13 INTERNAL AUDIT PROCESS 2012-13

- 13.1** The Clerk presented the Internal Auditor's report for 2012-13. The Council **REFERRED** consideration of the report to the F&GP Committee. **ACTION: Clerk**
- 13.2** The Council discussed the process of the intermediate and final audit. The Council **RESOLVED** to confirm the effectiveness of the Internal Audit process for 2012-13.

14 ANNUAL ACCOUNTS AND AUDIT RETURN 2012-13

- 14.1** The Council **RESOLVED** to accept the Audit Statement of Accounts for 2012-13. The RFO and Chairman will complete and sign the relevant sections as appropriate.
- 14.2** The Council **RESOLVED** to accept the Audit Annual Governance Statement 2012-13. The Chairman and Clerk will complete and sign the relevant sections as appropriate.

15 WINNERSH FETE 2013

- 15.1** Cllr Southgate gave a summary of final preparations for the Fete, due to take place on 15 June 2013.

16 PAVILION HOUSE REPAIRS

- 16.1** The Clerk reported on the completion of the building works and decoration in Pavilion House. Additional costs had been incurred for asbestos removal and electrical repairs, whilst the decoration and sundry repairs had remained within budget.

17 REPRESENTATIVES ON OUTSIDE BODIES

- 17.1 Cllr Grimson reported on the BALC Executive meeting and the County Training Partnership.
- 17.2 Cllr Tilbe reported on the Vets at Home opening (also attended by Cllr R Shepherd-Dubey).

18 APPROVAL OF ACCOUNTS

- 18.1 The details of the cheque raised on behalf of the NAG were confirmed.
- 18.2 The Clerk confirmed that the insurance premium was to cover the table tennis table and the increased rebuilding costs of the Pavilion relating to the external toilet.
- 18.3 The Clerk confirmed that a bees' nest had been treated in the Pavilion House.
- 18.4 It was **PROPOSED** by Cllr Grimson and **SECONDED** by Cllr Hunt and the Parish Council **RESOLVED** to pay the following accounts for June 2013.

WINNERSH PARISH COUNCIL MEETING 11 JUNE 2013 ACCOUNTS FOR PAYMENT - JUNE 2013

| Payee | Description | Amount | Chq No |
|---|---|------------------|--------------|
| Salaries (CH-AL-CF) | Salaries | 3,179.83 | SO/7211-7213 |
| HM Revenue & Customs Only | Tax & NI - Month 3 Year 2013-14 | 635.64 | 7214 |
| The Berkshire Pension Fund | Pension | 852.74 | 7215 |
| Edward Lambourne | Relief Caretaker | 507.06 | 7216 |
| Mark Osmundson | Relief Caretaker | 93.90 | 7217 |
| A Star Signs | Fete - Banner | 30.00 | 7218 |
| Berkshire Association of Local Councils | Training Councillors - Planning | 240.00 | 7219 |
| Berkshire Pest Control Limited | Treatment for bees at Pavilion House | 54.00 | 7220 |
| Biffa Waste Services Limited | Trade Waste Service to 27 Sept13 | 1,056.02 | 7221 |
| Bowak Limited | Cleaning Supplies for Community Centre | 98.58 | 7222 |
| British Gas | Elec Charges to 30 April 2013 | 130.70 | 7223 |
| Broker Network Limited | Came & Co - Additional Insurance | 25.00 | 7224 |
| CASH | Petty Cash Top Up | 108.65 | 7225 |
| D. Knight Esq. | Window Cleaning June13 | 90.00 | 7226 |
| Graham Baldwin | Pavilion House Decoration | 3,477.25 | 7227 |
| Groundwork UK | NAG Cheque | 3,499.00 | 7228 |
| Karcher (UK) Limited | Replacement Rollers for Floor Cleaner | 132.99 | 7229 |
| Morris & Blunt Limited | Building Works in Pavilion House | 13,368.19 | 7230 |
| Nick Robins Limited | Groundworks May13 | 1,332.00 | 7231 |
| P Mason | Fete - Swing Jazz Trio | 180.00 | 7232 |
| Redlynch Leisure Installations Limited | Outdoor Table Tennis Table - Supply/Install | 3,210.00 | 7233 |
| Viking | Copier/Coloured Paper & Stationery Items | 109.39 | 7234 |
| Walterworks Plumbing & Heating Limited | Plumbing Works & Replacement Toilet in Pavilion House | 399.60 | 7235 |
| de lage landen | Charges for 3 July - 3 October | 162.00 | DD 3/7 |
| easycopiers Limited | 573948 Charges to 31 May13 | 42.00 | DD 1/7 |
| NatWest OneCard | HSS Hire - Fencing for Playground - £57.00 | 414.32 | DD 10/6 |
| | Sainsbury's - APM Refreshments - £61.77 | | |
| | Toolstop - Allotment Keys - £39.35 | | |
| | Kalkwik - Fete Posters - £256.20 | | |
| plusnet | Telecoms Charges to 9 July 2013 | 51.87 | DD 13/6 |
| Risc Group | Internet back up storage | 22.74 | DD 14/6 |
| Wokingham Borough Council | Council Tax - Month 3 | 94.00 | DD 2/6 |
| Total for the month | | 33,597.47 | |

Financial Position as at 31 May 2013

| | | |
|-------------------------------------|---|-----------|
| Sub-total (receipts) | £ | 69,959.56 |
| Less payments for year to date | £ | 40,731.07 |
| Sub-total | £ | 29,228.49 |
| Add balance carried forward 31/3/13 | £ | 59,793.93 |
| | £ | 89,022.42 |

19 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

19.1 Cllr Green apologised for any confusion over the office closure at the end of May.

20 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

20.1 The next Meeting of the Parish Council will be held on Tuesday 9 July 2013 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 9.38pm.

Items of correspondence received prior to the issue of the 11 June 2013 Full Council Meeting Agenda

- 1 SLCC; news bulletin
- 2 Wokingham Volunteer Centre; Volunteers Week coffee morning 6 June 2013
- 3 WBC; taking on of street light, Wedderburn Close
- 4 British Lung Foundation; posters
- 5 WBC; acknowledgement of Town & Parish Conference breakout suggestions
- 6 SLCC Regional Conference; Salisbury 19 June 2013
- 7 SLCC Branch AGM/Training, Thatcham, 12 June 2013
- 8 TV Police; TV Alert newsletters
- 9 Mr Lee Gordon-Walker; apologies for absence at Committees and Full Council
- 10 Wokingham Information Network (WIN); update
- 11 Wokingham TC; request for Mayor to wear chains, 1 June 2013
- 12 WBC; confirmation of new Mayor and Deputy
- 13 Green Machine; re Community RePaint East Berkshire
- 14 WBC; Rainbow MAG, revised meeting date, to 19 June 2013
- 15 Mr Geoff Harper; interest in being co-opted as a Parish Councillor
- 16 Arborfield PC; Arborfield News magazine, June-July 2013
- 17 Niace; New Horizons magazines, in support of Adult Learners Week
- 18 WBC John Cawdell; re WBC / Parish communication
- 19 Pat Rowell, NAG; request for repayment of money
- 20 BALC; confirmation of 4 places booked on Planning training, 17 July 2013
- 20a confirmation of 5th place booked
- 21 WBVSF; copy of The Chain newsletter, July 2013

Items of correspondence received since the issue of the 11 June 2013 Full Council Meeting Agenda

- N1 WBC; register of electors update, June 2013
- N2 Readibus; invitation to AGM, 11 July 2013
- N3 WBC; invitation to Travel Awareness event, 21 June 2013, Wokingham Town Centre
- N4 St Catherine's Church; coffee morning posters
- N5 Able Community Care; fact sheets
- N6 Marie Curie; Mini Pots of Care fundraising
- N7 CCB; Action For All newsletter, 6 June 2013
- N8 ARD; quote for additional parts for the aerial runway mechanism
- N9 TVERC; summer newsletter 2013

APPENDIX 1

Borough Councillors report from Cllr R Shepherd-Dubey:

There is no progress at all on Hatch Farm Dairies development at this time.

The Highways agency is still not willing to talk to WBC for the land to complete the Winnersh Bypass Phase 2. They may talk to us once they finish their work on the M4 but only may.

The new school is progressing and should be ready for opening in September.

The new pedestrian refuges on Robin Hood Lane for Winnersh Primary are being built now. The smoothing of the path (to allow push chairs and mobility vehicles to use the pavement) over the train tracks on Robin Hood Lane is hopefully to be done by the end of the summer.

The upgrade to the traffic signals at Winnersh Crossroads is funded but the date for the upgrade has not been determined. I have asked it be done during the school holidays to minimize disruption to Winnersh residents.

Thames Valley Police have refused to sign off on parking restrictions on Cavendish Gardens.

The New Winnersh Park and Ride will be considered by the Planning Committee soon. There is no progress on the Taylor Wimpey development behind Maidensfield.

Rachelle Shepherd-DuBey
Cllr Winnersh Ward

APPENDIX 2

WINNERSH PARISH COUNCIL

BALANCE SHEET
as at 31 March 2013

| 2011/2012 | | 2012/2013 |
|--------------|--------------------------------|------------------|
| | LONG TERM ASSETS | |
| | Long Term Debts | |
| | CURRENT ASSETS | |
| 4189 | Debtors | 4,931.02 |
| 1662 | VAT recoverable | 4,809.31 |
| 46200 | Cash in Hand | 59,793.93 |
| | Prepayments | |
| <u>52051</u> | | <u>69,534.26</u> |
| <u>52051</u> | TOTAL ASSETS | <u>69,534.26</u> |
| | CURRENT LIABILITIES | |
| | NAG Funds | 4,601.43 |
| 2535 | Creditors (Deposits) | 3,680.00 |
| 4610 | Creditors (Services) | 5,560.49 |
| | VAT to be paid | |
| <u>7145</u> | | <u>13,841.92</u> |
| <u>44906</u> | ASSETS LESS LIABILITIES | <u>55,692.34</u> |
| | Represented by: | |
| 44906 | General Fund | <u>55,692.34</u> |
| <u>44906</u> | | <u>55,692.34</u> |

Signed
Chairman

Signed
Responsible Finance Officer