



**Winnersh Parish  
Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone/Fax 0118 978 0244  
e-mail [parish@winnersh.gov.uk](mailto:parish@winnersh.gov.uk)  
[www.Winnersh.gov.uk](http://www.Winnersh.gov.uk)

**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL  
HELD AT 7.45 p.m. ON TUESDAY 10 SEPTEMBER 2013  
IN THE JOHN GROBLER ROOM**

**PRESENT:** Cllrs D Green (Chairman), F Breedlove, E Cooke, L Gordon-Walker, J Grimson, G Harper, R Holdstock, J Leask, I Shepherd-Dubey, R Shepherd-Dubey, J Southgate, C Taylor, R Tilbe.

**In attendance:** Clive Hudson (WPC Clerk).

**1 APOLOGIES**

**1.1 Apologies for absence** – Cllrs P Bray, D Hunt.

**1.2 Apologies for lateness** – none

**2 MINUTES OF THE PREVIOUS MEETING**

**2.1** The minutes of the Council meeting of 9 July 2013 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

**3 MATTERS ARISING**

**3.1** Item 5.2; the warning at the wooden bridge is now in place.

**3.2** Item 8.1.1 the invitation to the Highways department to discuss the siting of banners is ongoing. **ACTION: R Shepherd-Dubey**

**3.3** Item 8.1.3; the report on the WBC Executive meeting is in Item 11 of these minutes.

**3.4** Item 12.3; Cllr Harper gave an update on his investigation into the purchase of a gazebo.

## **4 PUBLIC SESSION**

4.1 none

## **5 COMPLAINTS AND FAULT TRACKING**

5.1 The Clerk reported that adjustments were scheduled to the restraining mechanism on the play area gate.

5.2 The installation of the warning sign at the wooden bridge was completed before the start of the school term.

## **6 CORRESPONDENCE**

### **6.1 Correspondence received prior to the issue of the agenda**

Item 14; The Council noted the consultation dates for the Managing Development Delivery Plan.

Items 15; The Clerk reported on the availability of the Berkshire Bird Atlas.

Item 16; The Clerk reported on a 2013 Recorders Day: A Shared Vision for Biodiversity.

Item 17; The Clerk reported on the WBC End of Life Carer's introductory letter.

Item 19; The Clerk read the letter on dog fouling.

Item 21; Local Councils Explained. The Council decided to access this information on-line, as required.

Item 22; The Council **RESOLVED** to purchase a copy of Charles Arnold-Baker's book Local Council Administration, 9th edition, at £60.

**ACTION: Clerk**

Item 43; Cllr I Shepherd-Dubey will attend the WBC Governance forum on 23 September 2013.

**ACTION: Cllr I Shepherd-Dubey**

Item 49; The Clerk gave details of the copy of the 1938 byelaws for King George's Field.

Item 50; The Clerk reported that the External Audit was complete. This will be presented to F&GP. The Clerk will put formal Notice of Completion of Audit signs on the notice boards.

**ACTION: Clerk**

Item 51; The Council noted the details of the funding scheme for sustainable transport.

The Council discussed the impact of major developments on traffic within Winnersh.

The Council asked the Clerk to inform the police of the consultation dates at the Winnersh Community Centre. **ACTION: Clerk**

## **6.2 Correspondence received since the issue of the agenda**

Item N9; A discussion took place regarding the allotment lease and the potential impact of the North Wokingham relief road being directed through the allotments.

## **7 BOROUGH COUNCIL MATTERS**

**7.1** Cllr P Houldsworth sent his apologies for absence.

**7.2** Cllr P Bray sent her apologies for absence. Cllr Green read her report (see Appendix 2).

**7.3** Cllr R Shepherd-Dubey reported on:

- 1) The traffic lights at the crossroads will be upgraded in October
- 2) No further news on the Hatch Farm Dairies development
- 3) Development sites near Arbor Lane and the site of the old Sindlesham Primary school
- 4) The report of the WBC Internal Remuneration Panel

## **8 PARISH COUNCILLORS' QUESTIONS**

### **8.1 Borough Council matters:**

none

### **8.2 Parish Council matters:**

none

## **9 LAST PLANNING COMMITTEE MEETING**

**9.1** The minutes of the meeting of 29 July 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

**9.2** Cllr Leask reported on the discussions with John Cawdell and Clare Lawrence relating to communication, electronic copies of applications, bat surveys, permitted development and enforcement.

**9.3** The minutes of the meeting of 20 August 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

**9.4** Cllr Grimson reported on the application for a development at Harvest Drive and the appeal for 447-449 Reading Road.

**9.5** Cllr Grimson reported on the meeting of 9 September 2013. He reported on the application for 660 Reading Road, the refusal of Taylor Wimpey's application off Maidensfield, consent for the Park & Ride site, the area TPO at Bearwood Estate.

## **10 LAST R&A COMMITTEE MEETING**

**10.1** The minutes of the meeting of 3 September 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

**10.2** Cllr Breedlove reported on the completion of the fence repairs, car park re-lining and installation of goal posts. He reported on the progress of repairs to the Pavilion House windows, confirmation of the Christmas Lights, WRFC requirements, boiler replacement.

The Council **RESOLVED** that up to £200 could be spent on low-energy parts for the Community Centre lights

## **11 LAST EXECUTIVE COMMITTEE MEETING**

**11.1** The minutes of the meeting of 31 July 2013 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

**11.2** Cllr Green reported on the WBC Executive Meeting on Youth Services. The Rainbow Centre will now be supported by a satellite staffing team. Cllr Green has passed on the Parish Council's concerns at the lack of consultation on this project.

## **12 LAST FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

**12.1** The minutes of the meeting of 31 July 2013 were reviewed and amendments made to the appended accounts to reflect the recommendations made in paragraph 6.3.1 of the minutes. With these amendments the Parish Council **RESOLVED** to sign the minutes as a true record.

**12.2** Cllr Southgate reported that Cllr Taylor had been appointed as Vice-Chairman. Cllr Southgate presented a revised budget for Capital & Major Projects, relating to play area grassmat, car park fence renewal and boiler replacement costs, and also BALC subscriptions, as specified in item 6 of the F&GP minutes.

The Council discussed the revisions and **RESOLVED** to accept them and the revised Budget Summary, as shown in Appendix 3.

**12.3** The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to accept the Income, Expenditure and Capital & Major Projects Accounts for Quarter 1 of 2013-14, with the revisions specified in 12.2 above.

**12.4** Cllr Southgate reported on the Internal Auditor's request for the initialling of cheque stubs and the signing of the cover sheet when authorising payments. £586 was raised at the fete for local charities, and has been paid.

**12.5** Cllr Southgate reported on the 1% increase in national salary scales, which has been applied to the Clerk and FAO, backdated to April 2013.

- 12.6** The Council discussed the Committee's suggestions for the review of the FAO's hours and overtime payments.

The F&GP Committee **RECOMMENDED** and the Council **RESOLVED** to increase the FAO's hours to 26 hours per week from August 2013 and to approve the payment of 60 hours overtime.

### **13 REVISION OF POLICIES & PROCEDURES**

- 13.1** The Clerk presented the minor revisions to the G03 Risk Management procedure, necessary to reflect and complete the major revisions of the Policies & Procedures documents.  
The revisions relate to section 2.1, Insurance cover; section 3.2.1, last revisions of Standing Orders and Financial Regulations; section 4.1.2, Inland Revenue / HMRC; section 4.2.1, adoption of the latest Code of Conduct.
- 13.2** The Council **RESOLVED** to accept the revisions to G03 Risk Management Policy as specified in 13.1 above.

### **14 NEW COUNCILLORS**

- 14.1** The Council discussed the appointment of new councillors to committees.  
The Council **RESOLVED** to appoint Cllr L Gordon-Walker to the Planning Committee and Cllr G Harper to the R&A Committee.
- 14.2** The Clerk reported that the Declaration of Interest forms of Cllrs Gordon-Walker and Harper had been received and copies delivered to WBC. A revised Declaration of Interest form had been received from Cllr Bray. Cllr Harper had requested a dispensation for matters relating to the allotments, and this had been granted.

### **15 WINNERSH FETE 2014**

- 15.1** Cllr Southgate reported that the next fete will be on Saturday 21 June 2014 and that help with the preparations in advance of the fete will be greatly appreciated.

### **16 REPRESENTATIVES ON OUTSIDE BODIES**

- 16.1** Cllr Leask reported on the meeting at Shinfield PC regarding the effect of major building projects on the road infrastructure. Concern was expressed that the model used by WBC underestimated the traffic expected from the sites. The Council discussed the next steps to be taken. Shinfield is proposing to send a letter to WBC on behalf of the parishes represented at the meeting. The Council indicated that in principle it is in agreement with Shinfield's approach, but would like to view a copy of the letter before formally agreeing to be a signatory. The Clerk will contact Shinfield PC. **ACTION: Clerk**

The Council **RESOLVED** that Cllrs Green and Grimson should review the draft letter on the Parish Council's behalf.

## **17 APPROVAL OF ACCOUNTS**

- 17.1** Cllr Green asked councillors to ensure that they sign cheques with their usual signature.
- 17.2** The Council discussed the benefits and practicalities of changing the Council's bankers. The Clerk reported on the increasing need of the office staff for internet banking, in order to view transactions on the Council's bank account. This limited service is not available with the Council's current bankers.
- The Council **RESOLVED** to transfer its bank accounts to Lloyds Bank at Winnersh Triangle.  
**ACTION: Clerk & FAO**
- The Clerk will monitor the transfer and report any problems to the Chairman.  
**ACTION: Clerk**
- 17.3** Councillors were requested to action swiftly requests for signatures and confirmation of personal details with the bank.
- 17.4** The Clerk confirmed the details of the payment for Mazars.
- 17.5** The Clerk confirmed the details of the payment for Truvox.
- 17.6** It was **PROPOSED** by Cllr Cooke and **SECONDED** by Cllr Grimson and the Parish Council **RESOLVED** to pay the following accounts for September 2013.

**WINNERSH PARISH COUNCIL MEETING 10 SEPTEMBER 2013  
ACCOUNTS FOR PAYMENT - SEPTEMBER 2013**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Chq No</b>
Salaries (CH-AL-CF)	Salaries & Expenses	3,357.69	SO/7288-7292
HM Revenue & Customs Only	Tax & NI - Month 6 Year 2013-14	657.20	7293
The Berkshire Pension Fund	Pension	865.65	7294
Mark Osmundson	Relief Caretaker (10 days - August)	398.30	7295
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Biffa Waste Services Limited	Waste Service 28/9 - 27/12	889.20	7296
Bishop Sports and Leisure Limited	6 Table Tennis Bats	28.68	7297
Bowak Limited	Swing Bin / Blk Sacks / Toilet Brush	34.34	7298
Corona Energy Retail 4 Limited	Gas Charges to 1 Sept13	119.69	7299
David Green	Q2 Chairman's Allowance	40.00	7300
D. Knight Esq.	Window Cleaning Sept13	90.00	7301
Jack Reid	Half of allotment deposit returned	17.50	7302
Mazars LLP	Audit Fee Yr End 2012-13	480.00	7303
Niall Waller	Damage Deposit Returned	200.00	7304
Nick Robins Limited	Groundworks August13	1,423.20	7305
Rigby Taylor	Senior Football Posts & Fittings	960.84	7306
The Post Office	100 x 2nd Class Stamps	50.00	7307
Thrower Signs	Warning Sign & Posts for end of field	227.16	7308
Truvox International Limited	Replacement part	12.89	7309
Viking	PC Stand	34.19	7310
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easycopiers Limited	577864 Charges to 31 Aug13	42.00	DD 1/10
plusnet	Telecoms Charges to 9 Oct 2013	48.51	DD 13/9
Risc Group	27192 PC Back Ups	22.74	DD 14/9
Wokingham Borough Council	Council Tax - Month 5	94.00	DD 1/9
<b>Total for the month</b>		<b><u>10,093.78</u></b>	

**Financial Position as at 31 August 2013**

Sub-total (receipts)	£	88,771.48
Less payments for year to date	£	103,582.05
Sub-total	-£	14,810.57
Add balance carried forward 31/3/13	£	59,793.93
	£	<u>44,983.36</u>

**18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT**

- 18.1** The Council discussed the progress of Winnersh Matters.  
Cllrs Clinton, Harper, Green and Southgate volunteered to form an editorial group, with a view to producing an edition in November.

**ACTION: Cllrs Clinton, Harper, Green and Southgate**

The Clerk was asked to forward any expressions of interest in advertising in Winnersh Matters.

**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 8 October 2013 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 10.05pm.

## APPENDIX 1

### Items of correspondence received prior to the issue of the 10 September 2013 Full Council Meeting Agenda

- 1 Berkshire Records Office; Berkshire Echo newsletter
- 2 BALC; confirmation of Planning training bookings
- 3 WBC; Boxercise courses leaflets
- 4 W & D CAB; invitation to AGM
- 5 WBC; heatwave warning
- 6 HomeStart; request to include article in Winnersh Matters
- 7 NHS Blood & Transplant service; blood donor leaflets
- 8 WBC; WBC News magazine, Summer 2013
- 9 TV Police; Thames Valley Alerts
- 10 WBC; receipt of co-option of Cllrs Gordon-Walker and Harper
- 11 WBC Sports Council; request for nominations for Sports Awards
- 12 WBVSF; The Chain newsletter
- 13 CCB; confirmation of renewal of membership
- 14 WBC; consultation on MDDL, 25 July to 25 September 2013
- 15 Berks Bird Atlas Steering Group; offer of bird atlas for sale
- 16 Berkshire Bio-Diversity officer; invitation to 2013 Berkshire Recorders day, 28 September 2013
- 17 End of Life Care, Wokingham; introductory letter
- 18 WBC; Rainbow Multi Agency meeting, 31 July 2013
- 19 Cllr P Houldsworth; residents' concerns re dog fouling
- 20 South Central Ambulance Foundation Trust; poster for public meeting
- 21 NALC; Local Councils Explained; book available at £49.99
- 22 SLCC; Local Council Administration, 9<sup>th</sup> edition, at £60
- 23 WBC; Library Update posters
- 24 WBC Rainbow Centre; Community News, August 2013
- 25 Round & About Wokingham /Winnersh; magazine, August 2013
- 26 WBC; Register of Electors update, August 2013
- 27 NHS Wokingham Clinical Commissioning Group; prospectus and poster
- 28 CCB; request for nominations and invitation to AGM, 3 October 2013
- 29 WBC; Rainbow Activity Week programme
- 30 WBVSF; events update
- 31 Wokingham Volunteer Centre; invitation to AGM, 12 September 2013
- 32 Cllr G Harper; request for dispensation for allotments
- 33 Wokingham CCG, public meeting, 3 September 2013
- 34 WBC; receipt of Declaration of Interest forms for Cllrs Gordon-Walker and Harper
- 35 WBC; receipt of Change of Declaration of Interest forms for Cllr Bray
- 36 Rainbow Multi-Agency meeting minutes, 31 July 2013
- 37 Relate; invitation to AGM, 24 September 2013
- 38 Wokingham & District Cancer Care Trust; thanks for donation from Fete
- 39 Readibus; thanks for grant
- 40 Chris & Nina Fazey; thanks for Pavilion House repairs
- 41 CCB; Action For All e-bulletin, 28 August 2013
- 42 Rainbow Centre; Community News, September 2013
- 43 WBC; Consultation on Decision Making Process, plus forum on 23 September 2013
- 44 Cllr Prue Bray; North Wokingham Distribution Road
- 45 WBC; Fly Tipping leaflet
- 46 WBC; Campaign Against Waste meeting, 7 October, agenda
- 47 The Look Out Discovery Centre; leaflets
- 48 Arborfield PC; Arborfield News newsletter, August – September 2013
- 49 Mr R Wigley; copy of St George's Field byelaws, 1938
- 50 Mazars; completion of External Audit, 2012-13
- 51 Jenna Brookman, WBC; invitation to join members panel, My Journey, Rainbow Park
- 52 Cllr P Bray, acceptance of invitation to members panel, My Journey, Rainbow Park
- 53 RBFRS; Take Extra Care information



Items of correspondence received since the issue of the 10 September 2013 Full Council Meeting Agenda

- N1 Clerks & Councils Direct; magazine, September 2013
- N2 Round & About Wokingham/Winnersh; magazine, September 2013
- N3 SLCC; The Clerk magazine, September 2013
- N4 WBC; Register of Electors update, September 2013
- N5 Cllr P Bray; apologies & Borough Councillor's report
- N6 NALC; LCR magazine, autumn 2013
- N7 Cancer Research UK; thanks for donation from Fete 2013
- N8 NALC; Gov't announcement on creation of new parish councils
- N9 Mr D Vass; query re future of allotments in relation to WBC road plans
- N10 WBC; Celebrate Age 2013 leaflet, 1 October 2013

## APPENDIX 2

Borough Councillors report from Cllr P Bray:

Some sort of parking restrictions are being planned for Cavendish Gardens following the residents' petition, but what the council is proposing is minimal and I am not happy with it.

I have been to Grovelands Park with Housing Needs and Tenants Services officers to look at the poor condition of the mobile homes that are used as temporary accommodation. I expect to see some activity on improving things in the next couple of months.

I have received a number of complaints about the slowness of the Trees service in actioning residents' requests for work to be done to trees which are on the highway and therefore the council's responsibility, which I am looking into.

I have put my name forward to be involved with My Journey, a sustainable transport initiative.

Prue

## APPENDIX 3

**WINNERSH PARISH COUNCIL**  
**BUDGET SUMMARY 2013/14**  
**Revision Resolved by Council**  
**at its meeting held on 10th September 2013**

	2013/14 £	2012/13 £
Expenditure excluding Capital/Special Projects	125,969	118,299
Income excluding Precept	54,690	44,790
<b>Excess of Expenditure over Income</b>	<b>71,279</b>	<b>73,509</b>
Contingency	24,940	30,000
Balance Brought Forward	27,000	40,000
<b>Balance to be Funded</b>	<b>69,219</b>	<b>63,509</b>
Capital / Special Projects (see below)	40,500	35,550
Other Projects	0	8,822
Council Tax Support Scheme grant	5,113	-
<b>Total for Funding by Precept</b>	<b>104,606</b>	<b>107,881</b>
<i>Change from Previous Year [incl grant +1.7%]</i>	-3.0%	+1.9%
<i>Tax Base (nominal number of Band D properties)</i>	3,742.6	3,935.0
<b>Council Tax Charge for Band D Property</b>	<b>27.95</b>	<b>27.42</b>
<i>Change from Previous Year</i>	+1.9%	0%
<b>CAPITAL / SPECIAL PROJECTS</b>		
<b>F&amp;GP</b>		
Winnersh Matters newsletter	1,500	
Winnersh Parish Fete	3,500	
Miscellaneous	500	
<b>Total</b>	<b>5,500</b>	<b>5,000</b>
<b>Planning</b>		
Tree husbandry / replacement (incl ash removal)	4,000	
Miscellaneous	200	
<b>Total</b>	<b>4,200</b>	<b>2,200</b>
<b>R&amp;A</b>		
Christmas Lights event	500	
Fire & intruder alarm upgrade	5,000	
Play area repairs	8,000	
Basketball boards & nets renewal	800	
Goalpost renewal	1,000	
Car park fence renewal	1,500	
Re-marking of car park	500	
Replacement boiler(s) in main hall	11,500	
Miscellaneous	2,000	
<b>Total</b>	<b>30,800</b>	<b>23,100</b>
<b>Total Capital / Special Projects</b>	<b>40,500</b>	<b>30,300</b>