



## Winnersh Parish Council

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### MINUTES OF THE ANNUAL MEETING OF WINNERSH PARISH COUNCIL HELD AT 8.30 p.m. ON TUESDAY 13 MAY 2014 IN THE JOHN GROBLER ROOM

**PRESENT:** Cllrs J Southgate (Chairman), P Bray, F Breedlove, L Gordon-Walker, D Green, G Harper, R Holdstock, D Hunt, J Leask, F Obileye, R Shepherd-Dubey, C Taylor, R Tilbe.

**In attendance:** Clive Hudson (WPC Clerk), Miss A Lambourne (WPC FAO).

#### 1 ELECTION OF CHAIRMAN FOR COMING YEAR

- 1.1 Cllr Green **PROPOSED** and Cllr Leask **SECONDED** Cllr Southgate as Chairman for the forthcoming year and this was **RESOLVED**.  
Cllr Southgate took the Chair.

#### 2 ELECTION OF VICE-CHAIRMAN

- 2.1 Cllr Breedlove **PROPOSED** and Cllr R Shepherd-Dubey **SECONDED** Cllr Harper as Vice-Chairman and this was **RESOLVED**.

#### 3 DECLARATION OF ACCEPTANCE OF OFFICE

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

#### 4 APOLOGIES FOR ABSENCE

- 4.1 Apologies for absence – Cllrs E Cooke, I Shepherd-Dubey.  
4.2 Apologies for lateness – None

## **5 DECLARATIONS OF INTEREST**

- 5.1** 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, Green. Cllrs Southgate and Harper ex officio.
- 6.1.2** Planning Committee: Cllrs Gordon-Walker, Holdstock, Hunt, Leask, Obileye, Taylor, Tilbe. Cllrs Southgate and Harper ex officio.
- 6.1.3** Finance & General Purposes Committee: Cllrs Bray, Breedlove, Green, R Shepherd-Dubey, Taylor. Cllrs Southgate and Harper ex officio.

## **6.2 APPOINTMENT OF COMMITTEE CHAIRMEN**

- 6.2.1** Cllr R Shepherd-Dubey **PROPOSED** and Cllr Bray **SECONDED** Cllr Green as R&A Committee Chairman for the forthcoming year and this was **RESOLVED**.
- 6.2.2** Cllr Leask **PROPOSED** and Cllr Holdstock **SECONDED** Cllr Gordon-Walker as Planning Committee Chairman for the forthcoming year and this was **RESOLVED**.
- 6.2.3** Cllr Green **PROPOSED** and Cllr Holdstock **SECONDED** Cllr Breedlove as F&GP Committee Chairman for the forthcoming year and this was **RESOLVED**.
- 6.2.4** Thus, as per Standing Orders, the Executive Committee will be Cllrs Southgate, Harper, Breedlove, Gordon-Walker and Green.

## **7 REVIEW OF LEASES**

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

## **8 NEW CHAIRMAN'S STATEMENT**

- 8.1** Cllr Southgate thanked the Council for his election as Chairman. He commented that he had served as chairman several times before and that consequently he considered this appointment to be in a caretaker capacity only. He observed that it was great that there were many new members of the council and he hoped that they would continue to become more involved in the council, getting to know the day to day running and external links.

He thanked Cllr Green for his 3 years as Chairman and hoped that he had been of help to Cllr Green during his first year in office.

Cllr Southgate commented on the progress of the Council in becoming more involved in the community, in ventures including the fete, Christmas Lights, Litter Pick and Winnersh Matters. He observed that the Council would need to be aware of the increase in facilities available within the parish and the effect that these would have on the use of the Council's facilities.

## **9 WINNERSH FUEL ALLOTMENT TRUST**

- 9.1** Cllr Harper reported that 4 members of WFAT have to be elected by rotation this year. G Harper, P Bray, R Tweedy and T Auch have offered themselves for re-election and have been accepted by WFAT. He asked the Council to ratify their appointment.

The Parish Council **RESOLVED** to re-elect G Harper, P Bray, R Tweedy and T Auch as trustees of WFAT.

## **10 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

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

**10.1.1** WDALC / BALC – Cllr Harper.

**10.1.2** Winnersh Neighbourhood Action Group – Cllr Southgate.  
Cllr Breedlove serves as Treasurer and Cllr Bray also attends these meetings as a Borough Councillor.

**10.1.3** WBC Waste Management Committee – Cllr Cooke with Cllr Hunt as his standing deputy.

**10.1.4** Hurst Charities - Cllr Harper.

**10.1.5** Wokingham Traffic Forum – Cllr Taylor.

## **11 MINUTES OF THE PREVIOUS MEETING**

- 11.1** The minutes of the meeting held on 8 April 2014 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

## **12 MATTERS ARISING**

- 12.1** None

## **13 PUBLIC SESSION**

- 13.1** None

## **14 COMPLAINTS/FAULT TRACKING**

**14.1** None

## **15 CORRESPONDENCE**

Correspondence received is as listed in Appendix 1.

**15.1** Item 6; The Clerk was asked to forward details of this course to Cllr Tilbe.

**ACTION: Clerk**

Item 12; The Council **RESOLVED** to authorise the Clerk's attendance at the SLCC Training Day, 21 May.

Item 19; The Council discussed the implications of the proposal to lobby for a proportion of Business Rates to be allocated to Town / Parish councils. The Council decided that for Winnersh it was better to retain the status quo and for the total business rate to be used by WBC.

Item 20; The completion of the change of bank signatories was noted.

Item 23; The Clerk was asked to send details of this meeting to Cllrs Cooke and Hunt.

**ACTION: Clerk**

Item 25; The Council discussed the appointment of a representative to the Borough / Parish working group. Cllr Harper will look into this and report back.

**ACTION: Cllr Harper**

Item N4; This correspondence was noted as a follow up to correspondence reported to the previous R&A meeting.

## **16 REPORT OF THE LAST R&A COMMITTEE MEETING**

**16.1** The minutes of the meeting of 6 May 2014 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

**16.2** Cllr Breedlove gave an update on the completion of the alarm system work and the authorising of minor electrical work in the hall foyer. Further quotations have been requested for the proposed drainage works on the field.

**16.3** Cllr Harper reported that some work had now been started on allotment plot 2a. The Council **RESOLVED** to put on hold the decision to reclaim the plot whilst the progress is monitored.

## **17 REPORT OF THE LAST PLANNING MEETING**

**17.1** The minutes of the meeting of 7 April 2014 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 17.2 The minutes of the meeting of 28 April 2014 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 17.3 Cllr Gordon-Walker agreed to attend the Neighbourhood Planning event on 19 June.
- 17.4 The Council discussed the application to change the licensing rules at Wokingham Cricket Club. This application is due to be considered by the Planning Committee at its next meeting.

## **18 REPORT OF THE LAST F&GP COMMITTEE MEETING**

- 18.1 The minutes of the meeting of 29 April 2014, were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 18.2 Cllr Southgate reported that there had been a few minor changes to the Qtr 4 2013-14 accounts. The Internal Auditor is due in next week and the Qtr 4 and Year End figures will be presented to the June Full Council meeting, following her visit.  
**ACTION: Clerk & FAO**
- 18.3 Cllr Southgate reported that the Committee had noted the increased workload of the Wokingham CAB and had increased its grant.
- 18.4 The Committee had considered the changes necessary to the policy documents for the LGPS Discretionary Functions and Injury Allowance. The Clerk will present a revised LGPS Policy to the June Full Council meeting.  
**ACTION: Clerk**

## **19 REPORT OF THE LAST EXECUTIVE COMMITTEE MEETING**

- 19.1 The minutes of the meeting of 16 April 2014, were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 19.2 Cllr Southgate reported that the Executive meeting had met to consider the payment of the invoice for the alarm system, the review of the internal decorating contract, and had raised a cheque for the deposit for entertainments at the fete.

## **20 WINNERSH FETE 2014**

- 20.1 Cllr Southgate reported on preparations for the Fete. All the major entertainments had been booked. He asked all councillors to attend the final Working Group meeting before the fete which would take place on 12 June. The Council discussed the distribution of leaflets and posters, and the allocation of Prospect signs.

(Cllr Tilbe left the meeting)

## **21 REPRESENTATIVES ON OUTSIDE BODIES**

- 21.1** Cllr Hunt reported on the N Wokingham SDL.  
He reported the options for the Ashridge Interchange, flooding recording and alternative route signage.  
He had also spoken to a My Journeys representative and had discussed the creation of a shorter cycle route linking Winnersh Triangle to Winnersh Centre.  
The Council discussed this proposal and **RESOLVED** to support the creation of a foot and cycleway from unit 700 at Winnersh Triangle, running parallel to Williamson Close, to join up with Arbor Lane.  
The Clerk was asked to contact WBC expressing its support for this proposal and to copy in the case officer for unit 700 at Winnersh Triangle.

**ACTION: Clerk**

## **22 ACCOUNTS FOR PAYMENT MAY 2014**

- 22.1** The Council discussed the renewal of the Open Spaces subscription. The Council **RESOLVED** not to renew this subscription.
- 22.2** The Clerk confirmed the allocation of a grant to the Winnersh Primary School PTA.
- 22.3** The Clerk confirmed the credit card payment for a scaffold tower for the hall.
- 22.3** It was **PROPOSED** by Cllr Taylor and **SECONDED** by Cllr Holdstock and the Parish Council **RESOLVED** to pay the following accounts for May 2014.

**WINNERSH PARISH COUNCIL MEETING 13 May 2014  
ACCOUNTS FOR PAYMENT - MAY 2014**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Chq No</b>
Salaries (CH-AL-CF)	Salaries	3,277.81	SO/7459-7461
HM Revenue & Customs Only	Tax & NI - Month 2 Year 2014-15	632.94	7462
The Berkshire Pension Fund	Pension	941.03	7463
Mark Osmundson	Relief Caretaker (5 days - April)	284.50	7464
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ABA (Construction) Limited	April Inspection - Play Area / Table Tennis / Rock / Shelter	169.20	7465
A Solo Security	Balance of Invoice 8836 Due	0.80	7466
Berkshire County Blind Society	Grant	120.00	7467
Bowak Limited	Black Sacks / Bleach	23.34	7468
British Gas	Elec Charges to 31 Mar14	200.94	7469
Corona Energy Retail 4 Limited	Gas Charges for 1 March - 1 April 2014	184.25	7470
D. Knight Esq.	Window Cleaning May	90.00	7471
Nick Robins Limited	Groundworks April / Addtnl Works for football pitches	1,461.60	7472
Prestige Plumbing & Heating	New Radiator in Hall - £385 Supply & Fit New Taps - £130 (Office/AP) Adjust Thermo Valves in Toilet/Kitchen Sinks - £80	595.00	7473
SLCC Berkshire Branch	Clerk - Training Day	25.00	7474
The Open Spaces Society	Annual Subscription - withheld	45.00	7475
Winnersh Primary School PTA	Grant	100.00	7476
Wokingham & District CAB	Grant	700.00	7477
Wokingham Borough Council	Temporary Events Notice - Fete	21.00	7478
Wokingham Borough Council	Annual Licence Fee Allotments	1,000.00	7479
Wokingham Volunteer Centre	Grant	50.00	7480
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BT		105.93	DD 2/5
Easycopiers Limited	587607 Charges to 30 April	42.00	DD 1/6
NatWest One Card	Scaffold Tower Annual Card Fee £32	266.99	DD 12/5
Plusnet	50462694 Charges to 9 June	48.22	DD 15/5
Risc Group	34407 PC Back Ups	22.74	DD 15/5
Wokingham Borough Council	Council Tax - Month 2	95.00	DD 1/6
<b>Total for the month</b>		<b><u>10,503.29</u></b>	
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<b>Payments made after last meeting</b>			
A Solo Security	Installation of new alarm system	4,834.00	7457 16/4
Knockout Entertainments	Deposit for Fete	100.00	7456 16/4
NatWest One Card	Keys Cut / Metal Basket Ball Net	76.95	DD 10/4
Plusnet	49644684 Charges to 9 May	61.13	DD 16/4
Thames Valley Police	URN fees for Intruder/Personal Attack	78.28	7458 16/4
		<b><u>5,150.36</u></b>	

**Financial Position as at 30 April 2014**

Bank Balance	£	50,717.05
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**23 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

- 23.1** The Council confirmed that the Executive Committee would meet on 3 June 2014 to consider the winner of the Civic Award 2014. **ACTION: Clerk**

**24 TIME AND DATE OF NEXT PARISH COUNCIL MEETING**

**24.1** The next meeting of the Parish Council will be held on Tuesday 10 June 2014 at 7.45 p.m. in the John Grobler Room.

The meeting closed at 10.02 p.m.



## **Appendix 1 Correspondence**

### **Correspondence received prior to the issue of the agenda for 13 May 2014**

- 1 WBC; alteration to Register of Electors, April 2014
- 2 Wokingham & District CAB; change of address
- 3 BALC; survey on Standards in Public Life training
- 4 Came & Co; Parish Matters magazine, spring 2014
- 5 BALC; conformation of bookings for VAT training course
- 6 Society of Biology; invitation to talk at Reading University
- 7 TVP; Thames Valley Alerts
- 8 WBC; Arborfield & Barkham joint Neighbourhood Plan
- 9 Sue Ryder; posters
- 10 BALC; confirmation of booking for Chairmanship course
- 11 CCB; Action for All e-bulletin
- 12 SLCC; Berks Annual Training Day / AGM, 21 May 2014
- 13 Wokingham NHS Central commissioning support; meeting 6 May 2014, Woodley
- 14 WTC; confirmation of grant for WW1 heritage trail
- 15 LINK visiting scheme; invitation to theatre, 11 June, Wokingham Theatre
- 16 Wokingham Volunteer Centre; advert for Supported Volunteering Project Worker
- 17 BALC; newsletter, April 2014
- 18 RBFRS; industrial action, 2-4 May 2014
- 19 Steve Shaw, Sevenoaks Town Council; support for payment of proportion of business rates to Parish & Town Councils
- 20 Nat West; confirmation of update of signatories
- 21 Clerks & Councils Direct; magazine May 2014
- 22 WBVSF; training bulletin
- 23 WBC; Campaign Against Waste meeting; 27 May at Smallmead
- 24 Arborfield PC; Arborfield News magazine, April-May 2014
- 25 WBC; to appoint a representative to the Borough/Parish Working Group
- 26 Wokingham Events; May 2014
- 27 CCB; Action for All e-bulletin
- 28 NALC; update from Larger Councils committee meeting
- 29 SLCC; The Clerk magazine, May 2014
- 30 WBC; alteration to Register of Electors, May 2014
- 31 Alzheimer's Society; information and poster for Dementia Action Alliance, 20 May
- 32 WBC; children's half-term activities
- 33 Shinfield PC; advertisement for position of Parish Clerk

### **Correspondence received since the issue of the agenda for 13 May 2014**

- N1 Cllr D Green; intention to retire as Chairman of WPC
- N2 WVC; Green N Tidy fundraising, 14 May
- N3 Eversley Cricket Club; charity cricket match, 30 May 2014
- N4 Mr N Dharmabandhu; impress upon Council the Practicality of getting business sponsorship for litter free environment
- N5 WBC; Dinton Pastures Family Weekend, 31 May, 1 June
- N6 Mr D Baker; summary report of Adopt A Street scheme
- N7 Wokingham Volunteer Centre; spring newsletter
- N8 WBVSF; event dates, plus winding up of WBVSF
- N9 Cllr R Shepherd-Dubey; traffic lights at crossroads