



**Winnersh Parish
Council**

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**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL
HELD AT 7.45 p.m. ON TUESDAY 13 OCTOBER 2015
IN THE JOHN GROBLER ROOM**

PRESENT: Cllrs J Southgate (Chairman), J Bray, P Bray, D Green, S Hanna,
G Harper, R Holdstock, D Hunt, N Kilby, P Ray, R Shepherd-Dubey.

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

1 APOLOGIES

1.1 Apologies for absence – Cllrs F Breedlove, J Curtis, F Obileye, C Taylor,
WBC Cllr P Houldsworth.

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 8 September 2015 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 Cllr Southgate welcomed Andy Fry and Paul Jacques from the Royal
Berkshire Fire & Rescue Service.
Mr Fry presented the issues facing the Fire Service and elaborated on the
Drivers for Change, ie the viability of the retained duty system, financial
reality, and the reduced demand for emergency fire services. He explained the
benefits of the Service's prevention campaign, particularly the Home Fire
Safety Checks.

He explained the policy decisions the Fire Authority is having to take to guide the Service into the future. He specified the Service's assets and gave some examples of improved fire safety measures and discussed the broader aspects of the Service's involvement in public safety, health and wellbeing.

Mr Jacques spoke of the benefits of Community Resilience, highlighting the benefits of organisations (including parish councils) and the blue light services working together.

Discussions took place regarding the sharing of personal data and the collaboration of the emergency services.

Cllr Southgate thanked Mr Fry and Mr Jacques.

[Mr Fry and Mr Jacques left the meeting.]

5 COMPLAINTS AND FAULT TRACKING

5.1 none

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

Item 2; the Council discussed WBC's funding boost programme.

Item 9; the daytime closure of Mill Lane was noted.

Item 12; the invitation to Carols in the Courts was extended to the members.

Item 13; the Clerk will attend the CIL training.

Item 14; the Clerk and Cllr Ray will attend the Code of Conduct training.

Item 23; The FAO would like to attend the BALC Finance training. Cllr Ray indicated that he may also be available to attend the training.

The Clerk will book the places.

ACTION: Clerk

Item 30; Cllrs R Shepherd-Dubey and Cllr Southgate confirmed that they might be able to attend the Rainbow Centre multi-agency meeting.

6.2 Correspondence received since the issue of the agenda

Item N4; The Clerk summarised the sequence of the WBC Asset Review.

Item N7; Cllr Harper will attend the BALC AGM.

Item N10; the archaeological work at Hatch Farm Dairies was discussed.

Item N11; Cllr P Bray explained the road works at Baslow Road.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr R Shepherd-Dubey reported:

- Gave an update on the funding for the cycleway
- The progress of the relief road (part 1) at Hatch Farm Dairies
- The progress of the new Park N Ride facility
- The Northern Distributor Road is confirmed as going through the allotments
- M4 works do not require prior notification to householders
- Progress on the red-light cameras at the crossroads
- Concerns re the dog bin emptying schedule
- CPE will take another year or two to implement. The main service will be targeted around schools and stations
- The Reading Road gas road works are progressing towards the crossroads
- Road repairs are scheduled upon a seventy year cycle

7.2 Cllr P Bray reported:

- On the Strategic Road Maintenance schedule
- On planning permission for the Bearwood College signs
- The surfacing of the pavement on cycleway phase 2
- Attempts to get a parked car removed from the entrance to Bluebell Meadow
- Problems with the A329(M)/J10 filter lane signage
- Planning permission for Sainsbury's 'arch'
- (see Correspondence 16) budget consultations were explained

7.3 Cllr Southgate summarised Cllr P Houldsworth's report:

- On the Park N Ride scheme
- The A329 cyclepath, phase 3 progress
- Update on Hatch Farm Dairies
- The Housing Bill / Homelessness
(Cllr Bray will speak on social and affordable housing at the November Full Council meeting.)
- The Marvellous Festival at Dinton Pastures
- Clearance of the Astor Path footway

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 Committee meeting of 7 September 2015 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

The details of this meeting had been reported at the September Full Council meeting.

9.2 The minutes of the Committee meeting of 29 September 2015 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

9.2 Cllr Hanna reported on the meeting of 29 September 2015. The Council discussed the objections to the application for 10 flats on Reading Road.

10 LAST R&A COMMITTEE MEETING

10.1 The minutes of the Committee meeting of 6 October 2015 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Harper reported;

- The Committee had authorised the contractors and planning permission for the office window project.
- A contractor for the internal decoration had been approved.
- Plans for marking parking areas on the perimeter of the car park
- Christmas Lights; Cllr R Shepherd-DuBey was asked to discuss attendance with Bearwood Primary School **ACTION: Cllr R Shepherd-DuBey**
- Cllr Ray had reported on WBC dog fouling enforcement measures

10.3.1 The Committee had **RECOMMENDED** and the Council **RESOLVED** to vire £19000 from the Pavilion Flat Roof replacement project to the Solar Energy project. The additional money for the Solar Energy project will be taken from the Other Projects budget.

10.3.2 The Committee had **RECOMMENDED** that a Café facility in the Pavilion should be approved for the summer months, possible involving local organisations or charities. The Council approved this in principle. Cllr Southgate invited councillors to become aware of organisations who may wish to take on this project. **ACTION: All Councillors**

11 NEXT F&GP COMMITTEE MEETING

11.1 The next meeting of the F&GP Committee was confirmed as 27 October 2015 at 7.45pm.

12 SOLAR ENERGY

12.1 Cllr Southgate reported that the final recommendation for solar panelling had proposed that putting solar panels on only the office and hall roofs would be most cost effective. Confirmation had been given for this project at a cost of £21,935.34. SPSEnergy are undertaking the initial consultations with SSE and investigating planning permission.

13 POLICIES AND PROCEDURES

13.1 The final drafts of the E05 Capability and E06 Absence and C02 Code of Conduct had been distributed to members in advance of the meeting.

13.1.1 The Council **RESOLVED** to adopt the revised E05 Capability Policy and Procedure v2.0.

13.2 The Council considered the E06 Absence Policy and Procedure. The Council asked for the addition in section 4, that in the absence of the Clerk other employees should report their absence to the Chairman or Vice-Chairman, who would then report to Council.
The Council asked the F&GP Committee to review Appendix A, the Absence Report Form. **ACTION: Clerk**

13.2.1 The Council **RESOLVED** to adopt the revised E06 Absence Policy and Procedure v2.0, with the addition outlined in item 13.2 above, and subject to the review of Appendix A.

13.3 The Council **RESOLVED** to adopt the revised C02 Code of Conduct procedure v3.0.

13.4 The Clerk reported that Cllr Curtis had produced a draft C04 Complaints Policy.
The Council asked the F&GP Committee to review the document. **ACTION: Clerk**

14 REPRESENTATIVES ON OUTSIDE BODIES

14.1 Cllr Harper reported on the Hurst Consolidated Charities meeting. The charity is proposing to build new alms houses and repair others.

14.2 Cllr Harper reported on the Borough Parish Working Group. A consultation on Support Services was provided by WBC. Business Rates and WBC staff structure are agenda items for the next BPWG meeting.

14.3 Cllr Hunt reported on the last Waste Management Committee meeting. The Borough Litter Pick is confirmed as 19/20 March 2016.
The Council **RESOLVED** to appoint Cllr Hunt as its representative on the WBC Waste Management Committee.

15 APPROVAL OF ACCOUNTS

15.1 The Council asked the Clerk to include an agenda item for the F&GP Committee meeting to approve electronic banking and to approve the procedures necessary for its running. **ACTION: Clerk**

15.2 It was **PROPOSED** by Cllr D Green and **SECONDED** by Cllr G Harper and the Parish Council **RESOLVED** to pay the following accounts for October 2015.

WINNERSH PARISH COUNCIL MEETING 13 OCTOBER 2015
ACCOUNTS FOR PAYMENT - OCTOBER 2015

Payee	Description	Amount	Chq No
Salaries (CH-AL-CF)	Salaries	3,418.91	SO/7799-801
HM Revenue & Customs Only	Tax & NI - Month 7 Year 2015-16	660.68	7802
The Berkshire Pension Fund	Pension	1,000.73	7803
Adele Walker	Relief Caretaker (3 days - Sept)	170.70	7804
Bellstan Limited	Painting of Car Park entrance markings	180.00	7805
Berkshire Pest Control Limited	Setting of mole traps 11 Aug15	96.00	7806
Bowak Limited	Latex Gloves / Bucket / Urinal Blocks	78.79	7807
British Gas	AP - Elec Charges 17 Aug - 16 Sept15	186.04	7808
	CC - Elec Charges 25 Aug - 24 Sept15		
	CHEQUE VOID		7809
Christine Foyle	Refund overpayment of deposit	35.00	7810
Corona Energy Retail 4 Limited	Gas Charges Aug/Sept	56.38	7811
D. Knight Esq.	Window Cleaning October	90.00	7812
Haydn Selwyn-Jones	Locum Work August & September	798.90	7813
Lloyds TSB Commercial Finance	SMS Annual Boiler Service	216.00	7814
Mazars LLP	Year End External Audit	480.00	7815
Nick Robins Limited	Groundworks Sept15	1,369.20	7816
Office IT Plus Limited	Repair RISC Group backups on Clerk laptop	116.00	7817
SSE Contracting Limited	Q2 Street Lights Maintenance - £65.48	164.24	7818
	Repairs to lights at Pavilion & CCentre £98.76		
Wokingham Borough Council	Planning Permission Fees	97.50	7819
Wokingham Horticultural Association	Donation	25.00	7820
Easycopiers Limited	611260 Billing Period 1 - 30 Sept15	42.00	DD 31/10
NatWest OneCard	Allotment Competition Prizes - £50.00	306.71	DD 12/10
	Staples - Stationery - £14.99		
	Ryman - Stationery - £55.96		
	Lightsave - replacement tubes - £67.32		
	WF Senate - light adaptors - £118.44		
Plusnet	65874945 Telecoms Charges to 9 Nov15	58.05	DD 19/10
Risc Group	48858 PC Back Ups	25.88	DD 19/10
Wokingham Borough Council	Council Tax - Month 8	97.00	DD 1/11
Total for the month		9,769.71	
Payments made after last meeting			
Plusnet	64899675 Telecoms Charges to 9 Oct15	52.64	DD 16/9
Thames Water Utilities Limited	Services 9 June - 8 Sept15	641.00	DD 28/9
		693.64	

Financial Position as at 30 September 2015

Bank Balance	£	151,776.41
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16 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

16.1 Cllr Southgate explained the possibility of producing a 4-page edition of Winnersh Matters, without adverts. The Council **RESOLVED** to approve the production of a 4-page edition in November.

17 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

17.1 The next meeting of the Parish Council will be held on Tuesday 10 November 2015 at 7.45pm in the John Grobler Room.

There being no further business, the meeting closed at 10.10pm.

APPENDIX 1

Items of correspondence received prior to the issue of the 13 October 2015 Full Council Meeting Agenda

- 1 TVP; Thames Valley Alerts
- 2 WBC Newsletters:
 - Step towards Civil Parking Enforcement
 - LED Street Lighting project
 - Carnival Pool regeneration
 - Sports Pitch strategy
 - Transport Issues in Wokingham
 - Trial changes to grass cutting service
 - WBC schools career fair
 - Funding boost for Market Place improvements
 - Construction of secondary school at Arborfield
- 3 Involve; voluntary sector news
- 4 WBC; major projects meeting, 13 October
- 5 WBC; update on A329 cycleway phase 3
- 6 NHS; Have Your Say meeting, 20 October, 12 noon, Sindlesham Court
- 7 TVP; Tack marking, 26 October, Pony Club Field, Barkham
- 8 Rainbow Centre; Community News, October 2015
- 9 WBC; structural repairs to bridges, Mill Lane, 19-27 October 2015
- 10 WBC; Multi-Agency Liaison Group meeting 22 October, 1pm Rainbow Centre
- 11 Involve; training bulletin, September / October 2015
- 12 WBC; invitation to Carols in the Courts, 16 December 7pm
- 13 WBC; invitation to CIL meeting, 28 October 4-6pm Shute End
- 14 WBC; invitation to Code of Conduct training, 28 October 6.30pm, Shute End
- 15 WBC; update on Community Fun days
- 16 WBC; Budget drop-in sessions, October 2015
- 17 The Look Out Centre; leaflets 2015-16
- 18 Guide Dogs; thanks for donation from Fete 2015
- 19 Wokingham Volunteer Centre; Recruitment Fair 10 October, Rose Street
- 20 BBC; home cook flyer
- 21 Emergency Services; Fun Day, Arborfield Garrison, 29 October
- 22 Berkshire Youth; What's On October 2015
- 23 BALC; training, Finance 21 October, Planning 24 November
- 24 WBC; Mayor's appointments, 11-20 Sep, 17-26 Sep and 25-30 Sep
- 25 WBC Libraries; News & Events October 2015
- 26 The Wildlife Trusts; Invasive species in River Loddon, training 20 October at Dinton Pastures
- 27 Berkshire Carers; volunteer newsletter August 2015
- 28 SPS Energy; update on proposals for solar energy
- 29 WBC; request for events for Wokingham Borough News
- 30 WBC; Rainbow Centre multi-agency meeting, 22 October 1pm
- 31 WBC Irum Gulzar, confirms attendance at January 2016 meeting, re waste & recycling
- 32 NHS; invitation to Wokingham Clinical Commissioning Group AGM, 29 September
- 33 WBC; A329(M) temporary closure, 28 September to 1 October
- 34 Cllr P Bray; update on Post Boxes
- 35 NALC; LCR magazine, autumn 2015
- 36 TVP; attendance of new PCSO at October meeting

Items of correspondence received following the issue of the 13 October 2015 Full Council Meeting Agenda

- N1 WBC; offer to lead Child Sexual Awareness course
- N2 Readibus; thanks for grant
- N3 WBC; Borough Parish Working Group agenda, for 12 October 2015
- N4 WBC; schedule for Area Review of Assets
- N5 CCB; e-bulletin
- N6 WBC; Mayor's engagements, 10-16 October 2015
- N7 BALC; invitation to AGM, 7.30pm 11 November 2015, Grazeley
- N8 Berkshire Vision; thanks for grant
- N9 Berkshire Vision; posters for Festive Afternoon Tea, 6 December 2015
- N10 Jenny Pape; concerns re digging work at Hatch Farm Dairies
- N11 WBC; Baslow Road closure, 15 October 2015