



Winnersh Parish Council

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MINUTES OF THE ANNUAL MEETING OF WINNERSH PARISH COUNCIL HELD AT 9.00 PM ON TUESDAY 8 MAY 2018 IN THE SINDLESHAM ROOM

PRESENT: Cllrs G Harper (Retiring Chairman), P Bray, F Breedlove, P Fishwick,
S Hanna, R Holdstock, D Hunt, B Krauze, F Obileye, R Shepherd-
DuBey, J Southgate, C Taylor, L Wooldridge.

In attendance: Clive Hudson (WPC Clerk).
Brendan Gibbs (WPC Locum Clerk)
WBC Cllr P Houldsworth.

1 ELECTION OF CHAIRMAN FOR COMING YEAR

1.1 Cllr F Breedlove **PROPOSED** and Cllr P Fishwick **SECONDED** Cllr G Harper as Chairman for the forthcoming year and this was **RESOLVED**.

2 ELECTION OF VICE-CHAIRMAN

2.1 Cllr G Harper **PROPOSED** and Cllr P Bray **SECONDED** Cllr P Fishwick as Vice-Chairman and this was **RESOLVED**.

3 DECLARATION OF ACCEPTANCE OF OFFICE

3.1 Cllr Harper signed the Declaration of Acceptance of Office form.

4 APOLOGIES FOR ABSENCE

4.1 none.

5 DECLARATIONS OF INTEREST

- 5.1** The Clerk reminded all councillors to keep their Declaration of Interest forms up to date.

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, Hanna, Holdstock, Southgate, Wooldridge. Cllrs Harper and Fishwick ex officio.

6.1.2 Planning Committee: Cllrs Holdstock, Hunt, Obileye, Krauze, Taylor, Wooldridge. Cllrs Harper and Fishwick ex officio.

6.1.3 Finance & General Purposes Committee: Cllrs P Bray, Breedlove, Holdstock, R Shepherd-DuBey, Southgate. Cllrs Harper and Fishwick ex officio.

6.2 APPOINTMENT OF COMMITTEE CHAIRMEN

6.2.1 Cllr Harper **PROPOSED** and Cllr Wooldridge **SECONDED** Cllr Hanna as R&A Committee Chairman for the forthcoming year and this was **RESOLVED**.

6.2.2 Cllr Harper **PROPOSED** and Cllr Southgate **SECONDED** Cllr Taylor as Planning Committee Chairman for the forthcoming year and this was **RESOLVED**.

6.2.3 Cllr R Shepherd-Dubey **PROPOSED** and Cllr Bray **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 Harper, Fishwick, Breedlove, Hanna, Taylor.

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 Harper thanked the Council for his election as Chairman for a third year. He had had an interesting second year and hoped to serve positively during 2018-19.

9 WINNERSH FUEL ALLOTMENT TRUST

- 9.1** Cllr Harper reported that the WFAT trustees remained unchanged from last year.

The current trustees are G Harper (Chairman), Prue Bray, Roberta Tweedy, Tony Auch, Richard Tilbe, Samantha Lane, Peter Dennis and Graham Carter.

The Parish Council **RESOLVED** to confirm the members 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 WBC Waste Management Committee/Cleaner & Greener – Cllr Hunt.

10.1.3 Hurst Consolidated Charities - Cllr Harper.

10.1.4 Borough Parish Liaison Forum – Cllr Hanna.

11 MINUTES OF THE PREVIOUS MEETING

- 11.1** The minutes of the meeting held on 10 April 2018 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

12 MATTERS ARISING

- 12.1** Questions regarding the King's Street Lane pedestrian crossing have been referred to the Planning Committee.

12.2 The Clerk updated the Council on the latest CIL and S106 information.

13 COUNCIL VACANCIES

- 13.1** The Clerk confirmed that Messrs Bagha and Alluri are no longer members of the Council having failed to attend a meeting of the Council for a period of six months. They have now been disqualified using the power of Section 85 of the Local Government Act 1972

The Parish Council **RESOLVED** to declare two vacancies on the Parish Council. The Clerk will issue the relevant notices and inform the Monitoring Officer.
ACTION: Clerk

14 PUBLIC SESSION

- 14.1** none

15 COMPLAINTS/FAULT TRACKING

15.1 none

16 CORRESPONDENCE

16.1 Many items of Correspondence had been sent to councillors in advance of the meeting. There were no questions. See also Appendix 1.

Item 10; The Green N Tidy poster has been put up at the allotments.

17 REPORT OF THE LAST R&A COMMITTEE MEETING

17.1 The minutes of the meeting of 3 April 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

17.2 Cllr Hanna reported on the meeting.

Notice to vacate the allotments has been issued. The new allotments are expected to be ready around November/December this year. The brickwork and flat roof repairs have been delayed. The car park upgrade is complete. Quotations for the internal decoration are awaited. The consultants' report on the solar panels has been received.

17.3 The Council discussed the drainage of the car park. The Council asked for the review of the Ice risk assessment to be an agenda item on the next F&GP meeting.
ACTION: Clerk

18 REPORT OF THE LAST PLANNING MEETING

18.1 The minutes of the meeting of 4 April 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

18.2 The minutes of the meeting of 23 April 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

18.3 Cllrs Taylor and Fishwick reported on the two meetings.

They reported on the objections lodged regarding 2 King Street Lane, the Relief Road Phase 2, 15 Winnersh Gate; the progress of two appeals. They confirmed that the closing date for the 5 Year Housing Supply consultation is approaching and that WPC does not need to respond.

19 REPORT OF THE LAST F&GP COMMITTEE MEETING

19.1 The minutes of the meeting of 24 April 2018 were discussed. Concern was raised that there may still be some discrepancies in the reporting of the meeting, particularly regarding changing budgets for 2018-19. The Council asked the Clerk to make the review of the minutes an agenda item for the next Council meeting.
ACTION: Clerk

- 19.2** The Council confirmed the running of the Civic Awards scheme for 2018, with a closing date of 1 June 2018. The Clerk will organise an Executive Committee meeting to select the winners. **ACTION: Clerk**

20 QUARTER 4 ACCOUNTS 2018-19

- 20.1** Mr B Gibbs (Locum Clerk) reported that the completed Quarter 4 reports are unavailable because of time constraints in their production. He referred the Council to the Internal Auditor's report.

The Council asked for the completed reports to be presented for consideration at the next Full Council meeting. **ACTION: FAO & Clerk**

21 YEAR END ACCOUNTS 2017-18

- 21.1** The Council considered that given the uncertainty over the Q4 reports and the very little time it had had to consider the Year End figures, it was not appropriate to look at Year End at this meeting.

The Clerk was asked to make Year End an agenda item for the June Full Council meeting. **ACTION: Clerk**

22 INTERNAL AUDIT PROCESS

- 22.1** The Council made an initial assessment of the Internal Auditor's Report. It discussed the implications and benefits of different accounting and reporting systems.

The Council asked the Chairman of the F&GP Committee to review alternative packages. **ACTION: Cllr Breedlove**

The Council will review the Internal Auditor's report at the June Full Council meeting. **ACTION: Clerk**

(Cllr Holdstock left the meeting)

23 ANNUAL ACCOUNTS AND AUDIT RETURN 2017-18

- 23.1** Mr Gibbs had presented final figures for Audit to the Council. He commended the FAO for her diligence in preparing the information over a short timescale. Given the uncertainties of the Qtr. 4/Year End reports (see above items 20 & 21) the Council was not mindful to consider the Return now.

The Clerk will make this an agenda item for the June Full Council meeting.

ACTION: Clerk

- 23.2** Mr Gibbs has asked for an extension of the External Audit return date from the auditors.

24 WINNERSH FETE 2017

- 24.1** Cllr Southgate reported that preparations were going well with the help of the WBC Tenant Involvement team. Sponsorship is progressing. The stalls bookings are lower than expected.

The next fete Working Group meetings is on 23 May.

25 WINNERSH MATTERS

- 25.1** The copy is ready for Cllr Taylor to take to the printers. Any final changes should be sent to Cllr Taylor urgently.

26 REPRESENTATIVES ON OUTSIDE BODIES

- 26.1** Cllr Hunt reported on the Cleaner & Greener meeting, including the initiative to grow wild flowers on the Relief Road embankment.

- 26.2** Cllr Hunt reported on the Highways meeting. He explained the difficulties involved in changing bus-stop names.

- 26.3** Cllr Hunt reported on the Council for the Preservation of Rural England meeting on Strategic Planning at Twyford.

- 26.4** Cllr Hunt intends to go to a police force meeting this weekend.

27 ACCOUNTS FOR PAYMENT MAY 2018

- 27.1** Cllr Harper queried whether the BALC invoice has been received.

ACTION: FAO

- 27.2** The Clerk reported that a credit had been considered on the Kall Kwik account.

- 27.3** The Clerk was asked to get Unity paperwork to new councillors urgently.

ACTION: Clerk

- 27.4** It was **PROPOSED** by Cllr Hanna and **SECONDED** by Cllr Harper and the Parish Council **RESOLVED** to pay the following accounts for May 2018.

WINNERSH PARISH COUNCIL MEETING 8 May 2018			
ACCOUNTS FOR PAYMENT - May 2018/19			
Payee	Description	Amount	Ref
Salaries (CH-AL-CF-JR)	May Salaries	4,039.07	BACS B
HM Revenue & Customs Only	Tax & NI - Month 2 Year 2018/19	1,032.67	248641661 B
The Berkshire Pension Fund	Pension	1,342.28	643187477 B
A Solo Security			
A Solo Security	Moving of CCTV	462.00	114914939 B
Bin-it Dog Waste Solutions	Dog Waste Service 1 - 30 Apr2018	170.82	961766317 B
Dave Kinght	Window Cleaning April18	90.00	773661717 B
Home Counties Play Limited	Play Area Matting / Cleaning of Equipment	11,292.00	699075004 Q
itQED Business Solutions	Monthly Support Contract for May18	98.80	515192097 B
Kall Kwik Reading	4250 Winnersh Matters Newsletters	890.30	613789916 B
LGRC Associates Limited	Locum Clerk Services 1/4 - 30/4 & Travel Expenses	5,376.96	479585745 B
Me2	Grant	100.00	300130 Q
SSE Southern Electric	Unmetered Electricity Supply for 2018/19	335.90	498186620 B
Viking	Paper - White / Green / Pink & Envelopes	166.06	972934372 B
Total Expenditure for the month		25,396.86	
Payments made after last meeting			
ESC Surfacing	Extra Works to the Car Park	16,128.00	848294070 B
Miriam Gwuene	Refund of Damage Deposit	200.00	881811302 B
Wokingham Borough Council	Annual Licence Fee for Reading Road Allotments	1,000.00	258005335 B
		17,328.00	
Financial Position as at 30 April 2018			
Bank Balance	£	124,009.52	

28 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

28.1 The Council **RESOLVED** that Mr B Gibbs (Locum Clerk), in consultation with the Clerk, should be employed for 2 weeks in June to produce a report on recommendations to improve Council procedures. **ACTION: Cllr Harper**

28.2 Cllr Hunt is contacting the police regarding lessons to be learned from recent burglaries.

28.3 Cllr Hunt and some volunteers have patrolled key points for water rising during recent heavy rains. The Hatch Farm Dairies flood mitigation measures seem to be working now.

9TIME AND DATE OF NEXT PARISH COUNCIL MEETING

24.1 The next meeting of the Parish Council will be held on Tuesday 12 June 2018 at 7.45 p.m. in the Sindlesham Room.

The meeting closed at 10.10pm

Appendix 1 Correspondence

Correspondence received prior to the issue of the agenda for 8 May 2018

WBC: Wokingham Borough Mayor - Protocol Information For all Parish Councillors

WBC: Update on Winnersh Relief Road issues

WBC: Events this Easter at Wokingham Borough Libraries

WBC: Bulmershe Leisure Centre planning application submitted

WBC: Street Lighting Upgrade - Forward Programme

WBC: Investigation work at North Wokingham Distributor Road – West of Old Forrest Road

TVP; Thames Valley Alert newsletters

Me2; thanks for grant

TVP Deputy Commissioner; April 2018 newsletter

Keep Mobile; thanks for grant

BALC; newsletter, including GDPR update

NALC; newsletter, including GDPR update

WBC; update on Winnersh Meadows pathways and boardwalk

WBC; offer to act as GDPR Data Protection Office