



## Winnersh Parish Council

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### MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD IN THE WINNERSH HALL ON TUESDAY 10 SEPTEMBER 2019

**PRESENT:** Cllrs P Fishwick (Chairman), K Bradeepan, P Bray, A Caston, A Greenwood, R Hamblin, G Harper, F Obileye, R Shepherd-DuBey, J Southgate, L Wooldridge.

**In attendance:** P Stoneman (Clerk).

#### 1 APOLOGIES FOR ABSENCE

Cllrs F Breedlove, S Hanna, B Krauze and C Taylor.

#### 2 DECLARATIONS OF INTEREST

Cllr Harper declared a non-pecuniary interest in matters that might refer to allotments. Cllr Harper announced that, as an allotment holder, he would not participate in any decisions relating to the new allotments.

#### 3 CO-OPTED COUNCILLORS

The Chairman welcomed Cllr Kanagarajah (Brad) Bradeepan, Cllr Amanda Greenwood and Cllr Rachael Hamblin to their first Parish Council meeting. Acceptance of Office forms had been signed by all three Councillors in the presence of the Clerk.

The Chairman invited the new Councillors to consider which Committees they may want to serve on and the following was unanimously agreed:-

Cllr Kanagarajah (Brad) Bradeepan - Planning  
Cllr Amanda Greenwood - Planning and R&A  
Cllr Rachael Hamblin - Planning and R&A

#### 4 MINUTES OF THE PREVIOUS MEETING

The minutes of the Parish Council meeting held on 9 July 2019 were **AGREED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.

## **5 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

- 5.1 (Minute 4/5.1) It was agreed that the issue of cycle safety would be raised with the Head of Forest School when the school returned in September. **ACTION: CLERK**
- 5.2 (Minute 13) the Clerk updated the Council on progress toward recovering the double payment made in 2017 to Thames Water and Castle Water. The Clerk had contacted the Chief Executive of Castle Water who agreed to resolve the matter without delay.
- 5.3 Castle Water had also reviewed the water bills that had been based on estimated readings that would result in a refund of £3,306.14.
- 5.4 The Clerk assured the Council that monthly meter readings would be taken in future and these would be submitted to ensure that accurate bills could be generated.

## **6 PUBLIC SESSION - There were no members of the public in attendance.**

## **7 WOKINGHAM BOROUGH COUNCIL MATTERS**

- 7.1 The Chairman provided a written update as set out in Appendix A.
- 7.2 Cllr Bray advised that Network Rail had undertaken a survey but the results had not yet been provided.

Calver Close – access had been overgrown but the housing association had now started clearance work. Drainage had also been an issue.
- 7.3 Cllr Shepherd-DuBey advised that there had been some quality standards issues with Building Inspectors from the private sector signing off works that were considered sub-standard for newly built properties, including some on the Persimmon housing developments.

Thames Valley Police were being asked to support a reduced speed limit in Bearwood Road from 40mph to 30mph in the vicinity of Bearwood Primary school. In support of the proposal, Cllr Bradeepan highlighted the dangers being faced by parents and carers crossing between Bearwood Recreation Ground and the school.

## **8 PARISH QUESTIONS ON PARISH MATTERS**

- 8.1 Cllr Caston asked why the roads in Hatch Farm Way were not being kept clean. The Chairman advised that they should be regularly swept and if not, residents should report this to WBC, and that could be done through their website.

## **9 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

- 9.1 Cllr Harper informed Council that he had attended the Wokingham Job Support Centre AGM and had been asked to extend their thanks to WPC for the financial support provided.

## **10 PLANNING COMMITTEE MEETING**

- 10.1 The minutes of the Planning meeting held on the 23 July 2019 would need to be presented to the next meeting of the Parish Council as Councillors that had attended that meeting were not available to confirm the minutes as a true record. **ACTION: CLERK**
- 10.2 The minutes of the meeting of 13 August 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

The committee reviewed 4 planning applications and raised no objections. They also received reports on the following:-

- a) the Arborfield and Barkham Neighbourhood Plan; and no comments were made to Wokingham Borough Council.
- b) two additional sites for consideration for the Local Plan Update were reviewed and comments were submitted to Wokingham Borough Council.
- c) the draft Parking Management Plan; was reviewed and comments were submitted to Wokingham Borough Council.

The schedule of payments for July 2019 were reviewed and approved.

- 10.3 The minutes of the meeting of 3 September 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

The committee reviewed 5 planning applications and raised no objections. They also received reports on the following:-

- a) the Public Rights of Way Improvement Plan 2020-30; and comments were submitted to Wokingham Borough Council.
- b) Heathrow Airport Expansion consultation; and objections were submitted via the Heathrow consultation web site.
- c) Local Transport Plan 4; and comments were submitted to Wokingham Borough Council.

- 10.4 Cllr Greenwood asked about how responses could be given to planning applications. The Chairman explained that the Planning Committee responded on behalf of WPC as a corporate body, but that did not prevent Councillors responding to applications in a personal capacity if they so wished. Similarly, twin hatted Parish and Borough Councillors may choose to respond also as a Borough Councillor.
- 10.5 The Clerk was asked to investigate training or briefing sessions on how to respond to planning applications, particularly for Councillors new to the Planning Committee.  
**ACTION: CLERK**
- 10.6 Cllr Bray advised that 29 Arbor Lane was subject to planning enforcement action and that would mean demolition of the works that planning permission had not been sought for, or applying for retrospective planning permission.

## **11 F&GP COMMITTEE**

- 11.1 The minutes of the meeting of the 30 July 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2 Cllr Southgate advised that policies were being reviewed and offered his assistance with that process.  
**ACTION: CLLR SOUTHGATE/CLERK**
- 11.3 Alternative accounting software was being investigated by the Clerk and RFO and in the meantime SAGE would continue to be used. Cllr Obileye and Cllr Southgate had been working on a way to provide financial reports in a format that was acceptable to the Council. That work was around 80% complete and needed some finessing.
- 11.4 F&GP had been unable to sign off Q1 accounts as there were some anomalies that needed to be investigated. The RFO would update the accounts and represent them to Cllr Southgate to review and then F&GP.
- 11.5 The recommendation from F&GP that the remaining Fete budget be ringfenced for use as deposits for the 2020 Summer Fete was unanimously agreed.

## **12 RECREATION AND AMENITIES COMMITTEE**

- 12.1 The minutes of the meeting of 3 September 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 12.2 Cllr Wooldridge provided an update on the decisions and recommendations made at the meeting including:-
  - 12.2.1 Allotment matting would be made available to plot holders, through the ground's maintenance contractor for a fee, and that cost would be agreed when quotes had been received.  
**ACTION: CLERK**
  - 12.2.2 Storage containers would be referred for discussion at the next R&A meeting.  
**ACTION: CLERK**
  - 12.2.3 The recommendation from R&A Committee that the LED lighting project be extended to include the Sindlesham Room at a cost of £1200 was unanimously agreed. Cllr Harper suggested that a quote be obtained for converting the lighting in the John Grobler Room and Parish Office and this was unanimously agreed  
**ACTION: CLERK**
  - 12.2.4 The recommendation from R&A Committee that a height barrier be installed to the Community centre car park, at a cost of £2,850.62 + VAT, was unanimously agreed.  
**ACTION: CLERK**
- 12.3 Cllr Harper requested that a survey to identify any rats/vermin at the new allotment site be carried out by Berkshire Pest Control and this was unanimously agreed.  
**ACTION: CLERK**

## **13 ACCOUNTS**

- 13.1 A schedule of payments, due since the last meeting, was tabled and upon the **PROPOSAL** of Cllr Southgate, **SECONDED** by Cllr Fishwick, the Parish Council **RESOLVED** to make payments totalling £8,729.17 as shown in Appendix 2.
- 13.2 The bank balance as at 31 August 2019 was confirmed as £64,526.74.

## **14 ENERGY PROVIDERS (GAS AND ELECTRIC)**

- 14.1 The Clerk informed the committee that one of the four meters, serving the Allnatt Pavilion and Community Centre, was now out of contract with Npower with the 2-year fixed deal ending on the other three meters next April. It was **RESOLVED** to delegate authority to the Chairman and Vice-Chairman, in consultation with the Clerk to review costs for fixed term deals and enter into a contract with the selected supplier.

## **15. CORRESPONDENCE**

A list of correspondence was tabled (Appendix 3).

Cllr Wooldridge and Cllr Bradeepan expressed interest in attending the Celebration of Age event at Loddon Valley Leisure Centre and would do so subject to their availability.

## **16. ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

- 16.1 Cllr Southgate sought support from Councillors for the organisation and running of the Fete to be held on the 20 June 2020 and those present agreed to support the event. Cllr Southgate would advise when the next Fete planning meeting would take place, which was likely to be in October.
- 16.2 Cllr Obileye thanked Cllr Southgate for his efforts in leading on the organisation of the 2019 events and previous events. Cllr Obileye also stressed the importance of reviewing policies and protocols for the organisation of special events, particularly given the growth of the Kenyan Festival held on the 3 August 2019.

## **17 DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING**

The next meeting of the Parish Council would be held on Tuesday 8 October 2019 at 19:45 in the Winnersh Community Centre.

## **PART II – Confidential Session**

- 18 The Council **RESOLVED** in accordance with the Public Bodies (admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

## **19 STAFFING MATTERS**

- 19.1 The Chairman informed Members that there were growing concerns about the efficiency of some aspects of work in the Parish Office and that consideration had been given to how the work of the Finance & Admin Officer and the Caretaker could be better organised.
- 19.2 The Clerk advised that he had introduced measures to help improve the efficiency of the Parish Office including:-
- 1) A weekly meeting between himself, the FAO and the Caretaker to discuss issues that had arisen in the previous week and any issues anticipated for the following week. Targets for the week would also be set.
  - 2) The functions of the FAO had been split so the administration and bookings, telephone enquiries and visitors would be dealt with only in the mornings and Finance would be dealt with only in the afternoons. This would help avoid the FAO having to multi-task and being constantly distracted that had resulted in unnecessary pressure and the missing of key deadlines.
  - 3) Financial information/reports will be provided in advance of meetings (particularly quarterly monitoring, year-end accounts, budget proposals and the AGAR) with reports being sent out with agenda the preceding week at the latest.
  - 4) The Schedule of Payments, currently tabled at Full Council, will also be sent with the agenda at the latest and any updates, between when the agenda is sent and the meeting, will be presented by way of a revised sheet at the meeting.
  - 5) The FAO would not be required to attend Full Council on a regular basis but would continue to attend quarterly meetings of F&GP.
- 19.3 The Clerk advised that these measures would be monitored with the expectation that fewer mistakes would be made in relation to bookings and administration and that errors and inaccuracies in relation to finance, payroll and accounts would be eliminated. It would also improve the relationship with hirers with the roles of the FAO and Caretaker being clearly defined.
- 19.4 The new measures would also help staff to manage their time more carefully and avoid the need to work beyond their contracted hours albeit, given the nature of the business and being customer facing, that was not always possible and the practice or working flexibly (Time off in Lieu) was still necessary.
- 19.5 The Clerk was asked about the use of Key Performance Indicators and advised that the Council's policy on performance management would be followed.
- 19.6 The Chairman and Clerk were thanked for updating the Council and Members welcomed the changes that had been implemented.

There being no further business the meeting closed at 21:37.

## **APPENDIX 1**

Wokingham Borough Council matters: an update (10/09/19) from Councillor Paul Fishwick  
Community and Corporate Overview and Scrutiny Committee

### **Civil Parking Enforcement**

- Reviewed the Civil Parking Enforcement report and I asked lots of questions. There are two pots of money on-street parking enforcement and any surplus can be spent on local transport and highway improvements. Wokingham BC had a surplus of £17,624.93 in the 13 months to end of June 2019.
- They have targeted schools including Bearwood Road that had 14 visits and Winnersh Primary that also had 14 visits. However, Penalty Charge Notices are low at schools with 129 in total from 378 visits.
- Off street parking enforcement indicates that 2130 penalty charge notices were issued at Dinton Pastures which equates to 24.8% of the total issued. By contrast Winnersh Park & Ride had 11 (0.1%). We have asked for further details of the offences and times at Dinton Pastures but were informed by officers that in general they were parking out of the bay and in disabled bays.
- WBC are also upgrading the ticket machines as the original ones had many faults.
- WBC will also introduce mounted CCTV enforcement for School Keep Clear Marking areas. They can target 4 schools and can move these around.

### **Bus Network Review**

- WBC are reviewing certain bus services in the Wokingham Town area, including Winnersh that are under contract and operated by Courtney Buses and the contract runs until June 2021. Routes within Winnersh are 128/9 Wokingham-Winnersh-Hurst-Twyford-Chrvil-Sonning-Woodley-Reading.
- The other are is south of the M4 where Shinfield developments are taking place.
- Again, many questions from me on the report, including bus priority at traffic signals. WBC currently having a report being finalised with WSP on the potential to introduce bus priority at traffic signals along parts of the highway network including A329 Reading/Wokingham Roads where the 4 X4 services run and the 128/9.

### **King Street Lane - Flooding**

- At the last meeting, I mentioned about King Street Lane flooding, good news is that the system has been surveyed with CCTV and roots were blocking the drain. These have now been cleared and Sainsbury's have also replaced their pump system. The site will now be monitored by local residents and myself.

## APPENDIX 2

<b>WINNERSH PARISH COUNCIL MEETING 10 September 2019</b>			
<b>SCHEDULE OF PAYMENTS - September 2019/20</b>			
<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Ref</b>
Salaries (PS-AL-CF-JR)	September Salaries	3,980.55	BACS B
HM Revenue & Customs	Tax & NI - Month 6 Year 2019/20	1,235.61	B
The Berkshire Pension Fund	Pension contributions for September are £1,436.42. From the overpayment of C Hudson in October 2018, payable this month is £85.29	85.29	B
Berkshire Pest Control Limited	Callout to investigate wasps nest 29/7/19 £48	449.28	B
	Annual Contract for CC 6/9/19 - 5/9/20 £401.28		B
Biffa Waste Services Limited	Trade Waste Service 28/9 - 27/12	1,426.78	Q
Bob Vickers	Allotment Transitioning	66.47	Q
Bowak Limited	HD & Medium Black Bags / Z Fold / Trolls £147.43	62.83	B
Chris Webber	Allotment Transitioning	124.97	Q
Dave Kinght	Window Cleaning Sept19	90.00	B
itQED Business Solutions	9793 SKYKICK 365 Exchange BackUp £16.80	86.52	B
	9855 Managed AV, PC Monitoring, Backup £23.28		
	9928 MS Office 365 Enterprise E3 £46.44		
Mrs N Wiseman	Allotment Transitioning	76.71	B
Nick Robins Limited	Grounds Maintenance for August19	1,884.00	B
Paul Fishwick	Q2 Chairman's Allowance	40.00	B
RCJ Electrical Services	Invoice 138 Final Payment LED Conversion in WH	1,815.00	B
Surrey Hills Solicitors LLP	Ongoing works for allotment transitioning	270.00	B
Viking Payments	1 box hand soap for dispensers at CC	76.79	B
Castle Water	02114973 Refund -£3,306.14 02148586 Allnatt Pavilion & Pavilion Hse £125.90	-3,180.24	DD
Daisy	9350935 Caretaker Mobile Phone to 31/8	10.80	DD 15/9
Plusnet	1718336-017 Telecoms Charges to 9 Oct19	55.81	DD 19/9
Sage UK	INV07479693 Sage 50 Cloud - CoverExtra	72.00	DD 16/9
<b>Total Expenditure for the month</b>			<b>8,729.17</b>
<b>Financial Position as at 31 August 2019</b>			
Bank Balance		64,526.74	

## **APPENDIX 3**

### **WINNERSH PARISH COUNCIL MEETING Tuesday 10 SEPTEMBER 2019 at 19.45**

#### **Correspondence**

**1) 9 September 2019** - email from Wokingham Borough Council

**Subject:** Homelessness and Rough Sleeping Strategy

**2) 9 September 2019** - email from Wokingham Borough Council

**Subject:** Celebration of Age this October – Loddon Valley Leisure Centre

**3) 9 September 2019** - email from Re3

**Subject:** Re3 Reduce, Reuse, Recycle - August newsletter

**4) 6 September 2019** - email from Disability Partnership Board

**Subject:** Partnership Board Notices – September

**5) 29 August 2019** - email from Wokingham Borough Council

**Subject:** Road Maintenance campaign