



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD IN THE WINNERSH HALL ON TUESDAY 12 NOVEMBER 2019

PRESENT: Cllrs P Fishwick (Chairman); F Breedlove A Caston; A Greenwood; R Hamblin; S Hanna; G Harper.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE

Cllrs K Bradeepan; P Bray; B Krauze; F Obileye; R Shepherd-DuBey; J Southgate; C Taylor; L Wooldridge.

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 MINUTES OF THE PREVIOUS MEETING

The minutes of the Parish Council meeting held on 8 October 2019 were **AGREED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.

4 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

- 4.1 (Minute 4.3) The credit of £3,306.14, held by Castle Water in relation to the Community Centre account, had been recovered
- 4.2 (Minute 4.5) Planning Training session at Shute End on the 27 November from 6pm to 7.30pm had been arranged and Councillors had been informed of the arrangements.
- 4.3 (Minute 7.1) Arrangements had been made for the Chairman's board, in the Winnersh Hall, to be updated.

- 4.4 (Minute 8.2) The Clerk to contact Dee Maddox-Hinton at Wokingham Borough Council about asset transfer, following a discussion at the Borough/Parish Liaison Forum.
- 4.5 (Minute 12.1) Name badges were in the process of being produced for all Councillors and staff.
- 4.6 (Minute 13.2) Speedwatch - the Clerk advised that he had spoken with Finchampstead Parish Council about the use of Speedwatch in their area and would follow up on an invitation to visit one of their sessions.
- 4.7 (Minute 14.5) The Strategy/Ideas Workshop would be postponed until January 2020.
- 4.8 (Minute 17.2) Borough / Parish Liaison Meeting - it was agreed that Cllr Harper would be the substitute if Cllr Hanna was unable to attend, and the Clerk would provide contact details to Wokingham Borough Council.

5 PUBLIC SESSION

There were no members of the public in attendance.

6 WOKINGHAM BOROUGH COUNCIL MATTERS

- 6.1 The Chairman provided a written update as set out in Appendix 1.
- 6.2 Cllr Shepherd-DuBey advised (by email) that there had been no update from WBC on development sites.
- 6.3 Cllr Caston asked about the purpose of the road works at the junction of the Winnersh Relief Road and King Street Lane. The Chairman advised that works were being carried out to realign the junction and that should be completed by 20 December.

7 PARISH QUESTIONS ON PARISH MATTERS

None

8 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- 8.1 Cllr Fishwick informed the Council that he had visited the food recycling centre in Oxford, and this had been a very informative visit.
- 8.2 In response to a question from Cllr Harper about how well WBC were doing on food recycling the Chairman advised that they were performing above the expected level. It was anticipated that the amount of food waste would decline as it becomes apparent about how much is wasted resulting in more careful shopping and consumption.
- 8.3 Cllr Caston raised concern about the blue bags being used for general waste and how they were being ripped open by animals with rubbish being spread about. It was suggested that, in problem areas, a black recycling box be placed over the blue bags to provide some protection against animals.

9 FINANCE & GENERAL PURPOSES COMMITTEE

- 9.1 The minutes of the meeting of 29 October 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2 Cllr Breedlove highlighted the following matters:-
- 9.2.1 (Minute 6.1) The Internal Audit Plan had been reviewed and it was considered fit for purpose. The Council **RESOLVED** to adopt the Internal Audit Plan.
- 9.2.2 (Minute 7) The Grants Policy was approved, and the Council **RESOLVED** to adopt it.
- 9.2.3 (Minute 13.1) The Council **RESOLVED** to approve Quarter 1 Accounts as recommended by F&GP.
- 9.2.4 (Minute 13.2) The Council **RESOLVED** to approve Quarter 2 Accounts, as recommended by F&GP, subject to some adjustments to the report. It was explained that when converting from SAGE to EXCEL the project lines for Planning, F&GP and R&A were now incorrectly shown. Cllr Southgate would be asked to help correct report.
ACTION: CLLR SOUTHGATE
- 9.2.5 (Minute 14) F&GP had approved that the two NATWEST accounts be closed and all funds moved to UNITY bank. A corporate debit card, with a £150 limit, would be obtained for use by the Clerk and RFO. It was agreed that the limit could be increased as required subject to the authorisation of two councillors in accordance with the Councils Financial Regulations.
- 9.2.6 (Minute 15) F&GP had approved the quotation from the Internal Auditor and the Clerk had arranged for the interim audit to be carried out.

10 PLANNING COMMITTEE MEETING

- 10.1 The minutes of the meeting of 15 October 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2 Cllr Fishwick highlighted the following matters:-
- 10.2.1 (Minute 8.2) Comments were made on application 192231 about the number of parking spaces.
- 10.3 The minutes of the meeting of 4 November 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 10.3.1 (Minute 5.6) Comments were made on application 191347 about the impact the development would have on trees.
- 10.3.2 (Minute 6) It was noted that application 192248, that had previously been objected to, had been revised and the development was now smaller in size for which no further objection or comment was necessary.

11 RECREATION AND AMENITIES COMMITTEE

11.1 The minutes of the meeting of 5 November 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

11.2 Cllr Hanna highlighted the following matters:-

11.2.1 (Minute 3.1.1) works to connect the site to mains water were scheduled to start on the 28 November.

11.2.2 (Minute 3.1.3) The combination padlocks had now been changed to key operated.

11.2.3 (Minute 3.2) The Allotment Working Group had not met and a decision about the need for the Group was being considered by Cllr Hanna and the Clerk. Cllr Hanna, Cllr Harper and the Clerk would arrange to meet with the Allotments Manager for Wokingham Town Council to discuss allotment associations.

ACTION:CLLR HANNA/CLERK

11.2.4 (Minute 4.1.2) PEST UK would be advised to continue with the service on the new site, particularly given recent sightings of rodents by allotment holders.

11.2.5 (Minute 7.2) The Clerk updated the Council on the idea of providing a passenger lift for the Parish Office and John Grobler Room. Cllr Caston offered to explore what building requirements there may be for the installation of a lift using a fire consultant.

12 CLIMATE CHANGE EMERGENCY

12.1 The Chairman referred to his paper that had been circulated in advance of the meeting (Appendix 2) and proposed that a Working Group be established, consisting of up to five councillors, to help develop initiatives and support the work that Wokingham Borough Council and others were doing in response to the Climate Change Emergency. The Council agreed to the proposal and that it should start work in January. The membership would consist of Cllrs Fishwick, Shepherd-Dubey, Caston and Breedlove and, that as not all councillors were present at the meeting, that another volunteer be sought.

12.2 Cllr Hanna advised that WBC would be publishing a Climate Change Emergency Action Plan in January 2020. Whilst this would be a public document, it would not contain the broad range of ideas collected by WBC. It was expected that the ideas would be collated into themes and that a summary would be provided.

13 EVENTS

13.1 Cllr Hamblin updated the Council on progress towards the Christmas Lights event including timings and content.

13.2 Cllr Hamblin advised that she had invited a good range of festive stalls for the gift market including Candy & Sweet Cones, Tropic Skincare, Cookbooks, Custom Embroidery, Womens & Mens Accessories and Gourmet Tea. An excellent range of raffle prizes for the Charity Raffle had also been sourced.

13.3 Cllr Harper confirmed that he would purchase the fireworks and would ask Cllr Southgate to assist with the preparations and for setting off the fireworks.

ACTION: CLLR HARPER

13.4 It was agreed that the Chairman would welcome the Mayor and would say a few words of welcome.

13.5 In the absence of Cllr Southgate, Cllr Harper advised that the inaugural Summer Fete meeting had taken place and that preparations were progressing well.

14 ACCOUNTS

14.1 A schedule of payments, due since the last meeting, was tabled and upon the **PROPOSAL** of Cllr Hanna, **SECONDED** by Cllr Fishwick, the Parish Council **RESOLVED** to make payments totalling £10,471.13 as shown in Appendix 3.

14.2 The bank balance as at 31 October 2019 was confirmed as £123,807.29.

14.3 The Council agreed that the service provided by PEST UK should be added to the compensation claim to Wokingham Borough Council. **ACTION: CLERK**

15 MEETING DATES DURING 2020

15.1 A schedule of proposed meeting dates was provided by the Clerk and it was **RESOLVED** that, subject to R&A being changed to 7 January and Full Council to the 14 January, the dates be agreed be circulated. **ACTION: CLERK**

16 CORRESPONDENCE

16.1 A list of correspondence was tabled (Appendix 4).

Item 4: Litter pick - the date of 29 March 2020 to be circulated.

Item 5: Pocket Parks - to be circulated

Item 14: Thames Valley Police - Cllr Breedlove asked about Neighbourhood Watch and whether this was still operating.

ACTION: CLERK

17 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

None.

18 DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Tuesday 10 December 2019 at 19:45 in the Winnersh Community Centre.

There being no further business the meeting closed at 21:46.

APPENDIX 1

Wokingham Borough Council matters update - 12 November 2019

Corporate and Community Overview & Scrutiny Committee (30th October)

- Medium Term Financial Plan 2020-23 Revenue Budget

Licensing and Appeals Committee (12th November)

- Cancelled as there were no changes to the Fees and Charges and other items can wait until 28th January.

Full Council (21st November)

- Cancelled due to Purdah.
- Next Full Council 23rd January 2020

Overview and Scrutiny (Management) Committee (27th November)

- Cancelled due to Purdah.

Climate Change Working Group

- I am on the Climate Change Working Group and we have held our first meeting on this very important topic. A reminder that the Wokingham Borough Council public consultation is still underway. <https://www.wokingham.gov.uk/news-and-consultation/consultation-and-having-your-say/current-consultations/>

Adoptions of Estate Infrastructure Task & Finish Group

- I also sit on this group which has now met three times and is in the process of completing its review and making recommendations to the Overview and Scrutiny (Management) Committee.

Reported issues

King Street Lane approach to Sainsbury's junction – Traffic signals

- Following the resurfacing of the carriageway on the nights of 17th, 18th and 19th September, the detector loops that are buried in the carriageway were not replaced by Wokingham Borough Council immediately at the end of those works as I reported at the last meeting (8th October).

The date provided for replacement was given as 28th October, but this was sadly postponed, and a new date of 12th November has now been provided under a full road closure where the works will be carried out overnight (2000 to 0600 hours).

- I along with Cllrs Prue Bray and Rachelle Shepherd-DuBey report many daily issues such as potholes and streetlights out. However, I reported a whole series of streetlights out in July 2019 on the A329 Reading Road between Robinhood Lane and Pheasant Close. The southside faults were repaired but I have chased up the northside faults on columns 112, 114 and 115 that are all in a row and make the area very dark. These were repaired last week but have since failed again as the private WBC cable has a fault on it and the fuse will continue to 'trip out'.

Cllr Paul Fishwick - 12/11/2019

APPENDIX 2

Winnersh Parish Council

Climate Change Emergency – Contribution from Winnersh Parish Council

Background

At the last meeting of this Council (8th October 2019 item 11) the Chairman presented a short report related to Climate Change with some suggested areas that this Council can contribute towards tackling these impacts.

The Council agreed that a standing item would be included in the Agenda for each Full Council to show progress in what topic areas we have achieved improvements and areas that we are currently working on, as well as ideas for the future.

We all acknowledge that this isn't going to be easy, it is going to be a painful time, but the consequences are even more painful in fact devastating for the world where we all live.

Working Group

To move this topic item quickly, I recommend that this Council sets up a Working Group of 5 councillors (1/3 of the seats) to look at ways in which this Council can reduce its carbon footprint and contribute towards tackling the Climate Change Emergency that has been declared by Wokingham Borough Council.

The Working Group will probably need to meet monthly and a progress report presented to the Full Council.

Potential areas for investigation?

At the last Full Council meeting the Chairman suggested some potential areas for investigation by this Council and these have been reproduced below;

- Energy supply – do we buy from 100% green electric? Is the gas supplier 'green'?
- Waste management – do we recycle to the maximum possible?
- Business/residential – the buildings that we own, are they energy efficient for heating and insulation?
- Business – avoid single use plastic and purchasing any item will have a carbon footprint, this must be considered thoroughly before an order is placed.
- Transport – do we plan to operate low or ultra-low emission vehicles including in our contracts? And how we all travel.

RECOMMENDATION

It is recommended that this Council set up a Working Group consisting of 5 councillors and meets on a monthly basis.

APPENDIX 3

WINNERSH PARISH COUNCIL MEETING 12 November 2019			
SCHEDULE OF PAYMENTS - November 2019/20			
Payee	Description	Amount	Ref
Salaries (PS-AL-CF-JR)	Salaries for November	4,039.57	BACS B
HM Revenue & Customs	Tax & NI - Month 8 Year 2019/20	1,250.61	B
The Berkshire Pension Fund	Pension Contributions	1,436.42	B
Berkshire Pest Control Limited			
	22478 Old Allotments Contract £150.48	222.48	B
	25667 Survey of New Allotments on 9/10 £72.00		B
Bowak Limited	Z fold / T.rolls / Medium & HD Black sacks / Descaler	215.78	B
Dave Knight	Window Cleaning Oct19	90.00	B
Geoff Harper	Allotment Transitioning	164.44	B
Information Commissioner	Annual GDPR/Data Protection Renewal	40.00	Q
ITQED Business Solutions	10286 SKYKICK 365 Exchange BackUp £16.80	287.32	B
	10310 Supply/Fit SSD to Admin PC £102.00		
	10413 Monthly Support Contract - Nov19 £98.80		
	10457 MS Office 365 Enterprise E3 £46.44		
	10512 Managed AV, PC Monitoring, Backup £23.28		
	10553 SKYKICK 365 Exchange BackUp £16.80		
Mrs M Roythorne	Allotment Transitioning	51.97	Q
Nick Robins Limited	13411 Grounds Maintenance for Oct19	914.40	B
Nigel Woodward	Allotment Transitioning	150.56	Q
Paul Widdison	Allotment Transitioning	108.30	Q
SSE Southern Electric	Unmetered Electricity Supply to 12 Sept19	199.31	B
Terence Cox	Allotment Transitioning	82.99	Q
The Link Visiting Scheme	Grant	150.00	Q
Viking Payments	Paper / Diaries / Shredder Oil	136.43	B
West Berkshire Council	Annual Premises Licence	180.00	B
Wokingham Borough Council	Charges for Parish Election May19	450.00	B
Castle Water			
	2301986 CC for 1 - 31 Oct19 (Statement 20)	142.75	DD 15/11
Daisy	Caretaker Mobile Phone Charges 1 - 30 Nov19	10.80	DD 15/11
Plusnet	1718336-019 Telecoms Charges to 9 Nov19	75.00	DD 18/11
Sage UK	INV07930116 Sage 50 Cloud - CoverExtra	72.00	DD
Total Expenditure for the month		10,471.13	
Unity Bank Balance			
	£	108,268.78	
NatWest Current Account			
	£	2,500.00	
NatWest Business Reserve Account			
	£	13,038.51	
Financial Position 31 October 2019	£	123,807.29	

APPENDIX 4

WINNERSH PARISH COUNCIL MEETING Tuesday 12 NOVEMBER 2019 Correspondence

- 1) 22 October 2019** - email from CAB
Subject: Advice Task Force
- 2) 23 October 2019** - email from Wokingham Borough Council
Subject: Council takes major step forward in its major highways programme
- 3) 24 October 2019** - email from Wokingham Borough Council
Subject: Help WBC be carbon neutral
- 4) 25 October 2019** - email from Wokingham Borough Council
Subject: Wokingham's Annual Litter Pick 2020 update
- 5) 31 October 2019** - email from INVOLVE
Subject: Funding Alert - grants up to £25,000 community-led for pocket park
- 6) 4 November 2019** - email from INVOLVE
Subject: Community Navigation
- 7) 4 November 2019** - email from Wokingham Borough Council
Subject: Dualling Works on Lower Earley Way finished 4-months ahead of schedule
- 8) 24 September 2019** - email from NALC
Subject: NALC and LGA launch new guide to tackle loneliness
- 9) 6 November 2019** - email from Wokingham Borough Council
Subject: Plans for new £1.8m Dinton Activity Centre
- 10) 7 November 2019** - email from Wokingham Borough Council
Subject: Guidelines and restrictions on publicity during lead up to the election
- 11) 8 November 2019** - email from LINK visiting service
Subject: Christmas Day lunch for anyone on their own on Christmas Day
- 12) 8 November 2019** - email from NALC
Subject: Chief Executive's Bulletin
- 13) 8 November 2019** - email from Wokingham Borough Council
Subject: New Community Centre Coming to Shinfield
- 14) 11 November 2019** - email from Thames Valley Police
Subject: Community Conference Wednesday 27 November 12noon - 3.30pm
- 15) 11 November 2019** - email from Balfour Beatty
Subject: Public drop-in session for West of Old Forest Road on Friday 15 November