



Winnersh Parish Council

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

PRESENT: Cllrs P Fishwick (Chairman); P Bray; F Breedlove; R Hamblin; S Hanna; G Harper; B Krauze; F Obileye; J Southgate; C Taylor.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE

Cllrs K Bradeepan; A Caston; A Greenwood; R Shepherd-DuBey; L Wooldridge.

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF THE PREVIOUS MEETING

The minutes of the Parish Council meeting held on 12 November 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 9.2.4) Completed

4.2 (Minute 11.2.3) Meeting with WTC Allotment Manager to be arranged in January.

4.3 (Minute 13.3) Cllr Harper to purchase and collect fireworks on the 11 December.

4.4 (Minute 14.3) Completed

4.5 (Minute 16.1) Correspondence Item 5 to be re-circulated. Cllr Bray suggested that the land at the end of Meadow View may be suitable as a Pocket Park.

It was agreed that R&A Committee be asked to investigate the ownership, criteria and suitability of this piece of land as a Pocket Park. **ACTION: CLLR HANNA**

5 PUBLIC SESSION

There were no members of the public in attendance.

6 WOKINGHAM BOROUGH COUNCIL MATTERS

6.1 As many of the WBC meetings had been cancelled due to the forthcoming General Election there was very little to report.

6.2 Cllr Bray advised that Kirsty Ross had withdrawn from running the Youth Club. WBC were confident that the Youth Club would continue to be run and would be supported.

6.3 Cllr Harper felt that Kirsty Ross should be thanked for her efforts in getting the Youth Club started and that WPC should continue to provide support.

Cllr Hanna **PROPOSED**, and it was unanimously agreed, to extend the thanks of WPC to Kirsty Ross and to write to WBC/Berkshire Youth explaining that WPC would continue to provide support. The letter would also set out that invoices for the services to date had not been received. **ACTION: CLERK/CLLR HANNA**

6.4 Cllr Bray expressed concern about the amount of flooding in the open space at the end of the Winnersh Relief Road. The Clerk was asked to investigate ownership and to see what could be done to alleviate the problem. **ACTION: CLERK**

6.5 Cllr Fishwick advised that the phasing of the traffic signals in King Street Lane/Reading Road had been resolved, the problem had been with software in the controller.

7 PARISH QUESTIONS ON PARISH MATTERS - None

8 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES - None

9 PLANNING COMMITTEE MEETING

9.1 Cllr Taylor advised that the meeting scheduled for the 26 November had not been quorate.

9.2 Cllr Taylor requested that Members consider Planning Application 193049, 25 Arbor Lane, and it was agreed that WPC should object to the application stating 'The garage being at the front of the property would be out of character with neighbouring properties. The Clerk was asked to inform WBC of the objection. **ACTION: CLERK**

10 RECREATION AND AMENITIES COMMITTEE

10.1 The minutes of the meeting of 3 December 2019 were agreed, subject to 'little' being added to para 4.5 to say 'there was likely to be little demand for storage and lockers' and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Hanna highlighted the following matters:-

10.2.1 The provision of a passenger lift for the Parish Office and John Grobler Room was being investigated and the Clerk reported that he had met with Berkshire Fire & Rescue Service (BF&RS) who advised that a refuge area would not be necessary due to the low number of people using the first-floor facility. The BF&RS would set out their observation in writing.

10.2.2 QUEST – the Clerk reported that the company offering CSR volunteering were not able to provide support at moment but would contact the Clerk when a suitable organisation had been found.

10.2.3 Allotments: The Clerk updated the Council on issues including mains water supply, flooding to some plots and the community orchard, the gate to the main access road that needed to be adjusted and provision of storage containers. It had been agreed by R&A that WPC should seek a payment of £30,000 in lieu of containers.

10.2.4 Christmas Lights Event: Cllr Hamblin gave an update on plans for the event and explained that these were progressing well.

10.2.5 Outdoor Gym on Bearwood Recreation Ground: The Clerk advised that he had secured £25,000 of S.106 funding from WBC as a contribution towards the estimated cost of £27,500 to replace the existing gym equipment and to provide safety surfacing.

11 ALLOTMENT GARDEN LEASES

11.1 A recommendation was received from the R&A Committee (ref. minute 4.8 - 3/12/2019) to surrender the lease on the former allotment garden in Reading Road and to sign the lease for the newly constructed allotment garden in Woodward Close.

11.2 The Clerk informed the Council that he had received a letter on the 10 December 2019 from Wokingham Borough Council explaining that a new substation would need to be put in place on the former allotment site as soon as possible and this would require an agreement between WBC and SSE, and the release of the existing lease.

11.3 In order to expedite this WBC agreed to make a one-off final payment to WPC of £35,000 of which £30,000 would be in lieu of storage containers and £5,000 in compensation costs incurred by WPC and allotment holders. The payment would be made simultaneously with the surrender of the existing lease and the signing of the new lease.

11.4 The Council **RESOLVED** to accept the offer from WBC subject to a conditional agreement, to be set out in writing by WBC, that all outstanding works would be completed within an agreed timescale.

11.5 The Council asked the Clerk to request that the flooding be addressed by the end of May, subject to suitable weather and ground conditions, that the water supply and standpipes be operating by the end of March and that a 12-month warranty period should run from when the lease was signed. **ACTION: CLERK**

11.6 The Council authorised the Clerk to sign the statutory declaration, in the presence of a solicitor, to enable the lease to be surrendered. **ACTION: CLERK**

11.7 It was agreed that Cllr Fishwick and Cllr Wooldridge be authorised to surrender the existing lease and sign the lease on the new allotment garden.

12 INTERNAL AUDIT REPORT

12.1 The Council received the interim audit report carried out by Claire Connell in November and **RESOLVED** that it be referred to F&GP Committee in January for consideration.

13 ACCOUNTS SOFTWARE

13.1 On behalf of the F&GP Working Group, that had been set up to consider options for accounting software, Cllr Breedlove presented the recommendation that the Council move from SAGE to RBS Omega. This was unanimously agreed as was the purchase of the Facilities Booking software (including Allotments Management) and the cost of approximately £5,000 would be met from reserves to pay for the software, installation, training and support.

14 CLIMATE CHANGE EMERGENCY

14.1 The Chairman confirmed the membership of the WPC Climate Change Working Group as Cllr Fishwick, Cllr Breedlove, Cllr Shepherd-DuBey, Cllr Caston, Cllr Hamblin and Cllr Krauze and advised that the inaugural meeting would be arranged for January 2020.

15 ACCOUNTS

15.1 A schedule of payments, due since the last meeting, was tabled and upon the **PROPOSAL** of Cllr Taylor, **SECONDED** by Cllr Southgate, the Parish Council **RESOLVED** to make payments totalling £12,882.39 as shown in Appendix 1.

14.2 The bank balance as at 30 November 2019 was confirmed as £120,050.96.

16 MEETING DATES DURING 2020

16.1 A schedule of proposed meeting dates was provided by the Clerk and it was agreed that some changes be made to ensure R&A Committee was always on the first Tuesday of the month and Full Council was always on the second Tuesday of the month. A final schedule of dates would be presented to the next meeting of Full Council.

ACTION: CLERK

17 CHRISTMAS AND NEW YEAR CLOSURE

17.1 The Council agreed that the Parish Office would be closed during the festive season, closing on the 19 December and re-opening on the 2 January 2020.

18 CORRESPONDENCE

- 18.1 The Clerk informed the Council that a letter had been received from Kendall Kingscott Chartered Building Surveyors regarding a crane oversail agreement that was necessary to facilitate development work on the Lord Harris Court Care Site. It was **RESOLVED** that the Clerk be authorised to agree the terms of the licence and to sign it on behalf of the Council. **ACTION: CLERK**

19 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

- 19.1 Cllr Harper reminded the Council that the Clerk had joined Winnersh Parish Council exactly one year ago and thanked him, on behalf of the Council, for the work he had completed during that time.

20 DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Tuesday 14 January 2020 at 19:45.

There being no further business the meeting closed at 21:05.

APPENDIX 1

WINNERSH PARISH COUNCIL MEETING 10 December 2019			
SCHEDULE OF PAYMENTS - December 2019/20			
Payee	Description	Amount	Ref
Salaries (PS-AL-CF-JR)	Salaries for December	5,077.35	BACS B
HM Revenue & Customs	Tax & NI - Month 9 Year 2019/20	1,959.29	B
The Berkshire Pension Fund	Pension Contributions	1,897.42	B
Berkshire Pest Control Limited			
Berkshire Pest Control Limited	26114 New Allotments Contract	514.80	B
Biffa Waste Services Limited	Trade Waste Service 28/12 - 27/3/20	1,426.78	300177 Q
Castle Water Limited	INV2326220 Charges for 1/10 - 31/10 AP/PH	20.96	B
Dave Kinght	Window Cleaning Dec19	390.00	B
	Cleaning of Gutters, Facias, Soffits & Cladding		B
ITQED Business Solutions	10553 SKYKICK 365 Exchange/SPoint BackUp £16.80	286.60	B
	10687 SKYKICK 365 Exchange/SPoint BackUp £16.80		
	10413 Monthly Support Contract - Nov19 £98.80		
	10741 MS Office 365 Enterprise E3 £46.44		
	10741 MS Exchange On Line - Plan 1 £84.48		
	10653 Managed AV, PC Monitoring, Backup £23.28		
	10815 Monthly Support Contract Dec19 £98.80		
Nick Robins Limited	13428 Grounds Maintenance for Nov19	400.80	B
Paul Fishwick	Q3 Chairman's Allowance	40.00	B
Phil Stoneman	Christmas Lights for 13 December £104.98	198.67	B
	Dec Full Council Meeting - Refreshments £59.95		
	WH Replacement Kettle/Kitchen Supplies £33.74		
Rachael Hamblin	Christmas Lights Refreshments	141.58	B
Surrey Hills Solicitors LLP	Professional Charges for Allotment Transitioning	120.00	B
Thrower Signs	Signwork on Chairman's Board	187.20	B
Castle Water			
Castle Water	2346183 CC for 1 - 30 Nov19 (Statement 21)	138.14	DD 15/12
Daisy	Caretaker Mobile Phone Charges 1 - 31 Dec19	10.80	DD 15/12
Sage UK	INV08189625 Sage 50 Cloud - CoverExtra	72.00	DD
Total Expenditure for the month		12,882.39	
Payments made after last meeting			
HMRC	VAT	131.83	BACS
HMRC	VAT	1,000.00	BACS
		1,131.83	
Unity Bank Balance	£	104,728.14	
NatWest Current Account	£	2,500.00	
NatWest Business Reserve Account	£	12,822.82	
Financial Position 30 November 2019	£	120,050.96	