



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD REMOTELY ON TUESDAY 14 JULY 2020

PRESENT: Cllrs P Fishwick (Chairman); K Bradeepan; P Bray; A Greenwood; S Hanna; G Harper; B Krauze; F Obileye; R Shepherd-DuBey; J Southgate; C Taylor; L Wooldridge.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE: There were no apologies for absence.

2 DECLARATIONS OF INTEREST: Cllr G 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 LAST MEETING AND MATTERS ARISING

3.1 The minutes of the Parish Council meeting held on the 9 June 2020 were **AGREED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.

3.2 Minute Item 15.4: it was confirmed that the name of the website developer is David Bell (not Webb as shown in the minutes) and that comments on the website mock-up had been passed to him.

4 PUBLIC SESSION: There were no members of the public present

5 COVID-19 PANDEMIC

5.1 The Clerk advised that the Bearwood Recreation Ground play area, outdoor gym and basketball court had been re-opened. An annual condition survey had been carried out by a specialist playground inspector to identify any faults. The caretakers had cleaned all the equipment and gates, and signage about the safe use of the areas had been put up.

6 WOKINGHAM BOROUGH COUNCIL MATTERS

- 6.1 Reports from Cllrs P Bray, R Shepherd-DuBey and P Fishwick had been circulated in advance (Appendix 1) and there were no questions. Cllr Fishwick advised that notification had been received about a change in working hours for the Winnersh Relief Road and M4 Smart Motorway which would now start at 06.30am

7 PARISH QUESTIONS ON PARISH MATTERS: There were no questions.

8 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES: There were no reports.

9 PLANNING COMMITTEE

9.1 The minutes of the Planning Committee meeting held on the 23 June 2020 were approved and the Parish Council **RESOLVED** to sign them as a true record.

9.2 The minutes of the Planning Committee meeting held on the 13 July 2020 had not been produced but Cllr Taylor gave a brief overview of the applications that had been considered the previous evening and explained that roads to be included in Wokingham Borough Councils speed limit review would be submitted. **ACTION: CLERK**

10 RECREATION & AMENITIES COMMITTEE (2 JUNE 2020)

10.1 The minutes of the Recreation & Amenities Committee held on the 7 July 2020 were approved and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Harper advised that whilst the Great British Spring Clean for 2020 had been cancelled due to the Coronavirus Pandemic, it was being reintroduced as the Great British September Clean, running between the 11 and 27 September. It was agreed that this would be considered at the next Recreation & Amenities Committee.

ACTION: CLLR WOOLDRIDGE/CLERK

11 FINANCE & GENERAL PURPOSES COMMITTEE

11.1 The minutes of the Finance & General Purposes Committee held on the 8 July 2020 were approved and the Parish Council **RESOLVED** to sign them as a true record.

11.2 The Clerk advised that it had not been possible to present Quarter 1 accounts to F&GP as month end could not be completed until bank reconciliation had been carried out and the bank statements were awaited.

12 INTERNAL AUDIT

12.1 Cllr Southgate advised that the Internal Audit had been carried out by Claire Connell (the council's retained internal auditor) and there were no issues. The Parish Council considered the report and **RESOLVED** to accept it. The Clerk and RFO were thanked for their input into ensuring the audit could be carried out remotely.

13 YEAR END ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 13.1 Cllr Southgate **PROPOSED** that the annual accounts and AGAR be **APPROVED** and this was **SECONDED** by Cllr Harper and unanimously **AGREED**.

14 CLIMATE CHANGE EMERGENCY

- 14.1 The Chairman presented the minutes of the last Working Group meeting on 1st July 2020 (Appendix 2) and these were approved. There were no questions.

15 WINNERSH AND WINNERSH TRIANGLE RAILWAY STATION ADOPTION

- 15.1 Cllr Fishwick gave an update on the work of the Station Adoptions Working Group circulated in advance of the meeting (Appendix 3). There were no questions.

16 HISTORY PROJECT

- 16.1 Cllr Obileye presented the minutes of the History Project Working Group held on the 2nd July 2020 (Appendix 4) and gave an update on progress.

- 16.2 Cllr Bray spoke about the Spoons Project and it was agreed that the Parish Council would organise an event on the 31 August to collect and retain as many of the spoons as possible as part of the history project. Cllr Bray offered to put up a sign to invite participants to recover their spoons or to leave them in place so that they could be collected and retained as part of the project. **ACTION: CLLRS OBILEYE/BRAY**

17 SCHEDULE OF PAYMENTS

- 17.1 The schedule of payments, due since the last meeting, were considered and upon the **PROPOSAL** of Cllr J Southgate, **SECONDED** by Cllr P Bray, the Parish Council **RESOLVED** to make payments totalling £13,735.54 as shown in Appendix 5.
- 17.2 The bank balance as at 30 June 2020 was confirmed as £195,578.29.

18 E-MAIL ACCOUNTS

- 18.1 The following councillors confirmed that their Winnersh.gov.uk email accounts were activated and were being used - Cllrs P Fishwick; P Bray; A Greenwood; S Hanna; G Harper; B Krauze; R Shepherd-DuBey; J Southgate; C Taylor.
- 18.2 There had been problems setting up accounts for Cllr F Obileye and Cllr L Wooldridge and this would be investigated with IT QED. **ACTION: CLERK**
- 18.3 The status of accounts for Cllr K Bradeepan and Cllr A Caston was unknown and this would be checked. **ACTION: CLERK**
- 18.4 The frequency by which passwords needed to be changed was causing some concern, particularly for councillors with multiple devices. IT QED would be asked to change the default and protocol to ensure this was far less frequent. **ACTION: CLERK**

19 **CORRESPONDENCE:** There were no items of correspondence.

20 **ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

20.1 The Clerk sought approval for the purchase of a laptop computer that would be used by office staff and for Planning Committee meeting's when they resumed as 'in person' meetings. The council agreed to purchase a laptop computer.

ACTION:CLERK

21 **DATE OF THE NEXT PARISH COUNCIL MEETING:**

Tuesday 8 SEPTEMBER 2020 at 19:30.

PART II – Confidential Session

22 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.

23 **STAFFING MATTERS**

23.1 The Chairman updated the Council on the recruitment process.

23.2 It was confirmed that the Finance & Admin Officer would leave her employment with WPC on the 28 July 2020 and it was agreed that the Clerk would pass on the appreciation and best wishes of the council.

ACTION: CLERK

There being no further business the meeting closed at 20:37.

Borough Councillor Report to Parish Council 14th July 2020: Cllr Prue Bray

There was a meeting of the borough council on 6th July. This was the meeting that should have been held in March.

We were updated on the various steps taken by the council to fight coronavirus. It was clear that there is cross-party anger that the information supplied by the government about the prevalence of the virus locally was incomplete up until almost the end of June, which hampers the council's ability to respond to the situation. It was also clear that the epidemic has cost the council a lot of money both in lost income and in additional spending - something in the region of £20 million - and that the government does not appear to intend to reimburse the council fully for that.

The meeting debated the full re-introduction of public speaking rights at Planning Committee. At the moment objectors and supporters of applications, the parish council and the ward councillors are restricted to sending in up to 390 words in writing well before the meeting, with their words not being read out. There will now be a delay for the Planning Committee to decide what to do. A Lib Dem proposal to re-introduce the normal system more quickly was voted down. The public and councillors are already able to contribute live to all other virtual meetings.

Once again, the time allowed for the meeting was insufficient to conduct all the business, and several motions were not taken. We did finally finish the debate on Heathrow, which was a motion first introduced last September. There has been no opportunity to debate it since then. The motion was amended to remove the reference to Heathrow and make it a more general motion about opposition to airport expansion that wasn't carbon neutral.

The inability to complete the business in the time available is becoming a real issue. There is a completely artificial guillotine at 10.30 pm – whatever time the meeting starts, 7 or 7.30 pm. There is an option to extend the meeting by 30 minutes, but, as on 6th July, this is routinely voted down by the ruling group. Time is taken during the meeting for updates which could be given in writing, and on 6th July several questions were asked by Deputy Executive members of the Executive member for the same area. Other than the budget meeting and Annual Council, which have limited agendas, I don't believe we have completed the business in the agenda of a council meeting for well over a year.

The next meeting of the council is 23rd July.

Beyond the council meeting, the decked parking at the Winnersh Triangle park and ride has been approved. A planning application for 87 dwellings off Mill Lane has been submitted, along with one for accompanying SANG. I have sent in comments objecting to both.

Borough Councillor Report to Parish Council 14th July 2020: Cllr Paul Fishwick

Borough Council committee meetings

All committee meetings and Full Council meetings have now recommenced virtually.

22nd June Community and Corporate Overview and Scrutiny Committee

Community Safety Partnership,

The Committee received and reviewed a report, set out in agenda pages 15-52, which gave an annual update on the work of the Community Safety Partnership (CSP).

Narinder Brar, CSP Manager, noted a number of highlights contained within the agenda report. The CSP had worked throughout the year with its members to manage crime and disorder within the Borough. Partnership working included the police, fire and probation services, whom were working cohesively to review the next steps of the partnership work plan. 2019 had seen a new Chair of the CSP, Superintendent Felicity Parker, begin work alongside a recently appointed and experienced permanent CSP manager.

A variety of recorded crimes had seen decreases including residential burglary and antisocial behaviour, whilst drug possession and vehicle related crime had seen increases within the Borough. The CSP's 4th domestic homicide review was currently being undertaken. These reviews were an instrument to investigate any serious fatalities within the Borough, and it was hoped that this specific review was to include in the summer of 2020. A successful anti-drug operation, Operation Oedipus, had been undertaken to deploy surveillance teams within the Borough. Various quantities of drugs had been seized within the locality as a direct result of this operation.

Burial Ground Capacity Update,

The Committee received and reviewed a report, set out in agenda pages 53-50, which gave an overview of burial ground provision within the Borough.

Nigel Bailey, Interim Assistant Director - Housing & Place Commissioning, highlighted several areas of the report and associated Annex A. Unfortunately, the ongoing Covid 19 pandemic had made this area even more relevant. There were approximately 1000 cremation plots and 340 full burial plots within the borough currently. The pandemic had seen increases of approximately 35 to 40 additional deaths within the Borough per week, and the service wanted to ensure that there were sufficient plots for those families who requested either a full burial or a cremation plot. Additional Muslim burial plots were due to be provided, in addition to a number of general burial plots.

24th June Overview and Scrutiny Management Committee

COVID – 19 Pandemic the Council's Response.

The Committee considered a report, set out on Agenda Pages 15 to 133, which gave details of the Council's response to the Covid-19 pandemic.

Susan Parsonage (Chief Executive) and Graham Ebers (Deputy Chief Executive) attended the meeting to present the report and answer Member questions.

The report stated that the Covid-19 pandemic had had a huge impact on the lives of every resident in the Borough. The Council had played a key role in supporting and implementing the Government's response to the pandemic in areas such as health and social care (for example by supporting vulnerable people and local care homes), children's services (by safeguarding vulnerable children and supporting home learning) and the provision of advice and support for local businesses.

Whilst the Council's response to the pandemic continued with significant workload for Officers, the reduction in community transmission and loosening of some lockdown measures provided an opportunity to take stock, assess the scale of the challenge and the way in which the Council had worked with a range of partners to respond.

The report set out a brief timeline of key events relating to the pandemic and the Council's strategic response, summarised the Council's emergency planning arrangements and detailed the way the Council mobilised resources in conjunction with other key players such as health, police, community and voluntary sector and the Town and Parish Councils.

In section 2, the report set out details of actions relating to key service areas and the data/feedback available to measure the effectiveness of the Council's plans and subsequent actions.

Finally, in section 3, the report considered some of the initial learning from the handling of the pandemic and suggested how the Committee may choose to scrutinise key aspects of the response in detail, over an agreed timeline.

Susan Parsonage highlighted the way in which the Council had responded quickly and flexibly in line with its emergency plans. Key areas of focus included:

- support for local care homes, including development of the infection control Task Force and provision of Personal Protective Equipment (PPE);
- support and advice for local schools during lockdown and the reopening process;
- the rapid deployment of the Community Hub/Food Bank;
- the Talking Buddies programme which supported vulnerable residents;
- support and advice for the local business community.

In addition to this work the Council had continued to provide universal services such as waste collection and had developed an improved on-line service, such as the on-line libraries offer. It had also continued to work on providing financial information for the Government and closing down the 2019/20 financial accounts.

Susan stated that the proposed Scrutiny of the Council's response would provide useful feedback for the Council's response to the Government on the impact of the pandemic. It would also generate feedback which could be incorporated into the Council's response to any future outbreaks of Covid-19. Whilst the Scrutiny process was welcomed, it was important to recognise that the Council was still responding to the pandemic and that Council Officers had

been working under intense pressure for the past three months. Consequently, Scrutiny Members were requested to factor these issues into their timetable for scrutinising specific issues.

3rd July – Fly-tipping Working Group

Winnersh specific areas. The A329 (M) 'hot spot' by Dinton Pastures has not seen any new fly tipping in the last month since CCTV has been installed.

No fly-tipping has been reported in Churchill Drive apart from the odd bag of grass cuttings (the Borough's number 1 hot spot in 2019/20) in the last 2 months.

A communication on the number of fixed penalty notices will be issued shortly by the Borough Council.

Winnersh specific

Highways England Noise barrier works

Highways England are continuing with the Noise barrier installation and should have completed the post installation across the A329 Reading Road overbridge by the time of this meeting. In addition, works were due to start on post installation week commencing 13th July for 5 nights with a road closure on the B3030 King Street Lane, but appear to have been postponed. This will then be followed by post installation on Mil Lane overbridge, again with a road closure overnight.

£250m for walking and Cycling

As reported at the last meeting the Government announced on 9th May a £250m fund for walking and cycling. This was not new money but advanced funding from the £2bn announced for local transport on 10th February 2020.

The government set out two tranches of funding based on a formula for Highway authorities and Wokingham Borough Council were awarded an indicative allocation for tranche 1 £152,000 and for tranche 2 £607,000 Potential total £759,000.

The DfT has said that the amounts are only indicative and to receive any funding councils will need to show 'swift and meaningful plans to reallocate road space to cyclists and pedestrians including on strategic corridors' to help keep people off public transport.

The indicative formula for the allocations is based on census data from all residents aged 16 and over in employment who use public transport¹ as their usual method of travel to work.

Funding is weighted to areas which before the crisis had high levels of public transport use, especially for short and local journeys which can now be cycled.

DfT officials also warned that no costly materials will be paid for, only temporary interventions like using planters, and the department will attempt to 'claw back' cash if projects are **not started within four weeks of receiving allocations and completed within eight weeks.**

Failure to deliver the schemes will also have an impact on councils' bids for the second tranche.

Winnersh Relief Road Phase 2

The latest information on the programmed start is start on or close to 20th July 2020 with off road works between Laburnum Road and A329 Reading Road being carried out with the route open to traffic during the spring of 2021.
Further information will be sent to councillors once received.

Reading Buses increase services

Reading Buses announced further increases in bus services across the area from Monday 6th July 2020. Full details are available on the link below. This includes the 4 and X4 that run through Winnersh and the Winnersh Triangle Park and Ride in operation again.
<https://www.reading-buses.co.uk/more-buses-we-start-nearly-get-back-normal>

Rail services

South Western Railway (Earley, Winnersh Triangle, Winnersh and Wokingham stations) have been introducing new timetables on a line by line basis from 6th July and introduced new timetabling on the Reading to London (Waterloo) line from 11th July. Further details can be found here: <https://www.southwesternrailway.com/plan-my-journey/coronavirus-temporary-timetable>

First Great Western Services. A revised timetable has now come into operation on the Reading to Redhill line (North Downs Line). There are no services to Gatwick Airport and an hourly service from Reading calling at Wokingham and Crowthorne to Redhill via Guildford is in operation with additional services during the peak period. Further details are available here: <https://www.gwr.com/plan-journey/train-times>

Borough Councillor Report to Parish Council 14th July 2020: Cllr Rachelle Shepherd-DuBey

My major area is planning and enforcement and there have been no meetings with WBC planning officers this month. The major changes for Winnersh so far this month is the approval of the double decking of the Winnersh Park and Ride. While it is under construction it is proposed that the car park will be moved but so far no one can tell me where it will be moved to (the likely choice are the new Broken Bow Park and Ride or the old park and ride location) . The other large question is where the train users will park, I have asked that they should not be allowed to use Cavendish Gardens or Greenacres.

The local plan update committee will have to be restarted since Grazley is no longer viable without the £252 Million that was part of the Garden city programme. Also, a new SEND school has been approved for the area behind Wheatfield School. Also, the land originally offered, but rejected for 2000 houses behind Bearwood Primary has been put up for sale since the housing estate was rejected. Due to the pandemic the Local Plan Update was not revised yet but it's likely that it will be redone during the next year.

WBC has been clearing certain footways when they are being overgrown when requested by Borough Councillors. I have proactively gone and cut back some brambles in a few locations when walking my dog

Climate Emergency Working Group Members:

Cllrs: P. Fishwick; R Shepherd DuBey; A Caston, B. Krauze; 2 vacancies

Wednesday 1st JULY 2020 7:30pm

Minutes

Present: Cllrs: P. Fishwick (Chairman); R Shepherd DuBey; B. Krauze:

- 1 Apologies for absence. None
- 2 Declarations of Interest – None declared
- 3 The minutes of the Climate Emergency Working Group meeting held on the 27th May 2020 were approved.
- 4 Actions from the 27th May meeting and progress made so far (Annex A)
- 5 Current position with Wokingham Borough Council’s Climate Change Emergency Initial Action Plan.

Cllr Fishwick briefed the Working Group on the position with Wokingham Borough Council where he sits on the cross-party Climate Emergency Working Group. There have not been any further meetings since, and the meeting scheduled for 26th May was cancelled. A Task and Finish Group has been set up and has met once during May.

The next Working Group meeting is scheduled for 14th July 2020.

- 6 Any other matters considered urgent by the Chairman – there were none.
- 7 Date and time of the next meeting: **Wednesday 5th August 2020 start at 7:30pm**

Climate Change Emergency – Actions and Forward Planning items following 1st July 2020 meeting – Update and action so far.

Item

Tree Replacement and adoption

Cllr Shepherd-DuBey

Cllrs Fishwick and Shepherd-DuBey met with the Headteacher at Bearwood School and included on the agenda the potential tree replacement and adoption programme at Bearwood Recreation Ground.

The Headteacher was agreeable to students from the school adopting the replacement trees and caring for them. The Headteacher also said that the school has several trees that they intend to plant on school grounds.

Action: The Clerk to suggest locations for new trees in conjunction with Nick Robbins. Information to be passed to Cllr Shepherd-DuBey. **Cllr Shepherd-DuBey** to investigate replacement types of trees (native) at identified potential locations with the school to plant this autumn (2020) and report back to the Group.

Energy Supply

Cllr Paul Fishwick

Cllr Fishwick is currently working with the Parish Clerk on Electric and Gas supplies. The current contract for the 4 meters ran out in March and April 2020 after a 2-year contract. Any new contract will run for all 4 meters and we are investigating suppliers that produce ‘green’ energy sourced from for example Wind/Solar. In addition, for gas the supply company will require ‘green’ credentials. In both cases the ‘green sustainability’ and price will be taken into account. Please note that during the current Covid – 19 pandemic energy use is low as the facilities are closed except for maintenance.

Action: Cllr Fishwick in conjunction with The Clerk to finalise the energy supply contract in preparation for opening the facilities.

Education / Publicity

Cllr Ben Krauze

Cllr Krauze had been in contact with Forest School, prior to the Covid – 19 pandemic and had asked “what the school is doing about Climate Change and what are the students being informed about Climate Change?”

Also, Cllr Krauze suggested, later in the programme ‘hard hitting’ banners “What have you done to Save the Planet today?” These could be installed on the three outward facing sides of Bearwood Recreation Ground.

Action: Cllr Krauze, When the schools return to ‘normal’ to discuss both matters with the school and talk with the students.

Waste Management

Cllr Paul Fishwick

Cllr Fishwick is working with the Parish Clerk on investing a replacement contractor for collection and disposal of waste. The previous contract with BIFFA has now been terminated. However, with the facilities currently closed there is no ‘commercial’ waste and recycling.

Collards have been approached and provided a quote. Cllr Alex Caston as asked for details (Action; Amanda Lambourne to pass information to Cllr Caston). Cllr Caston had obtained a revised quotation from Collards.

The Clerk said that there was a clarification on weight of waste and to understand how the recycling / food/general waste is treated.

Action: Cllr Fishwick in conjunction with The Clerk to report back findings to the group.

New topics (27th May 2020)

Paperless meetings Cllr Caston

Whilst meetings are currently 'virtual' and copies of reports are being sent electronically, if meetings return to 'in person' what measures can be introduced so that the Parish Council can reduce the paper copies required for meetings to zero.

As Cllr Caston was not at the meeting no update was available.

Energy of the future Cllrs Caston and Krauze

This topic is to look at what the Parish Council could do to generate its own energy requirements in the future.

Cllr Krauze reported that he had not heard anything further from Cllr Caston and as she was not at the meeting no update was available.

New topic (1st July 2020)

Environmental Efficiency of the Parish Councils buildings

This topic area is to look at the environmental efficiency of the buildings and what improvements could be made and at what cost.

Action: Cllr Krauze in conjunction with the Clerk to investigate this topic. Post Note, this topic needs to look at the environmental efficiency of the buildings in conjunction with the emerging review of efficiency of space and how the Parish Council wants to use its buildings.

Completed topics

External street lighting – The existing street lighting in the car park and walkway to the Parish Council facilities were replaced from low pressure sodium lighting (orange) to LED in 2016.

64- panel solar system – Fully functioning from April 2019 generated approximately 13.56 MWh in the 12-month period ending March 2020.

Conversion of lighting to LED – replacement of the more 'energy hungry' fluorescent tube lighting in the Main Hall, Sindlesham Room, Allnatt Pavilion, the John Grobler Room, and office were all completed during the period January to May 2020.

Waste collection – contract of waste collection mixed with recycling material terminated May 2020.

Food Recycling – Wokingham Borough Council cannot include Food Recycling from the Parish Council as it is not within their contract. Food Recycling now being investigated within Waste Collection.

Station Adoptions Report – Winnersh and Winnersh Triangle

The Working Group met on 3rd June 2020 and the minutes and an update were reported at the last Full Council meeting (item 12.1 refers).

Since the last meeting, there has been quite significant progress made and Cllr Fishwick and The Clerk have been working with our partners Sussex Community Rail Partnership (CRP) and SWR in moving forward with artwork at the shelters on both stations provided by local schools. Further details can be found on the proposals as set out in **Annex A**.

Cllr Fishwick and the Clerk also attended the virtual AGM meeting of the North Downs Line. This was very interesting and provided useful information of what other groups were doing. These projects were all at GWR stations and Winnersh and Winnersh Triangle are covered by SWR.

An extract from an email from Maddy Mills (CRP) is copied below indicates that the priority at SWR stations is on sustainability, which will link with this Councils emerging tackling Climate Change policy.

North Downs AGM

It was great to see how many different organisations are part of David's steering group. Reg's Garden Project at Farnborough North Station was amazing, and I hope to visit it as soon as the travel restrictions change. I am keen to explore the possibility of running similar projects (subject to the availability of land!) at my SWR stations. It is worth noting that this steering group does like to spend time talking about the operation of the railway and rail infrastructure. One of the roles of the Community Rail Partnership is to "draw on local insight to understand and act as an advocate for local people's views and needs to the rail industry and inform decisions about services and infrastructure to improve local transport provision", however we have agreed with SWR that this is not a priority at SWR stations. SWR would like me to focus on sustainability projects, projects that enhance the station environment and running Try a Train events. The plan is that when we have a core of SWR members we will separate from the GWR members and form our own steering group.

Art Shelters update

We still have not received approval from the Properties Team at SWR. Andy Harrowell (SWR) has chased them several times but is concerned that they will be dealing with many other issues linked to Covid-19. I did not want to approach the schools until we had gained approval (I felt there was no point in raising expectations if they were dashed by the Properties Team). The end of the school year is next week so we have missed the opportunity to work with this year's Year 6 pupils. I have tried to make contact with the local Scout and Girl Guiding groups via their head office, but I have had no response. I saw an article in the [Wokingham newspaper](#) about the Emmbrook Scouts getting crafty from home. So my next plan is to bypass the head offices and search locally for youth groups that might be able to work with us

on this project over the summer holiday. If you are aware of any local Scout / Girl Guide groups, please let me know!

Station Adoption Form

The Station Adoption Form has also been received from SWR and this will be completed later this week.

Floral display

Cllr Harper is investigating the planting of a floral display and took an action to cost up doing a "Winnersh" sign in daffodils. He has made some enquiries and it has been suggested we use a dwarf variety such as Tete-a-Tete as they will keep the shape better and be less prone to wind damage. The next thing is size of the sign. The cutting sides at the station have some restrictions that will limit the size of any floral display as the signal equipment passes about halfway up the cutting on platform 1 and there are trees growing behind both platform areas. Therefore, Cllr Harper has suggested 1.5m high with letters 1 m wide with 200mm between letters. This will probably work, but the planting season is September ideally or October at the very latest.

It may be too late this year to plant Tete-a-Tete, but we can still plan for it and be ready if the opportunity arises.

Cllr Paul Fishwick

Chair of the Stations Adoptions Working Group.

Project Proposal: Art Shelters

Proposal:

To install artwork created by local school children on the panels at the back of all four covered seating areas at Winnersh and Winnersh Triangle stations. Artwork will be created by school children in schools (or at home for those remaining at home during the Lock Down). Each pupil will be responsible for designing the artwork for one panel of the shelter. One panel will have names and logos of the station adopter (Winnersh Parish Council), partners (e.g. school names), sponsors (e.g. business who supply goods in kind or funding), SWR and SCRP.

The artwork will be printed onto vinyl which will be installed in the seating areas by the printing company. The installation work must comply with the requirements of SWR, including putting together any required Risk Assessments & Method Statements. The vinyl artwork will be suitable for easy cleaning and, depending on which printer we choose, may have a laminate applied to protect it from graffiti. The vinyl artwork will last for several years and if a panel gets damaged it can be replaced.

Photographs showing similar projects on the SWR network by Devon & Cornwall CRP:



Axminster station - our project will consist of 18 different pictures - one in each square!



Honiton station

Potential partner schools:

- The Forest School – secondary school (RG41 5NE)
- Bearwood Primary School (RG41 5BB)
- Wheatfield Primary School (RG41 5UU)
- Winnersh Primary School (RG41 5LH)

Timescales:

June – project approved by SWR and Winnersh Parish Council. Schools sign up

July – artwork is completed and submitted

August – Artwork is printed onto vinyl and installed

September – launch of new artwork including all those involved (including pupils) with press coverage (subject to Lock Down restrictions)

Funding:

Station adoption funds can be used. Winnersh Parish Council are more than happy to look for funding sources. Winnersh Triangle Business Park could be approached for sponsorship.

The future:

Winnersh Parish Council are keen to take part in a history project to raise awareness of the local history of the area. Future vinyl displays could be the result of a local history project.

APPENDIX 4

REPORT	HISTORY PROJECT
AUTHOR	FEMI OBILEYE
CIRCULATION	COUNCILLORS - WINNERSH PARISH COUNCILLORS (current) / SUCCESSORS IN TITLE
DATE	14th of July 2020
VERSION	1.0
CLASSIFICATION	CONFIDENTIAL

Following approval by full council at the last meeting, suggested committee members (see below) met on the 2nd of July 2020 with a view to progress the aforementioned mandate.

Committee Members Cllr. Femi Obileye; Cllr. Paul Fishwick; Cllr. Linda Wooldridge; Cllr. John Southgate; Mrs Jane Jackson (member of the public).

Cllr. Geoff Harper attended for this meeting only.

The meeting was kicked off by the interim Chair, Cllr. Fishwick with the appointment of the Chair and Vice Chair by nomination. To this end, Cllr. Femi Obileye and Cllr. John Southgate were nominated and appointed as Chair and Vice Chair respectively.

Leading to the meeting, there were arguably two events of importance, listing for ease:

1. Preparation of the groups Terms of Reference (ToR)
2. Resource Access (Soft copies of "Hand Over" archive material), etc.

With the aforementioned in mind, the group agreed the ToR as a "live document", also subjected to a formal quarterly review to ensure it continues to be fit for purpose. Similarly, the resources were agreed as a good point to base first steps on and a Task and Finish Group comprising of Cllr. Obileye and Ms Jackson, and another - yet to be determined, was constituted in this regard.

It was agreed for the Task and Finish group to meet as soon ASAP to start the Validation Exercise, defined as; confirmation, cross referencing and re-cataloguing of all materials handed over to the Parish Council. This process to also include consideration of previous print publication of the historical society and perform a Gap Analysis using intelligence, especially human, that may be available in the community, and learning(s) from other organization.

The meeting concluded with actions assigned to committee members (available on request), and agreement to hold monthly meetings.

It is understood that the Parish Council is a custodian of funding, yet to be ascertained, and the membership would seek to develop SoP(s) dealing with its operations, including access these funds.

This report must be read in conjunction with the Minutes and Action Log of the meeting of the 2nd of July 2020 to fully assume its meaning.

APPENDIX 5

WINNERSH PARISH COUNCIL MEETING 14 July 2020				
SCHEDULE OF PAYMENTS - July 2020/21				
Payee	Description	Amount	Ref	
Salaries (PS-AL-CF-JR)	Salaries for July 2020	8,875.90	EP Ref	EP
HM Revenue & Customs	Tax & NI - Month 4 Year 2020/21	2,105.26		EP
The Berkshire Pension Fund	Pension Contributions July 2020	2,082.90		EP
Biffa Waste Services Limited	Trade Waste Service Additional Lift / CR Note	543.45		EP
Dave Kinght	Window Cleaning May20 - INV220705	100.00		EP
Geoff Harper	Allotment Works	35.49		EP
Holly Digital	INV302677 Copy Charges to 26/6/20	22.76		EP
Honey Brothers	Petrol Strimmer for Allotments	645.53		EP
ITQED Business Solutions	12721 SKYKICK 365 Exchange/SPoint BackUp £16.80 12614 MS Office 365 Enterprise E3/Plan 1 £109.80 12699 Managed AV, PC Monitoring, Backup £23.28 12554 Monthly Support Contract June20 £98.80	248.68		EP
Nick Robins Limited	13569 Grounds Maintenance for June20	1,179.60		EP
NSALG Limited	Local Authority Membership	67.20		EP
Phil Stoneman	Payment for Advert on Fish4.co.uk	180.00		EP
Somerville Glass & Windows Limited	Remedial Work to Pavilion House Door	74.40		EP
Daisy	10186563 Caretaker Mobile Phone Charges	12.24	DD 13/7	
Plusnet	1718336-027 Telecoms Charges to 9 Aug20	64.14	DD 17/7	
Sage UK	INV09869234 Sage 50 Cloud - CoverExtra	78.00	DD 15/6	
Total Expenditure for the month		13,672.18		
Payments made after last meeting				
Plusnet	1718336-026 Telecoms Charges to 9 July20	63.36	DD 17/6	
Unity Bank Balance	£	183,311.48		
NatWest Current Account	£	2,500.00		
NatWest Business Reserve Account	£	9,766.81		
Financial Position at 30 June 2020	£	195,578.29		