



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD REMOTELY ON TUESDAY 10 NOVEMBER 2020

PRESENT: Cllrs P Fishwick (Chairman); P Bray; A Caston; A Greenwood; S Hanna; G Harper
B Krauze; R Shepherd-DuBey, J Southgate; C Taylor.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE: Cllrs K Bradeepan; F Obileye, L Wooldridge.

2 DECLARATIONS OF INTEREST: None

3 RIVER LODDEN FLOOD RELIEF SCHEME

3.1 The Service Manager from Wokingham Borough Council had been unable to attend. The Chairman agreed to contact Ms Francesca Hobson to make arrangements for her to attend the next meeting if possible. **ACTION: CLLR FISHWICK**

4 MINUTES OF THE LAST MEETING AND MATTERS ARISING

4.1 The minutes of the Parish Council meeting held on the 13 October were **APPROVED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record. There were no matters arising.

5 PUBLIC SESSION: There were no members of the public in attendance.

6 COVID-19 PANDEMIC

6.1 The Clerk informed the Council that the facilities were closed, with the exception of the accessible toilet, play areas and allotment garden. All the hirers had been informed and would be contacted again when an update on the latest coronavirus lockdown had been provided by the government. **ACTION: CELO**

7 COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 7.1 The Parish Council had been asked by Wokingham Borough Council about two projects that had been put forward by the WBC Highways Service, for potential funding from CIL held by WBC, Town and Parish Councils. These were pan Wokingham borough projects for EV charging points and wayfinding signage.
- 7.2 Whilst Members could see the merits in both projects they felt unable to support either as there were no details or costings provided.
- 7.3 The chairman advised that EV charging points were being investigated by the Parish Council through the Hampshire County Council framework and these could potentially be provided at no cost.
- 7.4 Members considered that the provision of signage was a WBC function and did not favour using CIL funds for such.
- 7.5 In conclusion, the Clerk was asked to respond to WBC explaining that the Parish Council was developing a range of schemes for funding through CIL and these would take priority over jointly funded projects. **ACTION: CLERK**

8 WOKINGHAM BOROUGH COUNCIL MATTERS

- 8.1 Written reports from Cllrs P Bray and P Fishwick had been circulated in advance (Appendix 1). Cllr R Shepherd-DuBey gave a verbal report. There were no questions.
- 8.2 Cllr Bray declared an interest, as a governor at Forest School, and did not engage in discussion about the football dome structure that Cllr Shepherd-DuBey mentioned in her verbal report.

9 PARISH COUNCILLOR QUESTIONS ON PARISH MATTERS

- 9.1 There were no questions on Parish matters.

10 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- 10.1 Cllr Hanna gave an update on the Borough, Town and Parish Forum that included a presentation from Cllr Baker about the Woodley TC approach to helping tackle the Climate Change Emergency. The plans were similar to those that WPC were progressing. There was also a presentation on the government's proposals for reforming the planning process that WPC had already responded to.
- 10.2 Cllr Harper explained that as Cllr Hanna's deputy on the Forum he had not received an agenda or minutes. The Clerk explained that his understanding of the Forum was that if the nominated representative (Cllr Hanna) was not available to attend, that papers would be passed to the deputy. However, it was agreed that the Clerk would ask WBC to add Cllr Harper to the distribution and to seek a view on whether both Cllr Harper and Cllr Hanna could both attend in the future. **ACTION: CLERK**

11 FINANCE & GENERAL PURPOSES COMMITTEE

11.1 The minutes of the Finance & General Purposes Committee meeting held on the 26 October 2020 were **APPROVED**, and the Parish Council **RESOLVED** to sign them as a true record.

11.2 Cllr Southgate presented the recommendations that F&GP agreed should be referred to Full Council as follows:-

(F&GP Item 6) That following changes to the staffing structure, the role of Responsible Financial Officer (RFO) transfer to the Clerk. Cllr Southgate explained that in many authorities, particularly small and medium size councils the function would normally be carried out by the Clerk, whereas in larger councils there may be a Finance Manager that would fulfil the function. The Council **APPROVED** that the Clerk be the RFO for the Parish Council.

Policies and Procedures:-

(F&GP Item 7.1) F01 Budget Setting Procedure: the main change being the levels of reserves increasing to a minimum of 3 months. The Council **APPROVED** the revised policy.

(F&GP Item 7.2) F02 Financial Regulations Policy: the main change being the levels at which tenders were sought. The Council **APPROVED** the revised policy.

(F&GP Item 7.3) F03 The Internal Audit Plan: this was considered to be a good plan that should be reviewed annually. The Council **APPROVED** the Audit Plan.

11.3 (F&GP Item 8.1) Cllr Southgate explained that the nationally agreed pay scales had been received and sought Council approval to note the implementation of the new salary scales and the increase in the minimum annual leave entitlement from 21 to 22 days. The Council **AGREED** to note and implement the pay scales and changes to holiday entitlement.

11.4 (F&GP Item 9) Q2 Accounts: Cllr Southgate explained that the newly appointed Assistant Parish Clerk was going through the entries in the accounts and had found that some adjustments were necessary with some miscoding being corrected. When complete this would provide a solid baseline from which to work. Cllr Southgate **RECOMMENDED** that that when the adjustments had been made, he would meet with the Clerk and Assistant Clerk to review the accounts before presenting them to Full Council at the next meeting in December, and this was **APPROVED**.

12 PLANNING COMMITTEE

12.1 The minutes of the Planning Committee meeting held on the 27 October 2020 were **APPROVED**, and the Parish Council **RESOLVED** to sign them as a true record.

12.2 Cllr Fishwick, who had chaired the meeting, gave a brief update on applications that were of concern and explained that comments had been sent to Wokingham Borough Council. A response had also been made to the government about the consultation on the 'Planning for the Future' White Paper and the WPC response would be attached to the Planning minutes and be uploaded to the Parish website.

ACTION: CLERK/CELO

13 RECREATION & AMENITIES COMMITTEE

- 13.1 The minutes of the Recreation & Amenities Committee held on the 3 November 2020 were **APPROVED** and the Parish Council **RESOLVED** to sign them as a true record.
- 13.2 Cllr Hanna gave a brief update in the absence of Cllr Wooldridge (Chair of R&A Committee).
- 13.3 A presentation had been received from the Sindlesham Baptist Church about a proposed outdoor Christmas event on Bearwood Recreation Ground in early December. Whilst R&A Committee would normally welcome community run events it was considered that in light of the current coronavirus pandemic, and the potential difficulties of organising an event with an unknown number of attendees, it was not able to support the event on this occasion.
- 13.4 Cllr Harper confirmed that planning permission had been approved for the cladding and storage extension to the Winnersh Community Centre and the Clerk was thanked for progressing that.
- 13.5 Cllr Shepherd-DuBey requested that confirmation be sought from Berkshire Fire & Rescue Service that the cladding and insulation material was suitable and fire safe.
ACTION: CLERK
- 13.6 Cllr Fishwick reminded Members that the priority was for the cladding to be replaced as soon as possible to ensure that the building remained watertight.

14 CLIMATE CHANGE EMERGENCY

- 14.1 The Chairman had circulated a report in advance (Appendix 2) on the activity of the Climate Change Working Group and there were no questions.
- 14.2 A proposal to replace existing waste bins with dual recycling and general waste bins had been presented to R&A committee and a budget of £4,000 from the Climate Change budget was sought. The Council **APPROVED** the allocation of £4,000 from the Climate Change budget.
- 14.3 The importance of promoting the use of the right bin, and ensuring that when waste and recycling bins were emptied, the material collected should be kept separate for collection by the waste disposal contractor.
- 14.4 A proposal to plant six trees on Bearwood Recreation Ground had been considered and approved by R&A Committee, subject to Full Council approving the expenditure. Cllr Fishwick explained that this was an initiative proposed by the Climate Change Working Group and sought £600 for the purchase and planting of the trees that would be planted by Nick Robins (grounds maintenance contractor) adjacent to Mole Road near the junction with Bearwood Road. A watering system would be installed, and Bearwood Primary School had also offered to assist with watering. The Council **APPROVED** an allocation of £600 from the Climate Change budget.
- 14.5 The Chairman also advised that Reading Thames Rotary Club had offered to plant crocus bulbs in support of World Polio Day, and this had been agreed with the bulbs to be planted close to the new trees.

15 WINNERSH/WINNERSH TRIANGLE RAILWAY STATIONS ADOPTION

- 15.1 Cllr Fishwick had circulated a report in advance of the meeting (Appendix 3) and gave an update on the artwork project for the shelters. Forest School had responded positively to being involved and further details were being provided for consideration by the Art Teacher.
- 15.2 The charity CLASP, who supported adults with learning difficulties, had indicated that they also may be able to assist in the event that local schools were unable to help.

16 HISTORY PROJECT

- 16.1 Cllr Obileye had circulated a report from the History Project Working Group in advance of the meeting (Appendix 4), and this was noted. There were no questions.

17 SCHEDULE OF PAYMENTS

- 17.1 The schedule of payments, due since the last meeting, was circulated in advance of the meeting (Appendix 5), and upon the **PROPOSAL** of Cllr Harper, **SECONDED** by Cllr Taylor, the Parish Council **RESOLVED** to make payments totalling £13,214.58.
- 17.2 The bank balance at the 30 October 2020 was confirmed as £244,933.56.
- 17.3 Cllr Shepherd-DuBey advised that she would liaise with the Clerk to resolve the difficulty experienced in accessing and authorising payments through UNITY Bank.
ACTION: CLLR SHEPHERD-DUBEY/ CLERK

18 CODE OF CONDUCT FOR ELECTED COUNCILLORS

- 18.1 Cllr Bray gave a comprehensive explanation about the consultation being run by Wokingham Borough Council on the code of conduct for elected councillors and shared some of her own views on the proposed changes.
- 18.2 Cllr Bray explained that Wokingham Borough Council was seeking views on proposed changes to the Council's Code of Conduct for elected Councillors that covered Borough, Town and Parish Councillors. The Code of Conduct sets out the behaviours that are expected of Councillors, known as the seven principles of public life that are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 18.3 Elected Councillors should act with integrity and honesty, treating people with civility and impartiality, avoiding conflicts of interest and ensuring that public resources are used prudently in the public interest. The Code of Conduct sets out the procedure for Councillors to register and declare financial and other interests. It also states that Councillors must not do anything which may cause the Council to breach any of the provisions of the Equality Act 2010.
- 18.4 The Committee on Standards in Public Life had published a set of Best Practice principles relating to standards in local government and these are set out in the consultation document.

- 18.5 A key element of the code was how complaints against councillors were dealt with. Initially, they are referred to the WBC Monitoring Officer who would consult with an independent person. If the investigation considered that the councillor, against who the complaint is made, had done nothing wrong then the process ends.
- 18.6 There was an informal route where if a councillor admits they had done something wrong they could write a letter of apology and that concludes the process and does not go into the public domain. However, in the event that a councillor did not admit to the complaint then an investigation would follow and, if found guilty, the matter would be announced at the following Full Council meeting and put on the WBC website.
- 18.7 In terms of publishing such data, there were currently three options being considered:-
- 1) To keep what exists;
 - 2) To publish the outcome i.e. allow the informal route to continue but the councillors name is announced at Full Council and on the website;
 - 3) To remove the informal route.
- 18.8 Other key features and observations of the code include:-
- Not bullying or harassing people and WPC had an existing policy about that. It was noted that this must include social media and Cllr Harper volunteered to review the policy.
 - Ensuring that councillors co-operate with the standards committee.
 - Guidance on how to make a complaint. Ways of making complaints should be easily accessible: it was considered that this was not as easy to find as it could be, and that it would be reviewed.
 - Gifts & Hospitality - a proposal was to increase the threshold from £25 to £100 and that may be considered too high.
 - Clear and straight forward Public Interest Test.
 - Sanctions are limited and appear to be fairly weak.
 - The process for dealing with the bullying or harassment of Town and Parish Council Clerks and staff.
- 18.9 Cllr Bray was thanked for her briefing and for sharing her personal views on potential improvements that could be made. Members agreed to consider the consultation at the next meeting on 8 December and that any comments should be sent to the Chairman and Clerk who would jointly prepare a draft response to the consultation that ends on the 11 December 2020. **ACTION:ALL/CLLR FISHWICK/CLERK**

19 CORRESPONDENCE: There were no items of correspondence.

20 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

- 20.1 Cllr Shepherd-DuBey suggested that, in lieu of Parish festivities, Councillors may like to consider making donations to the food bank, which was available at Sainsbury's.

21 DATE OF THE NEXT PARISH COUNCIL MEETING

The next meeting would be held on Tuesday **8 DECEMBER** at 19:30.

There being no further business the meeting closed at 20.58.

APPENDIX 1

Borough Councillor Report to the Parish Council 10 November 2020: Cllr Paul Fishwick

Borough Council committee meetings

The following are a summary from meetings held at the Borough Council that I have attended since the Winnersh Parish Full Council meeting on 13th October.

21st October – Overview and Scrutiny Management Committee

The key items on the agenda were

Item 45 Update on Covid-19: Corporate Recovery/Resident Survey/Test & Trace

Item 46 The impact of Covid-19 on people with low income, the unemployed and homeless.

Item 47 Scrutiny of WBC response to the Covid-19 pandemic

Further details can be found here;

<https://wokingham.moderngov.co.uk/documents/g3743/Printed%20minutes%2021st-Oct-2020%2019.00%20Overview%20and%20Scrutiny%20Management%20Committee.pdf?T=1>

28th October – Extraordinary Community and Corporate Overview and Scrutiny Committee

The key item on the agenda was **the Medium-Term Financial Plan 2021-24 Revenue Budget.**

Further details can be found here;

<https://wokingham.moderngov.co.uk/ieListDocuments.aspx?CId=306&MId=3856>

<https://wokingham.moderngov.co.uk/ieListDocuments.aspx?CId=144&MId=3728>

Winnersh specific

North Wokingham Distributor Road – Construction News

The main construction works continue for the North Wokingham Distributor Road from Toutley Road (Emmbrook) over the railway line to the new roundabout on the A329 Reading Road (Winnersh) between the BP garage and the M4 overbridge.

The 400 lorry movements a day, bringing material to build the northern embankment for the bridge over the railway is coming to an end this month.

Winnersh Relief Road Phase 2 – opening in early 2021

Work is progressing to extend Longdon Road to a new roundabout on Reading Road by the M4 overbridge (Winnersh side). The council plans to open the road in January 2021.

The left turn from King Street Lane into Longdon Road will be banned from 23/11/20-19/12/20.

Fly-Tipping

I am a member of the Fly-tipping working group on Wokingham Borough and at our meeting on Friday 6th November it was very disappointing to read that Churchill Drive in Winnersh was one of the top 5 worst locations for fly-tipping.

The fly-tipped materials collected by the Borough Council were generally of household and being located within a residential area it is highly likely that this has come from local residents.

The key message is that residents are encouraged to report fly-tipping together with any other information and secondly to spread the message that '**your waste, is your responsibility**' and that individuals are liable if unlicensed waste removal companies dump their rubbish.

The Council has issued Fixed Penalty Notices and are taking offenders to court.

Borough Councillor Report to the Parish Council 10 November 2020: Cllr Prue Bray

This report is about 2 Housing projects that affect Winnersh.

The first is to replace the mobile homes at Grovelands Park that are used for temporary accommodation with modular build units, which will be of a higher build standard with better insulation, lower maintenance and greater durability.

Officers are in discussion with the planning department about the permissibility of stacking units to make a double-height unit, in order to increase the amount of temporary accommodation. Under normal circumstances, there would be no issues with this, but Grovelands Park is a mobile home park and any units installed on site must be capable of being moved in order to meet the regulations. There is some worry among current residents in Grovelands Park about the impact these new units will have. At the moment Housing does not know whether double-stacking will be allowed or not. I am comfortable that proper process is being observed and that the relevant regulations will be adhered to.

The second project is to take down the garages in Bayley, Wilson, Goddard and Targett Courts and replace them with parking spaces. The garages are in a very dilapidated condition and some are very unsafe. The garages are in front of the bungalows but in many cases are not let to the residents of those bungalows, and in some cases are not let to people who are not WBC tenants. They are generally used for storage rather than to keep cars in, and are too small for most modern cars. Parking is at a premium in the Courts and is a cause of complaints of anti-social behaviour and providing additional spaces should help relieve the situation.

Options looked at included rebuilding, but this would have been too expensive. The rental income derived from letting the garages is too low to cover even the cost of repairs. Some garage renters are unhappy at the change and are asking to keep their garages or that the council provides them with an alternative garage. Whilst I have sympathy with the fact that they are losing an amenity that they have got used to having, unfortunately the council cannot afford to repair or rebuild the blocks and does not have many alternative garages either.

The people who are complaining are making part of their complaint the fact that the company that has been given the contract is based in Yorkshire. The tendering exercise required by the value of the contract was properly conducted and the

company won the contract fairly. As part of the evaluation of the tender they have had to demonstrate to the council that they can carry out the work safely during the pandemic.

APPENDIX 2

Climate Emergency Working Group Members:

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

Wednesday 4th November 2020 7:30pm

Minutes

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

- 1 Apologies for absence. Cllr A Caston
- 2 Declarations of Interest – None declared
- 3 The minutes of the Climate Emergency Working Group meeting held on the 30th September 2020 were approved.
- 4 Actions from the 30th September meeting and progress made so far were updated in 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.

The report will be submitted to the Executive for the 29th October Executive meeting, item 39

<https://wokingham.moderngov.co.uk/ieListDocuments.aspx?CI=129&MI=3671>

- 6 Any other matters considered urgent by the Chairman – there were none.
- 7 Date and time of the next meeting: **Wednesday 13th January 2021 start at 7:30pm**

APPENDIX 2/Annex A

Widdersh Parish Council

Climate Change Emergency – Actions and Forward Planning items following 4th November 2020 meeting – Update and action so far.

Item

Tree Replacement and adoption

Cllr Shepherd-DuBey

The Headteacher at Bearwood School was agreeable to students from the school adopting the tree replacement and adoption programme at Bearwood Recreation Ground and caring for them. 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.

Update – The Clerk has contacted Nick Robbins who has suggested a location on Bearwood Recreation Ground towards the corner of Mole Road with Bearwood Road for six trees.

1. Mountain Ash (Rowan)
2. Norway Maple- Crimson King (Acer)
3. Liquidamber
4. Locust tree (Robinia)
5. May tree (Hawthorn)
6. Judus tree (Cercis)

Each of the trees including collection planting with a stake and irrigation pipe and we should set aside a budget figure of £600 that could be funded from the Climate Change Emergency budget. R&A Committee approved the planting of the trees at their meeting on 3rd November 2020.

Action: This item will be taken to Full Council to approve on 10th November 2020.

Cllr Shepherd-DuBey to liaise with Bearwood School for possible photo opportunity in January/February 2021.

Energy Supply

Cllr Paul Fishwick

Cllr Fishwick informed the group that the Council were in the process of changing contracts from N Power to Gulf Gas and power UK.

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

Update - The transfer from NPower to Gulf has now been **completed**.

Education / Publicity

Cllr Ben Krauze

Cllr Krauze has contacted Bearwood School and The Forest School. Looking to prepare talks on Climate Change. This links in with our Station Adoptions as well.

Action: Cllr Krauze, propose roll out Winnersh and Wheatfield schools once the process has been adopted.

Update – Cllr Krauze had written to the 4 schools heads in Winnersh last month and the following is a summary so far:

Bearwood not yet responded – **Action:** Cllr Krauze to cc proposal to Head to Cllr Shepherd-DuBey who will speak to the Head directly.

Wheatfield and Winnersh have responded. Considering what Cllr Krauze would like to present.

Forest School – seem incredibly positive, 1,400 students. Cllr Krauze is putting together a presentation that he will present to all the teachers at the school via ZOOM/Teams. It will then be decided how to present this topic to each class.

Consideration will be given to creating some kind of ‘Youth/Student Panel’ to lead the school on this topic.

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.

Update - Cllr Caston will be investigating this topic. No update at this meeting.

Energy of the future Cllrs Caston

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

Update - Cllr Caston to update at next meeting.

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.

Update – Cllr Krauze will investigate once the outline plans are available.

New topic areas (30th September)

Waste recycling bins

Cllr Paul Fishwick

To replace existing litter bins with recycling and waste bins to match the new Collards contract.

Update: There are 5 existing single use litter bins allocated around Bearwood Recreation Group. Several different types of multi-use Recycling and General Waste bins have been identified and a budget of £4,000 is required to replace the existing single use bins.

R&A committee approved the change of these bins at their meeting on 3rd November 2020, with delegated authority to the Chair/Vice Chair to agree the type.

This item will be presented to Full Council on 10th November 2020.

EV charge points

Cllr Paul Fishwick

Investigate the feasibility of installing Electric vehicle charging points at Bearwood Recreation Ground car parking area.

Update: Cllr Fishwick has been in correspondence with Hampshire County Council and a form has been completed and submitted to undertake a feasibility investigation into installing EV points in the car parking area.

Secure cycle storage

Cllr Paul Fishwick

Investigate the feasibility of secure cycle storage at Bearwood Recreation Ground.

Update: No progress on this item.

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 Groblar 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. New recycled waste collection and general waste contract operational from September 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.

APPENDIX 3

Station Adoptions Report – Winnersh and Winnersh Triangle

Following on from the report to Full Council on 13th October work continues in the background with the Community Rail Partnership.

The Community Rail Partnership have contacted the schools within the Parish Council area in the hope that at least one of them will be willing to create designs for the planned artwork on the shelters.

However, if due to the current impact from the coronavirus the schools are unable to participate then the plan would be to reach out to local scouts/brownies.

At the time of writing, I do not have any further news on this matter.

On Monday 9th November the Clerk and I had a virtual meeting with Cathy Moore the area station manager who covers both of the Parish stations. We discussed the station adoptions as well as anti-social behaviour that had been reported at or near to the station, which included potential drug related issues.

The Clerk had discussed this alleged problem the Thames Valley Police Neighbourhood Team last week and Cathy will be engaging with the British Transport Police in an attempt to try and resolve it.

The issue of graffiti was also discussed that is 'track side' and Cathy will pass this onto Network Rail to action.

CLlr Paul Fishwick, Chairman of the Stations Adoptions Working Group

APPENDIX 4

Minutes of History Project Working Group

Date of Meeting: Thursday 29th of October 2020

Time: 7:00pm

1. Morris Dodd sent his apologies. Linda Wooldridge also absent.
2. Declarations of Interest - None
3. Minutes of the last meeting was considered and approved.
4. Action Log discussed and updated as necessary.
5. FO to endeavour to put together some basic SOPs to guide the group on protocols with regards to e.g. Purchases, Lending out artefacts, members access to artefacts etc.

Bluebell wood - fairy glen was decided to be of interest and relevant to the local history. MC to progress and advice as appropriate.

Not much has happened with Spoonville and PF to update group as it progresses. Picture are to be collated and selected for archiving.

MC and JP are progressing the re-arranging the artefacts to the current catalogue order and would suggest the artefact catalogue needs to reflect their observations. Discussions were had on seeking in-house council expertise, subject to their membership.

FO and JS discussed feedback from Peter Must - Wokingham Society, who informed of a Wokingham initiative <https://wokingham-tc.gov.uk/museum/> etc. It's not improbable that some of their members may seek to join the group. So far, we only have replies from Peter and FO to chase.

ACTION:

FO to chase for replies and discuss issues with cataloguing our artefacts

6. MD has been having some distracting personal issues and unable to attend meeting. JS recommended he steps down and consider re-joining later. It was agreed that we can use him as a resource as of when needed.

Joanne Yeoman's membership aspirations were discussed and agreement around the route to membership was suggested as being that of a private member, as opposed to an employee of the parish council. It's unclear how any task she takes on will impact her contract of employment or any utilization and or existence of capacity in her

contracted W.T.E

ACTION(s): FO to inform MD. FO to liaise with JY and revert / have further discussions with the Parish Clerk

7. Clarification on identity sought by FO and name was agreed as "*Winnersh and District History Working Group*". All documents are to properly reflect this.
8. It was agreed that we should attempt to capture all Christmas related activity given its possible uniqueness.

ACTION; MC and JJ to keep a look out for events of interest and document.

9. MC informs need to procure more storage boxes and this was approved. JS suggested they need to be same to previous. Particular attention was drawn to artefacts that are fragile, and at risk of damage.

POST MEETING ADDENDUM

- FO will suggest we consider resistance to moisture damage as the current boxes are not sealed.

ACTION: FO/MC to liaise with parish clerk, and or another, in this regard and make purchase.

10. Date and time of the next meeting: 26th November 2020, 7pm

HISTORY PROJECT – UPDATE TO FULL COUNCIL

1. VALIDATION EXERCISE

Mary Challenger and Joyce Parker have been working on the artefacts. It is noted that this exercise has taken a slightly new dimension outside the original mandate of arranging the artefacts in the numbered box in the order they are in the current catalogue.

Though delayed, lockdown 2.0 should have a negligible impact on this work since the artifacts have been removed from site to their home address.

2. MEMBERSHIP UPDATE

Due to pressing issues Mr. Morris Dodd would be stepping down.

Joanne Yeomans, WPC employee, has expressed interest in joining the working group. However, some governance issue remain. For clarity, it was agreed that the chair would have further conversation with her. It was admitted that she would be a valuable resource given her interest and academic dispositions.

Proposed that her membership must be on volunteer basis - a member of the public as opposed to being a council employee, and in council time.

Rationale:

Group not sighted on ratio of contracted W.T.E vs worked W.T.E and conscious this may interpret as:

- (a) additional responsibilities – transferring a liability to the council as overtime, or:
- (b) infer she is not working to contracted w.t.e, hence have spare capacity

3. OTHERS

- (a) FO contacted neighbouring history group and progressing with at least one, Peter Must - Wokingham Society, who informed of a Wokingham initiative <https://wokingham-tc.gov.uk/museum/> etc.
- (b) Slide view donated to the group and received.
- (c) Request to purchase additional boxes received and approved.

APPENDIX 5

Schedule of payments for consideration at the Winnersh Parish Council meeting held on 10 November 2020

Payee	Description	Amount
Salary Info		
Salaries (PS-CF-JR-KL-JN)	Salaries for November	£ 4,714.59
HM Revenue & Customs	Tax & NI - Month 8 Year 2020/21	£ 1,265.23
The Berkshire Pension Fund	Pension Contributions November 2020	£ 1,578.11
TOTAL		£ 7,557.93
To be authorised		
ico	GDPR/Data protection	£ 40.00
West Berkshire Council	Premises Licence	£ 180.00
Rialtas	Making Tax Digital	£ 70.80
Nick Robbins	October Maintenance	£ 835.00
itqed	365 Monthly charge	£ 133.02
itqed	Anti virus Monthly charge	£ 35.64
itqed	November support contract	£ 98.80
itqed	Office 365 backup November	£ 52.80
Phil Stoneman	Expenses	£ 93.89
Dave knight	Window cleaning	£ 100.00
Phil Stoneman	Expenses	£ 15.50
TOTAL		£ 1,655.45
Direct Debits		
R Collard	Wheelie Bin	£ 27.26
Gulf	Electricity Bill - Community Centre	£ 18.18
R Collard	Wheelie bin	£ 19.97
R Collard	1100 LTR Wheelie bin	£ 16.80
R Collard	Wheelie Bin & Paper and Cardboard	£ 26.83
R Collard	6YRD Skip	£ 242.40
Gulf	Gas Bill - Community Centre	£ 9.80
Castle Water	August - Jan 2021	£ 125.45
N Power	Allnatt Gas	£ 21.91

Daisy	Caretaker Mobile Bill	£ 11.09
Plus Net	Office Phone & Broadband	£ 75.61
Sage	Accounts	£ 54.00
TOTAL		£ 649.30
Payments made October		
ARD Playgrounds	Annual Inspection	£ 561.60
ARD Playgrounds	Replacement Equipment (replacement)	£ 357.00
Kate Lang	Hole Punches & Staplers (Amazon)	£ 12.82
Nick Robbins	September Maintenance	£ 1,245.60
Rialtas	Training	£ 240.00
Rialtas	Training	£ 240.00
Southern Electric	Community Centre	£ 336.61
Southern Electric	Community Centre	£ 173.77
Gemma Hall	Refund of damage deposit	£ 200.00
TOTAL		£ 3,367.40
MONTHLY TOTAL SPEND		£ 13,230.08
Bank Balance		
Unity Bank Balance		£ 232,786.75
Natwest Current Account		£ 2,500.00
Natwest Savings Account		£ 9,646.81
Bank Total		£ 244,933.56