



Winnersh Parish Council

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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT WINNERSH COMMUNITY CENTRE ON TUESDAY 12 OCTOBER 2021

PRESENT: Cllrs P Fishwick (Chairman); P Bray; L Doyle; D Green; S Hanna; G Harper;
R Nicholson; F Obileye; J Southgate; C Taylor; L Wooldridge.

IN ATTENDANCE: P Stoneman (Clerk).

- 1 APOLOGIES FOR ABSENCE:** Apologies were received from Cllrs K Bradeepan;
B Krauze; R Shepherd-DuBey.

- 1.1 A formal request from Cllr Krauze for extended leave of absence due to the ill health of a family member was unanimously approved and the Council agreed that this would be for a period of three months at which time it would be reviewed in January 2022.

2 DECLARATIONS OF INTEREST

- 2.1 Cllr Harper declared an interest in Item 10 and as an allotment holder he would not participate in any decisions relating to allotments.

3 CO-OPTION OF PARISH COUNCILLORS

- 3.1 A presentations were given by Mr J Boadu who had applied to become a parish councillor and a question-and-answer session followed.
- 3.2 Mr Boadu was thanked for his application and presentation and was informed that a decision would be taken in the confidential part of the meeting. Mr Boadu then left the meeting.

4 MINUTES OF THE LAST MEETING AND MATTERS ARISING

- 4.1 The minutes of the Parish Council meeting held on the 12 October 2021 were **APPROVED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.
- 4.2 Matters arising: (Minute 14) - Cllr Southgate thanked the Fete Committee for their help and support in planning for the event and also thanks councillors, staff and volunteers who had attended on the day to ensure the event ran smoothly.

The Clerk was asked to add an item to the next meeting of Full Council so that matters including fete accounts, donations and date for the next event could be discussed.

ACTION: CLERK

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

6 WOKINGHAM BOROUGH COUNCIL MATTERS

6.1 Borough Cllrs Bray, Fishwick and Shepherd-DuBey had circulated reports in advance of the meeting relating to WBC matters (Appendix 1), and these were noted.

6.2 Cllr Bray gave an update on the Code of Conduct recently reviewed, revised and adopted by Wokingham Borough Council (WBC) that set out the principles and procedure for dealing with complaints against councillors. It was explained that whilst the parish council was not required to adopt the WBC code of conduct it would seem appropriate given that the process is the same for both WBC and WPC with the Monitoring Officer being a senior officer at the Borough Council.

7 QUESTIONS FROM PARISH COUNCILLORS ON PARISH MATTERS

7.1 Cllr Harper asked for an update on when the footbridge in Woodward Close would be surfaced. The surface, being bare metal, was hazardous and some allotment holders had fallen when the surface was wet. This would potentially get worse in frosty conditions and needed to be actioned quickly. Cllr Fishwick explained that he had requested an update on progress but not had received a response from WBC and would follow this up.

ACTION: CLLR FISHWICK

8 REPRESENTATIVES ON OUTSIDE BODIES: None

8.1 Cllr Hanna and Cllr Harper had attended the Borough Parish Liaison Forum and a summary of the meeting was given.

Post meeting note: Cllr Harper provided the following details:-

- Planning Applications - comments that planning applications were now being sent to only a limited range of people that may be directly affected by a planning application. Concerns were raised that in some cases neighbours did not find out about building work until it had started and at that point it was too late to object. Attendees at the meeting requested that the coverage for notification be extended and WBC agreed to review that.
- Covid - Covid cases were rising in Wokingham Borough mainly among unvaccinated 12 - 19 age group. Hotspots in Norreys, parts on Wokingham Without and South Finchampstead. There had been poor take up among 12–15-year-old school pupils especially amongst girls. WBC would step up their efforts to improve vaccination rates in this age group
- Tree Protection – was on the agenda but the presenter was unable to attend.
- Climate Emergency – the Forum was informed about WBC plan to plant 250,000 trees over a 5-year period. Laura Buck, Green Infrastructure Special Project Manager was responsible for the tree planting programme.

- PPP (Public Protection Partnership) – it was explained that WBC were taking PPP back in house to provide a better 24/7 service to residents. Certain services such as Trading Standards would remain with the consortium of Wokingham, Bracknell, and West Berkshire. WBC plan for the new arrangements would be in place by 1st April 2022.
- Future Meetings - The Chairman of the Forum expressed a preference for future meetings to be held around the borough and would welcome suggestions for locations and venues.

9 PLANNING & TRANSPORT COMMITTEE

9.1 The minutes of the Informal Planning & Transport (P&T) Committee meeting held on the 21 September 2021 were **APPROVED** and the Parish Council **RESOLVED** that Cllr Taylor should sign them as a true record.

10 RECREATION & AMENITIES COMMITTEE

10.1 The minutes of the Informal Recreation & Amenities (R&A) Committee meeting held on the 6 July 2021 were **APPROVED** and the Parish Council **RESOLVED** that Cllr Wooldridge should sign them as a true record.

10.2 Cllr Wooldridge presented the following recommendations from the meeting:-

- 10.2.1 Christmas Lights Event: a budget of £1,000 for the provision of new lights, decorations, and event expenditure was **APPROVED**.
- 10.2.2 An allotment working group to include members from WPC and representatives from the Winnersh Allotment Association (WAA) to organise and official opening/anniversary event in May 2022 was **APPROVED**.
- 10.2.3 A discussion took place about grants that would be given to the WAA to assist with small projects avoiding the need for the WAA to continue to seek funds from WPC on items such as repairs and improvements they could easily complete themselves.
- 10.2.4 Whilst a decision had not been made about whether this would be an annual grant of £1,000, or a top up to ensure the WAA always had £1,000 at the start of the financial year, the principle of the funding £1,000 was **APPROVED**. Cllr Bray **PROPOSED** that the WAA provide their master plan before any further funding would be released and this was **AGREED**.

11 COMMITTEE MEMBERSHIP

The newly elected co-opted councillors were invited to select which committee's and working groups they would like to join.

Standing Committees:

Planning & Transport - Cllr Green would join.

Recreation and Amenities - Cllr Doyle and Cllr Nicholson would join.

Finance & General Purposes - Cllr Green would join.

Working Groups:

Sustainable Transport - Cllr Green and Cllr Harper would join.

History Project - Cllr Nicholson would join.

Climate Change – Cllr Doyle would join and Cllr Green would consider in due course.

12 CLIMATE CHANGE EMERGENCY

12.1 The Chairman had circulated a Climate Change Emergency report (Appendix 2) in advance of the meeting and the report was noted.

13 THE WINNERSH SUSTAINABLE TRANSPORT GROUP

13.1 The Chairman had circulated a Station Adoptions report (Appendix 3) in advance of the meeting and the report was noted.

13.2 Cllr Harper expressed disappointment that at borough level schools were still being treated as a separate project rather than being integrated into the mainstream sustainable transport project. Cllr Fishwick had raised this concern with WBC and that as sustainable transport was a key priority across the borough integrated projects rather than silo working would be more effective.

14 SCHEDULE OF PAYMENTS

14.1 The schedule of payments, due since the last meeting, was circulated in advance of the meeting (Appendix 4), and upon the **PROPOSAL** of Cllr Harper, **SECONDED** by Cllr Taylor, it was **RESOLVED** to make payments totalling £30,796.08.

14.2 The bank balance at the 30 September 2021 was £224,391.35.

14.3 The Clerk explained that the salary cost would increase by approximately £500 when the calculation had been made for accrued annual leave due to an employee leaving on the 28 October 2021. The payment and supporting information would be provided for Cllr Harper and Cllr Taylor to enable the correct payment to be authorised.

15 CORRESPONDENCE

15.1 The Clerk read out the following emails:-

Email from: Citizens Advice Wokingham - 11 October 2021

Subject: Citizens Advice Wokingham new Mobile Advice Unit – location suggestions and permissions.

15.2 Email from: Wokingham Job Support Club – 7 October 2021

Subject: Publication of free services to the local community.

15.3 Email from: Berkshire Association of Local Councils (BALC) – 6 October 2021

Subjects: Notification of BALC 2021 Annual General Meeting and invitation.

16 COUNCIL MEETINGS

16.1 The Clerk updated the council on the legal position of holding virtual meetings and that meetings requiring resolutions or decisions would need to be held in person. Where meetings were to be held virtually, these would be known as 'Informal meetings' at which decisions could not be taken but recommendations could be made.

16.2 Members discussed arrangements for council meetings and whether they would be virtual or in person. The following was agreed:-

- Planning & Transport Committee - Virtual until May 2022.
- Recreation & Amenities Committee - Virtual until May 2022 but with the proviso that if key decisions were to be made then an in-person meeting would be held.
- Finance & General Purposes Committee - the meeting on the 26 October would be virtual and the meeting on the 25 January would be held in person.
- Working Groups that report back to Standing Committees or Full Council would continue to be held virtually.

16.3 The arrangement for holding meetings virtually and in-person would be further reviewed in April 2022

17 URGENT MATTERS

17.1 The Chairman advised that he had been contacted by contacted by Cllr Al Neal from Earley Town Council about a proposal to hold a 50th Anniversary civic ceremony and permanent memorial to mark the death of 3 construction workers and the injury of 10 others during the construction of the A329(M) crossing the river Loddon.

17.2 It was agreed that Cllr Fishwick and the Clerk would liaise with Earley Town Council and Woodley Town Council to make arrangements for the anniversary which would fall on Monday 24 October 2022. It was agreed that the Chairman would report back to Full Council with proposals in due course.

ACTION: CLLR FISHWICK

18 DATE OF THE NEXT MEETING: Tuesday 9 NOVEMBER 2021 at 19:30.

There being no further business the meeting closed at 20.55.

Signed: Cllr P Fishwick _____

Chairman of Winnersh Parish Council

PART II – Confidential Session

- 19** 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.

20 CO-OPTION OF PARISH COUNCILLORS

- 20.1 Cllr Fishwick **PROPOSED** that Mr Boadu be offered the position of co-opted councillor and this was unanimously **AGREEED**.

- 20.2 The Clerk was instructed to issue the necessary papers, including Acceptance of Office, that Mr J Boadu and the Clerk would need to sign before he could become a Parish Councillor.
ACTION: CLERK

21 STAFFING MATTERS

- 21.1 The Clerk updated members about the resignation submitted by the Assistant Parish Clerk (APC) and sought approval to progress the recruitment process.
- 21.2 The council agreed that the position be filled and that it be advertised at 16 hours/week. A discussion took place about how many hours were currently being spent on the role and this would be reviewed by the Chairman, Vice-Chair and Clerk. Any suggested increase in hours would need to be presented to the Executive Committee for consideration.
- 21.3 On behalf of the council, the Chairman asked that the Clerk pass on the appreciation of all councillors for the work undertaken by the APC and the professional way in which that had been completed.

There being no further business the meeting closed at 21:43.

Signed: Cllr P Fishwick _____

Chairman of Winnersh Parish Council

REPORTS FROM BOROUGH COUNCILLORS (Agenda Item 6)

Borough Councillor Paul Fishwick

Report to the Parish Council Meeting on 12th October 2021

Borough Council committee meetings

Since the last Full Council meetings (14th September 2021), I have attended the following committee meetings:

Overview and Scrutiny Management Committee – 20th September 2021

Key items on the agenda were:

Item 28 Quarter 1 21/22 Performance Report

Item 29 Council Motions

[Agenda for Overview and Scrutiny Management Committee on Monday, 20th September, 2021, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Full Council – 23rd September 2021

Key items on the agenda were:

Item 41 Tenants Charter – Modernising the customer experience in Wokingham Borough Council – 2 Year on update.

Item 42 Proposed Solar Farm Barkham

Item 43 Treasury Management Outturn 2020/21

Item 44 Member Question time

Item 45 Ward Questions

Item 48 Motions (only one Motion was discussed as no further business was conducted following a requested by Cllrs Adrian Mather and Conway to extend the meeting by 30 minutes. Upon being put to the vote, the proposal was lost.

[Agenda for Council on Thursday, 23rd September, 2021, 7.30 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Community and Corporate Overview and Scrutiny Committee – 6th October 2021

Key items on the agenda were:

Item 37 Medium Term Financial Plan (MTFP) 2022-2025

Item 38 Leisure Service Provision update

Item 39 Bringing the Public Protection Service back in house

[Agenda for Community and Corporate Overview and Scrutiny Committee on Wednesday, 6th October, 2021, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Winnersh specific

Winnersh Relief Road Phase 2

Since the last meeting, the works around creating the new service road to access properties 286, 288 and 290 Reading Road has been completed.

I highlighted to the Project team (10th September) issues with the raised junction pedestrian/cycle table at entrance access to Woodward Close, where vehicles were close to 'grounding' the front of the vehicle.

This should have been rectified during the recent overnight closures together with installation of the junction tables at Green Lane and Sadlers Lane. However, it appears that the situation is now worse following the 'remedial works'. The gradients/levels cannot be correct at Woodward Close and I have requested a site meeting with the Project Engineer with my fellow ward councillors.

There were some issues with localised surface water flooding of the carriageway on Longdon Road, which had been reported by Prue Bray whilst I was away and has now been rectified (blocked gully).

There are also some remedial works to be completed that are planned during the autumn 2021.

The majority of the work has now moved to the North Wokingham Distributor Road between the new roundabout at the BP garage and the northern end of Old Forest Road/Toutley Lane.

Hatchwood Mill Estate

The three Borough ward councillors have continued to be involved with the condition of the none adopted infrastructure on the estate that is due to be handed over to the Management Company later this year, and the planned NEAP.

Carriageway resurfacing

B3030 Robinhood Lane (Danywern Drive to 40mph speed limit signs) was planned to be resurfaced over 3 nights from 21st July but has been rescheduled to commence on 30th September. – now completed.

Churchill Drive (Westfield Road to B3030 King Street Lane) has been completed.

Mayfields (B3030 Mole Road to St Mary's Road and St Mary's Road short section to o/s 1) was completed in September but now has localised surface water flooding in areas where it didn't occur before and where there was some ponding this has not been rectified during the resurfacing.

I have reported this to Wokingham BC and it has been noted and added to the defects list.

Micro asphalt programme

Whilst writing the Micro asphalt programme is rather 'fluid' as this process is weather dependant and has been delayed due to 'wet' conditions. The following streets are programmed to be treated and this work may have been completed at the time of the meeting.

Garth Close (whole road)

Sadlers Lane (number 9 to end of road)

Eden Way / Isis Close / Arun Close (whole estate)

St Mary's Road and remainder of Mayfields

Footbridge over railway line opposite Winnersh Station

I reported the defective structure to WBC structures earlier this year and there are plans to carry out a replacement deck board during a track possession with Network Rail from 11pm Friday 15 October 2021 until 4am Monday 18 October 2021.

Borough Councillor Prue Bray

Report to the Parish Council Meeting on 12th October 2021

Highways and transport

The issues with the school buses for The Forest School have hopefully now been resolved. The council had amalgamated the Forest buses with Emmbrook from the beginning of term, which caused problems with timings and meant the buses no longer called at the school but were dropping off and picking up the boys at the public bus stop at Sainsburys. The boys were arriving an hour early for school but had less than 10 minutes to get to the bus stop to catch the bus home. The service was changed without talking to the school, who were unaware of any changes until the first day of term. Parents and the school were extremely unhappy. From 1st November the buses will be split again and will drop off and pick up from the school. This took a considerable amount of effort to achieve.

I have reported issues with drains around the parish, including Watmore Lane, where there appears to be a problem with water reaching the drain because of the state of the road surface.

I asked a question at the last borough council meeting about co-ordination of overnight road works, due to the fact that Reading Road was shut because of overrunning works on the new roads and roundabout on the same nights that Robin Hood Lane was shut for resurfacing works.

I have also helped a resident whose car was removed from outside their house by the council so that they could carry out resurfacing works. Letters about the resurfacing had been sent out, but the date had changed. The information about not leaving cars on the road was not prominent in the letter. A different date had been put on the website which was confusing. Notices were put on lamp posts but the resident in question had been ill for several days and had not seen them. Unfortunately, no effort was made to find the owner of the car by knocking on doors before it was taken away.

Standards

The Borough's Standards Committee is meeting on Monday 11th October, and we will be discussing a report from an external consultant on the borough's system for dealing with complaints about councillors, including parish councillors.

The report recommends a number of changes. If they are supported by the Standards Committee, they will need to be taken to the Constitution Review Working Group, and from there will go to full Council to be voted on.

The changes include

- ceasing the practice of the Monitoring Officer consulting the chair of the committee before deciding whether and how complaints should be progressed, and only consulting one of the independent persons
- publishing the names of councillors who have breached the code of conduct regardless of the route by which they have been found guilty; at present their names are not published if the issue is dealt with without an investigation and hearing.
- applying political proportionality to the panels that hear cases
- holding hearings in public instead of in secret, unless there was a specific reason that requires the public to be excluded

All of these changes would bring the borough council into line with other authorities and ensure that it was acting within the law.

I can provide a verbal update at the Parish Council meeting on whether the Standards Committee accepted the recommendations.

Borough Councillor Rachelle Shepherd - DuBey

Report to the Parish Council Meeting on 12th October 2021

Borough Councillors report October

The major project I have been working on was a new bus stop for the Temporary Park and Ride. I got the temporary bus stop marked and then got it moved so blue badge holders can now use it because it is within the required distance they can walk. I've also checked the height of the Woodward Close Table on the entrance to Woodward and tried it myself. It does not feel safe when I tried it this afternoon. I have been working with Paul on this. He will be working on it with highways. I have also been discussing what Planning Enforcement can do to force the developer to finish the Hatchwood Mill Country Park to a standard that will allow it to be adopted by WBC.

Climate Change Emergency Report – October 2021

At the last meeting of Full Council, the Climate Change Emergency Action Plan Review was published, which included work topic areas completed, ongoing and to be investigated/actioned.

The Working Group currently consists of councillors Fishwick (Chair), Krauze and Shepherd-DuBey. It would be helpful to have one or two new volunteer councillors come and join the current team (see item 11).

It is intended to hold a meeting of the Working Group late October/early November and report to Full Council on 9th November 2021.

Hatch Farm Way – Wildflower Meadow

I posted in the Hatchwood Mill Facebook page a request for volunteers to assist with the development and maintenance of the potential Wildflower Meadow. The request has attracted a number of volunteers which is encouraging.

Winnersh Parish Council will now need to put a proposal to the landowners (Bovis/Persimmons) to manage the bund as a Wildflower Meadow from the 'Winter' of 2021/22. A report on this will be presented to Full Council on 9th November.

Councillor Paul Fishwick, Chair of the Climate Change Working Group

The Winnersh Sustainable Transport Group (Agenda Item 13)

Stations Adoptions Winnersh and Winnersh Triangle stations

Following the virtual meeting between a representative of the Wokingham Arts Society, the Community Rail partnership and myself on Monday 13th September 2021 the Arts Society are now preparing their artwork for the shelters.

Once the Working Group of Parish Councillors is confirmed, we will need to meet to agree the next phase of improvements at the stations, recruit volunteers from the public and obtain Health & Safety training for all.

Special Announcement

A special announcement will be made on the 18th October 2021 related to travel by rail, so watch this space.

Naming of the Community Rail Line through Winnersh Parish

The Community Rail Partnership will be naming the line formally at their Steering Group meeting on 26th October 2021. I will further report on this after the meeting.

Local Cycling and Walking Infrastructure Plan (LCWIP)

Following the Parish Council's submission to the Borough Council on the LCWIP (3rd September) the Borough Council responded with the following on the 14th September.

"Thank you for your feedback that will be included in our review moving forward. The categorization of routes is currently being updated based on the received comments from stakeholders and further auditing of additional priority routes identified has been scheduled.

"With regard to your comment for prioritising schools as a destination, LCWIP has a strategic character identifying active travel connections between key origins/destinations e.g. transport interchange, large employment areas, town and district centres and clusters of educational and cultural institutions. Safer routes to schools are under consideration as a separate project following capital programme review. "

Transport Planning team

The Planning & Transport Committee met on the 21st September 2021 and responded to the Borough Council's comments as follows:

The Planning & Transport Committee considered this at their meeting on 21st September and there is response is as follows:

The committee were concerned about that schools are under consideration as a separate project. This is 'silo working' and could lead to some safer routes to school not being included in the LCWIP and missing out on priority funding.

Councillor Paul Fishwick, Chair of the Winnersh Sustainable Transport Group.

APPENDIX 4

October 2021 Schedule of Payments			
Payee	Description	Amount	Comments
Salaries (PS-CF-KL-JN-JR)	October	£ 4,592.07	
HM Revenue & Customs	October	£ 1,202.83	
The Berkshire Pension Fund	October	£ 1,727.79	
Mr Saynor	Orchard Improvements	£ 558.14	Draining and re-seeding
Early Air Cadets	Winnersh Fete - Marshalls	£ 50.00	A donation for their services at fete
SSE	Q2 Lamp column	£ 46.03	
Holly Digital	Printer Use	£ 63.41	
N Owers	Deposit refund	£ 60.00	
Web Marketing Matters	Website support October	£ 164.00	
Rialtas	Making Tax digital	£ 70.80	
Nick Robbins	September Maintenance	£ 662.40	
R Collard	Waste Management	£ 126.76	
involve	Training Joanne	£ 25.00	Digital Marketing Training
Berkshire Construction	Additional Works	£ 1,408.49	Ground levelling and surface water drairage
Berkshire Construction	Stage 2 payment for extension	£ 18,080.11	
Climbing Wall Hire	Fete expenditure	£ 548.00	
ICO	Data protection renewal fee	£ 40.00	
Nick Robbins	Notice board installation	£ 108.00	
EON	Electricity Bill - WCC	£ 183.03	
ITQED	October - Monthly support contract	£ 98.80	
ITQED	October - Office 365 licences	£ 133.02	
ITQED	October - 365 Backups	£ 55.20	
ITQED	October - Anti-virus and PC monitoring	£ 35.64	
Dave knight	Window Cleaning	£ 100.00	
Castle water	August 21- Jan 22 Water	£ 278.71	
SLCC	GDPR Course	£ 36.00	Joanne - Training
Mr S P	Allotment deposit return	£ 25.00	
TOTAL		£ 30,479.23	
Direct Debits			
Sage Payroll		£ 8.40	
Sage Accounts		£ 54.00	
Daisy	September - Mobile Phone	£ 11.59	
TOTAL		£ 73.99	
Credit card			
Wickes	Fete - Sand bags	£ 2.00	For weights for new gazebo
Travis Perkins	Hazard Tape	£ 10.99	
Screwfix	Cable ties	£ 2.76	
Lidl	Water for fete	£ 4.35	
Travis Perkins	Line marking paint for Fete	£ 13.19	
Nothing but Padlocks	Allotment keys	£ 125.46	
Sainsburys	Donation - services to Fete	£ 11.50	
Amazon	Microwave WCC Kitchen	£ 69.61	
Monthly Fee	Unity/Lloyds Credit Card	£ 3.00	
Total		£ 242.86	
TOTAL SPEND		£ 30,796.08	
Paid since the last meeting			
Total		£ -	
Bank Balance as of 30/09/21			
Unity Bank		£ 189,172.33	
Natwest Current Account		£ 2,500.00	
Natwest Reserve Account		£ 32,719.02	
Bank Total		£ 224,391.35	