



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone 0118 978 0244
e-mail clerk@winnersh.gov.uk
www.winnersh.gov.uk

MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT WINNERSH COMMUNITY CENTRE ON TUESDAY 14 DECEMBER 2021

PRESENT: Cllrs P Fishwick (Chairman); J Boadu; K. Bradeepan; P Bray; L Doyle;
D Green; S Hanna; G Harper; R Nicholson; F Obileye; R Shepherd-DuBey; J Southgate.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE: Apologies were received from Cllrs; B Krauze;
C Taylor; L Wooldridge.

2 DECLARATIONS OF INTEREST: None.

3 MINUTES OF THE LAST MEETING AND MATTERS ARISING

3.1 The minutes of the Parish Council meeting held on the 9 November 2021 were
APPROVED, and the Parish Council **RESOLVED** that the Chairman should sign them
as a true record. There were no matters arising.

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

5 REPORTS FROM WOKINGHAM BOROUGH COUNCILLORS

5.1 Borough councillors P Bray and P Fishwick had circulated reports in advance of the
meeting relating to WBC matters (Appendix 1), and these were noted.

6 QUESTIONS FROM PARISH COUNCILLORS ON PARISH MATTERS: None

7 REPRESENTATIVES ON OUTSIDE BODIES

7.1 Cllr Harper attended the Berkshire Association of Local Councils (BALC) AGM on
the 17 November and gave a summary, including that BALC subscriptions would not
increase next year. The guest speaker was Sir Brian Hoskins, Professor of Meteorology at
Reading University. Sir Brian gave an interesting and informative presentation on
Climate Change and emphasised that all local councils can help make a difference
POST MEETING NOTE: the Ashden website www.ashden.org/tools-for-councils
shows a possible 31 ways in which we can all make a difference.

8 PLANNING & TRANSPORT COMMITTEE

8.1 The minutes of the Informal Planning & Transport (P&T) Committee meeting held on the 19 October 2021 could not be approved as there were insufficient P&T members present. It was **RESOLVED** that the minutes be referred to the next meeting of P&T on the 21 December, 2021 for approval. **ACTION: CLLR TAYLOR/CLERK**

8.2 The minutes of the Informal Planning & Transport (P&T) Committee meeting held on the 16 November 2021 were **APPROVED**. The Parish Council **RESOLVED** that as Cllr Taylor was unable to attend that meeting, Cllr Fishwick should sign them as a true record.

8.3 Cllr Boadu offered to serve as a member on the Planning & Transport Committee and this was unanimously agreed.

9 CLIMATE CHANGE EMERGENCY

9.1 Cllr Fishwick had circulated a Climate Change Emergency report (Appendix 2) in advance of the meeting and the report was noted.

9.2 Cllr Fishwick sought approval to allocate £1,210 from the £5,000 Climate Change Emergency budget to enable the wildflower area to be developed on the earth bund in Hatch Farm Way. The allocation of £1,210 was **APPROVED**.

9.3 Cllr Green asked if the housing developers had been approached to help fund the project. Cllr Fishwick explained that the developers had given approval for the wildflower area to be created and he would try again to seek a contribution from the housing developers to assist with the cost. **ACTION: CLLR FISHWICK**

9.4 A discussion took place about the community orchard at Winnersh Meadows as the Parish Council had not been informed. It was noted that Councillor Parry Bath, the executive member for Environment and Leisure at Wokingham Borough Council had attended a recent planting session and it was agreed that the Clerk would write to Wokingham Borough Council to ensure that the parish council was kept informed and involved in the scheme. **ACTION: CLERK**

10 THE WINNERSH SUSTAINABLE TRANSPORT GROUP

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

11 HISTORY PROJECT

11.1 Cllr Wooldridge had circulated a History Project report (Appendix 4) in advance of the meeting and the report was noted.

12 SCHEDULE OF PAYMENTS

12.1 The schedule of payments, due since the last meeting, was circulated in advance of the meeting (Appendix 5), and upon the **PROPOSAL** of Cllr Shepherd-DuBey, **SECONDED** by Cllr Bray, it was **RESOLVED** to make payments totalling £11,940.99 and £3,345 of payments made since the last meeting were approved.

12.2 The bank balance at the 30 November 2021 was £200,675.40.

13 COMMUNITY INFRASTRUCTURE LEVY

13.1 The Clerk had circulated an email request from Wokingham Borough Council for Town and parish councils to consider contributing CIL funds toward the cost of providing CCTV to help tackle fly tipping.

13.2 A discussion took place about the appropriateness of using CIL funds for moving the cameras from one site to another and this may only be possible for the capital cost of purchasing equipment and not revenue costs.

13.3 Whilst members could see the benefit of using CCTV in areas that had become fly tipping hot spots it was agreed that the Clerk would discuss the proposal with the Wokingham Clerks Forum to establish the views of other Parish and Town Councils.

ACTION: CLERK

14 LOCAL PLAN UPDATE

14.1 Cllr Fishwick explained that he was in the process of preparing a draft response to the Local Plan Update for consideration by Planning & Transport Committee (P&T) on the 21 December 2021. The consultation period had been extended to the 24 January 2022 and in order for the proposed response to be agreed it would need to be considered and approved by Full Council on the 11 January 2022.

ACTION: CLLR FISHWICK

14.2 A discussion took place about the impact of the proposed 4,500 new houses in the Loddon Valley/Hall Farm SDL that would have a direct impact on the parishes of Winnersh, Shinfield and Arborfield & Newland. Concerns were raised about the impact of such development including the flooding alleviation scheme and how the LPU would affect that. The Clerk was asked to seek a response from Wokingham Borough Council on what consideration had been given to flood alleviation.

ACTION: CLERK

15 STAFFING

15.1 The Clerk set out a proposal to split the role of Assistant Clerk & Finance Officer into two posts, a Finance Officer, and an Admin Officer. The Clerk explained that by separating the two key areas of the role that the jobs would potentially be more attractive to applicants who had experience in either finance or administration. It was explained that the roles would still be accommodated within the current allocation of 16 hours per week and would be split perhaps 10 hours (finance) and 6 hours (admin) or similar.

15.2 With no proposed increase in hours the clerk advised there would be no additional salary costs but there would be a small cost for office equipment.

15.3 Cllr Harper expressed support in principle but was disappointed that we had been unable to fill the existing post.

15.4 Cllr Southgate did not support the proposal as he considered there would be overhead costs including the staff management of an additional employee.

15.5 Cllr Obileye asked whether professional support was required to assist the recruitment process. That could include using recruitment agencies. The Clerk explained that the process worked well when the council last recruited, approximately 15 months ago, and was confident that if the advertising was widened it would attract candidates. A discussion took place about the costs associated with using recruitment agencies and consequently it was considered unnecessary to use agencies.

15.6 It was **RESOLVED** that whilst the role would be advertised as Assistant Clerk the details in the advert would show that whilst the council was seeking a person with finance, admin and clerking skills and experience, the council would be willing to consider requests from applicants to split the role along the lines of a job share. **ACTION: CLERK**

16 MEETING DATES

16.1 The proposed dates for meetings in 2022, as set out in Appendix 6, were agreed.

17 PARISH OFFICE CLOSURE

17.1 The proposal to close the Parish Office between the 22 December 2021 and 3 January 2022 inclusive was agreed.

18 CORRESPONDENCE

18.1 The following items of correspondence were raised and noted

14/12/21 Email from Wokingham Borough Council
Subject: Council Tax Base Provisional Notification 2022-23

17/11/21 Email from Wokingham Borough Council
Subject: Borough Parish Forum Minutes

29/11/21 Email from Hampshire ALC (HALC)
Subject: LCPD News Autumn-Winter 2021

30/11/21 Email from Wokingham Borough Council
Subject: Revised Growth Strategy Consultation

1/12/21 Email from Wokingham Borough Council
Subject: New Charity and Community Hub Opens

2/12/21 Email from Berkshire ALC (BALC)
Subject: Presentation Slides from the BALC AGM on 17 November 2021

10/12/21 Email from Wokingham Borough Council
Subject: COVID Plan B Measures - Staying Safe

13/12/21 Email from Wokingham Borough Council
Subject: Tell us what you think about Wokingham regeneration

19 URGENT MATTERS: None

20 DATE OF THE NEXT MEETING: Tuesday 11 JANUARY 2022 at 19:30.

There being no further business the meeting closed at 21.00.

Signed: Cllr P Fishwick _____

Chairman of Winnersh Parish Council

REPORTS FROM BOROUGH COUNCILLORS (Agenda Item 5)

Borough Councillor Paul Fishwick

Report to the Parish Council Meeting on 14 December 2021

Borough Council committee meetings

Since the last Full Council meetings (9th November 2021), I have attended the following committee meetings:

Overview and Scrutiny Management Committee – 17th November 2021

Key items on the agenda were:

Item 50 Recovery Strategy update

Item 51 Anti-poverty Strategy

Item 52 Unlawful encampments

Item 53 Enhanced Local Partnerships for Local Bus Services

[Agenda for Overview and Scrutiny Management Committee on Wednesday, 17th November, 2021, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Council – 18th November 2021

Key items on the agenda were:

Item 62 Adoption of Statement of Gambling Principles

Item 63 Member Questions

Item 68 Motions (1 motion debated 1 motion started)

Item 69 Motion to extend the meeting was lost.

Item 70 Motion 468 completed, Motion 469 completed. Motions 470 and 471 not debated.

[Agenda for Council on Thursday, 18th November, 2021, 7.30 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Community and Corporate Overview and Scrutiny Committee – 24th November 2021

Key items on the agenda were:

Item 53 Vegetation maintenance

Item 54 Medium Term Financial Plan 2022-25: Revenue and capital Place & Growth

[Agenda for Community and Corporate Overview and Scrutiny Committee on Wednesday, 24th November, 2021, 7.00 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Winnersh specific

Winnersh Relief Road Phase 2

On the 10th September I highlighted to the Project team 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 wasn't rectified during the end of September/early October overnight closures, and I have been reminding them at least monthly ever since. Their last response was to say that they have commissioned a survey of the junction to understand the issues and rectify accordingly. However, I currently do not have a date for any works to be carried out.

Some issues that I have raised have been rectified but I am still chasing further issues.

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.

Recently there was an unlawful encampment on land off Hatch Farm Way behind the earth bund. We along with lead residents have requested the developers who are the land owners to close the 'gap' to prevent further access.

Borough Councillor Prue Bray

Report to the Parish Council Meeting on 14 December 2021

I don't have any information to give you on what changes the council may bring in to its working practices as a result of the government introducing Plan B, which includes an exhortation to work from home.

The consultation on the Local Plan is open and I would encourage everyone to respond to it. I am sure P&T has a response in hand on behalf of the Parish Council. I have been approached by Reading University, who wish to speak to me about the Hall Farm SDL. I have told them I am opposed to their plans but that I will talk to them with a view to getting the best out of it for Winnersh if they go ahead.

I have supplied the Borough Council with a number of photographs of cracking that has appeared on the B3030 bridge by Dinton Pastures. Officers are now looking into the cause but say they do not believe urgent remedial action needs to be taken.

I would like to remind library users that fines for late return of books are now being enforced again.

Climate Change Emergency Report – December 2021 (Agenda Item 9)

Climate Change Emergency Report

The Working Group currently consists of councillors Fishwick (Chair), Doyle (new member), Green (new member), Krauze (apologies) and Shepherd-DuBey.

With new co-opted councillors now in place it was intended to hold a meeting during early December and report to the next available Full Council (14th December) but unfortunately due to family emergency issues this has not been possible. A new date will be sought in January 2022.

Hatch Farm Way – Wildflower Meadow

At the last meeting of Council (item 11 refers) updated members on the progress with the proposed Wildflower meadow.

Since then, Wokingham Borough Council Planning team and through them the Tree and Biodiversity officer no objections have been received for this project to go ahead.

Council is asked to approve a small budget, taken from the Climate Change fund, to enable the purchase of seeds (£200), sharp sand (£60), application of herbicide and rotavate (awaiting quote from Nick Robbins) and installation of two small signs (£100).

Removal of any residual 'green waste' and application of seeds with a sharp sand mix to be carried out by resident volunteers.

It is hoped that a fully costed report will be available for the meeting.

Councillor Paul Fishwick, Chair of the Climate Change Working Group

The Winnersh Sustainable Transport Group (Agenda Item 10)

Stations Adoptions Winnersh and Winnersh Triangle stations

The Wokingham Arts Society have prepared 5 pieces of artwork for the shelters at Winnersh and Winnersh Triangle stations and have been asked to produce one more for the upline so that three destinations can be placed in the upline shelters and three in the downline shelters.

The Community rail Partnership have arranged a virtual meeting on 6th January 2022 with representatives of SWR who maintain the shelters to agree process for the installation of the artwork, and a protocol related to cleaning and general maintenance of the shelters once the artwork is in place.

A meeting of the Working Group of Parish Councillors was scheduled for the 6th December, but due to unforeseen circumstances the meeting had to be cancelled. A new date will be set during January to meet virtually to agree the next phase of improvements at the stations, recruit volunteers from the public and obtain Health & Safety training for all.

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

Report from the History Group (Agenda Item 11)

The History group received a helpful virtual visit from the Berkshire records Office fleshing out their processes and services.

Following on from that the History Group are opening up negotiations with Berkshire Records office with a view to loaning the Records Office all or part of our archive materials for them to undertake conservation and to include them in the records that are available for public access.

When those negotiations result in a proposal for handling the archive materials that will be brought to Full Council for a decision on the course of action.

Cllr Linda Wooldridge

14/12/2021

APPENDIX 5

Schedule of Payments - December 2021			
Payee	Description	Amount	Comments
Payroll			
Salaries (PS-CF-JN-JR)	Net salaries	£ 3,872.82	December payroll
HM Revenue & Customs	PAYE & NI	£ 1,203.33	
The Berkshire Pension Fund	LGPS contributions	£ 1,476.64	
Invoiced Payments			
Berkshire Construction	Install De-fib unit	£ 360.00	Q2,3,4
Berkshire Construction	Electrical works	£ 342.84	
CLlr Fishwick	Chairmans allowance	£ 120.00	
Collard	Waste removal	£ 180.10	
D Knight	Window cleaning	£ 100.00	
EON	Gas - Allnatt Pavilion	£ 110.25	1Nov-30Nov21
EON	Electric - Allnatt Pavilion	£ 71.40	1Nov-2Dec21
EON	Electric - Community Ce	£ 154.36	8Nov-30Nov21
Henry Street Garden Centre	Christmas trees x 3	£ 334.99	
ITQED	365 monthly licences	£ 133.02	Dec-21
ITQED	IT monthly support	£ 98.80	Dec-21
ITQED	PC backups & anti-virus	£ 35.64	Nov-21
ITQED	365 backup	£ 55.20	Nov-21
N Robins	Grounds maintenance	£ 624.00	Nov-21
PEST UK	Annual pest control - allotments	£ 514.80	27Nov21-26Nov22
PPL/PRS Licence	Music royalties	£ 141.46	5Jan21 - 5Jan22
Viking (Office Depot Int UK	Stationary	£ 79.48	
Winnersh Allotment Associat	Maintenance fund	£ 397.88	1April21-31March22
Web Marketing Matters	Website support	£ 147.60	Nov-21
Wokingham BC	Building control fee	£ 681.67	Storage extension
Hirer (LD) Invoice WPC7755	WCC Hirer	£ 82.05	Refund
Hirer (EH) Invoice WPC7787	WCC Hirer	£ 140.00	Refund
TOTAL for Payroll/Invoiced Payments/Refunds		£ 11,318.33	
Direct Debits			
BT	Broadband and phone	£ 39.00	DD 29Dec21
Sage	Payroll	£ 8.40	DD 16Dec21
Sage	Accounts	£ 61.20	DD 16Dec21
Daisy	Caretaker mobile phone	£ 11.59	DD 15Dec21
TOTAL for Direct Debits		£ 120.19	
Lloyds/UNITY Bank Multipay Card			
Lloyds Bank	Multipay Card Fee	£ 3.00	
AOS Online	Hand soap & sanitiser	£ 103.39	
Safety Signs4Leass - Value	Fire Exit signs	£ 56.88	
Safetyshop	First Aid Kits	£ 85.10	
TLC (Reading)	Tree lights	£ 254.10	
TOTAL for Multipay Card		£ 502.47	
TOTAL SPEND		£ 11,940.99	
Paid since the last meeting			
BT(DD)	Broadband and phone	£ 39.00	DD29Nov21
ASTAR Signs	Banners	£ 306.00	Consulation on facility imp'mts
Cowshed	Donation	£ 500.00	Fete proceeds
Me2	Donation	£ 500.00	Fete proceeds
Keep Mobile	Grant	£ 2,000.00	Com'ty Transp'rt
TOTAL paid since last meeting		£ 3,345.00	
Bank Balance at 30 November 2021			
Unity Bank		£ 159,788.98	
Natwest Current Account		£ 2,500.00	
Natwest Reserve Account		£ 38,386.42	
TOTAL for all Bank Accounts		200,675.40	

APPENDIX 6



Winnersh Parish Council
Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone 0118 978 0244
e-mail clerk@winnersh.gov.uk
www.winnersh.gov.uk

Winnersh Parish Council Meeting Dates for 2022

Full Council

Tuesday 11 January
Tuesday 8 February
Tuesday 8 March
Tuesday 12 April
Tuesday 10 May (8.30pm)
Tuesday 14 June
Tuesday 12 July
Tuesday 13 September
Tuesday 11 October
Tuesday 8 November
Tuesday 13 December

Planning and Transport Committee

Tuesday 18 January
Tuesday 15 February
Tuesday 15 March
Tuesday 19 April
Tuesday 17 May
Tuesday 21 June
Tuesday 19 July
Tuesday 16 August
Tuesday 20 September
Tuesday 18 October
Tuesday 15 November
Tuesday 20 December

Recreation and Amenities Committee

Tuesday 4 January
Tuesday 1 February
Tuesday 1 March
Tuesday 5 April
Tuesday 3 May
Tuesday 7 June
Tuesday 5 July
Tuesday 6 September
Tuesday 4 October
Tuesday 1 November
Tuesday 6 December

Finance and General Purposes Committee

Tuesday 25 January
Tuesday 26 April
Tuesday 26 July
Tuesday 25 October

Annual Parish Meeting Tuesday 10 May (7.30pm)

All meetings start at 7:30pm (unless otherwise advertised).
The meeting location will be advertised on the agenda.