



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE ANNUAL MEETING OF WINNERSH PARISH COUNCIL HELD AT WINNERSH COMMUNITY CENTRE ON TUESDAY 10 MAY 2022

PRESENT: Cllrs L Wooldridge (Chairman); P Fishwick (Vice Chairman); K Bradeepan P Bray; L Doyle; D Green; G Harper; R Shepherd-DuBey; J Southgate.

IN ATTENDANCE: P Stoneman (Clerk).

1 ELECTION OF CHAIRMAN FOR THE COMING YEAR

- 1.1 Nominations were sought for the position of Chairman of Winnersh Parish Council. Cllr Fishwick **PROPOSED** Cllr Linda Wooldridge, **SECONDED** by Cllr Harper. There being no other nominations, Cllr Linda Wooldridge was appointed as Chairman.

2 DECLARATION OF ACCEPTANCE OF OFFICE

- 2.1 Cllr Linda Wooldridge signed the declaration of acceptance of office.

3 ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR

- 3.1 Nominations were sought for the position of Vice-Chairman of Winnersh Parish Council. Cllr Green **PROPOSED** Cllr Paul Fishwick, **SECONDED** by Cllr Bradeepan. There being no other nominations, Cllr Paul Fishwick was appointed as Vice-Chairman.

4 APOLOGIES FOR ABSENCE:

- 4.1 Apologies for absence were received from Cllrs J Boadu; B Krauze; S Hanna; R Nicholson; F Obileye; C Taylor.

5 DECLARATIONS OF INTEREST: None

6 MINUTES OF THE LAST MEETING AND MATTERS ARISING

- 6.1 The minutes of the Parish Council meeting held on the 12 April 2022 were **APPROVED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.
- 6.2 There were no matters arising.

7 APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES

- 7.1 The following appointments were made to Standing Committees.
- 7.12 Finance & General Purposes Committee (F&GP): The Council agreed that the following councillors will serve on the F&GP Committee - Cllr Bray; Cllr Fishwick; Cllr Green; Cllr Harper; Cllr Nicholson; Cllr Shepherd-DuBey; Cllr Southgate; Cllr Wooldridge.
- 7.13 Recreation & Amenities Committee (R&A): The Council agreed that the following councillors will serve on the R&A Committee - Cllr Bradeepan; Cllr Doyle; Cllr Hanna; Cllr Nicholson; Cllr Southgate; Cllr Wooldridge.
- 7.14 Planning & Transport Committee (P&T): The Council agreed that the following councillors will serve on the P&T Committee - Cllr Boadu; Cllr Bradeepan; Cllr Fishwick; Cllr Green; Cllr Harper; Cllr Obileye; Cllr Taylor.

8 APPOINTMENT OF COUNCILLORS TO WORKING GROUPS

- 8.1 The following appointments were made to Working Groups.
- 8.2 Climate Change Emergency: Cllr Bradeepan; Cllr Doyle; Cllr Fishwick; Cllr Green; Cllr Shepherd-DuBey.
- 8.3 Winnersh Sustainable Transport: Cllr Bray; Cllr Fishwick; Cllr Harper.
- 8.4 History Project: Cllr Nicholson; Cllr Southgate; Cllr Wooldridge.
- 8.5 Facilities Development: Cllr Green; Cllr Hanna; Cllr Harper; Cllr Southgate; Cllr Wooldridge.

9 WINNERSH FUEL ALLOTMENT TRUST: TO CONFIRM TRUSTEES

- 9.1 Cllr Bray listed the Trustees as: Cllr P Bray (Chair); Cllr J Southgate (Secretary); Mr Ric Tilbe (Treasurer); Cllr G Harper; Cllr D Green; Mr T Auch; Mr F Breedlove; Mr P Hampton. The committee confirmed all the Trustees.
- 9.2 Cllr Bray advised that there was one vacancy for a trustee.

10 HURST CONSOLIDATED CHARITIES: TO CONFIRM TRUSTEES

- 10.1 Cllr Harper advised that he had been the representative Trustee on behalf of WPC and would like to continue. The committee agreed to support the proposal from Cllr Harper that he continue as a trustee.

11 APPOINTMENTS TO OUTSIDE BODIES

- 11.1 The following appointments were made to Outside Bodies.
- 11.2 WDALC/BALC - Cllr G Harper.
- 11.3 Borough / Parish Liaison Forum - Cllr S Hanna, with Cllr G Harper acting as deputy.
- 11.4 Wokingham Cultural Alliance – Cllr L Wooldridge and Cllr Bradeepan.

- 12 PUBLIC SESSION:** There were no members of the public in attendance.

13 REPORTS FROM WOKINGHAM BOROUGH COUNCILLORS

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

14 QUESTIONS FROM PARISH COUNCILLORS ON PARISH MATTERS

- 14.1 There were no questions on parish matters.

15 REPRESENTATIVES ON OUTSIDE BODIES

- 15.1 Cllr Harper advised that he had attended a meeting of the Hurst Consolidated Charities and routine matters, including maintenance, had been discussed. One of the twenty Almshouses had been vacant for some considerable time and was proving difficult to let.

16 PLANNING & TRANSPORT COMMITTEE

- 16.1 The minutes of the Informal Planning & Transport (P&T) Committee meeting held on the 19 April 2022 were **APPROVED** and it was **RESOLVED** that Cllr Fishwick should sign them as a true record.

17 RECREATION & AMENITIES COMMITTEE

- 17.1 The minutes of the Informal Recreation & Amenities (R&A) Committee held on the 3 May 2022 were **APPROVED** and it was **RESOLVED** that Cllr Wooldridge should sign them as a true record.
- 17.2 The annual litter pick would go ahead on Sunday 15 May between 11am and 1pm. It was agreed that in the absence of Cllr Hanna, that Cllr Green would take the lead and coordinate the event on the day.
- 17.3 The recommendation from the R&A Committee to support the request from the Winnersh Allotment Association to provide two bee hives at the allotment garden was **APPROVED**.
- 17.4 The recommendation from the R&A Committee to accept the quotation from Nick Robins Ltd. for grounds maintenance work between the 1 June 2022 and 31 March 2024 was **APPROVED**.
- 17.5 The recommendation from the R&A Committee to accept the quotation from Berkshire Construction to replace doors and provide access control equipment was **APPROVED**.
- 17.6 The recommendation from the R&A Committee to accept the quotation from Active Risk Management Services Ltd. for the provision of annual and quarterly playground inspections was **APPROVED**.
- ### **18 CLIMATE CHANGE EMERGENCY**
- 18.1 Cllr Fishwick had circulated a Climate Change Emergency report (Appendix 2) in advance of the meeting and the report was noted.
- 18.2 Cllr Green updated the meeting on a proposal to use Solar energy to heat the hot water tanks using electric immersion heaters.

18.3 Cllr Green explained the benefits of using the diverter that would remove the need to use gas to heat the water, as solar energy, generated at a relatively low cost, could be used providing a saving and reduce carbon omissions.

18.4 The recommendation from the Climate Change Working Group to accept the quotation from Green Energy was **APPROVED**.

19 THE WINNERSH SUSTAINABLE TRANSPORT GROUP

19.1 Cllr Fishwick had circulated a Stations Adoptions report (Appendix 3) in advance of the meeting and the report was noted.

20 FACILITIES DEVELOPMENT WORKING GROUP

20.1 Cllr Wooldridge had circulated a Facilities Development report in advance of the meeting and the report was noted.

20.2 Given the potential scale and impact of the project it was **AGREED** that the working group would in future report direct to Full Council.

21 THE HISTORY PROJECT GROUP

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

21.2 Cllr Harper suggested that starting a history society would be a good idea and worth exploring. He advised that Arborfield had a very active society and that WPC could contact them to see how they operate. Cllr Harper felt that it was important not just to preserve items of historical importance but make use of them by making them available through displays / exhibitions etc.

22 WINNERSH FETE

22.1 Cllr Southgate gave an update on plans for the Winnersh Fete. Forty-three stalls were signed up (24 voluntary sector / 19 business related).

22.2 There were now three inflatables booked.

22.3 The climbing wall was not available from Dinton Pastures for the day of the fete. Any suggestions on alternative climbing wall providers to be sent direct to Cllr Southgate.

22.4 The printing of promotional material was in hand and the leaflets and Winnersh Matters would need to be sorted into bundles to enable them to be split into rounds. Volunteers were sought to help deliver the flyers, posters, and Winnersh Matters.

22.5 Cllr Wooldridge advised that the proposal to have a display by the History Group at the fete would be discussed at the next History Project Working Group.

23 SCHEDULE OF PAYMENTS

23.1 The schedule of payments, due since the last meeting, was circulated in advance of the meeting (Appendix 5), and upon the **PROPOSAL** of Cllr Bray, **SECONDED** by Cllr Shepherd DuBey, it was **RESOLVED** to make payments totalling £28,944.14 which included direct debits of £121.09, credit card payments of £419.38 and payments of £810.00 made since the last meeting.

23.2 The bank balance at the 29 April 2022 was £280,388.00.

23.3 The Clerk sought approval for the credit limit on the corporate card to be increased from £500 to £1,000 to enable items to be purchased more easily on-line. The Council **APPROVED** the request and the Assistant Clerk would be asked to make the application through Unity Bank. **ACTION: ASST. CLERK**

24 CORRESPONDENCE

24.1 The following items of correspondence were raised and noted:-

24.1.1 03/05/22 Email from GreenPower

Subject: Estimate for PV electric diverter for heating hot water.

24.1.2 23/04/22 Email from SES Business Water

Subject: Water bill (in dispute as waste water had not been deducted).

24.1.3 19/04/22 Email from Wokingham Borough Council

Subject: CIL Payment

24.1.4 09/05/22 Email from Wokingham Borough Council

Subject: North Wokingham Distributor Road (NWDR) – opening.

25 URGENT MATTERS

25.1 The process for recruiting a replacement Parish Clerk was discussed and Cllr Fishwick spoke about the options for advertising the role. It was agreed that for this type of role it would be appropriate to advertise it through NALC/BALC, JobsGoPublic, SLCC and Wokingham Borough Council's job site.

25.2 Cllr Bray suggested that the process followed for recruiting the current clerk in 2018 should be reviewed by the Executive Committee and recruitment progressed as quickly as possible. It was agreed that consideration would also need to be given to providing some interim cover so that tasks, normally carried out by the clerk, could be undertaken.

25.3 Cllr Fishwick spoke about the importance of involving the CELO and Assistant Clerk in the process and that could perhaps include giving candidates a tour of the facilities.

26 DATE OF THE NEXT MEETING: Tuesday 14 JUNE 2022 at 19:30.

There being no further business the meeting closed at 22.05

Signed: Cllr L Wooldridge _____

Chairman of Winnersh Parish Council

REPORTS FROM BOROUGH COUNCILLORS ON 10 MAY 2022 (Agenda Item 13)

Report from Borough Councillor Paul Fishwick

Councillor Paul Fishwick

With Wokingham Borough Council in purdah, there were no Council or committee meetings since the last meeting of the Parish Council (12th April 2022).

Winnersh Relief Road Phase 2

During a series of overnight closures, remedial works were carried out to fix many of the defects that we have highlighted to the Project Team including the Woodward Close 'table' exit ramp, where feedback from residents has been positive.

Damaged traffic signal pole at Sainsbury's cross-roads

I raised the issue of the damaged signal post on 17th January when it was hit by a vehicle and have chased up a date for repair.

The problem is that the signal pole supplies are all linked and therefore cannot be isolated. To carry out the repair and install new LED signals, the junction will need to be switched off with temporary signals in operation. A date for this work is to be confirmed.

Report from Borough Councillor Prue Bray

The local elections have taken place. I have been re-elected as a borough councillor for Winnersh.

Overall, the results for the 18 seats contested were

	Seats	Change
Conservatives	6	-5
Lib Dems	9	+5
Labour	2	0
Independent	1	0

The make-up of the council is now

Conservatives	26
Lib Dems	23
Labour	3
Independent	2

This means that no party has a majority of councillors, and it is therefore officially a No Overall Control council, for the first time since 2002. We will not know until the Annual Meeting of the Council on 19th May who will form the administration.

In other news, the contentious planning application for the large play area in Hatchwood Mill has been withdrawn. We are expecting a revised proposal shortly, which we are assured will be more to the residents' liking.

Report from Borough Councillor Rachelle Shepherd-DuBey

WBC has finally fixed the problems with the Woodward Close Entrance and are proceeding to hopefully finish the North Wokingham Distribution Road part alongside Old Forest Rd. They have worked clearing some of the overgrowth on one side of Robin Hood Way. This is a short report but we've been busy with the elections. There has been no progress with moving Hall Farm housing estate proposals but some progress should occur over the next few months.

Climate Change Action Plan

Action – update (9th May 2022)

Action 12 Wildflower meadow off Hatch Farm Way. Commenced the establishment of a Wildflower meadow off Hatch Farm Way in partnership the developers Bovis Homes and Persimmon Homes.

Lead - Cllr Fishwick. Update, On Sunday 24th April a group of volunteer Parish Councillors and residents raked over the road facing side of the bund and removed the majority of dead weeds and grass that had previously been treated with herbicide.

The team worked enormously hard for 2 hours 3 minutes and a big THANK YOU to all that helped.

As the soil was very dry and rain was not forecast in at least the next week, the spreading of the seed mixed with sharp sand was delayed until a good fall of rain was forecast, which is still awaited.

Action 14 EV charge points. Investigate the feasibility of installing Electric vehicle charging points at Bearwood Recreation Ground car parking area. Awaiting feasibility study ordered with Hampshire CC.

Lead Cllr Fishwick Update – more accurate costings and a business case with BP Pulse is being obtained.

Action 21 Energy of the future. This topic is to look at what the Parish Council could do to generate its own energy requirements in the future. This is to be considered with the facilities improvements plan.

Explore battery storage – Cllr Green

Lead Cllr Green Update – This device will remove the need to use gas to heat the water using the Solar Panel energy generated at a relatively low cost saving on carbon from non-use of gas and financial.

Two quotes have been obtained Spirit Energy £850 +vat and Greenpower Installation £530 +vat, a difference of £220 (ex-vat).

Recommendation To consider the two quotes obtained and approve Greenpower Installation to carry out the required works using the Climate Change budget.

Action 22 Carbon footprint of goods and supplies. Wherever possible to purchase goods and supplies locally sourced.

Link with new Action 24 (see below)

Action 23 Winnersh Matters. To reduce the paper version of Winnersh Matters from 5,000 copies (Summer 2021) to 500 by Summer 2022 with introduction of e-newsletter and magazine.

Lead Cllr Doyle Update – The final full paper version of Winnersh matters has included a sign up for the regular newsletter on the front page. Also promote on social media and WPC web site.

Action 24 Future procurement. Whenever relevant and practical, to obtain an Environmental/Climate change policy from suppliers and contractors to demonstrate what steps are being taken to mitigate Climate change.

Cllr Green Update - I have confirmed that we do not have any existing Environmental statements or requirements in our tender documentation, this will be added as part of the ongoing documents review (F&GP working group)

Action 27 Communication with residents. Promotion of what Winnersh Parish Council is doing about Climate Change and suggesting ways in which they can help mitigate the impacts.

Cllr Fishwick Lead - to be progressed, but probably a quarterly update on the web site and in the planned e-newsletter.

Action 28 – Fruit trees planted at Bearwood Recreation Ground/Allotments. Planting of fruit trees as a small orchard like Winnersh Meadows. Residents may pick the fruit, or it is used in the Café? .

Cllr Shepherd-DuBey Update – Feasibility taking place with Cllr Harper and the Winnersh Allotment Association. If successful, potential to plant Autumn 2022.

Action 29 – Residents suggested actions. Residents suggested ideas for action using e-newsletter and web site/social media.

Lead Cllr Doyle – part of development of e-newsletter (links with Actions 23 and 27).

The Winnersh Sustainable Transport Group

Stations Adoptions Winnersh and Winnersh Triangle stations

Quotes have now been obtained by the Community Rail Partnership for the installation of the four pieces of artwork for (two in each shelter) at both stations.

The final designs have been approved by South Western Railway and I have asked for a minor tweak to the Visit Reading as the 'R' gets blocked by the panel strip.

It is planned to install these during late May 2022.

Once the artwork is completed, I would like to press ahead with the additional projects that have been put forward by the Parish Council which are being considered by the Community Rail partnership and South Western Railway/Network Rail.

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

History Working Group report to Full Council May 2022

Report authored by:

Linda Wooldridge

Vice Chair

Chair of Recreation and Amenities Committee

Vice Chair of Finance and General Purpose Committee

1 Why we embarked on this project

Winnersh Parish Council had a large collection of archive records of various types stored in the Parish Office. There had been work done to index the records to create a reference for the contents of the various boxes in which the records were kept. There was then a fairly long period of time when the records were not accessed, and various office moves meant the boxes were not easy to access.

Councillor Femi Obileye was keen to work with the records with a view to making them accessible to the general public and to support local schools with any projects they were undertaking where a look back at the history of Winnersh would be helpful. Councillor Obileye put a proposal to WPC to start a working group to undertake the work needed to sort, categorise, and index the records, and to improve the physical storage arrangements. The proposal was approved and a small budget was ring fenced to support the work. A working group of interested councillors was drawn from the Councillors and a number of residents who were keen to be involved.

2 Where we started

The working group began by embarking on a major workstream to index the records – this was led

by Mary Challenger and Joyce Parker who methodically emptied all the boxes, reviewed the contents and produced a detailed spread sheet identifying what records were in the collection and how they related to each other.

The output of this work – in addition to the spread sheet was that it became clear that storage methods of the records needed to be considered, and to that end the Group invited a conservation expert to come and give some initial advice on the most appropriate storage methods for the different types of records (photographs, catalogues, press cuttings, reminiscences, textile items). In addition, the conservation experts made some helpful suggestions about how we might approach making the archives accessible to the public. The main thrust of this advice was to collaborate with the Berkshire Records Office.

In parallel with the indexing activities the group debated some projects that could enhance the archives including weather records, aerial photos, projects to support history projects in schools (e.g. History walks), and building a collection of Covid related memories.

3 Where we are now

The indexing – a massive task is nearing completion. Decisions now have to be made about future work.

4 Where we are going

The indexing has been a massive piece of work and is now getting closer to completion. Work on the projects has not yet started and is being reconsidered in the light of the purpose of the History Group – the question underpinning decisions about future work rests on the issue of whether this project is confined to getting the current archives into good order properly conserved and stored with arrangement for access to the public in place, or if it should migrate to become a History Society. This will be further debated at the next History working group meeting and then brought to Full Council as appropriate.

APPENDIX 5

	Schedule of Payments - May 2022			
	Payee	Description	Amount	Comments
	Payroll			
1	Net Salaries	Net Salaries (PS/CF/JN/JR/KS)	TBC	Back Pay to be calculated
2	HMRC	PAYE & NI	TBC	
3	Berkshire LGPS	LGPS Contributions	TBC	
	Invoiced Payments			
4	A Solo Security	CCTV - Service & Maintenance	£ 1,221.60	May 22 - Apr 23
5	Badgemaster	ID Cardds / Lanyards	£ 211.14	01 May 2022
6	Berkshire Association	ALC Subscription	£ 1,770.62	May 2022
7	Berkshire Construction LTD	Allotments	£ 284.14	May 2022
8	Berkshire Construction LTD	Disabled Toilet Repairs	£ 450.00	May 2022
9	Berkshire Construction LTD	Play Area Repairs	£ 851.21	May 2022
10	Berkshire Construction LTD	Door Replacements	£ 12,322.02	70% paid in advance
11	Castle Water	Winnersh Community Centre	£ 410.66	01-Feb-22 - 31-Jul-22
12	Collard	Waste Removal	£ 78.54	May 2022
13	D Knight	Window Cleaning	£ 120.00	May 2022
14	Gallagher	Insurance	£ 4,004.05	May 2022 - 12 month
15	EON	Gas - Community Centre	£ 1,089.60	1-Apr-22 - 30-Apr-22
16	EON	Electric - Allnatt Pavilion	£ 64.09	1-Apr-22 - 30-Apr-22
17	EON	Electric - Comm'ty C'tre	£ 154.00	1-Apr-22 - 7-May-22
18	ITQED	IT monthly support	£ 98.80	May 2022
19	ITQED	PC backups & anti-virus	£ 35.64	May 2022
20	ITQED	365 backup	£ 57.60	May 2022
21	ITQED	Warranty to cover HP Prodesk PC	£ 42.00	May 2022
22	Kallkwick	Leaflets & Posters	£ 797.00	May 2022
23	N Robins	Grounds Maintenance	£ 2,247.84	April 2022
24	Phil Stoneman	Refreshments for APM	£ 33.41	May 2022
25	Rialtus	Year End Closedown	£ 720.00	May 2022
26	Rialtus	Software Annual Support	£ 210.00	May 2022 - 12 month
27	Shabina Maher	Booking Refund - Covid	£ 77.00	Cancelled Event
28	Viking	Stationary	£ 65.59	April 2022
29	Web Marketing Matters	Website Support	£ 177.12	April 2022
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 27,593.67	
	Direct Debits			
30	BT	Broadband and phone	£ 39.00	May 2022
31	Sage	Payroll (April 2022)	£ 8.40	April 2022
32	Sage	Accounts Software	£ 61.20	March 2022
33	Daisy	Caretaker mobile phone	£ 12.49	April 2022
	TOTAL for Direct Debits		£ 121.09	
	Lloyds/UNITY Bank Multipay Card			
34	Lloyds Bank	Multipay Card Fee	£ 3.00	April 2022
35	Amazon	Stationary	£ 64.10	April 2022
36	Wickes	Wildflower Meadow	£ 85.40	April 2022
37	Brunel Engraving	Plaque for Jubilee trees	£ 266.88	April 2022
	TOTAL for Multipay Card by Direct Debit		£ 419.38	
	TOTAL SPEND			
	Paid since the last meeting			
38	Bearwood Primary School	Grant	£ 500.00	Support eco project
39	Claire Connell	Internal Audit Services	£ 310.00	Internal Audit YE
	TOTAL paid since last meeting		£ 810.00	
	Bank Balance at			
	Unity Bank		£237,106.25	At 28 April 2022
	NatWest Current Account		£ 2,500.00	At 29 April 2022
	NatWest Reserve Account		£ 40,781.75	At 29 April 2022
	TOTAL for all Bank Accounts		£280,388.00	