



## Winnersh Parish Council

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

### MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT WINNERSH COMMUNITY CENTRE ON TUESDAY 14 JUNE 2022

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

**IN ATTENDANCE:** P Stoneman (Clerk).

#### **1 APOLOGIES FOR ABSENCE:**

- 1.1 Apologies were received from Cllrs K. Bradeepan; F Obileye B Krauze; J Southgate;  
C Taylor; L Wooldridge.
- 1.2 In the absence of Cllr Wooldridge (Chairman of the Parish Council), Cllr Fishwick  
(Vice-Chair of the Parish Council) chaired the meeting.

#### **2 DECLARATIONS OF INTEREST:** None

#### **3 MINUTES OF THE LAST MEETING AND MATTERS ARISING**

- 3.1 The minutes of the Annual Meeting of the Parish Council, held on the 10 May 2022 were  
**APPROVED**, and the Parish Council **RESOLVED** that the Chairman should sign them  
as a true record.
- 3.2 Matters arising:-
  - 3.2.1 Item 23.2: The Clerk informed the committee that the APC was in the process of  
increasing the credit limit on the Corporate Card from £500 to £1,000.

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

#### **5 REPORTS FROM WOKINGHAM BOROUGH COUNCILLORS**

- 5.1 Borough councillors P Bray, P Fishwick and R Shepherd Du-Bey had circulated a joint  
report in advance of the meeting, relating to WBC matters (Appendix 1), and these were  
noted.

## **6 QUESTIONS FROM PARISH COUNCILLORS ON PARISH MATTERS**

- 6.1 There were no questions on parish matters.

## **7 REPRESENTATIVES ON OUTSIDE BODIES**

- 7.1 There had been no meetings of outside bodies to report on.

## **8 PLANNING & TRANSPORT COMMITTEE**

- 8.1 The minutes of the Informal Planning & Transport (P&T) Committee meeting held on the 17 May 2022 were noted, but as there were insufficient P&T members present they could not be formally approved. It was **RESOLVED** that they be presented to the next meeting of P&T on the 21 June 2022 for approval. **ACTION: CLLR TAYLOR / CELO**

## **9 FINANCE & GENERAL PURPOSES COMMITTEE**

- 9.1 The minutes of the Informal Finance & General Purposes (F&GP) Committee held on the 24 May 2022 were **APPROVED** and it was **RESOLVED** that Cllr Green (in the absence of the Cllr Southgate, Chairman of F&GP) should sign them as a true record.

The following recommendations were made by the Finance & General Purposes Committee.

- 9.2 Grants totalling £3,300 as set out in F&GP minute 6.1 were **APPROVED**.
- 9.3 The final Internal Audit Report for 2021/22 (F&GP minute 7.2) was **APPROVED**.
- 9.4 The Q4 Accounts 2021/22, including the Bank, Cash and Investment Reconciliation at 1 April 2022 (F&GP minute 8.1) were **APPROVED**.
- 9.5 The Annual Governance and Accountability Return (AGAR) (2021/22) was **APPROVED** for submission to PKF Littlejohn LLP (F&GP minute 8.4) and Cllr Fishwick and the Clerk/RFO were authorised to sign and submit Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) of the AGAR and accompanying documents. **ACTION: CLLR FISHWICK / CLERK**
- 9.6 It was agreed to remove R&A and FC projects from the list of earmarked reserves (EMR) (F&GP minute 8.5) as projects had been accounted for in the 2022/23 annual budget. A discussion took place about allotment deposits and it was explained that efforts had been made to return deposits to allotment holders. However, £3,119 remained in the budget and it was agreed the sum be transferred into the Allotment Transitioning EMR. **ACTION: APC/CELO**
- 9.7 A contribution of £5,150 from CIL towards footpath enhancement works at Winnersh Meadows (F&GP minute 10.1) was **APPROVED**.
- 9.8 The award of salary increments to the Clerk and CELO (F&GP 16.1) was **APPROVED**.

- 10 The dates for the Exercise of Public Rights, between Friday 17 June 2022 and Thursday 28 July, 2022 inclusive were **APPROVED**. **ACTION: CLERK/CELO**

## 11 RECREATION & AMENITIES COMMITTEE

- 11.1 The minutes of the Informal Recreation & Amenities (R&A) Committee meeting held on the 7 June 2022 were noted, but as there were insufficient R&A members present they could not be formally approved. It was **RESOLVED** that they be presented to the next meeting of R&A on the 6 September, 2022 for approval.

**ACTION: CLLR WOOLDRIDGE/CELO**

- 11.2 Cllr Hanna updated the council on the youth outreach provision (R&A Item 4.8/4.9) and sought approval to commit funding from the existing £4,500 budget to enable the service to continue until the end of July 2022.
- 11.3 A discussion took place which included some concerns being raised about how effective the outreach work had been . It was noted that there were very few young people attending and engaging with the service and there was support in principle for some centre-based activity.
- 11.4 The committee agreed that Berkshire Youth (Gareth Mephram) and Wokingham Borough Council (Zara Odell) explore the options for youth provision and submit proposals to R&A in September.
- 11.5 In the meantime it was agreed that outreach youth work would continue until the end of July, alternating weekly between Rainbow Park and Bearwood Recreation Ground.
- 11.6 It was requested that additional promotional activity of the service through social media be increased.

## 12 SCHEDULE OF PAYMENTS

- 12.1 The schedule of payments, due since the last meeting, was circulated in advance of the meeting (Appendix 2), and upon the **PROPOSAL** of Cllr Harper, **SECONDED** by Cllr Hanna, it was **RESOLVED** to make payments totalling £30,886.25 which included invoiced payments of £19,439.76, direct debits of £122.71, credit card payments of £430.29 and payments of £10,893.48 made since the last meeting. (Post meeting note: the payment to Viking would be £106.97 not £106.98 as shown in the schedule).
- 12.2 The bank balance at the 31 May 2022 was £252,564.63.

## 13 CLIMATE CHANGE EMERGENCY

- 13.1 Cllr Fishwick had circulated a Climate Change Emergency report (Appendix 3) in advance of the meeting and the report was noted.
- 13.3 Cllr Fishwick advised that a meeting was scheduled to take place with himself, the Clerk and BP Pulse about the options for EV charging at the Community Centre car park. .

## 14 THE WINNERSH SUSTAINABLE TRANSPORT GROUP

- 14.1 Cllr Fishwick had circulated a Stations Adoptions report (Appendix 4) in advance of the meeting and the report was noted.

## **15 FACILITIES DEVELOPMENT WORKING GROUP**

- 15.1 Cllr Fishwick advised that as Cllr Wooldridge was unable to attend this meeting, an update would be deferred to the next meeting.

## **16 HISTORY GROUP**

- 16.1 Cllr Fishwick advised that as Cllr Wooldridge was unable to attend this meeting, an update would be deferred to the next meeting.

## **17 WINNERSH FETE**

- 15.1 Cllr Green gave an update on plans for the Winnersh Fete.
- 15.2 Assistance was required on the day to assist with setting up and coordinating the positioning of traders and exhibitors. Ideally, if helpers could arrive by 9am.
- 15.3 The weather forecast for Saturday 18<sup>th</sup> June was for warm weather with the possibility of showers. Cllr Fishwick suggested that straw bales be made available as a contingency to help with waterlogged areas.

**ACTION: ALL**

## **18**

- 18.1 The Clerk updated the committee on the recruitment process for a replacement Parish Clerk. Adverts had been placed with NALC, BALC, SLCC, Jobsgopublic, Wokingham Borough Council job site, WPC website and social media.
- 18.2 With the closing date of the 21 June it was hoped the opportunity would attract a good level of interest.
- 18.3 Allowing for interviews, references, and potentially a notice period, it was unlikely that the position would be filled before September. To ensure there was sufficient support for the APC, CELO, and council as a whole, the Clerk had discussed the possibility of some interim cover with an Assistant Parish Clerk from a neighbouring parish council. The Clerk explained that if agreement was reached, it would be necessary to make payment through the WPC payroll and that pension and holiday would need to be included. It was unanimously agreed to make the temporary appointment starting week commencing 20 June, on the basis of 10 hours of office based support per week (3 hours on a Tuesday, 3 hours on a Wednesday and 3 hours on a Thursday) and one hour on a Friday, up to September initially.
- 18.3 The committee also agreed that it may be necessary for councillors to assist with the running and clerking of meetings if the APC and CELO were unavailable.
- 18.4 At the start of the meeting the Chairman had thanked Philip Stoneman (Clerk), on behalf of the Parish Council, for supporting and advising the council since he was appointed in December 2018. A presentation was made by Cllr Fishwick, and Philip thanked the councillors for their generosity, kindness and support throughout his time serving the council.

## **19 CORRESPONDENCE**

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

19.1.1 13/06/22 Email from Wokingham Volunteer Centre  
Subject: Volunteer Recruitment Fair - 6 July 2022

19.1.2 24/05/22 Email from Wokingham Borough Council  
Subject: CIL and Infrastructure Information

19.1.3 13/06/22 Email from Gallagher Insurance  
Subject: Insurance Renewal Confirmation

**20 URGENT MATTERS:**

20.1 Cllr Green and Cllr Fishwick raised concerns about building works in King Street Lane. Activity on the site had started approximately 2 weeks ago and a large mobile home had been positioned on the site on the 10 June. The matter had been referred to Wokingham Borough Council's Planning Service for investigation.

**21 DATE OF THE NEXT MEETING: Tuesday 12 JULY 2022 at 20:30.**

There being no further business the meeting closed at 20.55

**Signed: Cllr L Wooldridge** \_\_\_\_\_

**Chairman of Winnersh Parish Council**

### REPORTS FROM BOROUGH COUNCILLORS ON 14 JUNE 2022 (Agenda Item 5)

Since the last Parish Council meeting, the Borough Council has had its Annual Meeting, and the council is now being run by a Lib Dem-led partnership involving the Independents and Labour.

As a result Prue Bray is now the Executive Member for Children's Services, Paul Fishwick is now the Executive Member for Active Travel, Transport and Highways, and Rachelle Shepherd-DuBey is the chair of the Planning Committee. She also continues as a member of the Royal Berkshire Fire Authority.

At the moment we are still at the stage of reviewing, understanding, and revising the council's activities, budget and forward plans. We have made sure that the council has appointed a mixture of councillors to positions on outside bodies, including Conservative councillors. We have also offered some committee chairs to Labour, the Independents and the Conservatives. The Conservatives have declined to take any chairs.

By the time of the July Parish Council meeting we are likely to have something more substantial to report.

Prue Bray  
Paul Fishwick  
Rachelle Shepherd-DuBey

## APPENDIX 2

	Schedule of Payments - June 2022				
	Payee	Description	Amount	Comments	Paid
	Payroll				
1	Net Salaries	Net Salaries (PS/CF/JY/JR/KS)	£ 5,731.48	Payroll - June 2022	
2	HMRC	PAYE & NI	£ 1,949.41		
3	Berkshire LGPS	LGPS Contributions	£ 1,305.18		
4	Berkshire LGPS	Underpayment from April 2022	£ 105.64		
	Invoiced Payments				
5	A Star Signs	Printed Banners	£ 66.00	May 2022	
6	Bowak	Cleaning Supplies	£ 216.05	May 2022	
7	Caretaker	Door Bolt	£ 13.99	May 2022	
8	Circus Scene	Circus skills workshop - Fete	£ 585.00	Summer Fete	
9	Collard	Waste Removal	£ 90.30	May 2022	
10	D Knight	Window Cleaning	£ 120.00	June 2022	
11	Claire Connell	Internal Audit Year End 31/03/22	£ 310.00	June 2022	
12	EON	Gas - Allnatt Pavilion	£ 78.13	May 2022	
13	EON	Gas - Community Centre	£ 954.59	May 2022	
14	EON	Electric - Allnatt Pavilion	£ 76.36	May 2022	
15	EON	Electric - Comm'ty C'tre	£ 95.13	May 2022	
16	Fire Ltd	Fire Risk Assessment	£ 300.00	May 2022	
17	Green Power	Electric diverter - hot water	£ 636.00	May 2022	
18	Hampshire Association	LCPD Membership	£ 246.00	May 2022	
19	Holly Digital	Printer/Copier Service Charge	£ 66.91	Sept - Dec 2021	
20	ITQED	IT monthly support	£ 98.80	June 2022	
21	ITQED	PC backups & anti-virus	£ 36.70	June 2022	
22	ITQED	365 backup	£ 57.60	June 2022	
23	JGP Resourcing LTD	Job Listing	£ 720.00	May 2022	
24	N Robins	Grounds Maintenance	£ 1,286.40	May 2022	
25	Viking	Stationary	£ 106.97	May 2022	
26	Web Marketing Matters	Website Support	£ 177.12	May 2022	
27	Wokingham Borough Council	Rent for lease of allotment land	£ 1,000.00	02-Apri-22 - 01-Apr-23	
28	Me2Club	Grant	£ 500.00	F&GP - 24 May 2022	
29	Wokingham Job Support Club	Grant	£ 500.00	F&GP - 24 May 2022	
30	The Cowshed	Grant	£ 500.00	F&GP - 24 May 2022	
31	Berkshire Vision	Grant	£ 300.00	F&GP - 24 May 2022	
32	Wokingham CAB	Grant	£ 1,000.00	F&GP - 24 May 2022	
33	Refund KV	Cancellation of hall hire	£ 210.00	June 2022	
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 19,439.76		
	Direct Debits				
34	BT	Broadband and phone	£ 39.89	May 2022	
35	Sage	Payroll (April 2022)	£ 8.40	May 2022	
36	Sage	Accounts Software	£ 61.20	May 2022	
37	Daisy	Caretaker mobile phone	£ 13.22	May 2022	
	TOTAL for Direct Debits		£ 122.71		
	Lloyds/UNITY Bank Multipay Card				
38	Lloyds Bank	Multipay Card Fee	£ 3.00	May 2022	
39	Online Trophies	Trophies for Summer Fete	£ 64.90	May 2022	
40	Zoom	Annual Charge	£ 143.88	May 2022	
41	Travis Perkins	Fete supplies	£ 30.11	May 2022	
42	Nothing But Padlocks	Allottment Keys	£ 188.40	June 2022	
	TOTAL for Multipay Card by Direct Debit		£ 430.29		
	TOTAL SPEND				
	Paid since the last meeting				
43	Net Salaries	Net Salaries (PS/CF/JN/JR/KS)	£ 5,820.09	May 2022	
44	HMRC	PAYE & NI	£ 1,839.67	May 2022	
45	Berkshire LGPS	LGPS Contributions	£ 1,838.61	May 2022	
46	HMRC	VAT	£ 1,010.13	May 2022	
47	Initial Hygiene	Overdue 01-Apr-22-31-Mar-23	£ 344.98	May 2022	
48	Kallkwick	Winnersh Matters - layout	£ 40.00	May 2022	
	TOTAL paid since last meeting		£ 10,893.48		
	Bank Balance at 31 May 2022				
	Unity Bank		£ 209,279.30		
	NatWest Current Account		£ 2,500.00		
	NatWest Reserve Account		£ 40,785.33		
	TOTAL for all Bank Accounts		£ 252,564.63		

**Winnersh Parish Council****Item 13****Climate Change Action Plan****Action – update (14<sup>th</sup> June 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 -**, Following on from the preparation work on Sunday 24<sup>th</sup> April which was also the 14<sup>th</sup> driest April in 101 years. The wildflower seeds were sown on 11<sup>th</sup> May and will take time to establish. The information from the supplier indicated that it would take several years to establish the meadow, so we shouldn't expect too much in 2022.

I have also got a post and sign to go at each end of the bund, but the ground is too hard to install them and this work will be carried out later.

**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. The electric supply to the Parish Council is only a single phase so this will limit what we can install.

**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** – Council have approved the installation and commissioning of an Immersion Diverter in the Community Hall, this will use excess power generated by the Solar Edge system to heat the hot water, thus reducing the reliance on gas. The System is now operational, so hot water now being heated by solar energy.

We are awaiting the quote for batteries and maintenance from Greenpower.

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

**Lead Cllr Green Update** - Activity to review and create documentation where required is an ongoing activity lead by the F&GP working group.

**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. It is being promoted on social



media and the WPC web site. At the Winnersh Fete there will be an opportunity for residents to sign up and get a FREE raffle ticket!

**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.

**Lead Cllr Fishwick Update** - 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 its used in the Café? .

**Lead 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 (Agenda Item 14)

#### Stations Adoptions Winnersh and Winnersh Triangle stations

The first set of artwork prints were installed in the shelters at Winnersh Triangle station on 17<sup>th</sup> May and depict destinations reached by rail from that station.

On Platform 1, it is Guildford and Portsmouth Harbor and on Platform 2 it is Reading and Weymouth.

The same artwork will be installed at Winnersh station in the next couple of weeks.



Platform 1 12<sup>th</sup> June 2022



Platform 2 12<sup>th</sup> June 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.

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