



## **Winnersh Parish Council**

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### **Minutes of the Full Council meeting held on 11<sup>th</sup> October 2022**

**Present** David Green (chair), Paul Fishwick (vice chair), Prue Bray, Lesley Doyle, Geoff Harper, Joseph Boadu, John Southgate, Shaun Hanna, Raf Nicholson, Clinton Taylor, Femi Obileye,

**Item 1 – Election of Chairman and Vice Chairman of the Council:** Cllr Fishwick as interim chair, opened the meeting and invited nominations for chair. Cllr Fishwick proposed Cllr Green and seconded by Cllr Bray. There were no other nominations and Cllr Green was elected chair for the remainder of the 2022/23 municipal year.

Cllr Green invited nominations for vice chair and Cllr Fishwick (current vice chair) was happy to remain in that role. There were no other nominations and Cllr Fishwick will continue as vice chair for the remainder of the 2022/23 municipal year.

**Item 2 – The signing of the Declaration of Acceptance of Office.** Cllr Green will need to sign the declaration of acceptance of office

**Item 3 - Apologies for absence.** Cllr Bradeepan and Cllr Shepherd-DuBey

**Item 4 - Declarations of Interest:** - None

**Item 5 - Minutes of the last meeting:** there were no matters arising that have not been completed or are the agenda at this meeting. The minutes of the 12<sup>th</sup> July 2022 were approved, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record

**Item 6 - Public session:** there were no members of the public.

**Item 7 - Ward Councillors briefing:** Borough councillors P Bray and P Fishwick had circulated reports in advance of the meeting. (Appendix 1) There were no questions and the reports were Noted.

**Item 8 - To receive questions from Parish Councillors** – there were none raised.

**Item 9 - Representatives on Outside Bodies:** Cllr Harper reported that BALC had lost 3 members out of 12 and were struggling to get replacements. They were focusing on West Berkshire that was underrepresented.

Cllr Hanna had attended the recent Borough/Parish liaison meeting and would circulate the minutes (when available) – **Action Cllr Hanna**

**Item 10 – Recreation and Amenities Committee:** the minutes for the meetings held on 6 September 2022 and 4 October were approved.

**Recommendations –**

**Allotment fees** the Parish Council agreed to freeze allotment fees for the following year.

**Kenyan Festival** The Council discussed the issues around the Kenyan Festival this August and agreed that whilst the Parish Council support such an event, it has outgrown the size of the Recreation Ground, caused a nuisance and danger to the community with considerable amount of broken glass left on the ground. The halls that are let out for hire were left in an unsatisfactory state creating the extra work it creates for both the ground and office staff incurred a financial cost. The event charged the public to enter the recreation ground that must remain open to the public as it is public open space. Therefore, the Parish Council with reluctance would need to regrettably decline the event for 2023.

**Door holds** - The Council agreed to recommend that the quote for the front door be accepted but not the Fire doors at the rear as these must not be kept open.

**Urinals** The flushes in the urinals are not working correctly, a quote for the repair was approved.

**Item 10.1 - Allotments:** recommendation to Full Council on tenancy of plots 28, 38, 43, 75 and 79.

Following a discussion, the Parish Council agreed the following

Plot 28 - Appeal **refused**, lease termination to stand

Plot 38 - Appeal **granted**, lease to be renewed with the following **caveats**:

- The plot is to be kept tidy as a courtesy to other plot holders
- Weeds are to be kept under control to prevent them spreading to neighbouring plots

- The renewal of the lease will be reviewed at the next allotment inspection in March/April 2023 when the plot holder will be required to demonstrate that the plot is being cultivated (or prepared for cultivation) and is largely weed-free

Plot 43 - Appeal **refused**, lease termination of Plot 43 to stand.

However, Winnersh Parish Council will make an offer of the lease of the half-plot, Plot 1A, in consideration of the plot holder's circumstances. If accepted, the lease of Plot 1A will not be subject to inspection as long as the lease is maintained in the name of the current tenant of Plot 43

Plot 75 - Appeal **granted**, lease to be renewed with the following **caveats**:

- The plot is to be kept tidy as a courtesy to other plot holders
- Weeds are to be kept under control to prevent them spreading to neighbouring plots
- The renewal of the lease will be reviewed at the next allotment inspection in March/April 2023 when the plot holder will be required to demonstrate that the plot is being cultivated (or prepared for cultivation) and is largely weed-free

Plot 79 - Appeal **granted**, lease to be renewed with the following **caveats**:

- The plot is to be kept tidy as a courtesy to other plot holders
- Weeds are to be kept under control to prevent them spreading to neighbouring plots
- The renewal of the lease will be reviewed at the next allotment inspection in March/April 2023 when the plot holder will be required to demonstrate that the plot is being cultivated (or prepared for cultivation) and is largely weed-free

It was also agreed to review all policy documents relating to the allotments to ensure that process, inspections and appeals are set out. **Action CELO**

**Note that Annex C of the R & A committee is treated as a Part 2 item.**

**Item 11 – Review Appointments of Councillors to Standing Committees** Cllr Harper was nominated to the R & A committee.

**Item 12 – Planning & Transport Committee** minutes of the meeting held on 16<sup>th</sup> August 2022 were approved, and items noted.

**Item 13 Finance and General Purposes Committee:** the minutes of the meeting Action CELO/Asst Clerk held on 26<sup>th</sup> July 2022 were approved.

Recommendations –

The Parish Council agreed to transfer transport budget to general fund.  
Agreed to endorse action on debt related none payment.

Agreed that Q1 and Q2 accounts will be reviewed at 25<sup>th</sup> October meeting  
Agreed to transfer allotment deposits to general account.  
Agreed Policies

**Item 14 – Parish Clerk recruitment** – Cllr Fishwick updated Council on the recruitment exercise and following two unsuccessful campaigns Cllr Fishwick as Interim chair called an Executive meeting of the Council to review the Parish Clerks salary and hours. Following this review the Executive agreed to the role should be full time (37 hours per week) and regraded to SCP 29 (£33,486) to 33 £37,548.

The Parish Council had received 6 applications and the interview panel (Cllrs Fishwick, Bray and Southgate) had short-listed 3 candidates that would be interviewed on Thursday 27<sup>th</sup> October 2022.

Following a discussion, councillors asked to look at points on the contract to enhance retention.  
**Action Assistant Clerk/CELO/Chair/V Chair**

**Item 15 – Parish councillor vacancies**, Following a discussion it was agreed not to co-opt but CELO/Asst Clerk to write to interested the resident and invite them to meetings. **Action CELO/Asst Clerk**

**Item 16 – In person meetings:**

It was agreed that online meetings had their benefits, saved travel, allowed for more flexible working and attendance. Allowed the public to join from home. However, the law currently prevents the continuation of these without referral to an in person meeting and loss of carrying out council business efficiently.

The Parish Council therefore agreed to Face to face meetings but to review technical support for hybrid meetings. **Action CELO/Asst Clerk**

**Item 17 – Berkshire Youth –**

Cllr Hanna updated the Parish Council.

Following a discussion, it was agreed to proceed but communications are key to ensure good attendance. Suggest start after half term to allow information to get out to schools etc.

Berkshire Youth need to provide information on the event and WPC write to Forest, The Holt and Emmbrook Schools, place on web site and link to Winnersh & Sindlesham Forum (Facebook). **Action CELO/Asst Clerk**

**Item 18 – CCTV**

Cllr Boadu presented the 4 quotes and highlighted what had not been priced for. When taking account of these it was agreed that Sirius were the best value and would be appointed. **Please note that quote is only valid until 14<sup>th</sup> October so urgent order required. Action CELO/Asst Clerk**

**Item 19 CIL and Winnersh Meadows** – Wokingham Borough Council have asked for 100% contribution towards the upgrading of the footpath at Winnersh Meadows. Following a discussion, it was agreed that the Parish Council need to understand the expiry dates on the available CIL and refer the matter to the next available meeting. **Action CELO/Asst Clerk**

**Item 20 External auditor:** The Parish Council agreed to remain in the SAAA sector-led appointment scheme for the next 5-years. **Action CELO/Asst Clerk**

**Item 21 Winnersh Fete** – Following a discussion it was agreed to hold Winnersh Fete in 2023 and Cllr Fishwick to produce weather data for 3<sup>rd</sup> Saturday in June and 1<sup>st</sup> Saturday in September for past 15 years. **Action Cllr Fishwick**

**Item 22 Schedule of payments (Appendix 2)** were approved and Cllrs Fishwick and Hanna nominated to sign. **Action Cllrs Fishwick and Hanna**

**Item 23 Climate Change** – Cllr Fishwick had circulated a Climate Change Emergency report (Appendix 3) in advance of the meeting and the report was noted with the following actions and approvals

**Action CELO** - to produce stats on number of residents signed up for e-newsletter.

**Action 21 – Solar panels** Cllr Green updated the Parish Council on the condition of the solar panels and the Council approved up to £1,700 to carry out maintenance,

**Item 24 Winnersh Sustainable Transport Working Group** - Cllr Fishwick had circulated a Stations Adoptions report (Appendix 4) in advance of the meeting and the report was noted.

**Item 25 Correspondence** – None.

**Item 26 Date of the next meeting: Tuesday 8 November 2022 at 19.30.**

Meeting finished at 21:45.

## Appendix 1

### **Paul Fishwick ward member update to Winnersh Parish Council – October 2022**

#### **Finance**

Wokingham Borough Council like many councils across the country is struggling against a background of some of the worst economic pressures that have been experienced in the last 40 years and there is no end in sight with the situation appearing to be getting worse.

Wokingham is not alone; this situation is extremely difficult for many councils. The Labour run council in Slough and the Conservative run council in Thurrock are both in special measures because of their financial situation and others may follow.

The previous administration set the budget for the current financial year 2022/23 and to balance the budget used £2.2m of funding taken from the reserves. Income from our car parks, including the Park and Rides is forecast to be somewhere between £600k and £800k lower than the budget set and this has added to the forecast £2.2m estimated deficit this year, that we are trying to cover.

Our Park and Rides continue to suffer, with only MereOak operational and patronage low based on pre-pandemic levels and Winnersh Triangle closed and under construction. Coppid Beech is not yet open, but all have business rates and other running costs with little income overall.

Taking funding from the reserves, like the previous administration did, is not an option open to us as the reserves are now low and we cannot allow this authority to be placed in the hands of central government like Slough and Thurrock as the consequences would be devastating.

All our services are under severe pressure due to significantly rising costs, and we are therefore looking very hard at everything we do to see if we can make any savings this year and in future years and where we can raise more revenue. We need to do this to ensure we have enough money to protect the most vulnerable in our community and we have some difficult decisions to make.

#### **Active travel, transport and highways**

The Local Cycling Walking and Infrastructure Plan consultation ended on the 2<sup>nd</sup> October and the feedback, including from Winnersh Parish Council is now being analysed. The Borough Council will use this feedback together with preliminary design work already completed to make a bid for Active Travel England funding in December 2022.

The latest planned changes (Amendment 5) of the parking restrictions was completed last month and included three sites that were put forward by your Borough Councillors, Pheasant Close near its junction with Reading Road, Alder Mews near Bearwood Road and Jersey Drive/Fresian Way area.

Other submissions such as Lenham Close at its junction with Old Forest Road and Sadlers Lane at its junction with Reading Road will be included in the next planned changes (Amendment 6).

Micro asphalt surfacing has been completed during September in Mayfields (part), St Mary's Road, Rainbow Park, Bayley Court and Goddard Court.

**Borough Councillor Paul Fishwick 10<sup>th</sup> October 2022**

## Appendix 2

Schedule of Payments - October 2022				
	Payee	Description	Amount	Comments
Payroll				
1	Net Salaries	Net Salaries (LP/CF/JN/JR/KS)	£ 4,076.44	Oct-22
2	HMRC	PAYE & NI	£ 430.29	
Invoiced Payments				
3	A Solo Security	Reset Alarms - replacing doors	£ 132.00	October 2022
4	Business Stream	Allotment 22 June - 20 Sep 22	£ 161.23	October 2022
5	Castle Water	01-Aug 22 - 31 Jan 23	£ 80.72	October 2022
6	Castle Water	01-Aug 22 - 31 Jan 23	£ 325.58	October 2022
7	Collard	Waste Removal	£ 131.83	September 2022
8	D Knight	Window Clean and Gutter	£ 120.00	September 2022
9	EON	Gas - Allnatt Pavillion	£ 64.10	01-sep - 30 Sep 22
10	EON	Gas - Community Centre	£ 275.17	9th Sep - 1st Oct 22
11	EON	Electric - Allnatt Pavillion	£ 84.05	01-sep - 30 Sep 22
12	EON	Electric - Comm'ty C'tre	£ 133.02	10-Aug - 31st Aug 22
13	Holly Digital	Service Charge	£ 31.10	October 2022
14	ITQED	IT monthly support	£ 98.80	September 2022
15	ITQED	PC backups & anti-virus	£ 36.70	September 2022
16	ITQED	365 backup	£ 57.60	September 2022
17	NALC	Job Advert	£ 360.00	October 2022
18	Nick Robins	Grounds Maintenance	£ 829.20	September 2022
19	SES Business Water	Allotment 31 Aug - 30 Sep 2022	£ 34.06	September 2022
20	SLCC	Kerry - Membership	£ 154.00	October 2022
21	SSE Southern Electric	Car Park Lighting 30 Jun - 26	£ 297.56	October 2022
22	Web Marketing Matters	Website Support	£ 177.12	October 2022
TOTAL for Payroll/Invoiced Payments/Refunds			£ 8,090.57	
Direct Debits				
23	BT	Broadband and phone	£ 39.00	October 2022
24	Sage	Payroll (April 2022)	£ 8.40	October 2022
25	Sage	Accounts Software	£ 61.20	October 2022
26	Daisy	Caretaker mobile phone	£ 12.49	October 2022
TOTAL for Direct Debits			£ 121.09	
Lloyds/UNITY Bank Multipay Card				
27	Timpson	Height barrier keys	£ 12.00	September 2022
28	Timpson	Replacement keys for new doors	£ 50.00	September 2022
29	Credit Security	Music Licence Feb 2022	£ 364.77	September 2022
30	Lloyds Bank	Multipay Card Fee	£ 3.00	September 2022
TOTAL for Multipay Card by Direct Debit			£ 429.77	
TOTAL SPEND				
Paid since the last meeting				
31	The Firmco LTD	Hub Energy	£ 69.04	October 2022
TOTAL paid since last meeting			£ 69.04	
Bank Balance				
Unity Bank			£ 277,014.45	As at 11/10/2022
NatWest Current Account			£ 2,500.00	As at 30/09/2022
NatWest Reserve Account			£ 44,873.36	As at 30/09/2022
TOTAL for all Bank Accounts			£ 324,387.81	

## Appendix 3

### Winnersh Parish Council Climate Change Action Plan Action – update (11<sup>th</sup> October 2022)

### Item 23

**Action 14 EV charge points.** Investigate the feasibility of installing Electric vehicle charging points at Bearwood Recreation Ground car parking area.

**Lead Cllr Fishwick Update** – Looking at some new options with Wokingham Borough Council.

**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.

**Lead Cllr Green Update** –.

1. Change Power supply to Allnatt Pavilion - Work underway, cabling completed and awaiting a part that is on order, testing and commissioning expected this month.
2. Battery update - I need to get 2 existing quotes refreshed and obtain a 3rd, plan to present to Full Council for November.
3. Maintenance - Quote was sent, however lost in email systems, updated quote will be available at Full Council for consideration. **Recommendation:** If the cost is appropriate, it would be suggested that it is accepted and approved at Full Council.

Note, 6<sup>th</sup> panel is now showing as faulty, this will be addressed on the maintenance.

**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** - Carbon Footprint - At the document review it was agreed that where appropriate during procurement, the Council will request information about the carbon footprint and equipment and services provided.

**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** – We now need to be launching the first e-newsletter this autumn.

**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 / Cllr Harper Update** – Freely Fruity was discussed at R&A (4<sup>th</sup> October 2022) but it was felt that there was already enough of an area allocated to growing fruit. However, Cllr Harper took an action to talk to freely Fruity as it is a possibility that they could take over the project to put a small heritage fruit orchard at the top end of the allotments near the railway.

**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).

## **Appendix 4**

### **Agenda Item 24**

#### **The Winnersh Sustainable Transport Group Stations Adoptions Winnersh and Winnersh Triangle stations**

##### **CCIF bid for Winnersh and Winnersh Triangle stations**

South Western Railway made available a Customer and Communities Improvement Fund (CCIF) which bids could be submitted by the community as well as local authorities.

Rather than submit two competing bids, the Winnersh Sustainable Transport Group submitted a letter of support with Wokingham Borough Council's bid that included both of our adopted stations.

The bid and letter of support are attached as Annex A.

##### **Artwork installed at Winnersh station**

Further to the report at the 12<sup>th</sup> July 2022 Full Council meeting (Item 15 refers), the second set of artwork prints were placed in the shelters at the Winnersh station a few days after the meeting, showing on Platform 1, Guildford and Portsmouth Harbour and on Platform 2 it is Reading and Weymouth.

##### **Future ideas for improvements**

We made a bid submission for bulbs to spell out Winnersh at the station, but the bid was turned down as they only allowed the bulbs in planters as they would need to scan the embankment and they are only doing this currently in set stations. So, on this occasion it will not be feasible.

However, I have submitted photos of potential locations for the station to be spelt out in stones, which was another of our suggestions and this doesn't require a 'planting season'.

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

## **Annex A**

15<sup>th</sup> September 2022

Dear Veronika,

### **Customer and Communities Improvement Fund (CCIF) – Winnersh and Winnersh Triangle stations**

Thank you for your mail and invitation to apply for the CCIF funding that has been made available by South Western Railway.

Winnersh Parish Council adopted both Winnersh and Winnersh Triangle stations in January 2021 and have been successful at introducing destination artwork into the four waiting shelters at both stations during June/July 2022.

Two projects that we have listed for consideration as future schemes are the provision of cycle pump and tools and wayfinding/totem signage at both of our adopted stations.

Wokingham Borough Council has kindly shared their draft CCIF bid with us and rather than we submit a separate but similar bid to them, we would rather submit a letter of support from the Parish Council.

The bid, if successful would support some of the objectives of the Parish Council for these stations.

Yours sincerely

Paul Fishwick  
Interim Chair Winnersh Parish Council